APA STYLE GUIDE

The American Psychological Association provides guidance to those writing and publishing in the **behavioral and social sciences**. The organization outlines how to report original research, write clearly and without bias, and format papers. It also explains how to give credit to the researchers and writers who have contributed to one's papers. This guide focuses on **how to format papers** and **how to credit sources.**

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FORMATTING GUIDELINES

FONT

- To improve accessibility, the APA now accepts multiple fonts including 12-point Times New Roman, 11-point Calibri, 11-point Arial, 11-point Georgia, and 10–point Lucida Sans Unicode.

SPACING

- **Double space all text** including title page, headings, footnotes, and reference material.

MARGINS

- Leave a 1-inch margin on all sides of your document.

ALIGNMENT

- With the exception of some headings and the title, the body of the text is aligned **flush left**.

INDENTATION

- **Indent the first line of every paragraph a half inch.** For consistency, use the **TAB** key.

PAGE NUMBERS

- Page numbers are inserted in the header and aligned flush right. Numbering **begins with 1 on the title page** and proceeds through any reference pages.

TITLE PAGE

The latest APA publication manual advises that **student title pages** include seven elements:

1. **A page number in the top right of the header.**

The following information should be centered vertically and positioned on the upper half of the page.

Begin **three or four lines** from the top margin.

2. **The full title of the paper** in **bold Title Case** followed by **one double spaced blank line.**

   Title Case Rules
   1. Capitalize the first word of the title or heading and of any subtitle or subheading.
   2. Capitalize all "major" words, including the second part of hyphenated major words.
   3. Capitalize all words of four letters or more.
   4. Do not capitalize conjunctions (and, or, but), prepositions (in, on, by) or articles (a, an, the) unless they begin the title or are four or more letters long.

3. **The author or authors' full name(s)**
4. **The college** or institution attended (e.g. Mohawk Valley Community College)
5. **The course number and name** as they appear in institutional material.
6. **The course instructor,** including preferred titles such as Dr. Katie or Professor Weismann
7. **Due date** in month, date, and year format (spell out the month)

NOTE: While most formal research papers require a title page, not all assignments that make use of APA guidelines do. When in doubt, ask your instructor. SEE SAMPLE ON NEXT PAGE

For the title, use the boldface version of the font used throughout your paper.

Bojack Horseman: A Case for Borderline Personality Disorder

Add a double-spaced blank line between the title and the byline.

Jeremiah R. Stewart

Mohawk Valley Community College

PY 203: Abnormal Psychology

Dr. Nur

February 14, 2020

Include the course number and name as they appear in institutional material.

Sample of an APA style student title page

NUMBERS	NUMERALS	

Use numerals to express
- numbers above nine
- numbers that represent time, dates, ages, scores, specific sums of money, and points on a scale
- numbers before a unit of measurement

Write out numbers
- zero through nine

- 17 participants
- 1 year and 3 days
- $16 dollars
- 6 months old

There are many rules about the expression of numbers, if you are unsure about how to express a number, consult the APA style blog or check with a librarian or writing consultant.

HEADINGS

The APA recommends the use of **headings** and **subheadings** to organize writing and enhance the readability of texts. While not appropriate for all writing that makes use of APA style guidelines, they are expected in many **research papers**. When uncertain about the use of headings, ask your instructor.

The APA provides guidelines for formatting up to five levels of headings. The heading structure always starts with the highest level (level 1) and progresses from the general to the particular.

Each level of heading has its own formatting specification.

LEVEL	FORMAT
1	**Centered, Boldface, Title Case Heading** Text begins as a new paragraph.
2	**Flush Left, Boldface, Title Case Heading** Text begins as a new paragraph
3	***Flush Left, Boldface, Italicized, Title Case Heading*** Text begins as a new paragraph
4	**Indented, Boldface, Title Case Heading, Ending With a Period.** Text begins on the same line and continues as a regular paragraph.
5	***Indented, Boldface, Italicized, Title Case Heading, Ending With a Period.*** Text begins on the same line and continues as a regular paragraph.

See page 3 for guidelines on **Title Case**.

On the right is an example of how headings might be used to help a reader navigate a paper. The example provides two samples of each heading type. Your paper may make use of more or fewer. Let clarity and your instructor's directions guide your use of headings.

ABSTRACT

An abstract is **a brief summary of a journal article or paper**. Abstracts allow readers to assess or get an overview of a text without reading it in its entirety. Like all summaries, abstracts follow the structure of the original material and outline its main points. Many student papers that make use of APA guidelines DO NOT require abstracts. If you are unsure, consult your instructor.

FORMATTING THE ABSTRACT:

According to the APA, an abstract is generally a single un-indented paragraph between 150 and 250 words. It appears at the top of the page after the title page (on page 2) under the centered **boldface** heading: **Abstract**.

An abstract is sometimes followed by a list of italicized **Keywords**. This list of words is used for database indexing and is rarely seen in student papers.

Causes of Child Abuse (level 1)

Effects of Child Abuse (1)

Short Term Effects of Child Abuse (2)

Long Term Effects of Child Abuse (2)

Psychological Effects of Child Abuse (3)

Behavioral Effects of Child Abuse (3)

Aggression, Violence, and Criminal Behavior. (4)

High-Risk Sexual Behavior. (4)

Prostitution. (5)

Sexually Transmitted Infections. (5)

The parenthetical numbers correspond to the heading level and are for reference only.

QUOTATIONS

The APA requires quotation of all word-for-word material including oral instructions, test items, and any published matter. **All quoted material must be accompanied by an in-text citation**.

In-text citations are short references that appear in the body of a paper whenever quotes, paraphrases, or summaries are used. These short references are made up of specific source information, most commonly author(s), year of publication, and page number(s). This information keys or points to a full reference entry on an end-of-text reference page. Guidelines on **in-text citations are covered in depth on pages 10-15; reference page entries are covered on pages 16-33.**

THIS SECTION MAKES USE OF IN-TEXT REFERENCES BUT FOCUSES ON **HOW TO FORMAT SHORT AND LONG QUOTATIONS**.

SHORT QUOTATIONS

If a quote is **less than forty words**, incorporate it into a sentence. See the SIGNAL PHRASE GUIDELINES handout and pages 10-15 for in-text citation guidelines. Enclose the quoted material in double quotation marks - " ". If the quoted material comes at the end of the sentence, place citation information **before** the closing punctuation mark.

Mid-sentence

> Khantzian's and Duncan's theory, which presents addiction as "a self-regulation disorder wherein individuals self-medicate to manage their self-regulation issues" (Fletcher et al., 2011, p. 112) links drug use to a childhood history of neglect and abuse.

End of sentence

> Kim and Koh's (2018) investigation into the relationship between smartphone obsession and self-esteem suggested that "individuals with low self-esteem may feel more anxious, and being anxious can increase one's obsession with smartphone use" (p. 269).

LONG QUOTATIONS

Quotes of **forty or more words** are called **block quotations** and are formatted differently than their shorter counterparts. **When using block quotations follow the guidelines below:**

- Retain double spacing.
- Block quotations appear on a new line and are indented half an inch.
- When block quotations include multiple paragraphs, new paragraphs are given an additional half inch indent on the first line.
- Block quotations **do NOT make use of quotation marks**.
- Citation information is included **after** the final punctuation.
- Colons are frequently used when introducing a block quotation. They are not required.
- Use block quotations sparingly.

Example of a block quotation

> The distinction between spirituality and religiosity is further clarified by Miller and Thoresen:
>
> > Spirituality is more concerned with how an individual has a personal relationship to larger transcendent realities, such as the universe or God, whereas religiosity is more concerned with how an individual experiences a transcendent being and how this is expressed in a community or social organization. (1999, p. 6)

TABLES & FIGURES

Tables and figures can be used to support or illustrate information given in the main text. **Tables** are made up of numbers and/or text arranged in rows and columns. **Figures** include photographs, maps, charts, graphs, diagrams, etc.

