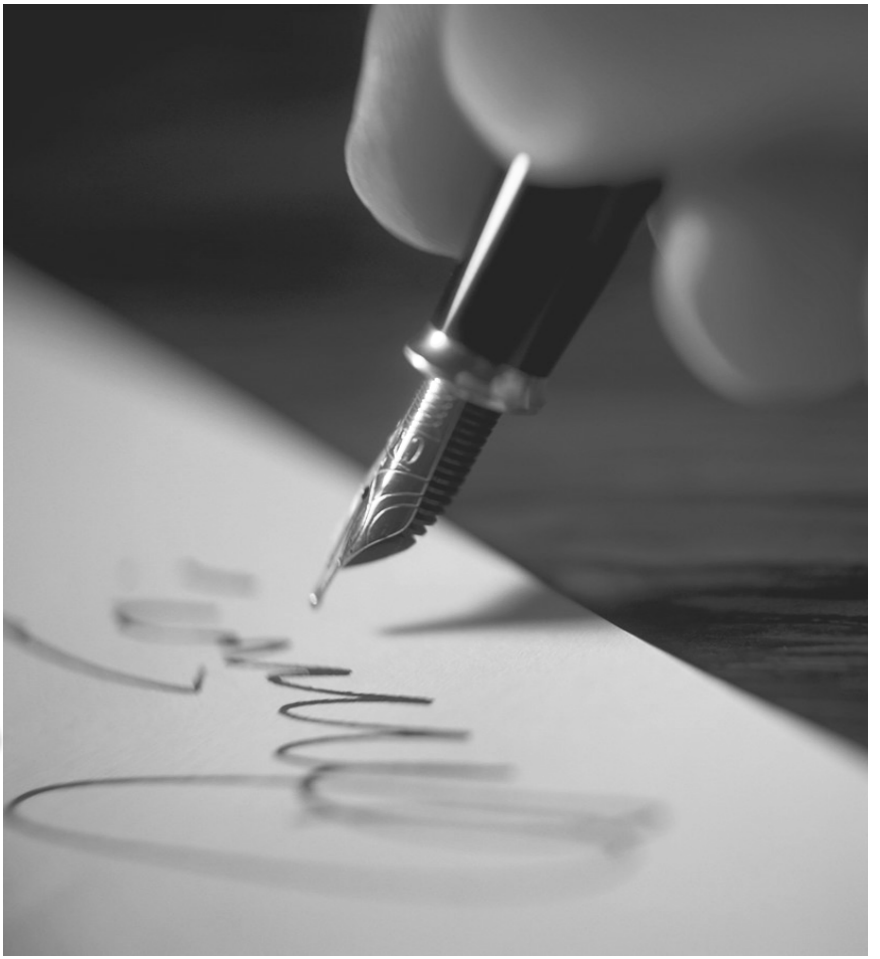
APA

Style Guide



UNIVERSITY LEARNING CENTER

Writing Services
DePaolo Hall, Room 1056
910- 962-7857
ulc@uncw.edu
www.uncw.edu/ulc

Revised October 2021

Contents

The handbook that lists the rules and conventions of APA style is the *Publication Manual of the American Psychological Association*. The seventh and most current edition was published in 2020, and in it, you will find the following examples and more.

Topic — Page

APA Style Hints 5-6

APA Sample Paper 7-9

In-Text Citations
- One work by one author 10
- One work by multiple authors 11
- Groups as authors 11
- Unknown author 11

References
- Reference to an entire book 12
- Edited book 12
- Journal article 12
- Magazine article 12
- Newspaper article 13
- Report by government agency 13
- Film or TV 13
- Religious work 13
- Artwork 14
- TED talk 14
- Webpage with group author 14
- Document available on university program or department web site 14
- Instagram photo 14

Example sheet 15

Reference 16

APA Style Hints *

- Italics are used for titles of books, reports, webpages, and other stand-alone works. You do not use italics for the title of a book series i.e.: the Harry Potter series.

- Entries in reference lists should follow the hanging indent format: the first line is flush left, and the second and subsequent lines should be indented.

