APA Style
Quick Reference
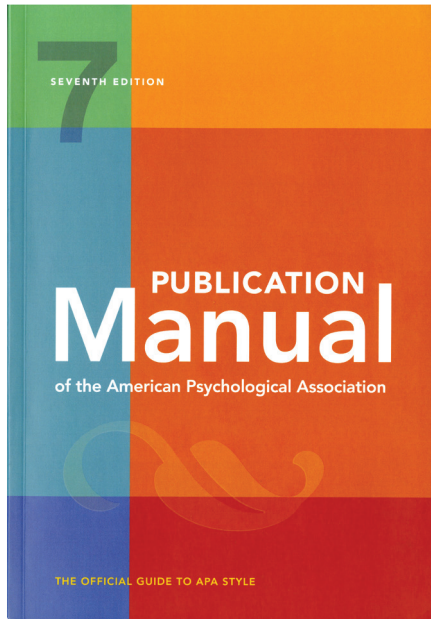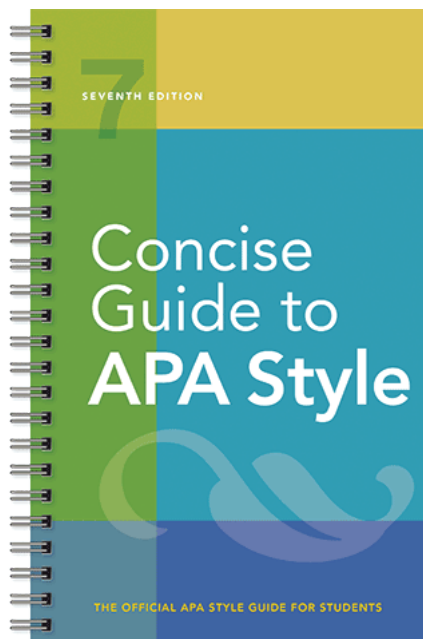
SEVENTH EDITION 7

The examples in this guide are based on the *Concise Guide to APA Style, Seventh Edition*, which is adapted by the American Psychological Association (APA) from its *Publication Manual of the American Psychological Association, Seventh Edition*.

The *Concise Guide* is intended for undergraduate students writing papers for course assignments.

Master's and Doctoral students should consult the *Publication Manual* for more in-depth explanation of formatting and preparing works cited lists.

The *Concise Guide* and the *Publication Manual* are available in the Cardinal Stritch University Library.

