

APA STYLE QUICK GUIDE

GUIDE FOR DRAFTING WORK ACCORDING TO THE
PUBLICATIONS OF AMERICAN PSYCHOLOGICAL ASSOCIATION

VIRTUAL LIBRARY

Eduk Corporate Online Division

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Introduction

The APA Style Manual is a guide developed by the American Psychological Association. The Manual establishes the rules for drafting research and thesis work in the discipline of psychology. These rules include several elements that are important in the development and presentation of a research document:

- **Writing** - Spelling and correct use of language.
- **Presentation Format** - Organization of the writing, margins, header, spaces, etc.
- **Documentation** - Citations and references.

Other important issues presented in the Manual are types of scientific publication, the ethical, moral, and legal aspects of research, and the publication processes in scientific publishing.

Although it was conceived for the field of psychology, the APA manual has been adopted by other disciplines of social sciences and is used by academic institutions in different parts of the world.

The following guide provides brief information on the APA style of writing. This guide is not exhaustive, since it only illustrates some basic elements of a manuscript. To see specific examples please visit the Guide to the APA style available on the website of the Online Library: <https://libguides.crev.edugroup.com/ftc> We recommend users of this document to consult the latest edition of the Manual for the correct use of APA style to clear up specific cases.

Parts of a Manuscript

An APA style document consists of four (4) parts:

- Cover page
- Abstract
- Body of Work
- References

In major research works such as dissertations or theses, the parts are detailed as follows:

- Cover Page
- Abstract
- Body of Work
- Introduction
- Methodology
- Results
- Discussion
- References
- Footnotes
- Appendix

According to the rules of the APA Style Manual, research papers must be submitted in the following format:

- **Paper:** letter size or 8W"x 11"
- **Margins:** all (top, bottom, right and left) should be 1" (one) inch (2.54 cm.)
- **Font:** Times New Roman, size 12
- **Paragraphs:** Double space aligned to the left (must not be justified in block). Lines in the paragraphs must have a maximum of 6W".
- **Indentation:** 5 spaces in all paragraphs

The screenshot shows the Microsoft Word interface with the following elements:

- Page Number:** Located in the top right corner, the number '1' is circled in red.
- Section Header:** The main title 'THE ENLIGHTENMENT IN AMERICA' is centered and bolded. A red arrow points to it with the text 'Heading CAPITALIZED and in bold'.
- Section Header:** The sub-title 'Introduction' is centered and bolded. A red arrow points to it with the text 'Section heading aligned to the center and in bold'.
- Section Header:** The sub-title 'Historical background' is left-aligned and bolded.
- Text:** The first paragraph is indented. A red bracket on the left side of the text is labeled 'Double space Paragraphs'. A red arrow points to the start of the paragraph with the text 'Indentation'.
- Text:** The second paragraph is indented. A red arrow points to the start of the paragraph with the text 'Indentation initial period'.
- Text:** The third paragraph is indented. A red arrow points to the start of the paragraph with the text 'Indentation'.

Citations in APA

What Is a Citation?

A citation is a phrase, text, idea, or statement expressed by a person (author) that serves to substantiate an argument exposed in a work of research. A citation complies with the following functions: to define concepts, clarify ideas, reinforce arguments, and refer to other sources of information. When a text is cited, it is important to recognize who expressed the idea to avoid plagiarism. The American Psychological Association (APA) establishes that the following elements must be included when citing:

- Author Last Name
- Publication Year
- Pages

Types of Citation

Textual or Direct Citation

This type of citation involves reproducing word-for-word a text of another author or previously published document. The correct way to do this is by putting the cited text in quotation marks (“...”) and including the surname of the author, year, and page within parentheses at the end of the citation (Author, Year, p. ##). Long direct citations do not use quotations marks and are placed in a different format (see below).

Short Direct Citations Format

Short direct citations (40 words or less) should be placed within quotation marks.

- **Direct Citation with emphasis on the content** – Presents the content (text, idea) in quotes followed by the data of the author, year, and pages.

“The practitioner perspective is also valuable in separating the hype that often surrounds emerging technologies from the reality of their use and application within the LIS field” (Maceli and Burke, 2016, 36).

- **Direct citation with emphasis on the author**

Maceli and Burke said that “The practitioner perspective is also valuable in separating the hype that often surrounds emerging technologies from the reality of their use and application within the LIS field” (2016, p. 36).

- **Direct citation with emphasis in the year**

In 2016, Maceli and Burke said that “The practitioner perspective is also valuable in separating the hype that often surrounds emerging technologies from the reality of their use and application within the LIS field” (p. 36).

