The examples in this guide are based on the Concise Guide to APA Style, Seventh Edition, which is adapted by the American Psychological Association (APA) from its Publication Manual of the American Psychological Association, Seventh Edition.

The Concise Guide is intended for undergraduate students writing papers for course assignments.

Master’s and Doctoral students should consult the Publication Manual for more in-depth explanation of formatting and preparing works cited lists.

The Concise Guide and the Publication Manual are available in the Cardinal Stritch University Library.

**APA Resources**

**APA Style website**
https://apastyle.apa.org/
- Questions and answers about APA Style.

**APA Style blog**
https://apastyle.apa.org/blog/
- Resource for announcements and updates regarding APA Style as well as explanations about style guidelines.
Title Page Layout

Determining Severity of Child Language Impairment

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April 1, 2020

Title Page Elements

Unless you receive other instruction, the first page of your paper is a title page. The following elements are included on the title page:

- Title of the paper
  - Bold, Title case
- Author’s name
  - First name, middle initial, last name
  - Multiple authors
    - Each name should appear on a separate line
- University name
- Course number and name
- Instructor name
- Assignment due date
- Page number (1) in the header
Determining Severity of Child Language Impairment

A diagnosis of language impairment in a child is frequently followed by another integral component of the assessment process, the determination of severity. Severity designations are often based on the magnitude of the linguistic deficit present. In addition, clinicians’ severity determinations are typically categorical in nature, with children classified as exhibiting mild, moderate or severe language impairment.
References


Elements of a Reference

Who
• Who authored the work?
• Individual/Multiple people/Group

When
• When was the work published/created?

What
• What is the title of the work?

Where
• Where can it be found?
• Where do I go to retrieve it?

Reference Pages

• References start on a new page.
• References are ordered alphabetically by author’s surname
  • Do not sort names WITHIN a reference
• Each reference has a hanging indent of .5 inch.
  • In Microsoft Word see Paragraph - Indentation - Special - Hanging
• References ending with a DOI or URL do not have an ending period.
There are two types of in-text citations, **parenthetical** and **narrative**. Both supply the same basic information, but are formatted differently.

**Parenthetical in-text citations**

**Format**
- (Author name, publication date)
  - (Jones, 2019)

**Author unknown**
If the author is unknown, the work title moves into the author position.
- Format of the work title - italicized
  - If the work title is italicized in the reference list, italicize it within the in-text citation.
  - Capitalize the work title using title case.

**In-Text Example**

Book with no author:

*(Strategic Management, 2011)*

- Format of the work title - not italicized
  - If the work title is not italicized in the reference list, use double quotation marks around the title.
  - Capitalize the work title using title case.

**In-Text Example**

Magazine article with no author:

*(“Foundations of Strategic Management”, 2007)*
Specific parts of a work
To provide greater specificity of what is being referenced, additional information can be added to the end of the in-text citation. Examples include:

• Page numbers
  • (Smith, 2015, pp.10-15)

NOTE Page numbers should always be included within in-text citations when directly quoting from a work.

• Table numbers
  • (Nowak, 2020, Table 3)
  • See page 264 of the Publication Manual for additional examples.

Location
• A parenthetical citation may appear either:
  • Within a sentence

  **In-Text Example**
  
  A new framework (Nowak, 2015) has been devised to enhance the organization’s understanding of its supply chain inefficiencies.

  • At the end of a sentence

  **In-Text Example**
  
  “There are five reasons why servant leadership can be a foundation for personal and organizational excellence- contextual, anecdotal, empirical, philosophical, and cross-cultural” (Sendjaya, 2015, p. 3).
**Narrative in-text citations**

With narrative in-text citations, the information about the work is incorporated within a sentence.

**Format**
- Author name (publication year)
  - Jones (2019)

**In-Text Example**

As Sendjaya (2015) points out, no individual is likely to possess all of the skills necessary for today’s competitive market.

**Abbreviations**

If a group author name is well known, it can be abbreviated to enhance readability.

**Abbreviation Guidelines**
Provide the full name the first time the name is mentioned in the text, followed by the abbreviation. For subsequent citations, the abbreviated format can be used.

**NOTE**

Do NOT abbreviate the group name in the reference list.

**In-Text Example**

Parenthetical citation - first appearance:

(American Medical Association [AMA], 2018)

Narrative citation - first appearance:

The American Medical Association (AMA, 2018) first addressed the topic...
Personal Communications

Works that cannot be recovered by readers are designated as personal communications.

