Effective APA titles help readers find good work.

Your title should be descriptive, self-explanatory, and brief (the APA recommends 12 words max). Then, if possible, you can be stylish (p. 23).

Center and double-space your title, author(s), and institutional affiliation in the top half of your first page (p. 23).

If your title runs more than one line (here and on page 3), you may insert a break wherever you want or can just let your title wrap onto a new (still double-spaced) line.

In published APA papers, the order of authors' names usually reflects their relative contributions to the project (p. 24). Student teams that have shared/split different tasks may opt to alphabetize by last name or to establish an alternative order.

If you are writing for a course, your professor may ask for more, perhaps in this order:

Title
Author(s)
Course #: Course
Semester and Prof
School Name
Date Submitted

Offer a running head and the page number on every page (p. 229).

If you need to shorten your title for your running head—APA allows 50 characters max—you may revise the wording.

The words "Running head:" appear only page 1 (click on the top inch of your page to open the Header & Footer tools and then click on the "different first page" box).

Annotated APA Sample Paper and Style Guide for Student Writers (6th Edition)

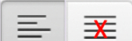Caroline M. Abramowitz, Christine E. Swartz, Gabriela M. Baker,

Taralyn N. Guthrie, Paige E. McKenzie, Nico T. C. Penaranda,

Kristina S. Shuey, and Kevin R. Jefferson

James Madison University

This paper follows and cites the American Psychological Association's 2010 *Publication Manual* (6th ed.) and the APA Style Blog 6th Edition Archive. We'll update to reflect the APA's new 2019 *Publication Manual* (7th ed.) as soon as possible.

APA Format Guidelines

- APA recommends a consistent *serif* font and font size (e.g., 12-point Times New Roman; p. 228).
- Double space throughout, with at least 1-inch margins (p. 229)
- Leave right margins ragged (do not right justify; p. 229) → →

APA Style Guidelines

- APA Style values clear, concise, specific language and consistent punctuation (p. 66)
- APA recommends first person ("I/We found") over third person ("The researchers found"; p. 69); some APA disciplines and audiences prefer third person.
- APA recommends active voice ("I/We/Jones found" and "Results suggest") over passive voice ("It was found"; p. 77). Passive voice is "acceptable" (p.77) when the object of the action is more important than the actor (e.g., "Participants were grouped" may focus attention on the participants while "I/we grouped" may draw attention to the researcher). Some APA disciplines and audiences value first person active voice for the sake of clarity; others favor active voice workarounds like "The current study focuses on" and "The survey asked."
- Use the Oxford/serial comma before the last item in a list (e.g., a, b, **and** c; p. 88).
- APA offers guidelines for formatting and citing quotations, but many APA disciplines use quotations sparingly, favoring summary and paraphrase.
- In general, spell the numbers one to nine (p. 111) and any larger number that begins a sentence (but try reworking the sentence before doing so; p. 112). Use numerals for 10 and above (p. 111), immediately before a unit of measurement, and to represent mathematical functions, fractional quantities, percentages, ratios, the date and time of day, and points on a scale (e.g., 6.7 meters, divided by 12, .26 of the sample, 10.2%, 4:1 ratio, September 24, at 2:14 p.m., and 3.5 on a 5-point scale). See pp. 111-114 for exceptions to these suggestions.
- Use italics sparingly (p. 104). Italics are appropriate for symbols (p and N); genera, species, and varieties (*Rattus rattus);* and when introducing technical terms, unfamiliar foreign words, and words as words (e.g., the term *haptic feedback* refers to…, Bertolt Brecht's *Verfremdungseffekt* suggests that…, there is a difference between *then* and *than*).
- Spell out variables and symbols when discussing them in the text (e.g., independent variable, p value, and sample size); shorten them in equations (e.g., $y = f(x)$, $p \le .05$, and $N = 7$) (p. 117).
- Use % when it immediately follows a number (e.g., 15%); otherwise, use *percentage* (p. 118).
- For help with APA title case and sentence case capitalization and for when to italicize titles/enclose titles in quotation marks, see this paper's References section.