APA Resources

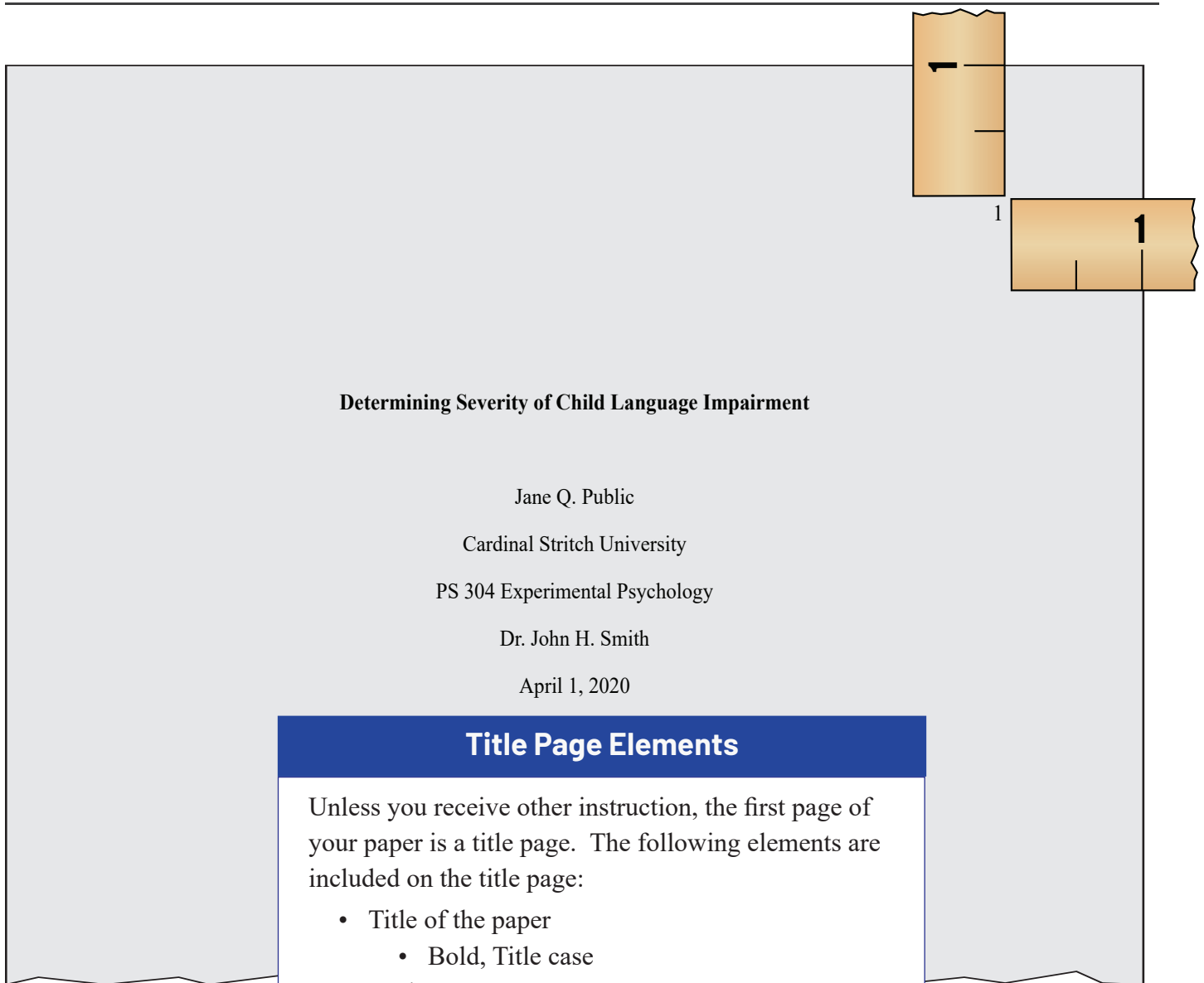### APA Style website
https://apastyle.apa.org/
- Questions and answers about APA Style.

APA Style blog
https://apastyle.apa.org/blog/
- Resource for announcements and updates regarding APA Style as well as explanations about style guidelines.

