

# APA Style Guidance

## 7<sup>th</sup> Edition

This guide is a summary of the 7th Edition of the Publication Manual of the American Psychological Association.

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## Introduction

This guide will introduce you to some of the formatting guidance preferred by the APA system as well as the APA Referencing system itself.

Correct use of the APA system of referencing demonstrates your engagement with the literature through clear and consistent application of the style found in this guide. The School of Psychology supports the use of APA 7<sup>th</sup> edition for students studying Psychology. Please be aware that anyone studying a joint degree (e.g. BA (Hons) Psychology and Criminology) will be using Arden University Harvard.

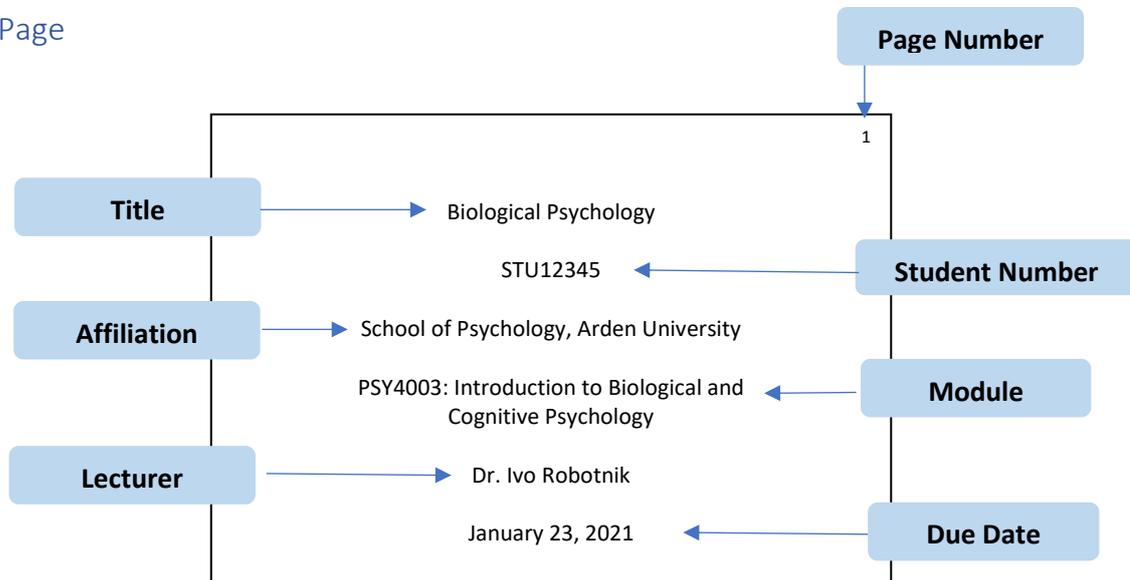
APA Referencing consists of two main components:

- An in-text citation
- A list of references at the end of the document

These two components will work together to ensure that original sources that you have drawn upon are clearly and accurately referenced within your work. There should be a clear acknowledgement of any source material used as to maintain your own academic integrity.

## APA Style Guidance - Layout

### Title Page



### Font style and size

Calibri	11-point
Arial	11-point
Lucida Sans Unicode	10-point
Times New Roman	12-point
Georgia	11-point
Computer Modern	10-point

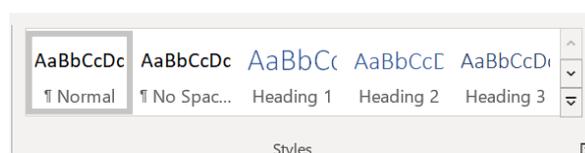
### General format

The document should be double-spaced. Exceptions can include tables, figures, and equations where the most appropriate spacing style should be used. Margins should be 1 inch.

Text alignment for title pages should be centred, the rest of the document should be aligned left.

The first line of a paragraph should be indented 0.5 in. Block quotations should also be indented 0.5 in. from the left margin.

Section headings such as 'Abstract' and 'References' should be centred and bold. With headings also centred and bold, whilst subheadings are left aligned but still in bold (level 3 style headings will also be italicised, you will see levelled headings used through this document).



