

Please refer to the following information and examples for formatting a student paper and using sources in the American Psychological Association (APA) style, widely used in the social and behavioral sciences. Consult the seventh edition of the *Publication Manual of the American Psychological Association* for additional information. An online *APA Quick Citation Guide* is available from the “Citation Guides” link on the Penn State University Libraries’ home page: <https://libraries.psu.edu/>

Previous editions of the *Publication Manual* focused on manuscripts for publication. The seventh edition provides more guidance and support for student papers. While most guidelines can be applied to both types of papers, there are elements specifically designed for students. This handout focuses on these student-specific elements, with occasional references to requirements for professional papers.

Additional examples of in-text citations and reference list entries, as well as information on format, style, and grammar can be found on the APA Style Blog: <https://apastyle.apa.org/blog> and on the APA Style and Grammar Guidelines website: <https://apastyle.apa.org/style-grammar-guidelines>

Note: APA style uses double spacing. To conserve space, double spacing was not used in this handout. Page numbers included in each section refer to pages in the *APA Publication Manual*, seventh edition.

BASIC INFORMATION

FONT (p. 44)

APA font guidelines are more flexible in the seventh edition. Rather than specifying one specific font to use, you are to choose a font that is accessible to all users and then use that same font throughout the text of the paper. Unless your instructor requires a specific font type and size, choose from one of the following options:

- a sans serif font such as 11-point Calibri, 11-point Arial, or 10-point Lucida Sans Unicode
- a serif font such as 12-point Times New Roman, 11-point Georgia, or normal (10-point) Computer Modern

SPACING AND FORMAT (pp. 44–45)

- Margins are to be one inch (1”) from the top, bottom, and sides.
- All pages of your paper, beginning with the title page, contain the page number in the upper right of the header. In most word processing programs, when using one-inch margins, the default header will be 0.5 inches from the top of the page. This is acceptable, as the one-inch margins only apply to the main body of the text.
- Double space everything, including block quotations and citations in the reference list. Do not add extra spacing between paragraphs. The title page uses different spacing.
- Align the text to the left. Do not justify lines. Do not manually divide words at the end of a line or use the hyphenation function to break words.
- Indent the beginning of each paragraph using one-tab space. Do not add extra spacing between paragraphs.
- Use one space after a period (or other punctuation) at the end of a sentence. *This is a key difference between the sixth and seventh editions.*
- Check the *Publication Manual* for guidance on setting up charts, tables, and graphs.

CAPITALIZATION (pp. 167–168)

Two styles of capitalization are used for titles of works: title and sentence.

Title case

Capitalize the following words in a title or heading:

- the first word
- the first word of a subtitle
- major words, including the second part of hyphenated major words
- words of four letters or more
- linking verbs (“Is,” “Are,” “Be”)

Sentence case

Most words are lowercased in sentence case. This style is used for titles in reference list entries.

Capitalize the following:

- the first word
- the first word of a subtitle
- proper nouns

WRITING STYLE (pp. 111–117)

Sections 4.1–4.11 of the *Publication Manual* deal with topics such as length of and transitions between sentences and paragraphs, word choice, and tone.

GRAMMAR AND USAGE (pp. 117–127)

Sections 4.12–4.30 of the *Publication Manual* deal with topics such as active and passive voice, subject and verb agreement, sentence construction, and strategies to improve your writing. For example, it is acceptable in APA style to refer to yourself using “I” if you are the sole author of the paper. If you are writing with coauthors, use “we.” APA style also endorses the use of the singular “they” as in the following example: If a student does not cite a direct quotation, they are plagiarizing.

Read your paper aloud to catch mistakes or awkward wording. It is also a good idea to have someone proofread your paper.

STYLE GUIDELINES (pp. 153–191)

In addition to discussing the proper use of punctuation marks, Chapter 6 provides guidance on spelling, capitalization, abbreviations, and the use of numbers. Information is included about the *em dash* and the *en dash* as well as specifics such as not using a period with measurement abbreviations, such as cm and ft, except for the abbreviation for inch (in.).

APA style calls for the use of the serial (also known as the Oxford) comma. This is the comma used before *and* or *or* in a series of three or more items, such as the following: right, left, and center.

PLAGIARISM (pp. 254–256)

Plagiarism is using someone else’s work and submitting it as your own, failing to give appropriate acknowledgement when directly quoting or paraphrasing another, or presenting another’s line of thinking without giving credit.

