

Psychology APA-Style (7th Ed.) Writing Guide

NOTE: Any instructions provided by your instructor regarding the formatting of your assignment take precedence over the information provided here.

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Essays & research reports in APA style (7th Ed.)

❖ Common types of paper in Psychology

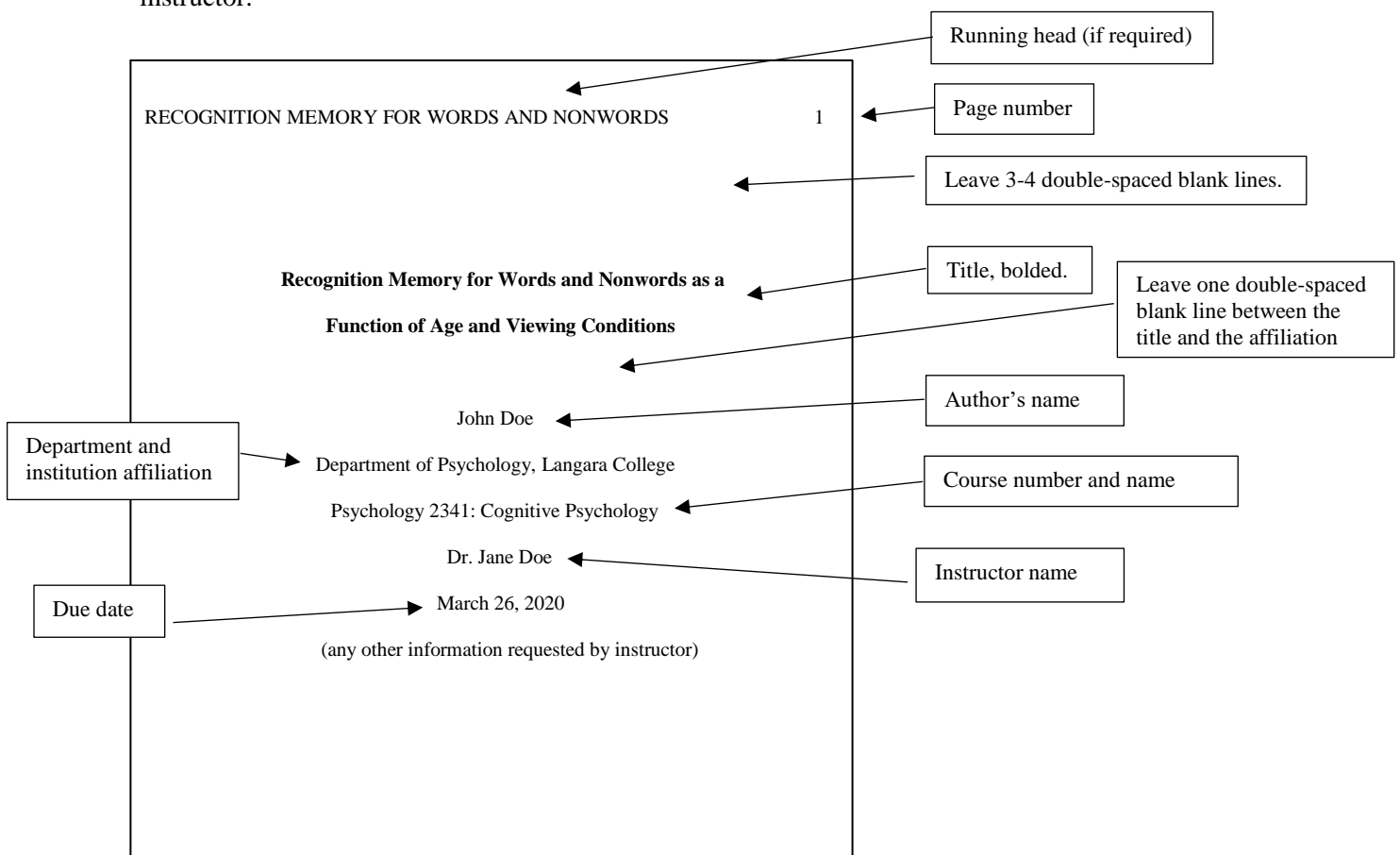
	Literature review paper (Research summary)	Empirical paper (Experimental/Research report)
Goal	A critical analysis of the research that has been done on a topic of interest. Instead of providing a mere summary of research articles, students need to synthesize research findings and provide their own insight or perspective based on the evidence.	A detailed report of the methods and results of experimental research projects. Students are required to design their own research study, conduct research with participants, and report the findings. Note: Your assignment may require that you <i>imagine</i> you are running a research study and report your <i>predicted</i> results. This does not impact the organization or formatting.
Organization	<p><u>Introduction</u>: Identify the topic/thesis, provide background information (e.g., definitions, history, related concepts/theories), and explain why it is important. Clearly state what you intend to examine throughout the paper (i.e., thesis statement).</p> <p><u>Body</u>: Discuss the research evidence related to your topic/thesis.</p> <p><u>Discussion/Conclusion</u>: Summarize key points, explain the conclusion drawn based on the research evidence, and discuss possible implications.</p>	<p><u>Introduction</u>: Identify the topic and provide background information (e.g., definitions, history, related concepts/theories) and explain why it is important. Review previous research done on the topic. Identify your research question, variables, and hypothesis.</p> <p><u>Method</u>: Describe how your study was conducted. Describe who participated in your study and what materials and procedures were used.</p> <p><u>Results</u>: Report the descriptive and inferential statistics, including the names of the statistical tests used.</p> <p><u>Discussion</u>: Evaluate and interpret the results with respect to your hypothesis. Discuss implications of your findings. Acknowledge any limitations of the study and provide any suggestions for future research.</p>
Formatting pages/sections according to APA style	<p>Title page (see p. 3) Abstract (see p. 4) First page (see p. 4, Introduction) Reference list page (see p. 5)</p> <p>Make sure to check the guidelines provided by your instructor for the sections required for your paper.</p> <p>*NOTE* Literature review papers normally do not require a fixed set of sections, but you may use sub-headings to better organize your paper. See p. 16-17 for information on the use of sub-headings.</p>	<p>See pp. 3-5 for information on how to format pages and sections for an experimental report.</p> <p>See pp. 16-17 for information on the use of sub-headings.</p> <p>Make sure to check the guidelines provided by your instructor for the sections required for your paper.</p>

