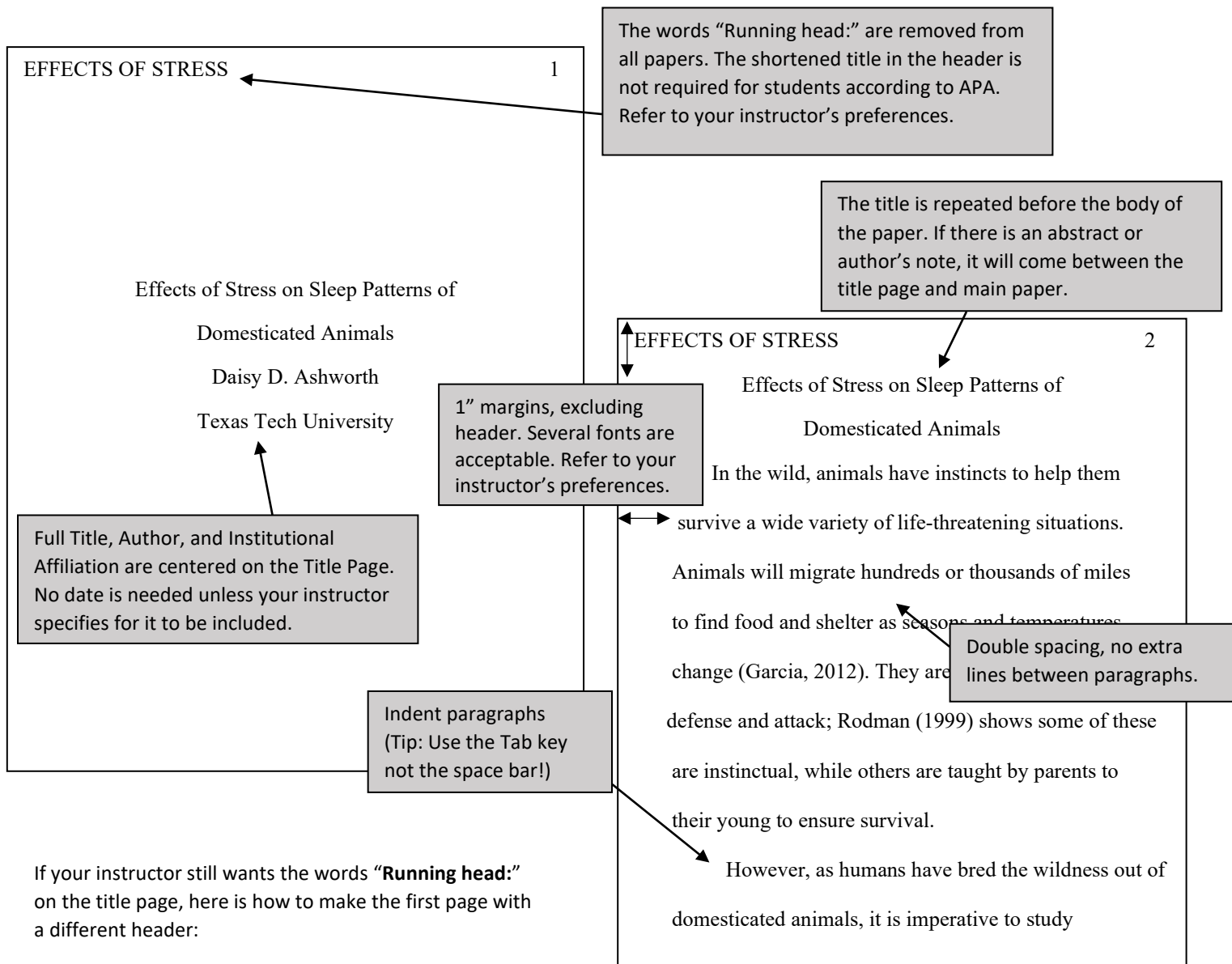


Note: Always read your assignments carefully and defer to your instructors' guidelines if they differ from APA. Instructors may have their own preferences about citing and formatting. This handout represents the standard APA style according to the *APA Manual 7th Edition*.



APA: Formatting and In-Text Citations



If your instructor still wants the words "Running head:" on the title page, here is how to make the first page with a different header:

- **Microsoft Word Software:** Select the Insert tab. Click the Header dropdown menu and choose your header. After doing so, Word will bring up the Header Design Tab. Check the Different First Page option.
- **Word Online (TTU Student Version):** Select the Insert tab. Click Header & Footer. While in the Header, click on Options dropdown menu to far right of screen. Select Different First Page.
- **Google Docs:** Select Insert dropdown menu. Click Header & page number. Click Header. Click Different first page check box.



