APA Style Introduction

The American Psychological Association (APA) provides standards of written communication for academic documents such as scholarly journal articles and books, including writing style, organization of content, the citing of references, and manuscript guidelines for publication. APA Style is most commonly used to cite sources within the Social Sciences (Psychology, Linguistics, Sociology, Economics, and Criminology), as well as in Business and Nursing.

This guide provides resources to assist students with APA citation and format style, the general APA format of research papers, and the reference page.

Doctoral students who need guidance on the formatting of their dissertation or doctoral study should refer to the appropriate template provided on the MyResources tab in TLC.

Contents

General Paper Format Guidelines

A paper should be double-spaced using 12 pt. Times New Roman font with 1-inch margins on all sides.

A **page header** (or "**running head**") should be included at the top of every page. Insert page numbers flush right. The "TITLE OF YOUR PAPER" should be flush left in all capital letters. If the title of the paper is more than 50 characters including spacing and punctuation, a shortened version of the title should be used.

Major Paper Sections

A paper includes **four** major sections: **Title Page**, **Abstract**, **Main Body**, and **Reference List**.

Title Page

The title page contains the **title** of the paper, **author's name**, **institutional affiliation,** and **page header/running head**.

The paper **title** appears in upper- and lowercase letters centered in the upper half of the page. APA recommends that a paper title be no more than 12 words in length. Unnecessary words should be omitted, and abbreviations should be avoided. An additional line may be used for the paper title, if necessary. All text on the title page is double-spaced.

The **author's name** (first name, middle initial(s), and surname) appears beneath the title. Personal titles (e.g., Mrs., Ms.) or degrees (e.g., Ph.D.) are not to be used.

The **institutional affiliation** (indicating the institution the author attends and/or where the research was conducted) appears beneath the author's name.

The **page header/running head** appears on the title page. On the title page, the page header/running head is as follows:

Running head: TITLE OF YOUR PAPER

Note: On all other pages *after* the title page, the page header/running includes only the paper title as follows:

TITLE OF YOUR PAPER

Running Head: TITLE OF MY WRITTEN ASSIGNMENT   1

Title of My Written Assignment

Student P. Learner

XYZ123 Module 1 Case

Trident University International

Figure 1. Sample of Title Page

Abstract

The abstract begins on a new page and includes the **page header**. The word "Abstract" (no bold, italics, underlining) is centered on the first line of the page.

On the next line begins a brief yet succinct summary ("abstract") of the main points of the paper. The summary is a single double-spaced paragraph and is not indented. It is typically between 150 and 250 words and includes the research topic, research questions, participants, methods, results, data analysis, and conclusions.
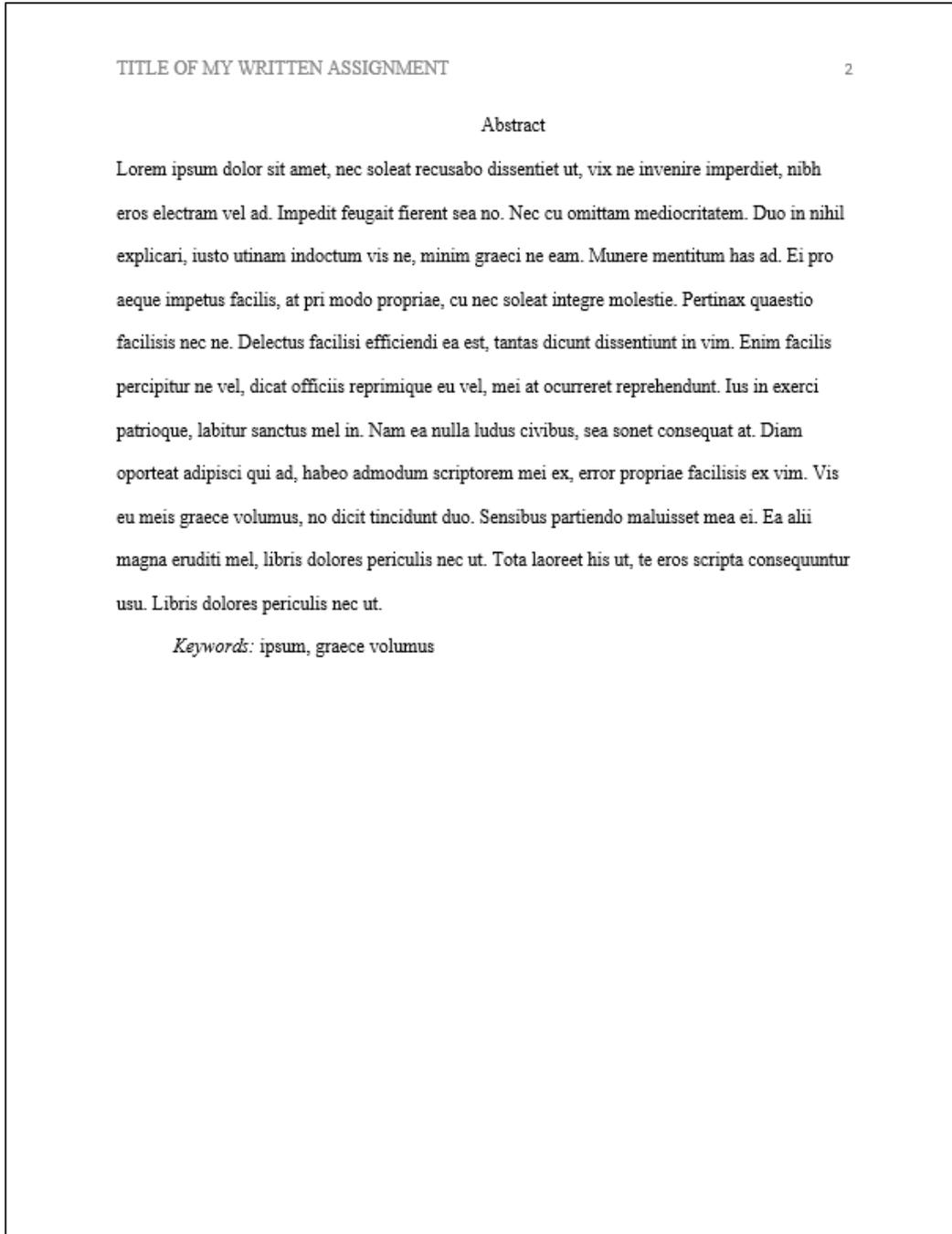
TITLE OF MY WRITTEN ASSIGNMENT   2