USE OF NUMBERS (pp. 178–181)

In general, use **words** to express numbers below 10 and **numerals** (10,11,12, etc.) for numbers 10 and above. See the *Publication Manual* for additional examples and exceptions to the following.

1. Use numerals for numbers preceding units of measurement (15 mg, 7 cm).
2. Do not begin a sentence with a numeral—spell it out.
3. Use numerals for numbers representing mathematical or statistical functions, percentages, ratios, and percentiles (divided by 2, less than 7%, a ratio of 22:1, the 6th percentile).
4. Use numerals for numbers that represent dates, ages, sums of money, and time (September 22, 65 years old, \$50 reward, 8:00 p.m.).
5. Write out page numbers in full, such as pp. 186–197. Separate the page numbers with an en dash.
6. Use commas to separate groups of three digits (e.g., 1,955), except for page numbers e.g., page 1955).

ABBREVIATIONS (pp. 172–178)

Use standard abbreviations for long, familiar terms in order to make your paper easier to read, save space, and avoid cumbersome repetition. Unless the abbreviation is one that is accepted as a word, such as IQ or AIDS, you need to write it out completely the first time you use it and follow it immediately with the abbreviation in parentheses.

Example: To test this prediction, we used a one-way analysis of variance (ANOVA).

After you define the abbreviation (as in the example above), you will use only the abbreviation in the rest of your paper; do not alternate between the full word and the abbreviation.

Write out full names of units of measurement, unless they are accompanied by numeric values (e.g., several centimeters, measured in millimeters, 15–20 cm, 45 min).

Refer to Table 6.4 on page 175 in the *Publication Manual* for a list of abbreviations for units of measurement.

COMMON TYPES OF JOURNAL ARTICLES (pp. 4–9)

This handout covers APA guidelines for student papers, such as course assignments. Students may also be asked to write the same types of articles published in scholarly, peer-reviewed journals. Understanding the characteristics of the more common types of journal articles will help when you are asked to write one of these types of articles and also when you need to find the resources you need for your assignments.

Articles representing primary (original) research, meaning they report finding not previously published, include the following: quantitative articles, qualitative articles, and mixed methods empirical articles.

Other types of scholarly journal articles include those that do not present research, but rather describe advancements in theories or methods.

While most scholarly journal articles contain a section reviewing the published literature pertinent to their topic to provide background information, there are also entire articles devoted to summarizing, analyzing and critically evaluating existing published research on a particular topic. Since these literature review articles provide an overview of the literature on a specific aspect of a topic, they can be extremely helpful to students and are a good starting point in your research.

See the *Publication Manual* for descriptions of additional types of articles.

REQUIRED ELEMENTS FOR STUDENT PAPERS

Chapter 2 contains guidance for the required elements for student papers and a sample student paper (pp. 61–67). At a minimum, an APA-style student paper will usually include a title page, page numbers, text, and a reference list. Follow your instructor’s guidelines for any other sections to include.

Remember, the body of your paper is to be double spaced, with no extra spacing between paragraphs. You may want to set your *Paragraph* settings before you start.

If you place a check mark in the box in front of “Don’t add space between paragraphs of the same style,” you don’t have to change the *Spacing* shown in the box marked *After*.

Spacing

Before: 0 pt

After: 8 pt

Line spacing: Double

Don't add space between paragraphs of the same style

TITLE PAGE

This handout is used across many different disciplines and courses, so please check with your instructor for guidance on formatting your title page. The title page for a student paper (see p. 30) usually includes the following:

- page number (1) in the upper right of the header
- title of the paper: title case capitalization (see page 2 of this handout for guidance), **bold**, centered, and positioned in the upper half of the title page (three to four lines down from the top margin)
- author’s name: centered on the page after the title of the paper, with one blank double-spaced line in between; preferred form is first name, middle initial, and last name
- author’s affiliation: department name and university
- course number and name
- instructor’s name
- due date of assignment

1

Title of Your Paper

Your Name

Department Name (if required by instructor), Penn State York

COURSE NUMBER: Course Name (if required by instructor)

Instructor’s Name

Due Date (Month, Day, Year)

PAGE NUMBERS

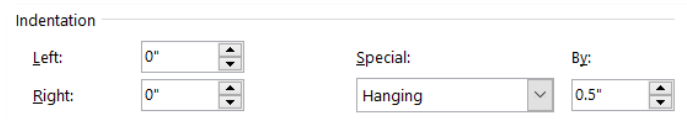
Every page, including the title page, should contain the page number in the upper right of the header. In most word processing programs, when using one-inch margins, the default header will be 0.5 inches from the top of the page. This is acceptable, as the one-inch margins only apply to the main body of the text.