Tables and figures are numbered separately and sequentially (Figure 1, Figure 2; Table 1, Table 2) in the boldface version of the font used throughout the document. The label is placed above both tables and figures (see Table 1) and is followed by a double-spaced blank line.

Tables and figures are titled. Titles are given in title case italics below the numbered label.

Notes are labelled *Note.* and placed under the table or figure. Notes are not required but can be used to provide a brief explanation of a table or figure, to convey source information, and to explain any abbreviations or symbols that might be unclear to readers. If the table or figure is not original to the work, the note must indicate that it is reproduced or adapted from another source. See the APA website for more information on tables and figures.

Table 1

Results From a Factor Analysis of the Parental Care and Tenderness (PCAT) Questionnaire

PCAT item	Factor loading		
	1	2	3
Factor 1: Tenderness—Positive			
20. You make a baby laugh over and over again by making silly faces.	.86	.04	.01
22. A child blows you kisses to say goodbye.	.85	−.02	−.01
16. A newborn baby curls its hand around your finger.	.84	−.06	.00
19. You watch as a toddler takes their first step and tumbles gently back down.	.77	.05	−.07
25. You see a father tossing his giggling baby up into the air as a game.	.70	.10	−.03
Factor 2: Liking			
5. I think that kids are annoying (R)	−.01	.95	.06
8. I can't stand how children whine all the time (R)	−.12	.83	−.03
2. When I hear a child crying, my first thought is "shut up!" (R)	.04	.72	.01
11. I don't like to be around babies. (R)	.11	.70	−.01
14. If I could, I would hire a nanny to take care of my children. (R)	.08	.58	−.02
Factor 3: Protection			
7. I would hurt anyone who was a threat to a child.	−.13	−.02	.95
12. I would show no mercy to someone who was a danger to a child.	.00	−.05	.74
15. I would use any means necessary to protect a child, even if I had to hurt others.	.06	.08	.72
4. I would feel compelled to punish anyone who tried to harm a child.	.07	.03	.68
9. I would sooner go to bed hungry than let a child go without food.	.46	−.03	.36

Note. $N = 307$. The extraction method was principal axis factoring with an oblique (Promax with Kaiser Normalization) rotation. Factor loadings above .30 are in bold. Reverse-scored items are denoted with an (R). Adapted from "Individual Differences in Activation of the Parental Care Motivational System: Assessment, Prediction, and Implications," by E. E. Buckels, A. T. Beall, M. K. Hofer, E. Y. Lin, Z. Zhou, and M. Schaller, 2015, *Journal of Personality and Social Psychology, 108*(3), p. 501 (https://doi.org/10.1037/pspp0000023). Copyright 2015 by the American Psychological Association.

REFERENCE PAGE

The APA requires a list of sources at the end of papers. This list includes **all retrievable sources** used in the composition of the paper. The information on this list allows writers to credit sources and readers to find, evaluate, and make further use of those sources. Reference list entries are covered on pages 16 - 33.

This section focuses on **what to include** and **how to order the entries** and **format the reference page**.

What to include
- Every source you paraphrased, summarized, or quoted in the text.
- Do not include sources that you consulted but did not cite.
- Do not include personal communications or standard religious texts such as the Quran or Bible.

How to order entries

- Reference entries are alphabetized by the first letter in the entry, generally an author's last name.
- Reference entries that have no author or editor are alphabetized by title.
- When alphabetizing by title, ignore articles that begin the title (*A*, *An*, and *The*).
- When an entry starts with a number, alphabetize the entry based on how the number would appear if written.
- When an entry starts with a year, alphabetize the entry based on how the year would be spoken.

How to format the page

- The reference list comes after the final page of text.
- The list begins at the top of a consecutively numbered new page.
- The reference list is given the **bold**, centered heading: **References.**
- Reference entries are double-spaced with NO SPACE between entries.
- Reference entries make use of a **hanging indent** that allows readers to easily identify entries based on in-text citation information.

HANGING INDENT GUIDE

HOW TO CREATE A HANGING INDENT IN MICROSOFT WORD

1. Select the text that you would like to apply the hanging indent to.
2. Press the **CTRL key + T on your PC** or the **Command key + T on your Mac.**

IF THAT DOES NOT WORK. . .

1. Select the reference entries.
2. On the **Home** tab, click the arrow in the bottom right of the **Paragraph group**.
3. In the Paragraph dialog box, under Indentation, on the Special dropdown, select **Hanging**.
4. Set the measurement to **0.5** under **By**.
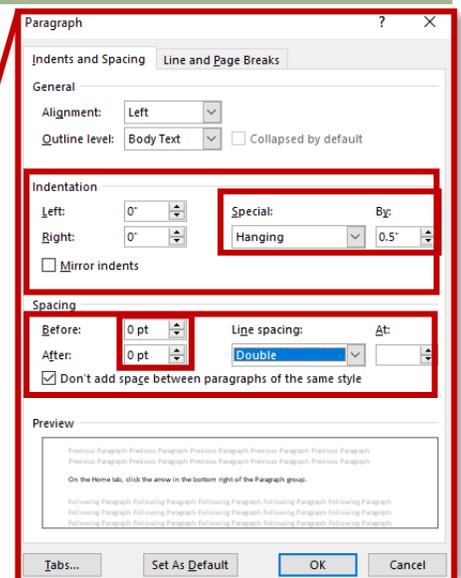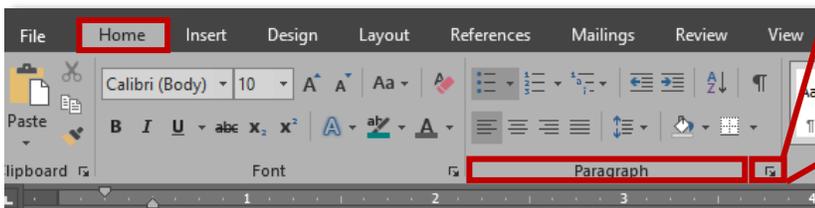
5 Under **Spacing**, ensure there are no spaces between paragraphs
6. Click **OK**.

HOW TO CREATE A HANGING INDENT IN GOOGLE DOCS:

1. Click and drag to select all of your reference entries.
2. Click the **FORMAT** tab and select **ALIGN & INDENT**.
3. Choose **INDENTATION OPTIONS** to open the indication dialogue box.
4. In the indentation dialogue box, click the **SPECIAL** dropdown menu.
5. Select **HANGING** and specify a half inch indent (0.5).
6. Click the **APPLY** button.
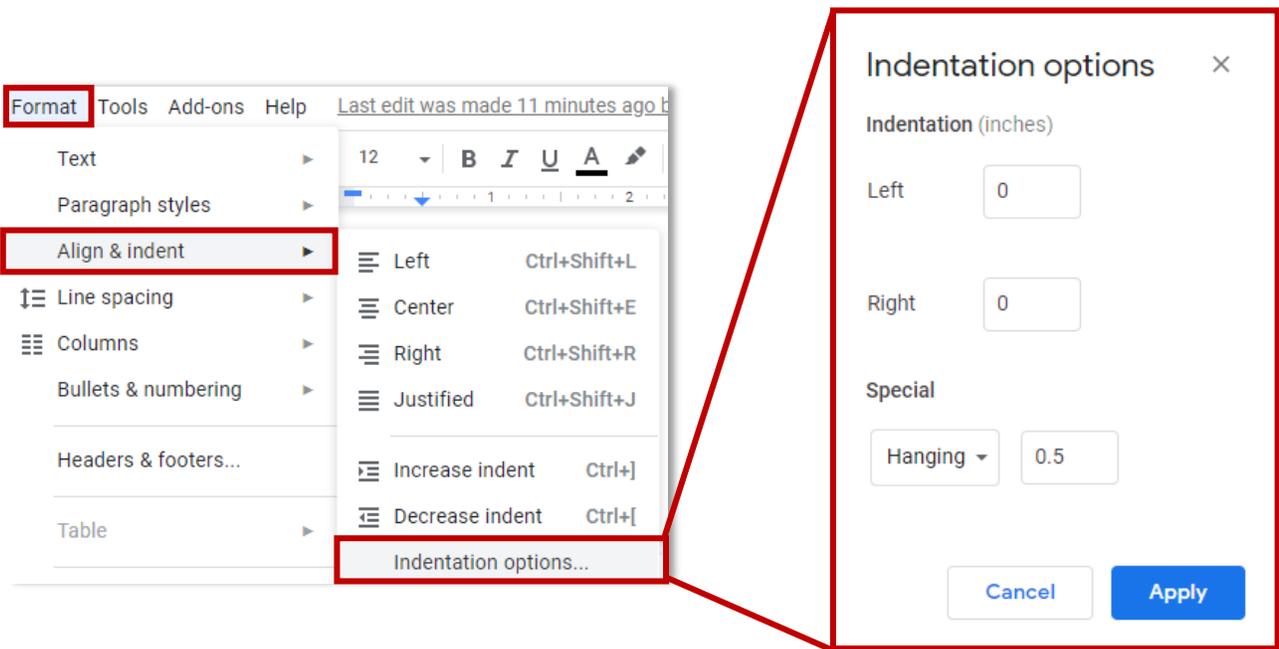
CREDITING SOURCES

