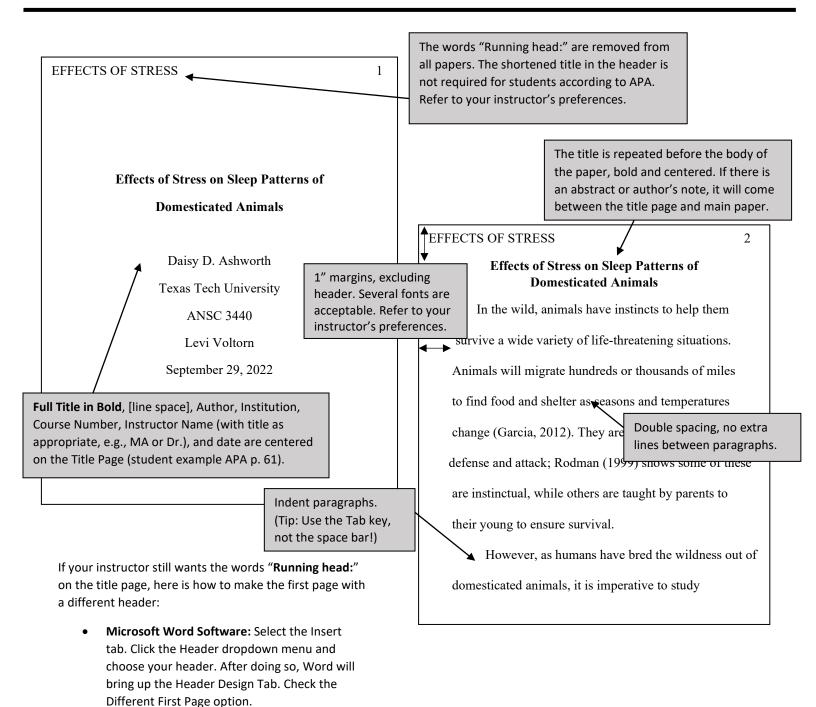
Note: Always read your assignments carefully and defer to your instructors' guidelines if they differ from APA. Instructors may have their own preferences about citing and formatting. This handout represents the standard APA style according to the APA Manual 7th Edition.



APA: Formatting and In-Text Citations



Google Docs: Select Insert dropdown menu. Click Header & page number. Click Header. Click Different first page check box.

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Word Online (TTU Student Version): Select the

Insert tab. Click Header & Footer. While in the

right of screen. Select Different First Page.

Header, click on Options dropdown menu to far

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Type of Citation In-Text Citation Parenthetical Citation Parenthetical,			
Type of citation	In-Text citation	Farentinetical citation	
			Subsequent Citations
			in Text
One Work by One	Crawley (2018) notes end	(Crawley, 2018).	(Crawley, 2018).
Author	(p. 6).		
One Work by Two	Khan and Schmidt (2002)	(Khan & Schmidt, 2002).	(Khan & Schmidt,
Authors			2002).
One Work by	Matanza et al. (2002) proved	(Matanza et al., 2002).	(Matanza et al., 2002).
Three or More	previously (p. 242).		
Authors			
Corporate Author	World Health Organization	(World Health Organizati	on (WHO, 2015, p. 2).
with Common	(WHO, 2015)	[WHO], 2015, p. 2).	
Abbreviation			
Corporate	University of Pittsburgh	(University of Pittsburgh,	(University of
Author, No	(2005)	2005).	Pittsburgh, 2005).
Abbreviation			
Secondary	Linn said (as cited in	Linn said (as cited in	Linn said (as cited in
Sources	Richards, 1999, p. 331)	Richards, 1999, p. 331).	Richards, 1999, p. 331).
Multiple sources, same idea, list authors		generally accepted (Alle et al., 2019; Riley, 1999;	
alphabetically separated by semicolons		Taylor & Gold, 2022).	
(APA, p. 263)			
Video, movie, podcast with timestamp, use		Becks (2020) said, "I"	(Becks, 2020, 01:00:13).
hrs:mins:secs format to cite start time		(27:30).	

APA In-Text Citations with and without page numbers:

Citing Quotes: ALWAYS use page numbers when directly quoting a source. The page number is optional if you are paraphrasing.

• With page numbers: Put page numbers directly after end quote marks even if it is not the end of the sentence:

Rhetoric comes before speech because "rhetoric, as energy, has to exist in the speaker before speech can take place" (Kennedy, 1992, p. 4).

Kennedy (1992) states the "receiver's interpretation of a communication is prior to the speaker's intent" (p. 7), in that if the recipient does not act when the message is received, the message is rendered meaningless.

• For online sources with **no page numbers**, use paragraph numbers. COUNT paragraphs if they are not numbered (*APA Manual*, 7th Ed., 2019, p. 273).

Koren (2019) says most fast radio bursts "are one-off events, and identifying their source right away is a significant achievement" (para. 13).

For more information on quotations, see pages 269-278 and 258 in the APA Manual, 7th edition.

Note: Always read your assignments carefully and defer to your instructors' guidelines if they differ from APA. Instructors may have their own preferences about citing and formatting. This handout represents the standard APA style according to the *APA Manual* 7th Edition.



APA: References

What to include in a citation:

- In general, the more information you can include the better. You want your readers to be able to find your sources.
- All sources used in a paper must be included in the References. Any source NOT used in a paper should be excluded from the References list.
- If this handout does not contain an example of your reference type, more options can be found at <u>www.apastyle.org</u>.

