Pearson

APA Style, 7th Edition

Contents

Introduction
The *Publication Manual of the American Psychological Association* (*Publication Manual*) is the most frequently used style guide for scholars writing papers in the social and behavioral sciences. Although undergraduates are often asked to use APA style to format their papers, it's designed primarily for formatting papers published in scholarly journals and covers only some resources for students. For that reason, your instructor, not the *Publication Manual*, is the best resource for formatting a table of contents, PowerPoint slides, or other course-specific content. Below, you'll find specific rules for use of APA documentation according to the seventh edition of the *Publication Manual*. Additionally, the APA website offers *Style and Grammar Guidelines*, an overview on formatting papers, citing sources, using stylistic mechanics, and avoiding plagiarism in accordance with APA style.

Formatting Your Document Using APA Guidelines
There are a few conventions to observe when formatting your paper following APA guidelines. However, if your school has its own specific formatting guidelines, they take precedence over anything written here or in the *Publication Manual*.

Title Page
APA (2020) differentiates between professional title pages and student title pages. Student title pages follow these specific guidelines:

- Double-space the text on the title page.
- Include the page number in the top right corner; only the number is needed (e.g., Page 1 will show up as 1, not pg. 1 or p. 1). Check with your school since some schools require numbering preliminary pages using lowercase Roman numerals (e.g., i, ii, iii).
- Bold and center the title of the paper, three to four lines from the top of the page.
- Insert one extra double-spaced line below the title and before the author(s).
- List your name (first, middle initial, and last) and the names of any coauthors, in order based on their levels of contribution.
  - Separate two authors' names with the word *and*.
  - Separate three or more authors' names with a comma; include the word and before the final name in the list.
- Include your affiliation: the department under which the paper is written and the name of the institution or school. Separate these two elements with a comma.
- Add the course number as seen on your course materials and the full course name; separate these two elements with a colon.
- Include the instructor's name as written on course materials and the due date for the project.

See this example for a visual representation of the student title page guidelines. For guidance on professional title pages, see the APA website.

Order of Pages
In APA style, you should follow a specific order for the pages of a paper. If your paper doesn't include or need one of the following components, you can simply skip it and move on to the next. Start each component on its own new page.
- Title page as the first page
- Abstract

- Text
- References

Additional components may include footnotes, tables, figures, and/or appendices. If using footnotes, start these on a new page after the reference list. Alternatively, you may place footnotes in the footer section of the page where they're mentioned in the text. Tables and figures may be placed in the text or, if you prefer, after the page for footnotes if you're using them. If you don't use footnotes, a page for tables may be placed after the reference list. If including tables, figures, or appendices at the end of your paper, place each on its own new page, in this order: tables, figures, appendices.

Abstract

Abstracts are not generally required for student essay submissions. If your assignment requires an abstract, a few basic guidelines will help you get started:

- Follow requirements specific to your school or instructor's requests.
- Write no more than 250 words.
- Explain the central issue or problem without evaluation.
- Summarize the whole paper briefly, focusing on its basic points and characteristics.
- State your main conclusions or findings.

The abstract is different from an introduction, which states the research problem and its significance, summarizes relevant background and related research, and explains what new contribution the paper will offer. If you include an abstract, place it on its own page after the title page and label it with the heading **Abstract**, centered and in bold at the top of the page. The text of the abstract should be double-spaced and in paragraph format, but the first line should not be indented unless your assignment or instructor requests otherwise.

Body of the Text

The text of your paper should begin on a new page after the title page or abstract (if you need an abstract). Center the title on the first line of the new page, in bold and in uppercase and lowercase letters. Hit enter/return once to double-space, and then begin the first paragraph of the paper. Even if you're using section headings throughout the body of the text, do not label the introduction with its own heading (i.e., Introduction) because your audience will understand that the beginning of the paper contains introductory material.

Spacing and Indentations

Double-space throughout the paper and align the text with the left margin. Indent the first line of each new paragraph ½ inch, or one tab key. Do not include an extra line of space between paragraphs.

Margins

Use uniform margins of 1 inch (2.54 cm) at the top, bottom, left, and right of every page. If you're writing a thesis or dissertation that will be bound, check your school's requirements for the left margin.

Fonts

APA (2020) asks writers to choose fonts accessible to all readers. Common practices have been to use a serif font, such as 12-point Times New Roman, for print works and a sans serif font, such as 11-point Arial, for online works; however, both types of fonts are readable on modern screens. Check with your instructor to determine font preference. Additionally, APA recommends using the same font throughout the text of your paper and notes that you shouldn't use the hyphenation function to divide words at the ends of lines on the right side of a page.

Headings

There are five levels of headings:

Heading Level	Format
1	Centered, Bold, Uppercase and Lowercase Heading
2	Flush Left, Bold, Uppercase and Lowercase Heading
3	*Flush Left, Bold, Italic, Uppercase and Lowercase Heading*
4	Indented, Bold, Uppercase and Lowercase Heading, Ending With a Period.
5	*Indented, Bold, Italic, Uppercase and Lowercase Heading, Ending With a Period.*

For most papers, three levels will be enough, and some short papers may not need headings. If you use headings, they should briefly describe the content of each section but do not need to be labeled with numbers or letters. Ideally, your headings should provide an outline of your paper. Consider this example of the different levels of headings in a research paper on the effects of video games:

Methods of Research

The text is indented and begins one double-spaced line below the heading.

Selection of Participants

The text is indented to start a new paragraph one double-spaced line under the heading.

Children in Middle School

The text is indented to start a new paragraph one double-spaced line under the heading.

Urban Children. The text begins on the same line and continues in a double-spaced

paragraph.

Number of Hours Spent Playing Video Games. The text begins on the same line and

 continues in a double-spaced paragraph.

Tables and Figures

When used, tables and figures should supplement the text of your paper, increasing the chance that readers understand its details. However, use tables and figures with caution; too many will overshadow the text, and information in a single table may be communicated more clearly within the text instead. Additionally, while the text should refer to every table or figure in your paper, a table or figure needs to communicate its message clearly on its own, apart from the text. When you refer to a table or figure, tell your readers the important element in it you want them to notice. According to APA (2020), referring to a table or figure by number (e.g., As seen in Table 3 . . .) is more effective than referring to it by location (e.g., The table below illustrates . . .) because pages often shift during writing and revision.

Tables and figures may be inserted into the body of the text or included on separate pages at the end of the paper, following the reference list. Follow your instructor's guidelines regarding where to place tables or figures. When inserted into the text, a table or figure should align with the left margin and come after a full paragraph—likely the paragraph that discusses the table or figure. If you place a table or figure in the text of your paper, include one double-spaced line before you begin the next line of text.

Numbers, Titles, and Notes
Numbers, titles, and possibly notes accompany both tables and figures. Use Arabic numerals to number tables or figures consecutively as they're mentioned in the text (e.g., **Table 1** and **Figure 4**). For tables and figures, write the number in bold and place it first, flush left. Next, position the title one double-spaced line below the number, writing it in italics and uppercase and lowercase letters:

Table 3

Number of Hours Spent Playing Video Games

Figure 1.2

Flowchart of Participant Expressions

If you feel a table or figure merits a note, place it below the table or figure. Align each note flush, and do not indent it. Begin with the word *Note* (in italics, followed by a period), double-space the content in the note, and type it in the same font as used in your paper. Most notes are general and share information about the table or figure as a whole or explain items, such as abbreviations and symbols, as well as particular use of color, italics, bold, and parentheses. For a figure, if a design element such as color or shading has significance, clarify its purpose in the note. A note for Figure 1.2 shown above could focus on choices and responses of the study's participants:

Note. Participants' choices throughout the three stages of the screening process are shown in

relationship to responses to those choices. The positive, negative, and neutral feelings illustrated in

the responses were expressed by the participants.

Always double-check each table and figure to ensure that words used in a title and note correspond to the references about the table or figure in the text. For details on composing the content of an original table or figure, see the explanation of tables and figures on APA's website.

Appendices
Place additional materials, such as a survey, scale, or test administered to participants, in appendices following the main part of your document. Each appendix should have a label and title positioned on separate lines at the top of the first page of the appendix. If you include only one appendix, center its label and place it in bold: **Appendix**. If you need appendices, include them in the same order as you mention them in your paper, using identical words in the label as you used to refer to each appendix (at least once) in the paper: **Appendix A**, **Appendix B**, and so on. Like the label, center and bold the title of an appendix, briefly describing its content. For other specific guidelines, check with your school or instructor.

In-Text Citations
Each time you paraphrase, summarize, or quote ideas from other sources, include an in-text citation. APA citations follow the author-date format, but the format for each in-text citation will change depending on several variables, such as

- paraphrasing and summarizing versus quoting ideas
- using a narrative versus a parenthetical-style citation
- citing authors of different types

The most common variations for in-text citations are described in this section.

Citation Guidelines for Paraphrases and Summaries Versus Quotations
A paraphrase or summary allows you to use your own words to restate ideas from other authors or sources. According to APA (2020), published authors paraphrase more than they directly quote sources, and student writers are encouraged to do the same. Each time you paraphrase or summarize ideas, the in-text citation should include the author and year of publication.

A quotation is a sentence or group of sentences appearing in your essay exactly as it appears in the original source. Each time you use an exact quotation from another source, the citation should include the author, year of publication, and page number or other locator information. The following examples demonstrate the differences between APA guidelines for citing paraphrases and summaries versus quotations.

- **Paraphrase, Narrative Citation:** Chaterjee (2021) found that overuse of chemical fertilizers in India has negatively impacted the soil's ability to hold moisture.
- **Paraphrase, Parenthetical Citation:** Overuse of chemical fertilizers in India has negatively impacted the soil's ability to hold moisture (Chaterjee, 2021).
- **Quotation, Narrative Citation:** Chaterjee (2021) explained, "The well-irrigated regions of India, where the Green Revolution of the 1960s massively increased yields, are now experiencing severe groundwater depletion" (p. 188).
- **Quotation, Parenthetical Citation:** One researcher explained, "The well-irrigated regions of India, where the Green Revolution of the 1960s massively increased yields, are now experiencing severe groundwater depletion" (Chaterjee, 2021, p. 188).

In-text citations help readers differentiate your original ideas from information taken from outside sources.

Narrative and Parenthetical Citations
In APA style, in-text citations are inserted into the text of a paper in narrative and parenthetical formats.

Narrative Citations
To use the narrative format, include the author's name in the narrative of your sentence and the year of publication in parentheses immediately after the author's name. If you are choosing to cite the page number for a paraphrase (which is permitted but not required), or if you are quoting (in which case a page number is required), include the page number(s) in another set of parentheses after the paraphrased or quoted information:

As observed by Gerstl-Pepin (2006), social and emotional interventions were more effective in

improving academic outcomes than were changes in curriculum and teaching.

According to Ravitch (2010), "tests are necessary and helpful. But tests must be supplemented by

human judgment. When we define what matters in education only by what we can measure, we are in

serious trouble" (p. 166).

Parenthetical Citations
When a single parenthetical citation is more appropriate and you're paraphrasing information from an outside source, include at least the author's name and year of publication in parentheses:

Research has proven that social and emotional interventions were more effective in improving

academic outcomes than were changes in curriculum and teaching (Gerstl-Pepin, 2006).

When you're directly quoting an outside source, include the author's name, year of publication, and page number(s) in parentheses immediately following the quote:

As research has shown, "tests are necessary and helpful. But tests must be supplemented by human

judgment. When we define what matters in education only by what we can measure, we are in serious

trouble" (Ravitch, 2010, p. 166).