## In-text Citations

Every claim made in the main body of the text in a report or an essay needs to be backed up with a citation. A citation is a point of reference of what someone else has said regarding the topic you are discussing.

### When to cite a source

You will need to include an in-text citation whenever you:

- Include information that is clearly attributable to an author, such as a theory, viewpoint or argument
- Paraphrase - where you are demonstrating your understanding of information attributed to an author
- Quote – A word-for-word extract from another source
- Use statistics from research articles or organisational documents
- Use images or illustrations
- Use information that is not your own original thought or common knowledge

### How to cite a source

#### In-text citations

##### *Paraphrases*

To include the author's name within the sentence leading to paraphrased information you can place Author(s) (year in brackets) at the start of the information e.g.:

Jones and Hills (2011) argue...

If you do not want to include the authors name as part of the sentence you can place the Author(s) and year in brackets after the relevant information e.g.:

In-text citations that are in brackets would not be read aloud as part of the sentence (Jones & Hills, 2011)

Including the citation in the sentence normally emphasises one source whereas including citations in brackets allows you to include multiple citations.

### Quotes

If you are including a direct quotation in your writing, then the quote should be surrounded by quotation marks “quotation” and have an in-text citation either preceding it or directly after.

When including the in-text citation before the quote you will want to use a signal phrase to introduce the quote whilst also clarifying its source e.g.:

According to Jones (2020, p.72) “student use of an appropriate referencing system is often undermined by inconsistent guidance”.

Quotations containing 40 or more words should be treated as block quotations. Block quotations should start on a new line and the whole of the block quotation should be indented 0.5 in. from the left margin and double spaced e.g.:

There are various reasons as to why referencing is so important to academic practice:

First, it demonstrates to those who read your work that you are familiar with the key material on your topic and are knowledgeable about it. Second, it guards against plagiarism, since you must always acknowledge the source of any data or arguments you use that are not your own. Another reason for the referencing is to allow the person who is reading your assignment to follow up any work you mention that sounds particularly interesting, or that he or she does not know. In order to do this the reader needs as much information as possible so he or she can find the work in a library, bookshop or on the internet. Accurate referencing will also help you remember particular points, or pieces of work. Finally, an essay that is properly references looks like a professional piece of writing worthy of academic research (Redman, 2001, p.79).

### *Secondary Citations*

If you did not read the original source but read about it in a book or other published article, then this is a “secondary source”. When citing secondary sources use “as cited in” and the secondary source citation should follow immediately after the year of the reference e.g.:

Bright (2005, as cited in, Jenkins, 2009).

In this case only the source that you read would appear in the reference list.

### *Citing Multiple Works*

When paraphrasing multiple works in one statement the in-text citations can be included in parenthesis with the references listed alphabetically and separated by semi-colons e.g.:

(Adams, 2020; Hiraji & Meers, 2019; Shulman & Hersch 2020)

However, if you want to demonstrate agreement within the text you can include the names within the sentence as narrative references followed immediately by the appropriate date in brackets e.g.:

Adams (2020) and Marshall (2009) support the argument that...

### *One or Two authors*

When there are only one or two authors for a source then their surnames must be included in every citation to their work. When there are two authors ‘and’ should be used for narrative citations where the names are part of the sentence, however, if the in-text citation is in parentheses then an ampersand can be used e.g.:

Adams (2020).... or ...(Adams, 2020)

Hiraji and Meers (2019)... or ... (Hiraji & Meers, 2019)

### *Three or More Authors*

When there are three or more author listed on a source for the in-text citation you can use the first surname given and replace subsequent authors with “et al.” e.g.:

Smith et al. (1987)... or ...(Smith et al., 1987)

## Notes on in-text citations

Citations with two authors' names should always include both authors' names.

When a citation is in the main text, "and" should be used between the penultimate and last authors' names. When a citation is in brackets, "&" should be used between the penultimate and last authors' name (see examples above).

An author's first name should not be referred to. However, citations with authors with the same surname should include the first initial to differentiate them – e.g., M Lewis (2009) and H Lewis (2001).