❖ **General Formatting**

- **Double space** all work (including references, abstract, quotations and after every heading) and indent all paragraphs other than the abstract.
- Several fonts may be used: 12 pt. Times New Roman, 11 pt. Calibri, 11 pt. Arial – Check with your instructor.
- **Number all pages** in the top right corner.
- Include a **running head** on the top left of every page, if requested by your instructor.
- **Page order:**
 - title page (numbered page 1)
 - abstract (start on a separate page numbered 2)
 - text (start on separate page numbered 3)
 - references (start on a separate page & number the page accordingly)
 - footnotes (list together on separate page & number the page)
 - tables (each on separate page & numbered)
 - figures (each on separate page & numbered)
 - appendixes (each on a separate page & numbered)

Title page

- ✓ The title should be a concise statement (no more than 12 words) of the main topic and should identify the variables investigated and the relationship between them.
- ✓ If requested by your instructor, include a running head in uppercase letters starting from the top left margin. A running head is a shortened version of your paper title. It should be no more than 50 characters and should appear at the top left of **all** pages.
- ✓ Center and double space the title, your name, school, and any other information requested by your instructor.



Abstract

- ✓ The abstract is a summary paragraph which describes as clearly as possible what the research is about, who was involved, and what was found.
- ✓ Include the page number 2 and the running head (if required), and type the label **Abstract** below it centered and bolded on the page.
- ✓ Abstracts typically range from 150 - 250 words and are double spaced with no paragraph indentation.
- ✓ Some journals may use a structured format instead of a paragraph format for abstracts. Abstracts for student papers are typically written in a paragraph format. Check with your instructor if you want to use a structured format.

Introduction

- ✓ Begin the introduction on a new page and include the page number 3 and the running head (if required). Do not include the heading **Introduction**, instead type the title of your paper centered and bolded at the top of the page.
- ✓ The introduction should begin with a general statement about what you intend to investigate and why it needs to be investigated.
- ✓ Review some of the earlier work that is relevant to your specific area of research. Previous works cited should provide background information and demonstrate the necessity of the present study due to conflicting findings or a specific lack of past research.
- ✓ Explain your approach to solving this problem with your current research and state the variables and your hypothesis.

Method

- ✓ Type the heading **Method**, centered and bolded, after the introduction. Do not begin on a new page.
- ✓ Describe how your study was conducted in enough detail that the reader could replicate it.
- ✓ The method section should include at least two subsections with the headings *Participants* or *Subjects*, and *Procedure* (italicized and at the left margin). Additional subsections can be included if warranted (e.g., your instructor may want an *Apparatus* or *Materials* section included after the *Participants* section).
- ✓ In the *Participants* section, include the major demographics of the subjects (sex, age, ethnicity, etc.) and any characteristics appropriate considering the experiment. Report: the total number of subjects; the number of subjects in each experimental condition; the procedure for acquiring the subjects; any restrictions or exclusions on subject participation; and any compensation provided to the subjects for participation.
- ✓ If you are including an *Apparatus* or *Materials* section, briefly describe any materials used and their function in the experiment. Standard laboratory equipment need only be mentioned, but any specialized equipment should be fully explained (model number, etc.). If you've created your own questionnaire, describe it clearly and include a few example questions if possible.
- ✓ The *Procedure* section should summarize chronologically the steps of the research, including: instructions to subjects; the formation & randomization of groups; the setting of the experiment; the manipulation of the independent variables, the measurement of the dependent variable, and the control of extraneous variables; and any other features of the experimental design. These steps should be described in enough detail that the reader could replicate your experiment.

Results

- ✓ Type the heading **Results**, centered and bolded, after the method section.
- ✓ Summarize the data you collected, describe any transformations and calculations performed on the raw data, and report the findings of your calculations. Make the reader aware of any meaningful patterns in the data and support your observations with numbers. Mention all relevant results even if they are counter to your hypothesis.

Discussion

- ✓ Type the heading **Discussion**, centered and bolded, after the results section.
- ✓ Evaluate and interpret the results with respect to your hypothesis. Discuss the meaning and theoretical consequences of any of your findings. Discuss any alternate explanations of your results and why you choose your interpretation.
- ✓ Relate your findings to other previous work (does your work support or refute their findings).

- ✓ Acknowledge any weaknesses or limitations of the study and discuss the generalizability of the findings.
- ✓ If more research is needed to answer your original research question, state specifically what type of work is needed. For example, a specific experimental design, subject pool, or procedure to control for a confounding variable, etc....

References page

- ✓ Start a reference list on a new page after the last page of your text. Type the heading **References**, centered and bolded.
- ✓ Double-space all reference list entries.
- ✓ Use a hanging indent for all references. The first line of each reference is flush left and make subsequent lines indented by 0.5 in.
- ✓ Arrange entries in alphabetical order by the surname of the first author followed by the initials of the author's given name(s).
- ✓ See pp. 7-13 for examples of references.

RECOGNITION MEMORY FOR WORDS AND NONWORDS	##
References	
<p>Carey, B. (2019, March 22). Can we get better at forgetting? The New York Times. https://www.nytimes.com/2019/03/22/health/memory-forgetting-psychology.html</p> <p>Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. <i>Psychology of Popular Media Culture</i>, 8(3), 207–217. https://doi.org/10.1037/ppm0000185</p> <p>Jackson, L. M. (2019). The psychology of prejudice: From attitudes to social action (2nd ed.). American Psychological Association. https://doi.org/10.1037/0000168-000</p> <p>Sanchiz, M., Chevalier, A., & Amadiou, F. (2017). How do older and young adults start searching for information? Impact of age, domain knowledge and problem complexity on the different steps of information searching. <i>Computers in Human Behavior</i>, 72, 67–78. https://doi.org/10.1016/j.chb.2017.02.038</p>	

References & Citations in APA style (7th Ed.)