TO CREDIT CONTRIBUTORS, APA REQUIRES A TWO-PART SYSTEM. THAT SYSTEM USES (1) BRIEF IN-TEXT OR PARENTHETICAL CITATIONS THAT KEY TO OR POINT TO (2) A FULL LIST OF SOURCES IN THE FORM OF AN END-OF-TEXT REFERENCE PAGE.

WHY WE CITE

Citation is often discussed in the context of avoiding plagiarism. It is true that using the words or ideas of others without crediting them is a serious academic offense. When one plagiarizes, one intentionally or unintentionally passes off the work of another as their own. Citations, however, also have a very collegial purpose.

Academic writing is a conversation between the writer and thinkers that have examined similar questions and topics. **In-text citations** act as a record of that conversation. They tell the reader who said what and when they said it. In doing this, they give credit to those who have helped the writer develop their understanding. They also allow readers to engage more deeply in the subject by pointing to **reference page entries**. These entries give readers all the information they need to find the sources the writer used.

IN-TEXT CITATIONS

WHAT REQUIRES IN-TEXT CITATION

In APA style writing, paraphrases, summaries and quotations all require the use of in-text citations.

- **A paraphrase** restates the source material in new language. A paraphrase uses approximately the same number of words as the original.
- **A summary** condenses the source material to reflect its main idea(s). A summary uses significantly less words than the original.
- **A quotation** restates the source material using the exact language of that material.

WHAT IS INCLUDED IN AN APA IN-TEXT CITATION

APA in-text citations aim to answer three questions about the source material:
1. **WHO:** Most frequently reported as the author or authors' last name(s)
2. **WHEN:** Most frequently reported as the year of publication
3. **WHERE:** Most frequently reported as a page (or paragraph) number

NOTE: Quotations require the use of page numbers when those numbers are available. Paraphrases and summaries do not require them, but the APA recommends the use of page numbers for all in-text citations.

HOW DOES CITATION INFORMATION APPEAR IN THE TEXT

To integrate this information, APA style writing makes use of both **signal phrases** and **parenthetical citations**. These are frequently used in combination.

Signal phrases (also known as attributive tags or narrative citation) signal to the reader that the idea or language being used is from an outside source. Signal phrases generally use the author(s) name(s) and a verb to do this. They appear in the same sentence as the source material, either directly before or after that material. See the SIGNAL PHRASE GUIDELINES handout for guidelines and a list of signal phrase verbs.

Parenthetical citations make use of parentheses () to provide source information. They are placed as close to the cited material as possible. Note that the author's last name, year, and page number are sometimes placed in a single set of parentheses and sometimes placed in separate parentheses.

- In an effort to explain the cultural variations in same-family reincarnation claims, Masayuki (2017) theorized that "culturally prescribed ideas about reincarnation would be carried into death and would influence decisions made in the postmortem state" (p. 552).
- Researchers exploring same-family reincarnation claims have noted that the manner of death seems to influence this pattern, in particular that violent death seems to make same-family reincarnation claims less likely (Masayuki, 2017, p. 553).

FORMATTING THE PARENTHETICAL CITATION:

The APA requires the use of **a comma** between the major elements of a parenthetical citation. Use a **p.** to indicate a single page number, **pp.** for a page range, and **para.** for a paragraph number. **If no page number is given**, use headings and/or count paragraphs to direct your reader to the information.

- **(Author's Last Name, Year of publication, p. #).**
- (Schroerlucke, 2013, p. 237). (Happle & Hoe, 2001, pp. 7-19). (Johnston et al., 2003, para. 4).
- (Giovanni, 2019, Discussion sec., para 1). (Harlin, 1999, "Cerebral Atrophy in Canines," para. 11).

GENERAL RULES:

1. AUTHOR NAMED IN A SIGNAL PHRASE

QUOTATION
- Include the date of publication in parentheses directly after the author's name.
- Include the paragraph or page number in parentheses as close to the closing quotation mark as possible. See page 14 if no page number is given.
- It is acceptable to place parentheses midsentence.

  Tucker (2016) noted two-year-old James Leininger's habit of "slamming his toy plane nose first into the family coffee table" (p. 201).

SUMMARY OR PARAPHRASE

- As with a quotation, include the date of publication in parentheses directly after the author's name.
- Page numbers are recommended but not required for paraphrases and summaries.
- If you use a page number, place it in the parentheses directly after the author's name along with the date.

  Tucker (2016, p. 201) described two-year-old James Leininger's actions as post-traumatic play.

2. AUTHOR NAMED IN PARENTHESES

If the author's name is not included in the sentence, put the name in parentheses – along with the year of publication and any page or paragraph number. The parentheses should be placed as close to the source information as possible. Be sure to separate each element of the parenthetical citation with a comma.

QUOTATION

Parenthetical information can be broken up into multiple sets of parentheses or placed in a single set.

  Despite his youth and 1998 birth year, James was said to have "knowledge about World War II planes in general and about life on Natoma Bay" in particular (Tucker, 2016, p. 203).

  The current Director of the Division for Perceptual Studies (Tucker, 2016) pointed out that "no television programs focusing on Natoma Bay or James Huston appear to have been made" (p. 206).

SUMMARY OR PARAPHRASE

- Provide all in-text citation information in one set of parentheses. Parentheses may be placed either before or after the summary or paraphrase.

  James Leininger's father was reportedly viewing a book on what was formerly Iwo Jima when the toddler pointed to a photograph and told his father that he had died there (Tucker, 2016, p. 201).

3. AUTHORS WITH THE SAME LAST NAME

When two or more authors have the same last name, use initials to distinguish between the authors in all pertinent in-text citations.

> As an historical examination of the development and deployment of the atomic bomb reveals, no single person made the "decision to drop" (K. T. Erikson, 1985, p. 65).

4. TWO AUTHORS

When a work is authored by two individuals, mention both each time the work is cited. Use **and** when the authors are mentioned in a signal phrase, and an ampersand (**&**) when the authors are named in a parenthetical citation.

> Greenberger and O' Neil's (1992, p. 445) data support the view that, over time, less educated mothers who work outside the home experience a depletion of resources that may negatively impact their children.

> The authors noted that maternal employment often increases paternal participation in childcare and that increased participation may lead fathers to experience "a broader sampling of their child's behavior, including behavior that is problematic" (Greenberger & O' Neil, 1985, p. 447).

5. THREE OR MORE AUTHORS

If a source has three or more authors, any signal phrase or parenthetical citation will include only the first author's last name followed by the abbreviation **et al.** from the Latin phrase *et alia* meaning "and others".

> Ottisova et al. (2018, p. 2) pointed out the high rates of PTSD, depression, anxiety, and self-harm among trafficked children.

