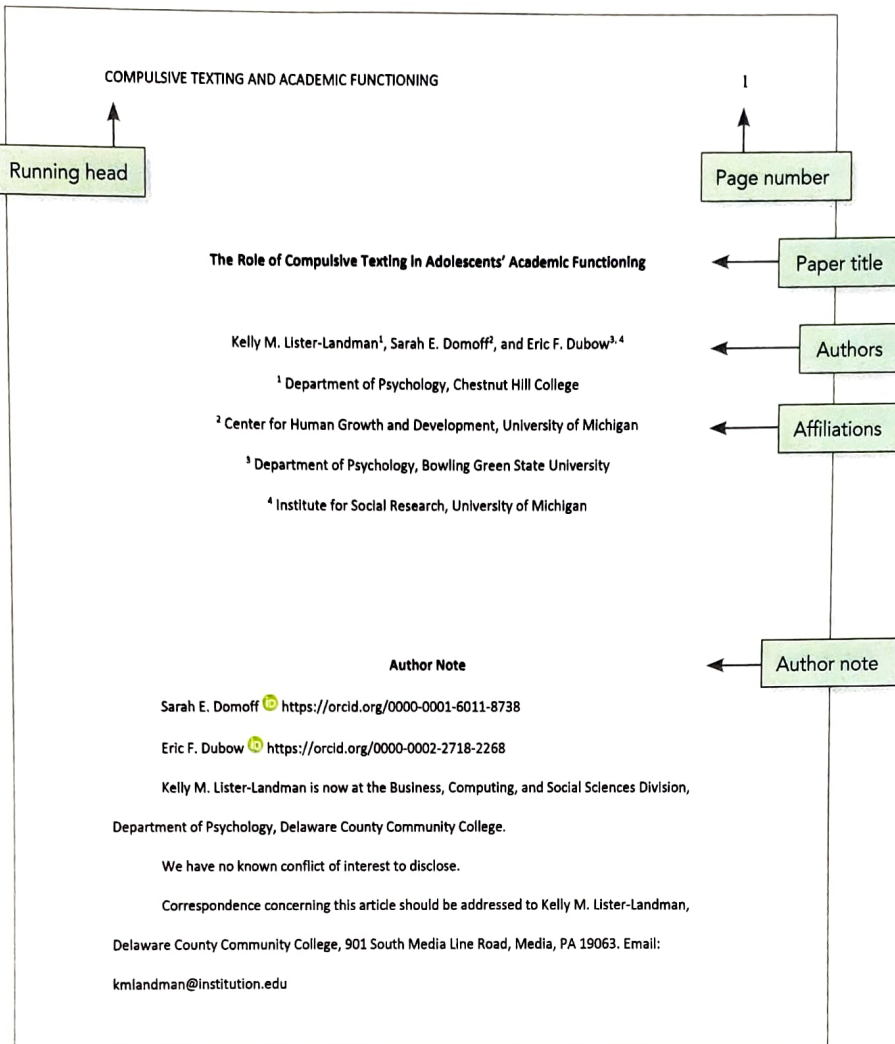


**Figure 2.1** Sample Professional Title Page

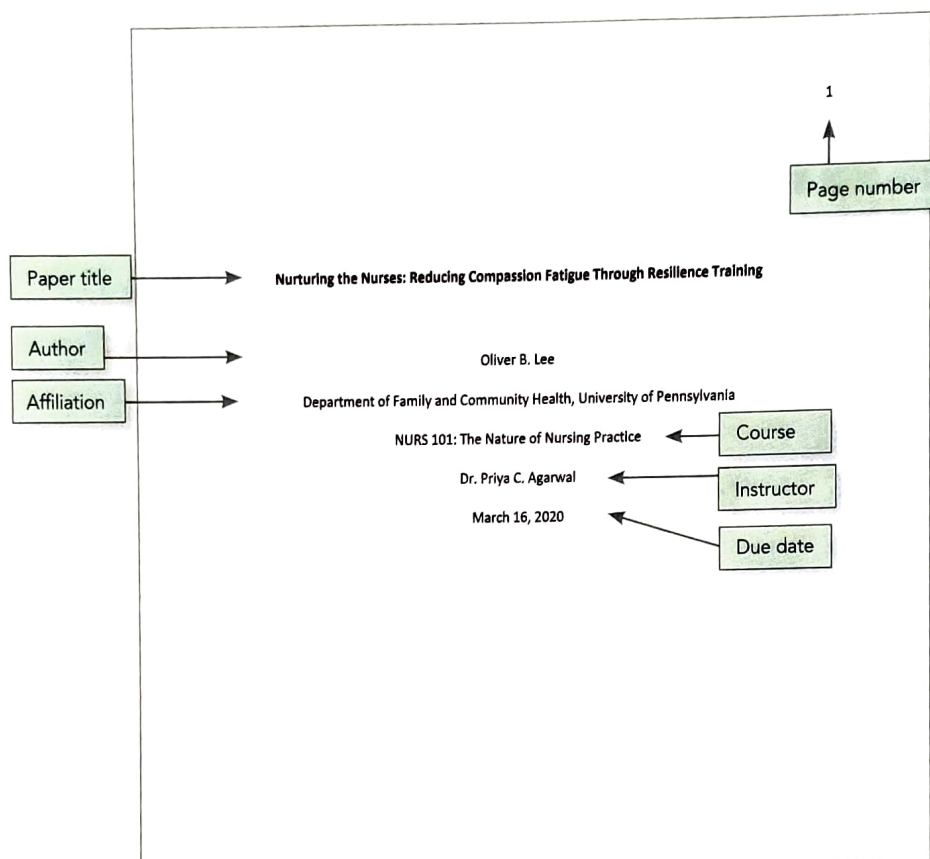


See the sections for the title, byline, affiliation, and page numbers for formatting instructions for these elements. Place the course number and name, instructor name, and assignment due date on separate lines, centered and in that order, below the affiliation (see Section 2.21 for more on line spacing).

## 2.4 Title

The *title* should summarize the main idea of the paper simply and, if possible, in a way that is engaging for readers. For research papers, it should be a concise statement of the main topic of the research and should identify the variables or theoretical issues under investigation and the relationship between them. Although there is no prescribed limit for title length in APA Style, authors are encouraged to keep their titles focused and succinct. Research has shown an association between simple, concise titles and higher numbers of article downloads and citations (Hallock & Dillner, 2016; Jamali & Nikzad, 2011).

Figure 2.2 Sample Student Title Page



Include essential terms in the title to enhance readers' ability to find your work during a search and to aid abstracting and indexing in databases if the work is published. Avoid words that serve no purpose; they increase the title length and can mislead indexers. For example, the words "method" and "results" do not normally appear in a title, nor should such phrases as "a study of" or "an experimental investigation of." Occasionally terms such as "research synthesis," "meta-analysis," or "fMRI study" convey important information for potential readers and are included in the title. Avoid using abbreviations in a title; spelling out all terms helps ensure accurate, complete indexing of the article and allows readers to more readily comprehend its meaning. When an animal name—for example, "Rat"—is in the title, also include the scientific name in italics and parentheses—(*Rattus norvegicus*). See Table 2.1 for examples of effective versus ineffective paper titles.

