



INTRODUCTION TO THE APA STYLE

The American Psychological Association (APA) style promotes consistency in written scholarly communication such as journal articles, books, and book chapters. It provides guidance on writing style and grammar, bias-free language, tables, figures, works cited in-text, and works included in the reference list. It also assists writers with mechanics of style, including punctuation, capitalization, abbreviations, numbers, and statistics in-text.

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GENERAL PAPER FORMAT

The following format guidelines for the APA paper are for assignments only. These are required to be double-spaced throughout.

Trident doctoral students: please refer to the appropriate template on the **MyResources** tab in TLC.

MAJOR PAPER ELEMENTS

The major elements of an APA paper include the title page, abstract (if required by the instructor or school), body, and references.

Title Page

The title page for the student paper consists of:

- **Page number:** Insert the page number at the top right-hand side of the page. [Note: The APA no longer requires a student paper to have a “running head.” However, please add it if it is specifically requested by your instructor, school, or university.]
- **Title of the paper:** Write the title three or four lines from the top margin of the page. It should be centered, in bold, and in title case (i.e., the first letter of each major word is capitalized). If the title is longer than one line, the main title and the subtitle can be separated on double-spaced lines. The title should be focused and succinct, and it should summarize the main ideas of the paper, for example:

The Influence of Environment on Personality

- **Author:** Insert a double blank line after the title, then add the student’s name:
e.g. Kevin L. Green
- **Affiliation:** Insert the name of the department/school, followed by the university name:
e.g. School of Business, Trident University International
e.g. School of Business, California Southern University
- **Course:** On the next line, add the course code followed by the course name:
e.g. PSY-8500-8A: Advanced Theories of Personality
- **Instructor:** Under the course information, insert the instructor’s name (use the instructor’s preferred format):
e.g. Professor Mary Jenkins
e.g. Mary Jenkins, PhD
e.g. Dr. Mary Jenkins
- **Due date:** End the information on the title page with the assignment due date:
e.g. December 12, 2024

Sample student papers are available online from the APA Style website.

Figure 1

Sample Student Title Page

1

The Influence of Environment on Personality

Apple O. Green

School of Behavioral Sciences, California Southern University

PSY-8500-8A: Advanced Theories of Personality

Dr. John Doe

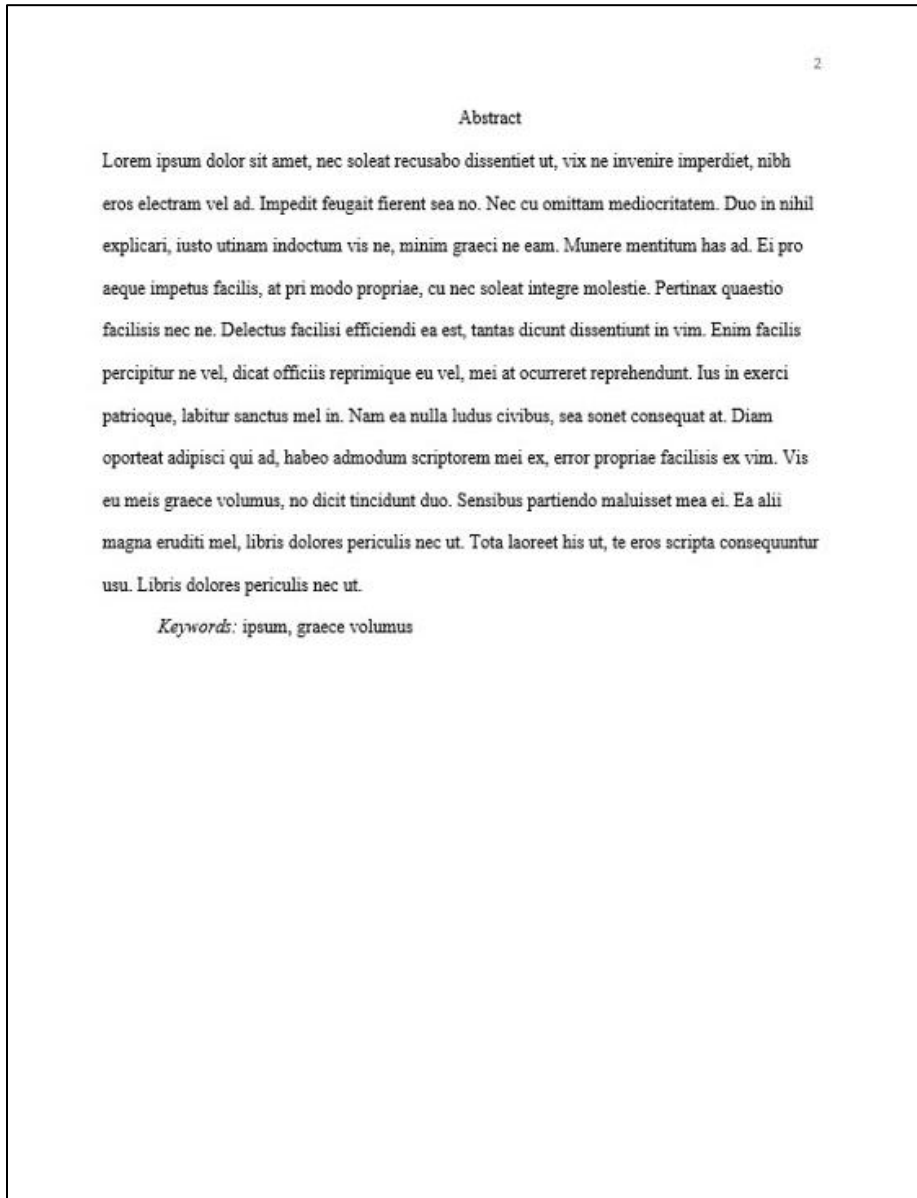
March 15, 2024

Abstract

An abstract is usually not required in a student paper, but if it is, it should start on a new page, after the title page. On the first line of the page, insert the label “**Abstract**” in bold, centered, and in title case. Place the abstract below the label and double-space it. The abstract should be a brief, succinct single paragraph summarizing the main points of the paper, including the research topic, research questions, participants, methods, results, data analysis, and conclusions. Under the abstract, on a new line, indent and put the word “*Keywords*” in italics, followed by the words that best describe the most important aspects of the paper.

