

APA BASICS:

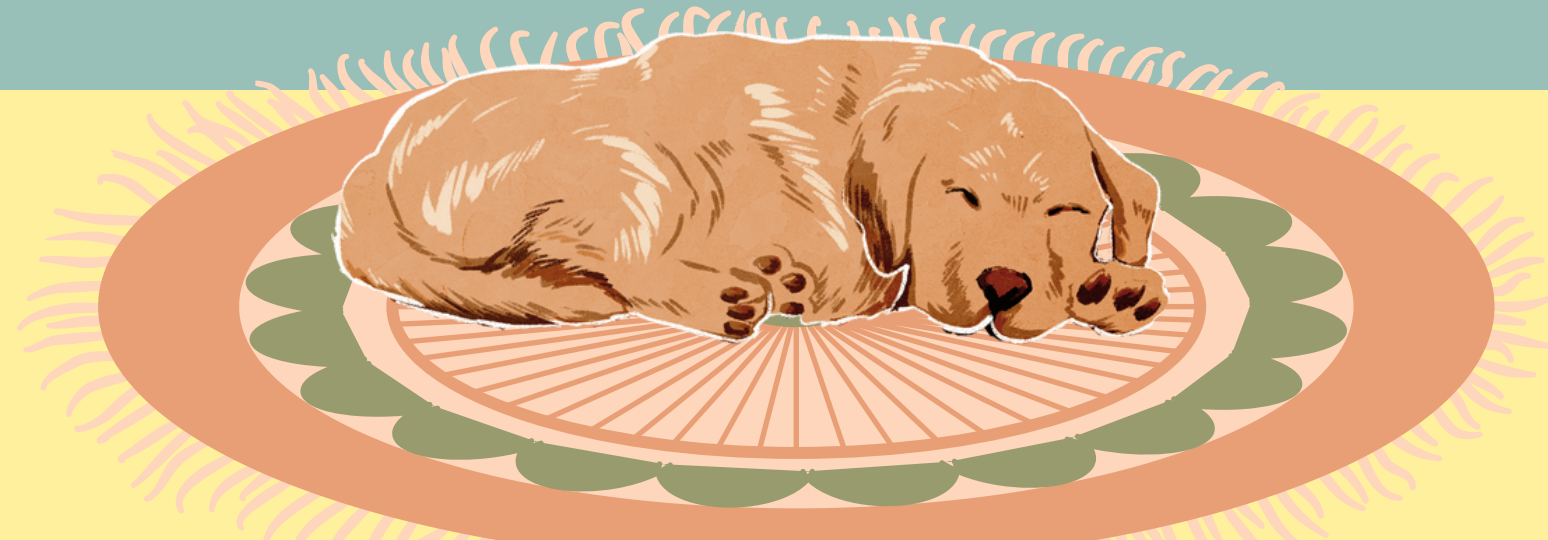
7TH EDITION FORMATTING AND CITATIONS

Katie Massey
Reference Librarian
ULM University Library



Overview

- Introduction
- General paper formatting and structure
- In-text citations
- Reference list



Introduction

What is APA style?

- Research writing and citation guidelines created by the American Psychological Association (APA)

What types of subjects use APA?

- Business
- Social Sciences
- Health Care
- AND Other Related Fields



Paper Structure and Formatting:

General Information

Text:

- Must be a legible font
- Recommended Times New Roman, Arial, Calibri, etc.
- 10-12 point (depends on the font)
- Double-spaced
- left-aligned

Margins:

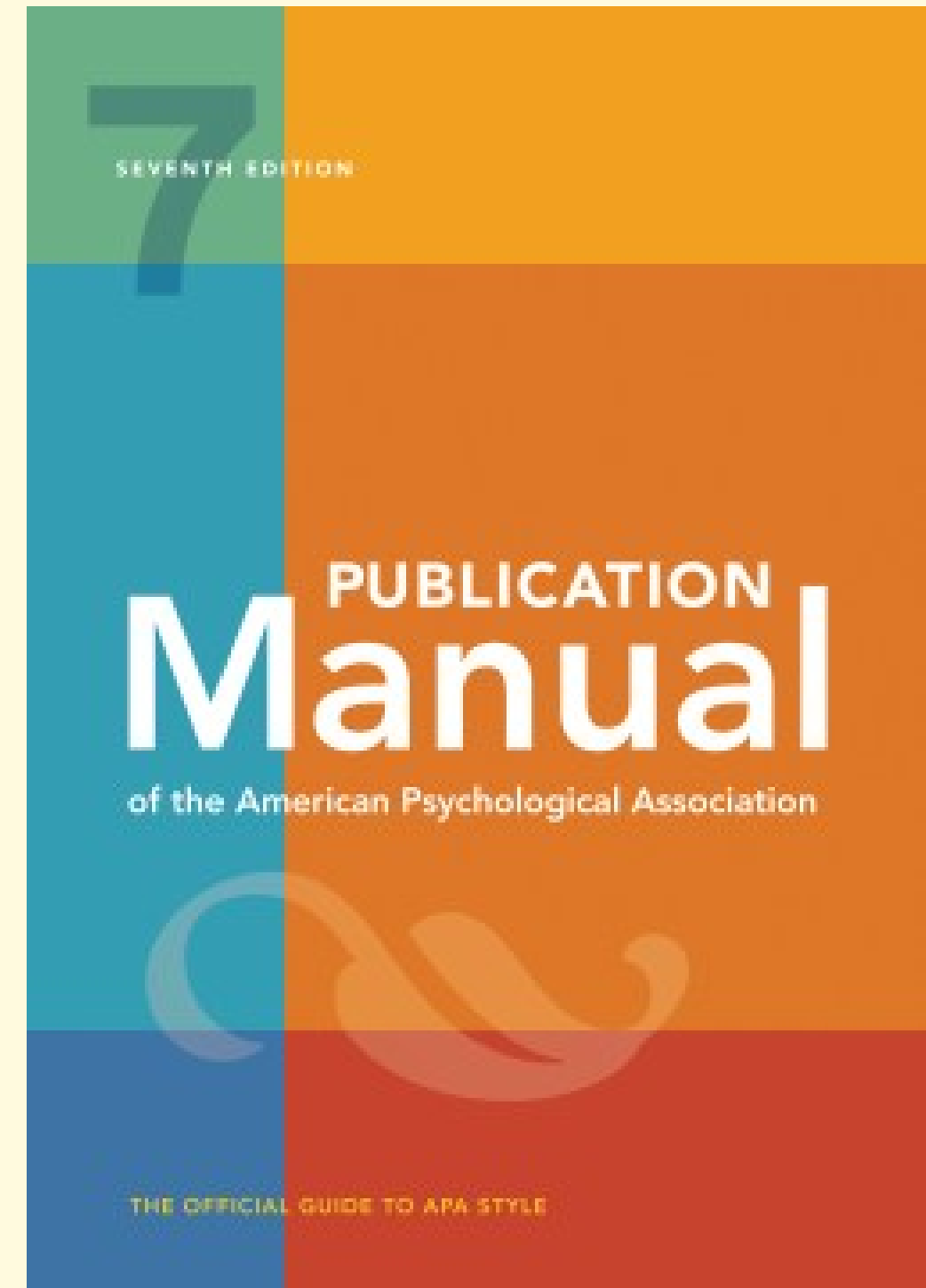
- 1 inch margins on all sides

Paragraphs:

- New paragraphs indented half-inch (i.e. using tab key)

Pages:

- Numbered in top right corner



Title Page

Format:

- Double-spaced
- Centered
- Upper-half of page
- Insert page number

Organization:

- Title: 1-2 lines, bolded
- Author's name
- Institution affiliation
- Class information
- Instructor's name
- Assignment due date

Numbered pages begin on Title Page → 1

**The Purdue Online Writing Lab's Sample Title Page:
Following the American Psychological Association's Guidelines**

Polly Purdue
Department of English, Purdue University
ENGL 999: Course Name
Dr. Professor's Name
November 11, 2019

Abstract*

General Information:

- One paragraph
 - Double-spaced
 - Not indented
 - Summary of key points
 - Typically no more than 250 words
- "Abstract" is bold and centered
- Keywords (if applicable)
 - Indented
 - "Keywords" is italicized

***Abstracts are not generally required for student papers!**

Title in header is not required for student papers!