Abstract

Lorem ipsum dolor sit amet, nec soleat recusabo dissentiet ut, vix ne invenire imperdiet, nibh eros electram vel ad. Impedit feugait fierent sea no. Nec cu omittam mediocritatem. Duo in nihil explicari, iusto utinam indoctum vis ne, minim graeci ne eam. Munere mentitum has ad. Ei pro aeque impetus facilis, at pri modo propriae, cu nec soleat integre molestie. Pertinax quaestio facilisis nec ne. Delectus facilisi efficiendi ea est, tantas dicunt dissentiunt in vim. Enim facilis percipitur ne vel, dicat officiis reprimique eu vel, mei at ocurreret reprehendunt. Ius in exerci patrioque, labitur sanctus mel in. Nam ea nulla ludus civibus, sea sonet consequat at. Diam oporteat adipisci qui ad, habeo admodum scriptorem mei ex, error propriae facilisis ex vim. Vis eu meis graece volumus, no dicit tincidunt duo. Sensibus partiendo maluisset mea ei. Ea alii magna eruditi mel, libris dolores periculis nec ut. Tota laoreet his ut, te eros scripta consequuntur usu. Libris dolores periculis nec ut.

Keywords: ipsum, graece volumus

Figure 2. Sample of Abstract page

In-Text Citations: The Basics

The following are general guidelines used when referring to the works of others in a paper.

APA requires the past or present perfect tense when referring to the works of others in a paper: Smith (2019) **found** or Smith (2019) **has found** ...

APA format follows the author-date method of in-text citation: the author's last name and the year of publication for the source appear in parentheses separated by a comma (Smith, 2019). A complete reference of the source appears in the reference list at the end of the paper.

When paraphrasing an author's thoughts or ideas but not quoting the words directly, it is not required to include a page number, though APA guidelines encourage doing so. In either case, the source still appears in the reference list at the end of the paper.

In-text citation capitalization, quotes, and italics/underlining

- Proper nouns (author names and initials) must always be capitalized: J. Smith.

- When stating the title of the source *within a paper*, it is necessary to capitalize all words that are four letters or more: *Infinity and Beyond*. In the reference list, however, only the first word of a title is capitalized: *Infinity and beyond*.

- The titles of longer works like books, edited collections, films, television series, and documentaries should be capitalized: *The Bridges of Madison County*; *Gone With the Wind*; *Grey's Anatomy*.

- The titles of shorter works like articles in a journal or edited collections, a television series episode, or song title are within quotation marks: "Mind the Gap: Essays on Composition;" "Elevator Love Letter."

Short quotations

When directly quoting from a source, it is necessary to include the author, year of publication, and page number for the reference.

> According to Smith (2018), "Athletes who meditate before a game are mentally prepared to compete" (p. 63).

> Smith (2018) found "Athletes who meditate before a game are mentally prepared to compete" (p. 63); what does this mean for coaches?

When the author's name is *not* used in the sentence, it is included in the parentheses after the quotation, and includes the year of publication and page number:

> While some may disagree, "Athletes who meditate before a game are mentally prepared to compete" (Smith, 2019, p. 63).

Long quotations

Direct quotations longer than 40 words are placed in a block quotation that is indented one-half inch from the left margin. The block quotation is double-spaced *without* quotation marks. The parenthetical citation appears after the closing punctuation mark.