- A reference list documents the sources used in the research of an experiment or essay. Citations provide identification of these sources in the text to enable readers to locate these sources in the reference list.
- With few exceptions, every item cited in the text must be in the reference list and every item in the reference list must be cited in text. Cite common software and apps, whole websites and personal communications (such as phone conversations or emails) in text only, not in the reference list, e.g., (T. K. Lutes, personal communication, September 28, 2019).
- List references alphabetically by the author's last name (include first and middle initials if available). Nothing precedes something (e.g., Brown precedes Browning). If there are two or more works by the same author, list by year of publication, the earliest first. If there is no author, move the title to the author position and alphabetize by the first significant word in the title.
- The reference list is **double-spaced** and every entry has a hanging indent (all lines but the first are indented five spaces). Include only one space after periods used in a reference entry.
- The title **References** should be centered and bolded at the top of a new page (do not underline, italicize or use quotation marks).
- Cite all references in the text or at the end of the sentence in parenthesis. Include the author and year of the publication. E.g., "...as Kilmoski and Palmer (1993) demonstrated..." or "...as has been demonstrated (Kilmoski & Palmer, 1993)."
- If two or more works by different authors are referred to in the same parenthesis, list them alphabetically and separate the citations with semicolons. Eg. (Miller, 1999; Shafranske & Mahoney, 1998).
- If you are referring to one work throughout a paragraph, you do not need to repeatedly provide a parenthetical citation throughout the paragraph as long as the work cannot be confused with other works in the article. Introduce the author and year of the work in the narrative, and refer to the author throughout the paragraph. If the author is cited in parenthesis, you must also include the year. E.g. of a paragraph...

Miles (1993) demonstrated.... Miles also found....Miles concluded....The study also showed...(Miles, 1993).

- **Citation of a work from a secondary source** If you wish to cite material from another (original) work or study that is referred to in the secondary source that you are using, then list the secondary source in the reference list and in the text name the original work and give the citation for the secondary source. E.g., if Seidenberg and McClelland's work is cited in Coltheart et al. and you did not read the work of Seidenberg and McClelland, then in the reference list and citation use the Coltheart et al. source and refer to Seidenberg and McClelland in the text

Text Citation

...Seidenberg and McClelland's study (1960, as cited in Coltheart et al. 1993)...
(Seidenberg & McClelland, 1960, as cited in Coltheart et al., 1993)

Reference list entry

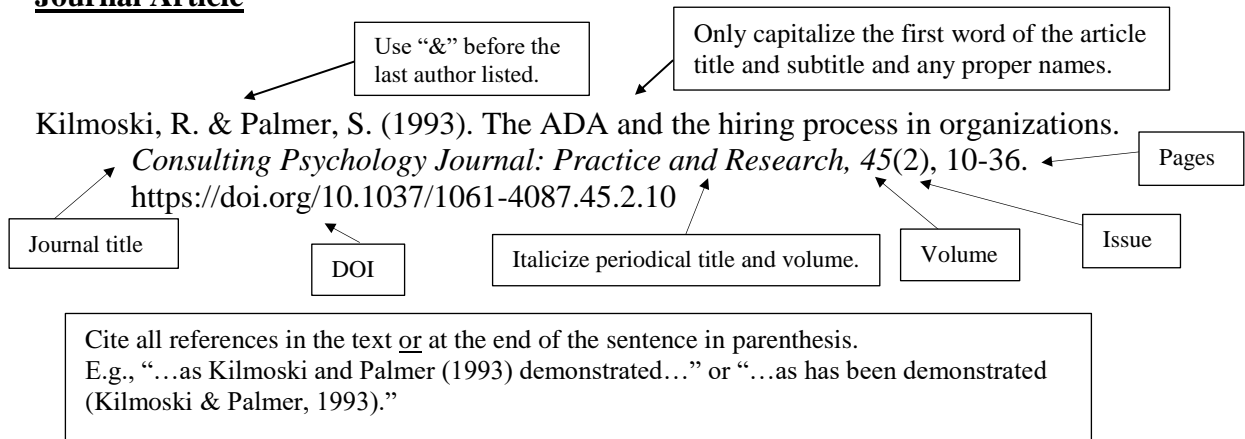
Coltheart, M., Curtis, B., Atkins, P., & Haller, M. (1993). Models of reading aloud: Dual-route and parallel-distributed-processing approaches. *Psychological Review*, 100, 589-608.

Reference Examples...

(examples are not double-spaced to save space, but the reference list is double spaced)

A. Periodicals (e.g., journal, magazine or newspaper article). DOIs or URLs should be provided for both print and electronic periodicals. Typically, academic and scholarly journal articles will have a DOI assigned to them. A URL can be provided for online newspaper or magazine articles without a DOI. If a DOI is unavailable for a print source, it does not need to be included. Refer to section **C. DOIs and URLs** (p. 10) for information regarding missing DOIs for electronic sources.

Journal Article



Journal Article with Multiple authors

List all of the authors' names when a reference has up to 20 authors. For a source with more than 20 authors, list the first 19 authors, then 3 ellipses "...", then the last author.

Kalnay, E., Kanamitsue, M., Kistler, R., Collins, W., Deaven, D., Gandin, L., Iredell, M., Saha, S., White, G., Woollen, J., Zhu, Y., Chelliah, M., Ebisuzaki, W., Higgins, W., Janowiak, J., Mo, K. C., Ropelewski, C., Wang, J., Leetmaa, A., ... Joseph, D. (1996). The NCEP/NCAR 40-year reanalysis project.. *Bulletin of the American Meteorological Society*, 77(3), 437-471. <http://doi.org/fg6rf9>

In text, use the following citation each time: "... (Kalnay et al., 1996)." When a work has 2 authors, cite both author every time. For 3 or more authors, cite only the first author followed by "et al."

Daily Print Newspaper article with no Author or DOI

Alphabetize by the first significant word in title if there is no author.

New drug appears to sharply cut risk of death from heart failure. (1993, July 15). *The Washington Post*, A12.

In text, use the title for the citation. E.g. ...(New drugs appear to sharply cut risk of death from heart failure, 1993).

Online Newspaper article and Blog post (e.g. **Vancouver Sun, New York Times, personal blog, etc.**) If the article is from a news website (e.g., BBC News, CNN, HuffPost, etc.) — one that does not have an associated daily or weekly newspaper — it needs to be cited as a webpage on a news website (see section D. Webpages).

Guarino, B. (2017, December 4). How will humanity react to alien life? Psychologists have some predictions. *The Washington Post*. <https://www.washingtonpost.com/news/speaking-of-science/wp/2017/12/04/how-will-humanity-react-to-alien-life-psychologists-have-some-predictions>

Include the URL for online newspaper articles and blog posts. Do **not** include a period after the URL.

