APA Style, 7th Edition

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Introduction
The *Publication Manual of the American Psychological Association* (*Publication Manual*) is the most frequently used style guide for scholars writing papers in the social and behavioral sciences. Although undergraduates are often asked to use APA style to format their papers, it’s designed primarily for formatting papers published in scholarly journals and covers only some resources for students. For that reason, your instructor, not the *Publication Manual*, is the best resource for formatting a table of contents, PowerPoint slides, or other course-specific content. Below, you’ll find specific rules for use of APA documentation according to the seventh edition of the *Publication Manual*. Additionally, the APA website offers *Style and Grammar Guidelines*, an overview on formatting papers, citing sources, using stylistic mechanics, and avoiding plagiarism in accordance with APA style.

For help with other documentation styles, please see our other lessons in the *Smarthinking Writer’s Handbook*: MLA Style, Chicago/Turabian Style, or Harvard Style.

Formatting Your Document Using APA Guidelines
There are a few conventions to observe when formatting your paper following APA guidelines. However, if your school has its own specific formatting guidelines, they take precedence over anything written here or in the *Publication Manual*.

Title Page
In the 7th edition, APA (2020) provides guidelines for student title pages and professional title pages. The following insight corresponds to guidelines for student title pages; refer to the APA website for information on formatting a professional title page.

Double-space the text on the title page. Include the following elements, each on its own line:

- the page number at the top right corner of the title page—usually, only the number is needed
  - page 1 will show up as 1, not pg. 1 or p. 1; check with your school since some schools require numbering preliminary pages using lowercase Roman numerals (e.g., i, ii, iii)
- the title of the paper, bold and centered, three to four lines from the top of the page
- your name (first, middle initial, and last) and the names of any coauthors, listed in order based on their levels of contribution
  - insert one extra double-spaced line below the title and before the author(s)
  - separate two authors’ names with the word and
  - separate three or more authors’ names by including a comma between each name as well as the word and after the comma that is between the last two names
- your affiliation, including the department under which the paper is written and the name of the institution or school; separate these two elements with a comma
- the course number as seen on your course materials and the full course name; separate these two elements with a colon
- the instructor’s name as written on course materials
- the due date for the paper or project

See this example of a student title page for a visual representation of these guidelines.

Order of Pages
In APA style, you should follow a specific order for the pages of a paper. If your paper doesn’t include
or need one of the following components, you can simply skip it and move on to the next. Start each component on its own new page:

- Title page as the first page
- Abstract
- Text
- References

Additional components may include footnotes, tables, figures, and/or appendices. If using footnotes, start these on a new page after the reference list. Alternatively, you may place footnotes in the footer section of the page where they’re mentioned in the text. Tables and figures may be placed in the text or, if you prefer, after the page for footnotes if you’re using them. If you don’t use footnotes, a page for tables may be placed after the reference list. If including tables, figures, or appendices at the end of your paper, place each on its own new page, in this order: tables, figures, appendices.

**Abstract**

To see details on how to write an abstract, refer to the *Smarthinking Writer’s Handbook* lesson on abstracts. Abstracts are not generally required for student essay submissions. If your assignment requires an abstract, a few basic guidelines will help you get started:

- Follow requirements specific to your school or your instructor’s requests
- Write no more than 250 words
- Explain the central issue or problem without evaluation
- Summarize the whole paper briefly, focusing on its basic points and characteristics
- State your main conclusions or findings

The abstract is different from an introduction, which states the research problem and its significance, summarizes relevant background and related research, and explains what new contribution the paper will offer. If you include an abstract, place it on its own page after the title page and label it with the heading **Abstract**, centered and in bold at the top of the page. The text of the abstract should be double-spaced and in paragraph format, but the first line should not be indented unless your assignment or instructor requests otherwise.

**Body of the Text**

The text of your paper should begin on a new page after the title page or the abstract (if you need an abstract). Center the title on the first line of the new page, in bold and in uppercase and lowercase letters. Hit enter/return once to double-space, and then begin the first paragraph of the paper. Even if you’re using section headings throughout the body of the text, do not label the introduction with its own heading (i.e., Introduction) because your audience will understand that the first paragraph(s) contain introductory material.

**Spacing and Indentations**

Double-space throughout the paper, and align the text with the left margin. Indent the first line of each new paragraph ½ inch, or one tab key. Do not include an extra line of space between paragraphs.

**Margins**

Use uniform margins of at least 1 inch (2.54 cm) at the top, bottom, left, and right of every page. If you’re writing a thesis or dissertation that will be bound, check your school’s requirements for the left margin.

**Fonts**

APA (2020) asks writers to choose fonts accessible to all readers. Common practices have been to use a serif font, such as Times New Roman, for print works and a sans serif font, such as Arial, for online works; however, both types of fonts are readable on modern screens. Check with your instructor to determine font preference. Additionally, APA recommends using the same font throughout your paper and noted that you shouldn’t use the hyphenation function to divide words at the end of a line on the right side of a page.

**Headings**

There are five levels of headings:
<table>
<thead>
<tr>
<th>Heading Level</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Centered, Bold, Uppercase and Lowercase Heading</td>
</tr>
<tr>
<td>2</td>
<td>Flush Left, Bold, Uppercase and Lowercase Heading</td>
</tr>
<tr>
<td>3</td>
<td>Flush Left, Bold, Italic, Uppercase and Lowercase Heading</td>
</tr>
<tr>
<td>4</td>
<td>Indented, Bold, Uppercase and Lowercase Heading, Ending With a Period.</td>
</tr>
<tr>
<td>5</td>
<td>Indented, Bold, Italic, Uppercase and Lowercase Heading, Ending With a Period.</td>
</tr>
</tbody>
</table>

For most papers, three levels will be enough, and some short papers may not need headings. If you use headings, they should briefly describe the content of each section but do not need to be labeled with numbers or letters. Ideally, your headings should provide an outline of your paper. Consider this example of the different levels of headings in a paper on the effects of video games:

**Playing a Self: Context, Identity, and Engagement in Combat Video Games**

The introduction is indented and begins one double-spaced line below the title.

**Selection of Participants**

The text is indented to start a new paragraph one double-spaced line under the heading.

**Children in Middle School**

The text is indented to start a new paragraph one double-spaced line under the heading.

**Urban Children.** The text begins on the same line and continues in a double-spaced paragraph.

**Number of Hours Spent Playing Video Games.** The text begins on the same line and continues in a double-spaced paragraph.

**Tables and Figures**

When used, tables and figures should supplement the text of your paper, increasing the chance that readers understand its details. However, use tables and figures with caution; too many will overshadow the text, and information in a single table may be communicated more clearly within the text instead. Additionally, while the text should refer to every table or figure in your paper, a table or figure needs to communicate its message clearly on its own, apart from the text. When you refer to a table or figure, tell your readers the important element in it you want them to notice. According to APA (2020), referring to a table or figure by number (e.g., As seen in Table 3 . . .) is more effective than referring to it by location (e.g., The table below illustrates . . .) because pages often shift during writing and revision.

Tables and figures may be inserted into the body of the text or included on separate pages at the end of the paper, following the reference list. Follow your instructor’s guidelines regarding where to place tables or figures. When inserted into the text, a table or figure should align with the left margin and come after a full paragraph—likely, the paragraph that discusses the table or figure. If you place a table or figure in the text of your paper, include one double-spaced line before you begin the next line of text.
**Numbers, Titles, and Notes**

Numbers, titles, and possibly notes accompany both tables and figures. Use Arabic numerals to number tables or figures consecutively as they’re mentioned in the text (e.g., Table 1 and Figure 4). For tables and figures, write the number in bold and place it first, flush left. Next, position the title one double-spaced line below the number, writing it in italics and uppercase and lowercase letters:

**Table 3**

*Number of Hours Spent Playing Video Games*

**Figure 1.2**

*Flowchart of Participant Expressions*

If you feel a table or figure merits a note, place it below the table or figure. Align each note flush, and do not indent it. Begin with the word *Note* (in italics), double-space the content in the note, and type it in the same font as used in your paper. Most notes are general and share information about the table or figure as a whole or explain items, such as abbreviations and symbols, as well as particular use of color, italics, bold, and parentheses. For a figure, if a design element such as color or shading has significance, clarify its purpose in the note. A note for Figure 1.2 shown above could focus on choices and responses of the study’s participants:

*Note.* Participants’ choices throughout the three stages of the screening process are shown in relationship to responses to those choices. The positive, negative, and neutral feelings illustrated in the responses were expressed by the participants.

Always double-check each table and figure to ensure that words used in a title and note correspond to the references about the table or figure in the text. For details on composing the content of an original table or figure, see the explanation of tables and figures on APA’s website.