- The ampersand (&) is used to stand for "and" in citations and on your references page (<u>not</u> in the text of your paper).

  In the titles of journal articles, book chapters, and books, the first word and all other major words are capitalized, all minor words (those with three letters or less) are lowercase. This does not apply to proper names or the first word after a colon (if the title includes a colon); those will always be capitalized.

- In journal names, all major words are capitalized.

- APA makes use of block quotes when quoting 40 words or more. Start a block quotation on a new line and indent the whole block 0.5 in. from the left margin. Do not use quotation marks or add extra space before or after it. If the quotation includes more than one paragraph, indent the first line of those paragraphs an additional ½ inch.

- When a website address will not fit on one line, break the URL after a slash (except for http://) or before a period.

- Whenever possible, paraphrase! APA prefers paraphrasing to quoting. However, use quotes when necessary.

- APA style uses "bias-free" language. Choose words that are accurate, clear, and free from bias or prejudicial connotations. For example, using "man" to refer to all human beings is not as accurate or inclusive as using the terms "individuals," "people," or "persons."

- Per APA 7, use only one space after a period (or another punctuation mark at the end of a sentence.

- Insert one space after commas, colons, and semicolons.

- APA makes use of the "Serial" or "Oxford comma" between elements in a series of three or more items. I.e.: "factors of personality include extraversion, conscientiousness, openness to experience, agreeableness, and neuroticism."

- Avoid over citation. Cite the source in the first sentence in which it is relevant and do not repeat the citation in subsequent sentences as long as the source remains clear and unchanged. You will have to cite again each time you start a new paragraph or change sources.

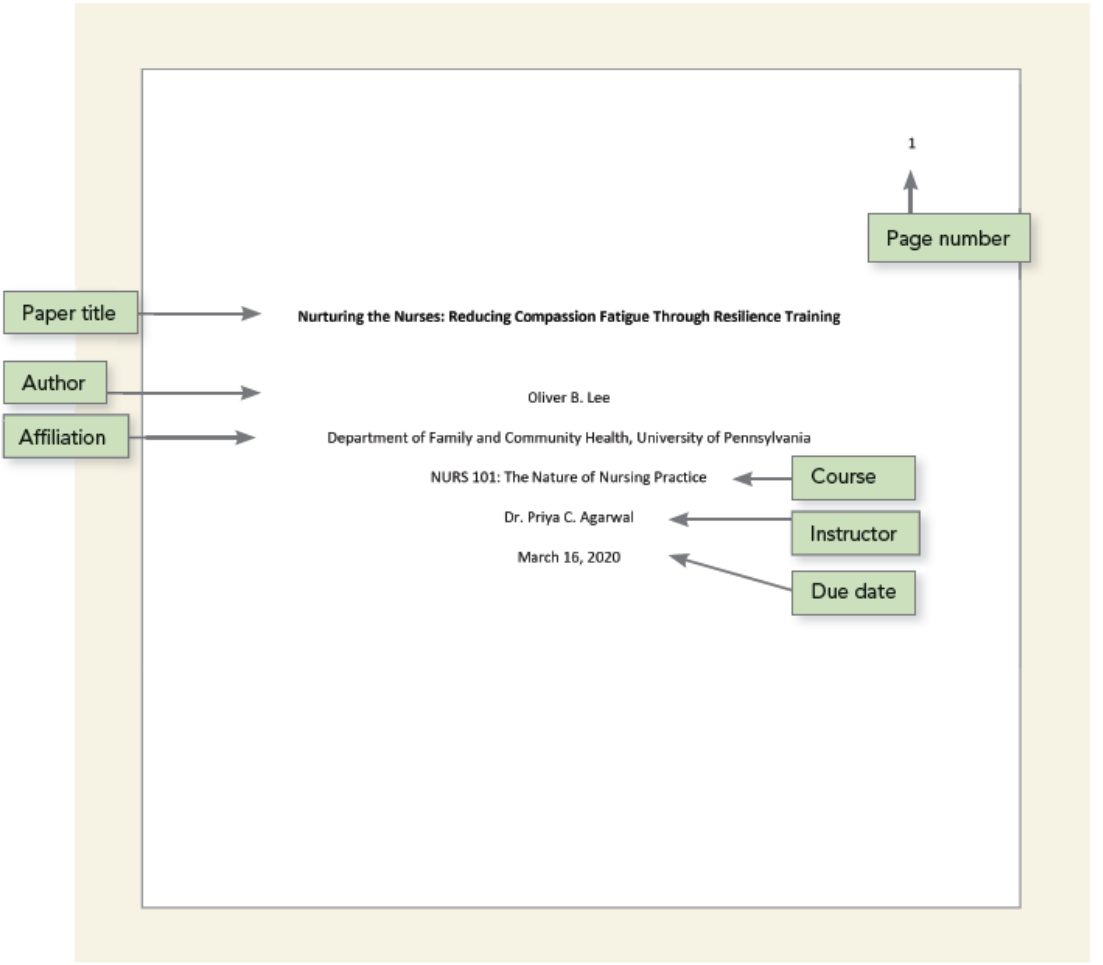
- Per APA, your paper should be double-spaced.