**Format.** The paper title should be in title case (see Section 6.17), bold, centered, and positioned in the upper half of the title page (e.g., three or four lines down from the top margin of the page). Move the title up to accommodate a longer author note if necessary. If the title is longer than one line, the main title and the subtitle can be separated on double-spaced lines if desired. Note that the paper title also appears at the top of the first page of text (see Sections 2.11 and 2.28).

find your work during a search. For manuscripts being submitted to APA journals, provide three to five keywords describing the content. Keywords are not required for student papers unless requested by the instructor or institution.

**Format.** Write the label “*Keywords:*” (in italic) one line below the abstract, indented 0.5 in. like a regular paragraph, followed by the keywords in lowercase (but capitalize proper nouns; see Section 6.14), separated by commas. The keywords can be listed in any order. Do not use a period or other punctuation after the last keyword (see the sample professional paper at the end of this chapter). If the keywords run onto a second line, the second line is not indented.

## 2.11 Text (Body)

The *text*, or body of the paper, contains the authors’ main contribution to the literature. Both professional and student authors should follow the content and formatting guidelines described in this chapter and the citation principles described in Chapters 8 and 9; researchers preparing manuscripts for publication should also review the reporting standards for quantitative, qualitative, or mixed methods research, as appropriate, described in Chapter 3. For guidance on the contents of various types of papers, see Sections 1.1 to 1.10.

The text can be organized in many ways, and the organization generally depends on the paper type (see also Sections 1.1–1.10). Most papers include an introduction that addresses the importance of the work, contextualizes the work within the existing literature, and states the aims of the work. Beyond the introduction, the paper should include paragraphs or sections explaining the main premises of the paper. There are many possible formats for the rest of the text; for example, a quantitative research paper typically includes sections called “Method,” “Results,” and “Discussion,” whereas a qualitative research paper may include a section called “Findings” instead of “Results,” or it may have different section headings altogether, depending on the nature of the inquiry. A brief student paper (e.g., a response paper) may not have section headings or may have sections with headings different from those described in this manual. See Section 2.26 for more on organization.

**Format.** The text should start on a new page after the title page and abstract (if the paper includes an abstract). On the first line of the first page of the text, write the title of the paper in title case, bold, and centered. The text should be left-aligned, double-spaced paragraphs, with the first line of each paragraph indented by one tab key (0.5 in.; see Sections 2.23–2.24). Use headings as needed and appropriate within the text to separate sections and to reflect the organizational structure of the content (see Sections 2.26–2.27). Do not start a new page or add extra line breaks when a new heading occurs; each section of the text should follow the next without a break.

## 2.12 Reference List

The *reference list* provides a reliable way for readers to locate the works authors cite to acknowledge previous scholarship. References are used to document and substantiate statements made about the literature, just as data in the paper are used to support interpretations and conclusions. The references cited in the paper do not need to be exhaustive but should be sufficient to support the need



for your research and to enable readers to place it in the context of previous research and theorizing. For detailed guidance on citing sources in the text and preparing the reference list, consult Chapters 8 and 9, respectively.

**Format.** Start the reference list on a new page after the text and before any tables, figures, and/or appendices. Label the reference list “References,” capitalized, in bold, and centered. Double-space all reference list entries (including between and within references). Use a hanging indent for all references, meaning that the first line of each reference is flush left and subsequent lines are indented by 0.5 in. Use the paragraph-formatting function of your word-processing program to automatically apply the hanging indent. For the order of works in the reference list, see Sections 9.44 to 9.49.

## 2.13 Footnotes

A *footnote* is a brief note that provides additional content or copyright attribution. Any type of paper may include footnotes.

**Content Footnotes.** Content footnotes supplement or enhance substantive information in the text; they should not include complicated, irrelevant, or nonessential information. Because they can be distracting to readers, content footnotes should be included only if they strengthen the discussion. A content footnote should convey just one idea; if you find yourself creating paragraphs or displaying equations as you are writing a footnote, then the main text or an appendix would likely be a more suitable place to present the information. Another alternative is to indicate in a short footnote that supplemental material is available online (see Section 2.15). In most cases, authors integrate an idea into an article best by presenting important information in the text, not in a footnote.

**Copyright Attribution.** When authors reproduce lengthy quotations and/or test or scale items in the text, a copyright attribution is usually required and should be presented in a footnote. A reproduced table or figure also requires a copyright attribution, but this attribution appears in the table or figure note. Further directions on seeking permission to reproduce material and appropriate wording for the copyright attribution appears in Sections 12.14 to 12.18.

**Footnote Callout Numbering and Format.** Number all footnotes consecutively in the order in which their callouts appear in the text with superscript Arabic numerals. Footnote callouts should be superscripted, like this,<sup>1</sup> following any punctuation mark except a dash. A footnote callout that appears with a dash—like this<sup>2</sup>—always precedes the dash. (The callout falls inside a closing parenthesis if it applies only to matter within the parentheses, like this.<sup>3</sup>) Do not put a space before the footnote callout in text. Do not place footnote callouts in headings. To refer to a footnote again after it has been called out, identify it in the text by the footnote number (e.g., write “see Footnote 3”); do not repeat the footnote callout or the whole footnote.

Place each footnote at the bottom of the page on which it is discussed using the footnote function of your word-processing program (see the sample professional paper at the end of this chapter for examples). Footnotes may alternatively be placed in consecutive order on a separate page after the references; in this case, put the section label “Footnotes” in bold, centered at the top of the page; then write the footnotes themselves as double-spaced indented paragraphs that



**Capitalize most terms related to Indigenous Peoples.** These include names of specific groups (e.g., Cherokee, Cree, Ojibwe) and words related to Indigenous culture (e.g., Creation, the Creator, Elder, Oral Tradition, Traditional Knowledge, Vision Quest). The capitalization is intentional and demonstrates respect for Indigenous perspectives (for more, see *International Journal of Indigenous Health*, n.d.; Younging, 2018).

To describe Traditional Knowledge or Oral Traditions that are not recorded (and therefore are not recoverable by readers), provide as much detail in the in-text citation as is necessary to describe the content and to contextualize the origin of the information. Because there is no recoverable source, a reference list entry is not used.

If the purpose of your paper is to present the Oral History of one or more of your research participants, follow the guidelines in Section 8.36 for including quotations from research participants. If the paper is published, this Oral History then becomes part of the recorded scholarly literature and can thus be cited by others using standard formats.

If you spoke with an Indigenous person directly to learn information (but they were not a research participant), use a variation of the personal communication citation: Provide the person's full name and the nation or specific Indigenous group to which they belong, as well as their location or other details about them as relevant, followed by the words "personal communication," and the date of the communication. Provide an exact date of correspondence if available; if correspondence took place over a period of time, provide a more general date or a range of dates. (The date refers to when you consulted with the person, not to when the information originated.) Ensure that the person agrees to have their name included in your paper and confirms the accuracy and appropriateness of the information you present.