Long Direct Citation Format

Long direct citations (greater than 40 words) are used without quotation marks and placed in a freestanding block of double-spaced text indented ½" from the left margin.

According to Maceli and Burke (2016):

Over the past several decades, technology has rapidly moved from a specialized set of tools to an indispensable element of the library and information science (LIS) workplace, and today it is woven throughout all aspects of librarianship and the information professions. (p. 35)

Indirect or Non-Textual Citation

The indirect or non-textual citation consists of summarizing or paraphrasing the idea expressed in another work of research or source. In this citation type, there are no quotes and the author and year are mentioned.

It can be presented in the following ways:

- **Example 1**

Maceli and Burke (2016) said that emerging tools are indispensables but librarians must be aware of the hype spurring such tools.

- **Example 2**

Emerging tools are indispensable but librarians must be aware of the hype spurring such tools (Maceli and Burke, 2016).

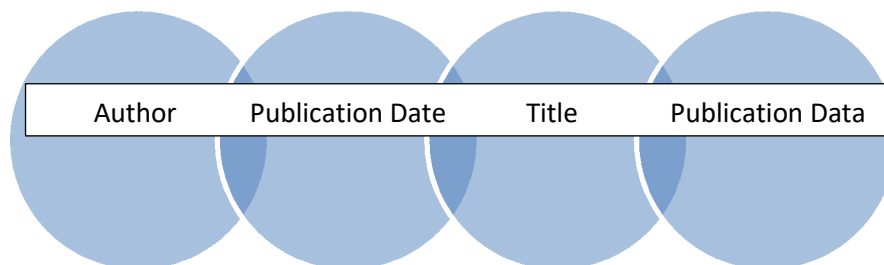
References in APA

Reference List

In academic research papers, reference lists are used to organize the information sources cited in the text. The reference list should not be confused with a bibliography, which is another type of project dedicated to organizing the sources of information of a discipline or author. In the research work that is governed by the APA Style Manual, it is necessary to present lists of references instead of bibliographies. The APA Manual establishes that reference lists should include only the sources of information (printed or electronic) used to carry out the research.

Structure of an APA Style Reference

The bibliographic file consists of the following main elements: **author(s), publication date, title, and data related to the publication**. Electronic and digital publications include electronic addresses and the digital object identifier (DOI). It is important to clarify that the following data are not considered part of a bibliographic record: ISBN, emails, costs, author, and personal information.



Basic Rules for Writing a Reference List

Format

The lists are organized in alphabetical order by **the last name** of each source author and are written in **single space**. The space between one entry and the next is **double spaced**.

The lines following the first line of an entry must have a 1/2 inch indentation from the left margin. This type of alignment is known as a hanging paragraph.

Author

Entries begin with the first last name of the author and the initials of the name.

In sources with several authors (2 to 7 authors), all are mentioned separated by commas and the symbol "&" to separate the last author.

In sources with more than seven authors, mention the first six followed by ellipses and then the last name of the last author.

In case of having several sources of the same author, they will be placed in order of year of publication in ascending order (from the first year of publication until the most recent).

Referencias

Caplan, J. (2010a). *Value of Talent : Promoting Talent Management across the Organization*. London, GBR: Kogan Page Ltd. Retrieved from <http://site.ebrary.com>

Caplan, J. (2010b). *Human Resource Management*. London, GBR: Kogan Page Ltd. Retrieved from <http://site.ebrary.com/>

Gómez, M. (2009). *Introducción a la metodología de la investigación científica* (2a. ed.). Argentina: Editorial Brujas. Retrieved from <http://site.ebrary.com/>

Gómez Mendoza, M. A., Deslauriers, J.-P., & Alzate Piedrahita, M. V. (2009). *Cómo hacer una tesis de maestría y doctorado: investigación, escritura y publicación*. Colombia: Ecoe Ediciones. Retrieved from <http://site.ebrary.com>

Various authors {

Same author with various document in the same year }

Publication Date

The year of publication should be in parentheses. When the source has no year of publication, type the initials *n.d.* in parentheses.

Titles

The titles of the sources of information (books, magazines, web pages) are written in italics and end with a period.

Books titles have the first letter of the first word capitalized and the following words in lowercase.

The subtitles should be separated by two points (:.) and the first letter in uppercase.

Journal titles should be in both lowercase and uppercase. The title of the article is in lowercase after the first word and in regular font, and the title of the publication is in title case and in italics.

