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.

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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 (not 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:
  
  o **Sans serif fonts** such as 11-point Calibri, 11-point Arial, or 10-point Lucida Sans Unicode
  o **Serif fonts** such as 12-point Times New Roman, 11-point Georgia, or normal (10-point) Computer Modern (the default font for LaTeX)
APA Sample Paper: Title Page

Nurturing the Nurses: Reducing Compassion Fatigue Through Resilience Training

Oliver S. Lee
Department of Family and Community Health, University of Pennsylvania

NURS 101: The Nature of Nursing Practice

Dr. Priya C Agarwal
March 15, 2020
APA Style Hints (continued)

APA Sample Paper: Introduction

Guided Imagery and Progressive Muscle Relaxation in Group Psychotherapy

A majority of Americans experience stress in their daily lives (American Psychological Association, 2017). Thus, an important goal of psychological research is to evaluate techniques that promote stress reduction and relaxation. Two techniques that have been associated with reduced stress and increased relaxation in psychotherapy contexts are guided imagery and progressive muscle relaxation (McGuigan & Lehrer, 2007). Guided imagery aids individuals in connecting their internal and external experiences, allowing them, for example, to feel calmer externally because they practice thinking about calming imagery. Progressive muscle relaxation involves diaphragmatic breathing and the tensing and releasing of 16 major muscle groups; together these behaviors lead individuals to a more relaxed state (Jacobson, 1938; Trakhtenberg, 2008). Guided imagery and progressive muscle relaxation are both cognitive behavioral techniques (Yalom & Leszcz, 2005) in which individuals focus on the relationship among thoughts, emotions, and behaviors (White, 2000).

Group psychotherapy effectively promotes positive treatment outcomes in patients in a cost-effective way. Its efficacy is in part attributable to variables unique to the group experience of therapy as compared with individual psychotherapy (Bottomley, 1996; Yalom & Leszcz, 2005). That is, the group format helps participants feel accepted and better understand their common struggles; at the same time, interactions with group members provide social support and models of positive behavior (Yalom & Leszcz, 2005). Thus, it is useful to examine how stress reduction and relaxation can be enhanced in a group context.

The purpose of this literature review is to examine the research base on guided imagery and progressive muscle relaxation in group psychotherapy contexts. I provide overviews of both guided imagery and progressive muscle relaxation, including theoretical foundations and historical context. Then I examine guided imagery and progressive muscle relaxation as used on their own as well as in combination as part of group psychotherapy (see Baider et al., 1994, for more). Throughout the review, I
APA Style Hints (continued)

APA Sample Paper: References

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

Reference list entry:

References


YouTube video reference, 10.12

report reference, 10.4

book reference, 10.2
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
  o Definitions
  o Findings
  o Ideas or suggestions that are not yours
  o 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:


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:


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

Edited book:


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

Journal article:

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


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

Magazine article:


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

Newspaper article:

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

Report by a government agency:

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:

Parenthetical 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:
https://www.who.int/news-room/fact-sheets/detail/the-top-10-causes-of-death

- Parenthetical 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)
Reference


Revised by Hannah-Grace Botkin, October 2021