APA 7 – COMPLETE GUIDE

- Print Books and Ebooks
- Parts of Print Books and Ebooks
- Periodical Articles, Printed or Online, including from subscription databases
- Webpages and Websites
- Social Media
- Audiovisual Media, including YouTube videos and TED Talks
- Images, including PowerPoint slides
- Reports and Data Sets, including Government Publications
- Interviews
- Government Publications, see Reports and Data Sets
- Basic Rules for APA “References” List
- Basic Rules for In-Text Citations
- Chart of In-Text Citation
- Sample APA-formatted Papers
- Sample References

APA – Print Books and Ebooks (Publication Manual 10.2)

For Parts of Books, see next section.

Elements:

Author, A. A., & Author, B. B. (Year of Publication). Title of work (2nd ed.). Publisher Name. DOI or URL

Or:

Editor, E. E., & Editor, E. E. (Eds.). (Year of Publication). Title of work (2nd ed.). Publisher Name. DOI or URL
Notes: Treat ebooks in the same way as similar printed books. Omit database names unless it is the only way to access the item.

Examples:

Book by a single author with no DOI


Book by a single author with a DOI


Book with multiple authors


Note: If there are more than 20 authors, use an ellipsis (but no ampersand) after the 19th author, and then add the final author’s name. For an example of a periodical article with more than 20 authors, see *Wiskunde entry in Sample References List*.

Book with a group author


Note: If the author and the publisher are the same, omit the publisher from the source element.
**Book with an editor (Ed.) or editors (Eds.)**


**Book with author and editor**


**Book republished in translation**


**Book with unknown author**


**Note:** When a work does not have an author, start the reference with the title of the work. Use “Anonymous” in the author position only if the work is signed “Anonymous.”

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**APA – Parts of Print Books and Ebooks (Publication Manual 10.3)**

Elements:

Author, A. A., & Author, B. B. (Year of Publication). Title of chapter or section or entry. In E. E. Editor & F. F. Editor (Eds.), *Title of work* (3rd ed., pp. 235-246). Publisher Name. DOI or URL
Examples:

**Chapter in an edited book**


**Chapter in an edited book, republished in an anthology**


**Chapter in an edited book, republished in translation**


**Chapter in an edited book, reprinted from another book**


**Signed article in a general encyclopedia entered at title**

Signed entry in a reference book that has an individual editor


 Unsigned article in a reference book that has an individual editor


Entry in a reference book that has a group author


APA – Periodical Articles, Printed or Online (*Publication Manual 10.1*)

(includes articles from subscription databases)

For Parts of Books, see next section.

Elements:


Or:

Name of Group or Username. (Year of Publication, month or month and day). Title of article. *Title of Periodical, vol. #*(issue #), inclusive page numbers. DOI or URL
**Notes:** Treat articles from online sources in the same way as similar articles from print periodicals. *Omit* database names and URLs unless they are the only way to access the item.

Examples:

**Article in a scholarly journal, printed or from a database, single author, no DOI**


**Notes:** *Omit* database name unless it is the only way to access the item. *Omit* database URL.

**Article in a scholarly journal, printed or from a database, multiple authors, with DOI**


**Note:** If there are more than 20 authors, use an ellipsis (but no ampersand) after the 19th author, and then add the final author's name.

Example:


**Article in a magazine, online (with DOI or nondatabase URL), or printed**


**Article in a newspaper, online (with DOI or nondatabase URL), or printed**


**Article with no author, online or printed**


**Review of a book or film**


Editorial, unsigned


Editorial, signed


APA – Webpages and Websites (Publication Manual 10.16)

Note: Entire websites do not go into the “References” list. Give the name of the website in the text and provide the URL in parentheses.

Elements:

Author, A. A., & Author, B. B., or Group Author. (Year of Publication; or Year, Month or Month and day; or n.d.). Title of webpage. Website name. URL

Notes: When author and website are the same, omit the site name from the source element (see World Health Organization example below). When a webpage is continuously updated and the versions are not archived, use “n.d.” for the date of publication and include a retrieval date (see U.S. Census Bureau example below).
Examples:

**Webpage on a news website**

*(not a newspaper or magazine website; cf. Guarino and Williamson entries in Sample “References” List)*


Bologna, C. (2018, June 27). *What happens to your mind and body when you feel homesick?* HuffPost. [https://www.huffingtonpost.com/entry/what-happens-mind-body-homesic_us_5b201ebde4b09d7a3d77eee1](https://www.huffingtonpost.com/entry/what-happens-mind-body-homesic_us_5b201ebde4b09d7a3d77eee1)

**Other non-periodical article on a website, individual author**


**Other non-periodical article on a website, group author**


**Note**: When author and website are the same, omit the site name from the source element.

**Variable, unarchived webpage: needs retrieval date**

**Note:** Include retrieval date when the contents of the webpage are designed to change over time and the page is not archived.

