

BUSSE LIBRARY: GUIDE TO APA CITATION FORMAT

The Publication Manual of the American Psychological Association, Seventh Edition (2020) (APA) is frequently recommended for papers, bibliographies, and other assignments in fields of social science, including business, criminal justice, education, law, nursing, political science, psychology, social work, and sociology.

Basic formats for several of the common items included in reference lists are illustrated here. A references list is an alphabetical roster of the items cited in the body of the paper and should include all sources noted within the content of the paper. Everything in the list should be cited somewhere in the paper.

Table of Contents:

Books	p. 2	Newspapers	p. 5	Websites	p. 7	Legal	p. 12
Journals	pp. 3-4	Media	p. 5	In-Text Citing	p. 8	Headings	p. 14
Magazines	pp. 4	Interviews	p. 6	Direct Quotes	pp. 8-9	References List	p. 14

GENERAL NOTES ABOUT APA STYLE AND THIS GUIDE

Note: Instructor Preferences Regarding APA Format

As student papers are not being prepared for publication, the APA Manual states that instructor guidelines always take precedence over the Manual. Student instructions for using the APA Publication Manual should always be accompanied by specific teacher instructions. Ask your instructors for their preferences in such things as whether to include a running head, the type of indentation, line spacing of cited works, and other particulars.

Sample References Models: Print and Electronic Resources

For general purposes, APA notes that a reference should contain the author name, date of publication, title of the work, and source. A book's entry should feature capitalization only with the first word of the title, the subtitle (if present), and proper nouns; the title should then be italicized. Provide the publisher's name in a brief form. For articles, follow the same title capitalization rules. Do not italicize or place quotation marks around the article title; follow the title with a period. The magazine or journal's title should be capitalized as shown in the publication and italicized.

Creating the Hanging Indent

NOTE: Our examples reflect spacing and indention requirements for APA reference list items. Remember to **double-space** within a reference and to **indent** the second line (and all succeeding lines) a half-inch from the left margin, creating a **hanging indent**. To create the indent for a single item, hold down the "**control**" key on your keyboard while pressing "**tab**."

To create the hanging indent for **an entire references list**, select the full list and right click, selecting "Paragraph." Under "Indentation" and the "Special" category, select "Hanging." The full list will now be formatted to feature hanging indents, where applicable.

BOOKS AND BOOK CHAPTERS (Print or Electronic)

NOTE: List authors using last names and initials; commas separate author names, while the last author name is preceded by an ampersand (“&”).

Books published in a second or later edition include the edition number in parentheses following the title. See the examples below.

BOOK WITH A DOI (section 10.2.20)

Green, C. (2019). *Incivility among nursing professionals in clinical and academic environments: Emerging research and opportunities*. IGI Global. <https://doi.org/10.4018/978-1-5225-7341-8>

BOOK WITHOUT A DOI (section 10.2.21)

McCulloch, G. (2019). *Because internet: Understanding the new rules of language*. Riverhead Books.

BOOK PUBLISHED IN A SECOND OR LATER EDITION

Follow the guidelines for book citations and include the edition number after the book title in parentheses.

Anderson, G., & Anderson, T. (2013). *Criminal evidence: Principles and cases* (8th ed.). Cengage Learning.

Tibbetts, J. C., & Welsh, J. M. (2005). *The encyclopedia of novels into film* (2nd ed.). Checkmark Books.

EDITED BOOK (section 10.2.24)

Editors are listed as the book authors, with Ed. or Eds. in parentheses after their name(s).

Ackley, B. J., Ladwig, G. B., Makic, M. B. F., Martinez-Kratz, M. R., & Zanotti, M. (Eds.). (2020). *Nursing diagnosis handbook: An evidence-based guide to planning care* (12th ed.). Elsevier.

CHAPTER IN A BOOK (section 10.3)

NOTE: Author of chapter is followed by chapter title. Book editor follows title of the chapter. Book title is followed by page numbers for specific chapter. Following the APA manual, page numbers in examples are separated with an en dash (–) instead of a hyphen (-). Check with faculty members if you are unsure of which to use.

Huttlinger, K. W. (2013). People of Appalachian heritage. In L. D. Purnell (Ed.), *Transcultural health care: A culturally competent approach* (4th ed., pp. 137–158). F. A. Davis.