Magazine article

Bergeson, S. (2019, January 4). Really cool neutral plasmas. *Science*, 363(6422), 33-34. <https://doi.org/10.1126/science.aau7988>

B. Books, Chapters, Encyclopedias, Reports. DOIs should be provided for both print and electronic books, encyclopedias, and reports. If a DOI is unavailable for a print source, omit the DOI from the citation. Refer to the section **C. DOIs and URLs** (p. 10) for information regarding missing DOIs for electronic sources.

Book

Include Jr. after name if required..

Only capitalize the first word of the title and subtitle and any proper names. Italicize book titles.

Rayner, K., Pollatsek, A., Ashby, J., & Clifton, C., Jr. (2012). *Psychology of reading* (1st ed.). Psychology Press. <https://doi.org/10.4324/9780203155158>

Give the name of the publisher. Exclude terms such as *Publishers, Co., or Inc.*

Include the edition of the book after the title. Use “(Rev. ed.)” if it’s a revised edition.

In text, cite the source the same as periodicals (e.g., “...as one study found (Mitchell & Larson, 1997).” Follow the same rules described above in section **A. Periodicals** for instances of one to two authors, three or more authors. Reference and cite a book with no author or editor using the title as described above for periodicals with no author.

Edited book

List editors’ names with “(Eds.)” at the end. If one editor, use “(Ed).”

Torino, G. C., Rivera, D. P., Capodilupo, C. M., Nadal, K. L., & Sue, D. W. (Eds.). (2019). *Microaggression theory: Influence and Implications*. John Wiley & Sons. <https://doi.org/10.1002/9781119466642>

In text, cite editors the same as authors. E.g., “...as described by some studies (Torino et al., 2019).”

Authored ebook (e.g. Kindle book) or Audiobook (without a DOI, with a non-database URL)

Cain, S. (2012). *Quiet: The power of introverts in a world that can't stop talking* (K. Mazur, Narr.) [Audiobook]. Random House Audio. <http://bit.ly/2G0Bpbl>

It is not necessary to note when you used an audiobook versus a book or an ebook when the content is the same. Do note that the work is an audiobook when the content is different (e.g. abridged), if you want to note something special about the audiobook (e.g. the impact of the narration) or if you quote from the audiobook.

Shortened URLs may be used for very long URLs. Shortened URLs must be collected from <http://shortdoi.org> to ensure works have only one shortened URL.

Entry in a Print Encyclopedia or Dictionary

Merriam-Webster. (2003). Litmus test. In *Merriam-Webster's collegiate dictionary* (11th ed., p. 727).

Entry in an Online Encyclopedia or dictionary

Include (n.d.) for online references that are continuously updated and the different version are not archived. Use "n.d." as the year of publication and include a retrieval date in between the Dictionary title and the URL.

American Psychological Association. (n.d.). Positive transference. In *APA dictionary of psychology*. Retrieved August 31, 2019, from <https://dictionary.apa.org/positive-transference>

For entries in an online dictionary, include the word "from" before the URL.

Reports (e.g. government agency)

Include publication number after the title, if provided.

National Cancer Institute. (2018). *Facing forward: Life after cancer treatment* (NIH Publication No. 18-2424). U.S. Department of Health and Human Services, National Institutes of Health. <https://www.cancer.gov/publications/patient-education/life-after-treatment.pdf>

Article or Chapter in an Edited book

Include the word "In" before the book title.

Aron, L., Botella, M., & Lubart, T. (2019). Culinary arts: Talent and their development. In R. F. Subotnik, P. Olszewski-Kubilius, & F. C. Worrell (Eds.), *The psychology of high performance: Developing human potential into domain-specific talent* (pp. 345–359). American Psychological Association. <https://doi.org/10.1037/0000120-016>

Do not invert names if they are not at the start of a reference, e.g. editors.

Diagnostic and Statistical Manual of Mental Disorders (DSM)

American Psychiatric Association. (2000). *Diagnostic and statistical manual of mental disorders* (4th ed., text rev.). <https://doi.org/10.1176/ajp.152.8.1228>

Always use Arabic numerals to indicate edition.

In text, cite the full name of the association and the manual the first time. After, use just the full name of the publisher. E.g. (4th ed., text rev.; DSM–IV–TR; American Psychiatric Association, 2000).

C. DOIs and URLs. DOI (Digital Object Identifier) is a unique string of letters and numbers that provide identification of, and a persistent link to, electronic articles and books that are available on the internet. It is recommended that you include the DOI (if one is available) regardless of whether you are referencing a print or electronic source. The DOI is typically located near the copyright information on the first page of the article. In PsycINFO, the DOI can be found on the ‘landing page’ of the article (this is the page that provides the abstract and other information about the article). Visit <http://www.doi.org/> for more information. Regardless of where an electronic article is located, entering the DOI at www.crossref.org will direct readers to the article.

If a DOI is available for an online source, no other retrieval information is required. When a DOI is not available for an electronic resource, include the publisher’s URL, unless the resource is an electronic article from psycINFO. Only include a retrieval date if the information posted may change over time (e.g. Wikis).

How to Find a DOI

If you are referencing an electronic book or article without a DOI, you may consider a quick search of the journal article to see if another source provides a DOI. You can search for the DOI of an article by entering the reference at <https://search.crossref.org/>

If a DOI is provided through your search, include this in your reference entry as outlined in the above reference examples.

Electronic journal, magazine or newspaper articles or book without a DOI from most academic databases

Do not include database information for works obtained from most academic research databases or platforms because works in these resources are widely available. This includes works from PsycINFO, Ebook Central, APA PsycNET, EBSCOhost, Google Scholar, JSTOR (excluding its primary sources) and more.

Anderson, M. (2018). Getting consistent with consequences. *Educational Leadership*, 76(1), 26-33.

Electronic journal article, magazine, newspaper articles or book without a DOI, with a nondatabase URL

If the resource does not have a DOI but does have a URL and was not retrieved from common databases like PsycINFO, Ebook Central, APA PsycNET, EBSCOhost, Google Scholar, or JSTOR, include the URL at the end of the article.