The titles of journal articles or book chapters **are not in italic**.

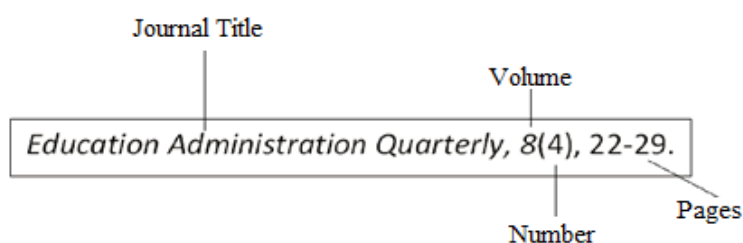
Publication Data

Indicate the place of publication of books and reports. For locations in the United States, use the city name and state abbreviation separated by commas. For other regions of the world, include the name of the city and the name of the country separated by comma.

Indicate the shortest name of the publishing house. Skip the abbreviations Ltd and Co., Inc. When the author is the publisher, type *Author*.

Use a colon (:) to separate the place of publication and the Publisher.

In serial publications such as magazines and newspapers, indicate the volume, issue, and pages. Do not use abbreviations *vol.*, *no.* and *p.* or *pp.* to identify such areas. The volume must be in italics, the number in parentheses, and the pages separated by a comma. Write this information as follows:



Include the Digital Object Identifier (DOI) in electronic documents that have it available. When the document has no DOI, provide the URL.

In sources retrieved from commercial databases such as EBSCO, OVID, or ProQuest, it is not necessary to include the URL.

Include the URL in documents retrieved from databases such as JSTOR or ERIC or another channel of difficult retrieval.

It is not necessary to include the date of retrieval in the bibliographic record.

Reference Formats

The purpose of citing and providing a list of references is to recognize the persons responsible for the ideas or arguments that are exposed in a research paper. When you do not mention those responsible for the content referred to in a text, you may be committing plagiarism. The APA Style Manual specifies the rules for submitting statements of responsibility in a written document.

Author(s)

The author is the creator of either a written or artistic work. Authors may be individuals or institutions. They should not be confused with the editor or editors who are responsible for preparing a publication involving various authors.

Format of the Entries by Author

Entry by an author:

- **Books**

Surname, I. I. (Year). *Publication title*. Publication place: Publisher.

- **Articles**

Surname, I. I. (Year). Article title. *Journal Title*, vol(no.), pp.

Entry by two authors:

Write the names of the authors separated by the symbol **&** rather than using the conjunction *and*.

- **Books**

Surname, I. I., & Surname, I. I. (Year). *Publication title*. Publication Place: Publisher.

- **Articles**

Surname, I. I., & Surname, I. I. (Year). Article title. *Journal Title*, vol(no.), pp.

Entry by three to seven authors:

Enter surnames and initials separated by commas and the name of the last author preceded by the symbol **&**.

- **Books**

Surname, I. I., Surname, I. I., Surname, I. I., & Surname, I. I. (Year). *Publication title*. Publication Place: Publisher.

- **Articles**

Surname, I. I., Surname, I. I., Surname, I. I., & Surname, I. I. (Year). Article title. *Journal Title*, vol(no.), pp.

Entry by seven or more authors:

Write the first six authors (surnames and initials separated by commas) and the name of the last author preceded by three (3) ellipses (...).

- **Books**

Surname, I. I., Surname, I. I., Surname, I. I., Surname, I. I., Surname, I. I., ... Surname, I. I. (Year).
Publication title. Publication Place: Publisher.

- **Articles**

Surname, I. I., Surname, I. I., Surname, I. I., Surname, I. I., Surname, I. I., ... Surname, I. I. (Year).
Article title. *Journal Title*, vol(no.), pp.

Entry by institutional author:

- **Books**

Institution Name. (Year). *Publication title*. Publication Place: Publisher.

- **Articles**

Institution Name. (Year). Article title. *Journal Title*, vol(no.), pp.

- **Reports**

Institution Name. (Year). Title. (Report No. ###). Publication Place: Publisher.

Entry by editor:

- **One editor, multiple authors**

Surname, I. I. (Ed.). (Year). *Publication title*. Publication place: Publisher.

- **Multiple editors and authors**

Surname, I. I., & Surname, I. I. (Eds.). (Year). *Publication title*. Publication Place: Publisher.

- **Multiple editors, one author**

Surname, I. I. (Year). *Publication title*. I. I. Surname, I. I. Surname (Eds.). Publication place:
Publisher.