Citation Variations for Types of Authors
Authors are cited in the narrative of your sentence or in parentheses by their last name(s) only:

(Smith, 2012).

Group Author
The names of agencies, institutions, and corporations should be written out in the first citation but may be abbreviated thereafter if the abbreviation is widely known and you want to avoid repetition in your writing.

First Citation
(Centers for Disease Control and Prevention [CDC], 2007).

Alternatively, you can abbreviate in the narrative of your sentence:

The American Psychological Association (APA, 2020) explained . . .

Subsequent Citations
(CDC, 2007).

APA (2020) further described . . .

Multiple Authors
When a summary statement describes a general body of research that includes several researchers or writers, the citation usually falls at the end of the sentence. Additionally, if you cite multiple sources with different authors in an in-text citation, arrange them alphabetically:

Research has indicated that the two most frequently mentioned deterrents to adult education are lack

of money and lack of time (Cross, 1981; Merriam & Caffarella, 1999; Scanlan & Darkenwald, 1984).

No Author
A work with no author uses a few words of the title—or the whole title if it's brief—in place of the author's name. In some cases, if the source does not identify a person as the author *and* if the source is published by a professional organization, the source may have a group author.

When citing the source's title, use italics and title case for stand-alone works such as books, reports, and webpages (including a webpage on a news website that is not affiliated with a daily or monthly newspaper or magazine). Use double quotation marks and title case for works that are part of a larger text, such as the title of an article in a journal, newspaper, or magazine or a single chapter in an edited book or anthology.

Narrative Citations for Paraphrases of Sources With No Author
In "Research Reveals a Correlation Between Chocolate Intake and Happiness" (2012) . . .

In *The Cloud of Unknowing* (1961) . . .

Parenthetical Citations for Paraphrases of Sources With No Author
("Research Reveals," 2012).

(*The Cloud*, 1961).

When quoting sources with no author, use the same conventions for citing page numbers or other locator information that applies to sources with authors.

One Work With Two Authors
Use the names of both authors every time you refer to them in the text, and list the authors in the same order as they're listed in the source. When citing the authors' names in the narrative of your sentence, join them by spelling "and"; in parenthetical citations, join them with an ampersand (&).

Narrative Citations
Brown and Hakinns (2012) hypothesized . . .

Parenthetical Citations
(Brown & Hakinns, 2012).

One Work With Three or More Authors
For every citation, include the first author's name followed by "et al." (and others).

Narrative Citations
Tuttle et al. (2013) found that . . .

Parenthetical Citations
(Tuttle et al., 2013).

Multiple Works From the Same Author
When your research involves multiple works from the same author, they may need to be distinguished from one another. For example, if you cite more than one work from the same author and these works were published in the same year, distinguish them with lowercase letters:

Fletcher (2017a) explained . . .

(Fletcher, 2017b).

If you cite multiple works from the same author in the same parenthetical citation, position any works with no publication date first and include the remaining works in chronological order:

(Hanson, n.d., 2004a, 2004b, 2007).

Multiple Works From Different Authors
When citing multiple works from different authors in the narrative of your sentence, include them in any order you prefer. When citing multiple works in the same parenthetical citation, include them in alphabetical order by the last name of the author or first author.

Narrative Citations
Cross (1981), Scanlan and Darkenwald (1984), and Merriam and Caffarella (1999) explored . . .

Parenthetical Citations
(Cross, 1981; Merriam & Caffarella, 1999; Scanlan & Darkenwald, 1984).

Two Works by Authors Who Share the Same Last Name
Distinguish works by two different authors with the same last name by including their initials, even if the years of publication are different:

(A. Smith, 2012).

(R. Smith, 2009).

Secondary Sources
A secondary source is one you're reading that cites another author's original source. If you'd like to reference the original source in your paper, APA (2020) emphasizes the importance of finding that source to cite it. However, when the original source is unavailable or out of print, cite the secondary source in your reference list. In your paper, you can name the original source in the narrative of your sentence and include the citation information for the secondary source in a parenthetical citation after the information from the original source:

In his letter, Cowles (1977) argued . . . (as cited in Batson, 2005).

You might prefer, however, to cite both authors in the same parenthetical citation:

(Cowles, 1977, as cited in Batson, 2005).

In this case, Batson is the secondary source, and Cowles is the original source Batson has quoted that, for whatever reason, can't be located. In other cases, the year of the original source may be unknown. If so, omit it from the in-text citation:

Fullerton's journal (as cited in Young, 2018) reported . . .

Citation Variations for Dates
In most instances, the year of publication immediately follows the author's name and is in parentheses, whether the name is cited in the narrative of your sentence or a parenthetical citation.

Narrative Citations
Bristol and Berry (2011) countered that . . .

Parenthetical Citations
(Bristol & Berry, 2011).

In rare instances, both author and date might be in the text of your sentence. In such an instance, do not use parentheses:

In 2011, Bristol and Berry found . . .

If a source does not list a date or year of publication, you may substitute "n.d." where you would otherwise place a year of publication: (Murdoch, n.d.).

Citation Variations for Page and Other Locator Numbers
When including a direct quotation from a work, the page or other locator number(s) must be included in an in-text citation. Indicate a single page number with "p." and multiple pages with "pp." Some works, such as those in digital or audiovisual formats, may not have page numbers, but you can use paragraph numbers, chapter numbers, section headings, or timestamps to cite the specific location of quotes from those types of works.

Page Numbers
(Sutherland, 2017, p. 62).

(Lewis, 1982, pp. 43, 79).

(Lee, 2013, pp. 8–9).

If you need to cite a range of page numbers in an in-text citation, separate the numbers using an en dash (–).

Paragraph Numbers
When your source doesn't have page numbers, you might cite a paragraph number when quoting, whether by counting manually or using a number assigned to the paragraph. In these instances, use the abbreviation "para.":

(Parrish, 2008, para. 2).

Chapter Numbers
If a source you're citing doesn't have page numbers but includes numbered chapters, these can be recorded in your in-text citations. Capitalize the word "Chapter," but do not abbreviate it:

(Connors & Bligh, 2012, Chapter 3).

Section Headings
Citing by the names of section headings is also an option for sources without page numbers. All major

words in section headings should be capitalized, and they should be followed by the word "section." If helpful to the reader, you should also include the number of the paragraph under the heading where you found information to quote:

(Valenzuela, 2011, Discussion section, para. 3).

The words you use to cite a section heading should be brief, so if a section has a long name, you may abbreviate it to just a few words, using quotation marks to indicate the abbreviation:

(Frederick et al., 2009, "Chocolate Production Methods" section, para. 5).

The original section heading for this citation is "Chocolate Production Methods Used by Swiss Chocolatiers in the Middle of the Nineteenth Century," and the quoted information is in the fifth paragraph in that section.

Time Stamps
For audiovisual works, you can provide a time stamp for the time the quotation begins:

(TEDx Talks, 2019, 4:06).

View a sample paper that uses APA documentation.

Quotations
In accordance with APA style, you should reserve quotations for definitions, memorable or brief yet meaningful statements, or specific words from someone you're responding to in your own writing. A sentence with a quotation might begin with a signal phrase—According to Smith (2009)—and end with an in-text citation: (p. 23). You can also write a complete sentence, follow it with a colon, and then insert a quotation, including a single in-text citation at the end of the quote: (Smith, 2009, p. 23).

Short Quotations
Use double quotation marks to enclose short quotations (fewer than 40 words) in your text. The closing quotation mark immediately follows the last word in the quotation but *precedes* the opening parenthesis of the in-text citation because the citation itself isn't part of the quoted material. Furthermore, the end punctuation of a sentence belongs *after* the closing parenthesis of the citation:

Discussing audience traits and tendencies, Gurak and Lannon (2001) pointed out that members of an

audience "constantly form opinions of the material, learn new information, and consider new points of

view" (pp. 25–26).

Indicate a short quotation within a quotation by enclosing the quoted words in single quotation marks inside the double quotation marks:

When describing participants' reactions to using board games as an instructional tool, Kim and

Johnson (2021) noted, "Regina reflected that the role-playing allowed her to 'dwell in an imaginative

space of the student's personal experiences and hobbies and relate them to the text at hand'" (p.

253).

Long Quotations
Long quotations of 40 or more words should be set off from your text as block quotations. Rather than using quotation marks to denote the quoted material, indent the entire quotation ½ inch from the left margin to indicate the words being quoted. If a block quotation includes a new paragraph as written in the original source, indent that paragraph an additional ½ inch from the left margin. Double-space each block quotation, and do not insert extra lines above or below it. Place the end punctuation (a period, question mark, or exclamation point) after the quoted words and before the in-text citation.

No additional punctuation should be placed after the citation:

Speaking of how the South and other culinary traditions have influenced Chef Edward Lee, Carman

(2017) noted,

> Lee's pursuit of the foodways in and around Louisville has led to some particularly inventive
>
> cooking, a seamless blend of Asian and Southern ingredients in such mash-ups as togarashi
>
> cheesecake, collards and kimchi, pickled garlic with molasses soy sauce and other dishes.
>
> (para. 6)

Indicate a quotation within a block quotation by inserting double quotation marks around the quoted words:

Kim and Johnson (2021) described the participants' reactions to using games as instructional tools:

> Regina reflected that the role-playing allowed her to "dwell in an imaginative space of the
>
> student's personal experiences and hobbies and relate them to the text at hand." Taylor
>
> echoed Regina's reflection through a recognition of the literacy practices already present in
>
> students' lives: "I saw how my students' interests really matter." These PSTs' comments
>
> suggest an expanded empathy for the challenges their students may experience when
>
> connecting their in-school curricula with their out-of-school lives. (p. 253)

Changes From the Source That Require No Notation
When inserting a quotation into your paper, the following may be changed without any special notation:

- The first letter of the first word may be capitalized or lowercased to fit the context.
- The end punctuation mark may change to fit the syntax if doing so doesn't alter the sentence's meaning.
- Single or double quotation marks may need to be reversed (i.e., change double quotation marks to single to denote a quote within your short quotation).
- Numbers for footnotes or endnotes in the original source may be omitted.

Additionally, if you need to quote different items from the same bulleted list, omit the bullets and quote the items separately:

According to APA (2020), writers of academic papers and journal articles may use the slash for many

constructive purposes, including "to specify either of two possibilities," "to separate a numerator from

a denominator," and "to set off phonemes" (p. 161).

Changes From the Source That Require Notation
Many changes from the original source of the quoted material must be explained or noted.

Inserting Material
Use brackets [ ], not parentheses ( ), to enclose words or phrases you add to the quotation for clarification or to make the quotation better fit the grammar of your sentence:

Researchers hoped to determine "the extent to which [teenaged mothers'] educations were affected

by pregnancy and the raising of infants and toddlers" (Heigle & Bryant, 2010, p. 45).

Omitting Material
Use three spaced ellipsis points (. . .) within a sentence to clarify when you leave out words from the original source. Use four spaced ellipsis points (. . . .) when omitting material between two sentences.

Do not use ellipsis points at the beginning or end of a quotation, with one exception: Retain any ellipsis points in the quoted words in the original source if these points begin or end your quotation.

Adding Emphasis
To emphasize a word or words in a quotation, italicize the word(s) and note the emphasis immediately after the word(s):

Pann (2012) found that "courses offer students the opportunity to learn the theories and practices of

archival preservation *while simultaneously working within library and museum environments*

[emphasis added]" (p. 29).

Verb Tense
Use the simple past tense to discuss any actions or conditions that occurred at a specific, definite time in the past, such as when referring to the published writing of another author or when reporting the setup or results of your survey or experiment:

Hockney and Bell (2010) stated their reservations.