We spoke with Anna Grant (Haida Nation, lives in Vancouver, British Columbia, Canada, personal communication, April 2019) about traditional understandings of the world by First Nations Peoples in Canada. She described . . .

If you are an Indigenous person and are sharing your own experiences or the previously unrecorded Traditional Knowledge or Oral Tradition of your people, describe yourself in the text (e.g., what nation you belong to, where you live) to contextualize the origin of the information you are sharing. Do not use a personal communication citation or provide a reference list entry because you do not need to cite personal information. It is often useful to collaborate with other Indigenous people to address any questions that may arise. For more on the terms to use when describing Indigenous Peoples, see Section 5.7.

## In-Text Citations

### 8.10 Author–Date Citation System

Use the *author–date citation system* to cite references in the text in APA Style. In this system, each work used in a paper has two parts: an in-text citation and a corresponding reference list entry (see Figure 8.2). The in-text citation appears within the body of the paper (or in a table, figure, footnote, or appendix) and

**Figure 8.2** Correspondence Between a Reference List Entry and an In-Text Citation

<b>Reference list entry:</b>	Alexander, P. A. (2018). Past as prologue: Educational psychology's legacy and progeny. <i>Journal of Educational Psychology</i> , 110(2), 147–162. <a href="https://doi.org/10.1037/edu0000200">https://doi.org/10.1037/edu0000200</a>
<b>Parenthetical citation:</b>	(Alexander, 2018)
<b>Narrative citation:</b>	Alexander (2018)

Note. The four elements of a reference list entry include the author (in purple), the date (in blue), the title (in yellow), and the source (in green). The in-text citations that correspond to this reference include the last name of the author and year of publication, which match the information in the reference list entry.

briefly identifies the cited work by its author and date of publication. This in-text citation enables readers to locate the corresponding entry in the alphabetical reference list at the end of the paper. Each reference list entry provides the author, date, title, and source of the work cited in the paper and enables readers to identify and retrieve the work (see Chapter 9 for how to create and order reference list entries).

In an in-text citation, provide the surname(s) of the author(s) or the name(s) of the group author(s). Do not include suffixes such as “Jr.” in the in-text citation. (For authors with only one name or only a username, see Section 9.8.) The list of authors in an in-text citation may be shortened in certain cases (for individual authors, see Section 8.17; for group authors, see Section 8.21). To create an in-text citation for a work with an unknown or anonymous author, see Section 8.14.

The date in the in-text citation should match the date in the reference list entry. Use only the year in the in-text citation, even if the reference list entry contains a more specific date (e.g., year, month, and day). For works with no date, use “n.d.” in the in-text citation (see also Section 9.17); for works that have been accepted for publication but have not yet been published, use “in press.” Do not use phrases like “in progress” for draft manuscripts; instead, use the year the draft was written (see Section 10.8).

Each in-text citation must correspond to only one reference list entry. Avoid ambiguity when abbreviating the list of authors (see Sections 8.17 and 8.21), when multiple works have the same author(s) and date (see Section 8.19), and when multiple first authors share the same surname (see Section 8.20).

### 8.11 Parenthetical and Narrative Citations

In-text citations have two formats: parenthetical and narrative. In parenthetical citations, the author name and publication date (or equivalent information; see Section 9.12) appear in parentheses. In narrative citations, this information is incorporated into the text as part of the sentence.



**Parenthetical Citation.** Both the author and the date, separated by a comma, appear in parentheses for a parenthetical citation. A parenthetical citation can appear within or at the end of a sentence. When a parenthetical citation is at the end of a sentence, put the period or other end punctuation after the closing parenthesis.

Falsely balanced news coverage can distort the public's perception of expert consensus on an issue (Koehler, 2016).

- If other text appears with the parenthetical citation, use commas around the year.

(see Koehler, 2016, for more detail)

- When text and a citation appear together in parentheses, use a semicolon to separate the citation from the text; do not use parentheses within parentheses. (e.g., falsely balanced news coverage; Koehler, 2016)

**Narrative Citation.** The author appears in running text and the date appears in parentheses immediately after the author name for a narrative citation.

Koehler (2016) noted the dangers of falsely balanced news coverage.

- In rare cases, the author and date might both appear in the narrative. In this case, do not use parentheses.

In 2016, Koehler noted the dangers of falsely balanced news coverage.

## 8.12 Citing Multiple Works

When citing multiple works parenthetically, place the citations in alphabetical order, separating them with semicolons. Listing both parenthetical in-text citations and reference list entries in alphabetical order helps readers locate and retrieve works because they are listed in the same order in both places.

(Adams et al., 2019; Shumway & Shulman, 2015; Westinghouse, 2017)

- Arrange two or more works by the same authors by year of publication. Place citations with no date first, followed by works with dates in chronological order; in-press citations appear last. Give the authors' surnames once; for each subsequent work, give only the date.

(Department of Veterans Affairs, n.d., 2017a, 2017b, 2019)

Zhou (n.d., 2000, 2016, in press)

- In the case of multiple works in which some author names have been abbreviated to "et al." (see Section 8.17), place the citations in chronological order (regardless of the order in which they appear in the reference list).

(Carraway et al., 2013, 2014, 2019)

- To highlight the work(s) most directly relevant to your point in a given sentence, place those citations first within parentheses in alphabetical order and then insert a semicolon and a phrase, such as "see also," before the first of the remaining citations, which should also be in alphabetical order. This strategy allows authors to emphasize, for example, the most recent or most important research on a topic, which would not be reflected by alphabetical order alone.

(Sampson & Hughes, 2020; see also Augustine, 2017; Melara et al., 2018; Pérez, 2014)

Once you have provided a narrative citation to a work in a paragraph, do not repeat the year in subsequent narrative citations in that same paragraph. Follow this guideline with each paragraph (i.e., include the year in the first narrative citation in a new paragraph). Include the year in every parenthetical citation.

However, if you cite multiple works by the same author or authors, regardless of the publication years, include the date in every in-text citation to prevent ambiguity. For example, if you cite Mohammed and Mahfouz (2017) and Mohammed and Mahfouz (2019), include the year with every citation, even when one of the references is cited multiple times in a single paragraph.

8.17 Number of Authors to Include in In-Text Citations

The format of the author element of the in-text citation changes depending on the number of authors and is abbreviated in some cases. See Table 8.1 for examples of the basic in-text citation styles.

- For a work with one or two authors, include the author name(s) in every citation.
- For a work with three or more authors, include the name of only the first author plus “et al.” in every citation, including the first citation, unless doing so would create ambiguity (see Section 8.18).

In parenthetical citations, use an ampersand (&) between names for a work with two authors or before the last author when all names must be included to avoid ambiguity (see Section 8.18). In narrative citations, spell out the word “and.”