- A variety of fonts are permitted in APA-style papers. Make sure you check for teacher preferences. Font options include:

    - **Sans serif fonts** such as 11-point Calibri, 11-point Arial, or 10-point Lucida Sans Unicode
    - **Serif fonts** such as 12-point Times New Roman, 11-point Georgia, or normal (10-point) Computer Modern (the default font for LaTeX)

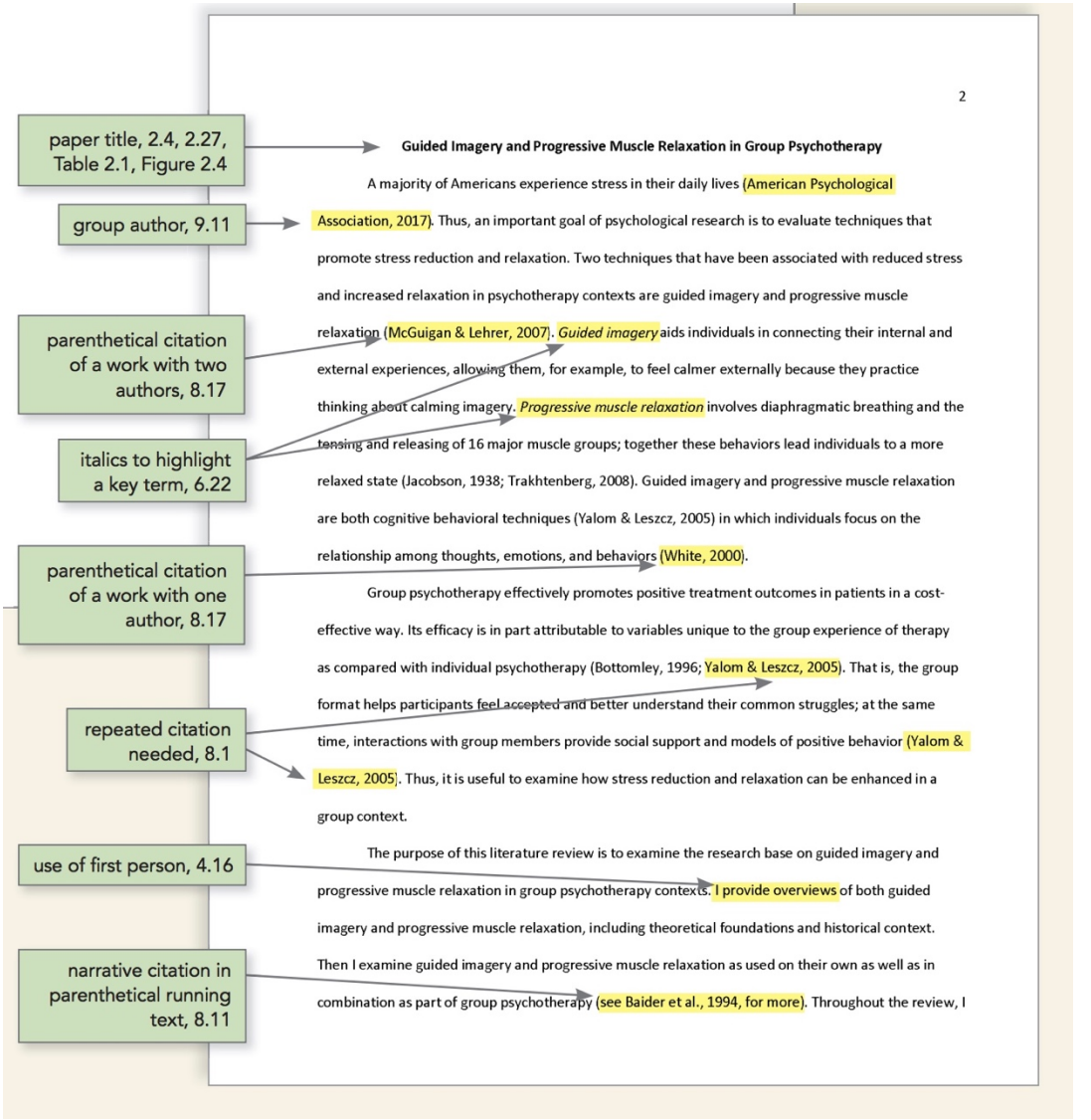
APA Style Hints (continued)