Books

This category includes books, chapters of books, and works of reference (encyclopedias, dictionaries, etc.). It also includes books published in electronic format, eBooks, and other books or reference works available on the internet.

Complete Book

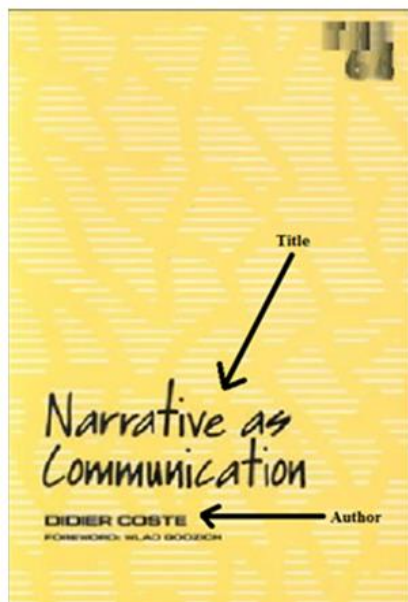
Elements:

- Author (surname, initials)

- Publication year
- Title
- Publication place
- Publisher

Formats:

- **Print Book**
Surname I. I. (Year). *Book title*. Place: Publisher
- **Electronic Book**
Surname, I. I. (Year). *Book title*. Retrieved from <http://www.xxxx>
- **Book with DOI**
Surname, I. I. (Year). *Book title*. doi#####
- **Entry by Editor**
Surname I. I. (Ed). (Year). *Book title*. Place: Publisher



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The Apparition by Gustave Moreau is reproduced here by permission of the Musée Nationaux, Paris.

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Chapter of a Book or Entry of an Encyclopedia

Elements:

- Author (surname, initials)
- Publication date
- Title of chapter or entry
- Editor's last name, initials
- Book title

- Pages
- Publication place
- Publisher

Formats:

- **Printed Book**

Surname, I. I. (Year). Chapter title. In Surname, I. I. (Ed.). *Book title*. (pp. xx–xx). Place: Publisher

- **Electronic Book**

Surname, I. I. (Year). Chapter title. In Surname, I. I. (Ed.). *Book title*. (pp. xx–xx). Retrieved from <http://www.xxxxx>

- **Book with DOI**

Surname, I. I. (Year). Chapter title. In Surname, I. I. (Ed.). *Book title*. (pp. xx–xx). Place: Publisher. doi#####

Journals

This category includes articles from journals, magazines and newspapers. It also includes documents of e-journals and publications available in bibliographic databases.

Journals and Magazines

Elements:

- Author (surname, initials)
- Publication date
- Article title
- Journal title
- Volume, number and pages

Formats:

- **Printed Journal**

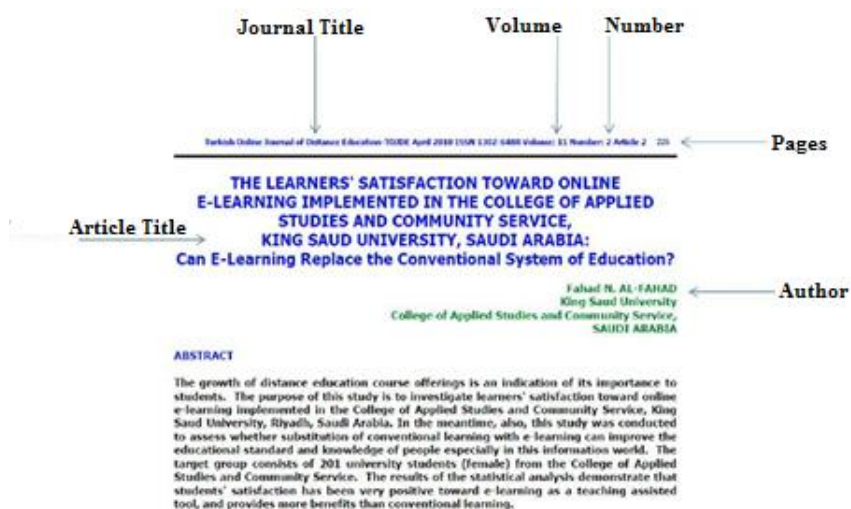
Surname, I. I. (Year). Article title. *Journal Title*, vol(no.), pp.

- **Electronic Magazine**

Surname, I. I. (Year). Article title. *Journal Title*, vol(no.), pp. Retrieved from <http://www.xxxxx>

- **Article with DOI**

Surname, I. I. (Year). Article title. *Journal Title*, vol(no.), pp. doi#####



Newspapers

This category includes publications of periodical circulation (daily, weekly, or monthly). It also includes newspapers in electronic format.