(Jöreskog & Sörbom, 2007)  
Eifert and Yildiz (2018)

In tables and figures, use an ampersand between names in both parenthetical and narrative citations.

The same guidelines apply when any of the authors are groups. For example, if a work is authored by three groups, the in-text citation would include the name of the first group plus “et al.”

(American Educational Research Association et al., 2014)

Table 8.1 Basic In-Text Citation Styles

Author type	Parenthetical citation	Narrative citation
One author	(Luna, 2020)	Luna (2020)
Two authors	(Salas & D’Agostino, 2020)	Salas and D’Agostino (2020)
Three or more authors	(Martin et al., 2020)	Martin et al. (2020)
Group author with abbreviation First citation <sup>a</sup>	(National Institute of Mental Health [NIMH], 2020)	National Institute of Mental Health (NIMH, 2020)
Subsequent citations	(NIMH, 2020)	NIMH (2020)
Group author without abbreviation	(Stanford University, 2020)	Stanford University (2020)

<sup>a</sup> Define the abbreviation for a group author only once in the text, choosing either the parenthetical or the narrative format. Thereafter, use the abbreviation for all mentions of the group in the text (see Section 8.21).



I searched the *Journal of Abnormal Psychology* for studies to include in the meta-analysis.

Common software and mobile apps are treated in a similar manner; in most cases, it is sufficient to mention the name of the program or app and the version used (if known) in the text, without providing an in-text citation or reference list entry (see Section 10.10). Likewise, for apparatuses, provide a reference for specialized products only (see Section 10.10).

## Paraphrases and Quotations

### 8.23 Principles of Paraphrasing

A *paraphrase* restates another's idea (or your own previously published idea) in your own words. Paraphrasing is an effective writing strategy because it allows authors to summarize and synthesize information from one or more sources, focus on significant information, and compare and contrast relevant details. Published authors paraphrase their sources most of the time, rather than directly quoting the sources; student authors should emulate this practice by paraphrasing more than directly quoting. Use a professional tone when describing a concept, idea, or finding in your own words (see Section 4.7).

Cite the work you paraphrase in the text using either the narrative or parenthetical format (see Section 8.11).

Avid readers of science fiction and fantasy books are more likely than readers of other genres to believe in futuristic scenarios—for example, that it will someday be possible to travel to other galaxies or power a car on solar energy (Black et al., 2018).

Although it is not required to provide a page or paragraph number in the citation for a paraphrase, you may include one in addition to the author and year when it would help interested readers locate the relevant passage within a long or complex work (e.g., a book).

Webster-Stratton (2016) described a case example of a 4-year-old girl who showed an insecure attachment to her mother; in working with the family dyad, the therapist focused on increasing the mother's empathy for her child (pp. 152–153).

The guidelines in this section pertain to when authors read a primary source and paraphrase it themselves. If you read a paraphrase of a primary source in a published work and want to cite that source, it is best to read and cite the primary source directly if possible; if not, use a secondary source citation (see Section 8.6).

### 8.24 Long Paraphrases

A paraphrase may continue for several sentences. In such cases, cite the work being paraphrased on first mention. Once the work has been cited, it is not necessary to repeat the citation as long as the context of the writing makes it clear that the same work continues to be paraphrased (see Figure 8.4 for an example). The citation may be either parenthetical or narrative; if you select the narrative approach and repeat the author names in the narrative of subsequent sentences, the year of the work can often be omitted (see Section 8.16).

**Figure 8.4 Example of a Long Paraphrase With a Single In-Text Citation**

Velez et al. (2018) found that for women of color, sexism and racism in the workplace were associated with poor work and mental health outcomes, including job-related burnout, turnover intentions, and psychological distress. However, self-esteem, person–organization fit, and perceived organizational support mediated these effects. Additionally, stronger womanist attitudes—which acknowledge the unique challenges faced by women of color in a sexist and racist society—weakened the association of workplace discrimination with psychological distress. These findings underscore the importance of considering multiple forms of workplace discrimination in clinical practice and research with women of color, along with efforts to challenge and reduce such discrimination.

If the paraphrase continues into a new paragraph, reintroduce the citation. If the paraphrase incorporates multiple sources or switches among sources, repeat the citation so the source is clear (see Figure 8.5 for an example). Read your sentences carefully to ensure you have cited sources appropriately.

### 8.25 Principles of Direct Quotation

A *direct quotation* reproduces words verbatim from another work or from your own previously published work. It is best to paraphrase sources (see Sections 8.23–8.24) rather than directly quoting them because paraphrasing allows you to fit material to the context of your paper and writing style. Use direct quotations rather than paraphrasing when reproducing an exact definition (see example in Section 6.22), when an author has said something memorably or succinctly, or when you want to respond to exact wording (e.g., something someone said). Instructors, programs, editors, and publishers may establish limits on the use of direct quotations. Consult with your instructor or editor if you are concerned that you may have too much quoted material in your paper.

When quoting directly, always provide the author, year, and page number of the quotation in the in-text citation in either parenthetical or narrative format (see Section 8.11). To indicate a single page, use the abbreviation “p.” (e.g., p. 25, p. S41, p. e221); for multiple pages, use the abbreviation “pp.” and separate the page range with an en dash (e.g., pp. 34–36). If pages are discontinuous, use a comma between the page numbers (e.g., pp. 67, 72). If the work does not have page numbers, provide another way for the reader to locate the quotation (see Section 8.28).



**Figure 8.5** Example of Repeated Citations Necessary to Clarify Sources

Play therapists can experience many symptoms of impaired wellness, including emotional exhaustion or reduced ability to empathize with others (Elwood et al., 2011; Figley, 2002), disruption in personal relationships (Elwood et al., 2011; Robinson-Keilig, 2014), decreased satisfaction with work (Elwood et al., 2011), avoidance of particular situations (Figley, 2002; O'Halloran & Linton, 2000), and feelings or thoughts of helplessness (Elwood et al., 2011; Figley, 2002; O'Halloran & Linton, 2000).

*Note.* In this passage, some works are cited multiple times to support multiple points. It is necessary to repeat these citations because different combinations of works support different ideas—the sources change and thus must be made clear to readers. If all ideas had the same sources, it would not be necessary to repeat the citations.

The format of a direct quotation depends on its length (fewer than 40 words vs. 40 words or more; see Sections 8.26–8.27). Regardless of quotation length, do not insert an ellipsis at the beginning and/or end of a quotation unless the original source includes an ellipsis. If you need to make changes to a direct quotation, see Sections 8.30 and 8.31. For other uses of quotation marks, such as when presenting verbatim instructions to participants or quotations from research participants, see Sections 6.7 and 8.36, respectively. To reproduce material that is already a direct quotation in the work you are citing, see Section 8.33.