Abstract

Many APA papers submitted for academic courses and most APA papers submitted for publication require an abstract. Often between 150 and 250 words, an abstract offers a concise, readable, objective one-paragraph summary to potential readers who are scanning quickly through the first page(s) of a database search. An effective abstract introduces the paper's central concern or problem before offering a sentence or two on each of the sections. For example, the abstract for an empirical paper might report the context (introduction/literature review), approach (method), findings (results), and implications (discussion/conclusion). An abstract for a case study or stand-alone literature review might include similar features: why focusing on the concern or problem is useful, the characteristics of the participants or text(s) studied, analysis procedures, results/findings, and implications. Abstracts should be stand-alone documents: they may introduce key influences, theories, or measures but should not include in-text citations.

Keywords: writing in the disciplines, APA sample paper, APA format and style, APA style guide, content area guidelines, sample APA references, undergraduate research and scholarship

Do not indent the first line of your abstract.

Abstracts should be "nonevaluative" (p. 26). In other words, do not include adjectives like *countless*, *unique*, or *breakthrough*.

Published APA papers often include key words to help readers find scholarship indexed in databases under specific terms. If your assignment asks for key words, choose terms that summarize where your paper fits in your field of study.

Center and do NOT boldface the word Abstract at the top of a new page (usually page 2).

Present tense is appropriate in your abstract as you introduce your paper's subject and as you survey its applications/implications. Past tense is appropriate as you discuss the methods you used and the outcomes you measured (p. 26).

Format as shown: Indent and italicize *Keywords:* and separate words or phrases with commas. Do not capitalize the first word (unless it is a proper noun), and do not include a final period. Many papers offer just a few unalphabetized key words; if your key words run to a second line, it goes flush left.

Annotated APA Sample Paper and Style Guide for Student Writers (6th Edition)

The introductory section in an American Psychological Association (APA) Style paper establishes the purpose and problem that will be addressed. Where the abstract is a concise summary, the introduction devotes more time to explaining the central concern or problem that the paper engages. The section typically situates the project within the field by providing background information and relevant research or theories that the project will use, build on, test, support, and/or add to. Early on, the section might include one or more longer in-text citations featuring multiple key sources that contextualize the issue. The APA Style Blog 6th Edition Archive offers help with headings (Lee, 2011), tables and figures (Becker, 2016, 2019; Stefanie, 2009), and references (Lee, 2010, 2010). APA Style sample papers that follow 6th edition guidelines are available online (APA, n.d.-a, n.d.-b; Purdue Online Writing Lab, n.d.-a).

Depending on the academic discipline and the type of paper, the introduction might conclude with a hypothesis, a research or guiding question, a problem statement, or something closer to a traditional thesis (e.g., "Doing the work of this paper illustrates/reveals/ suggests/shows something new/important"). In addition to situating this purpose within the field and establishing the objective, the section often briefly discusses the research design and surveys the practical/theoretical implications of the effort.

Literature Review

If your paper includes a separate Literature Review or Background section, it follows the introductory section. A literature review surveys the key scholarship that the project will use, build on, test, support, and/or add to. The aim is to situate readers within the concern or problem that the rest of the paper will engage. The tone should be "professional" and "noncombative": literature reviews should synthesize the themes, findings, and/or methods that past researchers have reported and should identify

---

Margin annotations:

Center your full title as shown (no bold) at the top of a new page.

Use ( ) to introduce abbreviations and acronyms that appear repeatedly later in the paper.

An abbreviation that appears for the first time in an in-text citation looks like this: (American Psychological Association [APA], 2010).

See the References section for help with undated (n.d.) sources and sources by the same author from the same year.

A Level 1 heading introduces a new main section in the paper.

Center and bold Level 1 headings using *title case* capitalization.

See this paper's References section for help with title case capitalization.

Indent the first line of each new paragraph in the body of your paper.

APA Style values the date that sources were published. It should be clear why you value older sources.

Publication dates always follow immediately after authors' names.

If you name the author(s) of a text in a sentence, it looks like this:

Lee (2011) noted that X.

If you have summarized what Lee noted, no page number is necessary.

See page 4 in this paper for help with paraphrases and quotations.

——

Alphabetize multiple sources in a single in-text citation by the first authors' last names (i.e., by the first bit of information each References entry). Separate each source in the ( ) with a semicolon (as shown; p. 178).

Exception: if you cite multiple sources by the same author in a single ( ), offer the author's last name once, order the sources by year of publication, and separate them with commas (p. 178).

opportunities for further research without stooping to exaggeration or personal attack

(APA, 2010, p. 66). See Appendix B for help formatting in-text citations.