Smith's (2019) results on animal behavior revealed the following:

> Researchers are attracted to the study of animal behavior for a myriad of reasons as this field of study has an immensely wide scope; diverse topics include the study of feeding behaviors, selection of habitat, sexual mating and reproduction, and societal communities. Many animal behavior specialists connect animal behavior to human beings and have made numerous discoveries based on this hypothesis. (p. 206)

Paraphrase and summary

As stated above, when paraphrasing an author's thoughts or ideas but not quoting the words directly, it is not required to include a page number, though APA guidelines encourage doing so. In either case, the source still appears in the reference list at the end of the paper.

> According to Edwards (2018), mathematics is often difficult for students with learning disabilities.

> Mathematics is often difficult for students with learning disabilities (Edwards, 2018, p. 101).

In-Text Citations: Author/Authors

Two Authors

Both authors' names are included every time the work is cited. "And" is used between the names within the text and the ampersand (&) when in parentheses.

> Studies by Franklin and Miller (2019) supports . . .

> (Franklin & Miller, 2019)

Three to Five Authors

All authors are listed within the text and in parentheses *the first time* the source is cited. "And" is used between the names within the text and the ampersand (&) when in parentheses.

> (Appleton, Kemper, Sullivan, Tate, & Williams, 2007)

In subsequent citations, only the first author's last name followed by "et al." is used within the text and in parentheses.

> (Appleton et al., 2007)

Six or More Authors

When a source includes six or more authors, the first author's name is used, followed by et al. both within the text and in parentheses.

> Slater et al. (2017) argued . . .

> (Slater et al., 2017)

An Unknown Author

When a source does not include an author, the source is cited by its title within the text or with the first word or two in the parentheses. Books and reports are italicized. Article titles, chapters, and web pages are in quotation marks.

> One study addressed video games and ADD in middle school boys ("Gladiators Revenge," 2016).

When the author is stated as "Anonymous," it may be treated as the author's name (Anonymous, 2015). The name would be Anonymous in the reference list as well. But do not use "Anonymous" as an author's name unless the original source does.

Organization as an Author

When the author is an organization or a government agency, the organization is stated within the text or in the parenthetical citation the first time the source is cited.

> According to the American Medical Association (2018), . . .

When the organization has a recognized abbreviation, the abbreviation should be used in brackets the first time the source is cited. In subsequent citations, only the abbreviation may be used.

> First citation: (American Medical Association [AMA], 2018)

> Second citation: (AMA, 2018)

Two or More Works in the Same Parentheses

When two or more works are included in a parenthetical citation, the order is the same way the two names appear in the reference list (alphabetically). The two works are separated by a semi-colon.

> (Jensen, 2018; Talbott, 2019)

Authors With the Same Last Name

When two authors with the same last name are included in a parenthetical citation, the first initials are included to prevent confusion.

> A. Jensen, 2018; L. Jensen, 2019)

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

When there are two sources by the same author in the same year, lower-case letters (a, b, c) are used with the year to order the entries in the reference list. Also use the lower-case letters with the year in the in-text citation.

> Studies by Tolleson (2017a) demonstrated . . .

Introductions, Prefaces, Forewords, and Afterwords

When citing an Introduction, Preface, Foreword, or Afterword in-text, the author and year are included as in other citations

(Keller & Kraler, 2018)

Personal Communication

When citing an interview, letter, email, and any other person-to-person communication, include the communicator's name, that it was *personal communication*, and the date of the communication. Personal communication is not included in the reference list.

(E. Kellerman, personal communication, March 11, 2019).

E. Kellerman revealed that many of the employees had work-related illnesses after the accident (personal communication, March 11, 2019).

Indirect Sources

When citing a source that was originally cited in another source, reveal the original source in the parenthetical citation. The secondary source should be in the parentheses and listed in the reference list.

Miller debated . . . (as cited in Peters, 2018, p. 86).

Electronic Sources

Whenever possible, electronic documents should be cited the same as any other document with the author-date style.

Nedvale (2019) described . . .

Unknown Author and Unknown Date

When neither an author nor date is provided, the title may be used in the parenthetical citation or the first word or two of the title may be used in the parentheses with the abbreviation "n.d." for "no date."

An additional study of assisted living patients revealed that most convalesced with rehabilitation ("Rehabilitation and Technology," n.d.).

Sources Without Page Numbers

When an electronic source does not include page numbers, other information may be included to assist a reader in locating the passage cited. For example, if the electronic document's paragraphs are numbered paragraphs, the abbreviation "para." followed by the paragraph number may be used:

(Deming, 2018, para. 8).

If the paragraphs are not numbered, document headings may be used and the paragraph under that heading may be provided.

> According to Gates (2017), ... (Possible Solutions section, para. 9).

Note: Never use pagination from printed webpages as computers vary and therefore any pagination would not be accurate.

Reference List: Basic Guidelines

A list of references appears at the end of a paper. The reference list provides an opportunity for the reader to locate and retrieve any source that has been included in the paper. Every source cited in a paper must appear in the reference list just as every source on the reference list must be cited in the paper.

The reference list begins on a new page separate from the text of the essay. "References" is centered at the top of the page. Note that it is not bold or underlined, or in quotation marks.

Reference List Guidelines

- All text is double-spaced.

- The second and subsequent lines of each reference entry is indented one-half inch from the left margin (hanging indent).