**Appendices**

Place additional materials, such as a survey, scale, or test administered to participants, in appendices following the main part of your document. Each appendix should have a label and title positioned on separate lines at the top of the first page of the appendix. If you include only one appendix, center its label and place it in bold: **Appendix.** If you need appendices, include them in the same order as you mention them in your paper, using identical words in the label as you used to refer to each appendix (at least once) in the paper: **Appendix A, Appendix B,** and so on. Like the label, center and bold the title of an appendix, briefly describing its content. For other specific guidelines, check with your school or instructor.

**Quotations**

A quotation is a sentence or group of sentences appearing in your essay exactly as it appears in the source being quoted. In accordance with APA style, you should reserve quotations for definitions, memorable or brief yet meaningful statements, or specific words from someone you’re responding to in your own writing. A sentence with a quotation might begin with a signal phrase—According to Smith (2009)—and end with an in-text citation: (p. 23). You can also write a complete sentence, follow it with a colon, and then insert a quotation, including a single in-text citation at the end of the quote: (Smith, 2009, p. 23).

**Short Quotations**

Use double quotation marks to enclose short quotations (fewer than 40 words) in your text. The closing quotation mark immediately follows the last word in the quotation but precedes the opening parenthesis of the in-text citation because the citation itself isn’t part of the quoted material. Furthermore, the end punctuation for a sentence belongs after the closing parenthesis of the citation:

Discussing audience traits and tendencies, Gurak and Lannon (2001) pointed out that members
of an audience “constantly form opinions of the material, learn new information, and consider new points of view” (pp. 25–26).

Indicate a quotation within a short quotation by enclosing the quoted words in single quotation marks inside the double quotation marks:

While Chef Edward Lee calls Louisville, Kentucky home, when his second restaurant outside of the city opened, his business partners promised Lee would “continue to hold the position of ‘culinary director’ while adding more day-to-day cooking duties to his responsibilities” (Carman, 2017, para. 11).

**Long Quotations**

Long quotations of 40 or more words should be set off from your text as block quotations. Rather than using quotation marks to denote the quoted material, indent the entire quotation ½ inch from the left margin to indicate the words being quoted. If a block quotation includes a new paragraph as written in the original source, indent that paragraph an additional ½ inch from the left margin. Double-space each block quotation, and do not insert extra lines above or below it. Place the end punctuation (a period, question mark, or exclamation point) after the quoted words and before the in-text citation. No additional punctuation should be placed after the citation:

Speaking of how the south and other culinary traditions have influenced Chef Edward Lee, Carman (2017) noted,

> Lee’s pursuit of the foodways in and around Louisville has led to some particularly inventive cooking, a seamless blend of Asian and Southern ingredients in such mash-ups as togarashi cheesecake, collards and kimchi, pickled garlic with molasses soy sauce and other dishes.

(para. 6)

Indicate a quotation within a block quotation with double quotation marks around the quote words:

Expanding his career outside of the south does not mean Chef Edward Lee will no longer cook with southern ingredients, which he explained at his first restaurant in Louisville:

> “We get all our sorghum from here,” says Lee, while preparing for the Valentine’s Day crush at 610 Magnolia, where Kevin Ashworth is now executive chef. “All our molasses [are] from here. Our grits. Some of the other grains too. Country hams, we get from here.”

(Carman, 2017, para. 14)

**Changes From the Source That Require No Notation**

When inserting a quotation into your paper, the following may be changed without any special notation:

- The first letter of the first word may be capitalized or lowercased to fit the context.
- The end punctuation mark may change to fit the syntax if doing so doesn’t alter the sentence’s meaning.
- Single or double quotation marks may need to be reversed (i.e., change double quotation marks to single to denote a quote within your short quotation).
- Numbers for footnotes or endnotes in the original source may be omitted.
Additionally, if you need to quote different items from the same bulleted list, omit the bullets and quote the items separately:

For academic papers and journal articles, APA (2020) highlights many constructive uses of the slash, including “to specify either of two possibilities,” “to separate a numerator from a denominator,” and “to set off phonemes” (p. 161).

**Changes From the Source That Require Notation**
A number of changes from the original source of the quoted material must be explained or noted.

**Inserting Material**
Use brackets [ ], not parentheses ( ), to enclose words or phrases you add to the quotation for clarification or to make the quotation better fit the grammar of your sentence:

Researchers hoped to determine “the extent to which [teenaged mothers’] educations were affected by pregnancy and the raising of infants and toddlers” (Heigle & Bryant, 2010, p. 45).

**Omitting Material**
Use three spaced ellipsis points ( . . .) within a sentence to clarify when you leave out words from the original source. Use four spaced ellipsis points ( ......) when omitting material between two sentences. Do not use ellipsis points at the beginning or end of a quotation, with one exception: retain any ellipsis points in the quoted words in the original source if these points begin or end your quotation.

**Adding Emphasis**
To emphasize a word or words in a quotation, italicize the word(s) and note the emphasis immediately after the word(s):

Pann (2012) found that “courses offer students the opportunity to learn the theories and practices of archival preservation while simultaneously working within library and museum environments [emphasis added]” (p. 29).

**Paraphrases and Summaries**
A paraphrase or summary allows you to use your own words to restate ideas from other authors or sources. According to APA (2020), published authors paraphrase more than they directly quote sources, and student writers are encouraged to do the same. In addition to including the author and date, you may provide page or paragraph number(s) in an in-text citation for a paraphrase or summary, especially when it would assist readers in locating the original passage in a long or complex source (APA, 2020, p. 269):

According to the editors of the American Heritage Dictionary (2007), language standards are fixed—but not justified—by everyday use (p. xi).

However, consult your instructor to determine whether page or paragraph numbers are permitted with paraphrases.

**Multiple Authors in an In-Text Citation**
When a summary statement describes a general body of research that includes several researchers or writers, the citation usually falls at the end of the sentence. Additionally, if you cite multiple sources with different authors in an in-text citation, arrange them alphabetically:

Research indicates that the two most frequently mentioned deterrents to adult education are lack of money and lack of time (Cross, 1981; Merriam & Caffarella, 1999; Scanlan & Darkenwald, 1984).
**Verb Tense**

Use the simple past tense to discuss any actions or conditions that occurred at a specific, definite time in the past, such as when referring to the published writing of another author or when reporting the setup or results of your survey or experiment:

Hockney and Bell (2010) stated their reservations (p. 189).

Use the present perfect tense to discuss a past action or condition that didn’t occur at a specific, definite time or an action that began in the past but continues into the present:

Since 2009, the agency has prioritized internet security and individual privacy (Sherpa, 2012).

Use the simple present tense to express implications, conclusions, limitations, and future directions based on your current study or experiment:

The results of the study indicate that . . .

Recognizable limitations of the study are . . .

For more information, view Simple Verb Tenses and Verb Tenses: Progressive and Perfect.

**Citing Your Sources**

Plagiarism is intentionally or unintentionally claiming the words or ideas of someone else as your own; rigorous citation helps avoid plagiarism. You'll need to cite the sources of all quotations, summaries, or paraphrases. Sources are cited with parenthetical, in-text citations; narrative citations; and complete bibliographic citations in the paper's reference list.

**In-Text Citations**

In-text citations help readers differentiate your original ideas from information taken from outside sources. Citations generally include the last name(s) of the author(s), the year of publication, and the page number(s) from which the quoted, paraphrased, or summarized material has been taken. There are two types of in-text citations.

**Narrative and Parenthetical Citations**

In APA style, in-text citations are inserted into the text of a paper in narrative and parenthetical formats.

**Narrative Citations**

To use the narrative format, include the author’s name in the narrative of your sentence and the year of publication in parentheses immediately after the author’s name. If needed, also include the page number(s) in another set of parentheses after the quoted or paraphrased information:

According to Ravitch (2010), “tests are necessary and helpful. But tests must be supplemented by human judgment. When we define what matters in education only by what we can measure, we are in serious trouble” (p. 166).

As observed by Gerstl-Pepin (2006), social and emotional interventions were more effective in improving academic outcomes than changes in curriculum and teaching.

**Parenthetical Citations**

When a single parenthetical citation is more appropriate and you’re paraphrasing information from an outside source, include at least the author’s name and year of publication in parentheses:

Research has proven that social and emotional interventions were more effective in improving
academic outcomes than changes in curriculum and teaching (Gerstl-Pepin, 2006).

When you’re directly quoting an outside source, include the author’s name, year of publication, and page number(s) in parentheses immediately following the quote:

As research has shown, “tests are necessary and helpful. But tests must be supplemented by human judgment. When we define what matters in education only by what we can measure, we are in serious trouble” (Ravitch, 2010, p. 166).

**Formatting In-Text Citations**

**Authors**
Authors are cited in the narrative of your sentence or in parentheses by their last name(s) only:

(Smith, 2012, p. 4).

**Group Author**
The names of agencies, institutions, and corporations should be written out in the first citation but may be abbreviated thereafter if the abbreviation is widely known and you want to avoid repetition in your writing.

**First Citation**
(Centers for Disease Control and Prevention [CDC], 2007, para. 2).

Alternatively, you can abbreviate in the narrative of your sentence:

The American Psychological Association (APA, 2020) explained . . .