### 8.26 Short Quotations (Fewer Than 40 Words)

If a quotation consists of fewer than 40 words, treat it as a short quotation: Incorporate it into the text and enclose it within double quotation marks. For a direct quotation, always include a full citation (parenthetical or narrative) in the same sentence as the quotation. Place a parenthetical citation either immediately after the quotation or at the end of the sentence. For a narrative citation, include the author and year in the sentence and then place the page number or other location information in parentheses after the quotation; if the quotation precedes the narrative citation, put the page number or location information after the year and a comma.

If the citation appears at the end of a sentence, put the end punctuation after the closing parenthesis for the citation. If the quotation includes citations, see Section 8.32; if the quotation includes material already in quotation marks, see Section 8.33. Place periods and commas within closing single or double quotation marks. Place other punctuation marks inside quotation marks only when they are part of the quoted material.

Short quotations can be presented in a variety of ways, as shown in Table 8.2.

**Table 8.2 Examples of Direct Quotations Cited in the Text**

Correct	Incorrect	Rationale
Effective teams can be difficult to describe because “high performance along one domain does not translate to high performance along another” (Ervin et al., 2018, p. 470).	Effective teams can be difficult to describe because “high performance along one domain does not translate to high performance along another.” (Ervin et al., 2018, p. 470)	The period marking the end of a sentence should follow the citation, not precede it.
“Even smart, educated, emotionally stable adults believe superstitions that they recognize are not rational,” as exemplified by the existence of people who knock on wood for good luck (Risen, 2016, p. 202).	“Even smart, educated, emotionally stable adults believe superstitions that they recognize are not rational (Risen, 2016, p. 202),” as exemplified by the existence of people who knock on wood for good luck.	The citation should be outside the quotation marks, not within them.
Biebel et al. (2018) noted that “incorporating the voice of students with psychiatric disabilities into supported education services can increase access, involvement, and retention” (p. 299).	Biebel et al. (2018) noted that “incorporating the voice of students with psychiatric disabilities into supported education services can increase access, involvement, and retention.” (p. 299)	The period marking the end of the sentence should follow the page number, not precede it.
“Some people are hilarious, others are painfully unfunny, and most are somewhere in between,” wrote Nusbaum et al. (2017, p. 231) in their exploration of humor.	“Some people are hilarious, others are painfully unfunny, and most are somewhere in between,” (p. 231) wrote Nusbaum et al. (2017) in their exploration of humor.	The page number should be within the same parentheses as the year when the quotation precedes the narrative citation.
The item read, “What were the best aspects of the program for you?” (Shayden et al., 2018, p. 304).	The item read, “What were the best aspects of the program for you”? (Shayden et al., 2018, p. 304).	The question mark that ends the quotation should appear within the quotation marks.
In 2018, Soto argued that “more similar stimuli, such as those coming from the same modality, produce more configural processing” (p. 598).	In 2018, Soto argued that “more similar stimuli, such as those coming from the same modality, produce more configural processing” (Soto, 2018, p. 598).	It is not necessary to repeat the author and year within parentheses when they already appear in the narrative.

### 8.27 Block Quotations (40 Words or More)

If a quotation contains 40 words or more, treat it as a block quotation. Do not use quotation marks to enclose a block quotation. Start a block quotation on a new line and indent the whole block 0.5 in. from the left margin. If there are additional paragraphs within the quotation, indent the first line of each subsequent paragraph an additional 0.5 in. Double-space the entire block quotation; do not add extra space before or after it. Either (a) cite the source in parentheses after the quotation’s final punctuation or (b) cite the author and year in the narrative before the quotation and place only the page number in parentheses after the quotation’s final punctuation. Do not add a period after the closing parenthesis in either case.

**Block quotation with parenthetical citation:**

Researchers have studied how people talk to themselves:

Inner speech is a paradoxical phenomenon. It is an experience that is central to many people’s everyday lives, and yet it presents considerable challenges to any effort to study it scientifically. Nevertheless, a wide range of methodologies and approaches have combined to shed light on the subjective experience of inner speech and its cognitive and neural underpinnings. (Alderson-Day & Fernyhough, 2015, p. 957)



An author may be

- an individual,
- multiple people,
- a group (institution, government agency, organization; see Section 9.11), or
- a combination of people and groups.

Sometimes the author of a work is not listed in a traditional byline but can be determined from context. For instance, the author of an annual report is usually the organization that produced it, unless otherwise specified in the report. Thus, in the reference list entry for that annual report, the organization would be listed as the author. Likewise, in the reference for a page from an organizational or government agency website, the organization or government agency itself is considered the author, unless otherwise specified. The author of a webpage or website may also be located on an “about us” or acknowledgments page. When you cannot determine who the author is, treat the work as having no author (see Section 9.12).

## 9.8 Format of the Author Element

Follow these guidelines to format the author element.

- Invert all individual authors' names, providing the surname first, followed by a comma and the initials: Author, A. A.
- Use a comma to separate an author's initials from additional author names, even when there are only two authors; use an ampersand (&) before the final author's name: Author, A. A., & Author, B. B.
- Do not use a comma to separate two group authors: American Psychological Association & National Institutes of Health.
- Use a serial comma before the ampersand (&) with three or more authors.
- Provide surnames and initials for up to and including 20 authors. When there are two to 20 authors, use an ampersand before the final author's name: Author, A. A., Author, B. B., & Author, C. C.
- When there are 21 or more authors, include the first 19 authors' names, insert an ellipsis (but no ampersand), and then add the final author's name (see Chapter 10, Example 4).
- Use one space between initials.
- When given names are hyphenated, retain the hyphen and include a period after each initial but no space (e.g., Xu, A.-J., for Ai-Jun Xu). When the second element of a hyphenated name is lowercase, treat it as a single name (e.g., Raboso, L., for Lee-ann Raboso).
- Use commas to separate initials and suffixes such as Jr. and III: Author, A. A., Jr., & Author, B. B.
- If nonprimary authors are credited using the word “with” (e.g., on a book cover), include them in the reference list entry in parentheses: Meyers, K. (with Long, W. T.). The in-text citation, however, refers to the primary author only: (Meyers, 2019).

- If an author has only one name (e.g., some celebrities, some authors from Indonesia, ancient Greek and Roman authors, some group or corporate authors); an inseparable multipart name (e.g., Malcolm X, Lady Gaga); an essential title, in rare cases (Queen Elizabeth II); or a username (or screen name) only, provide the full name or username without abbreviation in both the reference list and the in-text citation. That is, cite Plato, Sukarno, or Lady Gaga; do not abbreviate these names to P.; S.; or Gaga, L. In the reference list entry, add a period after the author's name: Plato. (2017).
- Do not include titles, positions, ranks, or academic achievements with names in reference list entries (e.g., Reverend, President, General, PhD, LCSW). A few reference types include an author's role in parentheses, when needed (e.g., film director; see Chapter 10, Example 84).
- If both an author's username and real name are known, such as for some individual and group social media authors, provide the real name of the individual (in inverted format) or group, followed by the username in square brackets (see examples in Section 10.15). This approach allows the reference to be grouped with any other works by that author in the reference list and will aid readers in identifying and retrieving the cited work.
- When the @ symbol is part of a username, include that symbol with the username in brackets (see Chapter 10, Examples 103–108).