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**APA – Social Media (Publication Manual 10.15)**

Elements:

For Twitter and Instagram:

Author, A. A. or Group Author [@username]. (Year, Month and day). *Content of the post up to 20 words* [Description of audiovisuals]. Site name. URL

For Twitter profile:

Author, A. A. or Group Author [@username]. (n.d.). *Tab name* [Twitter profile]. Twitter. Retrieved Month Day, Year, from URL

**Note:** Include retrieval date because contents of Twitter profile are designed to change over time and the page is not archived.

For Facebook and other social media:

Author, A. A.; or Group Author [with or without Username]; or Username. (Year, Month and day; or n.d.). *Content of the post up to 20 words* [Description of audiovisuals] [Post type]. Site name. URL

**Notes:** Do not alter spelling or capitalization in social media posts. Replicate emojis, if possible, or provide name in square brackets. Emoji names are available at [http://unicode.org/emoji/charts/index.html](http://unicode.org/emoji/charts/index.html)

Format of Facebook examples can be applied to Tumblr, LinkedIn, Reddit, etc.
Examples:

Tweet

Badlands National Park [@Badlands NPS]. (2018, February 26). Biologists have identified more than 400 different plant species growing in @BadlandsNPS #DYK #biodiversity [Tweet].
Twitter. https://twitter.com/BadlandsNPS/status/968196500412133379

CDC [@CDCgov]. (2020, June 11). Scientists do not know if having antibodies to the virus that causes #COVID19 can protect someone from getting infected again [Image attached] [Tweet].
Twitter. https://twitter.com/CDCgov/status/1271180413134876672

Twitter profile


Facebook post

News From Science. (2019, June 21). Are you a fan of astronomy? Enjoy reading about what scientists have discovered in our solar system—and beyond? This [Image attached] [Status update].
Facebook. https://www.facebook.com/ScienceNOW/photos/a.117532185107/10156268057260108/?type=3&theater

Facebook page

Online forum post


Online forum comment

haffy-1223. (2018, September 12). *What do you think while on the launchpad about to launch?* [Comment on the online forum post *I’m NASA astronaut Scott Tingle. Ask me anything about adjusting to being back on Earth after my first spaceflight!*]. Reddit. https://www.reddit.com/r/IAmA/comments/9fagqy/im_nasa_astronaut_scott_tingle_ask_me_anything/e5v0027/

APA – Audiovisual Media (*Publication Manual 10.12-14*)

(includes *YouTube* videos and *TED Talks*)

Elements:

Film/Video:

Producer, A. A. (Producer), & Director, B. B. (Director). (Date). *Title of work* [Description]. Publisher. URL

Or:

Director, D.D. (Director). (Date). *Title of work* [Description]. Publisher.
Music Recording:

Writer, A. A. (Writer), & Director, D.D. (Director). (Date). Title of song [Description].
On Title of album. Label. (Date of recording if different from song copyright date).
URL

Television/Radio Episode:

Writer, A. A. (Writer), & Director, B. B. (Writer & Director). (Date). Title of episode.
(Season no., Episode no.) [Description]. In Name of Producer or Director
(Executive Producer), Title of series. Production Company. URL

Examples:

Film or Video

dynamic psychotherapy (AEDP) supervision [Film; educational DVD]. American

Jackson, P. (Director). (2001). The lord of the rings: The fellowship of the ring [Film;
four-disc special extended ed. on DVD]. WingNut Films; The Saul Zaentz
Company.

Television or Radio Program

(Episode 2) [TV series episode]. In This emotional life. PBS & Vulcan
Productions.

Glass, I. (Host). (2011, August 12). Amusement park (No. 443) [Audio episode]. In This
American life. WBEZ Chicago. https://www.thisamericanlife.org/radio-
archives/episode/443/amusement-park
Music Recording


Podcast or Other Online Sound Recording


Online Video


TED Talk

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_shapes_who_you_are](https://www.ted.com/talks/amy_cuddy_your_body_language_shapes_who_you_are)

TED. (2012, March 16) *Brené Brown: Listening to shame* [Video]. YouTube. [https://www.youtube.com/watch?v=psN1DORYYY0](https://www.youtube.com/watch?v=psN1DORYYY0)

**Note:** When the TED Talk comes from TED’s website, use the name of the speaker as author (e.g., Cuddy example above). When the TED Talk is on YouTube, use the owner of the YouTube account (here, TED) as the author.