- The reference list should be in alphabetical order by the last name of the first author of each work.

- The last name and initials for all authors of a particular work (for up to and including seven authors) should be provided. In the case of more than seven authors, the first six authors are listed followed by an ellipsis after the sixth author's name. After the ellipsis, list the last author's name.

- When there are multiple sources by a single author (or authors), the sources should be listed in chronological order.

- Journal titles should never be abbreviated.

- Always use the punctuation and capitalization of a journal in its title. For example: *CA$H: Today's Money*, not *CASH: Today's Money*.

- All major words in journal titles are capitalized.

- For books, chapters, articles, or webpages, only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns are capitalized.

- The titles of longer works such as books and journals are italicized.

- Shorter works such as journal articles or essays in edited collections should NOT be italicized, underlined, or in quotes.

Reference List: Author/Authors

The following APA guidelines for works by one or more authors apply to all references: book, article, electronic resource, etc.

Single Author

Name and initials

> Kellerman, A. E. (2019). Air quality and public health. *Applications in Public Health, 9*, 63-73.

Two Authors

Name and initials and the ampersand (&)

> Watson, P. A., & Ready, F. J. (2017). Stress management in the workplace. *Journal of Social Psychology, 11*, 17-21.

Three to Seven Authors

Name and initials separated by commas; the ampersand (&) before the last name

> Studvail, A. Z., Dwight, A. T., Tam, Q. Z., Hallogan, S., Hittle, S., & Baker, L. K. (2017). All the world is a stage: Personality in the secondary theater classroom. *Journal of Theater and Stage, 39*, 117-125.

More Than Seven Authors

Names and initials separated by commas; an ellipsis is used between the sixth author's name and the final author name to denote missing author names. No more than seven names should ever appear in an entry.

> Muskey, S. J., Chen, X. I., Costello, A. J., Holt, S. T., Stejan, T. K., Taylor, J. E., . . . Ruden, P. J. (2018). Learning management systems for the visually impaired. *Technology Innovation, 18*, 167-183.

Organization as Author

> American Medical Association. (2019).

Unknown Author

> Oxford English dictionary (2nd ed.). (1989). Oxford, England: Oxford University Press.

Two or More Works by the Same Author

Name and initials listed by year

> Brecht, F. M. (2017). Bullying in the middle school classroom. *Adolescent Psychology*, *16*, 53-69.

> Brecht, F. M. (2019). The middle school years. *Adolescent Psychology, 18*, 157-163.

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

When there is more than one reference by a single author published in the same year, the entries should be organized by the title of the article or chapter. A letter suffix is then assigned to the year.

Brecht, F. M. (2019a). The middle school years. *Adolescent Psychology, 18*, 157-163.

Brecht, F. M. (2019b). Bullying and popularity in high school age students. *Personality and Psychology, 12*, 321-330.

The same style would be used in the text of the essay: "Brecht (2019a) explains further..."

Introductions, Prefaces, Forewords, and Afterwords

When citing the Introduction, Preface, Foreword, or Afterword of a book, the publishing information is provided as usual, but Introduction, Preface, Foreword, or Afterword is specified.

Wells, K., & Kuppenheimer, K. (2018). Introduction. In K. L. Smith (Ed.), *Medical terminology* (pp. 14-21). Chicago, IL: Prentice and Kent.

Reference List: Articles in Periodicals

APA style for periodicals is as follows: name and initials; publication year in parentheses followed by a period; title of the article with only the first word and proper nouns capitalized; the title of periodical (in italics), volume number (in italics), and page numbers. If a digital object identifier (DOI) is not available, the URL of the website from which the periodical was retrieved may be used.

Hayes, S. E. (2019). Marketing markets in Dubai. *Global Marketing, 65*(3), 89-93. https://www.abc/123.com

Journal Article Paginated by Volume

In the example below, the volume (55) is in italics after the title.

Scarville, T. K. (2019). Basics for preparing lesson plans. *Journal of Secondary Education, 89*, 112-127.

Journal Article Paginated by Issue

In the example below, the issue number (8) is indicated in parentheses after the volume. Neither the issue number nor the parentheses are in italics.

Owen, Y. (2018). The Apocalypse. *The Old Centaur, 21*(8), 9-27.

Article in a Magazine

Whitman, D. H. (2019, March 26). Celebrities and philanthropy. *People, 186*, 63-67.

Article in a Newspaper

For a newspaper reference, p. or pp. precedes page numbers.

Talbot, F. (2018, April 22). Local Electricity Ordinances. *The Senator*, pp. 16-21.

Letter to the Editor

Peterson, Q. (2017, September). Tired in Toledo [Letter to the editor]. *Daily Journal, 189*(1), 45.

Review

Halloran, P. Y. (2019). Unraveling the toxic masculinity saga [Review of the book *Toxic masculinity in millennials*, by K.L. Tolle]. *Psychology Review, 29*, 567-573.

Reference List: Books

Book

APA style for books is as follows: Name and initials. (publication year). Title of work. Location: Publisher. The city and two letter state abbreviation are used for location.