ARTICLE IN DICTIONARY, THESAURUS, OR ENCYCLOPEDIA (section 10.3.47-48)

NOTE: Combine volume and page numbers inside parentheses, separated by a comma.

Becker, A. (2009). Meharry Medical College. In P. Finkelman (Ed.), *Encyclopedia of African American history 1896 to present* (Vol. 3, pp. 288–289). Oxford University Press.

GROUP OR ORGANIZATION AUTHOR (section 9.11)

NOTE: Treat the group name as the author and spell it out in the reference entry.

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). <https://doi.org/10.1037/0000165-000>

JOURNAL ARTICLES: PRINT AND SUBSCRIPTION DATABASES

When viewing an article’s bibliographic data, make special note of the “DOI” field, which stands for “Digital Object Identifier.” This unique string of alphanumeric characters references **the EXACT text**. Many newer articles list this as a URL beginning with “<https://doi.org/>.” **If a DOI is present, it MUST** be included within the citation. The current recommendation is to format the DOI as a URL, even if it is not one in the article information. Simply add <https://doi.org/> in front of the DOI listed for your source.

DOI information is associated with **scholarly literature**; popular magazines, newspapers, and commercial literature will not have DOI data.

If a DOI is available for your document, you will see it displayed within your search results as part of the item’s record; the DOI field will appear last in the item’s citation. If a DOI is present for your document, do not include a retrieval date within the citation. Your citation will show page numbers followed immediately by the DOI.

If no DOI is present for a **scholarly** article retrieved from a periodical database, follow the traditional, print model for citing a periodical article (**section 10.1**).

Note on DOIs: If a DOI is present, include it at the end of the journal article citation. If one cannot be found, the citation is still correct without it.

Following the APA manual, page numbers in examples are separated with an en dash (–) instead of a hyphen (-). Check with faculty members if you are unsure of which to use.

SCHOLARLY JOURNAL, ONE AUTHOR (section 10.1.1)

Mongillo, M. B. (2017). Preparing school leaders for young learners in the United States. *Global Education Review*, 4(3), 37–55.

SCHOLARLY JOURNAL, TWO TO TWENTY AUTHORS (section 10.1)

Terry, N. P., & Gunter, T. D. (2018). Regulating mobile mental health apps. *Behavioral Sciences & the Law*, 36(2), 136–144. <https://doi.org/10.1002/bsl.2339>

SCHOLARLY JOURNAL, TWENTY-ONE (21) OR MORE AUTHORS (section 10.1.4)

NOTE: For 21 or more authors, list the **first nineteen** and then place an ellipsis (three periods). Then note the final (last) author in the list.

Tarnow-Mordi, W., Morris, J., Kirby, A., Robledo, K., Askie, L., Brown, R., Evans, N., Finlayson, S., Fogarty, M., Gebiski, V., Ghadge, A., Hague, W., Isaacs, D., Jeffery, M., Keech, A., Kluckow, M., Popat, H., Sebastian, L., Aagaard, K., Belfort, M., ...Simes, J. (2017). Delayed versus immediate cord clamping in preterm infants. *New England Journal of Medicine*, 377(25), 2445–2455. <https://doi.org/10.1056/NEJMoa1711281>

MAGAZINES AND NEWSPAPERS: Print and Subscription Databases

NOTE: Be sure to include volume, issue, and page numbers, when they are available. Page numbers are separated using an en dash (–). If the publication lacks a volume number, include specific publishing information—month, day, and year. Articles from publication websites should include the URL.

These examples apply to articles from magazines and newspapers, *not* research journals.

MAGAZINE ARTICLE, NO AUTHOR LISTED (section 10.1.15)

The digital generation goes to college. (2014). *Forbes*, 194(2), 14–15.

Happiness: The next key performance indicator. (2013). *EHS Today*, 6(9), 30.

MAGAZINE ARTICLE, AUTHOR LISTED (section 10.1.15)

Kelly, B. (2010). Is college still worth it? *U.S. News & World Report*, 147(8), 6–12.

Martin, P. (2020, July 28). You can blame load theory for turning your brain to mush.

Bloomberg BusinessWeek. <https://www.bloomberg.com/news/articles/2020-07-28/working-from-home-why-you-re-easily-distracted-during-lockdown?srnd=businessweek-v2>

NEWSPAPER ARTICLE [from print or online newspaper] (section 10.01.16)

Boshart, R. (2013, February 5). Educators warn lack of money would cause reforms to stall. *The Gazette* (Cedar Rapids, IA), A7.

