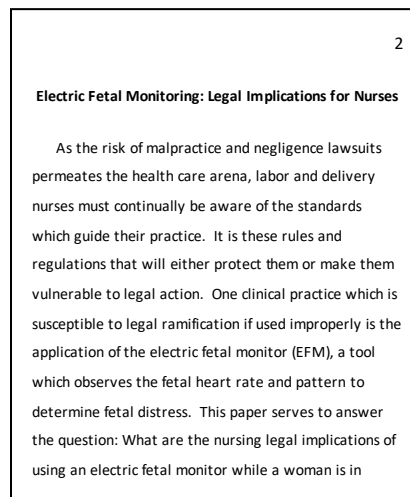
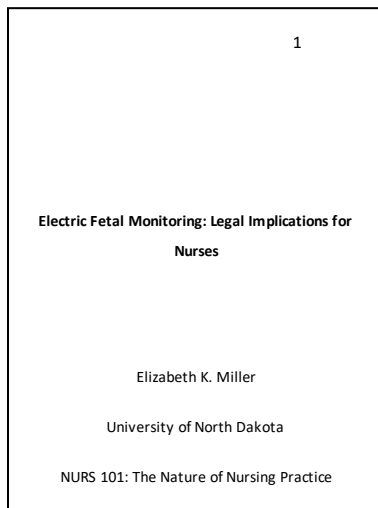


## American Psychological Association (APA) 7 Format and Documentation

This handout covers the basics of APA formatting and the documentation of sources frequently used by students. For more complete information, refer to the *Publication Manual of the American Psychological Association, 7<sup>th</sup> ed.* The APA also provides tutorials and resources at <http://www.apastyle.org>

### Formatting Your Paper

- ✓ **Margins:** One-inch margins on all sides of the page.
- ✓ **Page Numbering:** Number pages consecutively, beginning with the title page. Use your word-processing program to automatically insert page numbers in the upper right corner of the page.
- ✓ **Title Page:** The title page includes six elements: title, author byline, institutional affiliation, course number and name, instructor name, and assignment due date.
- ✓ **Spacing:** Double-space between all lines of the paper, including the title, headings, quotations, and references.
- ✓ **Text:** Begin the text on a new page. The title of the paper will be centered, bolded, and in title case at the top of the page. Text should be aligned left with a “ragged” right margin and paragraphs begin with a 0.5 in. indentation.



### Headers

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

## Creating the Reference List

- ✓ The reference list starts on a new page and has a page number.
- ✓ Continue double spacing.
- ✓ Reference list citations should be formatted in hanging indent style.
- ✓ Arrange entries in alphabetical order.
- ✓ Do not abbreviate journal titles.
- ✓ Provide surnames and initials for up to and including 20 authors. When there are two to twenty authors, use an ampersand before the final author's name. (ex. Author, A.A., Author B. B., & Author, C.C.)
- ✓ When there are 21 or more authors include the first 19 authors' names insert and ellipses (but no ampersand) and then add the final author's name. (Example on page 317 in the APA 7)
- ✓ Title of article in sentence case (except for pronouns that would be capitalized or the word immediately after a colon in the title.)
- ✓ Only reference sources cited in the body of the document.
- ✓ Do not provide retrieval dates.
- ✓ Academic or professional credentials (PhD, MD, JD) are not listed.

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**References**

Balsam, K. F., Martell, C. R., Jones, K. P., & Safren, S. A. (2019). Affirmative cognitive behavior therapy with sexual and gender minority people. In G. Y. Iwasama & P. A. Hays (Eds.), *Culturally responsive cognition behavior therapy: Practice and supervision* (2<sup>nd</sup> ed., pp. 287-314). American Psychological Association.  
<https://doi.org/10.1037/0000119-012>

Centers for Disease Control and Prevention. (2018, January 23). People at high risk of developing flue-related complications.  
[https://www.cdc.gov/flu/about/disease/high\\_risk.htm](https://www.cdc.gov/flu/about/disease/high_risk.htm)

Cueller, N. G. (2016). Study abroad programs [Editorial]. *Journal of Transcultural Nursing*, 27(3), 209. <https://doi.org/10.1177/1043659616638722>

Hacker Hughes, J. (Ed.). (2017). *Military veteran psychological health and social care: Contemporary approaches*. Routledge.