Title Page Layout

Determining Severity of Child Language Impairment

Jane Q. Public

Cardinal Stritch University

PS 304 Experimental Psychology

Dr. John H. Smith

April 1, 2020

Title Page Elements

Unless you receive other instruction, the first page of your paper is a title page. The following elements are included on the title page:
- Title of the paper
  - Bold, Title case
- Author's name
  - First name, middle initial, last name
  - Multiple authors
    - Each name should appear on a separate line
- University name
- Course number and name
- Instructor name
- Assignment due date
- Page number (1) in the header
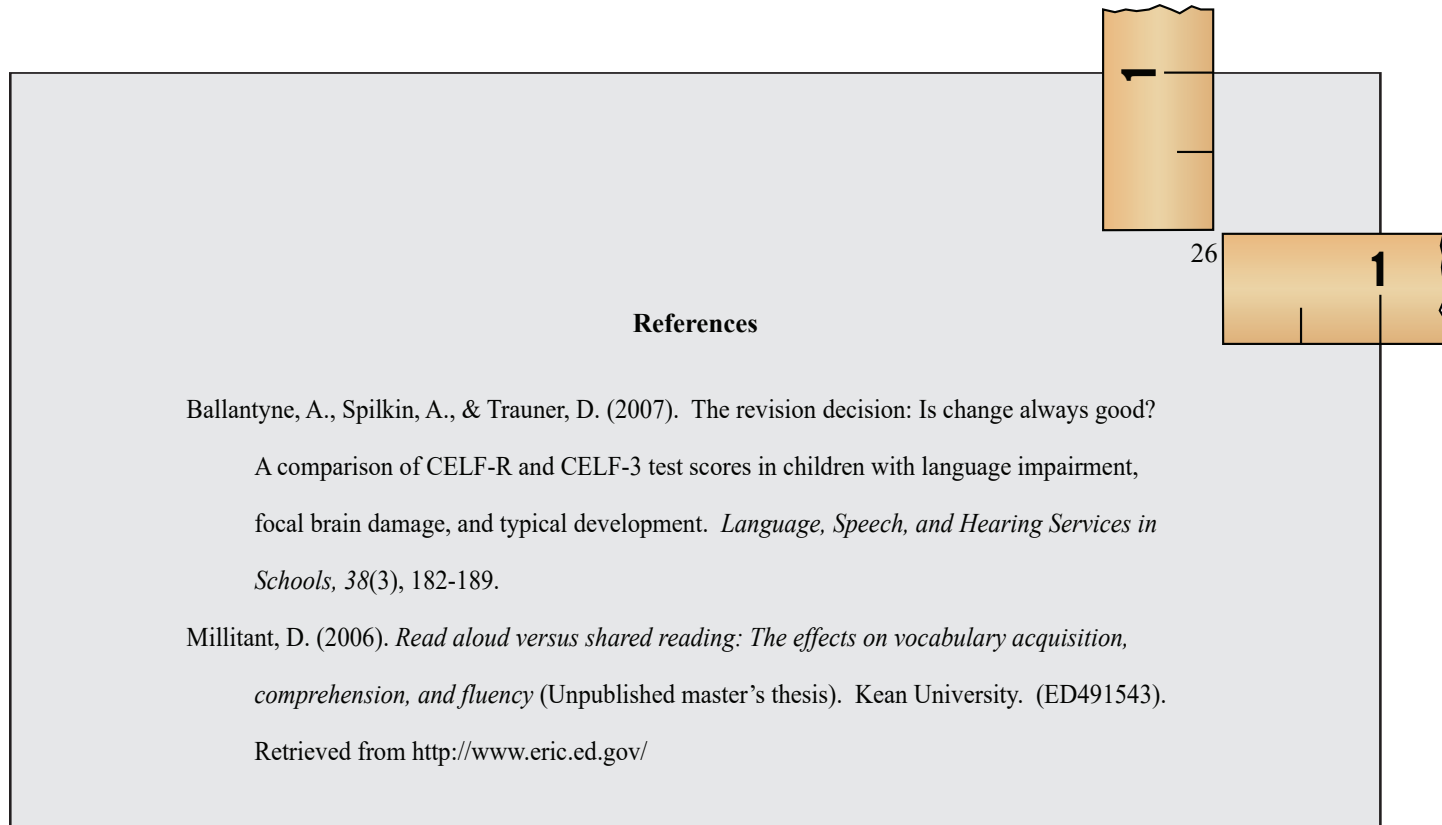
First Page Layout

2

1

Determining Severity of Child Language Impairment

A diagnosis of language impairment in a child is frequently followed by another integral component of the assessment process, the determination of severity. Severity designations are often based on the magnitude of the linguistic deficit present. In addition, clinicians' severity determinations are typically categorical in nature, with children classified as exhibiting mild, moderate or severe language impairment.

First Page Elements

- Title of the paper
  - Centered, Bold, Title case
- Page number (2) in the header

Reference Page Layout

26

References

Ballantyne, A., Spilkin, A., & Trauner, D. (2007). The revision decision: Is change always good?

A comparison of CELF-R and CELF-3 test scores in children with language impairment,

focal brain damage, and typical development. *Language, Speech, and Hearing Services in*

Schools, 38(3), 182-189.