TEXT

Repeat the title of your paper on the first page of your text before the first paragraph. Center the title in bold letters. Start the first line of the text one (double-spaced) line after the title, indenting the first line of every paragraph by one-tab space. Remember there is not extra spacing between paragraphs.

REFERENCE LIST

Start the reference list on a new page after the text of your paper. Center the word “References”, in **bold** letters, at the top of the page. All entries in the reference list are double spaced with hanging indentation.



REQUIRED ELEMENTS FOR PROFESSIONAL PAPERS

Consult the *APA Publication Manual* (pp. 29–60) for guidance for each of the elements below. A sample professional paper is shown on pages 50–60.

- title page (pp. 30–31)
- running head (p. 37)
- page numbers (p. 44)
- abstract (p. 38)
- text (p. 39)
- reference list (pp. 39–40)

RUNNING HEAD	1
<p>Title of Your Paper</p> <p>Your Name</p> <p>Department Name (if required by instructor), Penn State York</p>	

The title page for a professional paper includes the **running head**, an abbreviated version of your title. The running head and the page number appear in the page header at the top of every page.

LEVELS OF HEADINGS

APA style uses five levels of headings to organize information in a paper. If you are using headings in your paper, follow the structure shown in the table below. Do not use a heading for your introductory paragraph. The following table is adapted from the table found on page 48 in the *Publication Manual*.

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

Please refer to the sample papers shown in the *Publication Manual* (pp. 50–67) for examples of how these headings are used.

INTERNAL DOCUMENTATION

APA style uses the author-date system for citing references in the text of your paper (see pages 253–278). Each reference cited in the text will appear alphabetically in your reference list. A helpful chart of basic in-text citation styles appears on page 266 in the *Publication Manual*.

There are two formats of in-text citations:

- **Parenthetical:** The author name and publication date appear in parentheses. For direct quotations, the parenthetical citation also includes the page number(s).
- **Narrative:** The author appears in the text of your paper and the date appears in parentheses right after the author name. For direct quotations, the author appears in the text of your paper and the date and page number(s) appear in parentheses.

Avoid underciting (which can lead to plagiarism) as well as overciting (which can be distracting). To avoid overciting, when you have several paraphrased sentences within a paragraph dealing with the same topic from the same source, cite the source in the first sentence and don't repeat the citation as long as the source remains unchanged and is clear to readers. Page 270 in the *Publication Manual* shows an example.

- Use p. for a single page and pp. for multiple pages.
- For multiple pages, use pp. and separate the page range with an en dash (e.g., pp.270–271).
- The period at the end of the sentence should be after the citation, not in front of it.
- When citing a source with two authors, include both names in every citation.
- When citing a source with three or more authors, include only the name of the first author plus “et al.” in every citation, including the first citation. Note that “et al.” (which means “and others”) is not italicized and is followed by a period. Since “et al.” is plural; it cannot stand for only one name. See page 267 in the *Publication Manual* for additional guidance.

- There are different rules for the reference list. The reference list will show all authors up to and including 20 authors.
- Use an ampersand (&) between names in the parenthetical citation when there are two authors. Spell out the word “and” in narrative citations.
- Do not include suffixes such as “Jr.” in the in-text citation.

DIRECT QUOTATIONS (pp. 270–278)

In addition to the author and the date, direct quotations must also include the page number (or another way for readers to locate the quoted passage, such as a paragraph number for nonpaginated sources). For example, (Blake, 2005, p. 27) or, for a nonpaginated source such as online material, (Myers, 2008, para. 4).

Direct quotations must match the original source exactly, with the following exceptions:

- You may change the first letter of the first word in a quotation to uppercase or lowercase to fit the context of your sentence.
- You may omit material (using an ellipsis), insert material (using brackets), or add emphasis, following the guidelines on page 275 of the *Publication Manual*.

Ellipsis (p. 275)

Use an ellipsis (three periods with a space around each) when you omit words within a direct quotation. Do not use an ellipsis at the beginning or end of a quotation.

Follow these guidelines for formatting in-text citations for direct quotations:

- The citation should be outside the quotation marks, not inside them.
- The period marking the end of the sentence should follow the citation.
- A question mark ending a quotation should appear within the quotation marks, with a period following the citation.