Figure 2

Sample of Abstract Page



Body of the Assignment

The text of the paper should start on a clean page, after the title page (or after the abstract, if one is included).

- **Title:** Repeat the title on the first line. It should be centered, in bold, and in title case.
- **Text:** Left-align the text of the paper and use double spacing throughout.
- **Paragraph:** Indent the first line of each paragraph by one tab,
- **Headings:** Use headings when it is appropriate to separate the paper sections. Do not start a new page or add extra lines when you insert a new heading (the APA paper is double-spaced throughout, with no extra lines inserted).

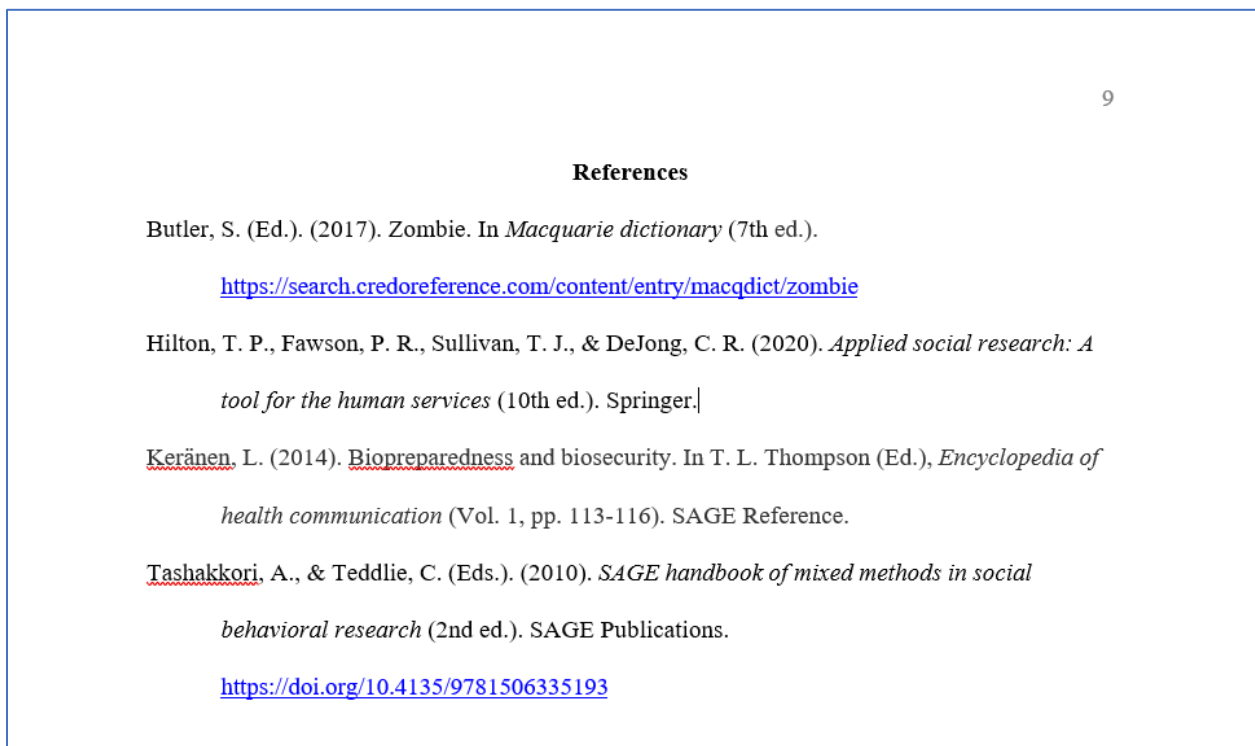
References

The reference list entries, at the end of the work, include enough information to allow a reader to locate an item physically or electronically.

- **Reference:** Start a new page labelled “**References**,” in bold, centered, and in title case.
- **Spacing:** Double-space the references, like the rest of the paper.
- **Format:** Use a hanging indent, i.e. write the first line of the entry against the left margin, and then write the second and subsequent lines of the entry in line with one indent.

Figure 3

Sample Reference Page



SECTION I: IN-TEXT CITATIONS

Contents

- Plagiarism
- In-text citations
- Paraphrases
- Quotations
- Authors In-Text
- Secondary Sources
- Personal Communications
- Missing Elements

PLAGIARISM

Plagiarism involves using someone else's words and/or ideas without acknowledging where you got them from. The APA views plagiarism as disrespect to the creator of the content. In academia, plagiarism is often equated to theft.

Some cases of plagiarism are easily recognized, for example when an author is quoted without credit. However, plagiarism can also occur by accident, for example, when sources are not cited correctly, when names are misspelled, or when the wrong attribution is used. Plagiarism can be avoided by accurately acknowledging or providing credit for all sources used.

As already stated, sources must be cited briefly in text and then enough details must be included in the reference list entry to allow a reader to locate the item physically or online.

Each in-text citation must have a reference list entry, and each source included in the references must have been cited at least once in the text.

Both paraphrases and quotations must include in-text citations.

IN-TEXT CITATIONS

The APA uses two types of in-text citation, parenthetical and narrative, both of which use the **author-date** system of citing.

Parenthetical

When the author's last name (family name, surname) is inserted in parenthesis, within or at the end of a sentence, this is referred to as a parenthetical in-text citation.

e.g.

