APA Style 7ᵗʰ Edition

The American Psychological Association (APA) regulates how academic papers are formatted in many disciplines. The following guidelines are based on the *Publication Manual of the American Psychological Association, Seventh Edition* (2020). For each topic, the corresponding section in the handbook is listed in parentheses.
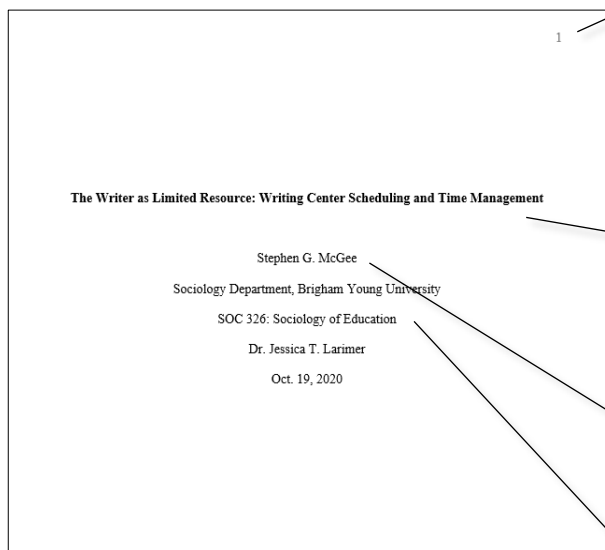
General Format (*APA Manual* chapter 2)

Font (2.19): Clear, standard size (Times New Roman, 12-point font is preferred)

Line Spacing (2.21): Double-spaced, no extra spaces between headings or body paragraphs

Margins (2.22): 1-inch margins on all sides

Title Page (*APA Manual* 2.3–2.7)

Your title page identifies you and announces the topic of the paper and your affiliations.

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The Writer as Limited Resource: Writing Center Scheduling and Time Management

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SOC 326: Sociology of Education

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Oct. 19, 2020

Page Number (2.18): Use the "Insert Page Number" feature to include numbering flush-right in the header.

Running Head (2.8): Running heads are **no longer required** unless an instructor requests them or the manuscript is being submitted for publication.
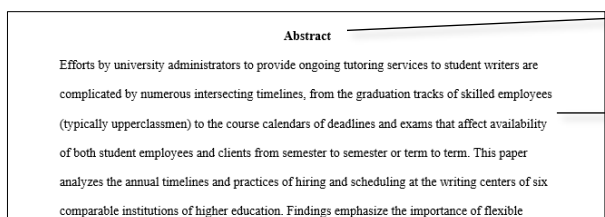
Title (2.4): Bold face the title and center it between the margins in the upper half of the title page (e.g., three or four lines from the top margin). **Note**: You will also include this title on the first page of the body text.

Author Name (Byline) (2.5): Place your name beneath the full title, with an empty line between them. Including your middle initial is preferred.

Author Affiliation (2.6): Give the full name of your institutional affiliation, with the department and university names separated by a comma. The course title, instructor, and assignment due date follow on their own lines.

Optional Abstract (*APA Manual* 2.9)

The purpose of an abstract is to summarize your paper. Generally, an abstract is between 150 and 250 words and is on its own page following the title page. *APA no longer expects abstracts for student papers, but some instructors may still require them*. If required, an abstract should summarize your major points in the same order they are presented in the paper.

Abstract

Efforts by university administrators to provide ongoing tutoring services to student writers are complicated by numerous intersecting timelines, from the graduation tracks of skilled employees (typically upperclassmen) to the course calendars of deadlines and exams that affect availability of both student employees and clients from semester to semester or term to term. This paper analyzes the annual timelines and practices of hiring and scheduling at the writing centers of six comparable institutions of higher education. Findings emphasize the importance of flexible

Title: Title the page "Abstract" (bold-faced and centered in the same formatting as your paper title).

Body: Begin typing on the next line without indenting. Do not split the abstract into more than one paragraph.

Body of the Paper (*APA Manual* 2.11)

The body of your paper will follow the title page and abstract.

1

Writing Papers in APA Style: An Overview

This is where students will write the body of their papers, following instructor guidelines and genre expectations to generate original content and properly reference material from other writers and researchers. In-text citations will look like the one at the end of this sentence, with the name of the author or authors of a referenced publication followed by a comma, a space, and the publication year (Johnson, 2015). This same principle may be used to cite multiple examples or complementary evidence to support a claim by using semicolons to separate each referenced publication, listed alphabetically as shown here (Gómez, 2014; Harmon, 2011; Zhang 2017). A writer parenthetically referencing a work with exactly two authors should use both authors' names, separated by spaces and an ampersand (Moretti & Norris, 2008), while a writer referencing in parentheses a work with three or more authors should use only the first listed author's name, followed by the Latin abbreviation "et al." for "and others" (Nakamura et al., 2018).

