

APA: Formatting and In-text Citations

Note: This document should only be used as a reference and should not replace assignment guidelines.

Page numbers below refer to the APA Manual 7th edition

Order of Pages (p. 43, 49-60)

Each section starts on a new page; **section labels** are bolded and centered at the top.

- Title page (page 1)
- Abstract
- Text
- References
- Footnotes (if included and not placed in text)
- Tables (if included and not placed in text)
- Figures (if included and not placed in text)
- Appendices (if included)

Paper Format Checklist (pp. 44-46)

- Page number** is in the top right corner
- Font** is legible, consistent, and widely available; APA recommends 11-point Calibri, 12-point Times New Roman, or similar
- Document is **double-spaced**, with no extra spaces between paragraphs
- All **margins** are set to 1"
- The first line of each new paragraph is **indented .5"** from the left margin

1

**Guided Imagery and Progressive Muscle Relaxation
in Group Psychotherapy**

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1" margins

Abstract

The purpose of this literature review is to examine the research base on guided imagery and progressive muscle relaxation in group psychotherapy contexts. Although the current data support the efficacy of psychotherapy groups that integrate guided imagery and progressive muscle relaxation, further research with control groups and larger samples would bolster confidence in the efficacy of these interventions.

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**Guided Imagery and Progressive Muscle
Relaxation in Group Psychotherapy**

A majority of Americans experience stress in their daily lives (American Psychological Association, 2017). Thus, an important goal of psychological research is to evaluate techniques that promote stress reduction and relaxation. Two techniques that have been associated with reduced stress and increased relaxation in psychotherapy contexts are guided imagery and progressive muscle relaxation (McGuigan & Lehrer, 2007). *Guided imagery* aids individuals

Title Page (pp. 30-32)

The title should summarize your paper's main idea and should be in title case, bolded, centered, and positioned in the upper half of the page. Add a blank line, then add your name, university affiliation, course, instructor, and due date, each on a new line.

If your instructor requests **no title page**, consider following MLA's heading format (name, professor, class, date; see MLA handout).

Abstract (p. 38)

An abstract is a brief, comprehensive summary of the paper's contents. Many professors don't require an abstract; if your professor does require one, keep in mind that the abstract is a summary, not an outline or introduction. Most abstracts are written in paragraph format with no first line indentation.

Don't worry about repeating info from the abstract—pretend it is separate from the rest of your paper and that your readers didn't read it.

First Page of Text (pg. 32)

The first page of text again includes the paper title. The title is in title case, bolded, and centered.

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Headings and Subheadings (pp. 47-48)

Headings help you organize the text for readers. The number of heading levels needed for a paper depends on its length and complexity; three is average. The levels of heading are all the same font size and are formatted as shown in the table below:

Level	Format
1	Centered, Bold, Title Case Heading Text begins as a new paragraph.
2	Flush Left, Bold, Title Case Heading Text begins as a new paragraph.
3	<i>Flush Left, Bold Italic, Title Case Heading</i> Text begins as a new paragraph.
4	Indented, Bold, Title Case Heading, Ending with a Period. Text begins on the same line and continues as a regular paragraph.
5	<i>Indented, Bold Italic, Title Case Heading, Ending with a Period.</i> Text begins on the same line and continues as a regular paragraph.

Formatting Tables and Figures (pp. 195-250)

Tables and figures enable authors to present a large amount of information efficiently. The general rules for them are

- Must have a number (bolded), title (italicized), body/image, and table/figure notes as needed.
- Label all elements (e.g., axes of graphs, columns in tables, etc.)
- Place items you are comparing next to each other
- In figure images, use sans serif fonts (such as calibri) that are large enough to be read without magnification
- Design the table so it can be understood independently of the text of your paper
- Avoid decoration; ensure that every element supports the goal of effective communication
- Table number, title, and notes must be double-spaced; the table body may be single, 1.5, or double-spaced

When **referring** to your table or figure, use its number. Also, describe why you are referring to the table.

EXAMPLE: As shown in Table 1, the demographic characteristics . . .

Table 1

The Correlation Between Liking a Fruit and Favorite Color

	Likes Apples?	Likes Bananas?
Likes Color Red	Yes	No
Likes Color Blue	No	Yes

Note. This note supplements or clarifies information in the table. Some tables/figures don't need notes.

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Finally, I end by pointing out limitations in the existing literature and exploring potential directions for future research.

Level 1 heading

Guided Imagery

Features of Guided Imagery

Guided imagery involves a person visualizing a mental image and engaging each sense (e.g. sight, smell, touch) in the process. Guided imagery was first examined in a psychological context in the 1960s, when the behavior theorist Joseph Wolpe helped pioneer the use of relaxation techniques such as aversive imagery, exposure, and imaginal flooding in behavior therapy (Achterberg, 1985; Utay & Miller, 2006). Patients learn to relax their bodies in the presence of stimuli that previously distressed them, to the point where further exposure to the stimuli no longer provokes a negative response (Achterberg, 1985).

Level 2 heading

Guided Imagery in Group Psychotherapy

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In-text Citations (pp. 253-278)

APA citation requires the author(s)' **last name(s)** and the **year** of publication **each time** a source is mentioned in the text; in cases of direct quotation, it also requires the **page number**. Sentence punctuation is placed after the parentheses.