APA Sample Paper: Title Page



APA Style Hints (continued)

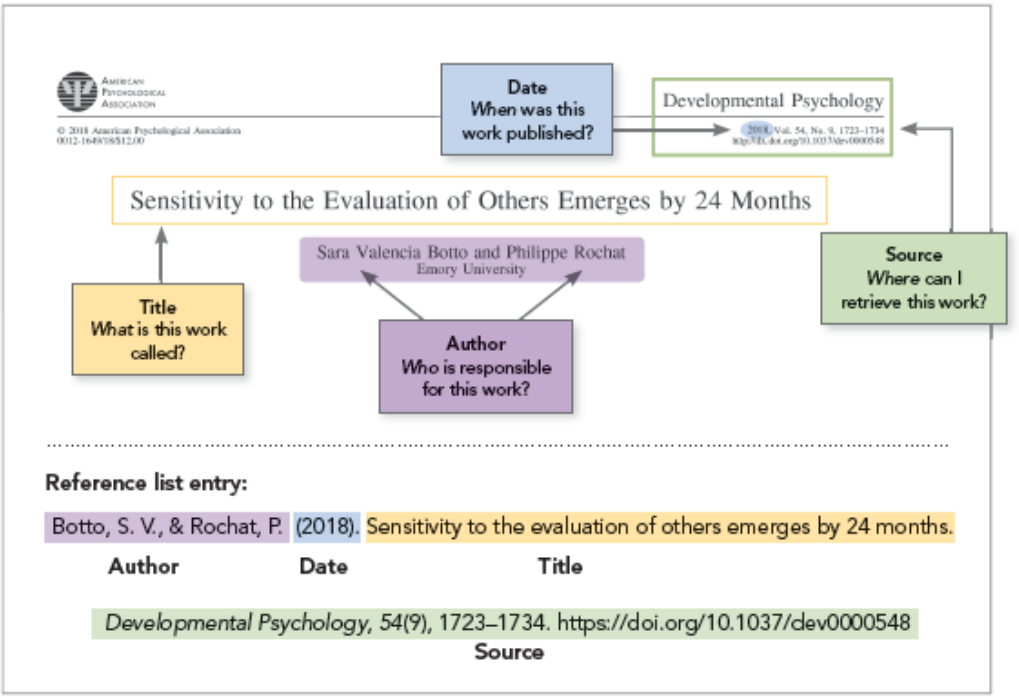