Millitant, D. (2006). *Read aloud versus shared reading: The effects on vocabulary acquisition,*

comprehension, and fluency (Unpublished master's thesis). Kean University. (ED491543).

Retrieved from http://www.eric.ed.gov/

1

Elements of a Reference

Who
- Who authored the work?
- Individual/Multiple people/Group

When
- When was the work published/ created?

What
- What is the title of the work?

Where
- Where can it be found?
- Where do I go to retrieve it?

Reference Pages

- References start on a new page.
- References are ordered alphabetically by author's surname
  - Do not sort names **WITHIN** a reference
- Each reference has a hanging indent of .5 inch.
  - In Microsoft Word see **Paragraph - Indentation - Special - Hanging**
- References ending with a DOI or URL do not have an ending period.

There are two types of in-text citations, **parenthetical** and **narrative**. Both supply the same basic information, but are formatted differently.

Parenthetical in-text citations

Format
- (Author name, publication date)
  - (Jones, 2019)

Author unknown
If the author is unknown, the work title moves into the author position.
- Format of the work title - italicized
  - If the work title is italicized in the reference list, italicize it within the in-text citation.
  - Capitalize the work title using title case.

In-Text Example

Book with no author:
(*Strategic Management*, 2011)

- Format of the work title - not italicized
  - If the work title is not italicized in the reference list, use double quotation marks around the title.
  - Capitalize the work title using title case.

In-Text Example

Magazine article with no author:
("Foundations of Strategic Management", 2007)

Specific parts of a work

To provide greater specificity of what is being referenced, additional information can be added to the end of the in-text citation. Examples include:

- Page numbers
  - (Smith, 2015, pp.10-15)

NOTE Page numbers should always be included within in-text citations when directly quoting from a work.

- Table numbers
  - (Nowak, 2020, Table 3)
- See page 264 of the *Publication Manual* for additional examples.

Location

- A parenthetical citation may appear either:
  - Within a sentence

In-Text Example

A new framework (Nowak, 2015) has been devised to enhance the organization's understanding of its supply chain inefficiencies.

  - At the end of a sentence

In-Text Example

"There are five reasons why servant leadership can be a foundation for personal and organizational excellence- contextual, anecdotal, empirical, philosophical, and cross-cultural" (Sendjaya, 2015, p. 3).

Narrative in-text citations

With narrative in-text citations, the information about the work is incorporated within a sentence.

Format
- Author name (publication year)
  - Jones (2019)

In-Text Example

As Sendjaya (2015) points out, no individual is likely to possess all of the skills necessary for today's competitive market.

Abbreviations

If a group author name is well known, it can be abbreviated to enhance readability.

Abbreviation Guidelines
Provide the full name the first time the name is mentioned in the text, followed by the abbreviation. For subsequent citations, the abbreviated format can be used.

NOTE **Do NOT abbreviate the group name in the reference list.**

In-Text Example

Parenthetical citation - first appearence:

(American Medical Association [AMA], 2018)

Narrative citation - first appearence:

The American Medical Association (AMA, 2018) first addressed the topic...

Personal Communications

Works that cannot be recovered by readers are designated as **personal communications**.

Format

- Initials and surname of the person providing the communication (date of the communication)

In-Text Example

Parenthetical citation

(R. Mitchell, personal communication, January 21, 2018)

Narrative citation

J. L. Bennett (personal communication, May 2, 2016)

Depending on the format of the reference source, there are variations in how the reference is listed. It is often best to model your citation after an example. Identify the document type that you have used (book, periodical, chapter, web site, etc.) and find a similar example below. Mirror the example with your specific information.

Book Citation - General Format

Author(s). (Year of publication). *Title of book*. Publisher Name. https://doi.org/xxxx

NOTE **When using a direct quote, add the source's page number to the in-text citation. See the In-Text Example on the bottom of page 6.**

Book - Single Author

Sendjaya, S. (2015). *Personal and organizational excellence through servant leadership: Learning to serve,*

serving to lead, leading to transform. Springer.