General order of information, including punctuation:

Author. (Year). Title of article. *Title of Periodical, volume number*(issue number), page numbers. doi/URL

- Chapter titles, lecture titles, episode titles, etc., are not italicized. Titles of books, journals, magazine, websites, etc., are *italicized*.
- For Chapter titles and Book titles, only the First word and Proper Names are capitalized. Journal Titles capitalize all IMPORTANT words (such as nouns, verbs, and words more than 4 letters long).
- There is NO SPACE between the volume and issue numbers for journals. The volume number is italicized; the issue number is not [e.g. 11(4)].
- There is NO punctuation at the end of the doi or URL.
- Authors are listed alphabetically by last name and first initial(s) only, not full first names (e.g., Clay, R.).
- Use the & symbol, not the word "and," with multiple authors with a comma before the &.
- As of the 7th edition, the words "Retrieved from" are no longer required, unless citing a webpage that is occasionally updated making the date retrieved important. Defer to your instructor's preferences.

Tips for making a hanging indent:

- Microsoft Word Software: Select the sources you are ready to format. On your Home tab, click the arrow to the right of the word Paragraph (it is pointing down and to the right). This will open a new menu. Look for the Indentation section and the option Special. Click the Special dropdown and select Hanging.
- **Word Online:** Select the sources you are ready to format. Type "hanging indent" into the search bar at the top of the page, and click on it. The selected text will now be in hanging indent.
- **Google Docs:** Select the sources you are ready to format. Click on the Format menu at the top of the page, then Align & Indent, and click on Indentation options at the bottom of the menu. This will open a pop-up window. Click the selection bar under Special indent and select Hanging. Click on Apply.



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	EFFECTS OF STRESS 12		
Type/Notes:	References		
Book, One Author (APA p. 321)	Aplom, M. A. (1999). Computer problems? A study of computer dependency. Taylor & Francis.		
Journal Article	Berg-Damm, K. L., & Kulik, J. A. (2005). Volunteer support and the survival times of terminally ill		
2 to 20 Authors (APA p. 317)	patients. <i>Health Psychology, 24</i> (1), 225-229. https://doi.org/10.1037/0278-6133.24.2.225		
Book Chapter (APA p. 326)	Brayburn, D. M. (2008). Philosophy and the science of subjective well-being. In M. Eid & R. J. Larsen		
	(Eds.), The science of subjective well-being (pp. 17-43). Guilford Press.		
Government Agency or Other Organization (APA p. 329-331)	California Department of Health and Human Services. (2003). Managing asthma: A guide for		
	schools (CDH Publication No. 02-2650). http://www.califhealth.gov/health/prof/lung		
	/asthma/asth_sch.pdf		
Lecture (APA p. 332) (PowerPoint slides, APA p. 347)	Curry, T. (2017, October 3). Why psychology matters today [Class lecture]. PSCH 2100, Texas Tech		
	University, Lubbock, TX, United States.		
Online Newspaper or Magazine (APA p. 320)	Donadio, R. (2019, September 1). The joys of a quiet Paris. <i>The Pacific</i> .		
	https://www.thepacific.com/international/archive/2019/597163/		
YouTube and other videos	Fogarty, M. [Grammar Girl]. (2020, January 23). How to write anything [Video]. YouTube.		
(APA p. 344)	https://www.youtube.com/watch?v=YGOekZTdQ4g		
Episode of TV series	Fury, D. (Writer), & Yaitanes, G. (Director). (2005, January 19). Special (Season 1, Episode 14) [TV		
(APA p. 343)	series episode]. In J. J. Abrams (Executive Producer), Lost. Bad Robot.		
Tweet and other Online	Gates, B. [@BillGates]. (2013, February 26). #Polio is 99% eradicated. Join me & @FCBarcelona as		
Media, include first 20 words (APA p. 348-350)	we work to finish the job and #EndPolio. VIDEO: http://b-gat.es/X75Lvy [Tweet]. Twitter.		
	https://twitter.com/BillGates/status/306195345845665792		
More than 20 authors, if 20 or fewer, list all with the same order as source. (APA p. 317)	Gilbert, D. G., McClernon, J. F., Rabinovich, N. E., Sugai, C., Plath, L. C., Asgaard, G., Botros, N.		
	(2004). Effects of quitting smoking on EEG activation and attention last for more than 31		
	days. Nicotine Research, 6(2), 249-267. https://doi.org/10.1080/14622200410001676305		
Podcast, Song, etc. (APA	Martin, K. D. (Host). (2017-2019). Shadow frame [Audio podcast]. TalkTime.		
pp. 344-345)	https://www.martinstalktime.co		
Online E-Book	Poe, Edgar Allan. (1902). The complete works of Edgar Allan Poe (J. A. Harrison, Ed.). Thomas Y.		
(APA p. 321-322)	Crowell & Company. https://babel.hathitrust.org/cgi/pt?id=coo.31924079574368&		
Blog Entry (APA p. 320)	Shepler, J. (2018, March 4). The difference between blog and news. <i>Mojo Media Labs.</i>		
	https://resources.mojomedialabs.com/blog/the-difference-between-blog-and-news		
Object/Artwork	Wyeth, A. (1948). Christina's world [Painting]. MoMA, Manhattan, NY, United States.		
(APA p. 346)	https://www.moma.org/collection/works/78455?classifications		
Webpage, content might change (APA, p. 352)	Zoo to You. (n.d.). <i>Summer rental prices.</i> Retrieved June 3, 2022, from https://zoo2u.ci.tx		