Examples of direct quotations with in-text citations:

Adding to the complexity, there are “so many creative outreach methods available, it can be difficult to know which ones deserve our attention” (Diaz, 2019, p. 184).

Adding to the complexity, Diaz (2019) noted that “with so many creative outreach methods available, it can be difficult to know which ones deserve our attention” (p. 184).

In 2019, Diaz noted that “with so many creative outreach methods available, it can be difficult to know which ones deserve our attention” (p. 184).

“There is no consensus among librarians about what outreach means, and the term is informally and formally used to refer to a wide variety of library work, targeting various user populations,” noted Diaz (2019, p. 184) in her concept analysis.

Diaz posed the question, “Does an outreach initiative cease to be considered outreach if and when it becomes a standard, regular service?” (2019, p. 188).

One of the main reasons for implementing a journal club for nursing students is “the expectation of staying current with evidence-based practice” (Diaz & Walsh, 2018, p. 25).

These programs “exemplify how a proactive and programmatic approach to instructional outreach” can be achieved by academic librarians (Johnson et al., 2003, p. 35).

PARAPHRASING (pp. 269–270)

You are not required to include page numbers in the citation for a paraphrase, although you can include them if you feel they would help interested readers follow up on the information. Page numbers would be especially helpful to readers if you are paraphrasing from a long or complex work, such as a book.

Examples of paraphrasing with in-text citations:

Gray (2009) studied motor inhibition in baseball players.

Complex motor skills were studied in a baseball batting simulation (Gray, 2009).

Baker and Hamilton (2007) found a high rate of depression in the participants.

A high rate of depression was found among the participants (Baker & Hamilton, 2007).

Rogers et al. (2004) presented participants with conflicting information.

Participants in the study were presented with conflicting information (Rogers et al., 2004).

SECONDARY SOURCES (p. 258)

Use material from original (primary) sources whenever possible. If you need to cite something that was mentioned or quoted in someone else’s work, mention the original work in the text of your paper, but list only the secondary source in the reference list.

For example, if Thompson’s work is cited in Smith’s work and you did not read Thompson’s work, you will mention Thompson’s work in the text of your paper, but reference Smith’s work, both parenthetically and in the reference list.

Thompson’s 1982 study (as cited in Smith, 2008) . . .

In this example, if you do not refer to Thompson or the date of his study in the narrative (as shown above), the parenthetical citation would be as follows:

(Thompson, 1982, as cited in Smith, 2008)

Only Smith’s work appears in your reference list.

WORK LISTED BY TITLE (pp. 264–265)

If no author is given, use the article title (in quotation marks) or book title (italicized) in the text of your paper and in the parenthetical citation. If the title is lengthy, you may use just the first several words in the parenthetical citation. For example, a parenthetical citation for the article “Remember the Facts by Cramming with Fat” which appeared in *New Scientist* without an identified author, would be shown as (“Remember the Facts,” 2009).

PERSONAL COMMUNICATIONS (pp. 260–261)

Personal communications that are not recoverable by your readers, such as phone conversations, emails, text messages, or live speeches are cited in the text only and are not included in the reference list.

(H.J. Killian, personal communication, November 16, 2008)

ERRORS IN SOURCE MATERIAL (p. 274)

If there is an error in the original source that might be confusing to the reader, you may add *sic*, which is Latin for “thus,” to assure your readers that the quote is accurate, even with the error. Do not correct the error. The word *sic* should be inserted immediately after the error and should be italicized and bracketed, like this: [*sic*].

CITING MORE THAN ONE SOURCE IN A SINGLE PARENTHETICAL CITATION

(pp. 263–264)

When citing several works by different authors within one parenthetical citation, the citations should appear in alphabetical order, separated with semicolons.

(Diaz et al., 2020; Jones, 2006; Myers & Barton, 2003)

Two or more works by the same author(s) are arranged by year of publication.

(Myers, 1998, 2003)

(Diaz et al., 2015, 2017, 2020)

GROUP AUTHORS (p. 268)

Names of group authors, such as organizations, associations, and government agencies, are to be spelled out in full the first time they are mentioned in the text of your paper. You are not obligated to abbreviate the name of a group author, but there are times you may want to do so. For instance, you may want to if the group's name is long and the group has a familiar or easily understandable abbreviation or if the group will appear at least three times in your paper. If the group's name is short, or if the group does not have a readily understandable abbreviation, write out the full name each time you use it.

