University of Houston Clear Lake
WRITING CENTER

Documentation: APA 7th ed. Style

This handout briefly describes some basic APA documentation procedures. It is not intended to be inclusive, nor is it intended to replace the style manual. Always follow your professor's instructions when preparing a paper when they differ with the APA manual.

APA has released a new edition (**7th ed.**) as of October 2019. Consult with your professor to ensure that you are using the correct edition. While this handout is meant for **7th ed.**, the **6th ed.** handout and Purdue OWL are both available as resources: **https://tinyurl.com/y7tk3zt9**

Manuscript preparation

Font: 11-point Calibri, 11-point Arial, and 12-point Times New Roman

Headings: All levels of headings are written in boldface. Level 1 heading is centered with important words capitalized. Level 2 heading is flush left with important words capitalized, and Level 3 is flush left, bolded, and italicized with only the first word capitalized. Level 4 is indented, bolded, only first word capitalized, and ending with a period. Level 5 is nearly identical to Level 4, just italicize. (For examples and descriptions of Levels, refer to the inside of the manual's cover.

Basic guidelines for citations and references

The reference is typically made up of four pieces of information in the following order: Who, when, what, and where (author, publication date, article/book, journal/URL/Publisher's location).

The in-text citation will usually be the first two parts of the reference: (Author, date). A table has been included that shows basic APA in-text citation information

Citations get difficult when we are missing information – a table has been included on the last page of this document that shows what to do when certain elements are missing.

In-text citations

Table 8.1 Basic In-Text Citation Styles

Author type	Parenthetical citation	Narrative citation
One author	(Luna, 2020)	Luna (2020)
Two authors	(Salas & D'Agostino, 2020)	Salas and D'Agostino (2020)
Three or more authors	(Martin et al., 2020)	Martin et al. (2020)
Group author with abbreviation First citation [a]	(National Institute of Mental Health [NIMH], 2020)	National Institute of Mental Health (NIMH, 2020)
Subsequent citations	(NIMH, 2020)	NIMH (2020)
Group author without abbreviation	(Stanford University, 2020)	Stanford University (2020)

[a] Define the abbreviation for a group author only once in the text, choosing either the parenthetical or the narrative format. Thereafter, use the abbreviation for all mentions of the group in the text (see Section 8.21).

New to APA 7th Ed.: Sources with three or more authors now use **_et al.,_** the first time.

> **Example:** Johnson et al. (2018) supported the notion that…

> **Example:** While there is evidence suggesting that… (Johnson et al., 2018).

Narrative Citation: Put the year in parentheses following the author's name.

> **Example:** Johnson (2007) argues for the continuation of…

> **Example:** Smith and Williams (2016) noted that…

Parenthetical Citation: Put the author and date (separated by a comma) in parentheses at the end of the cited segment.

> **Example:** In a recent study of chemical reactions, . . . (Johnson, 2007).

> **Example:** Based on previous works, research has shown… (Smith & Williams, 2016).

Quoted material in text: Enclose quotations of fewer than 40 words in double quotation marks (do not indent or block off). In parentheses, include the page number of the quoted text preceded by "p.".

> **Example**: Johnson (2007) found that "earlier studies on reactions could not be verified" (p. 32).

Works with no identified author: Cite the first few words of the reference list entry (usually the title) and the year.

> **Example**: Numbers seeking free care have doubled in the past year ("As prices surge," 2008).

Quoted material from an Internet source without pagination:

> a) If paragraph numbers are provided, use them in place of page numbers.

> **Example:** Basu and Jones (2007) suggest the need for an "intellectual . . . cyberspace" (para. 4).

> b) If neither page nor paragraph number is provided, but headings are used, cite the appropriate heading and the number of the paragraph following it. You will need to count the paragraphs yourself.

> **Example:** Verbunt (2008) found that "the level…condition" (Discussion section, para. 1). c) If neither page nor paragraph is provided and headings are too long to be cited in full, use a shortened heading with quotation marks. Again, you will need to count the paragraphs yourself.

> **Example:** According to Golan (2007), "Empirical…behavior" ("Mandatory Labeling Has Targeted," para. 4). (The original heading was "Mandatory Labeling Has Targeted Information Gaps and Social Objectives")

Interviews, Email, and Other Personal Communication: Do not include personal communication in your reference list. Put the communicator's name, "personal communication," and the date the communication took place in the parenthetical citation.

> **Example:** (E. Robbins, personal communication, January 4, 2001)

The References Section

- Center the word *References* at the top of the first page of this section.

- Double-space all lines. (**Note:** To save space, the examples on this tip sheet are not double spaced.)

- Use a hanging indent – don't indent the first line and indent the second and following lines of a reference entry.

- Use only the initials of the author's first and middle (if given) names. *Example:* Last, F. M.

- Place the date of publication in parentheses following the author's name.

- If no author is given, start with the title and then the date, and alphabetize the entry by the first significant word in the title.

- APA uses capitalization sparingly. In titles of articles, books, chapter, or web pages, capitalize proper names, the first words of titles and subtitles, and the first word after a colon or dash. Do capitalize important words in the titles of periodicals.

- Do not italicize or put quotation marks around article titles. Titles of books and names of journals are italicized.

- For periodicals include volume number (italicized), issue number, and page span (not italicized). *Example: 4*(4), 16-19.

- For books include publication city and publishing company. *Example:* Grand Rapids, MI: Longman. If outside the U.S., use city and country.