> Overdoses are now the nation's leading cause of preventable deaths (Horon et al., 2018, p. 780).

6. ORGANIZATION OR GOVERNMENT AS AUTHOR

Some sources do not list an individual author or authors. These sources may have an organization, corporation, association, or government agency as their author. In these cases, the group's name can be used in place of an author's name in signal phrases and parenthetical citations.

If the group's abbreviation is well-known, give the full name and the abbreviation in brackets in the first parenthetical citation. Include the abbreviation with the date in narrative citation (see chart on page 16 for an example). Subsequent citations use the abbreviation on their own.

FIRST IN-TEXT CITATION

> (National Institute of Mental Health [NIHM], 2011, p. 115)

SUBSEQUENT IN-TEXT CITATIONS

> (NIMH, 2011, p. 121)

7. UNKNOWN AUTHOR

Reference works, legal materials, and newspaper editorials frequently appear without an author. If no author is given and the source has not been authored by an agency or organization (see above) use the source's title in in-text citations. In parenthetical references long titles can be shortened to the first few words of the reference list entry.

Although in the reference list, sentence case capitalization is used for standalone sources like books (*A tree grows in Brooklyn*) and part-of-a-whole sources like articles (A call to make schools safe zones, not war zones), in in-text citations, **title case capitalization** is used for both types of sources (*A Tree Grows in Brooklyn*; "A Call to Make Schools Safe Zones, Not War Zones"). See page 3 for title case rules.

> According to *Brewer's Dictionary of Phrase and Fable* (1952) abracadabra is "a cabalistic charm said to be made up from the initials of the Hebrew words Ab (Father), Ben (Son), and Ruach ACadsch (Holy Spirit)" (p. 3).

> A powerful editorial asserted that the opioid crisis can be curtailed by providing safe spaces and medical supervision for users ("Safe Injection," 2018).
>
> *The full title of the article is "Safe Injection Facilities Save Lives."

8. GENERATIVE AI

The APA indicates that writers should clearly identify any content written by or with the help of generative artificial intelligence (AI), including images, data, and texts that paraphrase, summarize, or quote these tools.

This acknowledgment is done through:

1. **In-text signal phrases and parenthetical citations**
2. **Inclusion of the prompt and any relevant portion of the AI generated text**
3. **End of work reference entries**

Because AI-generated information is output from deep-learning algorithms rather than work created by an individual or group of authors, the APA recommends treating the developer (e.g. OpenAI, Google, Microsoft) as the author. In-text citations also include the version year associated with the tool you have used. It is not necessary to include month or day information.

For a brief overview of generative AI and guidelines on reference entries, see on page 32.

SIGNAL PHRASE |

> When prompted to "list concerns related to the impact of generative AI on critical thinking," OpenAI (2023) provided nine items, including the loss of "the ability to engage in nuanced, empathetic conversations, impacting critical thinking about human emotions and needs."

PARENTHETICAL CITATION |

> While the authors' discussion focused on the relationship between psychedelics and neuroplasticity, AI offered other "explanations for the therapeutic effects of psychedelics" including psychological insight, emotional release, mystical experience, enhanced emotional empathy, neurochemical changes, and altered brain connectivity (OpenAI, 2023).

9. NO DATE

If no publication date is available for the source, use the abbreviation for no date, **n.d.**

- ("United Arab Emirates Architecture," n.d.)

10. TWO OR MORE WORKS CITED TOGETHER

If a sentence makes use of more than one source, list the sources in parentheses in alphabetical order. Separate sources with a semicolon.

> Numerous studies have highlighted the benefits of educating incarcerated men (Lochner & Moretti, 2004; Esperian, 2010; Hughes, 2012; Utheim, 2017).

11. SOURCE QUOTED IN ANOTHER SOURCE

If you cite a source that was quoted in another source, add the phrase **as cited in** before the secondary source information in your parenthetical reference.

> To explain his unorthodox approach to studying criminal genius, the author points to a desire to convey what Katz refers to as "the moral and sensual attractions of doing evil" (as cited in Oleson, 2004, p. 194).

12. QUOTE FROM AUDIO-VISUAL MATERIAL

When quoting from audio-visual material, in lieu of a page number, provide a timestamp for the beginning of the quoted material.

> Fleishmann (2014) noted that 98-99% of people who report Near Death Experience, perceive the dark, confined space as comforting, but 1-2% report "terrible noises, terrible smells, and terrible creatures" (9:41).

13. WORK WITHOUT PAGE NUMBERS

Many electronic documents do not have page numbers. Some of these (legal documents, in particular) have paragraph numbers. If paragraphs are numbered, use these in the parenthetical citation with the abbreviation **para.** in place of p.

> … (Duvernoy, 1977, para. 11).

If no page or paragraph numbers are given, use heading title (e.g. Discussion sec.) and count paragraphs to direct the reader to the relevant source information.

> … (Jones, 2011, Methods sec., para. 3).

It is permissible to shorten long heading titles. When using a shortened heading title, place the shortened version in quotation marks.

> … (Eckernkamp, 2013, "Relationships," para. 5).

- The full heading of this section is Relationships between High IQ and Social Isolation

14. AN ENTIRE WORK

If you would like to point the reader to an entire work, simply name the author and year in a signal phrase or in a parenthetical reference. Do not give page numbers.

> Bronfenbrenner's (1981) seminal work offered an original way of understanding human
>
> development.

15. AN ENTIRE WEBSITE

Most websites consist of many web pages. Most references to online works reference these pages. Still, there are occasions when you may want to call the reader's attention to an entire website. To do this, provide the site's URL in the text. It is not necessary to include the site again on the reference page.

> Although it offers sleek infographics and disturbing statistics, the government website provides
>
> startlingly little information on the government's response to the opioid crisis
>
> (https://www.opioids.gov).

16. PERSONAL COMMUNICATION

If your writing references an email, text message, telephone conversation, letter, non-archived discussion groups or message board, it is unlikely that your reader will be able to access your source. For this reason, personal communications are not included on the reference page. These sources do, however, receive in-text citation. In-text citations for personal communications include the **author's initial(s)**, the **author's last name**, the phrase **personal communication**, and the **full date of the communication**.

> Scully noted that the book was conceived during an undergraduate history course on the history of
>
> madness in America entitled Who's Crazy Now? (E. Scully, personal communication, October 11,
>
> 2003).

> H. A. Murray (personal communication, July 22, 1985) acknowledged that Morgan had not received
>
> proper credit for her contribution to the Thematic Apperception Test.

IN TEXT CITATION QUICK CHART		
SOURCE TYPE	SIGNAL PHRASE	PARENTHETICAL CITATION
Work by one author	Clay (2008) indicated that…	The article argued that "Turner is not the only psychologist whose research has been co-opted" (Clay, 2008, p. 8).
Work by two authors	McKelvie and Waterhouse (2005) argued…	Authors noted "women rated people with gender-ambiguous names less Ethically Caring than people with gender-specific names" (McKelvie & Waterhouse, 2005, p. 47).
Work by three or more authors	Wurman et al. (2012) reasoned…	Supercell thunderstorms caused the most damage and fatalities (Wurman et al., 2012).
Work with no author - Use titles | *Books & Reports*, "Articles and Chapters,"	"Healthcare Contractors" (2013) pointed out …	Kathleen Sebelius refused to step down due to the problems with the healthcare rollout ("Healthcare Contractors," 2013).
The first use of an organization as author	Business Continuity Planners Association (BCPA, 2010) stated that…	The website pointed out that "members will be assessed annual dues, payable upon receipt of invoice" (Business Continuity Planners Association [BCPA], 2010, p. 13).
Subsequent use of organization as author	BCPA (2010) made the point that…	Membership is open to any and all professionals (BCPA, 2010).