APA style encourages writers to break sections into subsections to organize and

lead readers through their thinking. Literature Review above is a Level 1 heading, and

APA papers often feature Level 2 headings (longer papers may include Level 3, Level 4,

and even Level 5 headings, with each new level containing at least two subsections).

Synthesizing Sources

A key aim in literature reviews is to synthesize sources, rather than to summarize

them one by one. Each section in a literature review typically engages multiple sources

that focus on similar themes or report similar findings or use similar methods. Topic

sentences in literature reviews are generally more about the paragraph's larger

concern—the theme, finding, or method—than about what a single source says.

Academic disciplines and courses have differing standards for what kinds of

sources are permissible. The APA (2010) *Publication Manual* focuses on journal

articles, but the deeper point is that writers should favor recent peer-reviewed primary

sources (i.e., sources that present information gathered firsthand, instead of simply

reporting on someone else's work; Lee, 2015). Writers should "evaluate each source on

its own merits" to ensure that it is appropriate for inclusion (Lee, 2015, "Reliable

Sources," para. 1). APA Style is flexible enough to cite any source. Lee's (2010) APA

Style Blog post offers guidance on citing website pages, YouTube videos, tweets,

Instagram posts, and other online sources.

Narrowing Down to a Research Gap

Literature reviews generally narrow down to a *research gap*, a reason for

conducting the current study. Is the work that the paper will do a next step in an

evolving conversation, does it illuminate a promising gray area between disciplines, or

does it apply existing approaches to an overlooked or emerging focus?

Level 2 headings introduce new subsections under a Level 1 heading.

Bolded Level 2 headings go flush left on their own line and use title case capitalization.

As a general rule, reserve quotations for when the exact wording matters, and then help readers find your quotations in the original source.

APA does **not** use n.p. to indicate that there's no page number.

If you cannot find a page number, use the paragraph number (e.g., Smith, 2015, para. 4). If the text does not number its paragraphs but includes section headings, use a short version of the section title and count the paragraphs (as shown).

Past tense or present perfect tense ("have offered") is appropriate when discussing sources in literature reviews (pp. 65-66).

APA encourages—but does not require—that writers provide a page or paragraph number to help readers find paraphrases in the original source, especially when the source is long or complex (p. 171).

If you want to end a sentence with an (i.e.,) or an (e.g.,) and then need to cite one or more sources, use just one set of ( ), separating the concerns with a semicolon, as shown.

If the author possesses something (e.g., Lee's post), include the date after the author's name, as shown.

Method

The Method section offers a detailed description of how the researcher conducted

the study. Different disciplines and kinds of papers feature different components in

different orders, and researchers generally break Method sections into subsections. The

aim is to enable readers "to evaluate the appropriateness of your methods and the

reliability and validity of your results" (APA, 2010, p. 29).

Participant Characteristics

    Animal participants. This subsection describes the sample's demographic

characteristics. If the study involved animals, report the genus, species, and strain

number. Include the number of animals and their age, sex, weight, and condition.

    Human participants. This subsection describes the sample's demographic

characteristics (e.g., age, sex, education, group membership, status, and/or identity).

Sampling Procedures

If the study involved living human subjects, this subsection should detail how

they were selected, incentives for participating, the response rate, and any criteria that

disqualified individuals from participating. This section should also affirm Institutional

Review Board (IRB) approval where necessary, including the assigned IRB protocol

number. If the study focused on texts—i.e., a literature review—this section might be

titled Search Criteria. It might establish the scope of the review by identifying databases

or journals searched and key terms and dates used to limit the search (Kay, 2015).

Measures

This Method subsection identifies instruments used to measure, collect, and

safeguard data. If the study involved surveys, questionnaires, interviews, or

observations, it describes their design and affirms their internal and external validity.

Broadly speaking, internal validity requires that measures be appropriate (e.g., they have

been used before, or tested/vetted) and that they are administered fairly/consistently.

Sidebar notes:

It is fine to introduce a new level of heading and then to move immediately into a subsection (as shown), provided you have two or more subsections.

Level 3 heading: indented, bolded, and capitalized using *sentence case* capitalization.

Include a bolded period after the heading and begin your first sentence as shown.

Italicize Level 3 headings to create Level 4 headings: **Search criteria.**

Remove the bold from Level 4 heading to create Level 5 headings: *Search criteria.*

Past tense is appropriate in the Method section.

