

## Tips on Using APA Style 7<sup>th</sup> edition

**This handout describes some basic APA documentation procedures. It is not intended to replace the APA style manual.**

### Manuscript preparation

Font (instructor preference):

- A sans serif font 11 pt. Calibri, 11 pt. Arial, 10 pt. Lucida Sans Unicode or
  - A serif font 12 pt. Times New Roman, 11 pt. Georgia, or 10 pt. Computer Modern.
- These fonts are recommended because they are legible and include special characters.

### **Paraphrases and Quotations**

A paraphrase restates another's idea in your own words. Paraphrasing is an effective writing strategy because it allows authors to summarize and synthesize information from one or more sources, focus on significant information, and compare and contrast relevant details. **Although it is not required to provide a page or paragraph number, you may include one with the author and year when it would help locate the passage within a long or complex work. (See page 269 of APA handbook for specific examples).**

### **Direct Quotation**

A direct quotation reproduces words verbatim from another work. It is best to paraphrase because paraphrasing allows you to analyze information in your writing style.

- Short quotations (fewer than 40 words): incorporate into the text and close with quotation marks and complete citation.
- Block quotations (more than 40 words): no quotation marks are used to enclose a block quotation. (See page 272 section 8.27 in the APA manual)

### How to create citations within the text (*In-text Citations*):

#### **Author's name in text (paraphrase): [narrative citation]**

Put the year in parentheses following the author's name.

**Example:** Webster-Stratton (2016) described a case example of a ... (pp. 152-153).

In rare instances, the author and year may be used together without the need of parenthesis.

**Example:** In 2016, Webster-Stratton described a case example ... (pp. 152-153).

#### **Author's name in reference (paraphrase): [parenthetical citation]**

Put the author and date (separated by a comma) in parentheses at the end of the cited segment.

**Example:** Falsely balanced news coverage can distort the public's perception ... (Koehler, 2016, p. 115).

#### **Quoted material in text:**

Enclose quotations of fewer than 40 words in double quotation marks (do not indent or block off). In parentheses, include the page number of the quoted text preceded by "p."

**Example:** Clements (2020) found that "earlier studies on reactions could not be verified" (p. 32).

#### **Works with no identified author:**

Cite the first few words of the reference list entry (usually the title) and the year.

**Example:** Numbers seeking free care have doubled in the past year ("Study Finds," 2011).

**Quoted material from an Internet source without pagination:**

If paragraph numbers are provided, use them in place of page numbers.

**Example:** Smith and Jones (2012) suggest the need for an “intellectual . . . cyberspace” (para. 4).

**Examples of how to list selected materials on a Reference list:**

In-text citations have two formats: parenthetical and narrative.

- **Parenthetical** citations—the author name and publication date **appear in parenthesis**
- **Narrative** citations—the information is **incorporated into the text** as part of the sentence

**Reference Examples:****Artwork in a museum or on a museum website:**

Delacroix, E. (1826-1827). *Faust attempts to seduce Marguerite* [Lithograph]. The Louvre, Paris, France.

**Parenthetical citation:** (Delacroix, 1826-1827) or **Narrative citation:** Delacroix (1826-1827)

**Authored book with a DOI:**

Brown, L. S. (2018). *Feminist therapy* (2<sup>nd</sup> ed). American Psychological Association.  
<https://doi.org/10.1037/0000092-000>

**Parenthetical citation:** (Brown, 2018) or **Narrative citation:** Brown (2018)

**Authored book without DOI:**

Burgess, R. (2019). *Rethinking global health: Frameworks of power*. Routledge.

**Parenthetical citation:** (Burgess, 2019) or **Narrative citation:** Burgess (2019)

**Authored ebook (e.g., Kindle book) or audiobook without a DOI, with a nondatabase URL**

Cain, S. (2012). *Quiet: The power of introverts in a world that can't stop talking* (K. Mazur, Narr.) [Audiobook]. Random House Audio. <http://bit.ly/2GOBpbl>.