2

Headings and Sections of Papers in APA Style

Although major section titles (including the paper title, abstract, methods, discussion, and references sections) are bolded and centered, sections with a narrower focus have accordingly less central headings. The second level of heading is bolded and left-aligned, like the one above, while the rarer third level is bolded, italicized, and left-aligned. A third-level heading is included below to illustrate. It is rare that a student paper is long or complex enough in organization to require a fourth- or fifth-level heading. Reference section 2.27 of the *Publication Manual of the American Psychological Association* (2020) for additional information on headings.

3

More Heading Examples in APA Style

Like those above, this heading is followed by paragraphs of body text, indented normally.

Title (2.4): The first few paragraphs of your paper will be an introduction. Begin them with the title, centered and bolded (not the word "Introduction"). After the introduction, begin using the headings described below.

Headings (2.27): APA uses five levels of heading. Levels one through three are pictured here. For examples of levels four and five, consult the APA Manual section 2.27.

1 Level one headings (including the title) are **bolded** and centered.

2 Level two headings are **bolded** and flush left.

3 Level three headings are **bolded**, *italicized*, and flush left.

Level four headings (not displayed) are indented and **bolded**.

Level five headings (not displayed) are indented, **bolded**, and *italicized*.

In-Text Citations (*APA Manual* chapter 8)

In-text citations indicate to readers where your thoughts end and your research begins. In-text citations also direct readers to the full citations included on your reference page.

Progressive muscle relaxation has also been examined as a stress-reduction intervention with large groups, albeit not therapy groups. Rausch et al. (2006) exposed a group of 387 college students to 20 min of either meditation, progressive muscle relaxation, or waiting as a control condition. Students exposed to meditation and progressive muscle relaxation recovered more quickly from subsequent stressors than did students in the control condition. Rausch et al. (2006) concluded the following:

A mere 20 min of these group interventions was effective in reducing anxiety to normal levels . . . merely 10 min of the interventions allowed [the high-anxiety group] to recover from the stressor. Thus, brief interventions of meditation and progressive muscle relaxation may be effective for those with clinical levels of anxiety and for stress recovery when exposed to brief, transitory stressors. (p. 287)

Thus, even small amounts of progressive muscle relaxation can be beneficial for people experiencing anxiety.

Guided Imagery and Progressive Muscle Relaxation in Group Psychotherapy

Combinations of relaxation training techniques, including guided imagery and progressive muscle relaxation, have been shown to improve psychiatric and medical symptoms when delivered in a group psychotherapy context (Bottomley, 1996; Cunningham & Tocco, 1989). The research supports the existence of immediate and long-term positive effects of guided imagery and progressive muscle relaxation delivered in group psychotherapy (Baider et al., 1994). For example, Cohen and Fried (2007) examined the effect of group psychotherapy on 114 women diagnosed with breast cancer. The

In-Text Citations (8.10–26): Provide the author's last name and the date the work was published. If the publication date is unknown, use "n.d." Include a page number if citing a direct quote. Alternatively, you can use the author's name and/or the publication date in the text and include only the page number (if needed) in parentheses. Separate the elements of the in-text citation with commas. Remember that the period follows the closing parenthesis. **Example:** Psychotherapy proved effective for three out of four college students with clinical levels of anxiety (Rausch et al., 2006).

Block Quotations (8.27): Quotations longer than 40 words use the block quote format: indent the block quote an additional ½ inch from the left margin and main body text, double-space, omit quotation marks, and place the citation after the period.

In-Text Citations of Multiple or Duplicate Authors and Titles (*APA Manual* chapter 6)

One Work by Multiple Authors (8.17)

If a work has two authors, always include both of their names in an in-text citation. If a source has three or more authors, simply use the first author's name followed by "et al.," short for "and others" in Latin.

> **Two Authors:** (Moretti & Norris, 2008) or Moretti and Norris (2008) explain . . .

> **Three or More Authors:** (Zhang et al., 2017) or Zhang et al. (2017) explain . . .

Citing Multiple Authors Within One Citation (8.12)

If you have multiple sources that all validate the same fact that you are asserting, include all of those references alphabetically in the same parenthetical in-text citation, separated with a semicolon.

> **Example:** Several studies corroborate this finding (Johnson, 2015; Nakamura et al., 2018).

Authors with Multiple Works (8.19)

When you are citing multiple works by the same author or authors, arrange them by year of publication. If the works have the same publication year, add the suffixes "a," "b," "c," etc. after the year and include those suffixes in the reference list (which will be ordered alphabetically).

> **Example:** Several studies corroborate this finding (Arseneau, 2015a, 2015b).