Elements:

- Author (surname, initials)
- Publication date
- Article title/news
- Newspaper name
- Pages

Formats:

- **Printed newspaper**
Surname, I. I. (Year, month day). Article title. *Publication Title*, pp.
- **Electronic Newspaper**
Surname, I. I. (Year, month day). Article title. *Publication Title*, pp. Retrieved from <http://www.xxxxx>

SECTIONS HOME SEARCH **The New York Times** Newspaper Name SUBSCRIBE NOW LOG IN

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FEATURE Joe Biden: 'I Wish to Hell I'd Just Kept Saying the Exact Same Thing'

critic Obar Surv Hour

POLITICS

Health Law Repeal Could Cost 18 Million Their Insurance, Study Finds Article Title

Author By ROBERT PEAR JAN. 17, 2017 Publication Date

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Trump Tells Congress to Repeal and Replace Health Care Law 'Very Quickly' JAN. 10, 2017

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Jim Steinberg 7 minutes ago
Democrats, independents and compassionate Republicans have one obvious, ready-made political argument: "Trump doesn't care." Doesn't care...

SBR 12 minutes ago
"...the Trump administration could, by regulation, mitigate some of the effects on insurance markets and premiums..."Yes, and Trump could

The offices of Sunshine Health and Life Advisors inside a Miami mall. The company's customers are worried about changes to the Affordable Care Act promised by President-elect Donald J. Trump.
Angel Valentin for The New York Times

Doctoral Dissertations and Master's Theses

These include research works retrieved from subscription databases, institutional databases, and personal web pages.

Elements:

- Author (surname, initials)
- Publication date
- Dissertation or thesis title
- Type of work: doctoral dissertation / master's thesis
- Name of institution, location (in unpublished works)
- Name of the database (in published works)

Formats:

- **Unpublished Dissertation / Thesis**
Surname, I. I. (Year). Title of dissertation or thesis. (Doctoral Dissertation or unpublished thesis). Name of academic institution, Place.

- **Published Dissertation / Thesis**

Surname, I. I. (Year). Title of dissertation or thesis. (Doctoral Dissertation or unpublished thesis). Retrieved from Database Name. (Access Number)

Legal Documents

Legal documents include laws, court rulings, cases, statutes, and other legislative materials. The APA Manual is governed by the standards of *The Bluebook: A Uniform System of Citation* for citing legal documents.

Formats:

- **Laws**

Law Name, Source Number § section (year).

- **Cases**

Name v. Name, Volume Number (Date of the court).

- **Court Resolutions**

Name v. Name, Volume Number (Date of the court).

Images

Formats:

- **With author and date**

Surname, I. I. (Year, Month Day). Title of the work [format]. Retrieved from <http://www.xxxxx>

- **Without author**

Title of the work [Format]. (Year, Month Day). Retrieved from <http://www.xxxxx>

- **Without author, title, or date**

[Description of the work]. Retrieved from <http://www.xxxxx>

Software

Format:

Name of the Software. (Year). [Computer file]. Location: Publisher. Retrieved from <http://www.xxxxx>

Videos

Formats:

- **Generic video**

Surname, I. I. (Producer). (Year, Month Day). *Title of video* [Video file]. Retrieved from <http://www.xxxxx>

- **Segment of a video**

Surname, I. I. (Producer). (Year, Month Day). Title of Segment [Segment ##]. In *Title of video* [Video file]. Retrieved from <http://www.xxxxx>

- **Movie**

Surname, I. I. (Producer). and Surname, I. I. (Director). (Year). *Movie title* [Motion picture]. Location: Production House.

- **YouTube videos (with user's real name)**

Author, A. A. [Screen name]. (Year, Month Day). *Title of video* [Video file]. Retrieved from <http://www.xxxxx>

- **YouTube videos (user's real name not available)**

Screen name. (Year, Month Day). *Title of video* [Video file]. Retrieved from <http://www.xxxxx>

Electronic Sources

Electronic sources include electronic books and magazines, websites, blogs, videos blogs, podcasts, electronic messages, forums, documents retrieved from databases, pdf documents, and files in other extensions (.doc, .xls, .ppt, etc.).

Websites

This includes the information recovered from institutional, governmental, or commercial websites. Due to the varied nature of websites, this format may change depending on the type of information available. For more examples and directions, research how to cite websites in the APA Style Blog and the other resources provided.