Ahmann, E., Tuttle, L. J., Saviat, M., & Wright, S. D. (2018). A descriptive review of ADHD coaching research: Implications for college students. *Journal of Postsecondary Education and Disability*, 31(1), 17-19. <https://www.ahead.org/professional-resources/publications/jped/archived-jped/jped-volume-31>

D. Webpages. Cite a source as a webpage if it does not belong to any other reference category and the work has no parent or overarching publication (e.g. journal, blog, etc.). If you cite multiple webpages, create separate entries in your reference list. Do not include an entire website in your reference list, instead include the name of the website in the text and include the URL in parentheses.

Webpage on a news website (e.g. BBC News, HuffPost, CNN) For citations of online and print newspaper articles — one that has an associated daily or weekly newspaper (e.g. New York Times, Vancouver Sun) — see section A.

Unlike articles from a newspaper, the title is in Italics and the source is not.

Avramova, N. (2019, January 3). *The secret to a long, happy, healthy life? Think age-positive.* CNN. <https://www.cnn.com/2019/01/03/health/respect-toward-elderly-leads-to-long-life-intl/index.html>

Webpage on a website with an individual author

Provide as specific a date as possible for the webpage.

Giovanetti, F. (2019, November 16). *Why we are so obsessed with personality types.* Medium. <https://medium.com/the-business-of-wellness/why-we-are-so-obsessed-with-personality-types-577450f9aee9>

Site name

Webpage on a website with a group author

World Health Organization. (2018, March). *Questions and answers on immunization and vaccine safety.* <https://www.who.int/features/qa/84/en>

When the author and site name are the same, omit the site name.

Webpage on a website with no date

Boddy, J., Neumann, T., Jennings, S., Morrow, V., Alderson, P., Rees, R., & Gibson, W. (n.d.). *Ethics principles.* The Research Ethics Guidebook: A Resource for Social Scientists. <http://ethicsguidebook.ac.uk/EthicsPrincipless>

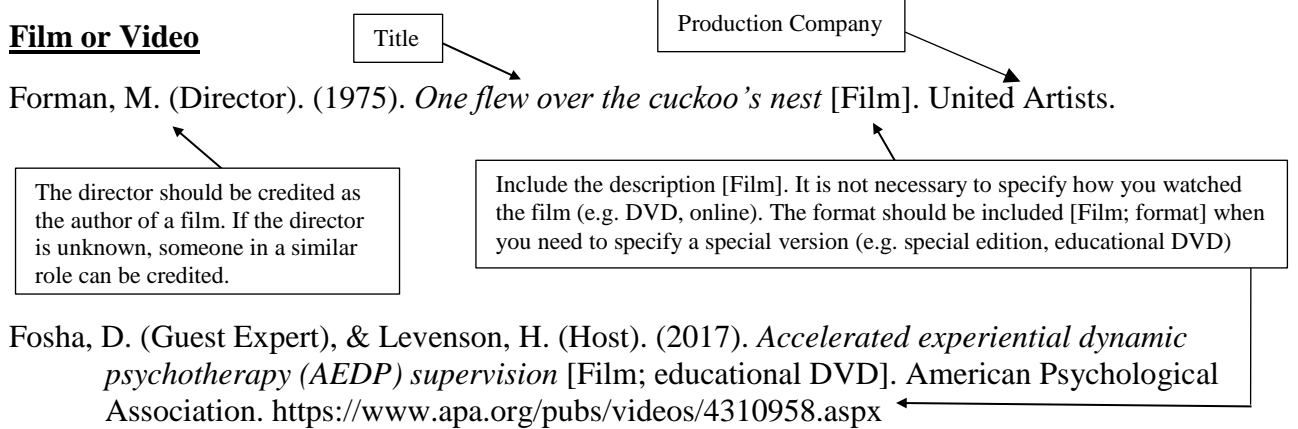
Web page on a website with a retrieval date

Only include a retrieval date when the contents are intended to change (e.g. census page, Facebook page, announcements page, etc.)

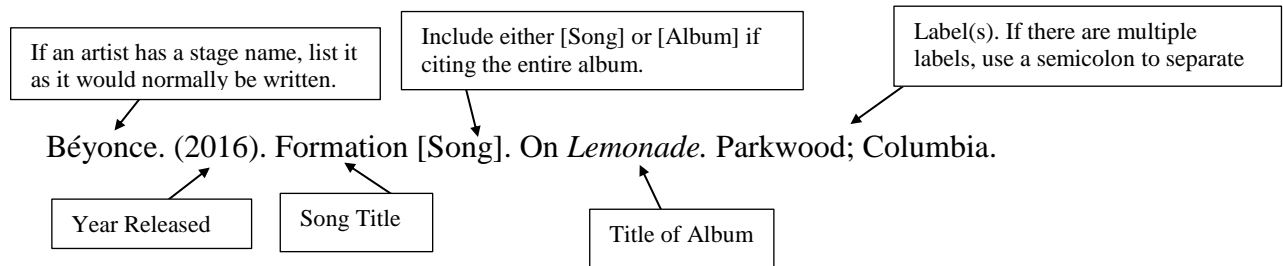
U.S. Census Bureau (n.d.). *U.S. and world population clock.* U.S. Department of Commerce. Retrieved July 3, 2019, from <https://census.gov./popclock/>