In-Text Example

Parenthetical citation: (Sendjaya, 2015)
Narrative citation: Sendjaya (2015)

Book - Ebook or audiobook without a DOI, with a non-database URL

Twain, M. (1885). *Adventures of Huckleberry Finn.* Charles L. Webster. https://www.gutenberg.org/files/76/76-

h/76-h.htm

Book (2 authors) without a DOI –
from most academic research databases or print version

Kouzes, J. M., & Posner, B. Z. (2008). *The student leadership challenge: Five practices for exemplary leaders.*

Jossey-Bass.

In-Text Example

Parenthetical citation: (Kouzes & Posner, 2008)

Narrative citation: Kouzes and Posner (2008)

Book (multiple authors) without a DOI

Sander, M. R., Downer, J. L., Quist, A. L. Lucas, C. L., Cline, J. K., & Campbell, D. R. (2014). *Doing research*

in the university library. Corbin Press.

In-Text Example

Three or more authors – first and future times the source is cited:

Narrative citation: Sander et al. (2009)

Parenthetical citation: (Sander et al., 2009)

Book – corporate author, publisher as author, with DOI

NOTE   **When the publisher and author are the same, omit the publisher element from the reference.**

American Psychological Association. (2020). *Publication manual of the American Psychological Association*

(7th ed.). https://doi.org/10.1037/0000165-000

In-Text Example

Narrative citation: American Psychological Association (2020)

Parenthetical citation: (American Psychological Association, 2020)

Edited Book – no author

Hunnicutt, S. (Ed.). (2009). *Corporate social responsibility*. Greenhaven Press.

In-Text Example

Narrative citation: Hunnicutt (2009)

Parenthetical citation: (Hunnicutt, 2009)

Article or Chapter in an Edited Book

Hawthorne, J., Kelsch, A., & Steen, T. (2010). Making general education matter: Structures and strategies. In C.

M. Wehlburg (Ed.), *Integrated general education* (2nd ed., pp. 23-34). Jossey-Bass.

In-Text Example

Narrative citation: Hawthorne et al. (2010)
Parenthetical citation: (Hawthorne et al., 2010)

Book – 2nd or later edition

Jennings, J. H., Caldwell, J. S., & Lerner, J. W. (2010). *Reading problems: Assessment and teaching strategies*

(6th ed.). Allyn & Bacon.

Book – Revised edition

Groarke, L. A., & Tindale, C. W. (2008). *Good reasoning matters!: A constructive approach to critical thinking*

(Rev. ed.). Oxford University Press.

Book translation

Hitler, A. (2001). *Mein Kampf* (R. Manheim, Trans.). Houghton Mifflin. (Original work published 1943).

Book – Introduction, preface, foreword, afterword

Gregory, W. D. (2001). Foreword. In J. C. Cusick & K. F. DeVries, *The basic guide to young adult ministry* (pp. ix-x). Orbis Books.

Multivolume work – All volumes

Pearson, P. D. (Ed.). (1984-2000) *Handbook of reading research* (Vol. 1-3). Lawrence Erlbaum Associates.

Multivolume work – One volume, no individual title

Kamil, M. L., Mosenthal, P. B., Pearson, P. D., & Barr, R. (Eds.). (2000). *Handbook of reading research* (Vol. 3). Lawrence Erlbaum Associates.

Work in an anthology

Shapiro, T. M. (2010). The hidden cost of being African American. In M. L. Andersen & P. H. Collins (Eds.), *Race, class & gender: An anthology* (7th ed., pp. 129-136). Wadsworth Cengage Learning.

In–Text Example

Narrative citation: Shapiro (2010)

Parenthetical citation: (Shapiro, 2010)

Encyclopedia entry, signed

Grossman, W. L. (1996). History of transportation. In L. S. Bahr, B. Johnston, & L. A. Bloomfield (Eds.),

Collier's encyclopedia (Vol. 22, pp. 416-439). Collier.