Elements:

- Author (person or organization)
- Publishing date (year, month day)
- Section title
- Webpage title

Format:

- **Section**
Surname, I. I. (Publishing Date). Section Title. In *Webpage title*. Retrieved from <http://www.xxxxx>
- **Page or site**
Author or Organization. (Year). *Website or webpage title* [Document type]. Retrieved from [xxxxx](http://www.xxxxx)

Blogs and Video Blogs

Includes data or posts published in blogs and video blogs such as blogs, microblogs, forums, and video blogs.

Elements:

- Author (If the author's name is not available, include the screen name)
- Publishing date (year, month day)
- Entry title (post) **Not in italics**
- Webpage title

Formats:

- **Blog**
Surname, I. I. (Year, Month Day). Title of the blog entry. [Blog post]. Retrieved from <http://www.xxxxx>
- **Video blog**
Surname, I. I. (Year, Month Day). Title of the blog entry. [Video file]. Retrieved from <http://www.xxxxx>

Podcasts and Video Clips

These include syndicated audio and video files over the internet that can be played on portable multimedia devices and computers.

Elements:

- Author (Include the responsibility of the author: producer, conductor, narrator announcer)
- Publication date (year, month day)
- Episode title
- Series title (if available)
- Format
- Webpage title

Formats:

- **Audio podcast**

Surname, I. I. (Author Responsibility). (Year, Month Day). *Podcast title*. [Audio podcast].
Retrieved from <http://www.xxxxx>

- **Audio podcast in a series**

Surname, I. I. (Author Responsibility). (Year, Month Day). In I. I. Surname (Executive Producer).
Episode title. [Audio podcast]. (Episode #). Retrieved from <http://www.xxxxx>

- **Video podcast**

Surname, I. I. (Author Responsibility). (Year, Month Day). *Video title*. [Video podcast].
Retrieved from <http://www.xxxxx>

Documents Retrieved from Databases

These include articles from journals and newspapers available in bibliographic databases.

- In the case of articles from available from EBSCO, Proquest, and OVID databases, it is not necessary to include the URL.
- If the article comes from databases such as ERIC and JSTOR, the URL must be included.
- If the item's DOI is available, use the DOI instead of the URL.

Elements:

- Author (surname, initials)
- Publishing year
- Article title
- Journal or newspaper title
- Volume, number, and page
- DOI (if available) or URL

Formats:

- **With DOI**

Surname, I. I. (Year). Document title. *Journal Title*, vol(number), pp. doi#####

- **With URL**

Surname, I. I. (Year). Document title. *Journal Title*, vol(number), pp. Retrieved from
<http://www.xxxxx>

Reference Works (dictionaries, manuals, encyclopedias, etc.)Elements:

- Author/Editor's surname, initials
- Publication year
- Work title
- DOI (if available) or URL

Formats:

- **Entire work (format for English)**

Editor Name (Ed.). (Year). *Title of work*. Location: Publishing House.

- **Entry in online reference work**

Author (Year). Entry. In Editor Name (Ed.). *Title of work* (Edition). Retrieved from <http://www.xxxxx>

- **Entry in online reference work (no author, no date)**

Entry. (n.d.). In *Title of work* (edition). Retrieved from <http://www.xxxxx>

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- American Psychological Association. (2017). APA style blog. Retrieved from <http://blog.apastyle.org>
- Purdue University. (2012). *The online writing lab: APA style*. Retrieved from <http://owl.english.purdue.edu/owl/section/2/10/>
- Perryman, E. (2010). *APA style reference citations for new media* [PDF file]. Retrieved from <http://www.lib.jjay.cuny.edu/research/apanewmedia.pdf>
- Soto, E. (s.f.). *APA: Guía práctica 6ta edición* [PDF file]. Retrieved from <http://www.uprh.edu/adem/APA-GuiaPractica.pdf>
- Trinity College Library. (s.f.). *APA style-podcast* [PDF file]. Retrieved from <http://citesource.trincoll.edu/apa/apapodcast.pdf>
- Trinity University, Coates Library. (s.f.). *APA style for electronic sources* [PDF file]. Retrieved from <http://lib.trinity.edu/research/citing/APAelectronicsources.pdf>
- Zabala, S. (2012). *Guía a la redacción en estilo APA, 6ta ed.* [PDF file]. Retrieved from <http://www.suagm.edu/umet/biblioteca/pdf/GuiaRevMarzo2012APA6taEd.pdf>