APA Citation Style for Academic Writing
7th Edition

Center for Writing Excellence
What is APA Style?

Manuscripts in the social sciences most commonly use American Psychological Association (APA) citation style.

APA regulates—

- In-text citations
- References
- Formatting and punctuation
- Construction of tables
- Presentation of statistics
APA General Format

• Double-spaced throughout
• 1” Margins
• sans serif fonts such as 11-point Calibri, 11-point Arial, or 10-point Lucida Sans Unicode
• serif fonts such as 12-point Times New Roman, 11-point Georgia, or normal (10-point) Computer Modern (the default font for LaTeX)
• 1 space after all periods
• Printed on standard-sized paper (8.5” x 11”)
Types of Articles and Papers

- Quantitative articles
- Qualitative articles
- Mixed methods articles
- Replication articles
- Quantitative and qualitative meta-analyses
- Literature review articles
- Theoretical articles
- Methodological articles

   - See chapters 1 and 2 of the *Publication Manual*
APA Style Includes Four Major Sections:

1. Title page
2. Abstract
3. Text (can include subsections)
4. References
5. Footnotes
6. Tables
7. Figures
8. Appendices

--Footnotes can be appear in page footers or at the end; tables and figures can be embedded in the text or at the end.
Literature Review

1. **Title Page**
   - Include running head, title, author’s name and institution affiliation, author note

2. **Abstract**
   - Provide if appropriate and include keywords

3. **Introduction (note that “Introduction” does not appear as a heading)**
   - Define and clarify problem

4. **Main Body (Text)**
   - Present discussion of sources
   - Organize chronologically, thematically, or methodologically

5. **Conclusion/Implications for Future Research**
   - Identify relations, contradictions, gaps, and inconsistencies in the literature
   - Suggest next steps in solving the problem

6. **References**
   - Include all sources cited
Experiment/General Research Study

1. Title page
   ➢ Author, affiliation, author’s note, running head

2. Abstract and keywords

3. Introduction (no heading)

4. Literature Review

5. Method
   ➢ Include participants, sampling procedure, materials, measures, research design, etc.

6. Results
   ➢ Summarize collected data, data analyses, and results

7. Discussion
   ➢ Interpret results, discuss implications, and draw inferences related to hypotheses

8. Implications/Conclusions

9. References

10. Footnotes

11. Tables and Figures (in text or at the end)

12. Appendices
Title Page: *Two Versions Professional and Student*

**Professional:**
- The title of the paper (preferably no more than 12 words)
- Author name(s) and affiliation(s)
- Author note
- Page header/running head—example below for title page

**Student:**
- Same as above but do not include running head
- Course number and name
- Instructor name
- Assignment due date

--- Follow guidelines of institution or instructor for which title page format to use.
Title of the paper
Your Name
Institution’s Name
Running Head and Page Numbers

The running head should use—

- Capital letters
- Left justification at top of page
- A maximum of 50 characters, including spaces.

Pages after the title page should have a running head that looks like this:

TITLE OF YOUR PAPER

Page numbers:

- May include author’s last name
- Right justification at top of page
Abstract

• Center the title (Abstract) at the top of page
• Provide a concise summary of the key points of your research
• Write a single paragraph, double-spaced, flushed to the left
• Limit the abstract to 150-250 words
• Use keywords, if appropriate
• Place on page 2 of paper after title page
Abstract

Example of abstract

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Keywords: example
Main Body

• Center manuscript title at the top of the page
• Bold the heading
• Double-space text and begin on page 3 after abstract
• Do not use “Introduction” as a heading title
Reference Page

• Center the title (References) at the top of page
• Bold heading “References”
• Double-space reference entries
• Flush left the first line of the entry and indent subsequent lines (hanging indent)
• Order entries alphabetically by the last name of the first author of each work
In-Text Citation

**Two Methods**

Signal Phrase: Author name in running text

Knight (2012) reported that …

Parenthetical Citation: Author name in parentheses at end of sentence

The study indicated … (Knight, 2012).

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There is no great writing, only great rewriting. - Justice Brandeis
Writing is 1% inspiration and 99% elimination. - Louise Brooks
In-Text Citations

Work by One Author

Example 1: Signal Phrase
Smith (2012) found...

Example 2: Parenthetical Citation
...school mascots boosted school spirit (Smith, 2012).
In-Text Citations

Work by Two Authors

Signal Phrase
Smith and Jones (2012) found that…

Parenthetical Citation
… (Smith & Jones, 2012).
In-Text Citations

Work by Three or More Authors

Et al. always used for 3 or more authors:

Signal Phrase
Research by Smith et al. (2012)…

Parenthetical Citation
… (Smith et al., 2012).
In-Text Citations

Unknown Author

Cite the source by its title in the signal phrase or use the first word or two of the title in the parentheses.

Use quotation marks or italics as appropriate for the source:

- Quotation marks for article or book chapter
- Italics for book or website

“Title of work” … (2012).

OR

… (“First words of title,” 2012).
In-Text Citations

Organization as an Author

According to the Food and Drug Administration (FDA; 2015), …

OR

… (Food and Drug Administration [FDA], 2015).