REFERENCE PAGE ENTRIES

The American Psychological Association (APA) style requires a list of complete source information at the end of the text in the form of a reference page and brief in-text documentation of sources. This section provides guidelines for constructing reference page entries for the most frequently used reference types based on the 7th ed. of the APA style guide (2019). For source types not covered, visit www.apastyle.org.

OVERVIEW

BASIC STUCTURE & ENTRY FORMATTING

The information required for a reference page entry aims to answer who, when, what, where, and, with some online sources, how. Most entries can be arranged by asking those questions in that order.

Tierney, W. G. (1999). Models of minority college-going and retention: Cultural integrity versus cultural

Who   **When**   **What**

suicide. *The Journal of Negro Education*, *68*(1), 80. http://doi.org/10.2307/2668211

What   **Where**   **How**

The answers generally take the following forms:

WHO: **Creator(s) of the work, usually in the form of name(s)**

- Authors' names are inverted throughout the reference list.
- First names are omitted in favor of first and, when given, middle initials. E.G. Doe, J. J. J.

WHEN: **Date of publication**

- The date of publication is given in parentheses after the final author.
- Many sources require that you list only the year, others require the month or day and month.

WHAT: **Title of the work**

- Article and chapter titles, books and reports use sentence case capitalization and plain text.
- Titles of webpages are given in sentence case capitalization and italicized.

WHERE: **Publication information**

Periodicals such as journals, newsletters and magazines:

- Periodical titles use title case capitalization and are italicized. See pg. 3 for title case capitalization guidelines.
- Give the volume number in italics after the periodical's title. If available, give the issue number in parentheses after the volume.
- List the page or page range on which the source material appears.

Books and reports

- APA no longer requires publication location for books or reports.
- Give the brief form of the publisher's name. Do not include words like Publishers, Co., and Inc.

Websites

- Titles of websites are given in plain text with sentence case capitalization.

HOW: Online source identifiers

- Tell the reader how to access online sources by providing a DOI (digital object identifier) when one is available. In select cases, include a URL. See source types.
- **Do not** end this section with a period.

AUTHOR TYPES

ONE AUTHOR

- Give the author's surname followed by their first and, if present, second initial.
- Do not include degrees (PhD, M.D., etcetera)
- **TEMPLATE**: Author, A. A.   **SAMPLE**: Smith, J. L.

TWO AUTHORS

- List both authors with the surname before initials. Separate the names with a comma and an ampersand (&).
- **TEMPLATE**: Author, A. A., & Author, B. B.   **SAMPLE**: Smith, J. L., & Jones, S. A.

THREE TO TWENTY AUTHORS

List up to twenty authors by last name and initials. Separate names with commas, and place an ampersand (&) before the final name.

- **TEMPLATE**: Author, A. A., Author, B. B., Author, C. C., Author, D. D., Author, E. E., & Author, F. F.
- **SAMPLE**: Smith, J. L., Jones, S. A., & Evans, Y. E.

MORE THAN TWENTY AUTHORS

List the first nineteen authors by last name and initials. Separate authors' names with a comma. After the nineteenth author's name, use an ellipsis (. . .) and give the final author's name. There should be no more than twenty names.

- **SAMPLE**: Potter-Baker, K. A., Bonnett, C. E., Chabra, P., Roelle, S., Varnerin, N., Cunningham, D. A., Sankarasubramanian, V., Pundik, S., Conforto, A. B., Machado, A. G., Janini, D., Wyant, A., Bonnett, C., Wang, X., Siemionow, V., Yue, G. H., Plow, E. B. Ireland, J. E., Ivers, J. L., . . . Mitchel, E. J.

TWO OR MORE WORKS BY THE SAME AUTHOR

Use the author's name for all entries and list the entries by the year (earliest comes first).

- **SAMPLE**: Williamson, R. J. (1997).

  Williamson, R. J. (1999).

TWO OR MORE WORKS BY THE SAME AUTHOR IN THE SAME YEAR

If you are using more than one reference by the same author published in the same year, organize them in the reference list alphabetically by the title of the source. Assign letter suffixes to each year based on this alphabetization. Refer to these sources in the text as they appear in your reference list, e.g.: "Berdnt (1981a) makes similar claims..."

SAMPLE:

Berndt, T. J. (1981a). Age changes and changes over time in prosocial intentions and behavior between

friends. *Developmental Psychology, 17*, 408-416.

Berndt, T. J. (1981b). Effects of friendship on prosocial intentions and behavior. *Child Development, 52*,

636-643.

ORGANIZATION OR GOVERNMENT AS AUTHOR

Sometimes credit for a source is given to an entire organization rather than an individual or individuals. When this occurs, list the organization or government in the space designated for the author.

- **SAMPLE TEMPLATE**| book by an organization

Organization's Name or Government Agency. (Year of Publication). *Title of work*. Publisher.

AUTHOR AS PUBLISHER

Books and reports require a source's author and publisher. When the author of a source is a government or organization, there is a good chance that the organization or government is also the publisher. When this occurs, list the organization or government as the author and omit the publisher from the reference.

- **SAMPLE with author as publisher**

Children's Defense Fund. (1992). *Guides for the national observance of children's Sabbaths: Christian,*

Catholic, and Jewish guides.

AUTHOR AND EDITOR

Some works – typically books – have both an author and an editor. In a work with both an author and an editor, the editor's name is given in parentheses after the title of the work. Unlike the author, the initials precede the surname. The editor's name is followed by a comma and the abbreviation **Ed**. In the case of multiple editors, **Eds.** is used. The section is finished with a period.

- **SAMPLE|**

Kübler-Ross, E. (1995). *Death is of vital importance: On life, death and life after death*. (G. Grip, Ed.).

Station Hill Press.

UNKNOWN AUTHOR

When the author is unknown, begin the entry with the title of the work.

BOOK WITH UNKNOWN AUTHOR

Diary of an oxygen thief. (2016). Gallery Books

NEWS ARTICLE WITH AN UNKNOWN AUTHOR

I am part of the resistance inside the Trump administration. (2018, September 5). *The New York Times*.

https://www.nytimes.com/2018/09/05/opinion/trump-white-house-anonymous-resistance.html

PERIODICALS – ONLINE & PRINT

JOURNALS, MAGAZINES, NEWSPAPERS, & BLOGS

JOURNAL AND DATABASE ARTICLES – ONLINE & PRINT

JOURNAL ARTICLE FORMATTING NOTES |

- For journals, give the **year of publication only**.
- Use **sentence case capitalization for article titles**.
- Use **title case capitalization for the journal title.** See page 3.
- **Journal titles and volume numbers are italicized**.
- **Digital object identifiers (DOIs)** are provided whenever available for **both online and print sources**.
- **DOIs** are given as web addresses and must include the **http:// or https//** protocol, e.g. https://doi.org/10.1037/arc0000014 in plain or colored and underlined text.
- If the work will be read online, **links should be live**.
- Unless there is no publication date or the content is likely to change, the phrase **Retrieved from** is no longer used before URLs.
- **URLs should link to the specific source document whenever possible.**

JOURNAL ARTICLE WITH A DOI | PRINT, ONLINE, OR FROM A DATABASE

TEMPLATE

Author, A. A., & Author B. B. (Year of publication). Title of article. *Title of*

Journal, *volume #*(issue #, if available), page range. https://doi.org/123a

SAMPLE

Kossinets, G., & Watts, D.J. (2009). Origins of homophily in an evolving social network. *American Journal*

of Sociology, 115(2), 405–450. https://doi.org/10.1086/599247

JOURNAL ARTICLE FROM A DATABASE WITH NO DOI

APA style *rarely* requires the name of a specific database or makes use of URLs generated by databases.

- **FOR MOST ARTICLES**, if there is no DOI, end the entry after the page range as you would for a print article with no DOI.

TEMPLATE

Author, A. A. (Year of publication). Title of article. *Title of Journal*,

volume #(issue #, if available), page range.

If an article is available in
multiple sources, use this
template.

SAMPLE

Epstein, W. (1990). Confirmational response bias among social work

journals. *Science, Technology, & Human Values, 15*(1), 9-38.