Whether paraphrasing or quoting, you must include an in-text citation. **Paraphrasing** sources rather than directly quoting them is effective because it allows you to fit material to the context of your paper. Use a **direct quote** when an author has said something memorably or succinctly.

This chart shows examples of in-text citations based on the number and type of author(s). **To use this chart**, find the type or number of author(s) of the source on the leftmost column, then look at the top row to find the type of your citation. The place where these two categories intersect shows an example citation. **Narrative** citations mention the author within the same sentence as the citation (such as "According to Jane Smith"). **Parenthetical** citations do not.

	Narrative citation	Narrative citation, direct quotation	Parenthetical citation	Parenthetical citation, direct quotation
One author	Luna (2020)	Luna (2020) "... (p. 539)	(Luna, 2020)	(Luna, 2020, p. 539)
Two authors	Salas and D'Agostino (2020)	Salas and D'Agostino (2020) "... (pp. 33-34)	(Salas & D'Agostino, 2020)	(Salas & D'Agostino, 2020, pp. 33-34)
Three or more authors	Martin et al. (2020)	Martin et al. (2020) "... (p. 55)	(Martin et al., 2020)	(Martin et al., 2020, p. 55)
Groups (abbreviated) as authors, first citation	Central Intelligence Agency (CIA, 2009)	Central Intelligence Agency (CIA, 2009) "... (pp. 1-2)	(Central Intelligence Agency [CIA], 2009)	(Central Intelligence Agency [CIA], 2009, pp. 1-2)
subsequent citations	CIA (2009)	CIA (2009) "... (pp. 1-2)	(CIA, 2009)	(CIA, 2009, pp. 1-2)
Groups (not abbreviated) as authors	Stanford University (2020)	Stanford University (2020) "... (p. 64)	(Stanford University, 2020)	(Stanford University, 2020, p. 64)

Citing Works with No Date (p. 262)

Use "n.d." (short for "no date") in place of a date.

EXAMPLE: (Smith, n.d.)

Sources with No Author (264-265)

Include the title, in title case, in place of the missing author. If the title is italicized in the reference page, also italicize it in the in-text citation. Otherwise, put quote marks around the title. Titles can be shortened for the in-text citation.

EXAMPLE: ("A Shortcut to Mushrooms," 2001)

Direct Quotes of Works with No Page Number (p. 273-274)

Provide another way of locating the quoted passage such as a section heading or a paragraph number.

EXAMPLE: (Johnson, 2017, para. 12)

EXAMPLE: (Johnson, 2017, "Get Help" section)

To cite **multiple works with the same authors or surnames**, see pages 267-268.

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Direct Quote of an Audiovisual Work (p. 274)

For a direct quote from a video or film, provide a time stamp for the beginning of the quote in place of a page number.

EXAMPLE: (Cuddy, 2012, 2:12)

Citing Multiple Works Parenthetically (p. 263)

To cite multiple works in one parenthetical citation, organize them **alphabetically** and separate them with **semicolons**.

EXAMPLE: (Johnson, 2017; Smith, 2020; Watson, 2016)

Citing Secondary Sources (p. 258)

To cite information that your source has taken from another source, put the original author and date, if known, of the information in the text and write **“as cited in”** in your in-text citation, followed by the author and date (and page number if it is a direct quotation) of the work where the material was found.

EXAMPLE: Edmund Jacobson created progressive muscle relaxation in 1929 (as cited in Peterson et al., 2011).

Narrative Citations with Date in the Narrative (p. 263)

In rare cases, the author and date might both appear in the narrative. In this case, do not use parentheses since all the information that is necessary for a full citation is already in the narrative.

EXAMPLE: In 1973, Bernstein and Borkovec wrote a manual to help teach progressive muscle relaxation.

Personal Communications (pp. 260-261)

Works that cannot be recovered by readers are cited in-text as personal communications. This might include emails, phone calls, personal interviews, live speeches, or unrecorded classroom lectures.

When citing personal communications, include the **initial(s) and surname** of the communicator, and provide as exact a date as possible. Do not include any information about this source in your references page.

DESCRIPTIVE EXAMPLE: Author Initials and Surname (description of communication, month day, year)

PARENTHETICAL EXAMPLE: (T. Nguyen, personal communication, February 24, 2020)

NARRATIVE EXAMPLE: E. M. González (personal communication, August 8, 2019)

Short Quotations (pp. 271-272)

Quotations that are fewer than 40 words (about 3-4 lines) are short quotations. These quotations must be set apart by quotation marks and include a citation with the author, date, and page number or other location information.

Block Quotations (pp. 272-273)

Quotations that are **40 words or longer** (about 4+ lines) must be set apart in a block. Block quotes are **indented .5”** from the left margin. Quotation marks are not used, and the final punctuation is placed *before* the in-text citation. Use double quotation marks for quotes inside a block quote. Most of your paper should be in your own words, so don't overuse block quotes.

Block quote

Rausch et al. (2006) concluded the following:

A mere 20 min of these group interventions was effective in reducing anxiety to normal levels . . . merely 10 min of the interventions allowed [the high-anxiety group] to recover from the stressor. Thus, brief interventions of meditation and progressive muscle relaxation may be effective for those with clinical levels of anxiety and for stress recovery when exposed to brief, transitory stressors. (p. 287)

Thus, even small amounts of progressive muscle relaxation can be beneficial for people experiencing anxiety.