Present perfect tense (e.g., "Researchers have used the measure since 1995") is also appropriate (p. 66).

External validity refers to how generalizable any results can be. Do the measures permit these results to be compared to other results? Will the measures produce results and allow conclusions that can apply to other settings, groups of people, or times?

Research Design

This Method subsection describes the technical aspects of the research process and is often a step-by-step procedural. For instance, when was the intervention—the experiment, survey, or observation—administered, by whom (with what training), for how long, in what kind of setting, to whom, with what controls in place to ensure replicability/validity? The subsection may also be labeled Procedure, and may include Level 3 and even Level 4 headings.

Data Analysis

Some APA papers include a Data Analysis subsection that describes the order and types of analysis (e.g., statistical tests, coding) used to interpret the raw quantitative and/or qualitative data.

Past tense is appropriate in describing an empirical research study that has already been conducted.

Research proposals often feature a Data Analysis Plan that specifies how data will be analyzed. Future tense is appropriate in this instance.

Results

Sometimes titled Data or Findings, the Results section summarizes the pertinent results identified through the analysis. Researchers should present all results that bear on the hypothesis/ research question/problem statement, including results that contradict the hypothesis. Bem (2003) suggests that an effective Results sections offers a narrative: "You cannot just throw numbers at readers and expect them to retain them in memory until they reach the discussion" (p. 9). Bem suggests beginning the section by reminding readers of the questions/hypothesis the paper engages and the operations performed/ behaviors measured. Results sections are often divided into subsections: each Results subsection might end with a summary that makes sense of the subsection's data, and each new Results subsection might begin with a clear transition that leads smoothly into the next step in the narrative (Bem, 2003).

Past tense (e.g., "Participants reported that…" or "The percentage decreased from…") is appropriate in the Results section (p. 66).

Tables

Results sections often refer to tables that summarize quantitative or qualitative findings that cannot be expressed simply or clearly in the text of the paper (Becker, 2019). The APA (2010) suggests that "Tables should be integral to the text but should be designed so that they can be understood in isolation" (p. 128). The text should refer to every table but should discuss only the highlights (see Table 1). Tables require multiple rows and/or columns; they are not simply bullet-pointed lists (Becker, 2019).

Table 1

APA Style Guidelines for Tables and Figures

Concern	Tables	Figures (graphs, charts, maps, images)
Format	Retain standard font and (where possible) standard font size; single spacing within tables is fine; favor white space over ruled lines	May use a sans serif font, bolding, and different font sizes; label all axes; figures should be large/clear enough to be read easily
Placement in text	Depends on the disciplinary field, guidelines, and audience	Depends on the disciplinary field, guidelines, and audience
Mentioned in text	Required: "As shown in Table 1" or (see Table 1)	Required: "As shown in Figure 1" or (see Figure 1)
Titles and captions	Title: above the table, double-spaced, in title case, and italicized; brief, clear, self-explanatory (see Table 1)	*Caption:* below the figure, in sentence case and not italicized; brief, clear, self-explanatory (see Figure 1)
Notes	A note (optional) below the table explains any points of emphasis, abbreviations of technical terms, or sources	After the caption title, include any explanatory information: points of emphasis, abbreviations, or sources
Sources	Tables that present information not created by the researcher require citations.[a] Tables adapted or reproduced from other sources may require permission from the copyright holder[b]	Figures that present information not created by the researcher require citations. Figures adapted or reproduced from other sources may require permission from the copyright holder

Note. Table notes are formatted as shown. Use a general note like this one to explain information relating to the table as a whole and/or offer a credit line acknowledging a source for the table as a whole. This note uses a smaller font size to ensure that the whole table fits on a single page for the sake of readability.
[a]Specific notes refer to an individual row, column, or cell. If individual rows in a table are drawn from a specific study or other source, you may use normal ( ) within the table, usually in the first column. Becker (2016) offers help in using superscript (e.g., [a] and [b] in the last row above) to cite sources within tables. [b]Lee (2016a) and Figure C1 of this paper offer help in formatting credit lines below tables and figures.

Figures

Figures—graphs, maps, charts (e.g., flow charts or schematic diagrams), and images—can help the reader visualize the researcher's findings (see Figure 1).

Figure formatting. The APA (n.d.-b; 2010) suggests that each table and figure in manuscripts submitted for publication should be included on a separate page after the References section and that explanatory notes and captions be double-spaced in 12-point font. Some disciplines or audiences ask that tables and figures be included near where they are referenced in the text, in which case they may be positioned differently on the page, and notes and captions may be single-spaced in a smaller font for the sake of clarity).