Competency-based learning is . . . (Bergmann, 2022)

Narrative

When an author's last name appears as part of the sentence (or narrative), followed by the year in parenthesis, this is referred to as a narrative in-text citation.

e.g.

Bergmann (2022) explains that . . .

PARAPHRASES

When you paraphrase you restate what someone else has already said or written—you put the ideas or information into your own words. Paraphrasing also allows you to incorporate the information so that it fits into the context of your paper, or adapts to your writing style.

- A paraphrase must still include the **author-date** citation.
- Although the APA does not require you to add a page or paragraph number, it allows you to do so if adding it will help readers to find relevant passages in the source you cited (always defer to your instructor's requirements on this point).

e.g.

Parenthetical:

Competency-based learning is . . . (Bergmann, 2022).

e.g.

Narrative:

Bergman (2022) explains that . . .

Long Paragraphs

Sometimes words from the same textbook are paraphrased several times within a paragraph.

- If the paraphrase is long, you may cite the work in the first mention. You need not repeat the citation if, through the wording of your next sentences, or the context of your writing, you clearly indicate that you are still using the same source.
- If the paraphrase goes into another paragraph, cite the source again.

e.g.

Merryweather and Johnson found . . . They also discovered . . . They concluded. . .

QUOTATIONS

When you quote, you reproduce the words used by another person “word-for-word.” The APA (2020) states that quoting is best used when “an author has said something memorably or succinctly, or when you want to respond to exact wording” from a source (p. 270).

Quotations can be short, or they can be long.

Short Quotations

A short quotation contains **less than 40 words**.

- Enclose it within “double quotation marks.”
- Include the page or paragraph number in your citation.
- If the quotation is on one page, use the abbreviation (**p.**), but if it is carried on to the next page, use the abbreviation (**pp.**).

e.g.

Parenthetical:

“Students move through the curriculum at flexible paces, and if they don’t master the material, they cycle back to some sort of remediation and support structure that enables them to master it” (Bergmann, 2022, p. 23).

e.g.

Narrative:

According to Bergmann (2022), those students that practice mastery learning “move through the curriculum at flexible paces, and if they don’t master the material, they cycle back to some sort of remediation and support structure that enables them to master it” (p. 23).

Long Quotations

A long quotation consists of **40 or more words**.

- Do not enclose it in quotation marks.
- Instead, write it in the form of a block, one tab (or half an inch) from the left margin.
- Double-space the whole block (like the rest of the paper).
- Do not insert extra spaces before or after the quotation.
- You can use a narrative or parenthetical citation for the quotation.
- Do not add a period after the closing parenthesis.
- Include the page or paragraph number in your citation.

e.g.

Parenthetical:

The heart of mastery learning is not in the summative assessment at the end of units but in the formative checks for understanding and progress conducted throughout the unit. For mastery learning to work, you need lots of low-stakes assessments that provide in-the-moment feedback to both teachers and students. Most flipped-mastery teachers have adopted the term mastery check to describe this process. (Bergmann, 2022, p. 57)

e.g.

Narrative:

In his discussion of formative checks for mastery assessment, Bergmann (2022) explains:

The heart of mastery learning is not in the summative assessment at the end of units but in the formative checks for understanding and progress conducted throughout the unit. For mastery learning to work, you need lots of low-stakes assessments that provide in-the-moment feedback to both teachers and students. Most flipped-mastery teachers have adopted the term mastery check to describe this process. (p. 57)

AUTHORS IN-TEXT

One Author

Only insert the author's last name in-text (i.e. omit the First name and initials).

e.g.

Parenthetical:

(Bergmann, 2022)

e.g.

Narrative:

Bergmann (2022)

Two Authors

When a source has two authors, include them both in your citation.

- Separate the two author names with an ampersand (&) for a parenthetical citation (an ampersand is only used in parenthesis and in the references).
- For a narrative citation, separate the two names with the word “and” spelled out (never use an ampersand with a narrative in-text citation).

e.g.

Parenthetical:

(Shoss & Vancouver, 2024)

e.g.

Narrative:

Shoss and Vancouver (2024)

Three or More Authors

When a source has three or more authors, include only the first-named author followed by the abbreviation “**et al.**” which means “and others.” For example, instead of writing all the authors Abrahams, Vergauwe, and De Fruyt, use the following examples to construct the in-text citation.

e.g.

Parenthetical:

(Abrahams et al., 2022).

e.g.

Narrative:

Abrahams et al. (2022).

Group Authors

If a source has a group author (e.g., an organization, institution, etc. is responsible for the work), you can abbreviate the name.

- You can abbreviate a group name if the abbreviation is well-known, if the group is cited at least three times in the paper, or if continuously repeating the name becomes tedious.
- Write the full group name the first time you cite it, followed by the abbreviation.
- The second and subsequent times you cite the group author, use only the abbreviation.
- If several references have the same group author, introduce the abbreviation only once in the text.
- For a parenthetical citation, the first time that the group name is cited, insert the abbreviation within square brackets, followed by a comma and the year of publication.
- For a narrative citation, insert the abbreviation before the year in parentheses, separated by a comma.
- In the references write out the group name in full; omit the abbreviation.

e.g.

Parenthetical first citation:

(World Health Organization [WHO], 2023)

Parenthetical subsequent citation:

(WHO, 2023)

Narrative first citation:

World Health Organization (WHO, 2023)

Narrative subsequent citation:

WHO (2023)

Reference

World Health Organization. (2023).

Two or More Group Authors, Same Abbreviation

Sometimes two or more different group names abbreviate to the same form. If citing all these groups in your paper, spell out their names each time, to avoid confusion.

e.g.

Parenthetical:

(American Psychological Association, 2020)

(American Psychiatric Association, 2022)

e.g.