APA Sample Paper: Introduction

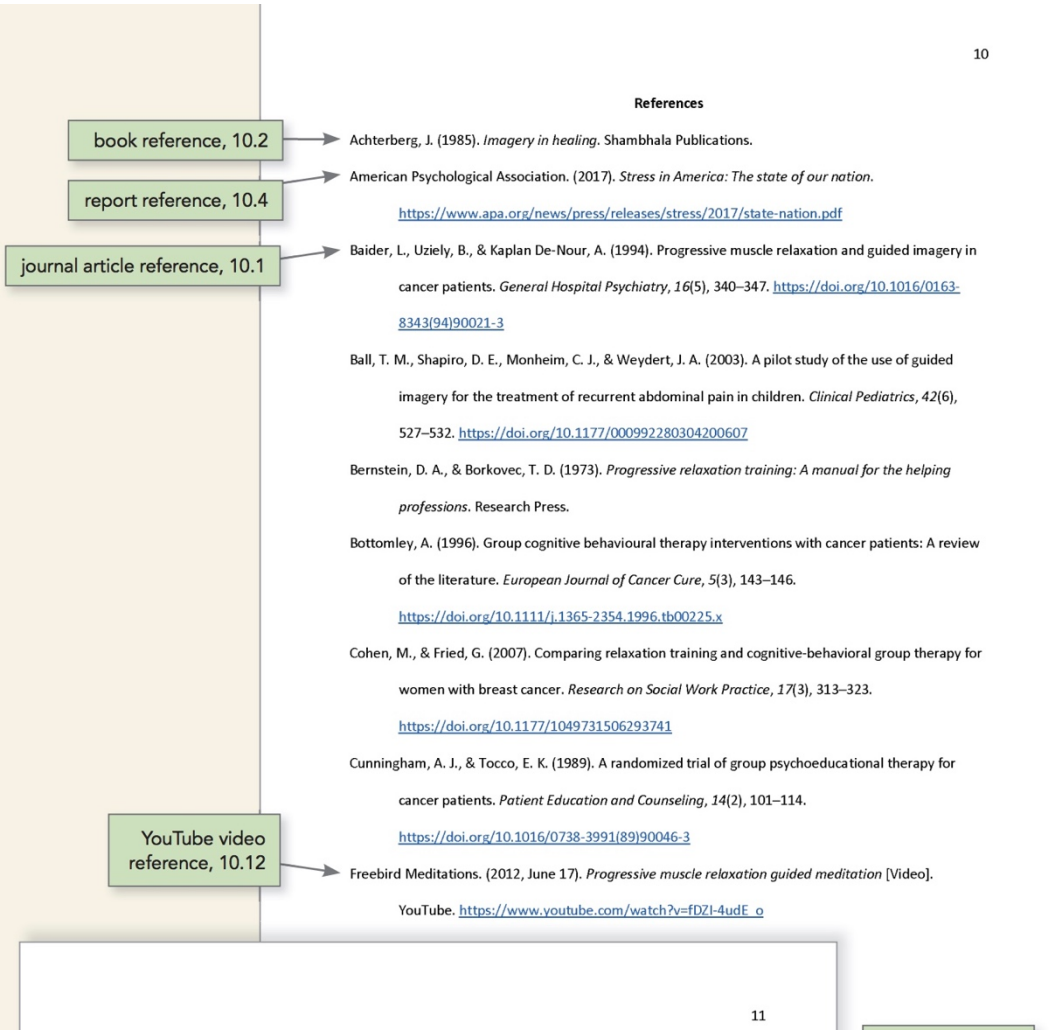


APA Style Hints (continued)