Webinar, Recorded


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Elements:

Image Reprinted in a Book:

Artist, A. A. (Illustrator). (Date). Title of the work. In Editor, B.B., & Editor, C.C. (Eds), *Title of the book* (p.). Publisher.

Image on the Web:

Artist, A. A. (Photographer). (Date). *Title of the work*. [Description]. Publisher. URL.
Examples:

**Image Reprinted in a Book**


**Image on the Web**


**Artwork in a Museum or on a Museum Website**


**PowerPoint Slides**


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**APA – Reports and Data Sets (Publication Manual 10.4, 10.9)**

(includes Government publications)

Elements:

Author, A. A. (Date). *Title of work* (Report No. xxx). [Description]. Publisher information. DOI or URL

Examples:

**Census Data or Other Data Set Online**


Government Publication


Note: When the publisher is the same as the author, omit the publisher.

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**APA – Interviews (Publication Manual 10.13.95)**

Elements:

Published interview:

Interviewee, A. A. or Interviewer, B. B. (Date). Title of interview. In *Title of Publication Volume#*(Issue#), p.-p.
Broadcast interview:

Interviewee, A. A. or Interviewer, B. B. (Date). Title of interview [Description]. In Title of program. Production Company.

Interview available on the Web:

Interviewee, A. A. or Interviewer, B. B. (Date). Title of interview [Description]. Production Company. URL

Notes: The “author” of the interview may be the interviewee (see Paynter, Stevenson, and de Beauvoir examples below) or the interviewer (Brian and Bustillos examples below), depending on which person you prefer to focus. If the reference does not make clear which is which, clarification should be made in the text. If the interview transcript is published in a periodical such as a magazine, print or online, cite the interview in the same way you would cite the medium where it is published. If an interview is not retrievable in audio or print form, cite the interview only in the text (not in the References list) and provide the month, day, and year in the text.

Examples:

Published interview


Interview on the Web


Radio interview recording in a digital archive


Basic Rules for APA “References” List

For illustrations of the following rules, see entries in the Sample "References" list.

1. **Format** (*Publication Manual* 9.43)
   - The list of all the sources you cited in your paper is called "References."
   - Only the sources you cited in your paper go into the “References” list.
   - The “References” list goes on a separate sheet at the end of your paper, with the word "References" centered at the top (without quotation marks).
   - Double-space the "References" list.
   - Use hanging indents for each entry (i.e., indent all lines after the first line of each entry, ½” inch from the left margin).
   - Order the “References” list entries alphabetically by the first word in the entry, usually the author’s last name.
     - Order multiple works by same author(s) by year of publication.
       - See Stiles entries.
     - Order multiple works by same author(s) and publication year by title and add lowercase letter after the year (e.g., 2020a, 2020b).
       - See Stiles entries.

2. **Names** (*Publication Manual* 9.8 - 9.11)
   - Invert all authors’ names (i.e., give last or family name first).
For all first and middle names, give initials only.
Add specialized roles in parentheses after a name. See Hygum entry.
Separate multiple authors by a comma; use an ampersand before the final author's name. See Diessner entry.
For a work with 21 or more authors, list the first 20 authors, insert an ellipsis ( . . . ), but no ampersand, and then add the last author's name. See Wiskunde entry.

3. No author listed (Publication Manual 9.12)
- Enter works with no author by title of the article, Web page, or book. See "Senate" entry.

- (year). – for a book or a scholarly journal. See Beer entry.
- (year, Month or Season). or (year, Month, day). – for magazine or newspaper articles. See Brody, Karlis and “Senate” entries.
- (n.d.). – for item with no date. See People for the Ethical Treatment of Animals entry.

5. Capitalization
- Titles of books, articles, and webpages: Capitalize only first word of title and subtitle and proper nouns.
- Journal titles: Capitalize all major words
- Compound words: Do not capitalize the second word. See Cantor entry.

- Italicize titles of stand-alone works (e.g., books, journals, webpages, and websites).
- Do not italicize (or underline or put quotation marks around) works that are part of a larger whole (e.g., magazine or journal articles, essays or chapters in edited books).
- Italicize periodical volume numbers.