Figure 1. Detail from case scenario program page. Adapted from "Tutor Training Goes Digital," by M. Chandler, 2017 (http://www.jmu.edu/news/uwc/2017/04-news.shtml). Copyright 2017 by Maya Chandler. Used with permission.

Figure citations. Like tables, figures that present information not created by the researcher require citations. While information presented in tables is cited using APA in-text citations or superscript (see Becker, 2016), sources for figures require fuller citations, as shown in the captions for Figures 1 and 2. See Lee (2016a) for formatting guidelines and note that figure sources are also included in the References section.

Images and Copyright

Tables and figures reproduced from other sources count as images. Do not simply scan, download, or snip images for use in your own work, even if someone else has already (legally or illegally) reproduced the images. In addition to requiring citations, they may require permission from the copyright holder (Lee, 2016a, 2016b).

Fair use law may give academic researchers some legal cover for infringing on artists' copyright, but it is best not to trespass too frequently on this legal gray area.

Wherever possible, use images in the public domain or that have been licensed through Creative Commons, or write directly to the copyright holder for permission.

Discussion and Conclusion

Some disciplines and writing tasks may call for splitting the Results, Discussion, and Conclusion into three separate sections. Others may require or allow the researcher to combine the results and discussion into a single "Results and Discussion" section, particularly when the discussion is brief and clear. A third approach separates Results and Discussion into two sections, treating the Conclusion as a final subsection in the Discussion.

Discussion

The Discussion section focuses on the immediate, internal interpretation and evaluation of results, particularly as the results inform the paper's central hypothesis or research question. How and how well do the results support the hypothesis or answer the research question? If they don't support the hypothesis or answer the research question, why don't they? Why do you think you got the results you did? How do the results compare to results achieved in other comparable studies?

Limitations in design or execution. The Discussion section often includes a Limitations subsection that objectively assesses the quality of the results. Despite the traditional "Limitations" title for the subsection, the aim here is not to systematically undermine everything that has come earlier. Rather, the aim is to qualify the results, where a *qualifier* is a limitation or modification of meaning. In an immediate sense, whether or not the results support the hypothesis or answer the research question, are there any concerns about their internal validity? For instance, did the research process expose biases, weaknesses, or imprecision in the method or its execution?

Limitations in generalizability. More broadly, how externally valid are the results? Will these results be replicable in or applicable to other settings or in other situations?

Conclusion

Building on the earlier discussion, including the strengths or weaknesses highlighted in the Limitations subsection, the Conclusion comments on "the theoretical, clinical, or practical significance" of the study as a whole (APA, 2010, p. 36). Against the initial problem or question that motivated the study, what do the findings mean for the particular discipline or field within the discipline? What do they suggest or allow? What directions for future research are now advisable or possible? What new horizons or questions are now visible? Without overstating the importance of the effort, what are its broader implications or applications? Why should audiences within and beyond the particular discipline value and build on the study?

References

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copyright-how-to-cite-sources-in-a-table.html

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as-a-table-or-a-figure-in-apa-style.html

<div style="border:1px solid purple; padding:10px;">

References Guidelines

This paper's References section offers examples of common citations. For help formatting APA in-text citations, see the Literature Review section and Figure B2 in this paper's Appendix. For help formatting citations *within* tables, see Table 1 and the Table 1 *Note*. For help formatting figure and table credit lines, see Figure 1 and the box next to Figure 1.

References entries include four key pieces of information: Author (date). Title. Publication information.

Authors
- Most references start with an author or team of authors. List all authors (up to seven) in the order they appear in the text with last names followed by initials; separate each author with a comma; include an & before the final author's name (e.g., Abramowitz, C. M., & Swartz, C. E.). For eight or more authors, list the first six and the last, using a . . . before the last author's name (e.g., Penaranda, N. T. C., . . . Jefferson, K. R.).
- If no individuals are identified, references may start with the name of the publishing organization, association, corporation, or government department.
- If no author or publishing group is available even after tracing back through the URL and searching elsewhere online, start the reference with the title.

</div>

Margin notes:

New page, centered, no bold.

Double-space within and between each reference. Indent second and subsequent lines in each reference.

Sample book reference.