Format

- Initials and surname of the person providing the communication (date of the communication)

**In-Text Example**

Parenthetical citation

(R. Mitchell, personal communication, January 21, 2018)

Narrative citation

J. L. Bennett (personal communication, May 2, 2016)
Depending on the format of the reference source, there are variations in how the reference is listed. It is often best to model your citation after an example. Identify the document type that you have used (book, periodical, chapter, web site, etc.) and find a similar example below. Mirror the example with your specific information.

**Book Citation - General Format**

Author(s). (Year of publication). *Title of book*. Publisher Name. https://doi.org/xxxx

**NOTE** When using a direct quote, add the source’s page number to the in-text citation. See the In-Text Example on the bottom of page 6.

**Book - Single Author**


**In-Text Example**

Parenthetical citation: (Sendjaya, 2015)

Narrative citation: Sendjaya (2015)

**Book - Ebook or audiobook without a DOI, with a non-database URL**

**Book (2 authors) without a DOI – from most academic research databases or print version**


**In-Text Example**

Parenthetical citation: (Kouzes & Posner, 2008)
Narrative citation: Kouzes and Posner (2008)

**Book (multiple authors) without a DOI**


**In-Text Example**

Three or more authors – first and future times the source is cited:
Narrative citation: Sander et al. (2009)
Parenthetical citation: (Sander et al., 2009)

**Book – corporate author, publisher as author, with DOI**

*NOTE* When the publisher and author are the same, omit the publisher element from the reference.


**In-Text Example**

Narrative citation: American Psychological Association (2020)
Parenthetical citation: (American Psychological Association, 2020)
Edited Book – no author


In-Text Example

Narrative citation: Hunnicutt (2009)
Parenthetical citation: (Hunnicutt, 2009)

Article or Chapter in an Edited Book


In-Text Example

Narrative citation: Hawthorne et al. (2010)
Parenthetical citation: (Hawthorne et al., 2010)

Book – 2nd or later edition


Book – Revised edition

Books

**Book translation**


**Book - Introduction, preface, foreword, afterword**


**Multivolume work - All volumes**


**Multivolume work - One volume, no individual title**


**Work in an anthology**


**In - Text Example**

Narrative citation: Shapiro (2010)
Parenthetical citation: (Shapiro, 2010)
**Encyclopedia entry, signed**


**Encyclopedia entry, unsigned**

Secondary sources: provide a reference for the secondary source.

In the text of your paper, if you are unable to access and read the primary source, identify the primary source, also citing the secondary source. In the references, only list the secondary source.

If the text of your paper, identify the primary source and then write, “as cited in” the secondary source. Include the year of the primary source if known.

**Secondary Source**


**In-Text Example**

Much of children’s reading happens without them consciously recognizing that they are processing the print on the page and understanding the meaning of the content (Clay, 2001, as cited in Calkins, 2015, p. 116).
What is a DOI?

A DOI (Digital Object Identifier) is a unique string that provides a persistent link to content on the internet.

Shortened DOIs

When a DOI is lengthy, you may use a shortened version. The International DOI Foundation (http://shortdoi.org/) provides a service that will create a shortDOI®. When a shortDOI is created, it is also unique and specific to a work.

If a work has never had a shortDOI assigned to it, the service will create a new shortDOI. If a shortDOI was created previously, the service will retrieve the already existing shortened version of the original DOI.

Example


<table>
<thead>
<tr>
<th>Original DOI:</th>
<th><a href="https://doi.org/10.1177/0894318409332569">https://doi.org/10.1177/0894318409332569</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>ShortDOI®:</td>
<td><a href="http://doi.org/csr9r8">http://doi.org/csr9r8</a></td>
</tr>
</tbody>
</table>

The short version will function the same as the original DOI.

How to shorten a DOI

1. Copy the DOI (the section of the URL that follows https://doi.org/)
2. Go to http://shortdoi.org
3. Paste the DOI into the DOI name field
4. Click the Submit button
**Journal article with DOI**


**In-Text Example**

Narrative citation: Milton (2009)
Parenthetical citation: (Milton, 2009, p. xxx)


**In-Text Example**

Narrative citation: Gropp et al. (2019)
Parenthetical citation: (Gropp et al., 2019, para. 3)

**Journal article without DOI**


**In-Text Example**

Narrative citation: Hepworth et al. (2018)
Parenthetical citation: (Hepworth et al., 2018, p. xx)
Journal article - multiple authors, no issue number provided


**In-Text Example**

Narrative citation: Lessard and Juvonen (2018)
Parenthetical citation: (Lessard & Juvonen, 2018, p. xx)

Journal article with a DOI -
Three or more authors that shorten to the same form

Write out as many names as needed to distinguish the references. Because et al. takes the place of multiple names, when only the last name is different, include all author names in every citation.