- Always provide DOI, if available
- Provide DOIs as hyperlinks. Thus: http://doi.org/… or https://doi.org/…
- Prefer DOI to a Uniform Resource Locator (URL).
- If there is no DOI, provide the URL as a live hyperlink. Database name is needed only in limited circumstances.
- Do not add period after the DOI or the URL
See Basu, Cantor, Stiles, and Wiskunde entries.

12. Personal communications (Publication Manual 8.9)
- Because personal communications, including interviews and emails, do not provide "recoverable data," they are not included in the "References" list.
- Cite personal communications only in the text.
Examples: E.-M. Paradis (personal communication, August 8, 2019) . . .
or (T. Nguyen, personal communication, February 24, 2020)

Citation Abbreviations (*Publication Manual* 9.50)

<table>
<thead>
<tr>
<th>Publication Part:</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>edition</td>
<td>ed.</td>
</tr>
<tr>
<td>revised edition</td>
<td>Rev. ed.</td>
</tr>
<tr>
<td>second edition</td>
<td>2nd ed.</td>
</tr>
<tr>
<td>editor(s)</td>
<td>Ed. (Eds.)</td>
</tr>
<tr>
<td>translator(s)</td>
<td>Trans.</td>
</tr>
<tr>
<td>narrator(s)</td>
<td>Narr. (Narrs.)</td>
</tr>
<tr>
<td>no date</td>
<td>n.d.</td>
</tr>
<tr>
<td>page(s)</td>
<td>p. (pp.)</td>
</tr>
<tr>
<td>paragraph</td>
<td>para. (paras.)</td>
</tr>
<tr>
<td>volume(s)</td>
<td>Vol. (Vols.)</td>
</tr>
<tr>
<td>number</td>
<td>No.</td>
</tr>
<tr>
<td>part</td>
<td>Pt.</td>
</tr>
<tr>
<td>supplement</td>
<td>Suppl.</td>
</tr>
</tbody>
</table>

For legal and governmental abbreviations, see *Publication Manual* 11.2-11.10.

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**Basic Rules for In-Text Citations**

- [Quotes with fewer than 40 words](#)
- [Quotes with more than 40 words](#)
- [Paraphrases or summaries](#)
APA Style uses a combination of “parenthetical” citations and “narrative” citations for quoting or paraphrasing a work. Complete bibliographical information is given only once, in the bibliography called "References" on a separate page at the end of the paper (see Basic Rules for APA "References" List).

Types of In-Text Citations (Publication Manual 8.11)

*Parenthetical citations* provide author name(s) and publication date in parentheses, usually at the end of a sentence. The author is not directly mentioned in the text.

Example:
Researchers have studied children and early adolescents to quantify the extent to which "depression predicts later depression" (Tram & Cole, 2006, p. 674). [parenthetical citation]

*Narrative citations*: Author is mentioned directly in the text, followed by the date in parentheses.

Example:
Tram and Cole (2006) studied children and early adolescents to quantify the extent to which "depression predicts later depression" (p. 674). [narrative citation]

References
Quotes with fewer than 40 words (*Publication Manual* 8.26):

Example:

Researchers have studied children and early adolescents to quantify the extent to which "depression predicts later depression" (Tram & Cole, 2006, p. 674). [parenthetical citation]

or

Tram and Cole (2006) studied children and early adolescents to quantify the extent to which "depression predicts later depression" (p. 674). [narrative citation]

References


Instructions:

1. Incorporate the quote into the text of the paper.
2. Enclose in quotation marks with punctuation outside the parenthesis.
3. Give these three elements:
   a. **Author's last name** - either in the text or in parentheses after the closing quotation mark;
   b. **Year of publication** - after the author's name, wherever the name appears; and
   c. **Page numbers** - in the parentheses after the closing quotation mark, preceded by the abbreviation *p.* or *pp.* (without italics).

   If page numbers are not available, give the paragraph number, if visible, preceded by the abbreviation *para.* (without italics) or include the section subheading and count the paragraphs. If neither of these options exists, include only the author's last name and date.

Quotes with more than 40 words (block quotations) (*Publication Manual* 8.27):

Example:

Rodriguez (2005) argued that:

while European experiences generally had a beginning and an end, Mexican immigration has been virtually continuous for the past century.
This has made the process of Mexican integration a perpetual one. But this dynamic hasn’t so much retarded assimilation as it has sown confusion in the formulation of political and cultural identities. (p. 35)

Because there has been a steady wave of immigration from Mexico to the United States, assimilated Mexican-Americans have had a more challenging time trying to gain acceptance as Americans rather than foreigners.