APA Sample Paper: References

Figure 9.1 Example of Where to Find Reference Information for a Journal Article




10
References
book reference, 10.2
Achterberg, J. (1985). *Imagery in healing*. Shambhala Publications.
report reference, 10.4
American Psychological Association. (2017). *Stress in America: The state of our nation*. https://www.apa.org/news/press/releases/stress/2017/state-nation.pdf
journal article reference, 10.1
Baider, L., Uziely, B., & Kaplan De-Nour, A. (1994). Progressive muscle relaxation and guided imagery in cancer patients. *General Hospital Psychiatry*, *16*(5), 340–347. https://doi.org/10.1016/0163-8343(94)90021-3
Ball, T. M., Shapiro, D. E., Monheim, C. J., & Weydert, J. A. (2003). A pilot study of the use of guided imagery for the treatment of recurrent abdominal pain in children. *Clinical Pediatrics*, *42*(6), 527–532. https://doi.org/10.1177/000992280304200607
Bernstein, D. A., & Borkovec, T. D. (1973). *Progressive relaxation training: A manual for the helping professions*. Research Press.
Bottomley, A. (1996). Group cognitive behavioural therapy interventions with cancer patients: A review of the literature. *European Journal of Cancer Cure*, *5*(3), 143–146. https://doi.org/10.1111/j.1365-2354.1996.tb00225.x
Cohen, M., & Fried, G. (2007). Comparing relaxation training and cognitive-behavioral group therapy for women with breast cancer. *Research on Social Work Practice*, *17*(3), 313–323. https://doi.org/10.1177/1049731506293741
Cunningham, A. J., & Tocco, E. K. (1989). A randomized trial of group psychoeducational therapy for cancer patients. *Patient Education and Counseling*, *14*(2), 101–114. https://doi.org/10.1016/0738-3991(89)90046-3
YouTube video reference, 10.12
Freebird Meditations. (2012, June 17). *Progressive muscle relaxation guided meditation* [Video]. YouTube. https://www.youtube.com/watch?v=fDZI-4udE_o
11

In-Text Citations

(within your paper)

Guidelines for in-text citations:

- Both paraphrases and quotations require citations
- Only include the authors' last names and the year it was published
- Cite primary sources when possible, and cite secondary sources sparingly
- To cite a specific part of a source, provide an author-date citation for the work plus information about the specific part
- You need to cite everything that is not your own idea
    - Definitions
    - Findings
    - Ideas or suggestions that are not yours
    - Measures used in the Method section

A work by one or two authors:

For a work by one or two authors you list the one or both last names followed by a comma and the year. If two authors, you separate their last names with "&".

> **"**Guided imagery and progressive muscle relaxation are both cognitive-behavioral techniques in which individuals focus on the relationship among thoughts, emotions, and behaviors (White, 2000)**."**

> **"**Two techniques that have been associated with reduced stress and increases relaxation in psychotherapy contexts are guided imagery and progressive muscle relaxation (McGuigan & Lehrer, 2007)**."**

You can also work the citation into the sentence, for example:

> **"**Holden-Lund (1988) examined effects of a guided imagery intervention on surgical stress and wound healing in a group of 24 patients**."**

Here, you put the year in parenthesis after mentioning the name in the sentence rather than citing it at the end of the sentence.

One work by three or more authors:

When dealing with three or more authors, write out the last name of the first author followed by et al., comma, and then the year.

> **"**Guided imagery has also been shown to reduce stress, length of hospital stay, and symptoms related to medical and psychological conditions (Scherwitz et al., 2005)."

Citations for works with three or more authors can also be worked into the sentence. For example:

> **"**Ball et al. (2003) conducted guided imagery in a group psychotherapy format with 11 children (ages 5-18) experiencing recurrent abdominal pain.**"**

Groups as authors (readily identified by abbreviation):

Sometimes the author of a reference is a group or organization rather than a single person.

In that case, your citation would look like this:

> **"**A majority of Americans experience stress in their daily lives (American Psychological Association, 2017)."

You can work these citations into a sentence like this:

> **"**According to the American Psychological Association (2017) a majority of Americans experience stress in their daily lives.**"**

Unknown or Anonymous Author:

In the case of an unknown author, the title of the work will be used in place of the author. If the title is long, it should be shortened for the in-text citation. This style of citation would look like this:

"Children who are neglected suffer from trauma that can last a lifetime (*Foundations of Social Literacy*, 2018.)**"**

Or you could work the citation into the sentence like this:

"According to *Foundations of Social Literacy* (2018), children who are neglected suffer from trauma that can last a lifetime.**"**

References

Reference to an entire book:

Jackson, L. M. (2019). *The psychology of prejudice: From attitudes to social action* (2nd ed.). American Psychological Association. https://doi.org/10.10370000168-000

- **Parenthetical citation:** (Jackson, 2019; Sapolsky, 2017; Svendsen & Løber, 2020)
- **Narrative Citation:** Jackson (2019), Sapolsky (2017), and Svendsen and Løber (2020)

Edited book:

Kesharwani, P. (Ed.). (2020). *Nanotechnology based approached for tuberculosis treatment.* Academic Press.