**Parenthetical citation:** (Cain, 2012) or **Narrative citation:** Cain (2012)

**Dictionary:**

Merriam-Webster. (n.d.). *Merriam-Webster.com dictionary*. Retrieved May 5, 2019, from <https://www.merriam-webster.com/>

**Parenthetical citation:** (Merriam-Webster, n.d.) **Narrative citation:** Merriam-Webster (n.d.)

**Facebook page:**

Smithsonian's National Zoo and Conservation Biology Institute. (n.d.). *Home* [Facebook page]. Facebook. Retrieved July 22, 2019, from <https://www.facebook.com/nationalzoo>

**Parenthetical citation:** (Smithsonian National Zoo and Conservation Biology Institute, n.d.)  
**Narrative citation:** Smithsonian National Zoo and Conservation Biology Institute (n.d.)

**Film or Video:**

Forman, M. (Director). (1975). *One flew over the cuckoo's nest* [Film]. United Artists.

Jackson, P. (Director). (2001). *The lord of the rings: The fellowship of the ring* [Film; four-disc special extended on DVD]. WingNut Films; The Sail Zaentz Company.

**Parenthetical citation:** (Forman, 1975; Jackson, 2001)

**Narrative citation:** Forman (1975) and Jackson (2001)

**Journal, magazine, or newspaper article without a DOI, from most academic research databases or print version\*:**

Anderson, M. (2018) Getting consistent with consequences. *Educational Leadership*, 76(1), 26-33.

Goldman, C. (2018, November 28). The complicated calibration of love, especially in adoption. *Chicago Tribune*.

**Parenthetical citation:** (Anderson, 2018; Goldman, 2018)

**Narrative citation:** Anderson (2018) and Goldman (2018)

\*Do not include the database name or URL. See page 282 section 9.3 of the APA Manual for more on excluding or including database information in references.

**Journal article with a DOI:**

McCauley, S. M., & Christiansen, M. H. (2019). Language learning as language use: A cross-linguistic model of child language development. *Psychological review*, 126(1), 1-51.

<https://doi.org/10.1037/rev0000126>

**Parenthetical citation:** (McCauley & Christiansen, 2019)

**Narrative citation:** McCauley and Christiansen (2019)

**Personal interview (in-text only) For more information see page 259 of the APA Manual:**

(T. Nguyen, personal communication, February 24, 2020)

**Podcast episode:**

Glass, I. (Host). (2011, August 12). Amusement park (No. 443) [Audio podcast episode]. In *This American life*. WBEZ Chicago, <https://www.thisamericanlife.org/radio-archives/episode/443/amusement-park>

- List the host of the podcast as the author and include their role in parentheses.
- Specify the type of podcast (audio or video) in square brackets.

**Parenthetical citation:** (Glass, 2011)

**Narrative citation:** Glass (2011)

**PowerPoint slides or lecture notes:**

Canan, E., & Vasilev, J. (2019, May 22). [Lecture notes on resource allocation]. Department of Management Control and Information Systems, University of Chile.

<https://uchilefau.academia.edu/ElseZCanan>

**Parenthetical citation:** (Canan & Vasilev, 2019) **Narrative citation:** Canan and Vasilev (2019)

**Report by a government agency or other organization:**

National Cancer Institute. (2018). *Facing forward: Life after cancer treatment* (NIH Publication No. 18-2424). U.S. Department of Health and Human Services, National Institutes of Health. <https://www.cancer.gov/publications/patient-education/life-after-treatment.pdf>

**Parenthetical citation:** (National Cancer Institute, 2018)

**Narrative citation:** National Cancer Institute (2018)

**State statute in state code:**

Florida Mental Health Act, Fla. Stat. §394 (1971 & rev.2009).

[http://www.leg.state.fl.us/states/index.cfm?App\\_mode=Display\\_Statute&URL=0300-0399/0394/0394.html](http://www.leg.state.fl.us/states/index.cfm?App_mode=Display_Statute&URL=0300-0399/0394/0394.html)

**TED talk:**

Giertz, S. (2018, April). *Why you should make useless things* [Video]. TED Conferences. [https://www.ted.com/talks/simone\\_giertz\\_why\\_you\\_should\\_make\\_useless\\_things](https://www.ted.com/talks/simone_giertz_why_you_should_make_useless_things)  
See page 343 of the APA handbook for YouTube example.