If the organization has a well-known abbreviation, include the abbreviation in brackets the first time the source is cited and then use only the abbreviation in later citations.

In subsequent citation:

… (FDA, 2015).
In-Text Citations

Two or More Works in the Same Parentheses:
Order the works alphabetically, separated by a semi-colon
(Smith & Jones, 2014; Williams, 2008)

Authors with the Same Last Name:
Use initials with last name

Two or More Works by an Author in the Same Year:
Use lower-case letters (a, b, c) with the year
(Cook, 2012a)
(Cook, 2012b)
In-Text Citations

Quoting Sources

• Use direct quotes sparingly and only when critical for meaning
• Instead summarize argument or evidence
• Include page number in the in-text citation

Examples:
According to Jones (1998), “Students often had difficulty using APA style, especially when it was their first time” (p. 199).

OR

According to the researcher, “Students often had difficulty using APA style, especially when it was their first time” (Jones, 1998, p. 199).
Principles of References List Entries

- **Author** (who is responsible for this work)
- **Date** (when was this work published)
- **Title** (what is this work called)
- **Source** (where can this work be retrieved)
References
Crediting Authors

Single Author:
Last name first, followed by author initials
Current Directions in Psychological Science, 11(1), 7-10.

Two Authors:
List by last names and initials; use the ampersand instead of “and”
Three to Twenty Authors:

List by last names and initials; separate with commas; last author name preceded by ampersand; up to 20 authors may be listed.

More Than Twenty Authors:

*After the twentieth author's name, use an ellipsis in place of the author names; provide the final author name*


https://doi.org/10.000/3mp7y-537
References

Crediting Authors

Two or More Works by the Same Author:
Use the author's name for all entries and list the entries by the year (earliest comes first)


When an author appears both as a sole author and in another citation as the first author of a group, list sole author entries first


(Paiz et al., 2012)
References

Crediting Authors

Two or More Works by the Same Author:

For references that have the same first author and different second and/or third authors, arrange alphabetically by last name of second author


References

Crediting Authors

Two or More Works by the Same Author in the Same Year:

Organize sources alphabetically by the title of the article or chapter; assign lower-case letter suffixes to the year


References

Books

Basic Form:
Author, A. A. (Year of publication). Title of work: Capital letter also for subtitle. Publisher.

Example:

Publisher name should be what is shown on the work, even if references show different variations of publisher names.
References

Articles in Periodicals

Basic Form:

Example:

Center for Writing Excellence (CWE)
973.655.7442
cwe@mail.montclair.edu

There is no great writing, only great rewriting. - Justice Brandeis
Writing is 1% inspiration and 99% elimination. - Louise Brooks
General principles:
• Include the DOI in the reference if one is assigned
• If there is no DOI, include the URL (but not for a database)
• Do not include the name of the database or the phrase “retrieved from”
• Do not include retrieval dates unless the source material is likely to change over time such as Wikipedia or the UpToDate database. In this case only, use the phrase “retrieved date, from https://xxxx”
References

DOI Style

• https://doi.org/10.xxxx/xxxxxxxx
References

Journal Articles Online (DOI Display)

Basic Form:

Example:

(American Psychological Association, 2010)
References

Journal Articles Online With No DOI

Basic Form:

Include URL only if the article is available online (not including databases)
References

Journal Articles Advance Online Publication


Conference session or presentation:
Presenter, A. A., & Presenter, B. B (2020, September 18-20). Title of contribution [Type of contribution]. Conference Name, Location. https://doi.org/xxxx
References

Dissertations/Theses Online

Doctoral dissertation or master’s thesis retrieved from a database service:

Author, A. A. (year). Title of dissertation [Doctoral dissertation, Name of Institution Awarding the Degree]. Database Name or Archive Name. https://xxxxx


Unpublished dissertation or master’s thesis:
References

Electronic Sources: Periodicals

Magazine Article:

Newspaper Article:

For magazines and newspapers, include the month or day of publication.
Citing an Entire Website, Feed, and Page:

If not citing a particular document on a website:

• It is sufficient to give the address of the site in the text
• No reference list entry is needed

Examples:

KidsPsych is a wonderful interactive website for children (http://www.kidspsych.org).

President Obama often used Facebook (http://www.facebook.com/barackobama) and Twitter (http://www.twitter.com/barackobama) to keep citizens up to speed on his initiatives.
References

Electronic Sources: Press Releases

The White House, Office of the Press Secretary. (2010). *Administration officials continue travel across the country holding “Recovery Summer” events, project site visits* [Press release].
http://www.whitehouse.gov/thepressoffice/administration-officials-continue-travelacross-country-holdingrecovery-summer-eve

References

Electronic Sources Continued

Unpublished Manuscript:
Author, A. A. (year). *Title of manuscript* [Unpublished manuscript].
   Department Name, University Name. https://xxxx

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

   https://www.slideshare.net/brianhousand/game-on-iagc-2016/
References

**Electronic Sources: Film or Video**

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

**YouTube or other streaming video:**

**TED Talk:**
Entire Television Series:

Episode or Webisode:
References

**Electronic Sources: Podcasts**

**Podcast:**

**Podcast episode:**
In-Text Citation:
One patient who experienced the effectiveness of cognitive behavioral therapy stated that it was so remarkable for her that “I began to think impossible things, like I could even invite people home” (OCD-UK, 2009, 4:50).

