

### American Psychological Association (APA) Quick Reference Guide

#### 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:
  - Follow some variation of Author, Date, Title, Source.
  - 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**

Posner, M. I. (1993, October 29). Seeing the mind. *Science*, 262, 673-674.

Benton, C. W. (2013). Promoting metacognition in music classes. *Music Educators Journal*, 100(2), 52-59. doi.10.1177/0027432113500077

Perina, K. (2014, September). Books: Would Tolstoy pass the marshmallow test? *Psychology Today*, 47(7). <http://www.psychologytoday.com/>

### 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

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

### Websites and Webpages

#### Webpage on a News Website

Avranova, n. (2019, January 3). *The secret to a long and happy life? Think age-positive*.  
CNN. <https://www.cnn.com/2019/01/03/health/respect-towedjo-elderly-leads-to-long-life-intl/index.html>

#### Webpage with an Author

Martin Lillie, C. M. (2016, December 29). *Be kind to yourself: How self-compassion can improve your resiliency*. Mayo Clinic. <https://www.mayo.clinic.org/healthy-lifestyle/adult-health/in-depth/self-compassion-can-improve-your-resiliency/art-202667193>

#### 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.  
U.S. Census Bureau. (n.d.) *U.S. and world population clock*. U.S. Department of Commerce. Retrieved July 3, 2019, from <https://www.census.gov/popclock/>



### SAMPLE TITLE AND REFERENCE PAGES

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**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

student title page, 2.3

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**References**

book reference, 10.2 → Achterberg, J. (1985). *Imagery in healing*. Shambhala Publications.

report reference, 10.4 → American Psychological Association. (2017). *Stress in America: The state of our nation*.  
<https://www.apa.org/news/press/releases/stress/2017/state-nation.pdf>

journal article reference, 10.1 → Baider, L., Uziely, B., & Kaplan De-Nour, A. (1994). Progressive muscle relaxation and guided imagery in cancer patients. *General Hospital Psychiatry*, 16(5), 340–347. [https://doi.org/10.1016/0163-8343\(94\)90021-3](https://doi.org/10.1016/0163-8343(94)90021-3)

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

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

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