Include the Month and day for precisely dated sources (e.g., social media posts and comments, newspapers, weekly magazines). Where no date is available, use (n.d.).

Use brackets after the title to describe the format of nonstandard texts (e.g., blog posts, art, videos,

References sections should include sources that you mention or cite ( ) at least once in your main text.

Alphabetize entries by the first word in each reference, ignoring the words *A*, *An*, and *The.*

Numbers are alphabetized by the way they are spelled (e.g., Figure 2.1 comes before Figure 2.2 because the o in one comes before the t in two).

In APA Style alphabetizing, "nothing precedes something," which means that a text by Jones, A. B. (2018) would precede a text by Jones, A. B., & Smith, C. (2012), because the first text has no second author.

In the examples on this page, the three "no date" (n.d.) texts by the APA come before the dated (2010) APA text.

Use letters to distinguish between texts by the same author published in the same year (e.g., 2010a and 2010 b, or n.d.-a and n.d.-b).

Bem, D. J. (2003). Writing the empirical journal article. In J. M. Darley, M. P. Zanna, &

    H. L. Roediger III (Eds.), *The compleat academic: A career guide* (2nd ed., pp.

    185-219). Washington, DC,: American Psychological Association. Retrieved

    from https://psychology.yale.edu/sites/default/files/bemempirical.pdf

Cash, T. F. (2009). Caveats in the proficient preparation of an APA-style research

    manuscript for publication. *Body Image, 6*(1), 1-6. doi:10.1016/

    j.bodyim.2008.10.003

Sample journal article reference.

Sample book chapter reference.

Use this template to supply all available information:

Author, A. A., Author, B. B. B., & Author, C. C. (date). Chapter title. In E. E. Editor & F. Editor (Eds.), *Title of book* (xth ed., Vol. y, pp. zz-zzz). Location: Publisher.

If you found the book online, use the DOI (e.g., doi:) or the URL (e.g., Retrieved from http://...) in place of the location and publisher.

Date
- Refer to the year of publication (i.e., do not use the copyright or "last updated" dates on website pages).
- Include the Month and day for precisely dated sources.
- Where no date is available, use (n.d.).

Titles of sources are capitalized and formatted differently depending on where they appear in the paper:
- In the body of the paper, use title case capitalization for all titles (capitalizing the first word, all "major" words, the second part of hyphenated major words, all words longer than three letters, and the first word in a subtitle/after a colon or em dash).
- In the body of the paper, italicize the titles of stand-alone texts (e.g., books, journals, government reports, newspapers and newsletters, movies, TV shows, YouTube videos, music albums, photographs, artwork). Use quotation marks around the titles of texts that are part of a larger whole (e.g., book chapters, journal/magazine/newspaper/newsletter/ website articles, TV episodes, songs, social media posts and comments). Website titles—e.g., YouTube and APA Style Blog—don't get italics or quotation marks in the body of the paper (Lee, 2014).
- In the References section, use sentence case capitalization for all sources that are part of a larger whole and for all book titles (capitalizing the first word in the title, all proper nouns, and the first word in a subtitle/after a colon or em dash). With the exception of book titles, the titles of all second texts in entries—the journals, newspapers, or newsletters that contain the first texts—get title case capitalization (e.g., *Journal of the American Medical Association* and *The New York Times*).
- In the References section, italicize the titles of all stand-alone texts and do not use quotation marks around the titles of texts that are part of a larger whole.

Publication Information
- When the source is part of a larger work, publication information includes the location within the text. Publication information begins with the title of the source and—for journals, magazines, newspapers, newsletters, albums, and TV shows—the title of the containing text. Website sources require only the title of the specific page.
- Include the volume, issue, and page numbers for all journal and magazine articles: *16*(2), 342-360.
- Include the page number for printed newspaper articles: p. A1 or pp. A1-A2 or pp. 2, 7 (for an article printed on discontinuous pages).
- Include the digital object identifier (DOI) when one is available. Be consistent in formatting DOIs either as DOIs (e.g., doi:10.1016/j.bodyim.2008.10.003) or as URLs (e.g., https://doi.org/10.1016/j.bodyim.2008.10.003).
- When no doi is available, include the URL, preceded by Retrieved from. It is permissible to leave URLs as live links, especially if the text will be published and read online.