**Subsequent Citations**
(CDC, 2007, para. 8).

APA (2020) further describes . . .

**No Author**
A work with no author uses a few words of the title—or the whole title if it’s brief—in place of the author’s name.

**Narrative Citations for Articles**
As described in “Research Reveals a Correlation Between Chocolate Intake and Happiness” (2012) . . .

**Parenthetical Citations for Articles**


**Narrative Citations for Books**

**Parenthetical Citations for Books**
(The Cloud, 1961).

(The Cloud, 1961, p. 83).

**One Work With Two Authors**
Use the names of both authors every time you refer to them in the text, and list the authors in the same order as they’re listed in the source. When citing the authors’ names in the narrative of your sentence, join them by spelling “and”; in parenthetical citations, join them with an ampersand (&).
Narrative Citations

Parenthetical Citations
(Brown & Hakinns, 2012).

One Work With Three or More Authors
For every citation, include the first author’s name followed by “et al.” (and others).

Narrative Citations
Tuttle et al. (2013) found that . . .

Parenthetical Citations
(Tuttle et al., 2013).

Multiple Works From the Same Author
When your research involves multiple works from the same author, they may need to be distinguished from one another. For example, if you cite more than one work from the same author and these works were published in the same year, distinguish them with lowercase letters:

Fletcher (2017a) explained . . .

(Fletcher, 2017b).

If you cite multiple works from the same author in the same parenthetical citation, position any works with no publication date first and include the remaining works in chronological order:

(Hanson, n.d., 2004a, 2004b, 2007).

Multiple Works From Different Authors
When citing multiple works from different authors in the narrative of your sentence, include them in any order you prefer. When citing multiple works in the same parenthetical citation, include them in alphabetical order by the last name of the author or first author.

Narrative Citations

Parenthetical Citations
(Cross, 1981; Merriam & Caffarella, 1999; Scanlan & Darkenwald, 1984).

Two Works by Authors Who Share the Same Last Name
Distinguish works by two different authors with the same last name by including their initials, even if the years of publication are different:

(A. Smith, 2012).

(R. Smith, 2009).

Secondary Sources
A secondary source is one you’re reading that cites another author’s original source. If you’d like to reference the original source in your paper, APA (2020) emphasizes the importance of finding that source to cite it. However, when the original source is unavailable or out of print, cite the secondary source in your reference list. In your paper, you can name the original source in the narrative of your sentence and include the citation information for the secondary source in a parenthetical citation after the information from the original source:

In his letter, Cowles (1977) argued that . . . (as cited in Batson, 2005, p. 156).

You might prefer, however, to cite both authors in the same parenthetical citation:
In this case, Batson is the secondary source, and Cowles is the original source Batson has quoted that, for whatever reason, can’t be located. In other cases, the year of the original source may be unknown. If so, omit it from the in-text citation:

Fullerton’s journal (as cited in Young, 2018) reported . . .

 Dates
In most instances, the year of publication immediately follows the author’s name and is in parentheses, whether the name is cited in the narrative of your sentence or a parenthetical citation.

 Narrative Citations
Bristol and Berry (2011) countered that . . . (p. 56).

 Parenthetical Citations
(Bristol & Berry, 2011, p. 56).

In rare instances, both author and date might be in the text of your sentence. In such an instance, do not use parentheses:

In 2011, Bristol and Berry found . . .

 Page and Other Locator Numbers
When including a direct quotation from a work, the page or other locator number(s) must be included in an in-text citation. Indicate a single page number with "p." and multiple pages with "pp." Some works, such as those in digital or audiovisual formats, may not have page numbers, but you can use paragraph numbers, chapter numbers, section headings, or timestamps to cite the specific location of quotes from those types of works.

 Page Numbers
(Sutherland, 2017, p. 62).

(Lewis, 1982, pp. 43, 79).

(Lee, 2013, pp. 8–9).

If you need to cite a range of page numbers in an in-text citation, separate the numbers using an en dash (–).

 Paragraph Numbers
When your source doesn’t have page numbers, you might cite a paragraph number when quoting or paraphrasing, whether by counting manually or using a number assigned to the paragraph. In these instances, use the abbreviation "para.":

(Parrish, 2008, para. 2).

 Chapter Numbers
If a source you’re citing doesn’t have page numbers but includes numbered chapters, these can be recorded in your in-text citations. Capitalize the word “Chapter,” but do not abbreviate it:

(Connors & Bligh, 2012, Chapter 3).

 Section Headings
Citing by the names of section headings is also an option for sources without page numbers. All major words in section headings should be capitalized, and they should be followed by the word “section.” If helpful to the reader, you should also include the number of the paragraph under the heading where you found information to quote or paraphrase:
(Valenzuela, 2011, Discussion section, para. 3).

The words you use to cite a section heading should be brief, so if a section has a long name, you may abbreviate it to just a few words, using quotation marks to indicate the abbreviation:

(Frederick et al., 2009, "Chocolate Production Methods” section, para. 5).

(Frederick et al., 2009, "Chocolate Production Methods” section, para. 5).

The original section heading for this citation is “Chocolate Production Methods Used by Swiss Chocolatiers in the Middle of the Nineteenth Century,” and the quote or paraphrased information is in the fifth paragraph in that section.

Time Stamps
(TEDx Talks, 2019, 4:06).

View a sample paper that uses APA documentation.

In-Text Citations and the Reference List
In-text citations briefly acknowledge the sources of the information you used in your paper; they’re shortened versions of bibliographic information you’ll include in each entry of your reference list, which enables readers to locate your sources for themselves. Every source cited in the text must appear in the reference list—with the exception of personal communications (e.g., private memos, unarchived emails, personal interviews)—and every entry in the reference list must correspond to an in-text citation. Make sure that spelling, proper names, and dates are consistent between in-text citations and the reference list.

Reference-List Guidelines
All entries in your reference list must be from works you’ve actually “used in the research for and preparation of your paper” (APA, 2020, p. 281). Accurately formatted reference lists aid in establishing your credibility as an author and researcher. Use these tips to construct your reference list:

- Start the reference list on a new page.
- Center and bold the page’s heading, References, placing it at the top of the list.
- Arrange the reference list in alphabetical order, using the first letter of the last name of the author or editor, or if there is no author, the first letter of the first word in the title.
- Begin each reference-list entry on its own line.
- Double-space each entry.
- Use hanging indent, meaning that the first line of each entry is flush with the left margin and subsequent lines are indented.

Reference-List Elements

Author
To help you include the author element in a reference-list entry, APA (2020) asks you to consider “Who is responsible for this work?” (p. 283). A reference-list entry provides the name of the person or group responsible for the work, so the author element may apply to an author of an article, a director of a film, editors of a textbook, and so on. The name should appear exactly as it does on the work, whether it’s a book, report, webpage, or blog entry. For works with multiple authors, list the authors in the same order as they appear in the work.

Formatting the Author’s Name
Invert the names of individual authors by citing the last name first. Follow the last name with a comma and the first initial as well as initials for any other names as listed on the work. Place a period after each initial, and include a space after each comma and period in the author element:

Smith, J.
If the author is a group, spell the full name of the group. In the reference list, a group’s name should not be abbreviated or followed by its abbreviation:

Centers for Disease Control and Prevention.

American Psychological Association.

**Locating the Author’s Name**

Various strategies will help you determine the name(s) of the author(s) you’re citing.

**Byline**

Often, you’ll find the author’s name in a byline on the title page of a book, under the title of an article, or immediately after the final sentence of the article.

**Organization**

If a source has a group author, name the institution or agency responsible for the website where the article, webpage, or report appears. When citing a department within a parent organization, cite the specific agency responsible for the work. For example, if you’re citing an executive order released by the Office of the Press Secretary based in The White House, the Office of the Press Secretary should be listed as the author of the executive order.

An exception to this standard is necessary when you’re citing two agencies with the same name, such as the Department of Environmental Protection for Pennsylvania and the Department of Environmental Protection for New York. In such cases, in each reference-list entry, cite the parent agency or organization first, followed by a comma and the more specific agency.

**Context**

If the author isn’t apparent on a title page or in a byline, you can use the context within the work to help determine who authored it. For example, if you’re citing a report from a website clearly authored by a group but the group’s name isn’t listed on the report, then the group should be identified as the author. The author may also be found in an acknowledgements section of a work or on the "About Us" area of a website. For audiovisual works, identify the author based on a role or responsibility in relation to the work:

<table>
<thead>
<tr>
<th>Audiovisual Work</th>
<th>Author Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>Film</td>
<td>Director</td>
</tr>
<tr>
<td>TV series</td>
<td>Executive producer(s)</td>
</tr>
<tr>
<td>TV series episode</td>
<td>Writer and director of episode</td>
</tr>
<tr>
<td>Podcast</td>
<td>Host or executive producer(s)</td>
</tr>
<tr>
<td>Podcast episode</td>
<td>Host of episode</td>
</tr>
<tr>
<td>Classical music album or song</td>
<td>Composer</td>
</tr>
<tr>
<td>Modern music album or song</td>
<td>Recording artist</td>
</tr>
<tr>
<td>Artwork</td>
<td>Artist</td>
</tr>
<tr>
<td>Photograph</td>
<td>Photographer</td>
</tr>
<tr>
<td>Online streaming video</td>
<td>Person/group responsible for uploading the video</td>
</tr>
</tbody>
</table>

**No Author**

An author should only be listed as Anonymous if the work is signed specifically in this way. If no author is available, move the title of the entry to the author position:

*Day of the Dead recipes: Make these foods for your Dia de los Muertos feast.* (2019, October 7).