NOTE: If the newspaper's location is difficult to determine, you may elect to include its city and state within parentheses before the article's page number(s).

If an article appears on continuous pages, give all page numbers, separating them with a comma.

DuBois, E. C. (2020, July 31). How women's suffrage changed America beyond the ballot box.

The Wall Street Journal. https://www.wsj.com/articles/how-womens-suffrage-changed-america-far-beyond-the-ballot-box-11596207771?mod=hp_lead_pos9

COMMON AUDIOVISUAL WORKS: Sample Models (section 10.12)**FILM OR VIDEO RECORDING (section 10.12.84-85)**

Reiner, R. (Director). (2000). *Stand by me* [Film]. Columbia TriStar Home Video.

Reid, W. H., & Wise, M. G. (2011). *DSM-IV-TR clinical vignettes* [Film; educational DVD]. Routledge.

YOUTUBE OR OTHER STREAMING VIDEO (section 10.12.90)

Include the author's screen name in brackets, followed by year, month, and day associated with the content.

Fogarty, M. [Grammar Girl]. (2020, February 6). *How we got the days of the week* [Video].

YouTube. <https://www.youtube.com/watch?v=oRN-xc-rOZM>

PODCAST (section 10.13.94)

List the host of the podcast as the author. If no author details can be found, executive producers can be listed. Include the author's role in parentheses.

Clark, J., & Bryant, C. (Hosts). (2020, July 30). How soap works [Audio podcast episode]. In *Stuff you should know*. <https://www.iheart.com/podcast/105-stuff-you-should-know-26940277/episode/how-soap-works-69248640/>

AN INTERVIEW (sections 8.7, 8.9)

Interviews are considered personal communication and do not provide recoverable information. As such, cite an interview **ONLY** inside the text. **Interviews are not included** in the reference list; use the phrase "personal communication" to represent the interview. Give the initials and last name of the interviewee and provide an exact date for the communication.

F. T. Smith (personal communication, August 5, 2018)

OR

(F. T. Smith, personal communication, August 5, 2018)

POWERPOINT SLIDES OR LECTURE NOTES (section 10.14.102)

Slides or notes retrieved online (outside of Brightspace) will include the author, year, and URL. Cite content available in Brightspace in this format *only* if all of your readers can access the content (i.e., in your class). If you will be sharing your writing with anyone unable to access a source like Brightspace, cite it as personal communication. Include the initials and last name of the author, followed by the phrase "personal communication" and the presentation date.

Balucanag-Bitonio, J. (2014). *Introduction to research* [PowerPoint Slides]. SlideShare.

<https://www.slideshare.net/jobitonio/introduction-to-research-37589838>

Dugger, A. (2020). *Taking notes and avoiding unintentional plagiarism* [PowerPoint slides].

Brightspace. <http://brightspace.mtmercy.edu>

OR

(A. Dugger, personal communication, June 24, 2020)

NOTE: Use the "personal communication" option when your readers cannot log in to access content.

WEBSITES AND OTHER ONLINE SOURCES

THE ELEMENTS OF A BASIC WEBSITE CITATION (see section 10.16)

1. Name of the author if provided
2. Date of publication or n.d. (no date) in parentheses
3. Title of the work (*italicized*). Follow capitalization rules for articles and books—capitalize only the first word, proper names/nouns, and first word of subtitle.
4. If content changes regularly without being archived, include a retrieval date. Place the phrase “Retrieved (date of access), from” in front of the web address. Most citations will not require this phrase.
5. Internet address of the content (full URL). URLs can either be formatted as plain black text or the underlined live link (usually blue). Be consistent in format and follow the requirements given to you by your faculty member.

*NOTE: In a web-based resource’s citation, each item is separated by a period.

PAGE FROM A PERIODICAL OR NEWS WEBSITE

Smiley, J. (2018, March). *In search of the real Grant Wood*. Smithsonian Magazine.

<https://www.smithsonianmag.com/arts-culture/search-of-real-grantwood-180968081/>

WEBPAGE WITH A GROUP AUTHOR (corporations, professional organizations, etc.)

Harvard T. H. Chan School of Public Health. (2011). *Healthy eating plate*.

