

“EZ APA” Student Quick Guide to 7th ed. APA Manual

1. Title Page

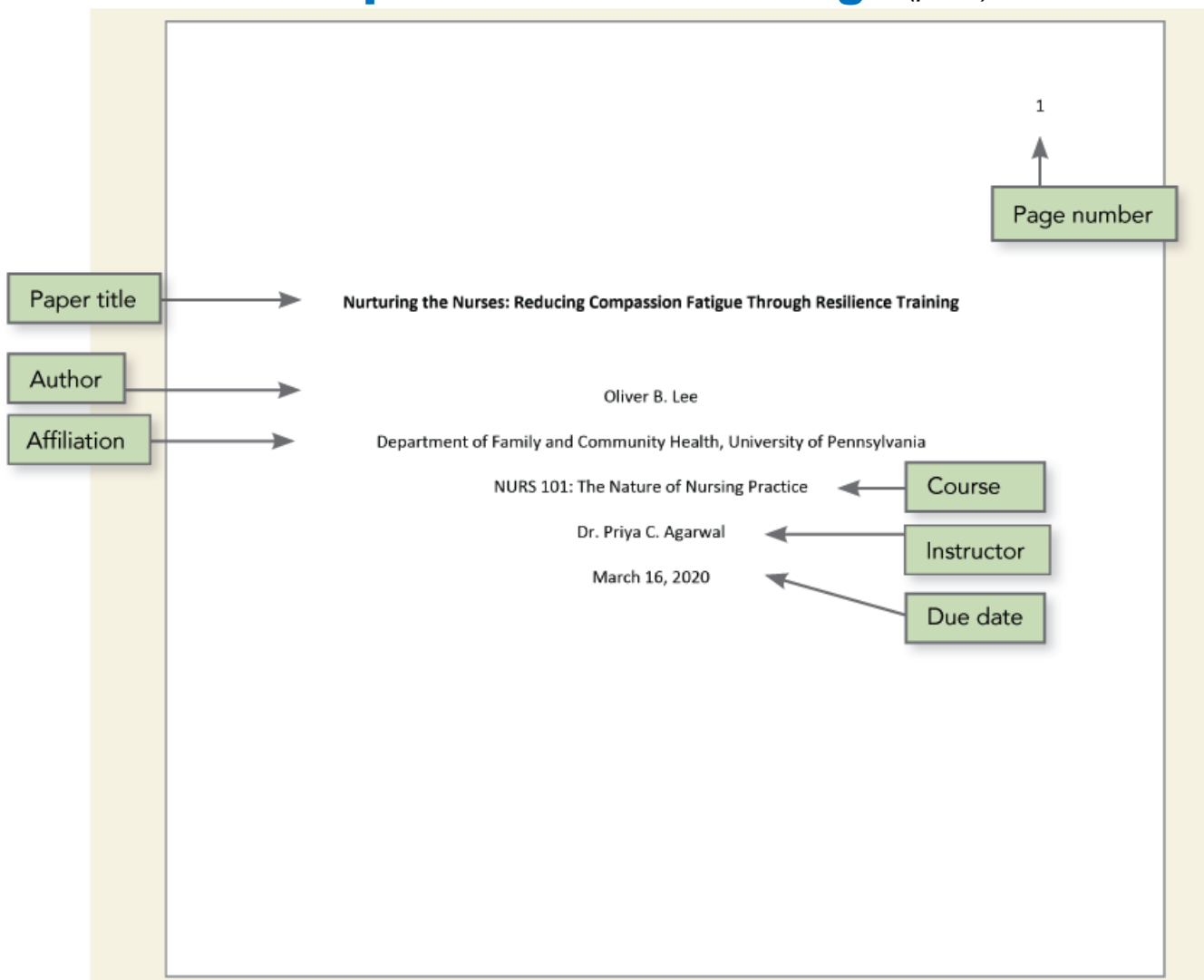
2. In-Text Citations

3. References

4. Additional Info

Quick Guide highlights info most frequently needed by students. This is a support tool – *not* a substitute – for your 7th edition APA manual. Use provided page numbers to find more details in the manual.