Reference:
References

Electronic Sources: Art

Work of Art:
Artist, A. A. (copyright year). Title of work [Painting, Drawing, Sculpture, Photograph, etc.]. https://xxxx
References

Electronic Sources: Art Examples

https://www.moma.org/collection/work...classifications=any&date_begin=Pre-1850&date_end=2020&locale=en&page=1&q=Christina%27s+World&with_images=1

References

Electronic Sources: Music

Full Album:


Single Track:
References

Instagram

Instagram Account:

Instagram photo or video:

Parenthetical Citation: (Zeitz MOCAA, 2018).
References

Twitter Profile

Twitter profile:
APA Style [@APA_Style]. (n.d.). Tweets [Twitter profile].
Twitter. Retrieved November 1, 2019, from https://twitter.com/APA_Style

Parenthetical Citation: (APA Style, n.d.)
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://twitters.com/apaeducation/status/1012810490530140161

Parenthetical Citation: (APA Education, 2018)
References
Facebook Page

Facebook Page or Note:

Parenthetical Citation: (Smithsonian’s National Zoo and Conservation Biology Institute, n.d.)
Facebook Post:

Parenthetical Citation: (News From Science, 2018).
References

**Blogs**

Blog Post:

Parenthetical Citation: (Klymkowsky, 2018).

Comment on an online periodical article or post:
KS in NJ. (2019, January 15). From this article, it sounds like men are figuring something out that women have known forever. I know of many [Comment on the article “How workout buddies can help stave off loneliness”]. *The Washington Post*. https://wapo.st/2HDTtoGJ

Parenthetical Citation: (KS in NJ, 2019).

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There is no great writing, only great rewriting. - Justice Brandeis
Writing is 1% inspiration and 99% elimination. - Louise Brooks
Special Situations

Citing Personal Communications

A personal communication is cited in the body of the paper but not included in the reference list.

The journal has reported a large increase in submissions (M. Knight, personal communication, October 3, 2018)
## APA Headings

<table>
<thead>
<tr>
<th>Level</th>
<th>Format</th>
</tr>
</thead>
</table>
| 1     | Centered, Bold, Title Case Heading  
Text begins as a new paragraph. |
| 2     | Flush Left, Bold, Title Case Heading  
Text begins as a new paragraph. |
| 3     | *Flush Left, Bold Italic, Title Case Heading*  
Text begins as a new paragraph. |
| 4     | Indented, Bold, Title Case Heading, Ending With a Period.  
Text begins on the same line and continues as a regular paragraph. |
| 5     | *Indented, Bold Italic, Title Case Heading, Ending With a Period.*  
Text begins on the same line and continues as a regular paragraph. |

*Note. In title case, most words are capitalized.*
APA Style

Basic Characteristics

Clear
Be specific in descriptions and explanations

Concise
Condense information when you can

Plain
Use simple, descriptive adjectives and minimize the figurative language
APA Style

*Point of View*

Active Voice vs. Passive Voice

APA Style encourages using **active voice**

**Active Voice:**
The subject of the sentence performs the action expressed in the verb.

**Example:** Researchers conducted an experiment to test the hypothesis.

**Passive Voice:**
The subject is acted upon.

**Example:** An experiment was conducted by researchers to test the hypothesis.

*But, there are times when passive voice is preferred in some disciplines or for particular purposes. Look at relevant journals and studies to see what style is being used.*
APA Style

Verb Tense

Past Tense or Present Perfect Tense:
- Literature review
- Description of procedure or method
- Reporting of results

Present Tense:
- Implications of results
- Presentation of conclusions
APA Style

Avoiding Bias

• Respect people’s preferences.
• Call people by the pronouns or other designations they prefer if known.
• Make an effort to determine what is appropriate for your situation; you may need to ask your participants what they prefer.
• Singular “they/their” has become increasingly accepted in many publication venues.
APA Style

Person-First Language

• Person with disability (not disabled person)
• Children with autism (not autistic children)
• Individuals with mental illness (not mentally ill people)
• Hard of hearing or deaf (not hearing impaired)
APA Resources

American Psychological Association
http://www.apa.org

APA Style Blog
https://apastyle.apa.org/blog

CWE Digital Dashboard
https://www.montclair.edu/center-for-writing-excellence/cwe-digital-dashboard/resources-for-writers/citing-sources/#APA

Online-Writing Lab (OWL) at Purdue University
https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html

Publication Manual of the American Psychological Association
Q&A and Discussion

• There is no great writing, only great rewriting.
  --Justice Brandeis

• Writing is 1 percent inspiration, and 99 percent elimination.
  --Louise Brooks