Encyclopedia entry, unsigned

Gulf of Thessaloniki. (1996). In L. S. Bahr, B. Johnston, & L. A. Bloomfield (Eds.), *Collier's encyclopedia*

(Vol. 22, p. 285). Collier.

Secondary sources: provide a reference for the secondary source.

In the text of your paper, if you are unable to access and read the primary source, identify the primary source, also citing the secondary source. In the references, only list the secondary source.

If the text of your paper, identify the primary source and then write, "as cited in" the secondary source. Include the year of the primary source if known.

Secondary Source

Calkins, L. (2015). *A guide to the reading workshop: Primary grades.* Heinemann.

In-Text Example

Much of children's reading happens without them consciously recognizing that they are

processing the print on the page and understanding the meaning of the content (Clay, 2001, as

cited in Calkins, 2015, p. 116).

What is a DOI?

A DOI (Digital Object Identifier) is a unique string that provides a persistent link to content on the internet.

Shortened DOIs

When a DOI is lengthy, you may use a shortened version. The International DOI Foundation (http://shortdoi.org/) provides a service that will create a **shortDOI®**. When a shortDOI is created, it is also unique and specific to a work.

If a work has never had a shortDOI assigned to it, the service will create a new shortDOI. If a shortDOI was created previously, the service will retrieve the already existing shortened version of the original DOI.

Example

Milton, C. L. (2009). Leadership and ethics in nurse-nurse relationships. *Nursing Science Quarterly, 22*(2), 116-119. https://doi.org/10.1177/0894318409332569

Original DOI: https://doi.org/10.1177/0894318409332569

ShortDOI®: http://doi.org/csr9r8

The short version will function the same as the original DOI.

How to shorten a DOI

1. Copy the DOI (the section of the URL that follows https://doi.org/)
2. Go to http://shortdoi.org
3. Paste the DOI into the DOI name field
4. Click the Submit button

Journal article with DOI

Milton, C. L. (2009). Leadership and ethics in nurse-nurse relationships. *Nursing Science Quarterly, 22*(2), 116-119. https://doi.org/10.1177/0894318409332569

In-Text Example

Narrative citation: Milton (2009)

Parenthetical citation: (Milton, 2009, p. xxx)

Gropp, M., Johnson, E., Bornman, J., & Koul, R. (2019). Nurses' perspectives about communication with patients in an intensive care setting using a communication board: A pilot study. *Health SA Gesondheid, 24*, 1-9. http://doi.org/10.4102/hsag.v24i0.1162

In-Text Example

Narrative citation: Gropp et al. (2019)

Parenthetical citation: (Gropp et al., 2019, para. 3)

Journal article without DOI

Hepworth, D., Littlepage, B., & Hancock, K. (2018). Factors influencing university student academic success. *Educational Research Quarterly, 42*(1), 45-61.

In-Text Example

Narrative citation: Hepworth et al. (2018)

Parenthetical citation: (Hepworth et al., 2018, p. xx)

Journal article - multiple authors, no issue number provided

Lessard, L. M., & Juvonen, J. (2018). Losing and gaining friends: Does friendship instability compromise

academic functioning in middle school. *Journal of School Psychology, 69*, 143-153. http://doi.

org/10.1016/j.jsp.2018.05.003

In-Text Example

Narrative citation: Lessard and Juvonen (2018)

Parenthetical citation: (Lessard & Juvonen, 2018, p. xx)

Journal article with a DOI –
Three or more authors that shorten to the same form

Write out as many names as needed to distinguish the references. Because et al. takes the place of multiple names, when only the last name is different, include all author names in every citation.

Example

Cappella, E., Schwartz, K., Hill, J., Kim, H. Y., & Seidman, E.

Cappella, E., Schwartz, K., Smith, F., Jones, G., & Brown, R.