APA In-Text Citations with and without page numbers:

Type of Citation	First Citation in Text	Subsequent Citations in Text	Parenthetical, First Citation in Text	Parenthetical, Subsequent Citations in Text
One Work by One Author	Crawley (2018) notes ... end (p. 6).	Crawley (2018)	(Crawley, 2018).	(Crawley, 2018).
One Work by Two Authors	Khan and Schmidt (2002)	Khan and Schmidt (2002)	(Khan & Schmidt, 2002).	(Khan & Schmidt, 2002).
One Work by Three or More Authors	Matanza et al. (2002) proved ... previously (p. 242).	Matanza et al. (2002)	(Matanza et al., 2002).	(Matanza et al., 2002).
Corporate Author with Common Abbreviation	World Health Organization (WHO, 2015)	WHO (2015)	(World Health Organization [WHO], 2015, p. 2).	(WHO, 2015, p. 2).
Corporate Author, No Abbreviation	University of Pittsburgh (2005)	University of Pittsburgh (2005)	(University of Pittsburgh, 2005).	(University of Pittsburgh, 2005).
Secondary Sources	Linn said ... (as cited in Richards, 1999, p. 331)	Linn said ... (as cited in Richards, 1999)	Linn said ... (as cited in Richards, 1999, p. 331).	Linn said ... (as cited in Richards, 1999, p. 331).
Video, movie, podcast with timestamp, use hrs:mins:secs format to cite start time		Becks (2020) said, "I ..." (27:30).	(Becks, 2020, 01:00:13).	

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 www.apastyle.org.

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 & symbol rather than the word “and” with multiple authors.
- 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 (TTU Student Version): Click on downward-pointing triangle to the right of the icon that has horizontal lines and a backwards ‘P’ (Paragraph icon). Click on Special Indent. Click on Hanging Indent.

Google Docs: On the top ruler there is a rectangle that shows the words First Line Indent and the downward-pointing triangle that shows the words Left Indent. Leave the First Line Indent rectangle at the 0.00 mark on the ruler. Slide the triangle a half inch to the right.

Type/Notes:	References
Book, One Author (APA p. 321)	Aplom, M. A. (1999). <i>Computer problems? A study of computer dependency</i> . Taylor & Francis.
Journal Article 2 to 20 Authors (APA p. 317)	Berg-Damm, K. L., & Kulik, J. A. (2005). Volunteer support and the survival times of terminally ill 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.), <i>The science of subjective well-being</i> (pp. 17-43). Guilford Press.
Government Agency or Other Organization (APA p. 329-331)	California Department of Health and Human Services. (2003). <i>Managing asthma: A guide for schools</i> (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 Atlantic</i> . https://www.theatlantic.com/international/archive/2019/09/august-when-uptight-paris-unbuttons-few-more-buttons/597163/
YouTube and other videos (APA p. 344)	Fogarty, M. [Grammar Girl]. (2020, January 23). <i>How to write anything</i> [Video]. YouTube. https://www.youtube.com/watch?v=YGOekZTdQ4g
Episode of TV series (APA p. 343)	Fury, D. (Writer), & Yaitanes, G. (Director). (2005, January 19). Special (Season 1, Episode 14) [TV series episode]. In J. J. Abrams (Executive Producer), <i>Lost</i> . Bad Robot.
Tweet and other Online Media (APA p. 348-350)	Gates, B. [@BillGates]. (2013, February 26). #Polio is 99% eradicated. Join me & @FCBarcelona as 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. <i>Nicotine Research, 6</i> (2), 249-267. https://doi.org/10.1080/14622200410001676305
Podcast, Song, etc. (APA pp. 344-345)	Martin, K. D. (Host). (2017-2019). Shadow frame [Audio podcast]. TalkTime. https://www.martinstalktime.co
Online E-Book (APA p. 321-322)	Poe, Edgar Allan. (1902). <i>The complete works of Edgar Allan Poe</i> (J. A. Harrison, Ed.). Thomas Y. Crowell & Company. https://babel.hathitrust.org/cgi/pt?id=coo.31924079574368&view=1up&seq=11
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 (APA p. 346)	Wyeth, A. (1948). <i>Christina's world</i> [Painting]. MoMA, Manhattan, NY, United States. https://www.moma.org/collection/works/78455?classifications