<https://www.hsph.harvard.edu/nutritionsource/healthy-eating-plate/>

WEBPAGE WITH AN INDIVIDUAL AUTHOR

Roth, E. (2019, September 2). *The 9 best baking recipe websites for delicious dessert ideas*.

<https://www.makeuseof.com/tag/best-baking-recipe-websites/>

ENTRIES IN ONLINE REFERENCE SITES (e.g., dictionaries and encyclopedias)

Merriam-Webster. (n.d.). Colloquy. In *Merriam-Webster.com online dictionary*. Retrieved April

22, 2020, from <https://www.merriam-webster.com/dictionary/colloquy>

SOCIAL MEDIA: Twitter, Facebook, Instagram, etc.

Cite only original content from social media sites. If the social media post is a link to an article or video you used as a reference, the article or video is what should appear in your references. See section 10.15 in the APA Publication Manual for additional details and examples.

IN-TEXT CITATIONS (PARENTHETICAL CITATIONS) (sections 8.10-22)

References cited within the paper follow an **author-date** citation system. Sources are listed alphabetically in the reference list. Each reference cited in text **must appear** in the reference list; each entry in the reference list must be cited in the paper.

This method requires that the surname(s) (**last name**) of the author(s) and the year of publication be placed in the text at appropriate points. If the author's name appears as part of your narrative, cite only the publication year in parentheses. Standard form places both elements, separated by a comma, in parentheses (Smith, 2019). If a reference includes both month and year of publication, include **ONLY** the year in your in-text citation. The sentence's period comes **AFTER** closing the parentheses. Examples of the style include:

Knight (2008) noted a correlation among sustainability efforts and quality of life.

Library instruction affects student outcomes in research assignments (Murphy, 2012).

As parents' confidence in their cooking skills increases, children's consumption of processed foods decreases (Martins et al., 2020).

"Prior to the 9/11 attacks, the United States successfully tried terrorists and their accomplices using the civilian judicial system" (Robertson, 2011, p.159).

Note: Page numbers or an equivalent are only required to be included with direct quotations. See the following sections for details.

Paraphrasing Source Content (sections 8.23-8.24)

PARAPHRASING: Published writers typically paraphrase their sources, and students should work towards doing this as well. Page or paragraph numbers are not necessary for passages that summarize content, unless it may help your reader find content (such as specific pages in a long book). In most instances, referencing content with an author name and publication year is sufficient.

Longer paraphrases with the material coming from the same source do not require a citation after every sentence. Include enough citations to ensure your reader knows material comes from the same source.

QUOTING SOURCES IN YOUR PAPER

Direct Quotations (section 8.25-8.28)

State your material exactly, word for word, from another author's work. Avoid quoting a full sentence from a source without an introduction or transition of some kind. Provide the **author, year, and specific page or paragraph number** (for materials lacking page numbers) for in-text citations and include a complete reference entry for this item in your final references list. The item's page number should be preceded by "p." within your documentation. When noting multiple pages, use "pp." preceding the numerals. For a paragraph number, use the abbreviation "para." with a period (e.g., para. 22).

If a quotation is **FORTY (40) OR FEWER WORDS**, include the quote within your text and enclose the entire content of the quotation with a full set of quotation marks. If your quoted material appears within the sentence and *more phrasing* will come after the quote, close the quote with a set of quotation marks, finish your sentence, and cite the source in parentheses before your final sentence punctuation. If your quotation appears at the *end* of a sentence, close your selection with quotation marks, cite the source in parentheses, and end the sentence with a period or other punctuation *outside* the final parenthesis mark.

Examples:

Thompson (2007) discovered that students need to develop research skills with “both electronic and traditional print items” (p. 204).

According to Schiff (2015), “Captivity narratives inverted the tale of the rescued princess to celebrate resourceful, resilient women rather than damsels in distress” (p. 145).

If a quotation is **MORE THAN FORTY (40) WORDS** in length, the passage must be placed in a free-standing block of text without quotation marks. Start the quotation on a new line; indent five spaces from the left margin (the “tab” key can be used). Type the entire quotation using this indented left margin; if the quote has additional paragraphs, indent **each one** an additional five spaces. The in-text [parenthetical] citation comes **AFTER** the closing punctuation mark.

NOTE: This instance is the only time that parentheses appear **OUTSIDE** [after] of the period. The blocked quote is **double-spaced (section 8.27)**.