## 9.9 Spelling and Capitalization of Author Names

Follow these guidelines for proper spelling and capitalization of author names.

- Write the author's surname exactly as it appears in the published work, including hyphenated surnames (e.g., Santos-García) and two-part surnames (e.g., Velasco Rodríguez; see also Chapter 10, Example 25).
- If uncertain about the proper format for a name, consult other works that cite that author, bibliographic database records, or the author's website or curriculum vitae (CV) to determine the appropriate format. This will help avoid mistaking, for example, a two-part surname for a middle name and surname or vice versa. Follow the most common presentation if any ambiguity remains.
- Retain the author's preferred capitalization (e.g., hooks, b., for bell hooks) in both the reference list and the in-text citation.

## 9.10 Identification of Specialized Roles

People in roles other than author who contributed substantially to the creation of a work are recognized for a variety of reference types. See the examples in Chapter 10 for instances when a specialized role is credited in the reference. In these references, the role is placed in parentheses after the inverted surname and initials. Put a period at the end of the author element.

- Use the abbreviation "(Ed.)" for one editor and the abbreviation "(Eds.)" for multiple editors. In the case of multiple editors, include the role once.

Schulz, O. P. (Ed.).

Wong, C. T., & Music, K. (Eds.).

### 9.17 No Date

Sometimes the publication date of a work is unknown or cannot be determined. For works with no date, write “n.d.” (which stands for “no date”) in parentheses. Put a period after the “n” and after the “d” with no space between the letters.

Gagnon, R. (n.d.).

The date also appears as “n.d.” in the corresponding in-text citation.

(Gagnon, n.d.) or Gagnon (n.d.)

## Title

The following sections describe the definition and format of the title element (Sections 9.18–9.19) and how to handle series and multivolume works (Section 9.20), use bracketed descriptions (Section 9.21), and account for works without a title (Section 9.22).

### 9.18 Definition of Title

In a reference, the *title* refers to the title of the work being cited. Titles fall into two broad categories: works that stand alone (e.g., whole books, reports, gray literature, dissertations and theses, informally published works, data sets, videos, films, TV series, podcasts, social media, and works on websites) and works that are part of a greater whole (e.g., periodical articles, edited book chapters, and TV and podcast episodes). When a work stands alone (e.g., a report), the title of that work appears in the title element of the reference. When a work is part of a greater whole (e.g., a journal article or edited book chapter), the title of the article or chapter appears in the title element of the reference and the title of the greater whole (the journal or edited book) appears in the source element (see Sections 9.25 and 9.28, respectively).

### 9.19 Format of the Title Element

Follow these guidelines to format the title element.

- For works that are part of a greater whole (e.g., journal articles, edited book chapters), do not italicize the title or use quotation marks, and capitalize it using sentence case (see Section 6.17).

*The virtue gap in humor: Exploring benevolent and corrective humor.*

- For works that stand alone (e.g., books, reports, webpages and websites), italicize the title, and capitalize it using sentence case (see Section 6.17).

*Adoption-specific therapy: A guide to helping adopted children and their families thrive.*

- For book and report references, enclose in parentheses after the title any additional information given in the publication for its identification and retrieval (e.g., edition, report number, volume number). Do not add a period between the title and the parenthetical information, and do not italicize the parenthetical information. If both edition and volume information are included, separate these elements with a comma, placing the edition number first.

*Nursing: A concept-based approach to learning* (2nd ed., Vol. 1).



- If a numbered volume has its own title, the volume number and title are included as part of the main title, rather than in parentheses (see Chapter 10, Examples 30 and 45).
- Finish the title element with a period. However, if the title ends with a question mark or exclamation point, that punctuation mark replaces the period.
- See Section 6.17 for how to format titles that appear in the text.

## 9.20 Series and Multivolume Works

For a book that is part of a multivolume work, such as a handbook comprising three volumes, include the series title in the reference list entry. For examples of titled and untitled volumes, see Chapter 10, Example 30.

When a book is part of a series of conceptually related but separate works (e.g., popular book series such as *Harry Potter* or the *Chronicles of Narnia*), include only the book title, not the series title, in the reference. Depending on the publisher and the series, the series name may be either prominent or hard to find; therefore, we recommend omitting it to avoid confusion (see Chapter 10, Example 31).

## 9.21 Bracketed Descriptions

To help identify works outside the peer-reviewed academic literature (i.e., works other than articles, books, reports, etc.), provide a description of the work in square brackets after the title and before the period. The description aids readers in identifying and retrieving the work. Examples of works that include bracketed descriptions are some audiobooks, gray literature (e.g., press releases), audiovisual works (e.g., films, YouTube videos, photographs), software and mobile apps, data sets, manuscripts in preparation, and dissertations and theses. Bracketed descriptions are also used in social media references to indicate attached links or images. Capitalize the first letter of the description, but do not italicize the description.

*Comprehensive meta-analysis* (Version 3.3.070) [Computer software].

The examples in Chapter 10 include bracketed descriptions where they are needed. When in doubt, include a description. Back-to-back brackets (e.g., when a translated title is followed by a description) are acceptable in references. Consistency of wording is helpful (see Section 9.6), but you may alter the wording shown in the examples to best convey the information readers need. Use succinct descriptions, as shown in the examples in Chapter 10.

## 9.22 No Title

For works without a title, include a description of the work in square brackets instead.

- When possible, specify the medium in the description of the untitled work (e.g., a map) rather than including two bracketed descriptions.  
[Map showing the population density of the United States as of the year 2010].

webpage, or website are the same, the publisher or site name is omitted from the source element. See Sections 9.25 to 9.33 for guidance on formatting the source for particular reference categories.

### 9.25 Periodical Sources

When a periodical (i.e., journal, magazine, newspaper, newsletter, or blog) is the source, provide the periodical title, volume number, issue number, and page range or article number (see Chapter 10, Examples 1–6, 9–12, 15, and 16).

*Psychology of Popular Media Culture*, 5(2), 101–118.

- Capitalize the title of a periodical using title case (see Section 6.17), italicize it, and place a comma (not italicized) after it.
- Reproduce periodical titles as shown on the cited work. If the periodical's official title includes an abbreviation, reproduce that abbreviated title in the reference (e.g., *PLOS ONE*, *JAMA Pediatrics*). However, do not abbreviate periodical titles yourself (e.g., do not abbreviate *The New England Journal of Medicine* to *N Engl J Med*). Likewise, do not reproduce abbreviated titles from other reference lists or databases (e.g., if you find an article from *JAMA Pediatrics* in PubMed Central, use *JAMA Pediatrics* in the reference, not PubMed Central's abbreviation of *JAMA Pediatr*).
- Italicize the volume number.
- Include the issue number for all periodicals that have issue numbers. Place the issue number immediately after the volume number (with no space in between), and enclose the issue number in parentheses. Place a comma after the closing parenthesis. Do not italicize the issue number, the parentheses, or the comma after the issue number.
- Write the page range (or article number; see Section 9.27) after a comma and the issue number, without italics. Separate page numbers in a range by an en dash, followed by a period. Separate discontinuous page numbers by commas. 39–47, 50.
- Finish the periodical information part of the source element with a period, followed by a DOI or URL as applicable (see Sections 9.34–9.36).

