

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

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.

The diagram shows a rectangular box representing a page. A vertical arrow on the left side indicates a 1" margin. A vertical arrow on the right side indicates a 1" margin. A horizontal arrow at the top indicates a 1" margin. The text is centered on the page. The title is "Guided Imagery and Progressive Muscle Relaxation in Group Psychotherapy". Below the title is the author's name "Hannah K. Greenbaum", followed by the affiliation "Department of Psychology, George Washington University", the course "PSYC 3170: Clinical Psychology", the instructor "Dr. Tia M. Benedetto", and the due date "October 1, 2019". A small number "1" is in the top right corner of the page.

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.

The diagram shows a rectangular box representing a page. A vertical arrow on the right side indicates a 2" margin. The title "Abstract" is bolded and centered at the top. Below the title is a paragraph of text: "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." A decorative wavy line is at the bottom of the page.

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:

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	Flush Left, Bold Italic, Title Case Heading 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	Indented, Bold Italic, Title Case Heading, Ending with a Period. Text begins on the same line and continues as a regular paragraph.

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 succinctly. 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.

3Finally, 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

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

6

did students in the control condition. Rausch et al. (2006) concluded the following:

Block quotation

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.

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.

	Narrative citation	Narrative citation, direct quotation	Parenthetical citation	Parenthetical citation, direct quotation
One work by one author	Luna (2020)	Luna (2020) "... " (p. 539)	(Luna, 2020)	(Luna, 2020, p. 539)
One work by 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)
One work by 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 (readily identified through abbreviation) as authors, first citation	National Institute of Mental Health (NIMH, 2009)	National Institute of Mental Health (NIMH, 2009) "... " (pp. 19-20)	(National Institute of Mental Health [NIMH], 2009)	(National Institute of Mental Health [NIMH], 2009, pp. 19-20)
Groups (readily identified through abbreviation) as authors, subsequent citations	NIMH (2009)	(NIMH, 2009) "... " (pp. 19-20)	(NIMH, 2009)	(NIMH 2009, pp. 19-20)
Groups (no abbreviation) as authors	Stanford University (2020)	Stanford University (2020) "... "(p. 64)	(Stanford University, 2020)	(Stanford University, 2020, p. 64)

7

Guided Imagery and Progressive Muscle Relaxation in Group Psychotherapy

Combinations of relaxation training techniques, including guided imagery and progressive muscle relaxation, have been shown to improve psychiatric and medical symptoms when delivered in a group psychotherapy context (Bottomley, 1996; Cunningham & Tocco, 1989). The research supports the existence of immediate and long-term positive effects of guided imagery and progressive muscle relaxation delivered in group psychotherapy (Baider et al., 1994). For example, Cohen and Fried (2007) examined the effect of group psychotherapy on 114 women diagnosed with breast cancer. The researchers randomly assigned participants to three

Parenthetical citation with one work by one author and one work by two authors.

Parenthetical citation with one work by three or more authors

Narrative citation with two authors

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.

Paraphrased text from a secondary source

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.

Paraphrased text with author and date in the narrative

5

Progressive Muscle Relaxation

Features of Progressive Muscle Relaxation

Progressive muscle relaxation involves diaphragmatic or deep breathing and the tensing and releasing of muscles in the body (Jacobson, 1938). Edmund Jacobson developed progressive muscle relaxation in 1929 (as cited in Peterson et al., 2011) and directed participants to practice progressive muscle relaxation several times a week for a year. After examining progressive muscle relaxation as an intervention for stress or anxiety, Joseph Wolpe (1960; as cited in Peterson et al., 2011) theorized that relaxation was a promising treatment. In 1973, Bernstein and Borkovec created a manual for helping professionals to teach their clients progressive muscle relaxation, thereby bringing progressive muscle relaxation into the fold of interventions used in cognitive behavior therapy. In its current state, progressive muscle relaxation is often paired with relaxation training and described within a relaxation framework.

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>).

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