- **Parenthetical citation:** (Hygum & Pedersen, 2010; Kesharwani, 2020; Torino et al., 2019)
- **Narrative citation:** Hygum and Pedersen (2010), Kesharwani (2020), and Torino et al, (2019)

Journal article:

Surnames and initials for up to 20 authors should be provided in the reference entry

Grady, J. S., Her, M. Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. *Psychology of Popular Media Culture, 8(3),* 207-217. https://doi.org/10.1037/ppm0000185

- **Parenthetical citation**: (Grady et al., 2019)
- **Narrative citation:** Grady et al. (2019)

Magazine article:

Schulman, M. (2019, September 9). Superfans: A love story. *The New Yorker.* https://www.newyorker.com/magazine/2019/09/16/superfans-a-love-story

- **Parenthetical citation:** (Lyons, 2009; Schaefer & Shapiro, 2019; Schulman, 2019)

- **Narrative citation:** Lyons (2009), Schaefer and Shapiro (2019), and Schulman (2019)

Newspaper article:

Carey, B. (2019, March 22). Can we get better at forgetting? *The New York Times.* https://www.nytimes.com/2019/03/22/health/memory-forgetting-psychology.html

- **Parenthetical citation:** (Carey, 2019; Harlan, 2013; Stobbe, 2020)
- **Narrative citation:** Carey (2019), Harlan (2013), and Stobbe (2020)

Report by a government agency:

National Cancer Institute. (2019). *Taking time: Support for people with cancer* (NIH Publication No. 18-2059). U.S. Department of Health and Human Services, National Institutes of Health. https://www.cancer.gov/publications/patient-education/takingtime.pdf

- **Parenthetical citation:** (National Cancer Institute, 2019)
- **Narrative citation:** National Cancer Institute (2019)

Film or TV

Fleming, V. (Director). (1939). *Gone with the wind* [Film]. Selznick International Pictures; Metro-Goldwyn-Mayer.

- **Parenthetical citation:** (Fleming, 1939)
- **Narrative citation:** Fleming (1939)

Religious work:

The Bhagavad Gita (E. Easwaran, Trans, 2nd ed.). (2007). The Blue Mountain Center of Meditation.

- **Parenthetical citation:** (*The Bhagavad Gita*, 2007)
- **Narrative citation:** *The Bhagavad Gita* (2007)

References: Continued

Artwork:

van Gogh, V. (1889). *The starry night* [painting]. The museum of Modern Art, New York, NY, United States. https://www.moma.org/learn/moma_learning/vincent-van-gogh-the-starry-night-1889/

- **Parenthetical citation:** (van Gogh, 1889)
- **Narrative citation:** van Gogh (1889)

TED Talk:

Cuddy, A. (2012, June). *Your body language may shape who you are* [video]. TED Conferences. https://www.ted.com/talks.amy_cuddy_your_body_language_shapes_who_you_are

- **Parenthetical citation:** (Cuddy, 2012)
- **Narrative citation:** (Cuddy (2012)

Webpage on a website with an organizational group author:

World Health Organization. (2018, May 24). The top 10 causes of death. https://www.who.int/news-room/fact-sheets/detail/the-top-10-causes-of-death