Narrative:

American Psychological Association (2020)

American Psychiatric Association (2022)

Same Author, Same Date

If an author writes several books and/or journal articles in the same year:

- Cite all of them in your paper.
- Include a lowercase letter after the year.
- For consistency, use the same designations in-text, and in the references.

e.g.

Parenthetical:

(Brown, 2020a).

(Brown, 2020b).

e.g.

Narrative:

Brown (2020a).

Brown (2020b)

References:

Arrange works by the same author by date; insert the earliest first.

- Insert undated items first.
- Insert “in press” items last.

e.g.

Brown, M. (n.d.).

Brown, M. (2019)

Brown, M. (2020a).

Brown, M. (2020b)

Brown, M. (in press)

SECONDARY SOURCES

A primary source contains the original content while a secondary source refers to content that was first reported elsewhere.

- The APA advises writers to try to find and refer to the original source.
- However, if the original work is unavailable, for example, it is out-of-print, then the in-text citation should include the words “**as cited in.**”
- Use “as cited in” citations sparingly.

For example, author Fernandez (primary source) wrote a book or article in 2016, and some of his words or ideas were referred to by Trehub and Krzton in their own book (secondary source). Try to find the book or article by Fernandez and take/cite the information directly from there. If the item is unavailable, use “as cited in.”

e.g.

Parenthetical:

(Fernandez, 2016, as cited in Trehub & Krzton)

e.g.

Narrative:

Fernandez (2016; as cited in Trehub & Krzton) states that . . .

PERSONAL COMMUNICATIONS

Items that cannot be retrieved by others are referred to as personal communications, for example, emails, letters, text messages, online chats, memos, phone conversions etc.

- These items should be cited in-text only, i.e. they should not be included or referred to on the references.
- An in-text citation for personal communication should include the initials and last name of the creator, followed by “personal communication” in lower case and as exact a date as possible (month day, year).

e.g.

Parenthetical

(T. K. Merryweather, personal communication, March 24, 2024)

e.g.

Narrative

According to T. K. Merryweather (personal communication, March 24, 2024), the . . .

MISSING ELEMENTS IN-TEXT

When there are missing elements in a source, the APA guides writers on the correct procedure to follow.

No Author Whole Item

If an item does not have an author, cite the title in-text.

- If the title of the item is *italicized* in the References, it is a **whole item** like a book, brochure, report, or journal:
- Write the title in *italics* and title case (i.e., capitalize the first letter of each major word).
- If the title is long, you can shorten it, but in the references, write the title out in full.

e.g.

Parenthetical:

(Business Plans, 2024)

e.g.

Narrative:

Business Plans (2024)

e.g.

Reference:

Business plans: Enterprising adolescents. (2020). Publisher.

No Author Part of an Item

If the item is **part of a larger item**, i.e., if it is an article or a book chapter, and it has no author, do not use italics.

- Write the title in title case and enclose it in “double quotation marks” (do not italicize it).
- If the title is long, you can shorten it, but in the references, write the title out in full.

e.g.

Parenthetical:

(“Cybersecurity for Students,” 2024)

e.g.

Narrative:

“Cybersecurity for Students” (2024)

e.g.

Reference:

Cybersecurity for students in the social sciences: A guide. (2024). *Newsletter Title*, Vol, xx-xx.

No Date

If an item does not have a date, use the abbreviation (**n.d.**) in parenthesis, i.e., “no date.”

e.g.

Parenthetical:

(Neuman, n.d.)

e.g.

Narrative:

Neuman (n.d.).

No Page Numbers

If an item has no page numbers:

- You can use a paragraph number; if the paragraphs are not numbered, you can count them manually.
- You can use a heading/section name.
- You can use a heading/section name combined with a paragraph number.

e.g.

Parenthetical:

(Arnold, 2020, para. 22)

(Chang, 2024, Discussion section).

(Robinson, 2000, Methodology section, para 6)

e.g.

Narrative:

Arnold (2020) arranged the findings of the study to . . . (para. 22)

Chang (2024) explains that . . . (Discussion section).

Robinson (2000) discovered . . . (Methodology section, para 6)

SECTION II: REFERENCES

Reference list entries consist of four elements: author, date, title, source.

- Any items that appear in the reference list must have been cited at least once in-text.
- Any items cited in-text must have a reference list entry.
- Always double-check your work for both citations and references before submitting it.

ELEMENTS OF A REFERENCE LIST ENTRY

Reference List entries must be written consistently, following the APA guidelines:

- Entries are double spaced throughout, like the rest of the paper.
- Entries are structured using the hanging indentation, i.e., the first line of each entry is at the left margin and the second and subsequent lines are in line with one indent.
- Entries are arranged in alphabetical order by the first named author; if an item has no author, the entry is arranged alphabetically by the first word of the title that is not an article (i.e. ignore words like **A, An, The**).
- If an item has no date, use (n.d.).
- If an element of the citation is not available in the item being referenced, e.g. issue no., omit it.
- If an item has a Digital Object Identifier (DOI), add it to the citation.

DIGITAL OBJECT IDENTIFIER (DOI)

A Digital Object Identifier is a unique number that provides a persistent link to the location of an item on the internet. Many articles and books now have DOIs (but some do not).

- Please note that, having a DOI does not mean that the item has been peer-reviewed.
- If an item has a DOI, add it as the last element of the citation.
- Use the following format for the DOI: <https://doi.org/10.xx.xxxxx>
- Change the DOI to this format if it is in one of the older formats e.g., DOI: 10.xxxxx, or <http://dx.doi.org/10.xxx>
- If an item has both a DOI and a URL, use the DOI.
- If an online item does not have a DOI, use the URL, but do NOT precede it with the words “Retrieved from.”
- If an item is from an academic database like EBSCOhost or ProQuest, and it does not have a DOI, do not add the URL of the database, treat the item like a printed item.
- You can display the DOI and URL as a hyperlink (i.e., blue font, underlined) or as plain text that is not underlined. Also “leave links live if the work is to be published or read online” (APA Manual, section 9.35, p. 299).