In-Text Example

Parenthetical citation: Cappella, Schwartz, Hill, et al. (2019)

Parenthetical citation: Cappella, Schwartz, Smith, et al. (2019)

Journal article – 21 or more authors

When there are 21 or more authors, include the first 19 names, insert an ellipsis (but no ampersand) and then add the final author's name.

Magazine article from a database

Zikmund, B. B., & Lummis, A. T. (1998, May 6). Women, men and styles of clergy leadership. *Christian Century, 115*(14), 478.

In-Text Example

Narrative citation: Zikmund and Lummis (2019)

Parenthetical citation: (Zikmund & Lummis, 2019)

Magazine article from the web

Schindler, J. (2019, January 7). Leading with ethics. *Forbes*. https://www.forbes.com/sites/forbescoachescouncil/2019/01/07/leading-with-ethics/#15d2ad4568ad

Newspaper article from a database

Stockman, F. (2018, December 24). Anti-Semitism accusations roil women's march. *New York Times, 168*(58186), A1-A13.

Newspaper article from the web

Dvorak, P. (2020, January 20). Marching around with guns on your chest? That's all about fear. *Washington Post*. https://www.washingtonpost.com/local/marching-around-with-guns-on-your-chest-thats-all-about-fear/2020/01/20/077f3af0-3bc2-11ea-baca-eb7ace0a3455_story.html

Editorial

Vogus, T. J. (2020). Rethinking critical advancements: Taking stock and moving forward conceptually [Editorial]. *Health Care Management Review, 45*(1), 1-2. https://doi.org/10.1097/HMR.0000000000000274

Dissertation or thesis from a database

Berry, R. S. (2001). *Children's environmental print: Reliability, validity, and relationship to early reading.*

(Publication No. 3007766) [Doctoral dissertation, University of North Carolina at Chapel Hill].

ProQuest Dissertations and Theses Global.

In-Text Example

Narrative citation: Berry (2001)

Parenthetical citation: (Berry, 2001)

Dissertation or thesis published online (not in a database)

Ries, N. (2016). *A community youth organization's contribution to immigrant students' academic success and identity formation.* [Masters monograph, Stanford University]. SearchWorks Catalog. https://searchworks.stanford.edu/view/11881782

Dissertation or thesis - unpublished

Caballero, S. (2004). *How to teach first graders* [Unpublished master's thesis]. University of Wisconsin – Madison.

Annual report

Proctor & Gamble. (2019). *2019 Annual report and proxy statement.* https://www.pginvestor.com/CustomPage/

Index?KeyGenPage=1073748359

In-Text Example

Narrative citation: Proctor & Gamble Company (2019)

Parenthetical citation: (Proctor & Gamble Company, 2019)

Company profile

MarketLine. (2019, July 26). *Hallmark Cards, Inc.* [Company profile].

Unpublished paper presented at a meeting

Buchmann, R. (2008, April). *Informal information seeking as done by college students*. Poster session presented

at the meeting of Wisconsin Association of Academic Librarians, Manitowoc, WI.

Music Album

See pages 344 and 345 of the *Publication Manual* for details on citing audio works.

Reference elements for music albums.
- Author: Name of the recording artist or group.
- Year: Publication year of the recording.
- *Album title* [Album]
- Album publisher.

Holiday, B. (2001). *Best of Billy Holiday* [Album]. Columbia.

Music Album – Classical works

Reference elements for recordings of classical works.
- Author: Composer of the work.
- Year: Publication year of the recording.
- *Album title*
- [Artist or group who recorded the album]
- Album publisher.
- (Year the work was composed, if known)

Beethoven, L. van. (1987). *Symphony no. 9* [Album recorded by the Chicago Symphony Orchestra]. Decca.

Beethoven, L. van. (1987). *Symphony no. 9* [Album recorded by the Chicago Symphony Orchestra]. Decca.