For example, if you want to use the abbreviation CDC in your paper, you will place the abbreviation in parentheses after the first mention of the full version of their name, like this: Centers for Disease Control and Prevention (CDC). Only do this if you will abbreviate the name from this point forward; do not alternate between the full name and the abbreviation. In this example, when the group is mentioned later in your paper, refer to them as the CDC, both in the text and in the parenthetical citation.

If you want to abbreviate but did not mention the group in the text of your paper and need to reference them parenthetically, your first citation will be formatted as in this example: (Centers for Disease Control and Prevention [CDC], 2020). Subsequent mentions to them in the text of the paper will use the abbreviation CDC and any parenthetical citations will be shown as (CDC, 2020).

Do not abbreviate the group author name in the reference list, spell it out completely.

BLOCK QUOTATIONS (pp. 272-273)

If a quotation is 40 or more words, set it off by beginning a new line, indenting it one tab from the left margin. Double-space the quotation and do not use quotation marks. The parenthetical citation appears at the end of the block quotation, following the ending punctuation mark. Do not add the period after the end parenthesis.

Example:

In 2006, Ray English reviewed the rationale for open access:

The movement for public access to government-funded research is based on simple but powerful principles. Taxpayers who fund research have a right to easy and effective access to the research that they pay for through tax dollars. In the age of the Internet, in which research can be shared instantaneously, it makes no sense for federally funded research to be accessible only through expensive journals that are available only in a limited number of research libraries. (p. 251)

If the author and date were not mentioned in the narrative text, they would need to be included in the parenthetical citation at the end of the quotation. Example: (English, 2006, p. 251)

REFERENCE LIST

The list of references follows the text of the paper, beginning on a new page and continuing the page numbering of your paper. Center the title **References** in bold at the top of the page. All sources used in your paper are listed in alphabetical order and are double-spaced with hanging indentation.

The reference list will show all authors for an item up to and including 20 authors. See page 286 in the *Publication Manual* for guidance on how to format entries with 21 or more authors.

9

References

- Brown, R. T. (2005). Recent advances in pharmacotherapies for the externalizing disorders. *School Psychology Quarterly, 20*(2), 118–134.
<http://dx.doi.org.ezaccess.libraries.psu.edu/10.1521/scpq.20.2.118.66515>
- Brown, R. T. (2009). A time to consider health care reform: A reply to Rudd, Cordero, and Bryan. *Professional Psychology: Research and Practice, 40*(4), 330–332.
<http://dx.doi.org.ezaccess.libraries.psu.edu/10.1037/a0015423>
- Browning, D. L. (1986). Psychiatric ward behavior and length of stay in adolescent and young adult inpatients: A developmental approach to prediction. *Journal of Consulting and Clinical Psychology, 54*(2), 227–230.
<http://dx.doi.org.ezaccess.libraries.psu.edu/10.1037/0022-006X.54.2.227>
- Browning, D. L., & Quinlan, D. M. (1985). Ego development and intelligence in a psychiatric population: Wechsler subtest scores. *Journal of Personality Assessment, 49*(3), 260–263. https://doi.org/10.1207/s15327752jpa4903_9

Order of references in the reference list (pp. 303–306)

- When alphabetizing, remember that “nothing precedes something.” In the above reference list, Brown precedes Browning.
- If you are citing two or more works by the same author, always repeat the author’s name and order them by year of publication, with the earliest first.
- One-author entries appear in the reference list before multiple-author entries beginning with the same surname, regardless of the year.
- For entries beginning with the same name, but with different coauthors, alphabetize by the last names of the second author listed.

DOI: Digital Object Identifier (pp. 299–300)

The APA seventh edition now includes DOIs in the reference list for books as well as for articles. Always include a DOI, when available, regardless of whether you used the online version or the print version.

- The DOI is the final component of a reference list entry.
- 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.
- Leave links live if the work is to be published or read online.
- Do not add a period after the DOI.
- Do not add line breaks manually to the DOI hyperlink; it is acceptable if your word-processing program automatically adds a break or moves the hyperlink to its own line.
- If you aren't sure your source has a DOI, you can try searching for it in Crossref:
<https://search.crossref.org/> **Note:** When searching for a DOI for a book in Crossref, make sure you find the book and not a journal article (often a book review) about the book. Many books do not have a DOI.

See pages 281–309 in the *Publication Manual* for more detailed guidance about the reference list and pages 313–352 for additional examples.