Use the present perfect tense to discuss a past action or condition that didn't occur at a specific, definite time or an action that began in the past but continues into the present:

Since 2009, the agency has prioritized internet security and individual privacy (Sherpa, 2012).

Use the simple present tense to express implications, conclusions, limitations, and future directions based on your current study or experiment:

The results of the study indicate that . . . Recognizable limitations of the study are . . .

For more information, view Simple Verb Tenses and Verb Tenses: Progressive and Perfect.

Reference-Page Entries
In-text citations briefly acknowledge the sources of the information you've used in your paper; they're shortened versions of the bibliographic information you'll include in each entry of your reference list, enabling readers to locate your sources for themselves. Every source cited in the text must appear in the reference list—except for personal communications (e.g., private memos, unarchived emails, personal interviews)—and every entry in the reference list must correspond to an in-text citation. Make sure that spelling, proper names, and dates are consistent between in-text citations and the reference list.

All entries in your reference list must be from works you've actually "used in the research for and preparation of your paper" (APA, 2020, p. 281). Accurately formatted reference lists aid in establishing your credibility as an author and researcher. Use these tips to construct your reference list:

- Start the reference list on a new page.
- Center and bold the page's heading, **References**, placing it at the top of the list.
- Arrange the reference list in alphabetical order, using the first letter of the last name of the author or editor or, if there is no author, the first letter of the first word in the title.
- Begin each reference-list entry on its own line.

- Double-space each entry.
- Use a hanging indent, meaning that the first line of each entry is flush with the left margin and subsequent lines are indented.

The *Publication Manual* identifies four elements generally needed in each entry in the reference list: **author, date, title, source** (APA, 2020, p. 283).

Author

To help you include the author element in a reference-list entry, APA (2020) asks you to consider "Who is responsible for this work?" (p. 283). A reference-list entry provides the name of the person or group responsible for the work, so the author element may apply to an author of an article, a director of a film, editors of a textbook, and so on. The name should appear exactly as it does on the work, whether it's a book, report, webpage, or blog entry. For works with multiple authors, list the authors in the same order as they appear in the work.

Formatting the Author's Name

Invert the names of individual authors by citing the last name first. Follow the last name with a comma and the first initial as well as initials for any other names as listed on the work. Place a period after each initial, and include a space after each comma and period in the author element:

Smith, J.

Jones, S. M.

If the author is a group, spell the full name of the group. In the reference list, a group's name should not be abbreviated or followed by its abbreviation:

Centers for Disease Control and Prevention.

American Psychological Association.

Locating the Author's Name

Various strategies will help you determine the name(s) of the author(s) you're citing.

Byline

Often, you'll find the author's name in a byline on the title page of a book, under the title of an article, or immediately after the final sentence of the article.

Organization

If a source has a group author, name the institution or agency responsible for the website where the article, webpage, or report appears. When citing a department within a parent organization, cite the specific agency responsible for the work. For example, if you're citing an executive order released by the Office of the Press Secretary based in The White House, the Office of the Press Secretary should be listed as the author of the executive order.

An exception to this standard is necessary when you're citing two agencies with the same name, such as the Department of Environmental Protection for Pennsylvania and the Department of Environmental Protection for New York. In such cases, in each reference-list entry, cite the parent agency or organization first, followed by a comma and the more specific agency.

Context

If the author isn't apparent on a title page or in a byline, you can use the context within the work to help determine who authored it. For example, if you're citing a report from a website clearly authored by a group but the group's name isn't listed on the report, then the group should be identified as the author. The author may also be found in an acknowledgements section of a work or on the "About Us" area of a website. For audiovisual works, identify the author based on a role or responsibility in relation to the work:

Audiovisual Work	Author Element
Film	Director
TV series	Executive producer(s)
TV series episode	Writer and director of episode
Podcast	Host or executive producer(s)
Podcast episode	Host of episode
Classical music album or song	Composer
Modern music album or song	Recording artist
Artwork	Artist
Photograph	Photographer
Online streaming video	Person/group responsible for uploading the video

No Author

An author should only be listed as Anonymous if the work is signed specifically in this way. If no author is available, move the title of the entry to the author position:

Day of the Dead recipes: Make these foods for your Dia de los Muertos feast. (2019, October 7).

> Azcentral. https://www.azcentral.com/story/entertainment/holidays/day-of-the-
>
> dead/2014/09/26/festival-day-of-the-dead-food/16292553/

In the in-text citation, the title (or a shortened form of it) takes the place of the author's name:

(*Day of the Dead*, 2019, para. 2).

Date

When searching for the date to include in a reference-list entry, consider the question "When was this work published?" (APA, 2020, p. 283). Provide the date within parentheses after the author (or after the title if no author is available). To include the date, look for the applicable publication information for each of your sources:

- year: (2019)
- year and month: (2019, October)
- year, month, and day: (2019, October 28)
- year and season: (2019, Fall)
- range of dates: (2019, October 28–30)

If you need to include a date range for a source, use an en dash (–) between the applicable dates, years, or days. The year; year, month, and day; or a date range are commonly seen in many reference-list entries.

Common Date Formats		
Year	*Year, Month Day*	*Date Range*
(2020)	(2020, April 4)	(2020–2021) (2020, April 2–4)
Book/Ebook	Magazine Article*	Conference Session
Book Chapter	Newspaper Article	TV Series
Journal Article	Review in a Magazine*	Podcast
Review in a Journal	Review in a Newspaper	Work of Visual Art**
Reference Work	Blog Post	
Religious Work	Press Release	
Dissertation/Thesis	TV Series Episode	
Report	Podcast Episode	
Film	YouTube/Streaming Video	
Mobile App	Tweet	
Music Album	Facebook Post	

Single Song/Track	Online Forum Post	
Work of Visual Art	Webpage on a News Website	
PowerPoint	Webpage*	
Supreme Court Case	International Convention/ Treaty	
Statute/Act	PowerPoint*	

*Record the year, month, and day for these sources based on available information, and omit the day or day and month if unknown.

**Record the date range if applicable to a work of visual art.

Translated, Republished, Reprinted, and Reissued Dates
A reference-list entry for a translated, republished, reprinted, or reissued source includes the date of the version you read with the date of the original work or source at the end:

Piaget, J. (2001). *The psychology of intelligence*. Routledge. (Original work published 1950)

For the in-text citation, cite the author and both dates separated by a slash (original/reprint):

(Piaget, 1950/2001).

According to Piaget (1950/2001) . . .

In Press
If a journal article or other type of source has been accepted for publication but isn't already published, use (in press) in place of a date:

Perigo, M., & Hudgins, W. (in press).

Approximate Date
When the date isn't exact or has been approximately determined, use the abbreviation ca. (circa):

(Original work published ca. 1370) or (ca. 1370).

No Date
Use (n.d.) to stand for "no date" if no publication date is available for a source:

DeVore, K. M. (n. d.).

Title
To assist you in providing the title element in a reference-list entry, APA (2020) poses a question: "What is this work called?" (p. 283). The answer should include the complete title of the source as well as any subtitles. In general, titles and subtitles shouldn't be changed; for example, avoid abbreviating words in them.

Sentence Case
In reference-list entries, APA requires sentence case, a standard for capitalizing titles of articles, books, chapters, and reports. To use sentence case, capitalize the following:

- the first word of the title or heading and any subtitle or subheading
- any proper nouns
- the first word after a colon (:), em dash (—), or any end punctuation (period, question mark, or exclamation point)

Use lowercase for all other words in the title element of your reference list, and end the element with a period.

Italics in Titles
Titles for stand-alone sources (books, reports, dissertations, films, videos, TV series, YouTube videos,

webpages, works of visual art) are italicized while sources that are parts of a greater whole (book chapters, newspaper or magazine articles, television episodes, encyclopedia and dictionary entries) are not italicized or framed by quotation marks.

Book Title for a Reference List, Using Sentence Case
Psychology, law, and criminal justice: International developments in research and practice.

Book Chapter Title for a Reference List, Using Sentence Case
Children's disclosure of secrets: Implications for interviewing.

Numbers in Titles
If a title doesn't begin with but includes a number (Arabic or Roman), replicate that number in your reference list exactly as it appears in the title on the source:

Record-breaking heat blamed for 5 deaths.

If the title includes or begins with a number that is spelled, retain this spelling when including the title in your reference list:

Top five zoos in the world.

Also, if the title begins with a number that isn't spelled, retain the number in the title in the reference-list entry. For example, "10 Early Signs of Alzheimer's You May Have Missed" would begin with the number in the reference-list entry:

10 early signs of Alzheimer's you may have missed

Bracketed Description
To assist your readers as they look for sources that aren't peer reviewed (i.e., articles and reports) or don't have titles as listed in your reference list, provide a description of such a source in square brackets. For a titled source meriting a description, include it after the title, and place a period after the closing bracket of the description. Sources that merit a description include mobile apps, artwork and photographs, films and videos, dissertations and theses, and more. Capitalize the first letter and do not include italics in the description:

[Tweet]
[Film; the special ed. on DVD]
[Video]
[Audio podcast]
[Mobile app]
[Doctoral dissertation, Michigan Technological University]

No Title
For untitled sources, include a description of the source in square brackets and use the following standards to further specify the source description:

- Note the medium of the source with the description: [Map showing noise exposure levels in neighborhoods in the flight path in Louisville, Kentucky as of 2016].
- Provide up to the first 20 words of a comment in response to an article or blog post, followed by a bracketed description: I admit that a new APA style *Manual* is like Christmas for me. I can't wait to open the present [Comment on the article "Hear, hear! It's finally here!"].
- Italicize up to the first 20 words of a social media post, followed by a bracketed description in plain font: *Thank you for everything. My last ask is the same as my first. I'm asking you to believe—not in* [Tweet].

Source
As you determine what to include for the source element in a reference-list entry, ask yourself "Where can I retrieve this work?" (APA, 2020, p. 283). If a source is housed in a larger source, such as an article in a periodical, APA refers to the periodical as a "greater whole." For such sources, the greater

whole and an applicable URL or DOI should be listed in the source element. However, when a source is a stand-alone work, such as a book or report, the source element should include a publisher, database or archive, website (including social media sites), and any applicable URL or DOI. For sources gathered from physical locations, such as conference presentations, the source element should include the city, state, province or territory (if applicable), and country, using two-letter U.S. postal codes and any comparable abbreviations from other countries:

Louisville, KY, United States. Oxford, England.

Even sources from physical locations may have applicable URLs or DOIs, such as online archives of conference proceedings.

Title Case
When you're working with periodicals, such as scholarly journals, newspapers, newsletters, magazines, and blogs, use APA guidelines for title case by capitalizing the following:

- the first word of the title and any subtitle
- the first word after a colon (:), em dash (—), or end punctuation (period, question mark, or exclamation point)
- words containing four or more letters, including prepositions like "with" and "from"
- all major words
- both words when a capitalized word is part of a hyphenated compound (e.g., Gang-Related Violence)

In title case, lowercase should be used on minor words containing three or fewer letters, unless those words are the first words of a title or subtitle. Given these guidelines, use lowercase on the following:

- short conjunctions, such as "and," "as," "but," "for," "if," "nor," "or," "so," "yet"
- articles—"a," "an," "the"
- short prepositions, including but not limited to "at," "by," "in," "of," "on," "to"

Publisher
In APA style, the source element includes the name of the publisher for some (but not all) types of sources, such as books, reports, computer software, mobile apps, and data sets. A few guidelines will help you determine whether to provide the publisher of a source:

- In some cases, you may omit publisher information from a reference-list entry (e.g., if a publisher and website name are the same, the name should be listed only once in the source element; or, if the author and publisher are the same, omit the publisher from the source element).
- If a source was published by an imprint or division of a publisher, list that imprint or division in the source element.
- When two or more publishers are identified for a source, list both in the order they appear in the source and separate them with a semicolon: Hamilton; Baker House.