Chandler, M. (2017). Tutor training goes digital. Retrieved from http://www.jmu.edu/

news/uwc/2017/04-news.shtml

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-to-cite-something-you-found-on-a-website-in-apa-style.html

Lee, C. (2011, April 14). How to use five levels of heading in an APA Style paper [Blog

post]. Retrieved from https://blog.apastyle.org/apastyle/2011/04/how-to-use-five-

levels-of-heading-in-an-apa-style-paper.html.

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https://blog.apastyle.org/apastyle/2015/10/the-myth-of-the-off-limits-source.html

Lee, C. (2016a, January 26). Navigating copyright for reproduced images: Part 4.

Writing the copyright statement [Blog post]. Retrieved from https://

blog.apastyle.org/apastyle/2016/01/navigating-copyright-part-4.html

Lee, C. (2016b, January 22). Navigating copyright for reproduced images: Part 2.

Determining whether permission is needed [Blog post]. Retrieved from

Source for the image in Figure 1 and Figure B1 (also cited in the credit lines below the figures).

Nine texts in a row by the same author. Note how they are alphabetized and the use of letters (a, b, c ...) immediately after the publication year to distinguish between multiple texts published in the same year.

Sample video/ YouTube reference.

Video files are often clipped and posted (i.e., published without permission). When possible, track down and cite the original creator's posted file.

Use brackets after the title to describe the format of nonstandard texts (e.g., blog posts, art, videos, lecture notes).

https://blog.apastyle.org/apastyle/2016/01/navigating-copyright-part-2.html

Lee, C. (2014, October 7). Re: How to capitalize and format reference titles in APA Style [Blog comment]. Retrieved from https://blog.apastyle.org/apastyle/2012/03/how-to-capitalize-and-format-reference-titles-in-apa-style.html - comment-6a01157041f4e3970b01b7c6ef0feb970b

Lee, C. (2016c, November 30). Writing website in-text citations and references [Blog post]. Retrieved from https://blog.apastyle.org/apastyle/2016/11/writing-website-in-text-citations-and-references.html

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The Writing Center (n.d.). Scientific reports. Retrieved from https://writingcenter.unc.edu/tips-and-tools/scientific-reports/

Sample social media comment reference.

In this case, Lee was responding down in the comment section of her article to a reader's style question, so she is the author of the comment.

The same format would work for citing the reader's question.

Applicable to comment sections on blogs, online newspaper articles, YouTube videos, Twitter, Instagram, and Facebook.

Appendix A

Appendix Guidelines

Supplemental information that might clutter or distract earlier in the paper might appear

in the Appendix section (e.g., stimulus materials, detailed equipment specifications or

descriptions, a list of sources consulted but not directly referred to in the main text, or

detailed demographic notes). Researchers submitting their APA papers for possible

publication should feature all tables and figures in the Appendix section.

Some academic disciplines and courses include tables and figures near where

they are referenced in the main text, while others require that tables and figures appear

in the Appendix section. Disciplines and courses that allow researchers to integrate

tables and figures into the main text of the paper may require that each table and figure

appear on a separate page and may ask that tables, table notes, and figure captions use

the same 1-inch margins and double-spaced Times New Roman font featured elsewhere

in the paper. Other disciplines and courses may allow for design choices regarding font

size, line spacing, and alignment for the sake of readability (as shown in Table 1 and

Figure 1 earlier in this paper).

A paper may include just one appendix, labeled Appendix and titled

appropriately (e.g., Demographic Information or Tables and Figures). Use multiple

appendices (labeled Appendix A, Appendix B, Appendix C…) when dealing with

multiple topics. Each appendix may contain multiple tables and figures; in a general

sense, tables and figures should appear in the Appendix section in the order they are

referred to in the main text. If there are multiple tables and figures in an appendix—even

if there is only one appendix—include the appendix letter when identifying each table

and figure in the main text (i.e., the first table in Appendix A will be referred to in the

main text as Table A1, and the first figure as Figure A1).

Side notes (left margin):

Center and double space the appendix label and title using title case capitalization (no bold).

Every Appendix should have a label and a title.

An Appendix section featuring only one appendix would be labeled Appendix.

Side notes (right margin):

This text-based Appendix observes the same rules followed everywhere else in the paper, using double-spaced 12-point Times New Roman font.

Note that the first paragraph is not indented.