Kimball, B. W. (2018). *Steps to address cleaning in healthcare facilities*. Chicago, IL: Midwestern Hospital Association.

Edited Book, No Author

Dugan, P. J. (Ed.). (2017). *Musical Theater*. New York, NY: Dorothy Rush Foundation.

Edited Book with an Author or Authors

Titus, S. (2019). *The complete letters*. P. K. Tolleson (Ed.). Boston, MA: Archer.

A Translation

Henson, A. P. (2019). *A socioeconomic study of possibilities*. (F. O. Schwartz, Trans.). Los Angeles, CA: Plimpton. (Original work published 1921)

When the book has been republished, like the one above, the citation in the paper should include both dates: Henson (1921/2019).

Edition Other Than the First

Kendricks, P. F., Kempe, R. Y., & Dexter, Y. E. (2017). *The stone children* (7th ed.). Madison, WI: University of Wisconsin Press.

Article or Chapter in an Edited Book

APA style for an article or chapter in an edited book is as follows: name and initials, (publication year). Title of chapter. In Name of editor (Ed.), *Title of book* (pages of chapter). Location: Publisher. (For

states in the United States, the city and two-letter state abbreviation are used for location.)

> Tenbaum, T. A., & Yeats, W. B. (2019). Chaucer and Keats. In T.J. Millen. (Ed.), *English romantic poets* (pp. 111-121). London, England: Wadsworth.

Multivolume Work

> Seisman, J. (Ed.). (2018). *Encyclopedia of dogs* (Vols. 1-8). Dallas, TX: Prentice.

Reference List: Other Print Sources

An Entry in an Encyclopedia

> Butnam, H. G. (2019). Electricity. In *The New Encyclopedia Britannica* (Vol. 53, pp. 362-368). Fargo, ND: Encyclopedia Britannica.

Work Discussed in a Secondary Source

For a work discussed in a secondary source, list the source the work was discussed in.

> Godwin, P., Curten, F., Atmo, K., & Hector, N. (2018). Models of duality: New approaches in learning. *Sociological Review, 93*, 363-371.

Though the secondary source is listed in the References, in the text, the original work is named and a citation for the secondary source is given. For example, if Harris and Tweed's work is cited in Godwin et al. (above) and the author of the paper did not read the original work, the Godwin et al. reference is listed in the References. The following citation would be used within the text:

> In Harris and Tweed's study (as cited in Godwin, Curten, Atmo, & Hector, 2018), . . .

Dissertation Abstract

> Uridice, T. (2017). Advances in social discourse. *Dissertation Abstracts International, 91*, 7765A.

Dissertation, Published

> Lastname, F. N. (Year). *Title of dissertation* (Doctoral dissertation). Retrieved from Name of database. (Accession or Order Number)

Dissertation, Unpublished

> Lastname, F. N. (Year). *Title of dissertation* (Unpublished doctoral dissertation). Name of Institution, Location.

Government Document

> National Association of Urban Planning. (2017). *On-site training in oil spills sites* (DHHS Publication No. ADM 90-1679). Washington, DC: U.S. Government Printing Office.

Report from a Private Organization

American Pediatric Association. (2019). *Guidelines for the cure of patients with skin disorders* (3rd ed.). Tulsa, OK: Author.

Reference List: Electronic Sources

The year, month, and date in references should be included when possible. When the month and date are not available, the year of publication may be used. Some electronic citations demand the use of brackets. In such cases, brackets should directly surround content without any spaces: [bracketed content].

Webpage or Piece of Online Content

Webpages and online documents are cited similarly to print content but with a URL included at the end of the entry. The URL may or may not be left as an active link. Additional information like translators, editors, first edition publication date, etc., should be included as for print sources.

Author, A. A. & Author B. B. (Date of publication). Title of page [Format description when necessary]. Retrieved from https://www.webaddress.com/full/url/

Adams, D. (2019). How to repair a loom [PDF file]. (Chitten J. M. & Farlow T., Trans.) Retrieved from https://www.repairaloom/Adams.D.html

When an author is not listed, begin with the title. If a date of publication is not listed, n.d. (no date) should be used.

Reserves and Assets. (n.d.). Retrieved from https://www.fundsandassets_resources.html

It is a best practice to include a date of access when the web content is likely to change:

Farm Sanctuary and Lab [Facebook page]. (n.d.). Retrieved March 30, 2017, from https://www.facebook.com/FarmSanctuaryandLab/

Article from an Online Periodical

An article from an online periodical follows the same guidelines as printed articles. It is best to include all of the information that the online host provides, including an issue number in parentheses.

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Online Periodical, volume number*(issue number if available). Retrieved from https://www.webaddress.com/full/url/

Weller, D. (2017). 5 warnings of influenza. *MedicalAlerts: Parents Helping Parents, 155*. Retrieved from https//www.5warningsofinfluenza/articles/paratentshelpparents

Online Scholarly Journal Article: Citing DOIs

A digital object identifier (DOI) is a unique alphanumeric string assigned by the International DOI Foundation to identify content and provide a persistent link to its location on the Internet. A publisher assigns a DOI when an article is published and made available electronically. Because online material

and URLs change, APA recommends providing a Digital Object Identifier (DOI) when possible in place of an URL. DOIs are unique to their documents and provide a stable and more long-lasting link for an online article.