Do not include a publisher's location because online searches will readily reveal publisher locations and some publisher locations may be unclear, such as for companies based only online or those with many offices around the world.

DOIs and URLs
Today, many print and online sources are assigned a DOI or URL. APA (2020) emphasizes that even when you've researched a print source, if it has a DOI, or digital object identifier, this information should be included in a reference-list entry for the source. A DOI is a unique string of alphanumeric characters that persistently links to a source's online location. A URL is a uniform resource locator that specifies the location of a source you read online and is found in the address bar in your internet browser.

You can usually find the DOI on the first page of an article by looking for one of the following:

- https://doi.org/
- http://dx.doi.org
- DOI

Preferably, you should use the current DOI format: https://doi.org/. The assigned DOI or URL should be included at the end of a reference-list entry and should not be followed with a period:

Jones, J. (2008). Patterns of revision in online writing: A study of Wikipedia's featured articles. *Written*

   Communication, 25(2), 262–289. https://doi.org/10.1177/0741088307312940

When a source has a URL and doesn't have a DOI, in most cases, its direct URL should be recorded in its reference-list entry. Therefore, cite the URL to a news article rather than the homepage of the newspaper's website, and whenever possible, cite a direct URL to a comment on a news article rather than the URL to the article. However, if a source doesn't have a DOI but has a URL and you accessed it from a database or read it in print, the URL isn't needed in the reference-list entry because sources like these are widely available. If an online source can no longer be accessed or you find that a URL for one of your sources is broken, do not include the source in your reference list. Find a substitute source instead. APA (2020) highlights additional standards when citing online sources:

- Begin each URL with either http:// or https:// as listed on its source.
- Refrain from including "Retrieved from" before a DOI or URL.
- Hyperlink each DOI or URL using your word-processing program's default settings or present them in plain font without underlining.
- Allow your word-processing program to automatically break a DOI or URL across lines but do not insert line breaks into DOIs or URLs manually.
- Shorten overly long DOIs or URLs if you wish, using the shortDOI service provided by the International DOI Foundation or a shortened URL offered by the website to which it belongs.

If a source is meant to change over time, such as a Facebook page or dictionary entry, include a retrieval date before the URL:

APA Style. (n.d.). *Home* [Facebook page]. Facebook. Retrieved June 10, 2021, from

   https://www.facebook.com/APAStyle/

Reference-List Entries From Which Information Is Missing
Obtaining all the necessary information to make a complete reference-list entry for a source isn't always possible, particularly in the case of online sources. Starting with the basic format can help:

Basic Format
Author. (Date). Title [Description]. Source

National Park Foundation. (2019, October 26). *New National Christmas Tree planted in President's*

   Park [Press release]. https://www.nationalparks.org/about/pressroom/press-releases/new-

   national-christmas-tree-planted-presidents-park

If you're missing some information despite your best efforts, use the basic format, drop the missing information, and shift over the remaining information, making sure no entry begins with a date. If you need to cite a source with missing information, use the following examples to format your reference-list entry, omitting a period from the end for a source with a DOI or URL but including a period at the end for all other sources:

No Author
Title [Description]. (Date). Source

New National Christmas Tree planted in President's Park [Press release]. (2019, October 26).

https://www.nationalparks.org/about/pressroom/press-releases/new-national-christmas-tree-

planted-presidents-park

No Date
Author. (n.d.). Title [Description]. Source
National Park Foundation. (n.d.). *New National Christmas Tree planted in President's Park* [Press

release]. https://www.nationalparks.org/about/pressroom/press-releases/new-national-

christmas-tree-planted-presidents-park

No Title
Author. (Date). [Description]. Source

National Park Foundation. (2019, October 26). [Press release].

https://www.nationalparks.org/about/pressroom/press-releases/new-national-christmas-tree-

planted-presidents-park

No Author and No Date
Title [Description]. (n.d.). Source

New National Christmas Tree planted in President's Park [Press release]. (n.d.).

https://www.nationalparks.org/about/pressroom/press-releases/new-national-christmas-tree-

planted-presidents-park

No Author and No Title
[Description]. (Date). Source

[Press release on the new National Christmas Tree]. (2019, October 26).

https://www.nationalparks.org/about/pressroom/press-releases/new-national-christmas-tree-

planted-presidents-park

No Date and No Title
Author. (n.d.). [Description]. Source

National Park Foundation. (n.d.). [Press release on the new National Christmas Tree].

https://www.nationalparks.org/about/pressroom/press-releases/new-national-christmas-tree-

planted-presidents-park

No Author, No Date, and No Title
[Description]. (n.d.). Source

[Press release on the new National Christmas Tree]. (n.d.).

https://www.nationalparks.org/about/pressroom/press-releases/new-national-christmas-tree-

planted-presidents-park

In-Text Citation and Reference-List Examples

Print Books, Reference Works, and Book Chapters	Periodicals and Legal Documents
Book, One Author Book, Two Authors Book, Three or More Authors Book With Editor Book With Author and Editor Book, Edition Not the First Book, Republished in Translation One Volume of a Multivolume Work Article or Chapter From an Edited Book or Anthology Religious Work Ancient Greek or Roman Work	Journal Article from a Database, No DOI Magazine Article Newspaper Article U.S. Constitution Federal Statute With Title and Section Federal Statute With Public Law Number State Statute U.S. Supreme Court Case State Supreme Court Case International Convention or Treaty

Reference Books and Book Chapters	Electronic Documents, Periodicals, and Reports
Book With DOI Ebook Chapter in an Edited Ebook Dissertation or Thesis Retrieved From a Database Dissertation or Thesis Not in a Database Entry in an Online Reference Work	Document From a Website Document From a Website With Retrieval Date Journal Article, One Author Journal Article, Multiple Authors Journal Article, 21 or More Authors Journal Article With URL, No DOI Assigned Film Review Published in a Journal Book Review Published in an Online Newspaper Online Newspaper Article Online News Source Online News Source, No Author Online Magazine Article Blog Post Press Release Government Report Professional Organization Report

Audiovisual Sources	Miscellaneous Print and Electronic Sources
Work of Visual Art Film Music Recording TV Series Episode of a Television Series YouTube Video Podcast	PowerPoint Slides or Lecture Notes Course Pack Material Conference Session Email Interview, or Other Personal Communication Secondary Source Online Forum Post Tweet Facebook Post Mobile App

Book, One Author
References
Montgomery, S. (2015). *The soul of an octopus: A surprising exploration into the wonder of*

consciousness. Simon & Schuster.

In-Text Citations
Montgomery (2015) explained that each octopus she observed demonstrated a distinct personality

and social preferences.

Book, Two Authors
References
Merriam, S. B., & Brockett, R. G. (2007). *The profession and practice of adult education: An*

> *introduction.* Jossey-Bass.

In-Text Citations
Merriam and Brockett (2007) pointed out that "adulthood is considered to be a sociocultural

construction" (p. 4).

Merriam and Brockett (2007) discussed how adulthood is determined by each society and culture at a

specific time.

Book, Three or More Authors
References
Rowley, D. J., Lujan, H. D., & Dolence, M. G. (1997). *Strategic change in colleges and universities:*

> *Planning to survive and prosper*. Jossey-Bass.

In-Text Citations
Rowley et al. (1997) tentatively predicted that the future of higher education could be "an

unpredictable and chaotic set of surprises and fallbacks" (pp. 6-7).

Book With Editor
References
Watkins, C. (Ed.). (2009). *Teens at risk.* Greenhaven Press.

In-Text Citations
Watkins (2009) contended, "obesity is a serious, chronic disease that threatens teens' lives" (p. 20).

Watkins (2009) emphasized the reality that, for teens, obesity is a life-threatening disease.

Book With Author and Editor
References
Froud, B., & Lee, A. (1978). *Faeries* (D. Larkin, Ed.). Peacock Press.

In-Text Citations
Froud and Lee (1978) promised that May Day, Midsummer's Eve, and Halloween are the most

favorable times for sighting faeries.

When both an author and an editor are listed on the cover of a book, include the author first in the reference-list entry, and include the editor after the book's title.

Book, Edition Not the First
References
Merriam, S. B., Caffarella, R. S., & Baumgartner, L. M. (2007). *Learning in adulthood: A*

> *comprehensive guide* (3rd ed.). Jossey-Bass.

In-Text Citations
Merriam et al. (2007) acknowledged that "robotics and automation displace production workers

but create other jobs" (p. 2).

Robotics and automation can create jobs even when they seem to take away jobs (Merriam et al.,

2007).

Book Republished in Translation
References
Freud, S. (1960). *A general introduction to psychoanalysis* (J. Riviere, Trans.). Washington Square

      Press. (Original work published 1917)

The year a translated work was originally published is provided at the end of reference-list entry.

In-Text Citations
As a rule, the number of parts in a dream corresponds to the number of themes in the dream (Freud,

1917/1960).

One Volume of a Multivolume Work
References
Divine, R. A., Breen, T. H., Fredrickson, G. M., Williams, R. H., & Roberts, R. (1998). *America past and*

      present (4th ed., Vol. 2). Longman.

In-Text Citations
In the 1930s, the Civilian Conservation Corps was created as part of the New Deal, benefiting families

and the nation by enrolling youth from urban families to build trails and enhance public facilities in

parks and other recreational areas (Divine et al., 1998).

Article or Chapter From an Edited Book or Anthology
References
Stake, R. E. (1994). Case studies. In N. K. Denzin & Y. K. Guba (Eds.), *Handbook of qualitative*

      research (pp. 236–247). Sage.

In-Text Citations
Grouping several different cases into one event forms what Stake (1994) called a collective case

study, in which "researchers may study a number of cases jointly in order to inquire into the

phenomenon, population, or general condition" (p. 237).

A collective case study occurs when researchers come together to explore demographics, welfare, and

singularities in a given study group (Stake, 1994).

Religious Work
References
King James Bible. (n.d.). King James Bible: 1611 Blackletter Edition.

      http://blackletterkingjamesbible.com/Parallel (Original work published 1611)

The Upanishads (J. Mascaro, Trans.). (1973). Penguin Books.

When the year of publication of the original work is known, it should be included in parentheses at the end of the reference-list entry. However, when the year of original publication is unclear, the reference-list entry should end with the publisher or other appropriate content for the source element.

In-Text Citations
In the Bible, meditation is first attributed to Abraham's son, Isaac: "And Isaac went out to meditate in

the field at the eventide" (*King James Bible*, 1611/n.d., Genesis 24:63).

With its beginnings in the *Katha Upanishad*, Yoga is based on a stillness of the five senses and a

silence of reasoning (*The Upanishads*, 1973).

Ancient Greek or Roman Work
References
Hippocrates. (1994). *On ancient medicine* (F. Adams, Trans.). The Internet Classics Archive.

>   http://classics.mit.edu/Hippocrates/ancimed.html (Original work published ca. 400 B.C.E.)

Lucretius. (1967). *The nature of the universe* (R. E. Latham, Trans.). Penguin Books. (Original work

>   published ca. 55 B.C.E.)d

In-Text Citations
Ancient thought censured foods common in the human diet in favor of foods in the animal diet, which

were believed to foster health and wellness (Hippocrates, ca. 400 B.C.E./1994).

Defending the Epicurean perspective on love, Lucretius (ca. 55 B.C.E./1967) denounced surrendering

to true love's desire because "it is the one thing of which the more we have, the more our breast

burns with the evil lust of having" (Book IV).