In the in-text citation, the title or a shortened form of it takes the place of the author’s name:

*(Day of the Dead, 2019, para. 2).*

**Date**

When searching for the date to include in a reference-list entry, consider the question “When was this work published?” (APA, 2020, p. 283). Provide the date within parentheses after the author (or after the title if no author is available). To include the date, look for the applicable publication information for each of your sources:

- year: (2019)
- year and month: (2019, October)
- year, month, and day: (2019, October 28)
- year and season: (2019, Fall)
- range of dates: (2019, October 28–30)

If you need to include a date range for a source, use an en dash (–) between the applicable dates, (years or days). The year; year, month, and day; or a date range are commonly seen in many reference-list entries.

<table>
<thead>
<tr>
<th>Common Date Formats</th>
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</thead>
<tbody>
<tr>
<td><strong>Year</strong></td>
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<tr>
<td>Book/Ebook</td>
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<tr>
<td>Book Chapter</td>
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<td>Journal Article</td>
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<tr>
<td>Review in a Journal</td>
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<tr>
<td>Reference Work</td>
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<tr>
<td>Religious Work</td>
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<tr>
<td>Ancient Greek/Roman Work</td>
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<td>Dissertation/Thesis</td>
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<td>Report</td>
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<td>Film</td>
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<td>Mobile App</td>
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<td>Music Album</td>
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<td>Single Song/Track</td>
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<td>Work of Visual Art</td>
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<td>PowerPoint</td>
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<tr>
<td>Supreme Court Case</td>
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<tr>
<td>Statute/Act</td>
</tr>
</tbody>
</table>

*Record the year, month, and day for these sources based on available information, and omit the day or day and month if unknown.

**Record the date range if applicable to a work of visual art.

**Determining the Date**

Especially when working with an online source, look at the beginning or end of the document. Only use the date last updated if it clearly applies to the information or article you’re citing. Usually, a copyright date shouldn’t be used because it probably refers to recent (and sometimes rather minor) modifications or to the copyright of the entire website—it may not represent the actual publication date for the particular document you’re citing. If a source is unpublished, informally published, or in progress, use the date of production. For online sources with an advance online publication date and a final publication date, use the final date.

**Translated, Republished, Reprinted, and Reissued Dates**

A reference-list entry for a translated, republished, reprinted, or reissued source includes the date of the version you read with the date of the original work or source at the end:

For the in-text citation, cite the author and both dates separated by a slash (original/reprint):


According to Piaget (1950/2001) . . .

*In Press*
If an article or other type of source has been accepted for publication but isn’t already published, use (in press) in place of a date:


*Approximate Date*
When the date isn’t exact or has been approximately determined, use the abbreviation ca. (circa):

(Original work published ca. 1370) or (ca. 1370).

*No Date*
Use (n.d.) to stand for “no date” if no publication date is available for a source:

DeVore, K. M. (n. d.).

*Title*
To assist you in providing the title element in a reference-list entry, APA (2020) poses a question: “What is this work called?” (p. 283). The answer should include the complete title of the source as well as any subtitles. In general, titles and subtitles shouldn’t be changed; for example, avoid abbreviating words in them.

*Sentence Case*
In reference-list entries, APA requires sentence case, a standard for capitalizing titles of articles, books, chapters, and reports. To use sentence case, capitalize the following:

- the first word of the title or heading and any subtitle or subheading
- any proper nouns
- the first word after a colon (:), em dash (—), or any end punctuation (period, question mark, or exclamation point)

Use lowercase for all other words in the title element of your reference list, and end the element with a period.

*Italics in Titles*
Titles for stand-alone sources (books, reports, dissertations, films, videos, TV series, YouTube videos, webpages, works of visual art) are italicized while sources that are parts of a greater whole (book chapters, newspaper or magazine articles, television episodes, encyclopedia and dictionary entries) are not italicized or framed by quotation marks.

*Book Title for a Reference List, Using Sentence Case*
*Psychology, law, and criminal justice: International developments in research and practice.*

*Book Chapter Title for a Reference List, Using Sentence Case*
Children’s disclosure of secrets: Implications for interviewing.

*Numbers in Titles*
If a title doesn’t begin with but includes a number (Arabic or Roman), replicate that number in your reference list exactly as it appears in the title on the source:

Record-breaking heat blamed for 5 deaths
If the title includes or begins with a number that is spelled, retain this spelling when including the title in your reference list:

Top five zoos in the world.

However, if the title begins with a number that isn’t spelled, change the title in the reference-list entry by spelling the number. For example, “10 Early Signs of Alzheimer’s You May Have Missed” would change slightly in its reference-list entry:

Ten early signs of Alzheimer’s you may have missed.

Bracketed Description
To assist your readers as they look for sources that aren’t peer reviewed (i.e., articles and reports) or don’t have titles as listed in your reference list, provide a description of such a source in square brackets. For a titled source meriting a description, include it after the title, and place a period after the closing bracket of the description. Sources that merit a description include mobile apps, artwork and photographs, films and videos, dissertations and theses, and more. Capitalize the first letter and do not include italics in the description:

[Tweet]
[Film; the special ed. on DVD]
[Video]
[Audio podcast]
[Mobile app]
[Doctoral dissertation, Michigan Technological University]

No Title
For untitled sources, include a description of the source in square brackets and use the following standards to further specify the source description:

- Note the medium of the source with the description: [Map showing noise exposure levels in neighborhoods in the flight path in Louisville, Kentucky as of 2016].
- Provide up to the first 20 words of a comment in response to an article or blog post, followed by a bracketed description: I admit that a new APA style Manual is like Christmas for me. I can't wait to open the present [Comment on the article “Hear, hear! It’s finally here!”].
- Italicize up to the first 20 words of a social media post, followed by a bracketed description in plain font: Thank you for everything. My last ask is the same as my first. I’m asking you to believe—not in [Tweet].

Source
As you determine what to include for the source element in a reference-list entry, ask yourself “Where can I retrieve this work?” (APA, 2020, p. 283). If a source is housed in a larger source, such as an article in a periodical, APA refers to the periodical as a “greater whole.” For such sources, the greater whole and an applicable URL or DOI should be listed in the source element. However, when a source is a stand-alone work, such as a book or report, the source element should include a publisher, database or archive, website (including social media sites), and any applicable URL or DOI. For sources gathered from physical locations, such as conference presentations, the source element should include the city, state, province or territory (if applicable), and country, using two-letter U.S. postal codes and any comparable abbreviations from other countries:

Louisville, KY, United States.


Even sources from physical locations may have applicable URLs or DOIs, such as online archives of conference proceedings.

Title Case
When you’re working with periodicals, such as scholarly journals, newspapers, newsletters, magazines, and blogs, use APA guidelines for title case by capitalizing the following:
• the first word of the title and any subtitle
• the first word after a colon (:), em dash (—), or end punctuation (period, question mark, or exclamation point)
• words containing four or more letters, including prepositions like “with” and “from”
• all major words
• both words when a capitalized word is part of a hyphenated compound (e.g., Gang-Related Violence).

In title case, lowercase should be used on minor words containing three or fewer letters, unless those words are the first words of a title or subtitle. Given these guidelines, use lowercase on the following:
• short conjunctions, such as “and,” “as,” “but,” “for,” “if,” “nor,” “or,” “so,” “yet”
• articles—“a,” “an,” “the”
• short prepositions, including but not limited to “at,” “by,” “in,” “of,” “on,” “to”

Publisher
In APA style, the source element includes the name of the publisher for some (but not all) types of sources, such as books, reports, computer software, mobile apps, and data sets. A few guidelines will help you determine whether to provide the publisher of a source:
• In some cases, you may omit publisher information from a reference-list entry (e.g., if a publisher and website name are the same, the name should be listed only once in the source element; or, if the author and publisher are the same, omit the publisher from the source element).
• If a source was published by an imprint or division of a publisher, list that imprint or division in the source element.
• When two or more publishers are identified for a source, list both in the order they appear in the source and separate them with a semicolon: Hamilton; Baker House.

Do not include a publisher’s location because online searches will readily reveal publisher locations and some publisher locations may be unclear, such as for companies based only online or those with many offices around the world.