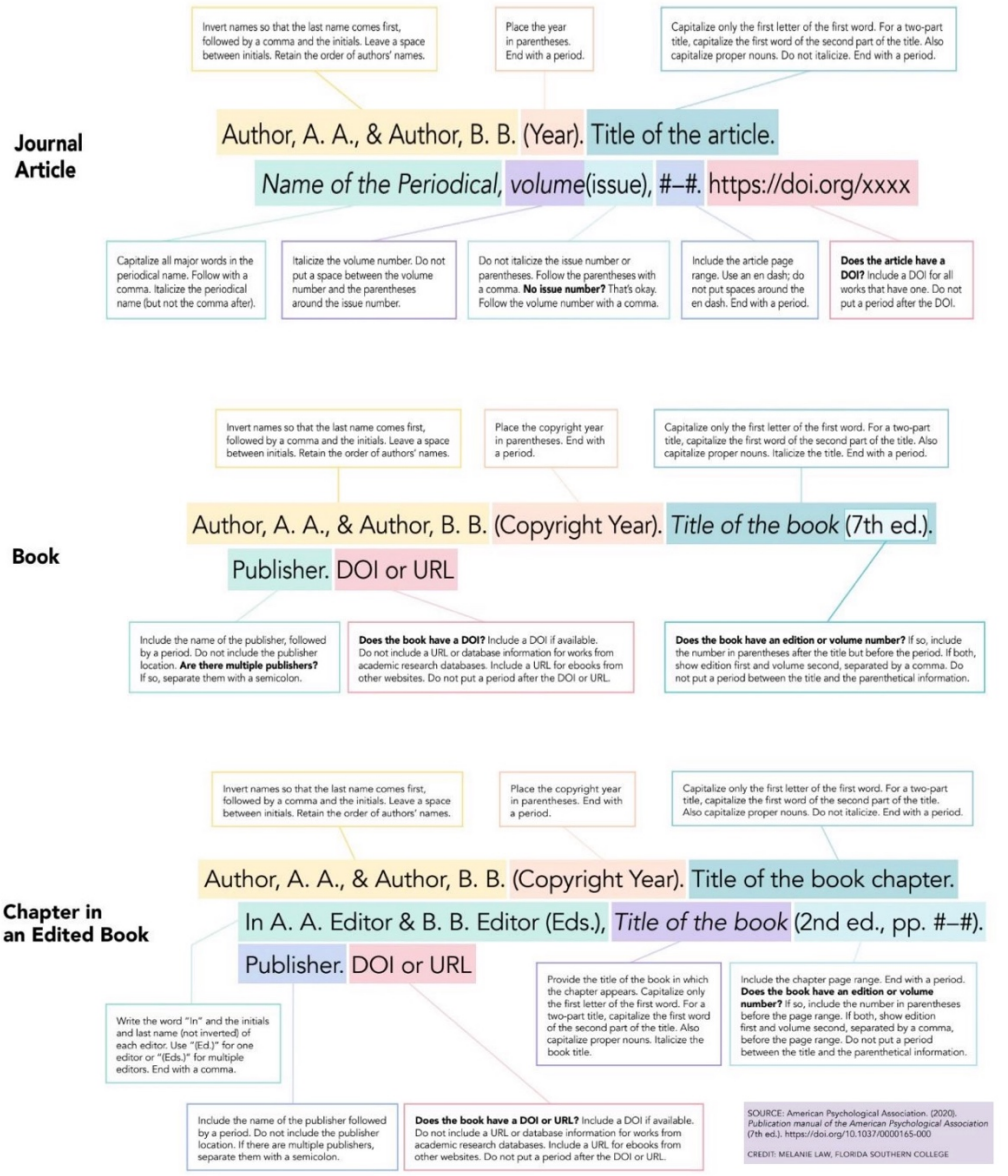
- **Parenthetical citation:** (World Health Organization, 2018)
- **Narrative citation:** World Health Organization (2018)

Instagram photo:

Philadelphia Museum of Art [@philamuseum]. (2019, December 3). "It's always wonderful to walk in and see my work in a collection where it's loved, and where people are [Photograph]. Instagram. https://www.instagram.com/p/B5oDnnNhOt4/

- **Parenthetical citation:** (Philadelphia Museum of Art, 2019)

- **Narrative citation:** Philadelphia Museum of Art (2019)



Reference

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). American Psychological Association.

UNIVERSITY *of* NORTH CAROLINA WILMINGTON

UNIVERSITY LEARNING CENTER

Revised by Hannah-Grace Botkin, October 2021