Classic works are often canonically numbered in a consistent manner across various editions, so if you're using a canonically numbered work, cite it by the applicable part (Part III; Book IV) rather than a page or paragraph number.

Journal Article From a Database, No DOI
References
Chandler-Olcott, K., & Mahar, D. (2003). Adolescents' anime-inspired "fanfictions": An exploration of

>   multiliteracies. *Journal of Adolescent & Adult Literacy*, *46*(7), 556–566.

This source has a stable URL rather than a DOI and was retrieved from JSTOR, an academic research database. Sources without DOIs from databases are widely available, so a URL isn't needed in the reference-list entry.

In-Text Citations
Discussing the fanfiction creation process, Chandler-Olcott and Mahar (2003) explained how fan-

writers, their readers, and original works of anime interplay to enhance the visibility of intertextuality.

Magazine Article
References
rhodes, h. a. r. (2020, October). Impossible word: Toward a poetics of aphasia. *Poetry*, *217*(1), 85–

99.

This magazine records only the month and year for its issue dates. If the day of issue is available for a magazine that includes an article you're citing, record the day as well: (2020, October 31). The reference reflects that the author, heidi andrea restrepo rhodes, uses lowercase spelling for her name. According to APA, retain the author's preferred spelling even in the in-text citation, where you may word the sentence to avoid beginning with a lowercase letter.

In-Text Citations
According to rhodes (2020), "I will be standing next to someone I've known, perhaps loved deeply, for

twenty or thirty years and cannot tell you what they call themselves" (p. 87).

Newspaper Article
References
Gentile, C. (2013, January 18). Rural Afghans defy Taliban, odds. *USA Today*, A7.

If an article isn't on continuous pages, include all page numbers, separating them with a comma (e.g., A2, A4, A6–A7).

In-Text Citations
As Gentile (2013) reported, "U.S. forces currently based in Andar district are relegated to roles of

advising and assisting the Afghan National Security Forces in the region" (p. A7).

Reports indicated that U.S. forces stationed in the Andar district were limited to two roles: advising

and assisting the Afghan National Security Forces in that area (Gentile, 2013).

U.S. Constitution
References
Article
U.S. Const. art. I, § 7.

Amendment
U.S. Const. amend. XIX.

Repealed Amendment
U.S. Const. amend. XVIII (repealed 1933).

In-Text Citations
Article
The founding fathers wrote, "All Bills for raising Revenue shall originate in the House of

Representatives; but the Senate may propose or concur with Amendments as on other Bills" (U.S.

Const. art. I, § 7).

Article I, Section 7, of the U.S. Constitution gave the House of Representatives power to introduce

legislation designed to raise revenue, but it also gave the Senate power to amend that legislation.

Amendment
Passed by Congress on June 4, 1919, and ratified on August 18, 1920, the Nineteenth Amendment

stated, "The right of citizens of the United States to vote shall not be denied or abridged by the United

States or by any State on account of sex" (U.S. Const. amend. XIX).

Based on Amendment XIX to the U.S. Constitution, a person cannot be denied the opportunity to vote

on the basis of sex.

Repealed Amendment
Ended in 1933, Prohibition stopped "the manufacture, sale, or transportation of intoxicating liquors

within, the importation thereof into, or the exportation thereof from the United States and all territory

subject to the jurisdiction thereof" (U.S. Const. amend. XVIII, repealed 1933).

Amendment XVIII to the U.S. Constitution was repealed in 1933, ending Prohibition and allowing

alcoholic beverages to be manufactured, sold, or transported in and out of the United States.

Federal Statute With Title and Section
References
Family Educational Rights and Privacy Act, 20 U.S.C. § 1232 *et seq.* (1974).

> https://www.law.cornell.edu/uscode/text/20/1232g

This act can be found beginning at Section 1232 of Title 20 of the *United States Code* and was codified
in 1974. To show that the act covers Section 1232 and others following it, the reference-list entry
includes *et seq.*, noting "and what follows."

In-Text Citations
Certain rights parents have with respect to their child's education records are transferred over to the

child at the age of 18 (Family Educational Rights and Privacy Act, 1974).

Federal Statute With Public Law Number
References
Protecting Our Children Comes First Act of 2007, Pub. L. No. 110–240, 122 Stat. 1560 (2008).

> https://www.govinfo.gov/content/pkg/STATUTE-122/pdf/STATUTE-122-Pg1560.pdf

Cited by its name and public law number, this statute was published in Volume 122 of the *United
States Statutes at Large* (signified by "Stat."), beginning on page 1560.

In-Text Citations
The Protecting Our Children Comes First Act of 2007 (2008) requires the National Center for Missing

and Exploited Children to, among other activities, work with local affiliates, including schools, public

officials and organizations, and the general public to prevent child abduction and sexual exploitation.

State Statute
References
Miami River Improvement Act, Fla. Stat. § 163 (2000 & rev. 2013).

> http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App_
>
> mode=Display_Statute&Search_String=miami+river&URL=0100-
>
> 0199/0163/Sections/0163.065.html

This act can be sourced in the *Florida Statutes*, Section 163. The citation includes both an original date

and revised date, but a single date may be recorded if an act hasn't been revised. APA (2020) recommends consulting the *Bluebook* for specific guidance on citation formats relative to other states.
In-Text Citations
The Miami River Act (2000/2013) is in place to guarantee that federal, state, regional, and local

governments and organizations unite efforts to enrich the Miami River as well as nearby areas.

If a state statute you're citing doesn't have an original and revised date, cite a single date in the in-text citation.

U.S. Supreme Court Case
References
Already, LLC v. Nike, Inc., 568 U.S. 85 (2013). https://www.oyez.org/cases/2012/11-982

Department of Commerce v. New York, 588 U.S. ____(2019).

> https://supreme.justia.com/cases/federal/us/588/18-966/

If you cite a recent Supreme Court case that has not yet been assigned a page number, include three underscores before the year instead of the page number.

In-Text Citations
In the dispute between two athletic shoe manufacturers, "Already argues that as long as Nike is free

to assert its trademark, investors will hesitate to invest in Already" (*Already, LLC v. Nike, Inc.,* 2013).

Department of Commerce v. New York (2019) upheld the omission of the citizenship question for the

2020 census.

State Supreme Court Case
References
Crawford v. Board of Education of the City of Los Angeles, 17 Cal.3d 280, 130 Cal. Rptr. 724, 551 P.2d

> 28 (1976). https://scocal.stanford.edu/opinion/crawford-v-board-education-27951

This court decision was reported in Volume 17 of the *California Reports, Third Series* (Cal.3d), Volume 130 of the *California Reporter* (Cal. Rptr.), and Volume 551 of the *Pacific Reporter, Second Series* (P.2d). Recording all locations where a court decision is reported is important so that your audience won't need to do additional research to find them.

In-Text Citations
In *Crawford v. Board of Education of the City of Los Angeles* (1976), the Los Angeles Unified School

District was ordered to design a long-term plan to racially integrate students within the school system.

International Convention or Treaty
References
International Covenant on Civil and Political Rights, December 16, 1966,

> https://www.ohchr.org/EN/ProfessionalInterest/Pages/CCPS.aspx

In-Text Citations
Based on core human rights, the International Covenant on Civil and Political Rights (1966) recognized

the inherent dignity and equal and inalienable rights of every human being.

Book With DOI
References

Sayre, R. K., Devercelli, A. E., Neuman, M. J., & Wodon, Q. (2015). *Investing in early childhood*

development: Review of the World Bank's recent experience. World Bank Group.

https://doi.org/10.1596/978-1-4648-0403-8

Whether a source was read in print or online, if it's assigned a DOI, APA style requires you to list the DOI. Check with your instructor to see if searching for DOIs is necessary for sources you read in print.

In-Text Citations
Sayre et al. (2015) posited that a lack of development in early childhood affects not only the child

throughout life but also the social and economic development of the country in which the child lives.

Ebook
References
Alford, D. J., & Alford, P. (2017). *Science of everyday objects!* Manufacturing Application Konsulting

Engineering.

https://play.google.com/books/reader?id=I6nbDQAAQBAJ&hl=en_US&pg=GBS.PP1

In-Text Citations
Alford and Alford (2017) noted that the Raytheon Corporation pioneered the use of microwaves for

cooking after Dr. Percy Spencer, one of their engineers, found that chocolate in his pocket melted

when he was working near a radar tube.

Chapter in an Edited Ebook
References
Williams, A. D. (1993). What is an editor? In G. Gross (Ed.), *Editors on editing: What writers need to*

know about what editors do (3rd ed., pp. 3–9). Grove Press. https://amzn.to/2JXFoX5

An ebook, such as a Kindle book, that doesn't have a DOI or a database URL should be cited with a URL that will give readers access to it.

In-Text Citations
Explaining the contradictions in the public's perception of an editor's role, Williams (1993) stated,

"Editors *want* books. They are not there to demonstrate condescension to submitted writings, despite

the flash of indignation experienced by almost everyone receiving a rejection letter" (p. 4).

Williams (1993) explained that although writers receive rejection letters from editors, editors want to

acquire books, not reject them.

Dissertation or Thesis Retrieved From a Database
References
Apostel, S. P. (2011). *An "Army of One" to "Army Strong": Visual media and U.S. Army recruitment*

during Bush's "War on Terror" (Publication No. 3493978) [Doctoral dissertation, Michigan

Technological University]. ProQuest Dissertations and Theses Global.

In-Text Citations
As television advertisements lost their effectiveness, Apostel (2011) reported that "the launch of the

video game *America's Army* enabled the Army to reach and instruct a predominately young male

market, but by 2006 the 'Army of One' slogan was no longer speaking to America's youth" (p. 16).

Dissertation or Thesis Not in a Database
References
Creed, L. (2001). *A case-study of participation and nonparticipation in an employer-provided*

    educational assistance program [Doctoral dissertation, University of Nebraska-Lincoln]. UNL

    Digital Commons. http://digitalcommons.unl.edu/dissertations/AAI3034372/

In-Text Citations
While workers engaging in adult education are equipped to adjust to rapidly changing work

environments, they also benefit their companies, enhancing company performance in the marketplace

(Creed, 2001).

Entry in an Online Reference Work
References
Individual Author
Binkley, S. (2007). Aesthetics. In *The Blackwell encyclopedia of sociology*. John Wiley & Sons.

    https://doi.org/10/1002/9781405165518.wbeosa015

Because the assigned DOI is lengthy, a shortened DOI could be cited for this source, using shortDOI
service to create the shortened form (http://doi.org/ddg7).

Group Author
American Psychological Association. (n.d.) Boundary ambiguity. In *APA dictionary of psychology*.

    Retrieved June 8, 2021, from https://dictionary.apa.org/boundary-ambiguity

A retrieval date is needed because this source, like many online dictionaries, is continuously updated.
When citing this type of source, use "n.d." for the date.

In-Text Citations
Individual Author
According to Binkley (2007), in its simplest form, aesthetics is a mechanism that reproduces class

hierarchies and legitimizes the social elite.

Group Author
Boundary ambiguity is defined as "uncertainty that arises in a family system when an individual's status,

role, or family membership is brought into question, most often as a result of separation, divorce, and

remarriage" (American Psychological Association, n.d., para. 1).

Document From a Website
References
Gunnars, K. (2018, June 28). *Eleven proven health benefits of quinoa*. Healthline.

    https://www.healthline.com/nutrition/11-proven-benefits-of-quinoa

In-Text Citations
Quinoa is an excellent choice for vegetarian, vegan, and gluten free diets because of its high mineral

content, essential amino acids, and vitamin variety (Gunnars, 2018).