Example:

The 1930s proved to be a challenging time for Iowa’s master artist, Grant Wood:

Despite his considerable success and growing prominence...[h]is move to Iowa City and abrupt marriage in 1935 to Sara Maxon, a former singer from Cedar Rapids who was four years his senior, alienated him from many long-time friends. The marriage proved unhappy and ended in divorce after only three years. His beloved mother died during the same period. His busy lecture schedule, university teaching, and increasingly difficult domestic life slowed his painting, prompting critics to question whether his best years were past. (Kinsey, 2006, pp. 26–27)

REFERENCING AUTHORS IN-TEXT (Parenthetical Citations)

The following table shows examples of how to cite outside sources within a research paper. The first two columns model instances where the writer’s content uses the author(s) name(s); the third and fourth columns show citations when an author is not named in the narrative.

For works with three or more authors, the “et al.” abbreviation is used.

NOTE: Table 8.1 (p. 266) of the APA Publication Manual (7th ed.) features examples of basic in-text citation styles. A variation of that table follows.

In Text Citations: Basic APA Style			
Type of Citation	Citation (reference) in text	Parenthetical format, first citation in text	Parenthetical format, following citations in text
One work by one author	Tarbox (2018)	(Tarbox, 2018)	(Tarbox, 2018)
One work by two authors	Van Note and Behan (2020)	(Van Note & Behan, 2020)	(Van Note & Behan, 2020)
One work by three or more authors	Loes et al. (2011)	(Loes et al., 2011)	(Loes et al., 2011)
Groups (identified by an abbreviation) as authors	American Library Association (ALA, 2015)	(American Library Association [ALA], 2015)	(ALA, 2015)
Groups (no abbreviation) as authors	Mount Mercy University (2017)	(Mount Mercy University, 2017)	(Mount Mercy University, 2017)

CITING SECONDARY SOURCES (section 8.6)

While reading a scholarly article, you may encounter *cited* studies of interest. If you wish to cite one of these sources (secondary sources) and DO NOT read the original work, list your **primary source (the work you ACTUALLY USED)** on the references page. For example, if Smith and Parker's work is cited in Nelson, and you did not read **Smith and Parker's study**, list the **Nelson reference** in your bibliography. In the paper's text, use the following citation, listing publication dates for both the original study and the one you read:

Smith and Parker's study (1995, as cited in Nelson, 2015).

CITING MULTIPLE SOURCES IN THE TEXT (PARENTHETICAL CITATIONS)

On occasion, a paper's narrative may reference two or more studies in a parenthetical citation. Separate each citation (author, year) with a semicolon and list them as they appear in the reference list. Example:

Scientists observing climate change in Greenland comment on the loss of glacier ice (Everley, 2009; Harris, 2013).

CITING MATERIAL MISSING PAGE NUMBERS OR DATES IN IN-TEXT CITATIONS

The most common sources without page numbers or dates are websites, though it can also happen with gray literature sources. When referencing a website within a paper, the general format of the parenthetical citation is the same as other in-text citations. Use the author's name and publication year, if this information is available. If there is no author, use a portion of the website's title. Use double quotation marks around the title's first two or three words and include

the publication year. **Do not include a website's address** (URL) within the document; URLs appear **ONLY** in the references list. The following examples include an example of an in-text citation and the accompanying reference list entry.

Website with Author and Publication Date

Leaves change color in the fall because of the decreasing levels of chlorophyll being produced (Deron, 2019).

Deron, B. (2019, October 30). *Here's the scientific reason why leaves change color in the fall.*

All That's Interesting. <https://allthatsinteresting.com/why-leaves-change-color>

Websites that lack page numbers and/or a year of publication may include any of the following (in-text) to cite the quotation:

- A paragraph number, if provided. As an alternative, you could count paragraphs down from the beginning of the document. Use the abbreviation "para." to indicate a paragraph number. Example: (Jones, 2004, para. 22).
- A section heading or abbreviated section heading in quotation marks.
- A section heading in combination with a paragraph number.
- When publication year is missing, use "n.d." for "no date."

Website with an Author but No Publication Date

In the 1930s, most food advertising featured images of white, middle class people (Wallach, n.d.).

Wallach, J. (n.d.). *Food advertising in the 1930s.* What America ate.

<https://whatamericaate.org/single.essay.php?kid=79-2CB-6>

Website with No Author and No Publication Date

Check with your instructor before using a website with both of these pieces of information missing. In most instances, you can find a more credible source that will include author and/or publication date details.