DOIs and URLs
Today, many print and online sources are assigned a DOI or URL. APA (2020) emphasizes that even when you’ve researched a print source, if it has a DOI, or digital object identifier, this information should be included in a reference-list entry for the source. A DOI is a unique string of alphanumeric characters that persistently links to a source’s online location. A URL is a uniform resource locator that specifies the location of a source you read online and is found in the address bar in your internet browser.

You can usually find the DOI on the first page of an article by looking for one of the following:
• https://doi.org/
• http://dx.doi.org
• DOI

Preferably, you should use the current DOI format: https://doi.org/. The assigned DOI or URL should be included at the end of a reference-list entry and should not be followed with a period:


When a source has a URL and doesn’t have a DOI, in most cases, its direct URL should be recorded in its reference-list entry. Therefore, cite the URL to a news article rather than the homepage of the newspaper’s website, and whenever possible, cite a direct URL to a comment on a news article rather than the URL to the article. However, if a source doesn’t have a DOI but has a URL and you accessed it from a database or read it in print, the URL isn’t needed in the reference-list entry because sources like these are widely available. If an online source can no longer be accessed or you find that a URL for one of your sources is broken, do not include the source in your reference list. Find a substitute source instead. APA (2020) highlights additional standards when citing online sources:
• Begin each URL with either http:// or https:// as listed on its source.
• Refrain from including "Retrieved from" before a DOI or URL.
• Hyperlink each DOI or URL using your word-processing program’s default settings or present them in plain font without underlining.
• Allow your word-processing program to automatically break a DOI or URL across lines but do not insert line breaks into DOIs or URLs manually.
• Shorten overly long DOIs or URLs if you wish, using the shortDOI service provided by the International DOI Foundation or a shortened URL offered by the website to which it belongs.

If a source is meant to change over time, such as a Facebook page or dictionary entry, include a retrieval date before the URL:


Reference-List Entries From Which Information Is Missing
Obtaining all of the necessary information to make a complete reference-list entry for a source isn’t always possible, particularly in the case of online sources. However, starting with the basic format can help:

Basic Format
Author. (Date). Title [Description]. Source


If you’re missing some information despite your best efforts to locate those details, use the basic format, drop the missing information, and shift over the remaining information, making sure no entry begins with a date. If you need to cite a source with missing information, use the following examples to format your reference-list entry, omitting a period from the end for a source with a DOI or URL but including a period at the end for all other sources:

No Author
Title [Description]. (Date). Source

New National Christmas Tree planted in President’s Park [Press release]. (2019, October 26).

No Date
Author. (n.d.). Title [Description]. Source


No Title
Author. (Date). [Description]. Source

Reference Books and Book Chapters | Electronic Documents, Periodicals, and Reports
---|---
Book With DOI | Document From a Website
Ebook | Document From a Website With Retrieval Date
Chapter in an Edited Ebook | Journal Article, One Author
Dissertation or Thesis Retrieved From a Database | Journal Article, Multiple Authors
Dissertation or Thesis Not in a Database | Journal Article, 21 or More Authors
Entry in an Online Reference Work | Journal Article With URL, No DOI Assigned

Audiovisual Sources | Miscellaneous Print and Electronic Sources
---|---
Work of Visual Art | PowerPoint Slides or Lecture Notes
Film | Course Pack Material
Music Recording | Conference Session
TV Series | Email, Interview, or Other Personal Communication
Episode of a Television Series | Secondary Source
YouTube Video | Online Forum Post
Podcast | Tweet

**Book, One Author References**

*In-Text Citations*
Jay (2012) discussed twentysomethings in the United States living with a large amount of uncertainty.

**Book, Two Authors References**

*In-Text Citations*
Merriam and Brockett (2007) pointed out that “adulthood is considered to be a sociocultural construction” (p. 4).

Merriam and Brockett (2007) discussed how adulthood is determined by each society and culture at a specific time.

**Book, Three or More Authors References**
In-Text Citations
Rowley et al. (1997) tentatively predicted that the future of higher education could be “an unpredictable and chaotic set of surprises and fallbacks” (pp. 6–7).

Book With Editor
References

In-Text Citations
Watkins (2009) contended, “obesity is a serious, chronic disease that threatens teens’ lives” (p. 20).

When both an author and an editor are listed on the cover of a book, include the author first in the reference-list entry, and include the editor after the book’s title.

Book, Edition Not the First
References

In-Text Citations
Merriam et al. (2007) acknowledged that “robotics and automation displace production workers but create other jobs” (p. 2).

Robotics and automation can create jobs even when they seem to take away jobs (Merriam et al., 2007).

Book Republished in Translation
References

The year a translated work was originally published is provided at the end of reference-list entry.

In-Text Citations
As a rule, the number of parts in a dream corresponds to the number of themes in the dream (Freud, 1917/1960).
**One Volume of a Multivolume Work**

**References**

**In-Text Citations**
In the 1930s, the Civilian Conservation Corps was created as part of the New Deal, benefiting families and the nation by enrolling youth from urban families to build trails and enhance public facilities in parks and other recreational areas (Divine et al., 1998).

**Article or Chapter From an Edited Book or Anthology**

**References**

**In-Text Citations**
Grouping a number of different cases into one event forms what Stake (1994) called a collective case study, in which “researchers may study a number of cases jointly in order to inquire into the phenomenon, population, or general condition” (p. 237).

A collective case study occurs when researchers come together to explore demographics, welfare, and singularities in a given study group (Stake, 1994).

**Religious Work**

**References**

http://blackletterkingjamesbible.com/Parallel (Original work published 1611)


When the year of publication of the original work is known, it should be included in parentheses at the end of the reference-list entry. However, when the year of original publication is unclear, the reference-list entry should end with the publisher or other appropriate content for the source element.

**In-Text Citations**
In the Bible, meditation is first attributed to Abraham’s son, Isaac: “And Isaac went out to meditate in the field at the eventide” (*King James Bible*, 1611/n.d., Genesis 24:63).

With its beginnings in the *Katha Upanishad*, Yoga is based on a stillness of the five senses and a silence of reasoning (*The Upanishads*, 1973).

**Ancient Greek or Roman Work**

**References**

http://classics.mit.edu/Hippocrates/ancimed.html (Original work published ca. 400 B.C.E.)

**In-Text Citations**
Ancient thought censured foods common in the human diet in favor of foods in the animal diet, which were believed to foster health and wellness (Hippocrates, ca. 400 B.C.E./1994, Part III).

Defending the Epicurean perspective on love, Lucretius (ca. 55 B.C.E./1967) denounced surrendering to true love’s desire because “it is the one thing of which the more we have, the more our breast burns with the evil lust of having” (Book IV).

Classic works are often canonically numbered in a consistent manner across various editions, so if you’re using a canonically numbered work, cite it by the applicable part (Part III; Book IV) rather than a page or paragraph number.

**Journal Article From a Database, No DOI References**

This source has a stable URL rather than a DOI and was retrieved from JSTOR, an academic research database. Sources without DOIs from databases are widely available, so a URL isn’t needed in the reference-list entry.

**In-Text Citations**
Discussing the process of creating fanfictions, Chandler-Olcott and Mahar (2003) explained that the interplay between fan-writers, their readers, and original works of anime enhances the visibility of intertextuality.

**Magazine Article References**

This magazine records only the month and year for its issue dates. If the day of issue is available for a magazine that includes an article you’re citing, record the day as well: (2019, October 31).

**In-Text Citations**
Housman (2014) reported that “by the 1990s, the southern, ever-so-slightly warmer coast of Norway boasted a few hundred surfers and even a surf shop or two” (p. 87).

**Newspaper Article References**

If an article isn't on continuous pages, include all page numbers, separating them with a comma (e.g., A2, A4, A6–A7).

**In-Text Citations**
As Gentile (2013) reported, “U.S. forces currently based in Andar district are relegated to roles of advising and assisting the Afghan National Security Forces in the region” (p. A7).
Reports indicated that U.S. forces stationed in the Andar district were limited to two roles: advising and assisting the Afghan National Security Forces in that area (Gentile, 2013).

**U.S. Constitution**

**References**

**Article**


**Amendment**

U.S. Const. amend. XIX.

**Repealed Amendment**

U.S. Const. amend. XVIII (repealed 1933).

**In-Text Citations**

**Article**

The founding fathers wrote, “All Bills for raising Revenue shall originate in the House of Representatives; but the Senate may propose or concur with Amendments as on other Bills” (U.S. Const. art. I, § 7).

Article I, Section 7, of the U.S. Constitution gave the House of Representatives power to introduce legislation designed to raise revenue, but it also gave the Senate power to amend that legislation.

**Amendment**

Passed by Congress on June 4, 1919, and ratified on August 18, 1920, the Nineteenth Amendment stated, “The right of citizens of the United States to vote shall not be denied or abridged by the United States or by any State on account of sex” (U.S. Const. amend. XIX).