E. Audiovisual Media

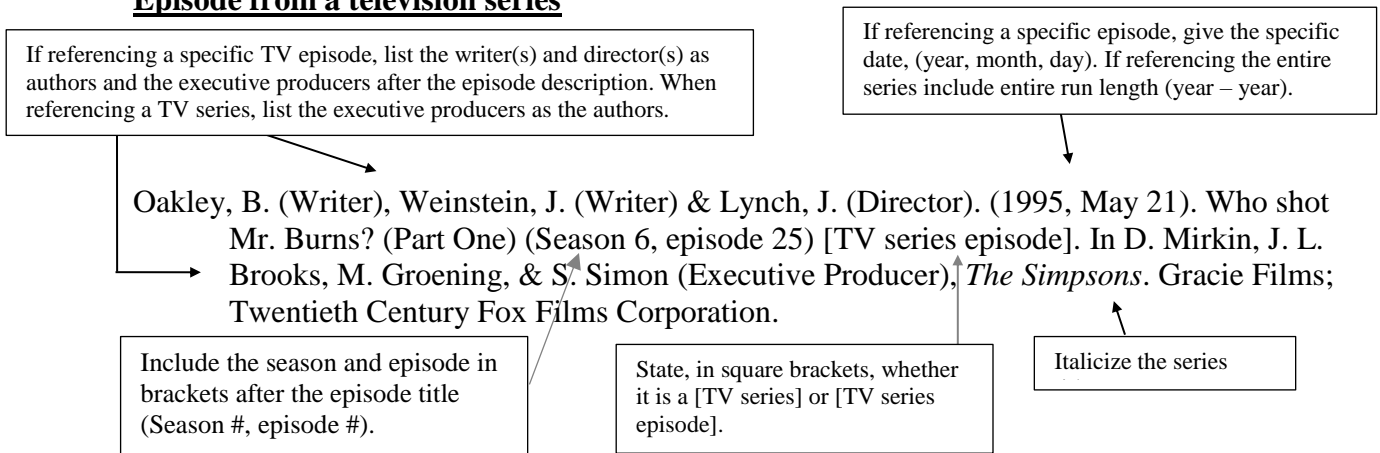
Film or Video



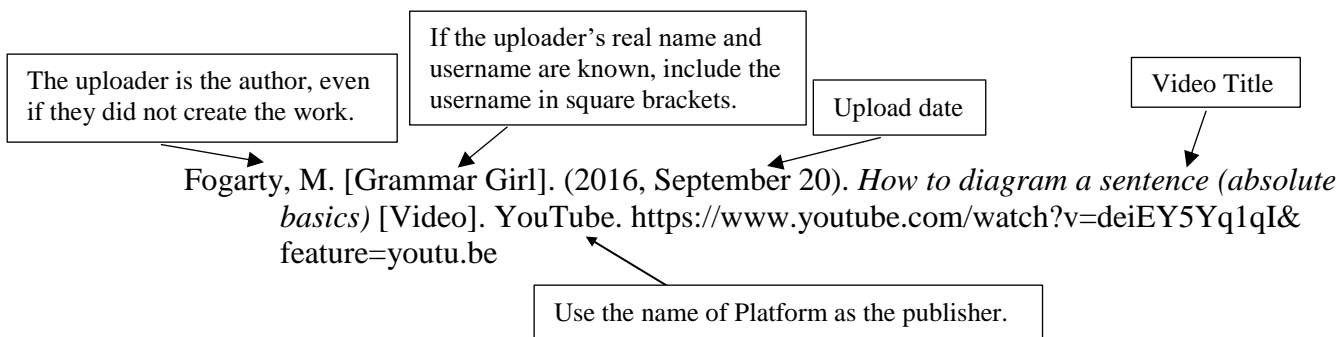
Music Recording



Episode from a television series



YouTube video or Other Streaming Video



TED Talk

Giertz, S. (2018, April). *Why you should make useless things* [Video]. TED Conferences. https://www.ted.com/talks/simone_giertz_why_you_should_make_useless_things?utm_campaign=tedsread&utm_medium=referral&utm_source=tedcomshare

TED. (2012, March 16). *Brené Brown: Listening to shame* [Video]. YouTube. <https://www.youtube.com/watch?v=psN1DORYYV0>

For TED Talks viewed on YouTube, cite the same as a YouTube video.

Podcast Episode

List the host of the podcast as the author and include their role in parenthesis.

Episode Title

Episode Number. If not provided, omit.

Indicate if the podcast is audio or video.

Glass, I. (Host). (2011, August 12). Amusement park (No. 443) [Audio podcast episode]. In *This American life*. WBEZ Chicago. <https://www.thisamericanlife.org/radio-archives/episode/443/amusement-park>

If the URL is unknown (e.g. accessed via an app), omit the URL.

F. Creating a Reference When Information is Missing

Missing Element	Solution	Reference List Entry	In-Text Citation
Nothing – all elements are present	Provide the author, date, title and source of the work.	Author. (Date). Title. Source.	(Author, year) Author (year)
Author	Provide the title, date and source.	Title. (Date). Source.	(Title, year) Title (year)
Date	Provide the author, write “n.d.” for “no date,” and then provide the title and source.	Author. (n.d.). Title. Source.	(Author, n.d.) Author (n.d.)
Title	Provide the author and date, describe the work in square brackets, and then provide the source.	Author. (Date). [Description of work]. Source.	(Author, year) Author (year)
Author and date	Provide the title, write “n.d.” for “no date,” and then provide the source.	Title. (n.d.). Source.	(Title, n.d.) Title (n.d.)
Author and title	Describe the work in square brackets, and then provide the source.	[Description of work]. (Date). Source.	([Description of work], year) [Description of work] (year)
Date and title	Provide the author, write “n.d.” for “no date,” describe the work in square brackets, and then provide the source.	Author. (n.d.). [Description of work]. Source.	(Author, n.d.) Author (n.d.)
Author, date and title	Describe the work in square brackets, write “n.d.” for “no date,” and then provide the source.	[Description of work]. (n.d.). Source.	([Description of work], n.d.) [Description of work] (n.d.)
Source	Cite as a personal communication or find another work to cite.	No reference list entry	(Communicator, personal communication, month day, year) Communicator (personal communication, month day, year)

Quotations in APA Style

- Short quotations (fewer than 40 words) should be incorporated into the text using double quotation marks.
- Long quotations (more than 40 words) stand alone as block quotations.

Use single quotation marks within double quotation marks for material that was in double quotations marks in the original source.

Use (...) within a quote to indicate that you have omitted material. Use four points when omitting material between sentences. Do NOT use points at the start or end of a quote unless the original source includes them.

E.g. 1

She stated, “The ‘placebo effect’ ...disappeared when behaviors were studied in this manner” (Miele, 1993, p. 276), but she did not clarify which behaviors were studied.

Always include author, year and page number for direct quotations.

E.g. 2

Miele (1993) found that “the ‘placebo effect,’ which had been verified in previous studies, disappeared when [only the first group’s] behaviors were studied in this manner” (p. 276).

Punctuation is after citation.

Use square brackets to indicate any material not in the original quote.

E.g. 3 Block quotations (more than 40 words)

Use a hanging indent.

Use double quotation marks to enclose material that was in double quotation marks in the original source.