CITING LEGAL SOURCES: IN-TEXT CITATIONS AND REFERENCES PAGE (Chapter 11)

U.S. Supreme Court Cases (section 11.4.1-2)

When citing legal cases for the U.S. Supreme Court, use party names and the year of the case. The information may appear as **case name (year)** or as **(case, year)**. **Be sure to italicize the name of the case.**

Within the text example:

The Supreme Court held in *McKlesky v. Kemp* (1987) that the death penalty remained constitutional.

The Supreme Court refused to strike down the death penalty as racist (*McKlesky v. Kemp*, 1987).

In the references list, include the case name, as well as its legal citation in this manner:

Name v. Name. Volume U.S. Page number (year). URL

References List Example:

McKlesky v. Kemp, 481 U.S. 279 (1987). <https://www.oyez.org/cases/1986/84-6811>

Cases from Other Courts (section 11.4.3-7)

When citing cases from lower courts, include party names and year of the case. Italicize the case name.

Within text example:

In *United States v. Myers* (2005), the Southern District Court of Iowa refused to say that the Federal Sentencing Guidelines were presumptively responsible.

The Iowa Supreme Court held that knowledge is necessary in order to establish the crime of possession (*State v. Padavich*, 1995).

On the references page, include the full legal citation—party names, volume number, and reporter page number, followed by the URL. The applicable court abbreviation and year appear in parentheses.

References List Examples:

United States v. Yahnke, 395 F.3d 823 (8th Cir. 2005).

United States v. Myers, 353 F. Supp.2d 1026 (S.D. Iowa 2005).

<https://law.justia.com/cases/federal/district-courts/FSupp2/353/1026/2385672/>

State v. Padavich, 536 N.W. 2d 743 (Iowa 1995).

Clites v. Iowa, 322 N.W. 2d 917 (Iowa Ct. App. 1982).

NOTE: Federal reporter abbreviations include F., F.2d, F.3d (for circuit courts). F. Supp. or F. Supp.2d denote district courts.

State Supreme Court Reporter abbreviations: N.W., N.W. 2d., N.E., N.E. 2d., etc.

State Appeals Court Reporter abbreviations: Iowa Ct. App., etc.

FORMATTING IN APA STYLE: A SAMPLE PAPER

When adopting APA style, writers should **always double-space** content; this rule applies to the cover page, body of the paper, and references list. A research paper may include tables and appendices; further instructions for these items appear in the APA manual.

To create a student cover page in APA style, place your cursor in the **upper half of the page**. On succeeding lines, center: (1) title of the paper followed by a blank line; (2) your name; (3) department name and Mount Mercy University; (4) course information; (5) instructor; and (6) due date. Select all lines and double space the text. Select the title of your paper and make the font **bold**. See sample paper if needed and consult with your instructor if different information should be included.

Incorporating a running head is required on all papers following a professional format. Check with your instructor whether one is required. The running head is a shortened version of your paper's title, usually three to five words in length and no more than 50 characters. The shortened phrase need not be identical to the title.

The running head should appear flush with the left margin across all pages of your paper. Page numbers should appear in the upper, right corner across the entire document; start your pagination on the cover page.

To create the cover page and running head in the desktop version of Word, follow these steps:

1. Create your cover page; center all details and double space text.
2. Select "Insert Header." Select "Blank Style."
3. To insert page numbers, select "Insert - page number." Select "Top of page - plain number 3." Page numbers will now appear in the upper, right margin.
4. Keep the header open and be sure the cursor is sitting **adjacent** to the page number. Type the short version of your title (three to five words) **in all capital letters**. Now "TAB" two times to move your title to the left margin. This short version of your title is the running head for the paper.
5. Save document. The running head will now appear across the entire body of the paper, including the cover page and references list.

THE BODY OF THE RESEARCH PAPER: HEADING LEVELS (section 2.27)

Writers may require headings to organize ideas and to highlight important information between major sections of a paper. In APA, headings are at the same level for topics that hold equal relevance or importance.

The highest level heading ("1") equates to a Roman numeral in a traditional outline; heading level two ("2") equates to an "a" or "b" sublevel in an outline. Level three equates to an "i" or "ii" under an "a" or "b" level in an outline.