Never include book titles, journal titles or website addresses in an in-text citation.

When a source is produced on behalf of an organisation rather than an individual the organisation name can be used in place of a surname.

When using quotations:

- The quotation must be in quotation marks – e.g., "quotation"
- Page numbers need to be provided in the appropriate format (p. for quotes solely on one page and pp. for multiple page quotes).
- Use quotations sparingly.

### *Pagination*

If you need to reference a particular page in your text, it will depend on the ebook format you use. Some ebooks are in PDF format and have the original printed book pages included - use these if they are available e.g.:

(Maylor, 2011, p. 125)

If your ebook does not have the printed page numbers, when referencing books in your work you will need to refer to a chapter/section/paragraph number to correctly identify the passage of text you are using e.g.:

Leatherbarrow and Fletcher (2018) state that "HRM as a concept was attractive to many organisations because of its unitary perspective" (chapter 3, para. 2).

Use a chapter, section and/ or paragraph number combination to indicate the passage of text. Then reference the entire work in your reference list as usual.

## References

The References section of an assignment is the list of published works that you cited in the main body of your essay.

The reference section contains the complete publication details of every work you cited in your essay. It is assumed that you have personally read the items in the list. If you did not read the original source but read about it in a book or other published article, then this is a “secondary reference”. You do not list items in your References if they do not appear as an in-text citation in the main body of your essay.

### Notes on References

- The reference list should be in alphabetical ascending order of the surname of the first author listed on a source.
- When there are multiple publications from the same author, the order should be by year of publication.
- When there are multiple publications from the same author and the same year, the different citations and references should be distinguished by a letter after the year. (e.g., Haig, 1986a and Haig, 1986b).
- Use a hanging indent (second and subsequent lines are indented)
- Italicise and capitalise the letter of the first word for: the journal name, the title of the book, the name of the newspaper.
- The reference list is called the “References” not “Bibliography.”
- Avoid using unsubstantiated online references for your work where possible. Wikipedia should never be referenced.

### Reference Formatting

Here are examples for how to reference the key types of sources that you are likely to use. When completing your reference list for each source that you want to include, you will need to:

- 1) Identify what type of source it is.
- 2) Find the guidance for that type of source or the most similar.
- 3) Follow the format provided by the guidance to complete your reference.
- 4) Check your completed reference against the examples provided.
- 5) Repeat as needed and then arrange in alphabetical order.

## Books

Author, A. A. (Year of Publication). *Title of work: Capital letter also for subtitle* (Edition if greater than 1<sup>st</sup>). Publisher. DOI/URL (if available)

Macmillan, N. A. & Creelman, C. D. (2005). *Detection theory: A user's guide*. Cambridge University Press.

Piaget, J. (1952). *The origins of intelligence in children*. International Universities Press.

## Perlego Book

Author, A. A. & Author, B. B. (Year of Publication). *Title* (edition if greater than 1<sup>st</sup>). Publisher. URL

Butcher, J. N., Hooley, J. M., Mineka, S. M., & Nock, M. K. (2016). *Abnormal Psychology, Global Edition* (17th ed.). Pearson. <https://www.perlego.com/book/810716/>

## Chapter in an Edited Work

Author, A. A., & Author, B. B. (Year of Publication). Title of chapter. In A. A. Editor & B. B. Editor (Eds.), *Title of book* (Volume or edition if needed, pages of chapter). Publisher. DOI/URL (if available)

Ginsburg, A. P. (1986). Spatial filtering and visual form perception. In K. R. Boff, L. Kaufman, & J. P. Thomas (Eds.), *Handbook of perception and human performance* (Vol. 2, pp. 1 – 41). Wiley.

Richardson, A. (2000). Individual differences in visual imagination imagery. In R. G. Kunzendorf & B. Wallace (Eds.), *Individual difference in conscious experience* (pp. 125 – 146). John Benjamins Publishing Company.

## Journal Articles

Author, A. A., Author, B. B., & Author, C. C. (Year of Publication). Title of article. *Title of Journal*, *Volume Number*(issue number), page numbers. DOI/URL (if available).