1. Sample Student Title Page (p. 30)



Student papers do not require *running heads* (unless instructor or institution request them.)

- A *running head* is an abbreviated version of the paper title that appears at the top left of every page. Only required for manuscripts being submitted for publication (see p. 37 for more info).

2. In-Text Citations (pp. 253–277)

Every in-text citation *must* have matching reference list entry (and vice versa).

Reference list entry:	Alexander, P. A. (2018). Past as prologue: Educational psychology's legacy and progeny. <i>Journal of Educational Psychology</i> , 110(2), 147–162. https://doi.org/10.1037/edu0000200
Parenthetical citation:	(Alexander, 2018)
Narrative citation:	Alexander (2018)

Exceptions:

- Did you personally interview or email with a content expert? APA guidelines have you use an in-text citation without reference list entry. See details in **8.9 Personal Communication** (p. 259)
- Quotations from a patient or research participant are de-identified (no name or initials) and do **not** need in-text citations as personal communication.

Basic In-Text Citation Styles (p. 266)

Author type	Parenthetical citation	Narrative citation
One author	(Luna, 2020)	Luna (2020)
Two authors	(Salas & D'Agostino, 2020)	Salas and D'Agostino (2020)
Three or more authors	(Martin et al., 2020)	Martin et al. (2020)
Group author with abbreviation		
First citation ^a	(National Institute of Mental Health [NIMH], 2020)	National Institute of Mental Health (NIMH, 2020)
Subsequent citations	(NIMH, 2020)	NIMH (2020)
Group author without abbreviation	(Stanford University, 2020)	Stanford University (2020)

^a Define the abbreviation for a group author only once in the text, choosing either the parenthetical or the narrative format. Thereafter, use the abbreviation for all mentions of the group in the text (see [Section 8.21](#)).

Citing multiple works in a single in-text citation (p. 263)

Place citations in alphabetical order, separating them with semicolon.

(Adams et al., 2019; Shumway & Shulman, 2015; Westinghouse, 2017)

Works with same author and same date (p. 267)

When multiple references have an identical author (or authors) and publication year, include a lowercase letter after the year (2020a, 2020b, 2020c...)

- The year–letter combination is used in both the in-text citation and the reference list entry.
- Use only the year with a letter in the in-text citation, even if the reference list entry contains a more specific date.

(CDC, 2020a). (CDC, 2020b). (Wu & Xiong, 2018a). (Wu & Xiong, 2018b).

Principles of Direct Quotation (p. 270)

- It is best to paraphrase sources.
 - Use brief direct quotations only if the exact wording enhances the meaning or impact within your paper – for example, a phrase or sentence is particularly memorable, vivid or succinct.
 - See **8.27 Block Quotations (40 Words or More)** for how to format long quotes (p. 271).
- For direct quotes, always provide author, year, **and page number** in the in-text citation.
 - Use *p.* for “page” (example: p. 1). Use *pp.* for “pages” (example: pp. 4–7).
 - If source does not have page numbers (like a website), then paragraph number or section header may be used. See **8.28 Direct Quotation of Material Without Page Numbers** (p. 273).

Direct quotations cited in the text (p. 271)

Correct	Rationale
Effective teams can be difficult to describe because “high performance along one domain does not translate to high performance along another” (Ervin et al., 2018, p. 470).	The period marking the end of a sentence should follow the citation, not precede it.
“Even smart, educated, emotionally stable adults believe superstitions that they recognize are not rational,” as exemplified by the existence of people who knock on wood for good luck (Risen, 2016, p. 202).	The citation should be outside the quotation marks, not within them.
Biebel et al. (2018) noted that “incorporating the voice of students with psychiatric disabilities into supported education services can increase access, involvement, and retention” (p. 299).	The period marking the end of the sentence should follow the page number, not precede it.
“Some people are hilarious, others are painfully unfunny, and most are somewhere in between,” wrote Nusbaum et al. (2017, p. 231) in their exploration of humor.	The page number should be within the same parentheses as the year when the quotation precedes the narrative citation.
The item read, “What were the best aspects of the program for you?” (Shayden et al., 2018, p. 304).	The question mark that ends the quotation should appear within the quotation marks.
In 2018, Soto argued that “more similar stimuli, such as those coming from the same modality, produce more configural processing” (p. 598).	It is not necessary to repeat the author and year within parentheses when they already appear in the narrative.