- Give surnames and initials for up to and including 20 authors and use an ampersand (&) before the last author. When authors number 21 or more, include the first 19 authors' names, then insert three ellipses (but no ampersand), and add the last author's name.

- If a DOI (Digital Object Identifier) is available, use that instead of a retrieval URL. The DOI is a unique series of numbers assigned to online books and journal articles and is usually found on the first page of an electronic document. If a doi is not available, use "Retrieved from" and the URL.

- Only include a retrieval date if information on the website might change at some time.

Examples of how to list selected materials

Books

Book with one author:
Clark, I. L. (2008). *The biological basis of personality*. London, England: Taylor & Francis.

Book with two authors:
Broadhead, G. J., & Freed R. C. (2009). *Deflecting immigration: Networks, markets and regulation in Los Angeles*. Carbondale: Southern Illinois.

Electronic version of a print book with DOI:
Schiraldi, G. (2001). *The post-traumatic stress disorder sourcebook*. doi: 10.1036/0071393722

Electronic version of a print book without DOI:
Shotton, M. (1989). *Computer addiction*. Retrieved from
http://www.ebookstore.tandf.co.uk/html/index.asp

Article in a reference book:

International working-class movement. (1977). In *Great Soviet encyclopedia*. (Vol. 15, pp.7686). New York, NY: McMillan.

Article or chapter in a book:

Haybron, D.M. (2008). Philosophy and the science of subjective well-being. M. M. Eid & R. J. Larsen (Eds.). *The science of subjective well-being* (pp. 17-43). New York, NY: Guilford Press.

Periodicals

Paper journal article with continuous pagination:

Light, M. A. (2008). The geographical expansion…law enforcement. *Law Enforcement Journal*,*8*, 73-82.

Paper journal article and paginated by issue:

White, J. R. (1999). The way to use APA: Insider's guide. *Writing Center Market, 12*(3), 21-23.

Online journal article with DOI:

Herst-Damm, K. L. (2005). Volunteer support…and terminally ill patients. *Health Psychology, 24*, 225-229. doi: 10.1037/0278-6133.24.2.225

Online journal article without DOI:

Sillick, T. J., & Schutte, N. S. (2006). Emotional intelligence and self-esteem mediate . . . happiness. *E-Journal of Applied Psychology, 2*(2), 38-48. Retrieved from http://ojs.lib.swin.edu.au/index.php/ejap

Newspaper article:

Schwartz, J. (1993, May 30). Obesity…social status. *The Washington Post*, pp. A1, A4.

Newspaper article, no author:

As prices surge, Thailand pitches OPEC-style rice cartel. (2008, May 5). *The Wall Street Journal*, p. A9.

Online newspaper article:

Brody, J. (2007, May 1). Mental reserves. *The New York Times.* Retrieved from http://www.nytimes.com

Magazine article:

Chamberline, J. (2008, May). Enhancing worker well-being: Occupational…health. *Monitor on Psychology*, *39*(5) 26-29.

Online magazine article:

Clay, R. (2008). Science and ideology: Psychologists fight back. *Monitor on Psychology, 39*(6). Retrieved from http://www.apa.org/monitor/

How to Cite a Website When Information is Missing

How to Cite Something You Found on a Website in APA Style: What to Do When Information Is Missing

What's missing?	Solution	Reference template			
		Position A	Position B	Position C	Position D
Nothing; I've got all the pieces	n/a	Author, A.	(date).	Title of document [Format].	Retrieved from http://URL
Author is missing	Substitute title for the author	Title of document [Format].	(date).	Retrieved from http://URL	
Date is missing	Use "n.d." for *no date*	Author, A.	(n.d.).	Title of document [Format].	Retrieved from http://URL
Title is missing	Describe the document inside square brackets	Author, A.	(date).	[Description of document].	Retrieved from http://URL
Author and date are both missing	Combine author and date methods	Title of document [Format].	(n.d.).	Retrieved from http://URL	
Author and title are both missing	Combine author and title methods	[Description of document].	(date).	Retrieved from http://URL	
Date and title are both missing	Combine date and title methods	Author, A.	(n.d.).	[Description of document].	Retrieved from http://URL
Author, date, and title are all missing	Combine all three methods	[Description of document].	(n.d.).	Retrieved from http://URL	

Note. The basic reference template is made up of four pieces: author, date, title (with format in brackets if necessary), and source (the URL). When one or more of these pieces is missing, use the method shown above to adapt the template. In-text citations use the pieces from Position A and Position B (usually the author and date, but if there's no author, then the title and date—more details available at http://www.apastyle.org/learn/faqs/web-page-no-author.aspx).

Information in this document came from the 7th edition of the APA manual and the APA website http://www.apastyle.org:

American Psychological Association. (2019). *Publication manual of the American Psychological Association* (7th ed.). Washington, DC: American Psychological Association.

The in-text citation figure is from the APA 7th ed. Manual and was found on the following website:

Strahan, M. (2020). APA Style (7TH EDITION). Retrieved March 16, 2020, from

https://lib.nmu.edu/help/resource-guides/how-guide/apa-style-7th-edition#tab-2063-1

Additional information in this document came from the Purdue OWL APA style guide from the following website:

Purdue Online Writing Lab: College of Liberal Arts. (2020). *Welcome to the Purdue OWL*.

Retrieved from https://prod.owl.english.purdue.edu/owl/resource/560/05/