PURDUE ONLINE WRITING LAB'S SAMPLE ABSTRACT 2

Abstract

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Dolor magna eget est lorem ipsum dolor sit. Pulvinar etiam non quam lacus suspendisse. Quisque non tellus orci ac. Tellus pellentesque eu tincidunt tortor aliquam nulla facilisi cras. Orci dapibus ultrices in iaculis nunc sed augue lacus viverra. Leo duis ut diam quam. Lorem ipsum dolor sit amet. Sagittis vitae et leo duis ut diam quam nulla. Purus viverra accumsan in nisl nisi scelerisque. Risus nullam eget felis eget nunc lobortis mattis aliquam. Sodales ut etiam sit amet nisl purus in. Porta nibh venenatis cras sed felis eget. Adipiscing elit duis tristique sollicitudin nibh sit amet commodo. Diam donec adipiscing | tristique risus.

Keywords: Lorem, ipsum, dolor

Main Body

General Information:

- Follows a 5 level heading system
- Text
 - left-aligned
 - new paragraphs are indented
 - legible font
 - double-spaced

Title is bold and centered

New paragraphs are indented

Contains in-text citations

2

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

Headings

APA uses a 5 level system

APA Headings

Level	Format
1	Centered, Boldface, Title Case Heading
2	Flush Left, Boldface, Title Case Heading
3	<i>Flush Left, Boldface Italic, Title Case Heading</i>
4	Indented, Boldface Title Case Heading Ending With a Period.
5	<i>Indented, Boldface Italic, Title Case Heading Ending With a Period.</i>

Heading 1

Words. More words. Blah blah blah. Plagiarizing is bad. Always give credit to original creators. Even more words.

Heading 2

Blah blah blah. Blah blah blah. Words...

Heading 3

Words. Blah blah blah...

Heading 3

New paragraph...

Heading 4. Did you know that for heading levels four and five, the paragraph text will begin on the same line as the heading? Who knew?

Heading 4. Words go here.

Heading 3

Even more words go here.

Heading 4. And here.

Heading 5. And here!

What can be cited?

- Books
- eBooks
- Book chapters
- Magazines
- Newspapers
- Journal articles
- Webpages
- Interviews
- Infographics
- Emails
- Online forums
- Social media profiles
- Facebook posts
- Instagram photos/stories/reels
- Blog posts
- Youtube videos
- Podcasts
- Vodcasts
- TV series
- Episodes
- Music albums
- Songs
- AND MORE...

In-text Citations

General Information:

- Include author(s) and date
- Direct quotes require a page number or other identifier
 - Use "p." for page or "pp." for pages
 - Use "para." for paragraph or "paras." for paragraphs
 - "Table" or "Figure" may also be used if applicable
- Use a shortened title if there is not an author
- Use "n.d." if there is no date
- Short quotes in quotations
- Longer quotes in block text



In-text Examples:

Single Author

If the author's name is mentioned in an introductory phrase, it is followed by the publication date. The page number for a direct quote is located at the end of the sentence before the ending punctuation.

- According to Broadhead (2022), "popular culture plays an important role in the struggle over socially acceptable ideas" (p. 3).
- Broadhead (2022) stated "popular culture plays an important role in the struggle over socially acceptable ideas" (p. 3).

If the author's name is not mentioned in an introductory phrase, include the author, date, and page number (if applicable) in a parenthetical citation before the sentence's ending punctuation.

- She determined that "popular culture plays an important role in the struggle over socially acceptable ideas" (Broadhead, 2022, p.3).

In-text Examples:

Two Authors

If the authors' names are mentioned in an introductory phrase, they are connected by the word "and" then followed by the publication date. The page number for a direct quote is then placed at the end of the sentence before punctuation.

- Freedland and Young (2022) observed how, "the subsequent human ingestion of vampire blood introduces a bloodborne virus that drives the transformation from human to vampire" (p. 18).

If the authors' names are not mentioned in an introductory phrase, include the authors' names connected by an ampersand (&), date, and page number (if applicable) in a parenthetical citation before the sentence's ending punctuation.

- Supported by evidence, "the subsequent human ingestion of vampire blood introduces a bloodborne virus that drives the transformation from human to vampire" (Freedland & Young, 2022, p. 18).

In-text Examples:

Three or More Authors

To include author information in an introductory phrase, list the first author's name followed by the words "et al." to represent the other authors and then the date. The page number for a direct quote is then placed at the end of the sentence before punctuation.

- Bates et al. (2005) determined that, "unfortunately, the power to save the world is unrelated to social acceptability" (p. 3).