Reference List (*APA Manual* 2.12, chapter 9)

The reference page should follow the same format as the rest of the paper: 1-inch margins, double-spacing, and a flush-right page number in the header. List sources alphabetically with no extra lines between sources.

References

Achterberg, J. (1985). *Imagery in healing*. Shambhala Publications.

American Psychological Association. (2017). *Stress in America: The state of our nation*.
https://www.apa.org/news/press/releases/stress/2017/state-nation.pdf

Baider, L., Uziely, B., & Kaplan De-Nour, A. (1994). Progressive muscle relaxation and guided imagery in cancer patients. *General Hospital Psychiatry, 16*(5), 340–347. https://doi.org/10.1016/0163-8343(94)90021-3

Ball, T. M., Shapiro, D. E., Monheim, C. J., & Weydert, J. A. (2003). A pilot study of the use of guided imagery for the treatment of recurrent abdominal pain in children. *Clinical Pediatrics, 42*(6), 527–532. https://doi.org/10.1177/000992280304200607

Bernstein, D. A., & Borkovec, T. D. (1973). *Progressive relaxation training: A manual for the helping professions*. Research Press.

Bottomley, A. (1996). Group cognitive behavioural therapy interventions with cancer patients: A review of the literature. *European Journal of Cancer Cure, 5*(3), 143–146. https://doi.org/10.1111/j.1365-2354.1996.tb00225.x

Cohen, M., & Fried, G. (2007). Comparing relaxation training and cognitive-behavioral group therapy for women with breast cancer. *Research on Social Work Practice, 17*(3), 313–323. https://doi.org/10.1177/1049731506293741

Title (9.43): Center the bolded word "References" in the same size and font as the title of your paper.

Hanging Indent (9.43): Set a ½-inch indent for citations that extend more than one line. Do not attempt to create this appearance manually by adding spaces, hard returns, and tabs. Instead, use your program's built-in process for hanging indents.

> **In Microsoft Word:** Highlight the text, right click, and select "Paragraph." Then, under "Indentation," select "Special Indent," and click "Hanging." Set it to ½ inch.

> **In Google Docs:** Highlight the text, click on the "Format" tab. Then, under "Align and Indent," select "Indentation Options." In the options, set the left indent to 0 inches and the special "Hanging" indent to ½ inch.

Authors' Names on the References Page (9.8): List authors with their last names spelled out, followed by a comma and their initials. If there are multiple authors for the same work, format each of their names this way, with commas between them and an ampersand before the last name.

    Example: Bernstein, D. A., & Borkovek, T. D.

Citing Specific Sources (*APA Manual* section 9)

Since there are many types of sources, only some of the most commonly used are included in this handout. For more citation help with sources and for exceptions consult *The Publication Manual of the American Psychological Association, Seventh Edition* or the Purdue Online Writing Lab.

Book (9.19, 9.29)

    Include: Author's last name, First initial. Middle initial. (Year of publication). *Title of work*. Publisher.

    Example: Rousculp, T. (2014). *Rhetoric of respect: Recognizing change at a community writing center*. NCTE.

Scholarly Journal Article (9.25–27)

    Include: Author's last name, First initial. Middle initial. (Year of publication). Title of article. *Title of Periodical*, *volume number*(issue number), page range.

    Example: Walsh, R. T. G. (2015). Making discursive space in psychology for qualitative report-writing. *Qualitative Psychology*, *2*(1), 29–49.

Online Scholarly Journal Article (9.25 – 27, 9.34)

    Include: Author's last name, First initial. Middle initial. (Year of publication). Title of article. *Title of Periodical*, *volume number*(issue number), page range. doi:xx.xxxxxxxxxx or URL (if no DOI)*

    Example: Zilio, D. (2016). On the autonomy of psychology from neuroscience: A case study of Skinner's radical behaviorism and behavior analysis. *Review of General Psychology*, *20*(2), 155–170. https://doi.org/xxx

Internet Source (9.32–34)

    Include: Author's last name, First initial. Middle initial. (Date of publication)[1],[2]. Website Name. http://web address[3]

    Example: Driscoll, D., & Brizee, A. (2016). Commas: Quick rules. https://owl.english.purdue.edu/owl/owlprint/607/

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[1] Some Internet sources are inherently designed to change, like dictionary entries, social media pages, etc. For these sources, use a retrieval date instead of a publication date. This is done by inserting the word "Retrieved" before the month and year. See *The Publication Manual of the American Psychological Association, Seventh Edition,* page 290 for additional information.

[2] If the publication date is unknown and a retrieval date isn't appropriate, write "n.d." (which stands for "no date") in parentheses.

[3] Do not include a period at the end of the web address or DOI (Digital Object Identifier, a consistent link provided by the publisher).