All citations are to be double spaced with hanging indentation. In order to save space, the following examples are not double spaced.

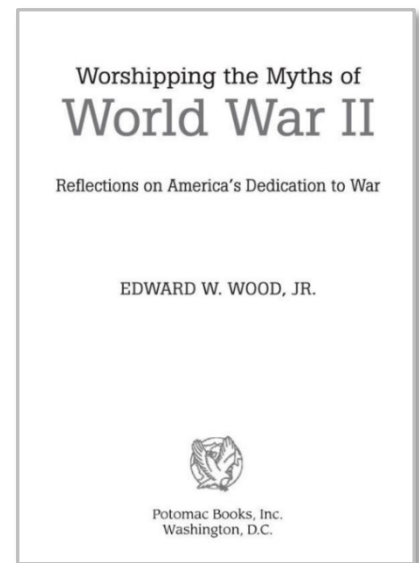
BOOKS (examples on pp. 321–329)

Citations for books include the following:

- author's name (initials are used for first and middle names)
- year of publication (in parentheses)
- title of work italicized, using sentence case
- publisher information and DOI or URL (publisher location is no longer included in the reference)

Publisher name (pp. 295–296)

- Use the form of the publisher name as shown on the work you used.
- Omit business terms such as Inc. and Ltd.
- Retain the words Books and Press.
- When the author is the same as the publisher, do not include the publisher in the reference.

**EXAMPLES****Book by a single author or editor without a DOI**

Fair, J. D. (1999). *Muscle town USA: Bob Hoffman and the manly culture of York Barbell*. Pennsylvania State University Press.

Ralph, E. (Ed.). (2005). *College teaching*. Novinka Books.

Wood, E. W., Jr. (2006). *Worshipping the myths of World War II: Reflections on America's dedication to war*. Potomac Books.

Book by a single author or editor with a DOI

- Homan, S. (Ed.). (2019). *How and why we teach Shakespeare: College teachers and directors share how they explore the playwright's works with their students*. Routledge.
<https://doi.org/10.4324/9780429283192>
- Wolf, S. (2020). *Beyond Broadway: The pleasure and promise of musical theatre across America*. Oxford University Press. <https://doi.org/10.1093/oso/9780190639525.001.0001>

Book by two or more authors or editors

Show all authors up to and including 20 authors. See page 286 in the *Publication Manual* for guidance on how to format entries with 21 or more authors.

- Booth, W. C., Colomb, G. G., & Williams, J. M. (2003). *The craft of research* (2nd ed.). University of Chicago Press.
- Robillard, A. E., & Combs, D. S. (Eds.) (2019). *How stories teach us: Composition, life writing, and blended scholarship*. Peter Lang. <https://doi.org/10.3726/b15451>

Book by a corporate author

A corporate author can be an association, a committee, or any group whose members are not identified individually. When the author and the publisher are the same, omit the publisher.

- American Psychiatric Association. (2013). *Diagnostic and statistical manual of mental disorders* (5th ed.). <https://doi.org/10.1176/appi.books.9780890425596>
- American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). <https://doi.org/10.1037/0000165-000>

Chapter of edited books and works in anthologies

Begin the citation with the information for the chapter you are using, followed by the information for the book. Notice the page numbers for the piece you are citing appear after the title of the book.

- Bobbitt, F. (2013). Scientific method in curriculum-making. In D. J. Flinders & S. J. Thornton (Eds.), *The curriculum studies reader* (4th ed., pp. 11-18). Routledge. (Original work published 1918)
- Putnam, J. W. (2009). Cooperative learning for inclusion. In P. Hick, R. Kershner, & P. T. Farrell (Eds.), *Psychology for inclusive education: New directions in theory and practice* (pp. 81-95). Routledge. <https://doi.org/10.4324/9780203891476>

Entry in or definition from a print reference book

Begin the citation with the author for the entry you are citing. If the author and the publisher are the same, the name only appears as the author.

- Merriam-Webster. (2003). Pandemic. In *Merriam-Webster's collegiate dictionary* (11th ed., p. 894).
- Moore, C. C., & Munroe, R. L. (2000). Cognitive anthropology. In A.E. Kazdin (Ed.), *Encyclopedia of psychology* (Vol. 2, pp. 132-135). American Psychological Association.
- Reber, A. S. (1995). Phenomenology. In *The Penguin dictionary of psychology* (2nd ed., p. 564). Penguin Books.