(Original composition date 1824)

In-Text Example

Parenthetical citation: (Beethoven, 1824/1987)

ERIC document

ERIC (Educational Resources Information Center) classifies its resources under two broad categories, **Journal** and **Non-Journal.**

Each item in the ERIC database is assigned an ERIC Number. The number will have a prefix which indentifies the work as Journal (EJ) or Non-Journal (ED). The reference style to use varies based on the ERIC Record Type.

ERIC record type ED: Non-Journal

Militante, D. A. K., (2006). *Read aloud versus shared*

     reading: The effects on vocabulary acquisition,

     comprehension, and fluency (ED491543). ERIC.

     http://files.eric.ed.gov/fulltext/ED491543.pdf

NOTE   **Include the ERIC Document number after the work title.**

ERIC Record Types

ED: Non-Journal.
- Reports, Conference papers, Dissertations, Theses, Editorials
- Cite as an ERIC ED document.

EJ: Journal.
- Article from a journal
- Cite as a journal article.

Peer reviewed
Download full text

ERIC Number: ED599256
Record Type: Non-Journal
Publication Date: 2019-Jul
Pages: 6
Abstractor: As Provided
ISBN: N/A
ISSN: N/A

Peer reviewed
Download full text

ERIC Number: EJ1234829
Record Type: Journal
Publication Date: 2020
Pages: 9
Abstractor: As Provided
ISBN: N/A
ISSN: EISSN-1309-517X

Encyclopedia - online

Grayson, K. A., Kotler, P., & Hibbard, J. D. (2020, January 9). Marketing. *Encyclopaedia Britannica Online.*

     https://www.britannica.com/topic/marketing

Hibbard, J. D., Kotler, P., & Grayson, K. A. (2017). Marketing. *Britannica Academic*. https://academic-eb-com/

     levels/collegiate/article/marketing/109821

Facebook post

National Institutes of Health. (2020, February 13). *Low-dose aspirin reduces preterm birth among first-time*

mothers. Facebook. https://bit.ly/37rE1bU

Blog post

Males, J. (2020, January 20). Introducing the future crops collection. *Everyone*. https://blogs.plos.org/

everyone/2020/01/20/introducing-the-future-crops-collection/

Film / video – TED Talks

TED Talk viewed on the ted.com website.
When viewing a TED Talk video on the ted.com website, use the speaker as the author.

Cuddy, A. (2012, June). *Your body language may shape who you are* [Video]. TED Conferences. https://www.

ted.com/talks/amy_cuddy_your_body_language_may_shape_who_you_are

TED Talk viewed on YouTube.
When viewing a TED Talk video on YouTube, list the owner of the YouTube account (in this example, TED) as the author and add the presenter's name prior to the title.

TED. (2019, January 24). Lydia Machová: *The secrets of learning a new language* [Video]. YouTube. https://

www.youtube.com/watch?v=o_XVt5rdpFY

Film / video – YouTube or streaming video

School of Rock. (2019, September 3). *School of Rock students perform "California Dreamin" by the Mamas &*

the Papas [Video]. YouTube. https://www.youtube.com/watch?v=GlG-vN8i9Qc

Webpage - General Guidelines

See pages 287 - 289 of the *Concise Guide* for details on citing websites.

General mentions of websites (no page or particular information from a website is used)
- **Do not** create a reference list entry or an in-text citation
- What to include within the body of the paper
  - The name of the website
  - The website's URL in parentheses.

In-Text Example

Many people consult product review sites such as Consumer Reports (https://www.consumerreports.org/cro/index.htm) before purchasing a car.

When to use the website category
- When a more specific reference category does not apply
- When the website is the parent of the work

Using multiple webpages from a website
- Create a reference for each

Webpage - Basic reference structure

Author. (Date). *Work title*. Website name. URL

Webpage

Chi, C. (2018, July 30). *4 management styles to strive for, and 4 to avoid.* HubSpot. https://blog.hubspot.com/marketing/management-styles

In-Text Example

Narrative citation: Chi (2018)

Parenthetical citation: (Chi, 2018)