AUTHORS IN THE REFERENCE LIST

One author

Start the reference list entry with the author's last name, followed by the initials:

e.g.
Coyle, D. (2024).

Up to 20 authors

List all the authors, separated by a comma. Separate the last two authors with a comma and ampersand.

e.g.
Bonfanti, A., De Crescenzo, V., Simeoni, F., & Aduai, C. R. L. (2024).

21 or more authors:

The rules for the number of authors to include in a reference before adding an ellipsis has changed. Now you are required to list the first **nineteen** names followed by an **ellipsis** and then the **last-named author**.

e.g.
Wu, A.-M., Bisignano, C., James, S. L., Abady, G. G., Abedi, A., Abu-Gharbieh, E., Alhassan, R. K., Alipour, V., Arabloo, J., Asaad, M., Asmare, W. N., Awedew, A. F., Banach, M., Banerjee, S. K., Bijani, A., Birhanu, T. T. M., Bolla, S. R., Cámara, L. A., Chang, J.-C., . . . Vos, T. (2021).

SECTION III: REFERENCE EXAMPLES

Contents

- Periodical Items
- Books and Related Items
- Presentations
- Dissertations & Theses
- Websites & Webpages
- Audiovisual Items

PERIODICAL ITEMS

Periodical items include articles from journals, newsletters, magazines, and newspapers.

- Write the title of the article in sentence case and do not italicize it.
- Write the name of the periodical in title case and *italics*.
- Write the volume number in *italics*.
- If an item has a DOI, add it as the last element of the reference list entry.
- If an online item does not have a DOI, add the URL to the end of the entry.
- If the article is from an academic database, without a DOI, treat it like a printed item.
- You can display the DOI and URL as a hyperlink (i.e., blue font, underlined) or as plain text that is not underlined. Also “leave links live if the work is to be published or read online” (APA Manual, section 9.35, p. 299).

Journal Articles

The elements of a journal reference include Author, date, article title, journal title, volume, issue, pages, and digital object identifier or URL. Omit any elements that are not included in the item you are citing, e.g., if a journal does not have an issue number, omit it.

Method:

Author, A. A., & Author, B. B. (Date). Article title in sentence case: Article subtitle in sentence case. *Journal Title in Title Case and Italics*, volume(issue), 10-30. DOI or URL

Examples:

Gottfredson, L. S. (1985). Role of self-concept in vocational theory. *Journal of Counseling Psychology*, 32(1), 159–162. <https://doi.org/10.1037/0022-0167.32.1.159>

Pederson, S., Grønjø, A., & Thøgersen, J. (2014). Following family or friends: Social norms in adolescent healthy eating. *Appetite* 86, (2015) 54–60.

<https://doi.org/10.1016/j.appet.2014.07.030>

Rothbaum, F., Rosen, K., Ujiie, T., & Uchida, N. (2002). Family systems theory, attachment theory, and culture. *Family Process*, 41(3), 328-350.

Wu, A.-M., Bisignano, C., James, S. L., Abady, G. G., Abedi, A., Abu-Gharbieh, E., Alhassan, R. K., Alipour, V., Arabloo, J., Asaad, M., Asmare, W. N., Awedew, A. F., Banach, M., Banerjee, S. K., Bijani, A., Birhanu, T. T. M., Bolla, S. R., Cámara, L. A., Chang, J.-C., . . . Vos, T. (2021). Global, regional, and national burden of bone fractures in 204 countries and territories, 1990–2019: A systematic analysis from the Global Burden of Disease Study 2019. *The Lancet Healthy Longevity*, 2(9), e580-e592.
[https://doi.org/10.1016/S2666-7568\(21\)00172-0](https://doi.org/10.1016/S2666-7568(21)00172-0)

Magazine/Newsletter Articles

Use the following method and examples as your guidelines when creating reference list entries. If any elements in the method below are not part of the item you are referencing, omit them.

Method:

Author, O. O. (Year, Month). Title of the article: Subtitle of the article. *Magazine or Newsletter Title*, volume(issue), 24-26.

Examples:

Don't let gen AI limit your team's creativity: Treat it as a partner in a structured conversation. (2024, March-April). *Harvard Business Review*, 17–21.

Freedman, D. H. (2012, June). The perfected self. *The Atlantic*
http://www.theatlantic.com/magazine/archive/2012/06/the-perfected-self/8970/4/?single_page=true

Meeker, A. (2024, March-April). For start-ups seeking talent, a lofty purpose can backfire. *Harvard Business Review*, 28–29.

Newspaper Articles

Method:

Author, T. (Year, Month Day). Title of newspaper article. *Newspaper Title in Italics*. URL.

Example:

Gomez, J. (2024, Feb 22). NASA's asteroid samples double what was expected. *Times Herald*.
<https://www.timesheraldonline.com/>

BOOKS AND RELATED ITEMS

Printed and electronic books are referenced the same way.