If the authors' names are not mentioned in an introductory phrase, include the first author's name followed by "et al.," date, and page number (if applicable) in a parenthetical citation before the sentence's ending punctuation.

- Results showed that "unfortunately, the power to save the world is unrelated to social acceptability" (Bates et al., 2005, p. 3).

Long Quotes

General Information:

- Quotes that are 40 words or longer
- No quotation marks
- Entire quote is indented
- Citation comes after ending punctuation

>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus imperdiet id velit cursus varius. Morbi tristique convallis sapien a suscipit. Maecenas aliquam erat ac tellus sagittis, sed fringilla nibh iaculis. Vestibulum ex nisi, ultrices nec velit at, rutrum sodales sem. Donec nulla enim, luctus id ligula sit amet, semper consectetur felis. Pellentesque eleifend egestas ligula at fringilla. In at dictum urna. Jones's (1998) study found the following: (Signal phrase)

(Entire quotation indented 1/2 inch)

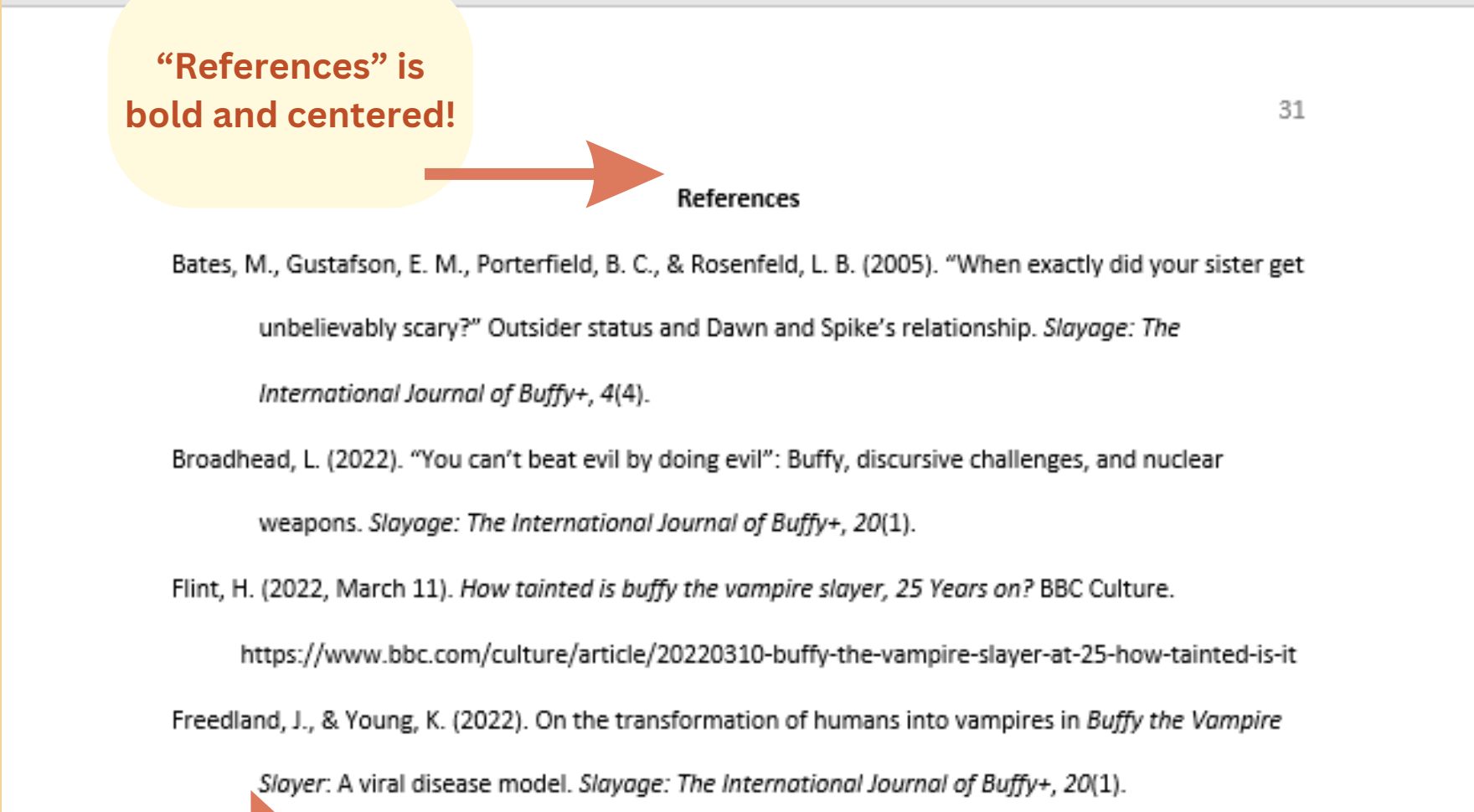
Students often had difficulty using APA style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or ask their teacher for help. Nulla egestas facilisis sagittis. Suspendisse auctor tincidunt purus, ac efficitur lectus eleifend ac. Morbi eleifend posuere ipsum, eget molestie arcu tincidunt eu. (p. 199) (Parenthetical follows ending punctuation)

Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec aliquam lectus nisl. Nulla ac vehicula purus. Cras vitae nunc quam. Mauris scelerisque lorem ut tellus tincidunt, ut sodales felis molestie. Maecenas ac sodales nibh. Sed at vulputate turpis. Proin libero nulla, mattis nec lectus sed, tincidunt aliquam felis. Nulla augue quam, dignissim sed cursus ac, commodo quis odio. Duis porta mollis metus, a lobortis ante hendrerit id. Ut vitae sodales sapien. Praesent facilisis erat non justo molestie laoreet. Sed maximus placerat suscipit. Quisque vitae ex sed velit ornare luctus a nec lacus. Fusce posuere vel diam sed vulputate. Donec eu malesuada dolor, in aliquam nulla. Nunc interdum ornare massa et finibus. Donec

References

General Information:

- On a new page after the main body
- Lists each source that was cited in the paper
- Double-spaced
- Hanging indentations
- Alphabetized by the last names of authors
 - For sources written by the same author, list chronologically
- Citation entries use sentence case



The screenshot shows a page titled "References" with the page number "31" in the top right corner. The page contains four citation entries. A yellow callout box with a red arrow points to the word "References" in the title, stating "References" is bold and centered. Another yellow callout box with a red arrow points to the second and third lines of the last citation, stating "All lines of the citation except for the first are indented".

31

References

Bates, M., Gustafson, E. M., Porterfield, B. C., & Rosenfeld, L. B. (2005). "When exactly did your sister get unbelievably scary?" Outsider status and Dawn and Spike's relationship. *Slayage: The International Journal of Buffy+*, 4(4).

Broadhead, L. (2022). "You can't beat evil by doing evil": Buffy, discursive challenges, and nuclear weapons. *Slayage: The International Journal of Buffy+*, 20(1).

Flint, H. (2022, March 11). *How tainted is buffy the vampire slayer, 25 Years on?* BBC Culture.
<https://www.bbc.com/culture/article/20220310-buffy-the-vampire-slayer-at-25-how-tainted-is-it>

Freedland, J., & Young, K. (2022). On the transformation of humans into vampires in *Buffy the Vampire Slayer: A viral disease model*. *Slayage: The International Journal of Buffy+*, 20(1).

Sentence Case

What is sentence case?

- In **title case**, major words like nouns, verbs, adjectives, adverbs, and pronouns are capitalized, but minor words like conjunctions, prepositions, and articles are lowercase.
- In **sentence case**, the words found in titles of articles, books, websites, and other works are primarily lowercase

Capitalize these words using sentence case:

- First word of a title
- First word of a subtitle
- First word after a colon, em dash, or end punctuation
- Nouns followed by numerals or letters
- Proper nouns



Sentence Case: Example

This citation shows correct usage of sentence case.



O'Kelly, M. K., Jeffryes, J., Hobscheid, M., & Passarelli, R. (2023). **Correlation between library instruction and student retention: Methods and implications.** *College & Research Libraries*, 84(1), 85–99.

<https://doi.org/10.5860/crl.84.1.85>

Only the first word of the title and first word after the colon are capitalized!

This citation does not.



O'Kelly, M. K., Jeffryes, J., Hobscheid, M., & Passarelli, R. (2023). **Correlation Between Library Instruction and Student Retention: Methods and Implications.** *College & Research Libraries*, 84(1), 85–99.

<https://doi.org/10.5860/crl.84.1.85>

All major words are capitalized using title case.