Entry in or definition from an online reference book

Merriam-Webster. (n.d.). Pandemic. In *Merriam-Webster.com dictionary*. Retrieved August 30, 2020, from <https://www.merriam-webster.com/dictionary/pandemic>

Because entries in the Merriam-Webster's Dictionary online are updated over time (and not archived), include a retrieval date in your citation.

Cameron, J., & Pierce, W. D. (2008). Intrinsic versus extrinsic motivation. In N. J. Salkind & K. Rasmussen (Eds.), *Encyclopedia of educational psychology* (Vol. 2, pp. 555-560). Sage Publications.

Even though the above article was accessed online through Gale Virtual Reference Library, a library database, you do not include the name of the database in the citation. Include a DOI, if available.

ARTICLES (examples on pp. 316–321)

Citations for articles usually include the following:

- author's name (initials are used for first and middle names)
- year of publication (in parentheses) for scholarly journal articles
- year and exact date of publication (in parentheses) for magazines and newspapers
- title of the article, using sentence case
- periodical title italicized, using title case and maintaining any nonstandard punctuation and capitalization used by the journal in its title
- volume number (italicized)
- issue number
- inclusive page numbers with an en dash between the page numbers
- DOI (for both print and online sources, if available)

If using an article from a website and the article does not have a DOI, provide a URL in the reference. This does not pertain to articles found in a library database (see examples below).

Journal articles from a library database

Do not include the name of the database in the citation (see pages 296–297 in the *Publication Manual* and examples in the next two sections for exceptions). Always include the DOI if available. If an article from a database does not have a DOI, the reference would end after the page numbers.

Diaz, S. A. (2019). Outreach in academic librarianship: A concept analysis and definition. *The Journal of Academic Librarianship*, 45(3), 184–194. <https://doi.org/10.1016/j.acalib.2019.02.012>

Kay, A. C., Gaucher, D., Peach, J. M., Laurin, K., Friesen, J., Zanna, M. P., & Spencer, S. J. (2009). Inequality, discrimination, and the power of the status quo: Direct evidence for a motivation to see the way things are as the way they should be. *Journal of Personality and Social Psychology*, 97(3), 421–434. <https://doi.org/10.1037/a0015997>

Klingsieck, K. B, Grund, A., Schmid, S., & Fries, Stefan. (2013). Why students procrastinate: A qualitative approach. *Journal of College Student Development* 54(4), 397–412. <http://dx.doi.org.ezaccess.libraries.psu.edu/10.1353/csd.2013.0060>

When there are more than 20 authors, list the first 19 authors' names, followed by an ellipsis (but no ampersand), and then add the final author's name.

Articles from a database with original content

You will rarely use the name of a database in your reference list. One exception is when citing a work found in a database that publishes original works available only in that database, such as CQ Researcher. Refer to pages 296–299 and examples on page 319 in the *Publication Manual* for other exceptions.

Ladika, S. (2020, August 28). The nature of work: Will the pandemic permanently alter the workplace? *CQ Researcher*. <http://library.cqpress.com/cqresearcher/cqresrre2020082800>

CQ Researcher articles do not have a DOI, but they do have a unique URL. You do not need to add a retrieval date because content in CQ Researcher is archived and the content of this report does not change over time.

Although CR Researcher (as the name of the database) is italicized in the reference list entry, it is not italicized when it appears in text, such as in this sentence.

Works of Limited Circulation from ERIC

Herman, W. E. (2009). *Understanding psychology within the context of the other academic disciplines* (ED505273). ERIC. <http://files.eric.ed.gov/fulltext/ED505273.pdf>

The ERIC database also contains works of wide circulation, such as journal articles; however, only works of limited circulation, such as in the above example, need to have the database information in the reference. Include the assigned document number in parentheses after the title of the work.

Rather than copy the lengthy URL from the address bar in your browser, right click on the PDF file for download and “Copy Link Location.”

Magazine article

Adler, J. (2016, June). A world without mosquitoes. *Smithsonian*, 47(3), 36-43, 84.

Hamzelou, J. (2020, January 11). Unknown illness hits China. *New Scientist*, 245(3264), 5.
[https://doi.org/10.1016/s0262-4079\(20\)30042-7](https://doi.org/10.1016/s0262-4079(20)30042-7)

Kluger, J. (2020, June 15). America’s innovative return to orbit. *Time*, 195(22), 7–8.

Remember the facts by cramming with fat. (2009, May 2). *New Scientist*, 202(2706), 15.

