APA: Formatting and In-text Citations

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

Version 1.0

Page numbers below refer to the APA Manual 7th edition

Paper Format Checklist

☐ Page number is in the top right corner
☐ Font is legible and widely available: APA recommends 11-point Calibri, 12-point Times New Roman, etc.
☐ The whole 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 0.5” away from the left margin
☐ The title page follows the format described below

Abstract (p. 38)

An abstract is a brief and comprehensive summary of the contents of the paper. Many professors do not require an abstract; if your professor does require an abstract, keep in mind that the abstract is a summary rather than an outline. Most abstracts are written in paragraph format without indentation of the first line.

Abstracts are on their own page after the title page. The title is “Abstract” and must be bolded, titled, and centered at the top of the page.

Title Page (pp. 31-32)

The paper title should be in title case, bold, centered, and positioned in the upper half of the title page. Add an additional line and then add the author’s name, the author’s university affiliation, their course, their instructor, and the due date, each on a new line. The title should summarize the main idea of the paper.

Guided Imagery and Progressive Muscle Relaxation in Group Psychotherapy

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PSYC 3170: Clinical Psychology
Dr. Tia M. Benedetto
October 1, 2019

Formatting Tables and Figures (pp. 195-197)

Tables and figures enable authors to present a large amount of information efficiently. Below are the general rules for creating tables and figures. For more information, refer to APA Manual 7th edition’s section “Tables and Figures.”

- Label all elements in tables and figures (e.g., axes of graphs, columns in tables, etc.)
- Place items that are to be compared next to each other
- Use sans serif fonts (ex: 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 decorative flourishes; instead, ensure that every element supports the goal of effective communication
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Headings and Subheadings (pp. 47-48)

Headings help you organize the text for readers. The number of level headings 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 arranged as shown in the table below:

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

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

Paraphrases and Quotations (pp. 269-278)

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

Short Quotations (pp. 271-272)

Quotations that are less 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 (p. 277)

Quotations that are 40 words or longer (4+ lines) must be set apart in a block. Block quotes are double spaced and indented ½-inch 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.

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).

Guided Imagery in Group Psychotherapy

Guided imagery exercises improve treatment outcomes and prognosis in group psychotherapy contexts...

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

Guided Imagery and Progressive Muscle Relaxation in Group Psychotherapy

Guided imagery and relaxation techniques have even been found to “reduce distress and allow the immune system to function more effectively” (Trakhtenberg, 2008, p. 850). For example, researchers...
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In-text Citations (pp. 253-278)

APA includes the authors’ last names and the year of publication each time a source is mentioned in the text; in cases of direct quotation, it also includes the page number.

This chart shows how to format in-text citations based on the number and type of author. To use this chart, find the type or number of author(s) you have on the left side, then look at the top of the chart and find the type of citation you are using. The place where these two categories intersect is how to format your citation.

<table>
<thead>
<tr>
<th>Authors Description</th>
<th>Narrative Citation</th>
<th>Narrative Citation, Direct Quotation</th>
<th>Parenthetical Citation</th>
<th>Parenthetical Citation, Direct Quotation</th>
</tr>
</thead>
<tbody>
<tr>
<td>One work by one author</td>
<td>Luna (2020)</td>
<td>Luna (2020) “…” (p. 539)</td>
<td>(Luna, 2020)</td>
<td>(Luna, 2020, p. 539)</td>
</tr>
<tr>
<td>One work by two authors</td>
<td>Salas and D’Agostino (2020)</td>
<td>Salas and D’Agostino (2020) “…” (pp. 33-34)</td>
<td>(Salas &amp; D’Agostino, 2020)</td>
<td>(Salas &amp; D’Agostino, 2020, pp. 33-34)</td>
</tr>
<tr>
<td>One work by three or more authors</td>
<td>Martin et al. (2020)</td>
<td>Martin et al. (2020) “…” (p. 55)</td>
<td>(Martin et al., 2020)</td>
<td>(Martin et al., 2020, p. 55)</td>
</tr>
<tr>
<td>Groups (readily identified through abbreviation) as authors, first citation</td>
<td>National Institute of Mental Health (NIMH, 2009)</td>
<td>National Institute of Mental Health (NIMH, 2009) “…” (pp. 19-20)</td>
<td>(National Institute of Mental Health [NIMH], 2009)</td>
<td>(National Institute of Mental Health [NIMH], 2009, pp. 19-20)</td>
</tr>
<tr>
<td>Groups (no abbreviation) as authors</td>
<td>Stanford University (2020)</td>
<td>Stanford University (2020) “…” (p. 64)</td>
<td>(Stanford University, 2020)</td>
<td>(Stanford University, 2020, p. 64)</td>
</tr>
</tbody>
</table>

Citing Multiple Works Parenthetically (p. 263)

When citing multiple works in a single parenthetical citation, organize the works alphabetically and separate them with semicolons.

Citing Multiple Works By the Same Author (p. 263)

Arrange two or more works by the same authors by year of publication. Place citations with no date first, followed by works with dates in chronological order. Give the authors’ surnames once; for each subsequent work, give only the date.

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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, date, and page number (if it is a direct quotation) of the work where the material was found.

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. Just include all the information that is necessary for a full citation into the narrative.

Citing 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 initials 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.

Ex: Parenthetical: (T. Nguyen, personal communication, February 24, 2020)

Ex. Narrative: E.-M. Paradis (personal communication, August 8, 2019)

Referring to Tables and Figures (p. 197)

Tables and figures must have a table or figure number, a table or figure title, a body or image, and table or figure notes as needed. When referring to your table or figure, use its number. Also, describe why you are referring to the table.

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

General Mentions of Websites, Periodicals, and Common Software and Apps (pp. 268-269)

For a general mention of a website with no indication of particular information or a specific page from that site, no reference entry or in-text citation is needed. Provide the name of the website in the text and include the URL in parentheses. For example, if you used Qualtrics to create a survey, mention the website in the text.

Ex: We created our survey using Qualtrics (https://www.qualtrics.com).