### 9.26 Online Periodicals With Missing Information

Many online periodicals (e.g., newspapers, blogs) publish articles without volume, issue, and/or page numbers or article numbers. Omit these elements from the reference if they are not present in the cited work. For example, for an online newspaper article or blog post, only the title of the periodical (i.e., of the newspaper or blog) may be present (see Chapter 10, Examples 16, 17, and 68).

*The New York Times*.

### 9.27 Article Numbers

For articles with article numbers (which may be called “eLocators” or another term), write the word “Article” (capitalized) and then provide the article number instead of the page range (see Chapter 10, Example 6).

*PLOS ONE*, 11(7), Article e0158474.

newspaper's home page (direct links to comments may be available if you click the comment's time stamp and copy the URL for the comment that appears in your browser).

Follow these guidelines for including DOIs and URLs in references:

- Include a DOI for all works that have a DOI, regardless of whether you used the online version or the print version.
- If a print work does not have a DOI, do not include any DOI or URL in the reference.
- If an online work has both a DOI and a URL, include only the DOI.
- If an online work has a URL but no DOI, include the URL in the reference as follows:
  - For works without DOIs from websites (not including databases), provide a URL in the reference (as long as the URL will work for readers).
  - For works without DOIs from most academic research databases, do not include a URL or database information in the reference because these works are widely available (see Section 9.30). The reference should be the same as the reference for a print version of the work.
  - For works from databases that publish works of limited circulation (such as the ERIC database) or original, proprietary material available only in that database (such as the UpToDate database), include the name of the database or archive and the URL of the work (see Section 9.30). If the URL requires a login or is session specific, meaning it will not resolve for readers, provide the URL of the database or archive home page or login page instead of the URL for the work.
  - If the URL is no longer working or no longer provides readers access to the content you intend to cite, follow the guidance for works with no source (see Section 9.37).
- Other alphanumeric identifiers such as the International Standard Book Number (ISBN) and the International Standard Serial Number (ISSN) are not included in APA Style references.

### 9.35 Format of DOIs and URLs

Follow these guidelines to format DOIs and URLs.

- Present both DOIs and URLs as hyperlinks (i.e., beginning with “http://” or “https://”). Because a hyperlink leads readers directly to the content, it is not necessary to include the words “Retrieved from” or “Accessed from” before a DOI or URL.
- It is acceptable to use either the default display settings for hyperlinks in your word-processing program (e.g., usually blue font, underlined) or plain text that is not underlined.
- Links should be live if the work is to be published or read online.
- Follow the current recommendations of the International DOI Foundation to format DOIs in the reference list, which as of this publication is as follows:

<https://doi.org/xxxxx>



Here, “<https://doi.org/>” is a way of presenting a DOI as a link, and “xxxxx” refers to the DOI number. The preferred format of the DOI has changed over time; although older works use previous formats (e.g., “<http://dx.doi.org/>” or “doi:” or “DOI:” before the DOI number), in your reference list, standardize DOIs into the current preferred format for all entries. For example, use <https://doi.org/10.1037/a0040251> in your reference even though that article, published in 2016, presented the number in an older format.

**Why use the new DOI format?** The current DOI format presents the DOI as a direct link to the work rather than as an unlinked number or a link through a proxy server. It simplifies and standardizes retrieval.

- See Chapter 10, Sections 10.1 to 10.3, 10.7, and 10.9, for examples of references that include DOIs.
- Copy and paste the DOI or URL from your web browser directly into your reference list to avoid transcription errors. Do not change the capitalization or punctuation of the DOI or URL. Do not add line breaks manually to the hyperlink; it is acceptable if your word-processing program automatically adds a break or moves the hyperlink to its own line. If your work is published, the typesetter may break hyperlinks after punctuation to improve page flow.
- Do not add a period after the DOI or URL because it may interfere with link functionality.

### 9.36 DOI or URL Shorteners

When a DOI or URL is long or complex, you may use shortDOIs or shortened URLs if desired. Use the shortDOI service provided by the International DOI Foundation (<http://shortdoi.org/>) to create shortDOIs. A work can have only one DOI and only one shortDOI; the shortDOI service will either produce a new shortDOI for a work that has never had one or retrieve an existing shortDOI.

Some websites provide their own branded shortened URLs, and independent URL shortening services are available as well. Any shortened URL is acceptable in a reference as long as you check the link to ensure that it takes you to the correct location. See Examples 4 and 18 in Chapter 10 for a shortDOI and a shortened URL, respectively, used in a reference.

### 9.37 No Source

A reference without a recoverable source cannot be included in the reference list because readers cannot retrieve the work. In most cases, nonrecoverable sources such as personal emails, classroom lectures, and intranet sources should be cited only in the text as personal communications (see Section 8.9).

Online works that are no longer accessible are considered nonrecoverable sources. Before submitting a paper, test the URLs in your reference list to ensure that they work and update them as necessary. Do not include broken URLs in your paper. If the content you cited is no longer available online, search for an archived version of the page on the Internet Archive (<https://archive.org/>) and

- For translated religious and classical works, include the translator's name in the reference (see Section 9.39 and Chapter 10, Example 28).
- Classical works (e.g., ancient Greek and Roman works; see Chapter 10, Example 36) and works of classical literature (e.g., by Shakespeare; see Chapter 10, Example 37) are treated as republished works (see Section 9.41).
- When the date of original publication for a classical work is ancient, use the abbreviation "B.C.E." (which stands for "before the common era"), and if that date is approximate, use the abbreviation "ca." (which stands for "circa"; see Chapter 10, Example 36). Dates in the common era do not need to be noted as "C.E." ("common era") or "A.D." ("anno Domini").
- If a religious or classical work has canonically numbered parts common across editions (e.g., books, chapters, verses, lines, cantos), use these numbers instead of page numbers when referring to a specific part of the work (see Section 8.13) or directly quoting the work (see Section 8.28).

See Section 8.28 for how to format the in-text citation for these works.

## Reference List Format and Order

### 9.43 Format of the Reference List

The following guidelines will help you properly format your reference list in APA Style:

- Begin the reference list on a new page after the text.
- Place the section label "References" in bold at the top of the page, centered.
- Order the reference list entries alphabetically by author, as described in Sections 9.44 to 9.48.
- Double-space the entire reference list (both within and between entries).
- Apply a hanging indent of 0.5 in. to each reference list entry, meaning that the first line of the reference is flush left and subsequent lines are indented 0.5 in. from the left margin. Use the paragraph-formatting function of your word-processing program to apply the hanging indent.