Document From a Website With Retrieval Date
References
American Immigration Council. (2020, August 6). *Fact sheet: Immigrants in Kentucky.* Retrieved June

10, 2021, from https://www.americanimmigrationcouncil.org/research/immigrants-in-

kentucky

Because the American Immigration Council is the author and name of the website for this source, it's listed only in the author element. Additionally, a retrieval date is included because this source will be updated often as populations of immigrants to Kentucky shift over time.

In-Text Citations
The American Immigration Council (2020) reported that a third of immigrants in Kentucky have higher

education degrees, and immigrants in Kentucky who are entrepreneurs generate hundreds of millions

of dollars in business income for the state.

Journal Article, One Author
References
Hoff, E. (2013). Interpreting the early language trajectories of children from low SES and language

minority homes: Implications for closing achievement gaps. *Developmental Psychology, 49*(1),

4–14. https://doi.org/10.1037/a0027238

In-Text Citations
Hoff's (2013) survey results indicated "the number of children whose language development reflects

influences of low SES is likely to be greater than 22% of all children in the United States" (p. 5).

Hoff (2013) determined that more than 22% of all children in the United States have language

development that shows the influence of low SES.

Journal Article, Multiple Authors
References
Chavan, V., Penev, L., & Hobern, D. (2013). Cultural change in data publishing is essential.

BioScience, 63(6), 419–420. https://doi.org/10.1525/bio.2013.63.6.3

In-Text Citations
Chavan et al. (2013) insisted that all data, regardless of the venue of publication, "should be

documented and included in a stable archival repository" (p. 419).

When a source has more than two authors, only the first author is included in every in-text citation, followed by "et al."

Journal Article, 21 or More Authors
References
Taylor, H. S., Giudice, L.C., Lessey, B. A., Mauricio, S. A., Kotarski, J., Archer, D. F., Diamond, M. P.,

Surrey, E., Johnson, N. P., Watts, N. B., Gallagher, J. C., Simon, J. A., Carr, B. R., Dmonski,

W. P., Leyland, N., Rowan, J. P., Duan, W. R., Ng, J., Schwefel, B., . . . Chwalisz, K. (2017).

Treatment of endometriosis-associated pain with elagolix, an oral GnRh antagonist. *The New*

England Journal of Medicine, *377*(1), 28–40. https://doi.org/10.1056/NEJMoa1700089

Include the first nineteen authors' names, following them with an ellipsis and the name of the last author.

In-Text Citations
Taylor et al. (2017) found that women suffering from endometriosis experienced decreased pain when

taking elagolix.

Journal Article With URL, No DOI Assigned
References
Akin, D., & Huang, L. M. (2019). Perceptions of college students with disabilities. *Journal of*

Postsecondary Education and Disability, *32*(1), 21–33. https://www.ahead.org/professional-

resources/publications/jped/archived-jped/jped-volume-32

In-Text Citations
Perceptions of disabilities within institutions of higher education may affect the confidence of students

with disabilities, and, in turn, their academic performance, choice of major or career, motivation to

seek academic assistance, and sense of belonging in their campus communities (Akin & Huang, 2019).

Film Review Published in a Journal
References
Lunde, A. (2011). After *The celebration*: Thomas Vinterberg's *It's all about love* [Review of the film *It's*

all about love, by T. Vinterberg, Dir.]. *Film International*, *9*(2), 20–29. https://doi.org/

10.1386/fiin.9.2.20

The title of a film should be in sentence case in a reference-list entry, so for each of the two films in this example, the first word is capitalized while the other words in the films' titles are not.

In-Text Citations
Reviewing *It's All About Love*, Lunde (2011) gave its final scenes a particularly scathing critique: "It is

an audacious and catastrophically ridiculous ending that instantly undoes any spell the film's prior

moments have delicately created" (p. 27).

Book Review Published in an Online Newspaper
References
Hafner, K. (2019, November 8). He critiqued a callous health-care system. Then he experienced it

firsthand [Review of the book *The soul of care: The moral education of a husband and a*

doctor, by A. Kleinman]. *The Washington Post*. https://www.washingtonpost.com/outlook/he-

critiqued-a-callous-health-care-system-then-he-experienced-it-

firsthand/2019/11/08/8e00b2f6-c832-11e9-be05-f76ac4ec618c_story.html

In-Text Citations
Although Hafner (2019) claimed that Arthur Kleinman's work offered no new lessons, she admitted he

shored up his arguments against health care in America with potent stories of patients and physicians

suffering from a system that sacrifices human value for financial gain and efficiency.

Online Newspaper Article
References
Bogdanich, W., & Rebelo, K. (2011, February 27). X-Rays and unshielded infants. *The New York*

    Times. https://www.nytimes.com/2011/02/28/health/28radiation.html

This format applies to online newspaper articles and differs from online news sources on news
websites.

In-Text Citations
Bogdanich and Rebelo (2011) explained, "The errors at Downstate raise broader questions about the

competence, training and oversight of technologists who operate radiological equipment that is

becoming increasingly complex and powerful" (para. 9).

Bogdanich and Rebelo (2011) emphasized that the mistakes made at Downstate extend to questions

about the levels of competence, training, and supervision of the technicians who operate increasingly

sophisticated x-ray equipment.

Online News Source
References
Drayer, L. (2018, February 28). *Weight loss interventions that work: Lifestyle changes*. CNN.

    https://www.cnn.com/2018/02/07/health/weight-loss-food-exercise-drayer/index.html

This format applies to online news sources and differs from articles in online newspapers.

In-Text Citations
Drayer (2018) explained that getting ample sleep and focusing on intuitive eating, or noticing the

body's natural signals for being satisfied while eating, will help maintain weight loss.

Online News Source, No Author
References
Record-breaking heat blamed for 5 deaths. (2011, June 9). NBC.

    http://www.nbcnews.com/id/43336966/ns/weatherte/#.URE2Qx1fDP4

In-Text Citations
News broadcasts June 9, 2011, reported that "the heat was so intense in southwestern Michigan that

it buckled pavement on an interstate" (*Record-Breaking Heat,* 2011, para. 4).

According to an NBC News report, the temperatures in southwestern Michigan were so high on June 9,

2011, that the pavement on an interstate buckled (*Record-Breaking Heat,* 2011).

Online Magazine Article
References
Elegant, S. (2006, August 20). The war for China's soul. *Time*, *168*(9), 40–43.

    http://content.time.com/time/magazine/article/0,9171,1229123,00.html

In-Text Citations
Elegant (2006) noted a decidedly new problem facing "China's ruling class, which pays little more than

lip service to communist ideology but still strives to control its restive populace" (p. 41).

Blog Post
References
Lee, C. (2019, October 1). The APA Style blog of the future. *APA Style Blog*.

> https://apastyle.apa.org/Blog/future-blog

In-Text Citations
Lee (2019) explained the purpose of the new APA Style blog, noting that it would supplement the

more extensive resources on the APA Style website.

Press Release
References
National Park Foundation. (2019, October 26). *New National Christmas Tree planted in President's*

> *Park* [Press release]. https://www.nationalparks.org/about/pressroom/press-releases/new-

> national-christmas-tree-planted-presidents-park

In-Text Citations
The National Park Service recently planted the new National Christmas Tree on the Ellipse in

President's Park, to be lit December 5, 2019, during the 97th National Christmas Tree Lighting

Ceremony (National Park Foundation, 2019).

Government Report
References
The Council of Economic Advisers. (2019). *The state of homelessness in America*. Executive Office of

> the President of the United States. https://www.whitehouse.gov/wp-

> content/uploads/2019/09/The-State-of-Homelessness-in-America.pdf

On the title page for this report, the most specific group author is the Council of Economic Advisers, so it alone is listed in the author position. The Executive Office of the President of the United States is shown as the parent organization, so it is designated as the publisher.

In-Text Citations
While some reports show a 15% decrease in rates of homelessness since 2007, this reduction is

inaccurate in part because of an inconsistent definition of the types of housing assisting the homeless

and miscounting those who are unsheltered on the streets (The Council of Economic Advisers, 2019).

Professional Organization Report
References
National Endowment for the Arts. (2019). *Artists and other cultural workers: A statistical report.*

> https://www.arts.gov/sites/default/files/Artists_and_Other_Cultural_Workers.pdf

No publisher is listed for this report because the publisher is the same as the author. Some reports are assigned a publication number, which should be included in the citation if available.

National Institute of Mental Health. (2016). *Five things you should know about stress* (NIH Publication

No. 16–4310). U.S. Department of Health and Human Services, National Institutes of Health.

https://infocenter.nimh.nih.gov/pubstatic/OM%2016-4310/OM%2016-4310.pdf

In-Text Citations
Through 2026, the potential for employment as an actor, set and exhibit designer, producer and

director, and film and video editor is expected to grow at an above-average rate (National Endowment

for the Arts, 2019).

According to the NIMH (2016), a simple activity like walking 30 minutes every day can reduce stress

and improve a person's mood.

For a group with a well-known abbreviation, such as NIMH for the National Institute of Mental Health, the abbreviation can be recorded in both in-text citations and the text of your paper if, in the first in-text citation for the group, the full name is given along with the abbreviation: (National Institute of Mental Health [NIMH], 2016). If the group's abbreviation is not written in a narrative citation, subsequent in-text citations would then include only the abbreviation and year: (NIMH, 2016). Abbreviations for group names are not required but are useful to avoid repetition when the group is included at least three times.

Work of Visual Art
References
Museum
Wyeth, A. (1970). *Siri* [Painting]. High Museum of Art, Atlanta, GA, United States.

Online
New York beauty [Quilt]. (ca. 1940). Speed Art Museum, Louisville, KY, United States.

https://www.speedmuseum.org/kentucky-quilt/new-york-beauty/New

Because the creator of the quilt is unknown, the title moves to the author position. An exact creation date is also unknown, so the abbreviation "ca." designates that the quilt was created around 1940.

Todorov, J. (2018). [Photograph of Volkswagen and Audi cars in the Mojave Desert]. National

Geographic. https://www.nationalgeographic.com/photography/proof/2018/12/grand-prize-

winner-photo-contest-environment-cars-mojave-desert-california/

If a work of visual art doesn't have a title, include a description of it in brackets in the title element.

In-Text Citations
Museum
Andrew Wyeth (1970) employed his characteristic brushwork with tempera on gessoed board to create

a luminous portrait of a young girl, Siri, in which every wisp of hair can be seen in the soft light.

Small, eight-point stars are featured in the kaleidoscopic design of the quilt referred to as *New York*

Beauty (ca. 1940).

Online
A concert violinist and flight instructor, Jassen Todorov (2018) took to the skies to capture the striking

image of thousands of recalled cars gathering dust in the Mojave Desert.

Film
References
Kar-wai, W. (Director), Dawson, J., Yi-kan, C., Lau, J. (Producers). (1994). *Chungking express* [Film].

Criterion Collection.

In-Text Citations
Using night scenes basked in fluorescent signs and streetlights, the film tells several different stories

at once, many of them intersecting the location of a whimsical street food vendor (Kar-wai et al.,

1994).

Music Recording
References
Music Album
Barnett, C. (2015). *Sometimes I sit and think, and sometimes I just sit* [Album]. Milk! Records.

Single Song or Track
Dvořák, A. (1995). Slavonic dances, Op. 72 [Song recorded by Bratislava Radio Symphony Orchestra].

On *Symphony No. 9: New World symphony*. HNH International. (Original work published

1886)

In-Text Citations
Music Album
While Courtney Barnett (2015) titled one of her albums with a well-known quote from A. A. Milne, she

used her original artwork throughout the album cover.

