GENERAL GUIDELINES
- All pages have a one-inch margin.
- Double-space the entire document.
- APA does not specify a font. Check with your instructor for their preferred font.
- Indent each paragraph .5 inch. The Tab key is usually defaulted to this.
- Include one space after each sentence.
- Italicize whole works, books, and websites.
- Use a hanging indent for each reference on the References page.
- Do not include the phrase “Retrieved from” or “Accessed from” when using a DOI or URL in the references list, UNLESS the content is designed to change AND the page is not archived.
- Do not add a period at the end of the DOI or URL.

IN-TEXT CITATIONS, QUOTES, AND BLOCK QUOTES
In-text citations are abbreviated forms of the full citations on the References page.

In-text citations can be either parenthetical or narrative.

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

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

Citing Two Authors
- When the citation is narrative, use the word “and”.
- When the citation is parenthetical, use an ampersand: “&”.

Jones and Smith (1991) suggest that street violence injures more people than the immediate victims.

Street violence hurts more than the immediate victims (Jones & Smith, 1991)
Citing Three or More Authors
Include the name of only the first author, followed by "et al.", in every citation, including the first citation, unless doing so would create ambiguity.

Direct Quotations of Material with Page Numbers
(Armstrong, 2015, pp. 3-17) (Kowalsky, 1994, 4, 27, 92-94)

THE REFERENCES PAGE
- The References page is the last section of the paper.
- It begins on a new page.
- The word “References” is centered at the top of the page, in unbolded font.
- Pagination is continuous with your paper.
- Alphabetize the sources by the author's or editor's last name, or the first key word, such as in the name of the article, book, or website.
- If there are multiple authors, use the ampersand ("&") between names.
- Double-space all entries.
- Introduce each reference with a hanging indent.
- Use italics for whole works, such as books, journals, websites, etc.
- Citations on the References page:
  o Follow some variation of Author, Date, Title, Source.
  o Note that “author” may or may not be a person. They could be organizations, groups, composers, artists, etc.

Journals and Periodicals
Author, F. I. & Author, B. (Year of publication). Title of article in sentence case. 
*Title of Periodical with All Major Words Capitalized, volume number (issue number), xx-xx. DOI or URL*

Magazine Article


Books

- The book title is italicized and in sentence case, meaning that only the first word and proper names are capitalized.
- Only use the initial of the author’s first name.
- If a book does not have an author, use the first significant word in the title.
- Additional information, such as the edition number, is added after the book title, enclosed by parentheses, and not italicized.
- Add the name of the publisher in as brief a form as possible. Spell out the names of associations and university presses. Omit terms such as “Publishers”, “Co.”, etc. that are not required.

**Authored Book**

Author’s last name, F. I. (Year of publication). *Title of work in sentence case* (ed.). Publisher. DOI or URL


**Websites and Webpages**

**Webpage on a News Website**


**Webpage with an Author**


**Webpage with a Retrieval Date**

- If the page is meant to be updated, include a retrieval date.
- If the author and the site name are the same, the site name is not necessary.

Guided Imagery and Progressive Muscle Relaxation in Group Psychotherapy

Hannah K. Greenbaum
Department of Psychology, The George Washington University
PSYC 3170: Clinical Psychology
Dr. Tia M. Benedetto
October 1, 2019

References