WHEN TO INCLUDE THE DATABASE

For articles or reports in databases which publish works not available elsewhere, after the page range include:

- the name of the database in italics
- a retrieval date if the information is designed to change over time
- if it is not session specific and does not require a login, a URL to the article **OR** a URL to the database login page

NAME THESE DATABASES

Articles from|
- *CQ Researcher*
- *CREDO Reference*
- *Issues and Controversies*

Reports from |
- *Points of View Reference Center*
- *Opposing Viewpoints in Context*.

TEMPLATE

Author, A. A., & Author, B. (Year of publication). Title of article. Volume #(issue#, if available), page

range. *Title of Database*. Retrieved Month Day, Year, from URL to article or database login page

SAMPLE

Greenblatt, A. (2019). Reparations for slavery. *CQ researcher*, *29*, 1-59. Retrieved January 1, 2020, from

http://library.cqpress.com/

Sexton, J., & Wagner, G. (2019). Adoption from foreign countries: An overview. *Points of View Reference Center*. Retrieved January 9, 2020, from https://www.ebsco.com/products/research-databases/points-view-reference-center

JOURNAL ARTICLE FROM AN ONLINE PERIODICAL | NO DOI

- If no DOI is assigned, provide the URL of the **article's webpage.**

TEMPLATE

Author, A. A. (Year of publication). Title of article. *Title of Journal*, *volume #*(issue #, if available), page range. http://www.articlewebpage.org/

SAMPLE

Re, T., & Ventura, C. (2015). Transcultural perspective on consciousness: A bridge between anthropology, medicine and physics. *Cosmos and History: The Journal of Natural and Social Philosophy*, *11*(2), 228-241. http://www.cosmosandhistory.org/index.php/journal/article/viewFile/502/841

PRINT JOURNAL ARTICLE | NO DOI

- Print journal articles without DOIs look like those with a DOI but end after the page range.

SAMPLE

Taylor, M. J., Walker, T. L., Austin, C. C., Thoth, C. A., & Welch, D. Z. (2011). The influence of cultural identification, religiosity, and self-esteem on alcohol use among African American, Hispanic, and White adolescents. *The Western Journal of Black Studies*, *35*(2), 139-156.

MAGAZINE ARTICLES – ONLINE & PRINT

MAGAZINE ARTICLE FORMATTING NOTES |

- If a magazine is **published weekly**, include the day and month of publication.
- If a magazine is **published monthly** or once every two months, include the month(s) of publication.
- If no author is given, begin with the article's title followed by the date of publication.
- For online articles, 7th edition guidelines call for a URL that links to the specific article.
- If volume, issue, or page numbers are unavailable, skip those elements.

ONLINE MAGAZINE ARTICLE

TEMPLATE

Author, A. A., & Author, B.B. (Year, Month Day). Title of article. *Title of Magazine or Newspaper, volume #*(issue #), page range, if available. DOI or URL of article

SAMPLES

Walsh, B. (2017, May 4). The world is not ready for the next pandemic. *Time*, https://time.com/4766624/
next-global-security/

Raichlen, D. A., & Alexander, G. E. (2020). Why your brain needs exercise. *Scientific American, 322*(1), 26–
31. https://www.scientificamerican.com/article/why-your-brain-needs-exercise/

PRINT MAGAZINE ARTICLE

TEMPLATE

Author, A. A. (Year, Month Day). Article title. *Title of Magazine, volume #*(issue #), page range, if
available.

SAMPLES

Fallows, J. (2017, January/February) Despair and hope in the age of Trump. *The Atlantic*, *319*(1), 13-15.

Levy, A. (2020, January 13). World without pain. *The New Yorker.* 33-38.

NEWSPAPER ARTICLES – ONLINE & PRINT

NEWSPAPER ARTICLE FORMATTING NOTES |

- If **no author** is given, begin the entry with the article's title followed by the date of publication.
- In the 7th edition, p. and pp. are no longer used before page numbers in newspapers.
- Note that online news websites (e.g. cnn.com) are not online newspapers. They should be cited as
  webpages. See page 30.

ONLINE NEWSPAPER ARTICLE

TEMPLATE

Author, A. A. (Year, Month Day). Title of article. *Title of Newspaper*, page numbers, if available.

http://www.linktospecificarticle.com

SAMPLE

Rueb, E. (2019, January 9). Second U.S. baby to be born from a dead donor's uterus is delivered. *The New
York Times*. https://www.nytimes.com/2020/01/09/health/uterus-transplant-baby.html

PRINT NEWSPAPER ARTICLE

TEMPLATE

Author, A. A. (Year, Month Day). Title of article. *Title of Newspaper*, page numbers, if available.

SAMPLE

Jargon, J. (2012, October 11). Fast food aspires to move up the food chain. *The Wall Street*

Journal, B11.

BLOG POSTS

- 7th edition APA guidelines categorize blogs as periodicals.

TEMPLATE

Author, A. A. (Year, Month Day). Title of blog post. *Title of Blog*. Blog post's URL

SAMPLE

Cotterell, N. (2019, March 21). Values can be an antidote to suicide. *Beck Cognitive Behavior Therapy*.

https://beckinstitute.org/values-can-be-an-antidote-to-suicide/

BOOK REVIEW FROM A JOURNAL, MAGAZINE, OR NEWSPAPER |

- For reviews in journals, include the year of publication. For reviews in magazines or newspapers, include the week, month, or day of publication.
- If the review is **untitled**, place the bracketed information after the date.
- For **print book reviews**, end the reference entry with the page or page range of the review.

TEMPLATE

Review Author, A. A. (Publication date). Title of review. [Review of the book *Title of book,* by A.A. Author].

Title of Periodical, *volume #*(issue #, if available), page range. DOI or URL of review

SAMPLE

Buckley, G. L. (2016, December 14). The eerie tragedy of Emmett Till's father, told by John Edgar

Wideman. [Review of the book *Writing to save a life: The Louis Till file*, by J.E. Wideman]. *The New*

York Times. https://www.nytimes.com/2016/12/14/books/review/john-edgar-wideman-emmett-till-

father-writing-to-save-a-life.html

REPORTS

REPORTS BY GOVERNMENT ORGANIZATIONS, GROUPS, OR INDIVIDUAL(S)

Use this format for press releases, policy and issue briefs, as well as codes of ethics.

TEMPLATE

Author, A. A., or Name of government organization, or Group. (Year, Month Day). *Report title* (Report #, if

available) [Description of source type, optional]. Publisher, if different than author.

http://doi.123abc or URL

SAMPLE

National Cancer Institute. (2019, May 30). *Annual report to the nation: Overall cancer mortality continues*

to decline; special section on adults ages 20 to 49 shows higher cancer incidence and mortality for

women than men [Press Release]. NCI Press Office. https://www.cancer.gov/news-events/press-

releases/2019/annual-report-nation-2019

BOOKS – PRINT OR ONLINE

BOOK FORMATTING NOTES |

1. Use **sentence case capitalization for titles and subtitles**.
2. If the book has been **reprinted**, list only the most recent year.
3. Give the **publisher** in as brief form as possible. Write out the names of corporations, associations, and university presses, but omit terms like Publishers, Co. and Inc. Retain Books and Press.
4. Publication locations are no longer included in references for books.
5. For an **edition other than the first**, add the edition name or number in parentheses after the title.
6. If your source is a **multivolume work**, place the abbreviation Vol. or Vols. and the volume number(s) in parentheses after the title of the work. For example: (Vol. 3). (12th ed., Vol. 3).

AUTHORED BOOK WITH A DOI | PRINT OR ONLINE

TEMPLATE

Author, A. A. (Year of publication). *Title of work: Capital letter for subtitle also* (# ed. if edition other than

first). Publisher. http//doi.org/alphanumeric-code

SAMPLE

Murphy, J., Franz, B., Choi, J., & Callaghan, K. (2017*). Narrative medicine and community-based health care*

and planning. https://doi.org/10.1007/978-3-319-61857-9

AUTHORED BOOK WITHOUT A DOI | MOST PRINT BOOKS

TEMPLATE

Author, A. A. (Year of publication). *Title of work: Capital letter for subtitle also* (# ed. if edition other than

first). Publisher.