Fiorentini, A., Maffei, L., & Sandini, G. (1983). The role of high spatial frequencies in face perception. *Perception*, *12*(2), 195-201.

van Belle, G., Ramon, M., Lefèfre, P., & Rossion, B. (2010). Fixation patterns during recognition of personally familiar and unfamiliar faces. *Frontiers in Psychology: Cognitive Science*, *1*(20), 1-8. <https://doi.org/10.3389/fpsyg.2010.00020>.

### Journal Articles for more than twenty authors

In the reference section, you should list the first nineteen names followed by ‘...’ then the last author’s name.

Author, A. A., Author, B. B., Author, C. C., Author D. D., Author E. E., Author, F. F., Author, G. G., Author, H. H., Author, I. I., Author, J. J., Author, K. K., Author, L. L., Author, M. M., Author, N. N., Author, O. O., Author, P. P., Author Q. Q., Author, R. R., Author, S. S. ... Author, Z. Z. (Year of Publication). Title of article. *Title of Journal, Volume Number*(Issue Number), page numbers. DOI/URL (if available).

Kosslyn, S. M., Alpert, N. M., Thompson, W. L., Malikovic, V., Weise, S. B., Chabris, C. F., Lewis, F., Nelson, T. P., Cox, G., Harris, H. L., Martin, P., Gonzalez, W. L., Hughes, W., Carter, D., Campbell, C., Baker, A. B., Flores, T., Gray, W. E., Green, G., . . . Lee, L. H. (2021)...

### Websites

Websites can be a useful source of basic information (but only use reputable websites, such as university websites or newspaper/TV news websites). Online newspapers and news websites often have authors and publication dates and so should be cited. If you are unable to identify the date of publication for an online source you can use “n.d.” in place of a date.

Author, A. A. (Year, Month Date). *Title of webpage*. Website name. URL

American Psychological Association (2013) *Science of Psychology*. Psychology: Science in Action. <https://www.apa.org/action/science>

If there is a website you need to reference that does not have an author, this can be completed with the title of the website and reference to when you accessed it and where it can be retrieved from. When the author and site name are the same you do not need to include the site name as part of the reference. N.B. If the website has no date, then you can put “n.d.” in the brackets instead of a date.

Students Bemoan Lack of Feedback. (2007) Retrieved April 17, 2009, from <http://news.bbc.co.uk/1/hi/education/6990022.stm>

Psychological Image Collection at Stirling (PICS). (2000). Retrieved July 20, 2002, from <http://www.pics.stir.ac.uk>

## Reports

Author, A. A. & Author B. B. (Year of Publication). *Title of Report* (Report number if available).  
Publisher. DOI/URL (if available)

The British Psychological Society (2018). *Report on the Athena SWAN Survey: March-April 2017*. The British Psychological Society. <https://www.bps.org.uk/news-and-policy/report-athena-swan-survey>

## Conference Proceedings

Author, A. A. & Author, A. A. (Year, Month Date). *Title* [Type of contribution]. Conference Name,  
Location. DOI/URL (if available)

Anastasi, J. S., Hodges, T. M. W., & Rhodes, M. G. (2006, November 16-19). *Memory for faces: The interaction of race and age* [Poster Presentation] Psychonomic Society Conference, Houston, TX.

Mohammadi, F., Mohammadi, T., & Rezaie, B. (2011). *Modeling the Genetic Schemes of Human Memory Information in the Process of Production and Reparation of Knowledge* [Conference Session]. European Conference on Information Management & Evaluation. Como, Italy.

## Translated, Reprinted or Republished Works

For translated, as well as reprinted, republished and reissued works, normally have two dates in the in-text citation: both the year of the original work and then the year of the translation or reprint separated by a slash. In the reference list if the work has been translated or edited, then the name of the translator or editor's name is included in parenthesis after the title of the work.