Article from an Online Periodical with DOI Assigned

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal, volume number,* page range. doi:0000000/000000000000 or https://doi.org/10.0000/0000

Powers, S. (2018). On successful exhibitions: An annotated bibliography. *American Journal of Public Relations, 17*, 89-103. doi:12.9008/89097860710821456

Westin, P.J., & Mallick, A. (2018). Child technology: Parental contact versus automated toys. *Journal of Child Development, 66*(3), 163-178. https://doi.org/11.1090/s.appdev.2018.09.007

Article from an Online Periodical with no DOI Assigned

When an online scholarly journal article does not have a DOI, the URL of the journal home page is used.

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal, volume number*. Retrieved from https://www.journalhomepage.com/full/url/

Sims, C. S. (2019). A pacifist response to human rights. *Journal of Metaphysical Studies, 18*. Retrieved from https://www.cpc.psu.edu/tjn/twddcont.html

Article from a Database

APA states that including database information in a citation is not necessary as databases change over time. However, the following information about databases is included for those who need database information.

When referencing a print article obtained from an online database (as from a library), the appropriate print citation information is provided—formatted just like a print citation would be for that type of work. Providing this information allows a reader to retrieve the print version without access to the database from which the article was retrieved.

When citing a database article that is available in a journal or magazine, include the home page's URL. Retrieval dates should be provided if the source could change (for example, a Wiki).

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal, volume number,* page range. Retrieved from https://www.someaddress.com/full/url/

Franks, R. E., Wilcox, A. G., & Groves, E. Y. (2019). An analysis of snack foods. *Journal of Eating Disorders, 6*(2), 206-214. Retrieved from https://www.joed.com/snacks/url/

Abstract

When citing an abstract of an article whose full text is also available, the online abstract is cited like any other online citation, with the addition of "[Abstract]" after the article or source name. If the full text is *not* available, an abstract that is available through an abstracts database may be used as a secondary source.

Zellers, G. (2017). Behavior disorders in foster children: Four case studies [Abstract]. *American Journal of Behavior Disabilities, 23*(1), 89-109.

Harris, B., Applebaum, P., & Darwin, M. (2018). No words? Literary theory and the hearing impaired. *Sound, 45*(2), 567-578. Abstract retrieved from Abstracts in Audiology. (Accession No. 80673869)

Newspaper Article

Author, A. A. (Year, Month Day). Title of article. *Title of Newspaper*. Retrieved from https://www.webaddress.com/full/url/

Posey, P. (2017, January 30). Assisted living. *The Chicago Tribune*. Retrieved from https://chitrib.com/2017/0130/assisted-living/?_r=0

Electronic Books

The following format is used for electronic books if the book is available *only* in a digital format on personal websites, databases, or in audio form. Use "Available from," rather than "Retrieved from," if the work is not directly available online or must be purchased. Include the publish date in parentheses after the author's name for books available in print form and electronic form. When referencing e-book editions, include the type and version of e-book (e.g., "[Kindle DX version]") and if a DOI is available, include it at the end of the reference.

Positano S. P. (n.d.). *Soloman's song: Children's bedtime stories*. Retrieved from https://digital.library.ucit.edu/reference/positano/soloman/songs.html

Sexton, Q. (n.d.). *Birds of the desert*. Available from https://www.scruggs.com/cti-bip/biblios?exkey=1-0780897686108-2

Kindle Books

Kindle and other e-books must include the following information: author, date of publication, title, e-book version, and either the DOI or the location where the book was downloaded.

Lawrence, D. H. (1928). *Lady Chatterley's Lover* [Kindle DX version]. Retrieved from Amazon.com

Chapter/Section of a Web Document or Online Book Chapter

Author, A. A., & Author, B. B. (Date of publication). Title of article. In *Title of book or larger document* (chapter or section number). Retrieved from https://www.webaddress.com/full/url/

Timmons, E. J. (2019). Friendly felines. In *Dictionary of cats* (Chapter 2). Retrieved from https://DictofCats.org/docs/16.8/ _rewrite.html

Decklin, L. (2018). A new era. In K. Hardy and S. D. Deniks (Eds.), *Profess of the century*. Retrieved from Heritage database.

Always use information that will link directly to the chapter section quoted, not the home page of the website.

Online Book Reviews

In the two examples below—one from a newspaper article and the other from a scholarly journal—"Review of the book" and the title of the reviewed work are listed in brackets. The web address is provided after "Retrieved from," when the review is freely available to anyone and "Available from" if the review comes from a subscription service or database, including information regarding where the review can be purchased.