SAMPLES

Nevid, J. S., Rathus, S.A., & Greene, B. (2014). *Abnormal psychology in a changing world* (9th ed.).

Pearson.

Pollan, M. (2006). *The omnivore's dilemma: A natural history of four meals*. Penguin.

AUTHORED BOOK FROM AN ACADEMIC DATABASE WITHOUT A DOI

- Most texts in academic databases are cited like their print counterpart. Use the template above.

AUTHORED EBOOK OR AUDIOBOOK FROM A NON-DATABASE URL

- If the content of an eBook or audiobook is the same as the print version, it is not necessary to note that the work is an eBook or audiobook.
- If the eBook or audiobook is abridged, include the form in brackets after the title. See sample below.

TEMPLATE

Author, A. A. (Year of publication). *Book title* (# ed. if edition other than first). Publisher. URL of eBook or

audiobook

SAMPLES

Gladwell, M. (2019). *Talking to strangers: What we should know about the people we don't know.* Little,

Brown and Company. https://www.littlebrown.com/titles/malcolm-gladwell/talking-to-

strangers/9781549150340/

McGowan, D. (Ed.). (2011). *Parenting beyond belief: On raising ethical, caring kids without religion* (2nd

ed.) [eBook]. Amacon. https://www.humanist.org.tt/forum/discuss/parenting/parenting-beyond-

belief-raising-kids-without-religion-mcgowan-2011.pdf

AUTHORED BOOK WITH EDITOR CREDITED ON THE COVER

- Credit the editor in first initial, last name format in parentheses after the book title.

SAMPLE

Wiesenthal, S. (1998). *The sunflower: On the possibilities and limits of forgiveness* (H. Cargas, & B.

Fetterman, Eds., 2nd ed.). Schocken Books.

OPEN EDUCATIONAL RESOURCE (OER) TEXTBOOKS

Open Educational Resources (OER) are learning materials that have been released under an open license or which exist in the public domain. These free resources help make education accessible. Online OER textbooks, such as those released by OpenStax and Lumen Learning, are often the efforts of many individuals, change regularly, and lack a title and copyright pages, which can make them challenging to cite. APA provides the guidelines below:

- **Authors |** You may need to navigate to an "about this work" page to find authorship information. If an extensive list of authors is provided, it is only necessary to list the senior or primary contributors.
- **Date |** If the resource has been updated, use the year of the last update.
- **Title and edition |** Italicize the title of the work and, unless the edition number is part of the title, include edition information in parentheses after the title.
- **Non-textbook OER resources |** Provide full date information (year, month day) and a description of the work in square brackets to help readers identify less typical sources (e.g., lecture slides).
- **Publisher |** Provide the name of the OER repository as the publisher. Common repositories include OpenStax, Lumen Learning, OASIS and MERLOT. If the repository is also the author, omit the repository name in the reference entry to avoid repetition (see the Lumen Learning example below).
- **Date |** When the work is updated over time, but versions are not archived, as with Lumen Learning textbooks, include a retrieval date (see the Lumen Learning example below).
- **URL |** Provide a URL that links as directly to the source as possible.

TEMPLATE

Author, A.A. (Year of publication). *Title of textbook* (# ed. if edition other than first). Name of OER

repository. Retrieved Month, day, year of continually updated, non-archived texts. URL

SAMPLES

Conerly, T. R. Holmes, K., & Lal Tamang, A. (2021). *Introduction to sociology 3e.*

OpenStax. https://openstax.org/books/introduction-sociology-3e/

Lumen Learning. (n.d.). *Lifespan Development*. Retrieved October 26, 2025, from

https://courses.lumenlearning.com/suny-lifespandevelopment/

NON-TEXTBOOK EXAMPLE

Thiyagu, K. (2024, September 25). *Psychological experiments – Practicum* [Lecture slides]. OER

Commons. https://oercommons.org/courseware/related-resource/116919/view

ARTICLE OR CHAPTER IN AN EDITED COLLECTION OR ANTHOLOGY | PRINT OR ONLINE

Entries for works without DOIs or URLs end after the publisher. If the text is from a database, see rules on page 20 and 21 for when and how to include a database.

TEMPLATE

Author of chapter. (Year of publication). Chapter or article title. In E. Editor (Ed.), *Book title* (pp.

article/chapter page numbers). Publisher. http://doi.123.org or URL to specific text

SAMPLE

Kelly, J. D. (2010). Seeing red: Mao fetishism, Pax Americana, and the moral economy of war. In J.D. Kelly,

B. Jauregui, S.T. Mitchell, & J. Walton (Eds.), *Anthropology and global counterinsurgency* (pp. 67–

83). University of Chicago Press.

ENTRY IN A REFERENCE WORK—DICTIONARY, ENCYCLOPEDIA, THESAURUS

- If the entry is authored by a group, name the group in place of the author. See sample.
- If an online reference entry is undated, use n.d. for no date and provide a retrieval date.
- If an entry is unarchived, provide a retrieval date.

REFERENCE WORK WITH A GROUP AUTHOR

TEMPLATE

Group Name. (Year of publication). Title of entry. In *Title of reference work or site.* Retrieved Month Day,

year for unarchived undated entries, from DOI or URL

SAMPLE

Merriam-Webster. (n.d.). Melancholic. In *Merriamwebster.com dictionary*. Retrieved January 14, 2020,

from https://www.merriam-webster.com/dictionary/melancholic

REFERENCE WORK WITH AN INDIVIDUAL AUTHOR

TEMPLATE

Author, A. A. (Year of publication). Title of entry. In Editor name(s) (Ed.), *Title of reference work or site*

(name or number of ed., Vol. number, if applicable). Publisher. Retrieved Month Day, year for

unarchived undated entries, from DOI or URL

SAMPLES

Saito, Y. (2019). Aesthetics of the everyday. In E.N. Zalta (Ed.), *The Stanford encyclopedia of philosophy*

(Winter 2019 ed.). https://plato.stanford.edu/archives/win2019/entries/aesthetics-of-everyday/

Bergmann, P. G. (1993). Relativity. In *The new encyclopedia Britannica.* (Vol. 26, pp. 501-508).

Encyclopedia Britannica.

AUDIOVISUAL MEDIA

YOUTUBE OR OTHER STREAMING VIDEO

- List the individual or group who uploaded the video as the author.

TEMPLATE

Uploader, A. B. [Screen name, if relevant]. (Year, Month Day posted). *Video title* [Video]. Name of

Streaming Service. URL

SAMPLE

Cooper, J.B. (2018, June 3). *The Pythagoreans: A history of western thought 2* [Video]. YouTube.

https://www.youtube.com/watch?v=Mq4DzKA2m-Q

Lichtman, F. (2015, December 2). *Meet the earthship* [Video]. Vimeo. https://vimeo.com/147652356

FILM OR VIDEO

- Separate multiple production companies with semicolons.

TEMPLATE

Director, D. D. (Director). (Year). *Movie title* [Media type]. Production Company. https//xyz.com, if

relevant

SAMPLES

Coombs, T. (Director). (2012). *Cold war: The complete series* [DVD]. Turner Broadcasting System; BBC.

Zemeckis, R. (Director). (2012). *Flight* [Film]. Parkes + MacDonald; Paramount Pictures; ImageMovers

Imagenation Abu Dhabi FZ; The Georgia Film Office.

EPISODE FROM A TELEVISION OR WEB SERIES OR FULL SERIES

TELEVISION OF WEB SERIES

- For the dates of a series that is still in production, list the start year and present |e.g. (2011 – present).

TEMPLATE

Producer, P. P. (Executive producer(s). (Year(s) of series). *Title of series* [Series type]. Production

Company.