- Start the citation with the author’s last name, followed by the initials—if the book is edited, add the abbreviation Ed., or Eds., after the editors’ name/s.
e.g.
Mor Barak, M. E. (2017).
e.g.
Hanson, I. O. (Ed.). (2000).
- Type the title of the book in *italics* and sentence case (i.e., only the first letter of the first word is capitalized—unless it’s a Proper Name).
e.g.
Mor Barak, M. E. (2017). *Managing diversity*
- If the book does not have a subtitle, add a period—if a book has a subtitle add a colon and then the subtitle in *italics* and sentence case.
e.g.
Mor Bark, M. E. (2017). *Managing diversity: Toward a globally inclusive workplace*.
- If a book does not have an edition statement, add a period—if a book has an edition statement, switch off the *italics*, add a space and then add the edition statement.
Note: only enter an edition statement for the 2nd edition upwards (i.e. do not enter 1st ed., and use lower case “e” for ed).
e.g.
Mor Barak, M. E. (2017). *Managing diversity: Toward a globally inclusive workplace* (4th ed.).
- Do not include the place of publication in the citation.
e.g.
Mor Barak, M. E. (2017). *Managing diversity: Toward a globally inclusive workplace* (4th ed.). Sage Publications.
- For electronic books, add the DOI to the end of the citation.
e.g.
American Psychiatric Association. (2022). *Diagnostic and statistical manual of mental disorders* (5th ed., text rev.). <https://doi.org/10.1176/appi.books.9780890425596>
- If the book does not have a DOI, add the URL.
e.g.
World Health Organization. (2023). *Guidance on implementation of a quality system in blood establishments*. <https://iris.who.int/handle/10665/376096>.
- If the book is from an academic database, and it does not have a DOI, treat it like a printed book. For example the following book is from the ProQuest eBook Central database, and it does not have a DOI.
e.g.
Silverberg, J. J., & McLean, B. E. (2021). *Dead fish don't swim upstream: Real life lessons in entrepreneurship*. Business Expert Press

Books

Method:

Author, A. T., & Author, Y. B. (Year). *Title of the book: Subtitle of the book* (2nd ed.). Publisher Name.

Examples:

Coyle, D. (2024). *The culture code: The secrets of highly successful groups*. Random House.

Dostál, Z., Kozubek, T., Sadowská, M., & Vondrák, V. (2023). *Scalable algorithms for contact problems*. Springer.

Hediger, R., Elliot, W., Rodland, D., Geier, T., Akilli, S., Clausen, D., Armstrong, J., Wanat, M., Adams, A., & Ladino, J. K. (2022). *Planet work: Rethinking labor and leisure in the anthropocene*. Bucknell University Press.

Tashakkori, A., & Teddlie, C. (Eds.). (2010). *SAGE handbook of mixed methods in social behavioral research* (2nd ed.). SAGE Publications.

<https://doi.org/10.4135/9781506335193>

Book Chapters

One chapter from a book that is in one volume

Method:

Author, A. A., & Author, B. B. (Year). Title of the chapter in sentence case. In N. N. Lastname (Ed.), *Title of the book in italics and sentence case: Subtitle of the book* (3rd ed., pp. 45-78). Publisher Name.

Example:

Berger, A. (2002). Climate model simulations of the geological past. In M. C. MacCracken, & J. S. Perry (Eds.), *The earth system: Physical and chemical dimensions of global environmental change* (pp. 296-301). Wiley.

One chapter from one volume of a multi-volume set that has its own title.

Method:

Author, A. (Year). Chapter title in sentence case: Chapter subtitle in sentence case. In A. A. Editor (Ed.), *Book title in sentence case and italics: Vol. 10. Volume title in sentence case and italics* (4th ed., pp. 54-104). Publisher Name.

Example:

Goldin-Meadow, S. (2015). Gesture and cognitive development. In L. S. Liben & U. Mueller (Eds.), *Handbook of child psychology and developmental science: Vol. 2. Cognitive processes* (7th ed., pp. 339-380). John Wiley & Sons.

<https://doi.org/10.1002/9781118963418>

One chapter from one volume of a multi-volume set that does not have its own title.

- If a chapter is from one volume of a multivolume set, and that volume does not have its own title, include the volume number in parenthesis after the edition statement and before the chapter page numbers.

Method:

Author, A. (Year). Chapter title in sentence case: Chapter subtitle in sentence case. In A. A. Editor (Ed.), *Book title in sentence case and italics: Chapter subtitle in sentence case and italics* (3rd ed., Vol. 11, pp. 200-250). Publisher Name.

Example:

Tetrick, L. E., & Peiró, J. M. (2012). Occupational safety and health. In S. W. J. Kozlowksi (Ed.), *The Oxford handbook of organizational psychology* (Vol. 2, pp. 1228– 1244).

<https://doi.org/10.1093/oxfordhb/9780199928286.013.0036>

Dictionary or Encyclopedia Entries

Encyclopedia and dictionary entries resemble entries for book chapters.

Method:

Author, A. (Date). Title of entry. In B. B. Editor (Ed.), *Title of reference work in sentence case and italics* (xx ed., Vol. x, pp. xx-xx). Publisher.

Examples:

Butler, S. (Ed.). (2017). Zombie. In *Macquarie dictionary* (7th ed.).

<https://search.credoreference.com/content/entry/macqdict/zombie>

Keränen, L. (2014). Biopreparedness and biosecurity. In T. L. Thompson (Ed.), *Encyclopedia of health communication* (Vol. 1, pp. 113-116). SAGE Reference

Reports or Grey Literature

Reports can emanate from government bodies or from individuals connected to a specific organization.

Method:

Author, A., & Author, B. (Year, Month Day). *Report title in sentence case and italics* (Report No. xx) [Description]. DOI or URL

Group Author. (Year, Month Day). *Report title in sentence case and italics* (Report No. xx) [Description]. DOI or URL

Examples:

McDaniel, J. E., & Miskel, C. G. (2002). *The effect of groups and individuals on national decision making: Influence and domination in the reading policy-making environment* (CIERA Report 3-025). Center for Improvement of Early Reading.

U.S. Department of Housing and Urban Development. (2020). *National comprehensive housing market analysis*. <https://www.huduser.gov/portal/publications/pdf/National-CHMA-20.pdf>

PRESENTATIONS

Papers, posters and abstracts are included in the conference presentations category.