> Strauss, H. (2019, May 20). Phenomenal scenes [Review of the book *My country*]. *The Chicago Sun Times*. Retrieved from https://www.suntimes.com/review/.html?page=2

> Newcastle, G. (2018). Voices of Wilder [Review of the book *The Matchmaker: New readings on Wilder's masterpiece]*. *American Fiction, 63*(2), 117-125. Available from The Annadelle Project website: https://annadelle.com/american_fiction_studies/ html

Dissertation/Thesis from a Database

> Taylor, B. (2017). *Hair Loss: A psychosocial treatment of male pattern baldness*. Retrieved from ProQuest Dissertations & Theses Global. (AAT 43292214)

Online Encyclopedias and Dictionaries

Encyclopedias and dictionaries do not typically include authors' names, so the name of the entry is moved to the beginning of the citation. Publication dates should be provided, if available, or no date (n.d.) if not.

> Socialism. (n.d.). In *Columbian Encyclopedia online*. Retrieved from https://www.columbianencyclopedia.com/topic/8997633/socialism

Online Bibliographies and Annotated Bibliographies

> Franks, J. (2018). *Hepatitis and STDs in prisons: A select annotated bibliography*. Retrieved from https://www.kl-ssygc.ca/aol-asc/alt_/hpb-dgps/pdf/intactiv/hepeitis-prison-stds_e.pdf

Data Sets

For raw data, provide a web address ("Retrieved from").

> United States Department of Motor Vehicles. (2018). *Illinois speed limits* [Data file]. Retrieved from https://www.illinois.org/Datasets/IL/IL00/in_fy2018.pdf

Graphic Data

For graphic data, provide the researching organization and date. A brief explanation of what type of data is there and in what form it appears is provided in brackets followed by the project name and retrieval information.

> Lunar Radioactivity and Environment Investigation. (2017). [Grid illustration the SURGE Spatial Plot March 10, 2001]. *Lunar Radioactivity Data Access from the TLC, TYR, and DOS Instruments*. Retrieved from https://cusp.texas.edu/spectra.ion

Qualitative Data and Online Interviews

For interviews *not* available online in audio or print form, the interview only is cited in the text (including month, day, and year) but not in the reference list. When an audio file or transcript *is* available online, the following model is used, specifying the medium in brackets:

> Timmons, S. (Interviewer) & Watson, E. (Interviewee). (2019). *Literary Theory 2* [Interview transcript]. Retrieved from British Language and Literature website: https://www33.rtc.org/englishliterature.htm

Online Lecture Notes and Presentation Slides

For online lecture notes, it is necessary to include the appropriate file format in brackets after the lecture title (PowerPoint slides, Word document, etc.).

> Peters, L. (n.d.). *Michelangelo's David* [PDF document]. Retrieved from Lecture Notes Online Website: https://www.arthistory.italy.edu/class/art230/Peters/index.html

> Dennison, W. (2019). *Local guidelines of substances in the ecosystem* [PowerPoint slides]. Retrieved from https://tellis.uvo.edu/ppt/index.html

Non-Periodical Web Document or Report

If the Internet document is more than one web page, it is necessary to provide the home page or entry page URL for the document. If a date is not available, n.d. (no date) should be used.

> Author, A. A., & Author, B. B. (Date of publication). Title of document. Retrieved from https://Web address

> Picard, S., Wagner, J., Gauwin, K., Tomey, P., Sanderson, K., Summerland, P., & Frizee, T. (2019, April 17). General format. Retrieved from https://website. /resource/271/63/

Computer Software/Downloaded Software

Standard office software (like Word and Excel) or programming languages should not be cited. References should be provided only for specialized software (software that is specially designed for an individual or company's specific needs).

> Zember, H. (2019). FashionPlate [computer software]. New York: Prentiss.

When software is downloaded from a website, it is necessary to provide the version and year when available.

> Frizzle, P., Rex, T., & Weston, A. (2018). OptTech: Optometry Exam Software (Version 1.1) [Software]. Available from https://www.optetrics.com/softward/exam/opttech/

Email

An email is not included on the reference list, though parenthetically cited in the paper.

> (B. York, personal communication, November 17, 2018).

Online Forum or Discussion Board Posting

Online forum or discussion board postings should include the title of the message and the URL of the newsgroup or discussion board. Titles for items in online communities such as blogs, newsgroups, and forums are not italicized. When the author's name is not available, a screen name may be used. Post or message numbers should be included in brackets, when available, in addition to the URL where the message is archived (e.g., "Message posted to..., archived at...").

> Rook, E. T. (2018, June 30). Innovations in cyber technology [Msg 59]. Message posted to
> https://groups.aol.com/forum/messages/00059.html

Blog Post

For blog posts, include the title of the message and the URL. Titles in online communities such as blogs, newsgroups, and forums are not italicized. When the author's name is not available, a screen name may be used.

> R Phillips. (2017, December 17). Me, myself, and I: Who am I, anyway? [web log comment].
> Retrieved from https://www.website.org/thenewme

YouTube Video or Video Blog Entry

Citing online videos is similar to the other types of digital media described above, the only difference being the addition of a pseudonymous screen name. Creators of digital videos often use a pseudonymous screen name; this information is included after the author's name. The screen name should be exactly as it appears, even if it does not observe standard spelling and capitalization rules. If no author name is available, or if the author's name is the same as the username, do not include it.