Single Song or Track
In his "Slavonic Dances, Op. 72," Dvořák (1886/1995) began with a lively dance known as a furiant

and concluded with a calm and gentle waltz, the sousedská.

TV Series
References
Green, M., Abrams, J. J., Peele, J., Demange, Y., Knoller, D., Carraro, B., Stephenson, B., Sackheim,

D. (Executive Producers). (2020–present). *Lovecraft country* [TV series]. HBO.

If the TV series you're citing is no longer airing, cite the first and final year it aired, joining them with
an en dash to record the date range: (1982–1993).

In-Text Citations
Lovecraft Country situates 1950s American ideas about race in relation to horror and the supernatural,

creating a dramatic series that isn't easily defined (Green at al., 2020–present).

Episode of a Television Series
References
Fellowes, J. (Writer & Producer), & Goddard, A. (Director). (2012, October 7). (Season 3, Episode 4)

[TV series episode]. In R. Eaton & G. Neame (Producers), *Downton Abbey*. Carnival Films;

Masterpiece.

In this example, individual episodes of the series don't have titles, so they're identified by season and episode number. Both words in the title of the series are capitalized only because they constitute a proper noun: *Downton Abbey*. Additionally, co-publishers are listed in the publisher element, separated by a semicolon.

In-Text Citations
At breakfast, Matthew Crawley announced that his sister-in-law, Lady Edith, "had an invitation to write

a newspaper column," much to the dismay of her father, Sir Robert (Fellowes & Goddard, 2012).

YouTube Video
References
TEDx Talks. (2019, April 19). *Physical activity for the Commonwealth: Challenges/opportunities*

[Video]. YouTube. https://www.youtube.com/watch?v=FBq78-jo4XM

In-Text Citations
In his TEDx Talk at Bellarmine University, Thomas Wójcicki championed the health benefits of walking

by closing his talk in a lyrical manner: "We'll walk for the health of both body and mind, outcomes of

value to all humankind" (TEDx Talks, 2019, 10:19).

The individual or group (e.g., TEDx Talks) that uploads a video should be identified as its author in its reference-list entry, so if a person who created or is featured in a video is someone other than the uploader, identify this person (e.g., Thomas Wójcicki) in the narrative of your paper.

Podcast
References
Whole Series
Raz, G. (Host). (2017–present). *TED radio hour* [Audio podcast]. NPR.

https://www.npr.org/podcasts/510298/ted-radio-hour

When citing a date range, such as for a podcast or television series, include an en dash (rather than a hyphen) to designate the range of dates.

Episode
McGrath, J. (Host). (2019, November 6). Artificial wisdom [Audio podcast episode]. In *Academic minute*.

Inside Higher Ed. https://www.insidehighered.com/audio/2019/11/06/artificial- wisdom

Episodes of this podcast are not numbered. However, if a podcast you listen to provides episode numbers, list the appropriate number after the episode title.

Glass, I. (Host). (2019, October 27). And the call was coming from the basement (No. 319) [Audio

podcast episode]. In *This American life*. WBEZ Chicago.

https://www.npr.org/podcasts/381444650/this-american-life

In-Text Citations
Guy Raz (2017–present) hosts the *TED Radio Hour*, featuring captivating TED talks on various ideas,

inventions, and future possibilities.

Although morals and machines are not commonly paired concepts, McGrath (2019) claimed that the

ethics of machines can teach us about human ethical reasoning.

PowerPoint Slides or Lecture Notes
References
Apostel, S. (2019, September 16). [Lecture notes on designing with "quick and dirty pathos"].

      Department of Communication, Bellarmine University. https://www.bellarmine.edu/one-

      bellarmine/

Belshaw, D. (2016). *Open badges in higher education: Disruptive, desirable, democratic* [PowerPoint

      slides]. SlideShare. https://www.slideshare.net/dajbelshaw/open-badges-in-higher-education-

      disruptive-desirable-and-democratic

Bucalos, A. (2019). *Welcome to First Year Focus! We are glad you're here as our newest BU knights!*

      [PowerPoint slides]. Moodle. https://www.bellarmine.edu/one-bellarmine/

If your lecture or classroom presentation is housed on your school's learning management system, such as Canvas or Moodle, include the name of the system in the source element as well as the URL for its login page, as in the Apostel and Bucalos examples. Or, if the presentation or lecture notes have a universally accessible URL, include it, as in the Belshaw example. On the other hand, if your instructor provides a previously published source on a class webpage, find the original reference information and construct the reference-list entry as if reading it in the original source

In-Text Citations
Apostel (2019) noted that because human eyes are attracted to movement, visual presentations

should involve movement to capture people's attention.

Empathy, resilience, communication, and teamwork will help build the education design lab of the

future (Belshaw, 2016).

Bucalos (2019) explained the guidelines to building a community of learning at Bellarmine University

during the kickoff event on the first day of First Year Focus.

Course Pack Material
References
Apostel, K. (2020). Audience and purpose analysis: A guide. In K. Apostel (Ed.), *COMM 309: Technical*

      writing. Bellarmine University.

If the course's instructor is the author, as in this example, include the instructor as author and editor. If the author is not the instructor, list the instructor as editor and identify the author at the beginning of the entry. The name of the course pack may be the name of the course, but if your course pack has a unique name, include it instead after the editor. If your course pack lists page numbers for the materials in it, include the range of page numbers for the material you're citing, placing this range after the course pack title and before the university name: *COMM 309: Technical writing* (pp. 22–23).

In-Text Citations
Variations among an audience's technical background, culture, and questions should be accounted

for when drafting and designing a piece of technical writing (Apostel, 2020).

When citing course pack material, only use the style guidelines above when the material is original to the course. If, for instance, an article published in a journal is in your course pack, cite it as a journal article according to APA standards.

Conference Session
References
Hether, H. J., Apostel, S., Cole, A. W., & Carpenter, R. C. (2019, November 14–17). *Surviving the*

future of communication instruction: New media and digital pedagogy [Conference session].

National Communication Association 105th Annual Convention, Baltimore, MD, United States.

https://ww4.aievolution.com/nca1901/index.cfm?do=ev.viewEv&ev=8232

In-Text Citations
Like researchers, instructors today are often frustrated with the frequency of new resources, but those

that are accessible within the classroom include new media technologies, gamification, and wearable

technology (Hether et al., 2019).

Email, Interview, or Other Personal Communication
References
Personal communications include emails, text messages, personal interviews, private online messages,
live speeches, unrecorded classroom lectures, and so on. Since your readers can't retrieve your
personal communication, a reference-list entry isn't necessary.

In-Text Citations
My guidance counselor gave me good advice when she told me that I should think about other factors

when I decide what school will be the best fit for me (S. Jones, personal communication, September

12, 2020).

Secondary Source (When the Primary, Original Source is Unavailable)
References
Batson, D. C. (2005). Seven possible social-psychological wisdoms. *Psychological Inquiry*, *16*(4), 152–

157. https://doi.org/10.1207/s15327965pli1604_02

In-Text Citations
The success of many experiments originated with the "famous dictum: 'There is nothing so practical as

a good theory'" (Lewin, 1951, as cited in Batson, 2005, p. 156).

Kurt Lewin (1951) famously claimed that a good theory is the most practical key to many successful

experiments (as cited in Batson, 2005, p. 156).

If the date of the primary source is known, include it in your in-text citation. For example, Lewin's
work was published in 1951 and is the primary source. If a date is unknown for a primary source, do
not attempt to include it in an in-text citation: Lewis's report (as cited in McGrath, 2013).

Online Forum Post
References
Berry, D. [Dave_Berry]. (2019, November 6). *You don't have to go to jail to give your kid an edge*

[Online forum post]. College Confidential. https://talk.collegeconfidential.com/parents-

forum/2162597-you-don-t-have-to-go-to-jail-to-give-your-kid-an-edge.html

To cite the author of a post, begin with the name of the individual or group followed by the applicable

username in brackets. If the author is unknown, begin with the username, but don't use brackets.

In-Text Citations
Berry (2019) highlighted three ways parents can support their children, whether they are middle or

high school students, on their journeys toward career success.

Tweet
References
Obama, B. [@POTUS44]. (2017, January 10). *Thank you for everything. My last ask is the same as*

> *my first. I'm asking you to believe—not in* [Tweet]. Twitter.

> https://twitter.com/potus44/status/819044196371800065?lang=en

When citing from Twitter or Instagram, include the name of the author or group followed by the applicable username in brackets, and precede the username with the symbol for "at": @. In the title element, include up the first 20 words of the post.

In-Text Citations
Ever a proponent of change, President Barack Obama (2017) used one of his final Tweets while in

office to pass the baton: "I'm asking you to believe—not in my ability to create change, but in yours."

Facebook Post
References
Smithsonian. (2019, October 7). *By collecting, researching and sharing women's history, we aim to*

> *tell a more complete American story and empower future generations* [Image attached]

> [Status update]. Facebook. https://bit.ly/2WPLy0E

For the title of the post, provide its content, up to 20 words. If a status update includes an image, video, infographic, or other content in a thumbnail link, indicate it in brackets after the title element. Replicate a URL or hashtag, counting it as one word of the overall 20. If a post includes an emoji, replicate it if possible. Alternatively, use the accepted emoji name, placing it in brackets: [winking face]. As the Smithsonian example shows, you may shorten the URL using a URL shortening service.

In-Text Citations
The Smithsonian (2019) heralded efforts that led to gathering 280 artifacts from its 16 museums to

help create its new book, *Smithsonian American Women.*

Mobile App
References
Mobile App as a Whole
MobiSystems. (2017). *Mosby's drug reference for health professions* (Version 9.0.274) [Mobile app].