Appendix B

In-Text Citation Guidelines

Type of citation	First citation in text	Subsequent citations in text	Parenthetical format, first citation in text	Parenthetical format, subsequent citations in text
Work by one author	Abramowitz (2019)	Abramowitz (2019)	(Abramowitz, 2019)	(Abramowitz, 2019)
Work by two authors	Abramowitz and Swartz (2019)	Abramowitz and Swartz (2019)	(Abramowitz & Swartz, 2019)	(Abramowitz & Swartz, 2019)
Work by three authors	Abramowitz, Swartz, and Baker (2019)	Abramowitz et al. (2019)	(Abramowitz, Swartz, & Baker, 2019)	(Abramowitz et al., 2019)
Work by four authors	Abramowitz, Swartz, Baker, and Guthrie (2019)	Abramowitz et al. (2019)	(Abramowitz, Swartz, Baker, & Guthrie, 2019)	(Abramowitz et al., 2019)
Work by five authors	Abramowitz, Swartz, Baker, Guthrie, and McKenzie (2019)	Abramowitz et al. (2019)	(Abramowitz, Swartz, Baker, Guthrie, & McKenzie, 2019)	(Abramowitz et al., 2019)
Work by six or more authors	Abramowitz et al. (2019)	Abramowitz et al. (2019)	(Abramowitz et al., 2019)	(Abramowitz et al., 2019)

Appendix C

Additional Examples of Tables and Figures

Table C1

APA Style Guidelines for Tables and Figures

Concern	Tables	Figures (graphs, charts, maps, images)
Format	Retain standard font and (where possible) standard font size; single spacing within tables is fine; favor white space over ruled lines	May use a sans serif font, bolding, and different font sizes; label all axes; figures should be large/clear enough to be read easily
Placement in text	Depends on the disciplinary field, guidelines, and audience	Depends on the disciplinary field, guidelines, and audience
Mentioned in text	Required: "As shown in Table 1" or (see Table 1)	Required: "As shown in Figure 1" or (see Figure 1)
Titles and captions	Title: above the table, double-spaced, in title case, and italicized; brief, clear, self-explanatory (see Table 1)	*Caption:* below the figure, in sentence case and not italicized; brief, clear, self-explanatory (see Figure 1)
Notes	A note (optional) below the table explains any points of emphasis, abbreviations of technical terms, or sources	After the caption title, include any explanatory information: points of emphasis, abbreviations, or sources
Sources	Tables that present information not created by the researcher require citations.[a] Tables adapted or	Figures that present information not created by the researcher require citations. Figures adapted or reproduced

(continued)

Concern	Tables	Figures (graphs, charts, maps, images)
Sources	reproduced from other sources may require permission from the copyright holder[b]	from other sources may require permission from the copyright holder

Note. Table notes are formatted as shown. Use a general note like this one to explain information relating to the table as a whole and/or offer a credit line acknowledging a source for the table as a whole.

[a]Specific notes refer to an individual row, column, or cell. If individual rows in a table are drawn from a specific study or other source, you may use normal ( ) within the table, usually in the first column. Becker (2016) offers help in using superscript (e.g., [a] and [b] in the last row above) to cite sources within tables. [b]Lee (2016a) and page 8 of this paper offer help in formatting credit lines below tables and figures.

Table C1 spans more than one page. Note the word *continued* at the bottom right of the table's first page and the top right of the table's second page. Note also the repetition of the column headers at the top of the second page.

Figure C1. Sample case scenario program page. From "Tutor Training Goes Digital," by M. Chandler,

2017 (http://www.jmu.edu/news/uwc/2017/04-news.shtml). Copyright 2017 by Maya Chandler. Used with

permission.

The basic in-text figure citation template for a journal article is as follows:

From [or Adapted from/Data in column 1 are from] "Title of Article," by A . A. Author and B. B. Author, year, *Title of Journal, Volume*, p. xx. Copyright [year] by Name of Copyright Holder. Reprinted [or Used or Adapted] with permission.

For a website page figure citation, use this template:

From [or Adapted from/Data in column 1 are from] "Title of Web Document," by A. A. Author and B. B. Author, year (http://URL). Copyright [year] by Name of Copyright holder. Reprinted [or Used or Adapted] with permission.

Figure number (italicized) BELOW the figure.

After the figure number, include a brief descriptive phrase. This caption functions as both the figure title and as an explanation of the figure.

If your figure (or table) is a reproduced image, make sure you have permission to use the image and then include a copyright permission statement at the end of your figure caption (as shown) and a References entry.