Based on Amendment XIX to the U.S. Constitution, a person cannot be denied the opportunity to vote on the basis of sex.

**Repealed Amendment**

Ended in 1933, Prohibition stopped “the manufacture, sale, or transportation of intoxicating liquors within, the importation thereof into, or the exportation thereof from the United States and all territory subject to the jurisdiction thereof” (U.S. Const. amend. XVIII, repealed 1933).

Amendment XVIII to the U.S. Constitution was repealed in 1933, ending Prohibition and allowing alcoholic beverages to be manufactured, sold, or transported in and out of the United States.

**Federal Statute With Title and Section**

**References**


https://www.law.cornell.edu/uscode/text/20/1232g

This act can be found beginning at Section 1232 of Title 20 of the United States Code and was codified in 1974. To show that the act covers Section 1232 and others following it, the reference-list entry includes et seq., noting “and what follows.”
**In-Text Citations**
Certain rights parents have with respect to their child’s education records are transferred over to the child at the age of 18 (Family Educational Rights and Privacy Act, 1974).

**Federal Statute With Public Law Number References**

https://www.govinfo.gov/content/pkg/STATUTE-122/pdf/STATUTE-122-Pg1560.pdf

Cited by its name and public law number, this statute was published in Volume 122 of the *United States Statutes at Large* (signified by “Stat.”), beginning on page 1560.

**In-Text Citations**
The Protecting Our Children Comes First Act of 2007 (2008) requires the National Center for Missing and Exploited Children to, among other activities, work with local affiliates, including schools, public officials and organizations, and the general public to prevent child abduction and sexual exploitation.

**State Statute References**


This act can be sourced in the *Florida Statutes*, Section 163. The citation includes both an original date and revised date, but a single date may be recorded if an act you’re citing hasn’t been revised. APA (2020) recommends consulting the *Bluebook* for specific guidance on citation formats relative to other states.

**In-Text Citations**
The Miami River Act (2000/2013) is in place to guarantee that federal, state, regional, and local governments and organizations unite efforts to enrich the Miami River as well as nearby areas.

If a state statute you’re citing doesn’t have an original and revised date, cite a single date in the in-text citation.

**U.S. Supreme Court Case References**


https://supreme.justia.com/cases/federal/us/588/18-966/

If you cite a recent Supreme Court case that has not yet been assigned a page number, include three underscores before the year instead of the page number.

**In-Text Citations**
In the dispute between two athletic shoe manufacturers, “Already argues that as long as Nike is free to assert its trademark, investors will hesitate to invest in Already” (*Already, LLC v. Nike, Inc.*, 2013).

**State Supreme Court Case**

**References**


This court decision was reported in Volume 17 of the *California Reports, Third Series* (Cal.3d), Volume 130 of the *California Reporter* (Cal. Rptr.), and Volume 551 of the *Pacific Reporter, Second Series* (P.2d). Recording all locations where a court decision is reported is important so that your audience won’t need to do additional research to find them.

**In-Text Citations**

In Crawford v. Board of Education of the City of Los Angeles (1976), the Los Angeles Unified School District was ordered to design a long-term plan to racially integrate students within the school system.

**International Convention or Treaty**

**References**


**In-Text Citations**

Based on core human rights, the International Covenant on Civil and Political Rights (1966) recognized the inherent dignity and equal and inalienable rights of every human being.

**Book With DOI**

**References**


Whether a source was read in print or online, if it’s assigned a DOI, APA style requires you to list the DOI. Check with your instructor to see if searching for DOIs is necessary for sources you read in print.

**In-Text Citations**

Sayre et al. (2015) posited that a lack of development in early childhood affects not only the child throughout life but also the social and economic development of the country in which the child lives.

**Ebook**

**References**


**In-Text Citations**

Alford and Alford (2017) noted that the Raytheon Corporation pioneered the use of microwaves for cooking after Dr. Percy Spencer, one of their engineers, found that chocolate in his pocket melted when he was working near a radar tube.
Chapter in an Edited Ebook

References

An ebook, such as a Kindle book, that doesn't have a DOI or a database URL should be cited with a URL that will give readers access to it.

In-Text Citations
Explaining the contradictions in the public’s perception of an editor’s role, Williams (1993) stated, “Editors want books. They are not there to demonstrate condescension to submitted writings, despite the flash of indignation experienced by almost everyone receiving a rejection letter” (p. 4).
Williams (1993) explained that although writers receive rejection letters from editors, editors want to acquire books, not reject them.

Dissertation or Thesis Retrieved From a Database

References

In-Text Citations
As television advertisements lost their effectiveness, Apostel (2011) reported that “the launch of the video game America’s Army enabled the Army to reach and instruct a predominately young male market, but by 2006 the ‘Army of One’ slogan was no longer speaking to America’s youth” (p. 16).

Dissertation or Thesis Not in a Database

References

In-Text Citations
While workers engaging in adult education are equipped to adjust to rapidly changing work environments, they also benefit their companies, enhancing company performance in the marketplace (Creed, 2001, p. 9).

Entry in an Online Reference Work

References
Individual Author

https://doi.org/10/1002/9781405165518.wbeosa015

Because the assigned DOI is lengthy, a shortened DOI could be cited for this source, using shortDOI service to create the shortened form (http://doi.org/ddg7).
Group Author

A retrieval date is needed because this source, like many online dictionaries, is continuously updated. When citing this type of source, use “n.d.” for the date.

In-Text Citations

Individual Author
According to Binkley (2007), in its simplest form, aesthetics is a mechanism that reproduces class hierarchies and legitimizes the social elite.

Group Author
Boundary ambiguity is defined as “uncertainty that arises in a family system when an individual’s status, role, or family membership is brought into question, most often as a result of separation, divorce, and remarriage” (American Psychological Association, n.d., para. 1).

Document From a Website

References

In-Text Citations
Quinoa is an excellent choice for vegetarian, vegan, and gluten free diets because of its high mineral content, essential amino acids, and vitamin variety (Gunnars, 2018).

Document From a Website With Retrieval Date

References

Because the American Immigration Council is the author and name of the website for this source, it’s listed only in the author element. Additionally, a retrieval date is included because this source will be updated often as populations of immigrants to Kentucky shift over time.

In-Text Citations
The American Immigration Council (2017) reported that a third of immigrants in Kentucky have degrees in higher education, and immigrants in Kentucky who are entrepreneurs generate hundreds of millions of dollars in business revenue for the state.

Journal Article, One Author

References
In-Text Citations
Hoff's (2013) survey results indicated "the number of children whose language development reflects influences of low SES is likely to be greater than 22% of all children in the United States" (p. 5).
Hoff (2013) determined that more than 22% of all children in the United States have language development that shows the influence of low SES (p. 5).

Journal Article, Multiple Authors
References

In-Text Citations
Chavan et al. (2013) insisted that all data, regardless of the venue of publication, “should be documented and included in a stable archival repository” (p. 419).

When a source has more than two authors, only the first author is included in every in-text citation, followed by “et al.”

Journal Article, 21 or More Authors
References

Include the first nineteen authors’ names, following them with an ellipsis and the name of the last author.

In-Text Citations
Taylor et al. (2017) found that women suffering from endometriosis experienced decreased pain when taking elagolix.

Journal Article With URL, No DOI Assigned
References

In-Text Citations
Perceptions of disabilities within institutions of higher education may affect the confidence of students with disabilities, and, in turn, their academic performance, choice of major or career, motivation to seek academic assistance, and sense of belonging in their campus communities (Akin & Huang, 2019).
Film Review Published in a Journal

References

The title of a film should be in sentence case in a reference-list entry, so for each of the two films in this example, the first word is capitalized while the other words in the films’ titles are not.

In-Text Citations
Reviewing It’s All About Love, Lunde (2011) gave its final scenes a particularly scathing critique: “It is an audacious and catastrophically ridiculous ending that instantly undoes any spell the film’s prior moments have delicately created” (p. 27).

Book Review Published in an Online Newspaper

References

In-Text Citations
Although Hafner (2019) claimed that Arthur Kleinman’s work offered no new lessons, she admitted he shored up his arguments against health care in America with potent stories of patients and physicians suffering from a system that sacrifices human value for financial gain and efficiency.

Online Newspaper Article

References

This format applies to online newspaper articles and differs from online news sources on news websites.

In-Text Citations
Bogdanich and Rebelo (2011) explained, ”The errors at Downstate raise broader questions about the competence, training and oversight of technologists who operate radiological equipment that is becoming increasingly complex and powerful” (para. 9).

Bogdanich and Rebelo (2011) emphasized that the mistakes made at Downstate extend to questions about the levels of competence, training, and supervision of the technicians who operate increasingly sophisticated x-ray equipment.
Online News Source
References

This format applies to online news sources and differs from articles in online newspapers.

In-Text Citations
Drayer (2018) explained that getting ample sleep and focusing on intuitive eating, or noticing the body’s natural signals for being satisfied while eating, will help maintain weight loss.