### 9.44 Order of Works in the Reference List

Works are listed in alphabetical order in the reference list by the first word of the reference list entry, according to the following principles:

- Arrange entries in alphabetical order by the surname of the first author followed by the initials of the author's given name(s). In APA Style for alphabetizing names, "nothing precedes something": Loft, V. H. precedes Loftus, E. F., even though "u" precedes "v" in the alphabet.
- When alphabetizing names, disregard any spaces or punctuation marks (e.g., apostrophes, hyphens) in two-word surnames. Also disregard anything in parentheses (e.g., roles like "Eds.") or square brackets (e.g., usernames).
- Alphabetize entries by authors who have the same given name and surname with suffixes indicating birth order chronologically, oldest first.

title within a title, 67, 68, 69  
 translated, 10, 28, 29, 35, 36, 42  
 transliterated, 27  
 two subtitles, 50  
 volume number for a book, 27, 30, 45

### Source Variations

article number or eLocator, 6  
 location included, 60, 61, 62, 63, 97  
 multiple publishers (or studios, etc.), 24, 86, 92, 95  
 multivolume work, 30, 45  
 publisher (or studio, etc.) same as author, 32, 54, 55  
 reprinted, 11, 43, 44  
 republished, 29, 35, 36, 37, 46, 91, 92  
 republished in translation, 10, 28, 29, 42  
 retrieval date, 14, 33, 47, 100, 104, 106, 114  
 shortDOI, 4, 43  
 shortened URL, 18, 22, 29, 62, 68, 90, 100, 105, 108  
 special section or special issue, 12

## Textual Works

### 10.1 Periodicals

Periodicals are generally published on a continuous basis and include journals, magazines, newspapers, newsletters, and even blogs and other online platforms that publish articles. Sometimes the distinctions between periodical types are ambiguous—for example, a blog that is hosted on a newspaper website. Regardless of where the work appears, its reference list entry follows the same pattern. The date element is presented in different formats for journal, magazine, and newspaper articles and blog posts (see Examples 1, 15, 16, and 17, respectively). When periodical information (e.g., volume number, issue number, page range) is missing, omit it from the reference. For online news websites, see Section 10.16 and Example 110. Use the template shown next to construct references for periodical articles.

Author	Date	Title	Source	
			Periodical information	DOI or URL
Author, A. A., & Author, B. B.	(2020).	Title of article.	<i>Title of Periodical</i> , 34(2), 5–14.	<a href="https://doi.org/xxxx">https://doi.org/xxxx</a>
Name of Group.	(2020, January).		<i>Title of Periodical</i> , 2(1–2), Article 12.	<a href="https://xxxxx">https://xxxxx</a>
Author, C. C. [username].	(2020, February 16).		<i>Title of Periodical</i> .	
Username.				



**1. Journal article with a DOI**

McCauley, S. M., & Christiansen, M. H. (2019). Language learning as language use: A cross-linguistic model of child language development. *Psychological Review*, 126(1), 1–51. <https://doi.org/10.1037/rev0000126>

*Parenthetical citation:* (McCauley & Christiansen, 2019)

*Narrative citation:* McCauley and Christiansen (2019)

**2. Journal article without a DOI, with a nondatabase URL**

Ahmann, E., Tuttle, L. J., Saviet, M., & Wright, S. D. (2018). A descriptive review of ADHD coaching research: Implications for college students. *Journal of Postsecondary Education and Disability*, 31(1), 17–39. <https://www.ahead.org/professional-resources/publications/jped/archived-jped/jped-volume-31>

*Parenthetical citation:* (Ahmann et al., 2018)

*Narrative citation:* Ahmann et al. (2018)

**3. Journal, magazine, or newspaper article without a DOI, from most academic research databases or print version**

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

Goldman, C. (2018, November 28). The complicated calibration of love, especially in adoption. *Chicago Tribune*.

*Parenthetical citations:* (Anderson, 2018; Goldman, 2018)

*Narrative citations:* Anderson (2018) and Goldman (2018)

- Do not include the database name or URL. See Section 9.30 for more on excluding or including database information in references.

**4. Journal article with a DOI, 21 or more authors**

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

*Parenthetical citation:* (Kalnay et al., 1996)

*Narrative citation:* Kalnay et al. (1996)

- Because the original DOI was long and complex, a shortDOI is used (see Section 9.36). Either the long or short form of the DOI is acceptable.

**5. Journal article with a DOI, combination of individual and group authors**

De Vries, R., Nieuwenhuijze, M., Buitendijk, S. E., & the members of Midwifery Science Work Group. (2013). What does it take to have a strong and independent profession of midwifery? Lessons from the Netherlands. *Midwifery*, 29(10), 1122–1128. <https://doi.org/10.1016/j.midw.2013.07.007>

*Parenthetical citation:* (De Vries et al., 2013)

*Narrative citation:* De Vries et al. (2013)

- Write the name of the group author as shown on the source (see Section 9.11). This byline included the wording “the members of.”

- Use the reference format for the publication in which the editorial was published. This example shows an editorial from a journal; editorials also appear in magazines, newspapers, and other publications.
- Include the notation “Editorial” in square brackets after the title (except when the word “Editorial” is included in the title).
- If the editorial is unsigned, follow the guidelines in Sections 8.14 and 9.12 for the in-text citation and reference list entry, respectively.

10.2 Books and Reference Works

The books category includes authored books, edited books, anthologies, religious works, and classical works. The reference works category includes dictionaries, encyclopedias (including *Wikipedia*), and diagnostic manuals. For ebooks, the format, platform, or device (e.g., Kindle) is not included in the reference. For audiobooks, include the narrator and audiobook notation only in specific cases (see Examples 22 and 29). For a chapter in an authored book, create a reference for the whole book (see Examples 20–23) and provide the chapter number with the in-text citation only (see Section 8.13). Use the template shown next to construct references for books and reference works.

Author or editor	Date	Title	Source	
			Publisher information	DOI or URL
Author, A. A., & Author, B. B.	(2020).	Title of book.	Publisher Name.	https://doi.org/xxxx
Name of Group.		Title of book (2nd ed., Vol. 4).	First Publisher Name; Second Publisher Name.	https://xxxxx
Editor, E. E. (Ed.).		Title of book [Audiobook].		
Editor, E. E., & Editor, F. F. (Eds.).		Title of book (E. E. Editor, Ed.).		
		Title of book (T. Translator, Trans.; N. Narrator, Narr.).		

20. Authored book with a DOI

Brown, L. S. (2018). *Feminist therapy* (2nd ed.). American Psychological Association. <https://doi.org/10.1037/0000092-000>

Paranthetical citation: (Brown, 2018)

Narrative citation: Brown (2018)

21. Authored book without a DOI, from most academic research databases or print version

Burgess, R. (2019). *Rethinking global health: Frameworks of power*. Routledge.

Paranthetical citation: (Burgess, 2019)

Narrative citation: Burgess (2019)

- See Section 9.30 for more on including database information in references.

22. Authored ebook (e.g., Kindle book) or audiobook without a DOI, with a nondatabase URL

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