Paper or Poster Presentations

Method:

Author, A. A., Author, B. B., & Author, C. C. (Inclusive Date). *Presentation title in sentence case and italics* [Type of contribution]. Conference Name, Location. DOI or URL

Examples:

Rutledge, L., LeMire, S., & Mowdood, A. (2015, March 25–28). *Dare to perform: Using organizational competencies to manage job performance* [Paper presentation]. Association of College & Research Libraries 2015 Annual Conference, Portland, OR, United States.

http://www.ala.org/acrl/sites/ala.org.acrl/files/content/conferences/confsandpreconfs/2015/Rutledge_LeMire_Mowdood.pdf

Pearson, J. (2018, September 27-30). *Fat talk and its effects on state-based body image in women* [Poster presentation]. Australian Psychological Society Congress, Sydney, NSW, Australia. <http://bit.ly/2XGStHP>

DISSERTATIONS & THESES

When a dissertation or thesis is accessible via a database like ProQuest Dissertations and Theses Global, an institutional repository, or an archive, then it is considered as having been published.

Published in a Database

Method:

Author, A. A. (Year). *Dissertation title in sentence case and italics* (Publication No. 23456789) [Doctoral dissertation, Name of Degree Awarding Institution]. Database Name.

Example:

Algarra, A. (2020). *Combat post-traumatic stress disorder* (Publication No. 27735879). [Doctoral dissertation, Brandman University]. ProQuest Dissertations & Theses Global.

Fernandez, E. M. (2019). *Music therapy with veterans with post-traumatic stress disorder on YouTube: A content analysis* (Publication No. 27546354). [Master's thesis, Florida State University]. ProQuest Dissertations & Theses Global.

Available Online

Method:

Author, A. A. (Year). *Dissertation title in sentence case and italics* [Master's thesis, Name of Degree Awarding Institution]. Archive Name. URL

Example:

Fumes, D. (2018). *Childhood trauma, dissociation, post-traumatic stress disorder and cognitions in clinical and non-clinical populations* [Doctoral dissertation, University of East Anglia]. Ethos e-Thesis Online Service.

<https://ethos.bl.uk/OrderDetails.do?uin=uk.bl.ethos.761570>

Unpublished Dissertation or Thesis

When a thesis or dissertation is unpublished, include that information in square brackets after the title of the item.

Method:

Author, A. A. (Year). *Dissertation title in sentence case and italics* [Unpublished doctoral dissertation]. Name of Degree Awarding Institution.

Example:

Curry, J. (2016). *A guide to educating single mothers about early gang intervention and prevention* (Unpublished master's thesis). Pacific Oaks College.

WEBSITES AND WEBPAGES

Whole Websites

Do not create in-text citations or reference list entries for whole websites. Instead, if you used general information from a website, mention the website and add the URL in parenthesis.

e.g.

Students can learn how to compile in-text citations and reference list entries from the APA Style website (<https://apastyle.apa.org/>).

Web Pages

Method:

Author, A. (Date). *Title of item in sentence case and italics: Subtitle in sentence case and italics*. Site Name. URL

Example:

Hamman, J. (2019, November 21). *What teachers should know about dysgraphia*. Edutopia.

<https://www.edutopia.org/article/what-teachers-should-know-about-dysgraphia>

AUDIOVISUAL ITEMS

Audiovisual media includes films, videos, TED talks, podcasts, art works, music, and PowerPoint slides.

Films

For more information about referencing films and TV series, visit the APA Style website.

Method:

Director, T. T. (Director). (Date). *Title of the work* [Film]. Production Company/Companies.

Example:

Luhrmann, B. (Director). (2013). *The Great Gatsby* [Film]. Village Roadshow Pictures; A&E Television; Bazmark Productions; Red Wagon Entertainment.

TV Shows

Method:

Producer, Y. Y. (From-To). *Title of the television show* [TV series]. Production company.

Example:

Duclon, D., Leavitt, R., Moriarty, J., Milligan, M., Nicholl, D., Ross, M., Sunga, G., & West, B. (Executive Producers). (1975-1985). *The Jeffersons* [TV series]. CBS.

Episode of a TV show

Method:

Writer, T. T. (Writer). Director, A. A. (Director). (Year, Month Day). Title of the episode (Season 1, Episode 1) [TV series episode]. In A. A. Producer, T. Producer, & U. M. Producer (Executive Producers). *Title of the television show*. Production Company,

Example:

Perzigian, J., & Seigel, D. L. (Writers), & Lally, B. (Director). (1981, November 29). The house that George built (Season 8, Episode 163) [TV series episode]. In D. Duclon, R. Leavitt, J. Moriarty, M. Milligan, D. Nicholl, M. Ross, G. Sunga, G., & B. West (Executive Producers). *The Jeffersons*. CBS.

TED Talks from TED Website

TED talks can be viewed or downloaded from the TED website or from YouTube.

Method:

Speaker, S. S. (Year, Month Day). Title of the talk [Video]. TED Conferences. URL

Example:

Siddarth, D. (2023, November). *How AI and democracy can fix each other*. TED Conferences.

https://www.ted.com/talks/divya_siddarth_how_ai_and_democracy_can_fix_each_other

TED Talks from YouTube

Method:

TED. (Year, Month Day). Title of the talk | Speaker Name [Video]. YouTube. URL

Example:

TED. (2023, December 14). *AI's single point to failure*. [Video]. YouTube.

<https://www.youtube.com/watch?v=AJGrdtKT3LM>

Podcasts

Method:

Name, A. A. (Host). (Start Year-End Year). *Title of podcast in sentence case and italics*

[Description]. Production Company or Department, University. URL

Example:

Morehart, P. (Host). (2016-present). *Dewey decibel* [Audio podcast]. American Libraries.