Insert [*sic*] if there is an error in the original work

Meile (1993) found the following:

The “placebo effect,” which had been verified in previous studies, disappeared when behaviors were studied in this manner. Furthermore, the behaviors were *never exhibited again* [emphasis added], even when reel [*sic*] drugs were administered. Earlier studies (e.g., Abdullah, 1984; Fox, 1979) were clearly premature in attributing the results to a placebo effect. (p. 276)

Punctuation is before citation.

Include any works cited within the original quote. Don't include these in your reference list.

To emphasize words in a quotation, italicize and add [emphasis added] immediately after.

- When quoting printed sources, such as examples 1, 2, 3, you must include author, year of publication, and page number. Use “p.” for a quote from a single page (e.g., p. 25) and “pp.” for multiple pages (e.g., pp. 45-48; pp. 38, 46).
- For electronic sources that do not include page numbers, include the paragraph number if it is visible. *E.g.*, “...” (Meyers, 2000, para. 5). If there are headings, cite the heading and the number of paragraphs following it to locate the quote. *E.g.*, “...”(Beutler, 2000, Conclusion section, para. 1).
- When paraphrasing or referring to an idea from a source you must include the author and year of publication.

Levels of Headings

- In Scholarly writing, sound organizational structure is key to the clear, precise, and logical communication.
- There are five possible levels of headings and all topics of equal importance should have the same level of heading. For example, *methods* and *results* sections should have the same levels of heading while *procedures* and *participants* should have the same levels of headings.
- Use *title case* (i.e., capitalize the first word, all major words, and words of four letters or more) for all levels of headings.

Format for the Five Levels of Headings

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

Format of Headings in a Sample Literature Review Paper

<p style="text-align: center;">The Effects of Gender Stereotypes on Self-Esteem</p> <p style="text-align: center;">Literature Review</p> <p>Gender Stereotypes</p> <p><i>Female Gender Roles</i></p> <p><i>Male Gender Roles</i></p> <p>Gender Conformity and Self-Esteem</p> <p>Gender Bending and Self-Esteem</p> <p style="text-align: center;">Conclusion</p>

Age and Gender Differences in Self-Esteem

Gender and Age Differences

Cross-Cultural Differences

Method

Participants

Measures

Self-Esteem

Socioeconomic Indicators.

Gross Domestic Product per Capita.

The Human Development Index.

Gender-Equality Indicators

Gender Gap Index.

Women's Suffrage.

Procedure

Results

Gender and Age Effects Across Cultures

Culture-Level Correlates

Discussion

Using Numbers in APA style

- The general rule is to use words to express numbers less than 10, and to use numerals to express numbers that are 10 or greater.
- **Some Exceptions:**
 1. If the number precedes a unit of measurement (e.g., 5-mg dose).
 2. Numbers that represent statistical or mathematical functions (e.g., 5% of the sample; 3 times as many; a ratio of 12:1).
 3. Numbers that refer to a specific place in a series and numbers in a list of four or more numbers (e.g., Table 2; Trial 3, page 9; 1, 3, 4, and 7 words; row 5).
 4. Numbers that represent time, age, sample size, scores or money (e.g., 2 weeks ago; 3 participants; paid \$5; 2-year-olds).
 5. Use words at the start of a sentence (e.g., “Five subjects did not complete the survey...”) or for common fractions (e.g., “one fifth of the class”).

For yet even more specific rules, please refer to the APA Manual. -

<https://apastyle.apa.org/style-grammar-guidelines/numbers>

Tables, Figures and Appendices in APA style (7th Ed.)

- ✓ Tables and figures typically follow the reference list in your paper. Include one table or figure per page.
- ✓ **Tables** usually contain numeric or textual information, such as a list of stimulus words, arranged in columns and rows. **Figures** include charts, graphs, illustrations and other non-textual information.
- ✓ Tables and figures are a very efficient way to simplify a large amount of data in a small amount of space. Use them to avoid a lot of numbers in your text.
- ✓ Be selective. Reserve tables and figures for important information directly related to your topic and keep them as simple as possible (only include data needed to understand the text). Tables and figures should supplement, rather than duplicate, the text.
- ✓ Table and figures should be understood on their own. Explain any abbreviations that are not standard.
- ✓ Number all tables & figures in the order in which they are first mentioned in the text. In the text, refer to every table/figure using its number and discuss any highlights. E.g., “...as shown in Table 8, the responses were...” or “...responses were varied (see Figure 5)...” Do not write “see table below”.

Tables

- ✓ Place the table number (e.g., **Table 1**), bolded, above the table in the top left and include a brief and concise table title in italics underneath. Every column must have a heading including the leftmost column in a table (known as a ‘stubhead’). Abbreviations of group names, etc., must be explained in a note to the table unless it is appropriate to explain parenthetically in the title itself.
- ✓ **A general note** provides or explains information relating to the whole table. It may include an acknowledgement that the table is from another source and it may provide an explanation of any nonstandard abbreviations at the end. A general note is indicated by the word *Note* (italicized & followed by a period) at the bottom of the table.
- ✓ **A specific note** refers to a particular column, row, or cell, and is indicated by superscript lower case letters (e.g., ^{a, b, c}) in the table, and then included after any general note at the bottom of a table.
- ✓ **A Probability note** explains how symbols, usually asterisks, are used in the table to indicate *p* values. Use the same number of asterisks in all your tables to refer to the same *p* value (e.g., **p*<.05, ***p*<.01). To distinguish between two-tailed and one-tailed tests in the same table, use asterisks (*) for two-tailed *p* values and an alternate symbol (†) for one-tailed *p* values.
- ✓ **Double-space** the notes to a table.
- ✓ Leave a cell blank if it cannot be filled because data is not applicable; insert a dash in a cell if it cannot be filled with data because it was not obtained or reported.
- ✓ Limit the use of lines (especially vertical lines) in a table to those that are necessary.

Example of a table.

Running Head.	Pg. #
Table X	
<i>A brief and concise title of the table (italicized).</i>	
<div style="display: flex; justify-content: space-around;"> Column spanner ^a Column spanner </div>	
Stubhead	<div style="display: flex; justify-content: space-around;"> Column head Column head Column head Column head </div>
Row 1	<div style="display: flex; justify-content: space-around;"> data data data data </div>
Row 2	<div style="display: flex; justify-content: space-around;"> data data - data </div>
Row 3	<div style="display: flex; justify-content: space-around;"> data data data data </div>
Total	
<p><i>Note.</i> Explain any information relating to the whole table, including abbreviations, in a general note.</p> <p>^aA specific note refers to a column, row or cell.</p>	

The stub column, or leftmost column, often lists the independent variables.