**Parenthetical citation:** (Giertz, 2018) or **Narrative citation:** Giertz (2018)

**Tweet:**

APA Education [@APAEducation]. (2018, June 29). *College students are forming mental-health clubs—and they're making a difference @ washingtonpost* [Thumbnail with link attached] [Tweet]. Twitter. <https://twitter.com/apaeducation/status/1012810490530140161>

**Parenthetical citation:** (APA Education, 2018) or **Narrative citation:** APA Education (2018)

**Webpage on a news website:**

Avramova, N. (2019, January 3). *The secret to a long, happy, healthy life? Think age-positive*. CNN. <https://www.cnn.com/2019/01/03/health/respect-toward-elderly-leads-to-long-life-intl/index.html>

**Parenthetical citation:** (Avramova, 2019) or **Narrative citation:** Avramova (2019)

**Webpage on a website with a group author:**

Centers for Disease Control and Prevention. (2020, January 23). *People at high risk of developing flu-related complications*. [https://www.cdc.gov/flu/about/disease/high\\_risk.htm](https://www.cdc.gov/flu/about/disease/high_risk.htm)

**Parenthetical citation:** (Centers for Disease Control and Prevention, 2020)

**Narrative citation:** Centers for Disease Control and Prevention (2020)

**Webpage on a website with an individual author:**

Martin Lillie, C. M. (2016, December 29). *Be kind to yourself: How self-compassion can improve your resiliency*. Mayo Clinic. <https://www.mayoclinic.org/healthy-lifestyle/adult-health/in-depth/self-compassion-can-improve-your-resiliency/art-20267193>

**Parenthetical citation:** (Martin Lillie, 2016) or **Narrative citation:** Martin Lillie (2016)

**Work in an anthology:**

Lewin, K. (1999). Group decision and social change. In M. Gold (Ed.), *The complete social scientist: A Kurt Lewin reader* (pp. 265-284). American Psychological Association.  
<https://doi.org/10.1037/10319-010> (Original work published 1948)

**Paraphrased citation:** (Lewin, 1948/1999) or **Narrative citation:** Lewin (1948/1999)

**YouTube video or other streaming video:**

Fogarty, M. [Grammar Girl]. (2016, September 30). *How to diagram a sentence (absolute basics)* [Video]. YouTube. <https://youtu.be/deiEY5Yq1ql>

University of Oxford. (2018, December 6). *How do geckos walk on water?* [Video]. YouTube.  
<https://www.youtube.com/watch?v=qm1xGfOZJc8>

**Paraphrased citation:** (Fogarty, 2016; University of Oxford, 2018)

**Narrative citation:** Fogarty (2016) and University of Oxford (2018)

**Guidelines for Writing the References section:**

- Begin “References” on a new page after the text and place in bold at the top center of the page.
- **Double-space all lines. Note: To save space, the examples on this tip sheet are not double-spaced.**
- Apply a hanging indent (.5 inch) to each reference list entry, meaning that the first line of the reference is flush left and subsequent lines are indented (hanging indent).
- Arrange entries in alphabetical order by the last name of the first author; use only the initials of the author's first and middle (if given) names.
- If no author is given, alphabetize using the title and then the date.
- Place the date of publication in parentheses following the author's name.
- Invert all individual author's names, providing the last name first, followed by a comma and initials: (example) Smith, A. C. After the first author, all subsequent authors are as listed IN ORDER.
- Give surnames and initials for up to and including 20 authors. When authors number 20 or more, include the first 19 authors' names, then insert three ellipses, and add the last author's name. **(See page 286 section 9.8 of the APA manual)**
- APA uses capitalization sparingly. **(See page 167 section 6.17 in the APA manual)**
- Titles of books and names of journals are italicized.
- Do not put quotation marks around article titles.
- The 7th edition no longer requires a retrieval date unless it is required by your instructor.

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Source: American Psychological Association. (2019). *Publication manual of the American Psychological Association* (7<sup>th</sup> ed.). Washington, DC: American Psychological Association.