Talbot, M. (2020, August 20). What does boredom do to us—And for us? *The New Yorker*.
<https://www.newyorker.com/culture/annals-of-inquiry/what-does-boredom-do-to-us-and-for-us>

Separate discontinuous page numbers by commas (as in the Adler example).

If the magazine article is from a library database, do not include the database information. If the article has a DOI, you will end your citation with that (as in the Hamzelou example). If the article does not have a DOI, end the reference after the page number (as in the Kluger example).

If the article does not have an author, begin the citation with the title.

If the article is from an online magazine (as in *The New Yorker* example) and does not have a DOI, volume, issue, or page number(s), end the citation with the URL.

Even though the reference list for these magazine examples contains the exact date, the in-text citations for these sources will use only the year: (Hamzelou, 2020) and (“Remember the Facts,” 2009).

Newspaper article

Andrelczyk, M. (2020, August 1). Brother and sister are partners in song. *LNP*, A7.

Lucas, J. (2020, September 1). Hard-nosed dinosaur: A creature as cute as anything the Flintstones ever bumped into. *The New York Times*, D2.

Although the Andrelczyk article is from the print version of the newspaper and the Lucas article is from a library database, the citations are formatted the same way.

WEBPAGES AND WEBSITES (pp.350–352)

When mentioning a website in general in your paper, do not include an in-text citation or a reference list entry. Instead, include the name of the website in the text of your paper and provide the URL in parentheses, as in the following example:

We created our questionnaire using Doodle (<https://doodle.com/en/>).

Article from an online news website

Tappe, A. (2020, September 1). *Americans are saving more than just money by not commuting*. CNN. <https://www.cnn.com/2020/09/01/economy/commuting-coronavirus-money-saved/index.html>

Use this format for news websites that do not have an associated daily or weekly newspaper, such as BBC News, HuffPost, and MSNBC.

Webpage on a government website

National Institute of Mental Health. (2020, January). *Coping with traumatic events*. U.S. Department of Health and Human Services, National Institutes of Health. <https://www.nimh.nih.gov/health/topics/coping-with-traumatic-events/index.shtml>

The article in the above example does not have an individual author, so the name of the specific government agency is used as the author. The names of the parent agencies are included as the source element. The date shown is the latest revision date of the page.

Webpage with an organizational group author

World Health Organization. (2020, July 29). *Zoonoses*. <https://www.who.int/news-room/fact-sheets/detail/zoonoses>

In this example, the organization is listed as the author, since there isn't an individual author named. When the author and the site name are the same, omit the site name from the source element to avoid repetition.

Webpage with an individual author

Taylor, A. B. (2020, July 29). *The finances of homeschooling your kids: What it costs, tax breaks, more*. Kiplinger. <https://www.kiplinger.com/personal-finance/spending/601143/the-finances-of-homeschooling-what-to-expect>

Webpage with a retrieval date

U.S. Census Bureau. (n.d.). *U.S. and world population clock*. U.S. Department of Commerce. Retrieved September 1, 2020, from <https://www.census.gov/popclock/>

Since the contents of the page in this example change over time and the information is not archived, include a retrieval date.

TECHNICAL AND RESEARCH REPORTS (pp. 329–331)

National Heart, Lung, and Blood Institute. (2003). *Your guide to lowering blood pressure*. (NIH Publication No. 03-5232). U.S. Department of Health and Human Services, National Institutes of Health. http://www.nhlbi.nih.gov/health/public/heart/hbp/hbp_low/hbp_low.pdf

This publication uses a group author name. Names of the parent agencies not present in the group author name are listed in the source element as the publisher.

ADDITIONAL SOURCES

In addition to the sources shown in this handout, you can find examples in the *Publication Manual* for the following types of sources:

Blog post	p. 320	TV series	p. 343
Editorial	p. 320	TED Talk	pp. 343–344
DSM-5	p. 324 and p. 12 of handout	YouTube video	p. 344
Religious work	p. 325	Music album	pp. 344–345
Shakespeare	p. 325	Artwork	p. 346
<i>Wikipedia</i> entry	p. 329	Photograph	p. 347
Annual report	p. 330	PowerPoint slides	p. 347
Press release	p. 331	Tweet	pp. 348–349
Dissertation	pp. 333–334	Facebook post	p. 349
Film or Video	pp. 342–343		

This handout was compiled using the *Publication Manual of the American Psychological Association*, Seventh Edition.