3. Reference Formatting

PERIODICALS *(see specific examples starting on p. 316)*

Author	Date	Title	Source	
			Periodical information	DOI or URL
Author, A. A., & Author, B. B. Name of Group. Author, C. C. [username]. Username.	(2020). (2020, January). (2020, February 16).	Title of article.	<i>Title of Periodical</i> , 34(2), 5–14. <i>Title of Periodical</i> , 2(1–2), Article 12. Title of Periodical.	https://doi.org/xxxx https://xxxxx

BOOKS *(see specific examples starting on p. 321)*

Author or editor	Date	Title	Source	
			Publisher information	DOI or URL
Author, A. A., & Author, B. B. Name of Group. Editor, E. E. (Ed.). Editor, E. E., & Editor, F. F. (Eds.).	(2020).	<i>Title of book</i> . <i>Title of book</i> (2nd ed., Vol. 4). <i>Title of book</i> [Audiobook]. <i>Title of book</i> (E. E. Editor, Ed.). <i>Title of book</i> (T. Translator, Trans.; N. Narrator, Narr.).	Publisher Name. First Publisher Name; Second Publisher Name.	https://doi.org/xxxx https://xxxxx

WEBPAGES AND WEBSITES *(see specific examples starting on p. 350)*

Author	Date	Title	Source	
			Website name	URL
Author, A. A., & Author, B. B. Name of Group.	(2020). (2020, August). (2020, September 28). (n.d.).	Title of work.	Site Name.	https://xxxxxx Retrieved December 22, 2020, from https://xxxxx

AUDIOVISUAL MEDIA *(see specific examples starting on p. 342)*

Author	Date	Title	Source	
			Publisher	URL
Director, D. D. (Director). Producer, P. P. (Executive Producer). Host, H. H. (Host). Artist, A. A. Uploader, U. U.	(2020). (1989–present). (2013–2019). (2019, July 21).	<i>Title of work</i> [Description].	Production Company. Label. Museum Name, Museum Location. Department Name, University Name.	https://xxxxxx

MOBILE APPS or COMPUTER SOFTWARE

(see specific examples starting on p. 339)

Mobile apps and software mentioned in text do not need citations. However, if you have paraphrased or quoted from any app or software, then include a reference entry (see below) and an in-text citation.

Author	Date	Title	Source	
			Publisher	URL
Author, A. A., & Author, B. B. Name of Group.	(2020).	Title of work (Version 1.2) [Computer software]. Title of work (Version 4.6) [Mobile app].	Publisher. App Store. Google Play Store.	https://xxxxxx

4. Additional Info

Contractions (p. 116)

AVOID contractions – but keep any contraction that is part of a direct quote.

- *Contractions detract from professional tone in scholarly writing.*

Abbreviations (pp. 172–173)

DEFINE all abbreviations – even those that may be familiar to your readers.

- Chronic heart failure (CHF) is...
- The Centers for Disease Control and Prevention (CDC) reported...
- *After you define an abbreviation, use only the abbreviation; do not alternate between spelling out the term and abbreviating it.*

Appendices (p. 41)

Begin each appendix on a separate page after references.

- *Give each appendix a label and a title.*
- *If a paper has one appendix, label it “Appendix”; if a paper has more than one appendix, label each appendix with a capital letter (e.g., “Appendix A,” “Appendix B”) in the order in which it is mentioned in the text.*
- *Each appendix must be mentioned (called out) at least once in the text by its label (e.g., “see Appendix A”).*