Online News Source, No Author
References
Record-breaking heat blamed for 5 deaths. (2011, June 9). NBC.
http://www.nbcnews.com/id/43336966/ns/weatherte/#.URE2Qx1fDP4

In-Text Citations
News broadcasts June 9, 2011 reported that “the heat was so intense in southwestern Michigan that it buckled pavement on an interstate” (“Record-Breaking Heat,” 2011, para. 4).

According to an NBC News report, the temperatures in southwestern Michigan were so high on June 9, 2011 that the pavement on an interstate buckled (“Record-Breaking Heat,” 2011).

Online Magazine Article
References
http://content.time.com/time/magazine/article/0,9171,1229123,00.html

In-Text Citations
Elegant (2006) noted a decidedly new problem facing “China’s ruling class, which pays little more than lip service to communist ideology but still strives to control its restive populace” (p. 41).

Blog Post
References
https://apastyle.apa.org/Blog/future-blog

In-Text Citations
Lee (2019) explained the purpose of the new APA Style blog, noting that it would supplement the more extensive resources on the APA Style website.

Press Release
References
In-Text Citations
The National Park Service recently planted the new National Christmas Tree on the Ellipse in President’s Park, to be lit December 5, 2019 during the 97th National Christmas Tree Lighting Ceremony (National Park Foundation, 2019).

Government Report References

On the title page for this report, the most specific group author is the Council of Economic Advisers, so it alone is listed in the author position. The Executive Office of the President of the United States is shown as the parent organization, so it is designated as the publisher.

In-Text Citations
While some reports show a 15% decrease in rates of homelessness since 2007, this reduction is inaccurate in part because of an inconsistent definition of the types of housing assisting the homeless and miscounting those who are unsheltered on the streets (The Council of Economic Advisers, 2019).

Professional Organization Report References

https://www.arts.gov/sites/default/files/Artists_and_Other_Cultural_Workers.pdf

No publisher is listed for this report because the publisher is the same as the author. Some reports are assigned a publication number, which should be included in the citation if available.


In-Text Citations
Through 2026, the potential for employment as an actor, set and exhibit designer, producer and director, and film and video editor is expected to grow at an above-average rate (National Endowment for the Arts, 2019).

According to the NIMH (2016), a simple activity like walking 30 minutes every day can reduce stress and improve a person’s mood.

For a group with a well-known abbreviation, such as NIMH for the National Institute of Mental Health, the abbreviation can be recorded in both in-text citations and the text of your paper if, in the first in-text citation for the group, the full name is given along with the abbreviation: (National Institute of Mental Health [NIMH], 2016). If the group’s abbreviation is not written in a narrative citation, subsequent in-text citations would then include only the abbreviation and year: (NIMH, 2016). Abbreviations for group names are not required but are useful to avoid repetition when the group is included at least three times.
**Work of Visual Art**

**References**

**Museum**


**Online**


https://www.speedmuseum.org/kentucky-quilt/new-york-beauty/New

Because the creator of the quilt is unknown, the title moves to the author position. An exact creation date is also unknown, so the abbreviation “ca.” designates that the quilt was created around 1940.


If a work of visual art doesn’t have a title, include a description of it in brackets in the title element.

**In-Text Citations**

**Museum**

Andrew Wyeth (1970) employed his characteristic brushwork with tempera on gessoed board to create a luminous portrait of a young girl, Siri, in which every wisp of hair can be seen in the soft light.

Small, eight-point stars are featured in the kaleidoscopic design of the quilt referred to as *New York Beauty* (ca. 1940).

**Online**

A concert violinist and flight instructor, Jassen Todorov (2018) took to the skies to capture the striking image of thousands of recalled cars gathering dust in the Mojave Desert.

**Film**

**References**


**In-Text Citations**

Sharing the plan to run away, Sam writes Suzy a letter telling her to “walk 400 yards due north from your house on the dirt path which has not got any name on it. Turn right and follow to the end. I will meet you in the meadow” (Anderson et al., 2012).

**Music Recording**

**References**

**Music Album**


**Single Song or Track**

In-Text Citations

Music Album
While Courtney Barnett (2015) titled one of her albums with a well-known quote from A. A. Milne, she used her original artwork throughout the album cover.

Single Song or Track
In his "Slavonic Dances, Op. 72," Dvořák (1886/1995) began with a lively dance known as a furiant and concluded with a calm and gentle waltz, the sousedská.

TV Series

References

If the TV series you’re citing is no longer airing, cite the first and final year it aired, joining them with an en dash to record the date range: (1982–1993).

In-Text Citations
The TV series Alone has promised since its first episode that the participants are truly alone: “No camera crew. No gimmicks. Last one standing wins” (Witt et al., 2015–present).

Episode of a Television Series

References

In this example, individual episodes of the series don’t have titles, so they’re identified by season and episode number. Both words in the title of the series are capitalized only because they constitute a proper noun: Downton Abbey. Additionally, co-publishers are listed in the publisher element, separated by a semicolon.

In-Text Citations
At breakfast, Matthew Crawley announced that his sister-in-law, Lady Edith, “had an invitation to write a newspaper column,” much to the dismay of her father, Sir Robert (Fellowes & Goddard, 2012).

YouTube Video

References

In-Text Citations
In his TEDx Talk at Bellarmine University, Thomas Wójcicki championed the health benefits of walking by closing his talk in a lyrical manner: “We’ll walk for the health of both body and mind, outcomes of value to all humankind” (TEDx Talks, 2019, 10:19).
The individual or group (e.g., TEDx Talks) that uploads a video should be identified as its author in its reference-list entry, so if a person who created or is featured in a video is someone other than the uploader, identify this person (e.g., Thomas Wójcicki) in the narrative of your paper.

Podcast References

Whole Series

https://www.npr.org/podcasts/510298/ted-radio-hour

When citing a date range, such as for a podcast or television series, include an en dash (rather than a hyphen) to designate the range of dates.

Episode

Episodes of this podcast are not numbered. However, if a podcast you listen to provides episode numbers, list the appropriate number after the episode title.

Glass, I. (Host). (2019, October 27). And the call was coming from the basement (No. 319) [Audio podcast episode]. In This American life. WBEZ Chicago.

https://www.npr.org/podcasts/381444650/this-american-life

In-Text Citations
Guy Raz (2017–present) hosts the TED Radio Hour, featuring captivating TED talks on various ideas, inventions, and future possibilities.

Although morals and machines are not commonly paired concepts, McGrath (2019) claimed that the ethics of machines can teach us about human ethical reasoning.

PowerPoint Slides or Lecture Notes References


Bucalos, A. (2019). Welcome to First Year Focus! We are glad you’re here as our newest BU knights! [PowerPoint slides]. Moodle. https://www.bellarmine.edu/one-bellarmine/

If your lecture or classroom presentation is housed on your school’s learning management system, such as Canvas or Moodle, include the name of the system in the source element as well as the URL.
for its login page, as in the Apostel and Bucalos examples. Or, if the presentation or lecture notes have a universally accessible URL, include it, as in the Belshaw example. On the other hand, if your instructor provides a previously published source on a class webpage, find the original reference information and construct the reference-list entry as if reading it in the original source.

In-Text Citations
Apostel (2019) noted that because human eyes are attracted to movement, visual presentations should involve movement to capture people’s attention.

Empathy, resilience, communication, and teamwork will help build the education design lab of the future (Belshaw, 2016).

Bucalos (2019) explained the guidelines to building a community of learning at Bellarmine University during the kickoff event on the first day of First Year Focus.

Course Pack Material
References

If the course’s instructor is the author, as in this example, include the instructor as author and editor. If the author is not the instructor, list the instructor as editor and identify the author at the beginning of the entry. The name of the course pack may be the name of the course, but if your course pack has a unique name, include it instead after the editor. If your course pack lists page numbers for the materials in it, include the range of page numbers for the material you’re citing, placing this range after the course pack title and before the university name: COMM 309: Technical writing (pp. 22–23).

In-Text Citations
Variations among an audience’s technical background, culture, and questions should be accounted for when drafting and designing a piece of technical writing (Apostel, 2020).

When citing course pack material, only use the style guidelines above when the material is original to the course. If, for instance, an article published in a journal is in your course pack, cite it as a journal article according to APA standards.

Conference Session
References

In-Text Citations
Like researchers, instructors today are often frustrated with the frequency of new resources, but those that are accessible within the classroom include new media technologies, gamification, and wearable technology (Hether et al., 2019).

Email, Interview, or Other Personal Communication
References
Personal communications include emails, text messages, personal interviews, private online messages, live speeches, unrecorded classroom lectures, and so on. Since your readers can’t retrieve your personal communication, a reference-list entry isn’t necessary.
In-Text Citations
My guidance counselor gave me good advice when she told me that I should think about other factors when I decide what school will be the best fit for me (S. Jones, personal communication, September 12, 2020).