> Author, A. A. [Screen name]. (year, month day). *Title of video* [Video file]. Retrieved from
> https://www.webaddress.com/full/url/

> Wicken, J. [LyfeStar]. (2019, July 25). *Galaga's revenge* [Video file]. Retrieved from
> https:///www.cybergames.net/LyfeStar/game1

Wikis

Wikis such as Wikipedia are collaborative projects created by unknown and unverified authors. As a result, such content cannot be verified or guaranteed. Still, writers cite from wikis and when doing so, may use the following format:

> The Grand Canyon. (n.d.). Retrieved May 2, 2019, from Wikipedia:
> https://wikipedia.laptop.org/go/GrandCanyon

Audio and Video Podcasts

For podcasts, always provide as much information as possible. For example, if the producer and episode details are provided, include them in the citation.

> Descartes, F., & Wilson, S. (2017, October 30). Chicago jazz. Music @ Chitown Podcast.
> Podcast retrieved from https://music.chitown.org/podcast.htm

> Turney, S. (Producer). (2019, March 7). The community city garden [Episode 15]. *Explorations
> in Gardening.* Podcast retrieved from https://www.explorationsingardening.com

Reference List: Other Non-Print Sources

Interviews, Email, and other Personal Communication

Interviews, emails, and other personal communication are not included on the reference list. The communicator's name, "personal communication," and the date of the communication are, however, included in the main text of the paper.

> (D. Skylar, personal communication, June 13, 2019).

> W. R. Wren proposed that wild birds not be fed during the summer months (personal communication, July 12, 2018).

Motion Picture

> Producer, P. P. (Producer), & Director, D. D. (Director). (Date of publication). Title of motion picture [Motion picture]. Country of origin: Studio or distributor.

When a movie or DVD is no longer available for distribution, the following may be added to the citation in place of the studio or distributer: (Available from Distributor name, full address, and zip code).

Single Episode of a Television Series

> Writer, W. W. (Writer), & Director, D. D. (Director). (Date of publication). Title of episode [Television series episode]. In P. Producer (Producer), *Series title.* City, state of origin: Studio or distributor.

> Culver, S. G. (Writer), & Lewin, T. W. (Director). (2018). The after party [Television series episode]. In J. Smith (Producer), *Soccer moms*. Los Angeles, CA: Star Studios.

Television Broadcast

> Checkov, I. L. (Producer). (2017, September 17). The evening news [Television broadcast]. New York, NY: American Broadcasting Service.

Television Series

> Danley, J. (Producer). (2017). *Late-night with Jason Stedman* [Television series]. Hollywood, CA: Columbia Broadcasting System.

Music Recording

> Songwriter, W. W. (Date of copyright). Title of song [Recorded by artist if different from song writer]. On *Title of album* [Medium of recording]. Location: Label. (Recording date if different from copyright date).

> Slater, P. (2018). Moonlight on silver lake [Recorded by Scott Jones]. On *Love songs for lovers* [CD]. Paris, France: Amour Music Limited.

APA Stylistics Basics

Point of View and Voice

The first-person point of view may be used when discussing one's research ("I studied ...") and when referring to oneself and one's co-authors ("We examined the data ..."). Always use first person when discussing research steps rather than personifying the work, as a study cannot "control" or "interpret," though authors can.

Generally, however, the research should be the focus, not the researchers ("The results indicate . . . "). Only use "we" when referring to oneself and the one's co-authors.

Avoid foregrounding the research in the passive voice ("Experiments have been conducted ..."). APA Style encourages writing in the active voice, so instead, use pronouns in place of "experiments" ("We conducted experiments . . ." and "We interviewed . . .").

Clarity and Conciseness

Clear and succinct diction are important when presenting research in APA Style. One must be careful not to misrepresent information from a study or add confusion to the writing with wordiness or unnecessarily difficult wording or sentences. It is best to be specific, avoid vague language, and provide adequate information so that the development of the study may be followed. Being succinct sometimes means removing unnecessary words and condensing information whenever possible. Balancing clarity and conciseness while condensing information can be a challenge.

Example: "It was predicted that bullying would predict emotional problems in school-aged children."

The above hypothesis is too brief, not to mention vague and wordy. Outlining specific ideas can be clarifying though still concise:

"The hypothesis stated that bullying and victimization of elementary students on the school bus would predict emotional problems during the middle-school years. Further, an additional hypothesis stated that the effect would be stronger for ESL students."

Word Choice

Be mindful of the words and terms selected in one's writing, as commonly used words can take on different meanings and impact a reader's understanding, interpretation, and/or analysis of a study. Best practices include:

Avoid using "subjects" when referring to individuals involved in the research. Instead, "participants" or "respondents" may be used.

Use more specific terms like "older adults," "middle school students," or "community members" to provide more detail about the participants or respondents in the study.

Since no single study can prove a theory or hypothesis, avoid use of "proof" or "proves." Instead, "The study suggests . . ." or "Our evidence indicates . . ."

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