TEMPLATE

Writer, W. W. (Writer), & Director, D. D. (Director of episode). (Year, Month Day episode aired). Title of episode (Season #, Episode #) [Series type episode]. In E. Producer (Executive Producer(s)), *Series name*. Production Company

SAMPLE

Lorre, C. (Writer), & Cendrowski, M. (Director). (2012, October 11). The Higgs Boson observation (Season 6, Episode 3) [Television series episode]. In C. Lorre (Executive Producer), *The big bang theory*. Warner Bros. Television and Chuck Lorre Productions.

PODCAST EPISODE

TEMPLATE

Author, O. P. (Host). (Year, Month Day). Title of episode (No. # of episode if available) [Audio or Video podcast]. In *Title of podcast.* Production Company. URL if not accessed via app.

SAMPLE

Spiegel, A. (Host). (2019, October 25). Back when I was older [Audio podcast]. In *Invisibilia*. National Public Radio. https://www.npr.org/2019/10/24/773097960/back-when-i-was-older

WEBPAGES & SOCIAL MEDIA

WEB PAGE FORMATTING NOTES |

- If **no publication or revision date** is available, use **n.d.** to indicate "no date."
- If page contents are likely to change over time and the page is not archived, include a retrieval date before the URL. See sample for group or organization author on next page.

WEBPAGE WITH AN AUTHOR

TEMPLATE

Author, A. A. (Year, Month Day). *Webpage title*. Title of Website. URL

SAMPLES

Charon, R., DasGupta, S., Hermann, N., Irvine, C., Marcus, E. R., Colón, E. R., Spencer, D., & Spiegel, M. (n.d.). *The principles and practice of narrative medicine*. Columbia Narrative Medicine. https://www.narrativemedicine.org/textbook/

Chedekel, L. (2016, December 14). *SPH study: Alcohol policies contribute to suicide prevention*. BU Today.

> https://www.bu.edu/today /2016/alcohol-policies-contribute-to-suicide-prevention

Laughlin-Tommaso, S. K. (2018, November 2). *CA 125 test: A screening test for ovarian cancer?* Mayo

> Clinic. https://www.mayoclinic.org/diseases-conditions/ovarian-cancer/expert-answers/ca-125/faq-
>
> 20058528

WEBPAGE FROM A NEWS SOURCE

Mortada, D. (2020, January 14). *How puberty, pregnancy and perimenopause impact women's mental

> health*. NPR. https://www.npr.org/2020/01/14/795329574/how-puberty-pregnancy-and-
>
> perimenopause-impact-womens-mental-health

Saito, M. (2020, January 9). *Tear gas and water cannons: Hong Kong students brave the front lines to

> livestream the protests*. Reuters. https://www.reuters.com/article/us-hongkong-protests-
>
> journalists-insight/tear-gas-and-water-cannons-hong-kong-students-brave-the-front-lines-to-
>
> livestream-the-protests-idUSKBN1Z9001

WEBPAGE WITH ORGANIZATION OR GROUP AS AUTHOR

FORMATTING NOTES |

- List the organization or group in place of the author.
- If the organization is also the title of the website, omit the site name.

TEMPLATE

Organization or Group Author. (Year, Month Day). *Webpage title.* Title of Website (if different than

> organization)*.* URL

SAMPLE

American Foundation for Suicide Prevention. (2017). *Suicide statistics*. Retrieved April 17, 2018, from

> https://afsp.org/about-suicide/suicide-statistics

WEBPAGE WITH NO AUTHOR

- If there is no individual, group or organizational author, start the entry with the title of the webpage followed by the date.

SAMPLE

Sweden's mystery illness: Resignation syndrome. (n.d.). Doctors of the World.

> https://doctorsoftheworld.org/blog/swedens-mystery-illness-resignation-syndrome/

GENERATIVE AI

Artificial intelligence (AI) is the capacity of machines or software to engage in processes, such as decision-making, image creation, or composition, typically associated with human beings or animals. **Generative A.I.** is AI that has been trained on large data sets to recognize and predict patterns. **Large language models** are a type of generative A.I. trained on texts and able to predict patterns in language. This prediction allows them to create human-like responses to prompts or questions. It is important to note that while some output may be correct, responses are based on probability not verifiable facts.

The APA indicates that writers should

- **verify the validity of AI-generated information.**
- **ensure that referenced works exist and are accurately portrayed.**
- **include prompts, relevant excerpts, and parenthetical or signal phrase citations in the text.**
- **include reference entries to acknowledge AI contributions to their work.**

TEMPLATE
Developer of the AI model. (Version year). *Name of the AI Model* **(Month Day version) [Type of generative AI]. Model URL.**

SAMPLES
Google. (2023). *Bard* (Jul. 7 version) [Large language model]. https://bard.google.com/

OpenAI. (2023). *ChatGPT* (Aug. 3 version) [Large language model]. https://chat.openai.com/chat

OpenAI. (2022). *DALL-E 2* (Nov. 3 version) [Text-to-image model]. https://openai.com/dall-e-2

NOTE | Some instructors may not permit the use of generative AI. Others may encourage its use and require less formal acknowledgment of its contributions. DUE TO THE EMERGENT NATURE OF GENERATIVE AI, GUIDELINES ARE LIKELY TO EVOLVE. As always, follow your instructor's guidelines.

TWEET

TEMPLATE
Author, A.A. or Group Name [@username]. (Year, Month Day). *Content of tweet up to twenty words*

[Description of audiovisuals] [Tweet]. Twitter. URL

SAMPLE
Obama, B. (@BarackObama). (2019, December 12). *My sister Maya and I are about to take the stage at*

@ObamaFoundation leaders: Asia-Pacific [Image attached] [Tweet]. Twitter.

https://twitter.com/BarackObama/status/1205328819185307648

SOCIAL MEDIA POST

- It is permissible to shorten URLs.

TEMPLATE
Author, A. A. or Group Name. (Year, Month Day of post). *Title of post* [Description of audiovisuals, if

relevant]. Social Media Platform. URL

Association for Applied Sport Psychology (AASP). (2020, January 13). *Get involved this poverty awareness*

month: Ball to All is an organization that donates soccer balls to children. PeacePlayers

international [Images attached]. Facebook. https://bit.ly/2NtauaJ

CLASS RESOURCES

PRESENTATION SLIDES FROM A COURSE SITE

If your reader is unlikely to have access to the slides, cite them as personal communication (see below). See page 26 for Open Educational Resource (OER) slides.

TEMPLATE

Author, A., & Author, B. (Year). *Title of presentation* **[Type of slides]. Course Learning Management system. URL of login page**

SAMPLE

Raab, K. (2023). *Audience and purpose* [PowerPoint slides]. Brightspace.

https://mylearning.suny.edu/d2l/home/839678

MATERIAL FROM COURSE PACK

If material in a course pack is available elsewhere, cite it from an externally available source. If the material is only available within a course pack, use the template below. If no author is given, begin the entry with the title of the work followed by the year.

TEMPLATE

Author, A. (Year). Title of material. In Instructor's First Initial Last Name (Ed.), *Full name of course pack* **(pp. #). College or University.**

SAMPLE

Bucknill, J.C., & Tuke, D. H. (2022). Modern civilization and its bearing on insanity. In M. Conway (Ed.)

*PY231: Insanity through the age*s (pp. 73-79). Mohawk Valley Community College.

PERSONAL COMMUNICATION

Unpublished interviews or personal communication like emails do not need to be included in the reference list. They should be cited using in-text citations. See page 15.

SOURCE NOTES:

This guide is based on the seventh edition of the *Publication Manual of the American Psychological Association* (2019). It makes use of the *APA Style Blog* and previous APA reference guides created by Instructional Design Librarian, Jocelyn Ireland and English Professor, Kristen Raab. Help make it better by sharing suggestions and corrections with Danielle at ddel-giudice.mvcc.edu. **This work is licensed under a Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License.**