Authors should avoid having a single subsection heading or a single subsection within any major section of the paper; use at least two subsection headings within a single section. As with any outline, divide a section into an “A” and “B” section, never leaving “A” to stand alone.

Headings follow a top-down progression; begin with the highest level of heading before using those following. A paper’s introduction does not carry a heading (p. 48). Headings should not be labeled with numbers or letters.

Formatting Four Levels of APA Headings

NOTE: Right column demonstrates how heading should appear within paper.

Level of Heading	Format
1	Centered, Boldface, Title Case (with Major Words Capitalized) Heading
2	Flush Left, Boldface, Title Case Heading
3	<i>Flush Left, Boldface, Italicized, Title Case Heading</i>
4	Indented, Boldface, Title Case Heading Ending with a Period.

LAST REMINDER: ORGANIZING AND FORMATTING THE REFERENCES PAGE

Your reference list appears as a new page; the word *References* should be centered and **bold** at the top of the page. For professionally formatted papers, the running head should appear in the upper left corner and all papers should have page numbers in the upper right corner. Begin each entry flush with the **left margin**; if an entry requires more than one line, indent all succeeding lines **one-half inch** from the left margin. This style is known as a **hanging indent**. **To create the hanging indent, press the “CONTROL” and “TAB” keys simultaneously.**

Reference list entries **must be alphabetized** by the last name of the first author associated with a work; do not alphabetize authors listed for a single source. Single spaces follow punctuation in an entry. Page numbers are separated using an en dash. **To create an en dash, press the “Ctrl” key and the minus key in the numeric keypad.** All entries are also double-spaced. If you lack an author for a source, alphabetize the entry **by the first keyword** of the title.

ORDERING MULTIPLE WORKS BY THE SAME FIRST AUTHOR (Sections 9.46-9.48)

SCENARIO ONE: Single, same author with works published in different years. Arrange items in order by publishing date.

Bezy, R. (2008).

Bezy, R. (2012).

SCENARIO TWO: Works by single author also appear with works by the same author with other researchers. Place one-author entries before multiple authors, even if multiple-author work was published later.

Schmall, A. (2012).

Schmall, A., & Raine, K. (2015).

SCENARIO THREE: Works with the same first author, but different second or third authors, are arranged alphabetically by the surname of the second author. If the second name is identical, alphabetize using the third author's name, and so on.

King, A., & Tunwall, T. (2015).

King, A., Tunwall, T., & Reilly, J. (2012).

King, A., Tunwall, T., & Walker, R. (2016).

SCENARIO FOUR: Works by the same authors, in the same order, are arranged by year of publication, with the earliest appearing first.

Humphrey, A., & Brydon, D. (2012).

Humphrey, A., & Brydon, D. (2018).

SCENARIO FIVE: Works by the same author, or the same authors in the same order, with the same publication year are alphabetized by title. To differentiate between two works published by the same author(s) in the same year, include a lowercase "a" or "b" within the year of publication. Include this combination within the paper's in-text references when showing the publication year (see section 8.19).

Koriat, A. (2018a). Agency attributions of mental effort during self-regulated learning. *Memory & Cognition*, 46(3), 370–383. <https://doi.org/10.3758/s13421-017-0771-7>

Koriat, A. (2018b). When reality is out of focus: Can people tell whether their beliefs and judgments are correct or wrong? *Journal of Experimental Psychology. General*, 147(5), 613–631. <https://doi.org/10.1037/xge0000397>

SCENARIO SIX: Works with the same first author and published in the same year. If the two articles would shorten to the very same form for in-text references (Yamashita et al., 2019), cite the surname of the first author and as many of the other authors as needed to distinguish between the two references. If only one author would be left out of the in-text citations, list them all instead of using et al. (see section 8.18).

Yamashita, T., Bardo, A. R., & Liu, D. (2019). Experienced subjective well-being during physically active and passive leisure time activities among adults aged 65 years and older. *Gerontologist*, *59*(4), 718–726. <https://doi.org/10.1093/geront/gny106>

Yamashita, T., Cummins, P. A., Millar, R. J., Sahoo, S., & Smith, T. J. (2019). Associations between motivation to learn, basic skills, and adult education and training participation among older adults in the USA. *International Journal of Lifelong Education*, *38*(5), 538–552. <https://doi.org/10.1080/02601370.2019.1666927>

In text references: (Yamashita, Bardo, & Liu, 2019) and (Yamashita, Cummins, et al., 2019).