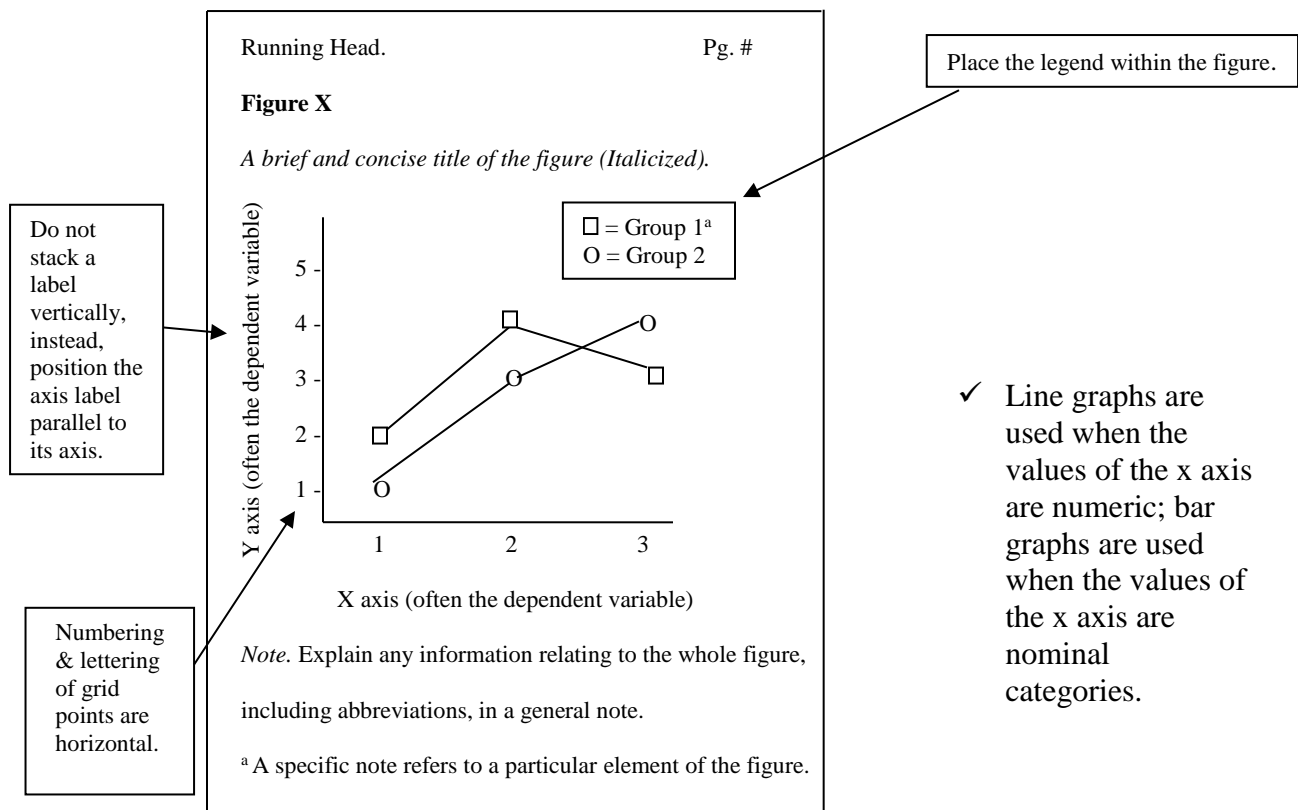
A column spanner is a heading that identifies two or more columns in the table.

Insert a dash in a cell if it cannot be filled with data because it was not obtained or reported. Leave it blank if it cannot be filled because data is not applicable.

Figures

- ✓ Anything that is not a table is called a figure (e.g., graph, chart, drawing, map, photo, etc.).
- ✓ Place the figure number (e.g., **Figure 1**), bolded, above the figure in the top left and include a concise figure title in italics underneath. Abbreviations of group names, etc., must be explained in a note underneath the figure.
- ✓ A **legend** is placed within the figure and explains the symbols, line styles, or shading or pattern variants used in the figure. Capitalize all major words (e.g., Female Students, Meditation Group).
- ✓ A **general note** to a figure appears first and contains information needed to understand the figure, including units of measurement, symbols, and definitions of abbreviations that are not included in the legend or defined elsewhere in the figure. It may also include the copyright attribution for a reprinted or adapted figure. A general note is indicated by the word *Note* (italicized & followed by a period) at the bottom of the table.
- ✓ A **specific note** refers to a particular element of the figure and is indicated by superscript lower case letters (e.g., ^{a, b, c}) in the figure. It appears after any general note at the bottom of a figure.
- ✓ A **Probability note** explains how symbols, usually asterisks, are used in the figure to indicate *p* values. Use the same number of asterisks in all your figures to refer to the same *p* value (e.g., **p*<.05, ***p*<.01). To distinguish between two-tailed and one-tailed tests in the same figure, use asterisks (*) for two-tailed *p* values and an alternate symbol (†) for one-tailed *p* values.
- ✓ **Double-space** the notes to a figure.
- ✓ The size of font used in a figure should be between 8 and 14.

Example of a figure.



Appendices

- ✓ An appendix is rarely used in APA style – check with your instructor regarding the use of an appendix for your assignment.
- ✓ Appendices may include material such as a sample of a questionnaire or a description of complex equipment.
- ✓ Each appendix should begin on a separate page after any references, footnotes, tables, and figures.
- ✓ If you have only one appendix, label it Appendix. If you have more than one, label each with an additional capital letter (e.g., Appendix A, Appendix B, etc.), in the order in which it is mentioned in the text. Each appendix is referred to in the text by their label (e.g., see Appendix A).
- ✓ Each appendix must have a title that describes the content. Place the appendix label and title in bold and centered, with all major words capitalized, on separate lines at the top of the page.

*Note, some of the reference and citation examples provided in this handout are from *Publication Manual of the American Psychological Association, 7th ed., 2020.*

For more information and examples, please visit [APA Style and Grammar Guidelines page](#) or refer to the [Publication Manual of the American Psychological Association, 7th ed.](#) or the [Concise Guide to APA Style, 7th ed.](#)