Secondary Source (When the Primary, Original Source is Unavailable)
References

In-Text Citations
The success of many experiments originated with the "famous dictum: 'There is nothing so practical as a good theory'" (Lewin, 1951, as cited in Batson, 2005, p. 156).
Kurt Lewin (1951) famously claimed that a good theory is the most practical key to many successful experiments (as cited in Batson, 2005, p. 156).

If the date of the primary source is known, include it in your in-text citation. For example, Lewin’s work was published in 1951 and is the primary source. If a date is unknown for a primary source, do not attempt to include it in an in-text citation: Lewis’s report (as cited in McGrath, 2013).

**Online Forum Post**

**References**

Berry, D. [Dave_Berry]. (2019, November 6). You don’t have to go to jail to give your kid an edge [Online forum post]. College Confidential. https://talk.collegeconfidential.com/parents-forum/2162597-you-don-t-have-to-go-to-jail-to-give-your-kid-an-edge.html

To cite the author of a post, begin with the name of the individual or group followed by the applicable username in brackets. If the author is unknown, begin with the username, but don’t use brackets.

**In-Text Citations**

Berry (2019) highlighted three ways parents can support their children, whether they are middle or high school students, on their journeys toward career success.

**Tweet**

**References**

Obama, B. [@POTUS44]. (2017, January 10). Thank you for everything. My last ask is the same as my first. I’m asking you to believe—not in [Tweet]. Twitter.

https://twitter.com/potus44/status/819044196371800065?lang=en

When citing from Twitter or Instagram, include the name of the author or group followed by the applicable username in brackets, and precede the username with the symbol for “at”: @. In the title element, include up the first 20 words of the post.

**In-Text Citations**

Ever a proponent of change, President Barack Obama (2017) used one of his final Tweets while in office to pass the baton: “I’m asking you to believe—not in my ability to create change, but in yours.”

**Facebook Post**

**References**

Smithsonian. (2019, October 7). By collecting, researching and sharing women’s history, we aim to tell a more complete American story and empower future generations [Image attached] [Status update]. Facebook. https://bit.ly/2WPLy0E

For the title of the post, provide its content, up to 20 words. If a status update includes an image, video, infographic, or other content in a thumbnail link, indicate it in brackets after the title element. Replicate a URL or hashtag, counting it as one word of the overall 20. If a post includes an emoji, replicate it if possible. Alternatively, use the accepted emoji name, placing it in brackets: [winking face]. As the Smithsonian example shows, you may shorten the URL using a URL shortening service.

**In-Text Citations**

The Smithsonian (2019) heralded efforts that led to gathering 280 artifacts from its 16 museums to help create its new book, *Smithsonian American Women.*
Mobile App

References

Mobile App as a Whole

details?id=com.mobisystems.msdict.embedded.wireless.elsevier.drhp

Entry From a Mobile App
details?id=com.mobisystems.msdict.embedded.wireless.elsevier.drhp

In-Text Citations
A mechanism of action occurs when a version of human interleukin-11 stimulates the production of blood platelets, leading to proper blood clotting (MobiSystems, 2017).
Playing a Self: Context, Identity, and Engagement in Combat Video Games

Samuel Abbot
Department of Rhetoric and Technology, Global University

COMM 414: Gamification in Technical Communication

Dr. Liana Schust
February 11, 2020

Your instructor’s name and the due date are the final double-spaced items you’ll need to include on the title page.

Include one extra double-spaced line between the title and your name.

Include your department and university, separate them with a comma, and place them one double-spaced line below your name. On the next double-spaced line, place your course number and its name as listed on your course materials.

Place your title and any headings in your paper in title case, capitalizing the first word, the first word of a subtitle, all major words, and words of four letters or more.

The page number should be at the top right of every page, beginning on the title page.

Place the title three or four lines down from the top of the page, centered and bold. If your title is longer than one line, the main title and subtitle can be separated on double-spaced lines.
Playing a Self: Context, Identity, and Engagement in Combat Video Games

The connection a player feels with a virtual character plays a major role in determining whether or not they will continue playing a video game. Facilitating that connection can make or break the success of any game. Many game theorists focus on play and narrative because they believe that the quality of graphics is also largely marginalized by most the advertisers. In other words, players need a compelling storyline to encourage them to successfully complete levels or missions and progress in the video game.

Players also value feelings associated with playing the game. Coming from a film theory background, Block (2001) noted how depth is constructed in the game to make players walking through an alley, when in fact, they are looking at a flat computer screen. Playing also involves the controls used to actually move the characters. Players' virtual movements are thus an important aspect of the gaming experience. When a player pushes a button, they expect their character to obey the command immediately. In addition, Eastin and Griffiths (2006) found that engaging in a video game is only possible when players are familiar with the game console. Game platform, computer, and controls are all considered vitally important to both designers and gamers. The controls are important because they help gamers fully engage, allowing them to experience a sense of pleasure that is difficult to describe. Huizinga (1950) wrote that play can take a person from seriousness, to absorption, and then to “a devotion that passes into rapture” (p. 8). An important source in Huizinga’s theory of play came from Friedrich Schiller (1934): “Man plays only when he is in the full sense of the word man, and he is only wholly man when he plays” (as cited in Anchor, 1978, para. 1).

More recently, Csikszentmihalyi (1988) came up with his theory of “flow.” Both theorists described the euphoric feeling one gets when totally immersed, challenged, and confident in a task. With or without flow, the controls are an important way to connect with the virtual character, and the level of connection players have with their digital characters is still palpable.
designers. For example, studies have shown that when characters disobeyed suggestions, gamers used the word “he” or “she” in reference to the character (Fullerton et al., 2004). Furthermore, according to Gee (2003), players took on a “projective identity,” which combined a virtual self, the character in the game, with their own values and desires (p. 82). Gee also pointed out that games may have helped players reflect on their ideological perspectives because a video game forced them to perform the actions of what may be a completely different type of person, doing, for instance, jobs that the players may or may not feel comfortable doing as career choices through a feeling of control.

Players also reflected on their ideological perspectives, and meaning. Gee (2003) observed that games like Full Spectrum Warrior allowed players to “experience expertise, to feel like an expert” commanding officer; after playing the game, he felt like a professional military commander, and the experience he took away was that he now knew how to act and what it felt like to be a person in that role (p. 49). Gee further noted that while games reinforced players’ beliefs, they could also open avenues to different worldviews. For example, this game, the values and actions required of the player’s projected self—thus having some effect on his or her level of empathy for a soldier in warfare. Another game, America’s Army 2, would also provide a compelling reason to enter into the act of war: virtual soldiers were not asked to protect American economic interests or remove governments that harbor terrorists; they were asked to step in where the United Nations was faltering. Instead of an invasion force, the U.S. Army was answering a call for assistance:

The contested area of Ostregal: 200 miles of dense forests, war-torn villages and dangerous rural plains are all that stand between the Republic of Ostregal and its total
Through this context of events within the game, we learn that a large military force is gathering to attack the U.S. Army soldiers stationed in Ostregal, giving these soldiers the moral grounds to go on specific missions and provide humanitarian relief and protect the innocent civilians caught in the crossfire. But when battle begins and an ominous threat is uncovered, the soldiers will fight with American strength, honor and courage to against the Czervenia Nationalist Party. Answering the call, the United States deployed to provide humanitarian relief and protect the innocent civilians threatened by the Czervenia Nationalist Party. Through this context of events within the game, we learn that a large military force is gathering to attack the U.S. Army soldiers stationed in Ostregal, giving these soldiers the moral grounds to go on specific missions and provide humanitarian relief and protect the innocent civilians caught in the crossfire. But when battle begins and an ominous threat is uncovered, the soldiers will fight with American strength, honor and courage to defend against the Czervenia Nationalist Party. Answering the call, the United States deployed to provide humanitarian relief and protect the innocent civilians threatened by the Czervenia Nationalist Party.

Commenting on the game from an American-ideological perspective of the U.S. Military: "America’s Army" was one of the most talked about titles at E3 and is starting to appear in the many “best of show” lists that are popping up on gaming websites these days. Even game developers were singing the praises of “Operations.” ("Reaction to the Game" section, para. 6)

Morris (2002) noted, "From a propaganda perspective, though, the Army has seemingly hit the jackpot. (And the Army readily admits the games are a propaganda device.)"
Sample Reference List

References


Provide a bracketed description for sources other than articles, books, and reports—sources that aren’t peer-reviewed academic literature.

When an article from a news source isn’t found in a newspaper or magazine, cite it as a stand-alone work by italicizing its title and placing the name of the news source in plain font.

Provide names for up to 20 authors in entries for sources with multiple authors.

When including publishers for your sources, do not include their locations.

Use a hanging indent for each entry by indenting any line after the first line ½ inch from the left margin.

The heading should be centered and bold, and the page number should continue to be placed at the top right corner of the page.

If you’ve read an ebook, include its applicable URL or DOI in the source element and do not follow it with a period.

When the author and publisher are the same, list the name only once, in the author element.