Weinstock, R., Leong, G. B., & Silva, J. A. (2003). Defining forensic psychiatry: Roles and responsibilities. In R. Rosner (Ed.), *Principles and practice of forensic psychiatry* (2<sup>nd</sup> ed., pp 7-13). CRC Press.

## Sample Reference List Entries

### ✓ Periodicals

#### Journal article with a DOI

Author, A.A., & Author, B.B. (Year). Title of article. *Title of periodical*, vol.(issue), pages. DOI

McCauley, S. M., & Christiansen, M. H. (2019). Language learning as language use: A cross-linguistic model of child language development. *Psychological Review*, 126(1), 1-51. <https://doi.org/10.1037/rev0000126>

*Parenthetical citation:* (McCauley & Christiansen, 2019)

*Narrative citation:* McCauley and Christiansen (2019)

### ✓ Books and Reference Works

#### Authored book with a DOI

Author, A.A., & Author, B.B. (Year). *Title of book* \*. Publisher. DOI

*\*If there is additional information (audiobook, editor's name, translator's name, narrator's name) it will go here.*

For example: *Title of book* (2nd ed., Vol. 4).

*Title of book* [Audiobook].

*Title of book* (E. E. Editor, Ed.).

*Title of book* (T. Translator, Trans.; N. Narrator, Narr.).

Brown, L. S. (2018). *Feminist therapy* (2nd ed.). American Psychological Association.

<https://doi.org/10.1037/0000092-000>

*Parenthetical citation:* (Brown, 2018)

*Narrative citation:* Brown (2016)

### ✓ Edited Book Chapters and Entries in Reference Works

#### Chapter in an edited book with a DOI

Author, A.A., & Author, B.B. (Year). Chapter title. In E. E. Editor (Ed.), *Title of Book* (edition # ed., Vol. #, pp. #-#). Publisher name. DOI

Balsam, K. F., Martell, C. R., Jones, K. P., & Safren, S. A. (2019). Affirmative cognitive behavior therapy with sexual and gender minority people. In G. Y. Iwasama & P. A. Hays (Eds.), *Culturally responsive cognitive behavior therapy: Practice and supervision* (2nd ed., pp. 287-314). American Psychological Association. <https://doi.org/10.1037/0000119-012>

*Parenthetical citation:* (Balsam et al., 2019)

*Narrative citation:* Balsam et al. (2019)

## ✓ Webpages and Websites

### Webpage on a website with an individual author

Martin Lillie, C. M. (2016, December 29). *Be kind to yourself: How self-compassion can improve your resiliency*. Mayo Clinic. <https://www.mayoclinic.org/healthy-lifestyle/adult-health/in-depth/self-compassion-can-improve-your-resiliency/art-20267193>

*Parenthetical citation:* (Martin Lillie, 2016)

*Narrative citation:* Martin Lillie (2016)

### Basic In-Text Citations

#### Author's name appears in the sentence (narrative citation):

Koehler (2016) noted the dangers of falsely balanced news coverage.

#### Author's name appears in the sentence (parenthetical citation):

Falsely balanced news coverage can distort the public's perception of expert consensus on an issue (Koehler, 2016).

#### Block quotes:

If the quotation is longer than 40 words, start a block quotation on a new line and indent it one tab space from the left margin. Do not indent the right margin.

Wilson (1997) comments:

The concept of a life force was central to medical practice in many ancient cultures. Qi is called “Chi” in China, “Ki” in Japan, “Prana” in India, “The Great Spirit” in Native America, “Num” in the plateau region of Africa, and “Lapa’au” in the Kahuna shamanic tradition of Hawaii. (p. 6)

#### Two authors:

If a source has two authors, use an ampersand between last names in the parenthetical reference.

(Dabul & Michaels, 1996, p. 12)

#### More than two authors:

If a source has more than two authors, include the name of the first author followed by “et al.” in every citation, even the first time, unless it would be ambiguous.

(Huang et al., 1992, p. 10)

#### More than one source:

If you cite more than one source in your parenthetical reference, list citations alphabetically and separate them with semicolons.

(Forsythe, 1997; Polyani & Freeman, 1998; Singh, 2000)

#### Missing information:

If a source has no identified author, cite the first few words of the reference list entry. If a source has no page numbers, but does provide paragraph numbers, include the paragraph number that the direct quote comes from instead.

(“Four Homes Destroyed,” 2009, para. 1)