Creating Citations

Author(s)

Single Author

List the author's last name followed by initials.

Example: Broadhead, L.

Two Authors

List the authors' last names followed by initials, separate them with a comma, and combine them with an ampersand (&).

Example: Freedland, J., & Young, K.

Three to Twenty Authors

List the authors' last names followed by initials, separate them with a comma, and precede the final author's name them with an ampersand (&).

Example: Bates, M., Gustafson, E. M., Porterfield, B. C., & Rosenfeld, L. B.

Creating Citations

- **Journal Article**

Author(s). (Year). Title of article. *Title of Periodical, volume(issue)*, pages. DOI (if available)

Example:

Bates, M., Gustafson, E. M., Porterfield, B. C., & Rosenfeld, L. B. (2005). "When exactly did your sister get unbelievably scary?" Outsider status and Dawn and Spike's relationship. *Slayage: The International Journal of Buffy+*, 4(4).

- **News Article**

Author(s). (Year, Month Date). Title of article. *Title of Publication*. URL

Example:

Hunter, T. (2023, July 31). Online book clubs are exploding. Let's find the right one for you. *Washington Post*. <https://www.washingtonpost.com/technology/2023/07/31/book-club-online-in-person/>

Creating Citations

- **Book or eBook**

Author(s). (Year). *Title of work*. Publisher. DOI or URL (if available)

Example:

Kossowska, M., & Rosiński, J. (2024). *Global mindset and international business*. Taylor & Francis. <https://doi.org/10.4324/9781003407263>

- **Edited Book, No Author**

Editor (Ed.). (Year). *Title of work*. Publisher. DOI (if available)

Example:

Niininen, O. (Ed.). (2022). *Contemporary issues in digital marketing*. Taylor & Francis. <https://doi.org/10.4324/9781003093909>

Creating Citations

- **Published Dissertation or Master's Thesis**

Author. (Year). *Title of dissertation/thesis* (Publication No.) [Doctoral dissertation/Master's thesis, Name of Institution Awarding the Degree]. Database or Archive Name.

Example:

Wheelis, P. R. (1999). *The relationship of teaching style and computer use in classrooms of northeast Louisiana* (Publication No. 9956493.) [Doctoral dissertation, The University of Louisiana at Monroe]. ProQuest Dissertations & Theses A&I.

- **Website**

Author(s). (Year, Month Date). *Title of page*. Site name. Retrieved Month, Date, and Year, from URL

Example:

Central Intelligence Agency. (2023, July 12). *Antarctica*. The World Factbook. Retrieved July 31, 2023, from <https://www.cia.gov/the-world-factbook/countries/antarctica/>

Resources

Contact a Librarian

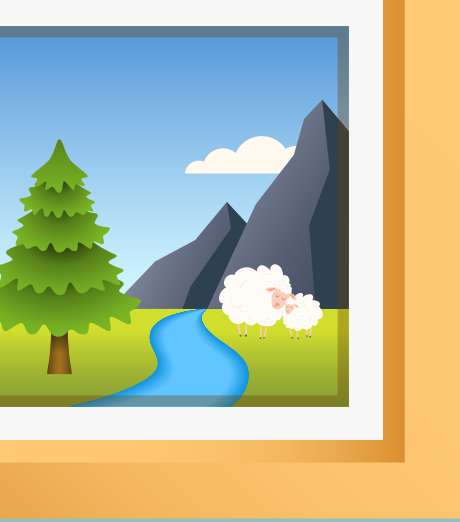
- reference@ulm.edu

Citation Help:

- owl.purdue.edu
- apastyle.apa.org
- *Publication Manual of the American Psychological Association, 7th Edition*

The Write Place:

- Walker Hall 3-87



Questions?



Thank You!

Happy Writing!

References

APA. (2019). *Sentence Case Capitalization*. <https://apastyle.apa.org/style-grammar-guidelines/capitalization/sentence-case>

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

Purdue Online Writing Lab. (n.d.a). *General Format*. Purdue Online Writing Lab.

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html

Purdue Online Writing Lab. (n.d.b). *In-text citations: The basics*. Purdue Online Writing Lab.

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/in_text_citations_the_basics.html

Purdue Online Writing Lab. (n.d.c). *Reference list: Basic Rules*. Purdue Online Writing Lab.

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/reference_list_basic_rules.html