Freud, S. (2010). *The Interpretation of dreams: The complete and definitive text*. (J. Strachey, Ed. & Trans.). Basic Books. (Original work published 1900)

Foucault, M. (1995). *Discipline and punish*. (A. Sheridan, Trans.). New York: Vintage Books. (Original work published 1978)

## Newspapers

Author, A. A. & Author, B. B. (Year, Month Date) Title of article. *Title of Newspaper*. URL (if available)

Bering, J. (2009, July 1). Pedophiles, hebephiles, and ephebophiles, oh my: Erotic age orientation. *Scientific American*. <https://blogs.scientificamerican.com/bering-in-mind/pedophiles-hebephiles-and-ephebophiles-oh-my-erotic-age-orientation/>

Hilts, J. (1999, February 16). In forecasting their emotions, most people flunk out. *New York Times*. <https://www.nytimes.com/1999/02/16/science/in-forecasting-their-emotions-most-people-flunk-out.html>

Note: Newspaper articles with no author can be referenced without a name. For parenthetical citations of sources with no author named, use a shortened version of the title (using quotation marks) instead of an author's name. For example, parenthetical citations of the first source is: ("Trial in Iran," 1993). In the reference list replace the authors name with the title of the article:

British Embassy staff trial in Iran. (2009, July 2). *The Sun*. pp. 4.

New drug appears to sharply cut risk of death from heart failure. (1993, July 15). *The Washington Post*, p. A12.

## Diagnostic Manuals

Author, A. A. & Author, B. B. (Year). *Title* (Edition if not the first). URL

American Psychological Association. (2013). *Diagnostic and statistical manual of mental disorders* (5<sup>th</sup> Ed.). <https://doi.org/10.1176/appi.books.9780890425596>

## Video/Audio Media

Author, A. A. (Year). *Title* [Type]. Publisher. URL

CrashCourse. (2014). *Measuring Personality: Crash Course Psychology #22* [Video]. Youtube. <https://youtu.be/sUrV6oZ3zsk>

Vedantam, S. (2015). *Hidden Brain* [Audio Podcast]. NPR. <https://www.npr.org/series/423302056/hidden-brain>

## Images

Artist, A. A. (Date). *Title* [Description]. Source. URL.

GDJ. (2018). *Neural network deep learning prismatic* [Clip art]. Openclipart.  
<https://openclipart.org/detail/309343/neural-network-deep-learning-prismatic>

Rossmann, J., & Palmer, R. (2015). *Sorting through our space junk* [infographic]. World Science Festival. <https://www.worldsciencefestival.com/2015/11/space-junk-infographic/>

McCurry, S. (1985). *Afghan girl* [Photograph]. National Geographic.  
<https://www.nationalgeographic.com/magazine/national-geographic-magazine-50-years-of-covers/#/ngm-1985-jun-714.jpg>

Note: permission and/or copyright is required to be able to reproduce images within your work in addition to the reference. However, clip art acquired from programs such as Microsoft Word or PowerPoint does not require a citation, permission or copyright.

## Social Media

Author, A. A. [@username]. (Year, Month Day) *Content of the post up to the first 20 words* [Description, if needed][Format]. Site Name. URL

APA Education [@APAEducation]. (2018, June 29). *College students are forming mental-health clubs-and they're making a difference @washingtonpost* [Thumbnail with link attached] [Tweet]. Twitter. <https://twitter.com/apaeducation/status/1012810490530140161>

## Plagiarism and copyright

### Plagiarism

Remember that you must acknowledge your source every time you refer to someone else's work. Failure to do so amounts to plagiarism, which is against the University rules and is a serious offence. Further information about plagiarism and self-plagiarism can be found in your student handbook.

### Copyright

You do not have to seek permission to include third party copyright material in your academic work, as long as it is fully referenced. Further information about copyright can be found here: <https://www.gov.uk/copyright>

### Further Support

This guide is not exhaustive. If required, please contact the Academic Skills Team for guidance on APA referencing and how to reference any formats not covered in this guide: [study-skills@arden.ac.uk](mailto:study-skills@arden.ac.uk)

### Citing this document

If you need to cite this document, please use the following reference:

Arden University. (2021) *APA Style Guidance*. Arden University.

### References

American Psychology Association (2020) *Publication Manual of the American Psychological Association* (7<sup>th</sup> Ed.). American Psychological Association.