References


Instructions:

1. Use a block quotation. (Start on a new line, indent by a half inch, and double space.)
2. Do not enclose in quotation marks.
3. Give these three elements:
   a. **Author's last name** - either in the text before the block quotation or in parentheses after the final punctuation mark of the block quotation;
   b. **Year of publication** - after the author's name, wherever the name appears;
   c. **Page numbers** - in the parentheses after the final punctuation mark of the block quotation, preceded by the abbreviation *p.* or *pp.* (without italics).
   If page numbers are not available, give the paragraph number, if visible, preceded by the abbreviation *para.* (without italics) or include the section subheading and count the paragraphs. If neither of these options exists, include only the author's last name and date.

Paraphrases or summaries (*Publication Manual* 8.23-8.24):

Example:

In a study tracking fifth and sixth graders over four years, Tram and Cole (2006) found no significant differences in the stability of depressive symptoms between adolescent girls and boys (p. 682).

Instructions:

1. Always give two elements:
a. **Author's last name** - either in the text or in parentheses after the paraphrase or summary; and

b. **Year of publication** - either in the text or in parentheses after the paraphrase or summary.

2. Page numbers, if available, are optional but recommended.

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**Chart of In-Text Citation**

The table below gives examples of the most common in-text citations, with their corresponding “References.”

**Parenthetical citation**: Author is *not* mentioned directly in the text.

Author, date, and page numbers appear in parentheses, usually at end of the sentence.

**Narrative citation**: Author *is* mentioned directly in the text.

Date appears in parentheses after author’s name, page numbers in parentheses after quotation.

<table>
<thead>
<tr>
<th>Source of quotation or paraphrase (APA Publication Manual sect. no.)</th>
<th><strong>Parenthetical citation Author is not mentioned directly in the text.</strong></th>
<th><strong>Narrative citation (Author is mentioned directly in the text.)</strong></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Source of quotation or paraphrase (APA Publication Manual sect. no.)</th>
<th>Parenthetical citation Author is not mentioned directly in the text.)</th>
<th>Narrative citation (Author is mentioned directly in the text.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work with three or more authors (8.17)</td>
<td>. . . (Diessner et al. (2008), p. 314).</td>
<td>Diessner et al. (2008) concluded that . . . (p. 314).</td>
</tr>
<tr>
<td>Source of quotation or paraphrase (APA Publication Manual sect. no.)</td>
<td>Parenthetical citation Author is <em>not</em> mentioned directly in the text.)</td>
<td>Narrative citation (Author <em>is</em> mentioned directly in the text.)</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td><strong>Work with no author (8.14)</strong></td>
<td>. . . (“Senate,” 2009).</td>
<td><em>Not applicable</em></td>
</tr>
<tr>
<td><strong>Personal communication (email, in-person, phone, etc.) (8.9)</strong></td>
<td>“I had my headphones on” (T. K. Lutes, personal communication, April 18, 2001)</td>
<td>T. K. Lutes (personal communication, April 18, 2001), stated that . . .</td>
</tr>
<tr>
<td><em>Cite in text only, not in “References” list</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Work with no publication date (9.17; 10.3, items #33 &amp; 47)</strong></td>
<td>“Positive transference” is defined as . . . (American Psychological Association, n.d.)</td>
<td>The American Psychological Association (n.d.) defines . . .</td>
</tr>
</tbody>
</table>

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**Sample APA-formatted Papers**


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**References**


Badlands National Park [@Badlands NPS]. (2018, February 26). Biologists have identified more than 400 different plant species growing in @BadlandsNPS #DYK #biodiversity [Tweet]. Twitter. https://twitter.com/BadlandsNPS/status/968196500412133379


CDC [@CDCgov]. (2020, June 11). Scientists do not know if having antibodies to the virus that causes #COVID19 can protect someone from getting infected again


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_shapes_who_you_are


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LaGuardia Community College

**DARE TO DO MORE**
What do you think while on the launchpad about to launch? [Comment on the online forum post I'm NASA astronaut Scott Tingle. Ask me anything about adjusting to being back on Earth after my first spaceflight!]. Reddit. https://www.reddit.com/r/IAmA/comments/9fagqy/im_nasa_astronaut_scott_tingle_ask_me_anything/e5v0027/


Jackson, P. (Director). (2001). *The lord of the rings: The fellowship of the ring* [Film; four-disc special extended ed. on DVD]. WingNut Films; The Saul Zaentz Company.