> Google Play Store. https://play.google.com/store/apps/

> details?id=com.mobisystems.msdict.embedded.wireless.elsevier.drhp

Entry From a Mobile App
MobiSystems. (2017). Mechanism of action. In *Mosby's drug reference for health professions* (Version
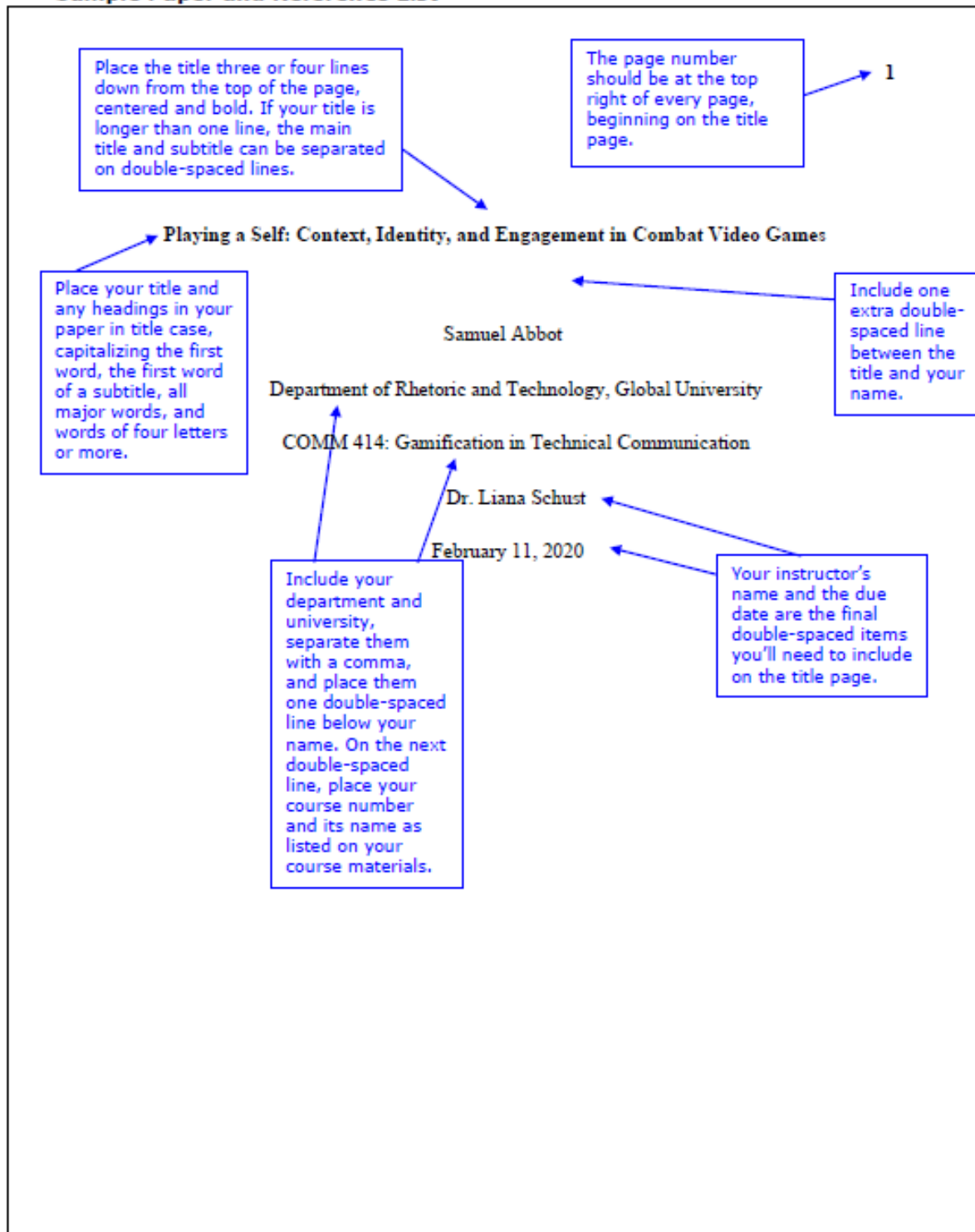
> 9.0.274) [Mobile app]. Google Play Store. https://play.google.com/store/apps/

> details?id=com.mobisystems.msdict.embedded.wireless.elsevier.drhp

In-Text Citations

A mechanism of action occurs when a version of human interleukin-11 stimulates the production of

blood platelets, leading to proper blood clotting (MobiSystems, 2017).

Sample Paper and Reference List

Place the title three or four lines down from the top of the page, centered and bold. If your title is longer than one line, the main title and subtitle can be separated on double-spaced lines.

The page number should be at the top right of every page, beginning on the title page.

1

Playing a Self: Context, Identity, and Engagement in Combat Video Games

Place your title and any headings in your paper in title case, capitalizing the first word, the first word of a subtitle, all major words, and words of four letters or more.

Include one extra double-spaced line between the title and your name.

Samuel Abbot

Department of Rhetoric and Technology, Global University

COMM 414: Gamification in Technical Communication

Dr. Liana Schust

February 11, 2020

Include your department and university, separate them with a comma, and place them one double-spaced line below your name. On the next double-spaced line, place your course number and its name as listed on your course materials.

Your instructor's name and the due date are the final double-spaced items you'll need to include on the title page.

Playing a Self: Context, Identity, and Engagement in Combat Video Games

The connection a player feels with a virtual character is a hot topic in video game theory

_____ f__ilitating that connection can make or break the s_____ _____ E_____ this

__ ny game theorists focus on play and narrative be_____ing.

__ of graphics is also largely marginalized by most_____ e

advertisers. In other words, players need a compelling storyl_____

complete levels or missions and progress in the video game.

Players also value feelings associated with playing the game. Coming from a ___

background, Block (2001) noted how depth is constructed in the game to make players f

walking through an alley, when in fact, they are looking at a flat computer screen. Playi___

also involves the controls used to actually move the characters. Players' virtual moveme___

are thus an important aspect of the gaming experience. When a player pushes a button, they expect their

character to obey the command immediately. In addition, Eastin and Griffiths (2006) found that

engagement is higher among players when they are familiar with the game console. Game platform,

computer scr_____ ll considered vitally important to both designers and

gamers.

Be_____ ps gamers fully engage, allowing them to experience a

sense of plea_____ inga (1950) wrote that play can take a person from

seriousness, to absorption, and then to "a devotion that passes into rapture" (p. 8). An important source

in Huizinga's theory of play came from Friedrich Schiller (1934): "Man plays only when he is in the full

sense of the word man, _and he is only wholly man when he plays_" (as cited in Anchor, 1978, para. 1).

More recently, Csikszentmihalyi (1988) came up with his theory of "flow." Both theorists described the

euphoric feeling one gets when totally immersed, challenged, and confident in a task. With or without

flow, the controls are an important way to connect with the virtual character, and the level of connection

players have with their digital characters is still palpable ___

Annotation callouts:

- Center and bold the paper's title, placing it before the first line of text.

- Unless you're including a definition or want to quote a brief and meaningful statement from one of your sources, APA suggests paraphrasing the information that supports your argument or paper's purpose.

- If a source has two authors and you cite them in a narrative citation, use "and" between their names. If you cite them in a parenthetical in-text citation, use an ampersand (&) between their names.

- If a primary source is out of print or unavailable and you want to reference it but read it in a secondary source, include the date for the primary source as well as the date for the secondary source. Here, Schiller is the primary source; Anchor is the secondary source.

- If a source doesn't have page numbers, count the paragraphs manually if they aren't numbered, and cite the applicable paragraph number in the in-text citation.

designers. For example, studies have shown [that] what the gamers wanted, gamers used the word "I" when discussing th[e] [chara]cters disobeyed suggestions, gamers used the word "he" or "she" in reference to the character (Fullerton et al., 2004). Furthermore, according to Gee (2003), players took on a "projective identity," which combined a virtual self, the character in the game, with their own values and desires (p. 82). Gee also pointed out that games may have helped players reflect on their ideological perspectives because a video game forced them to perform the actions of what may be a completely different type of person, doing, for instance, jobs that the players may or may not feel [   ]es.

Players also reflected on their ideological perspecti[ve] [   ]er, and meaning. Gee (2003) observed that games like Full Spectrum Warrior allowed players to "experience expertise, to feel like an expert" commanding officer; after playing the game, he felt like a professional military commander, and the experience he took away was that he now knew [what it was] to be a person in that role (p. 49). Gee further noted that while games [   ] [b]eliefs, they could also open avenues to different worldviews. For [   ] is hell, according to Gee, would be reinforced by [   ] [i]n this game, the values and actions required of the[   ] [pro]bably be performed by a player's projected self—thus having some effect on his or her level of empathy for a soldier in warfare. Another game, America's Army 2, would also provide a compelling reason to enter into the act of war: virtual soldiers were not asked to protect American economic interests or remove governments that harbor terrorists; they were asked to step in where the United Nations was faltering. Instead of an invasion force, the U.S. Army was answering a call for assistance:

> The contested area of Ostregal: 200 miles of dense forests, war-torn villages and
>
> dangerous rural plains are all that stand between the Republic of Ostregal and its total

Annotation callouts:

- Consecutive page numbers should continue at the top right corner of every page.
- Place end punctuation (such as a period) after an in-text citation for a short quotation (fewer than 40 words).
- When back-to-back narrative citations appear in a paragraph, the year may be omitted from subsequent citations. However, if the author's name isn't included in the narrative of the sentence and is in an in-text citation, the year must always be included.
- APA asks writers to use past tense when discussing the work of another writer or researcher.

Pearson

When a source has one or two authors, include their names in every parenthetical or narrative citation. For a source with three or more authors, include the first author's name followed by "et al." for every parenthetical and narrative citation.

...y the Czervenia Nationalist Party. Answering the call, the United States

...oyed to provide humanitarian relief and protect the innocent civilians

...crossfire. But when battle begins and an ominous threat is uncovered,

...fight with American strength, honor and cou[rage] ...

Use present tense when drawing your own conclusions about your study.

et al., 2001, para. 1)

Through this context of events within the game, we learn that a large military force is gathering to

attack the U.S. Army soldiers stationed in Ostregal, giving these soldiers the moral grounds to go

on specific miss[ions] ... threaten American forces, civilians, and political leaders,

and providing [more] ... o a game than the role of a peacekeeper at a check station.

Block a long quotation (40 or more words), indenting the whole block ½ inch from the left margin. Do not enclose it with quotation marks, and use double quotation marks on any quotes within it.

Here the game r[e] ... merican-ideological perspective of the U.S. Military:

soldiers are sen[t] ... gain its freedom from tyranny and independence.

Commenting on ... Morris (2002) noted,

From a propaganda perspective, though, the Army has seemingly hit the jackpot. (And

the Army readily admits the games are a propaganda device.) "America's Army" was

one of the most talked about titles at E3 and is starting to appear in the many "best of

show" lists that are popping up on gaming websites these days. Even game developers

were singing the praises of "Operations." ("Reaction to the Game" section, para. 6)

Place end punctuation for a long quotation (more than 40 words) before its in-text citation.

If a source doesn't have page numbers but is organized into sections, use the heading for the section or a shortened form of the heading to identify where the quote or paraphrase was found. Only place quotation marks around the heading when you need to shorten it. Follow the heading with "section," and include the paragraph number if the section was long or complex.

Sample Reference List

<div align="right">12</div>

References

Anchor, R. (1978). History and play: Johan Huizinga and his critics. *History and Theory, 17*(1),

63–93. https://doi.org/10.1080/03075079512332504901

Block, B. (2001). *The visual story: Seeing the structure of film, TV, and new media*. Focal Press.

Csikszentmihalyi, M. (1988). *Optimal experience: Psychological studies of flow in consciousness*.

Cambridge University Press.

Eastin, M., & Griffiths, R. (2006). Beyond the shooter game: Examining presence and hostile

outcomes among male game players. *Communication Research, 33*(6), 448–466.

https://doi.org/10.1177/0093650206293249

Fullerton, T., Swain, C., & Hoffman, S. (2004). *Game design workshop: Designing, prototyping,

and playtesting games*. CMP Books.

Gee, J. P. (2003). *What video games have to teach us about learning and literacy*.

Macmillan.

Huizinga, J. (1950). *Homo ludens: A study of the play element in culture*. Beacon.

Morris, C. (2002, June 3). *Your tax dollars at play: U.S. Army gets into the gaming business.

You're paying for it*. CNNMoney. https://money.cnn.com/2002/05/31/

commentary/game_over/column_gaming/

Sherman, M. Z., Penick, M., and Brown, J. (2001). *America's Army 2: Rise to the challenge*.

IDW. http://www.americasarmy.com/graphicnovel/reader/

United States Army. (2003). *America's Army 2: Special forces* (Version 2.0) [Video game].

https://www.lifewire.com/americas-army-2-special-forces-pc-811431

Annotations:

The heading should be centered and bold, and the page number should continue to be placed at the top right corner of the page.

Use a hanging indent for each entry by indenting any line after the first line ½ inch from the left margin.

When including publishers for your sources, do not include their locations.

Provide names for up to 20 authors in entries for sources with multiple authors.

When an article from a news source isn't found in a newspaper or magazine, cite it as a stand-alone work by italicizing its title and placing the name of the news source in plain font.

If you've read an ebook, include its applicable URL or DOI in the source element and do not follow it with a period.

When the author and publisher are the same, list the name only once, in the author element.

Provide a bracketed description for sources other than articles, books, and reports—sources that aren't peer-reviewed academic literature.