<https://soundcloud.com/dewey-decibel-703453552>

Podcast Episodes

Method:

Host, A. A., & Host, M. (Hosts). (Year, Month Day). Title of the podcast episode (No. xx)

[Audio podcast episode]. In *Title of the podcast*. Production Company. URL

Example:

Jack, M. (Host). (2022, August 16). Motivated to inspire (No. 22) [Audio podcast episode]. In *A*

pinch of SALT. Swansea University. <https://www.swansea.ac.uk/iss/salt/a-pinch-of-salt/podcast-22>

PowerPoint Slides Available Online

Lecture notes and PowerPoint slides use a similar reference format.

Method:

Author, M. M. (Year, Month Day). *Title of the slides or lecture notes* [PowerPoint Slides]. Name of Host Site. URL

Example:

Duncan, D. & Flanders, F. B. (2010). *Social media and communications: Keeping it classy in the modern workplace* [PowerPoint Slides]. Butts County School System.

[https://www.bcask12.org/site/handlers/filedownload.ashx?moduleinstanceid=3117&dataid=2875&FileName=8%20Social Media and Communication3.ppt](https://www.bcask12.org/site/handlers/filedownload.ashx?moduleinstanceid=3117&dataid=2875&FileName=8%20Social%20Media%20and%20Communication3.ppt)

PowerPoint Slides/Lecture Notes from Classroom Website

If the slides come from a classroom website, a learning management system like Canvas, Blackboard, or Moodle, or the company intranet and your readers have access to that source, provide the name of the site and its login page URL.

Method:

Author, A. A. (Year). *Title of the slides* [PowerPoint slides]. Canvas@CalSouthern. URL

<https://calsouthern.instructure.com/>

Example:

Cascio, J. (2022, September 2). *Religion and spirituality in mental health* (Ripples in Research Series). Canvas@CalSouthern. <https://calsouthern.instructure.com/>

YouTube Videos

The same format can be used for YouTube videos and other sites that host user-generated videos, such as Vimeo. Use the name or pseudonym of the account that loaded the video in the author area.

Method:

Name. (Year, Month Day). *Title of work in sentence case and italics* [Video]. YouTube or Other Site. URL

Example:

Nader, R. (2016, October 24). *Characteristics of post-traumatic stress disorder (PTSD)*. [Video]. YouTube. <https://www.youtube.com/watch?v=5iqJFkz49V8>

YouTube Channel

The APA states that:

- You should provide a retrieval date for the channel because the content is designed to change over time and is therefore not archived.
- Channel pages begin on the “Home” tab by default.
- If you want to cite one of the other tabs e.g., “Videos,” use the name of that tab rather than “Home” in the title element of the reference.

Method:

Name of Channel. (Date). *Home* [YouTube Channel]. YouTube. Retrieved Month Day, Year, from URL

Examples:

Tutor.com. (n.d.). *Home* [YouTube channel]. YouTube. Retrieved March 1, 2024, from

<https://www.youtube.com/channel/UCY2Slkd907TZx-EVuSNgP6Q>

Tutor.com. (n.d.). *Shorts* [YouTube channel]. YouTube. Retrieved February 29, 2024, from

<https://www.youtube.com/@Tutordotcom/shorts>

APA STYLISTICS BASICS

GRAMMAR AND WRITING

Chapter four of the APA manual gives guidance on grammar and writing. The chapter includes aspects like verb tense, active and passive voice, first person pronouns, use of the singular “they,” plural nouns, possessive nouns and possessive adjectives.

Point of View and Voice

The first-person point of view may be used when discussing one’s research (“I studied ...”), and when referring to oneself and one’s co-authors (“We examined the data ...”). Always use first person when discussing research steps rather than personifying the work, as a study cannot “control” or “interpret,” though authors can. Generally, however, the research should be the focus, not the researchers (“The results indicate . . .”). Only use “we” when referring to oneself and one’s co-authors.

Avoid foregrounding the research in the passive voice (“Experiments have been conducted ...”). APA Style encourages writing in the active voice “to create direct, clear, and concise sentences, especially when you are writing about the actions of people” (APA, 2020, p. 118).

Therefore, use pronouns in place of “experiments” (“We conducted experiments . . .” and “We interviewed . . .”).

MECHANICS OF STYLE

In the APA manual, chapter six discusses the “mechanics of style,” which covers aspects like punctuation, spelling and hyphenation, capitalization, numbering, italics and quotation marks, abbreviations, and lists (bulleted, numbered etc.).

CLARITY AND CONCISENESS

Clear and succinct diction are important when presenting research in APA Style. One must be careful not to misrepresent information from a study or add confusion to the writing with wordiness or unnecessarily difficult wording or sentences. It is best to be specific, avoid vague language, and provide adequate information so that the development of the study may be followed.

Being succinct sometimes means removing unnecessary words and condensing information whenever possible. Balancing clarity and conciseness while condensing information can be a challenge.

e.g.

“It was predicted that bullying would predict emotional problems in school-aged children.”

The above hypothesis is too brief, not to mention vague and wordy. Outlining specific ideas can be clarifying though still concise:

e.g.

“The hypothesis stated that bullying and victimization of elementary students on the school bus would predict emotional problems during the middle-school years. Further, an additional hypothesis stated that the effect would be stronger for ESL students.”

WORD CHOICE

Be mindful of the words and terms selected in one’s writing, as commonly used words can take on different meanings and impact a reader’s understanding, interpretation, and/or analysis of a study. Chapter five of the APA Manual guides you on how to use bias-free language.

The manual states that “When writing about people who participate in research, descriptive terms such as ‘college students,’ ‘children,’ or ‘respondents’ as well as the more general terms ‘participants’ and ‘subjects’ are acceptable.

However, use more specific terms like “older adults,” “middle school students,” or “community members” to provide more detail about the participants or respondents in the study.

Since no single study can prove a theory or hypothesis, avoid use of “proof” or “proves.” Instead, “The study suggests . . .” or “Our evidence indicates . . .”