**Example**

Cappella, E., Schwartz, K., Hill, J., Kim, H. Y., & Seidman, E.
Cappella, E., Schwartz, K., Smith, F., Jones, G., & Brown, R.

**In-Text Example**

Parenthetical citation: Cappella, Schwartz, Hill, et al. (2019)
Parenthetical citation: Cappella, Schwartz, Smith, et al. (2019)

Journal article – 21 or more authors

When there are 21 or more authors, include the first 19 names, insert an ellipsis (but no ampersand) and then add the final author’s name.
Magazine article from a database


In-Text Example

Narrative citation: Zikmund and Lummis (2019)
Parenthetical citation: (Zikmund & Lummis, 1998)

Magazine article from the web


Newspaper article from a database


Newspaper article from the web


Editorial

Dissertation or thesis from a database


**In-Text Example**

Narrative citation: Berry (2001)
Parenthetical citation: (Berry, 2001)

Dissertation or thesis published online (not in a database)


Dissertation or thesis - unpublished

**Annual report**


**In-Text Example**

Narrative citation: Proctor & Gamble Company (2019)
Parenthetical citation: (Proctor & Gamble Company, 2019)

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**Company profile**

MarketLine. (2019, July 26). *Hallmark Cards, Inc. [Company profile]*.

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**Unpublished paper presented at a meeting**

Buchmann, R. (2008, April). *Informal information seeking as done by college students*. Poster session presented at the meeting of Wisconsin Association of Academic Librarians, Manitowoc, WI.
Music Album

See pages 344 and 345 of the Publication Manual for details on citing audio works.

Reference elements for music albums.

- Author: Name of the recording artist or group.
- Year: Publication year of the recording.
- Album title [Album]
- Album publisher.


Music Album - Classical works

Reference elements for recordings of classical works.

- Author: Composer of the work.
- Year: Publication year of the recording.
- Album title
- [Artist or group who recorded the album]
- Album publisher.
- (Year the work was composed, if known)


(Original composition date 1824)

In-Text Example

Parenthetical citation: (Beethoven, 1824/1987)
ERIC document

ERIC (Educational Resources Information Center) classifies its resources under two broad categories, Journal and Non-Journal.

Each item in the ERIC database is assigned an ERIC Number. The number will have a prefix which identifies the work as Journal (EJ) or Non-Journal (ED). The reference style to use varies based on the ERIC Record Type.

**ERIC record type ED: Non-Journal**


Include the ERIC Document number after the work title.

**Encyclopedia - online**


**Facebook post**


**Blog post**


**Film / video - TED Talks**

TED Talk viewed on the ted.com website.  
When viewing a TED Talk video on the ted.com website, use the speaker as the author.

Cuddy, A. (2012, June). *Your body language may shape who you are* [Video]. TED Conferences. https://www.ted.com/talks/amy_cuddy_your_body_language_may_shape_who_you_are

TED Talk viewed on YouTube.  
When viewing a TED Talk video on YouTube, list the owner of the YouTube account (in this example, TED) as the author and add the presenter’s name prior to the title.


**Film / video - YouTube or streaming video**

School of Rock. (2019, September 3). *School of Rock students perform “California Dreamin” by the Mamas & the Papas* [Video]. YouTube. https://www.youtube.com/watch?v=GlG-vN8i9Qc
Webpage - General Guidelines


General mentions of websites (no page or particular information from a website is used)

• Do not create a reference list entry or an in-text citation
• What to include within the body of the paper
  • The name of the website
  • The website’s URL in parentheses.

In-Text Example

Many people consult product review sites such as Consumer Reports (https://www.consumerreports.org/cro/index.htm) before purchasing a car.

When to use the website category

• When a more specific reference category does not apply
• When the website is the parent of the work

Using multiple webpages from a website

• Create a reference for each

Webpage - Basic reference structure

Author. (Date). Work title. Website name. URL

Webpage


In-Text Example

Narrative citation: Chi (2018)
Parenthetical citation: (Chi, 2018)