

APA QUICK REFERENCE GUIDE

References

Basics

References lists appear at the end of papers on a separate page. Center and type the word "References" at the top of your list. All lines after the first line of each entry in the list should be indented 1 inch from the left margin. Author's names are inserted give last names and initials for all authors of a work unless the work has more than 20 authors. Sources should be listed in alphabetical order and double spaced.

Single Author Periodical

Author, A. A. (Year). Title of article. *Title of Periodical*, volume number(issue number), pages. URL

Other Author Variations

For two authors, use the ampersand and separate with a comma.

Larson, A. A., & Larson, A. A.

For three to 20 authors, separate all names with a comma and use an ampersand before the final name, similar to the above.

For 21 or more authors, follow the pattern above for the first 19 authors, use an ellipsis, and write the final author's name.

For an organization as author, write the whole name of the organization.

American Psychological Association.

For an unknown author, start with the title of the work and follow all other guidelines.

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Chapter in Edited Book

Author, A. A. (Year). Title of chapter. In A.A. Minor (Ed.), Title of book, (pp. 1-25). Publisher Name.

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Author, A. A. (Year). Title of work (Description). YouTube. URL

Podcast Episode

Author, A. A. (Year). Title of episode (No. 1) (Audio podcast episode). In Title of podcast. Publisher. URL

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Author, A. A. (Year). (Username). (Date). Content of post up to three (3) words. URL. URL

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Most online sources that do not fall under other categories (social media posts, blog, journal) will use this template, including articles on news websites such as BBC News and pages on government or NGO websites.

Author, A. A. (Year). Title of page. URL. URL

In-Text Citation

Basics

Use the past tense or present perfect tense when using signal phrases to describe earlier research, e.g., "Jones (2020) found" or "Jones (2020) has found." Follow the author-date method of in-text citations (Jones, 2020).

Place direct quotations longer than 40 words in a free-standing block of double-spaced lines and omit quotation marks. Start the quotation on a new line, with all lines indented 1 in. from the left margin. Indent the first line of any subsequent paragraph within the quotation an extra 1 in. Place the parenthetical citation after the closing punctuation mark.

A Work with One or Two Authors

Name the author(s) in the signal phrase or in the parentheses. Spell out "and" in signal phrases but use the ampersand in parentheses.

For and those citing found that... (For & those, 2019).

A Work by Three or More Authors

Include the name of the first author plus "et al." in each citation, including the first, unless that would create ambiguity with another source.

Author et al. (Year) argued that... (Author et al., Year)

Avoiding Ambiguity With Multiple Sources

When different sources have similar groups of authors, include as many as them as are necessary to differentiate between the sources.

Author, Jones, Wang, et al. (2019) argued that... Or use other text. (Author, Jones, Wang, et al. (2019) claimed that...

Unknown Author

If the work does not have an author, cite the source by its title in the signal phrase or use the first word or two in the parentheses. Italicize titles of books and reports; titles of articles and chapters go in quotation marks.

A similar study was conducted with students learning to format research papers ("Using APA," 2019).

Organization as Author

For organization or government agency authors, mention organizations in the signal phrase or the parenthetical citation the first time you cite it.

According to the American Psychological Association (APA) (2019),...

Two or More Works in the Same Parentheses

When your parenthetical citation includes two or more works, order them the same way they appear in the reference list, separated by a semi-colon.

(Jones, 2019; Ross, 2019)

General Mentions of Common Websites, Software, and Applications

Mention the site in the text and include the address in parentheses. Software and apps use version numbers in parentheses.

We reviewed the finding (APA.org/7th-ed./pubinfo/apa7).

Formatting

Type APA papers on white 8.5 x 11 inch paper. Margins should be 1 inch on all sides. Text should be double-spaced. Use a legible font in 10 to 12 pt. size. Include a page header at the top of every page. To create a page header, type "TITLE OF YOUR PAPER" flush with the left margin. Abbreviate your title to 50 or fewer characters. Then insert page numbers flush right.

Title Page

Title pages should include the "TITLE OF YOUR PAPER" in the header. In the upper half of the title page, type your name, the byline, and affiliation centered on separate lines. Student paper title pages include the title, author name and affiliation, course number and name, instructor name, and assignment due date.

Abstract

On a new page, center and type the word "Abstract." Beginning with the next line, type a double-spaced paragraph of 250 or fewer words summarizing your paper. Abstracts are not typically required for student papers.

Main Body

The top area of the body pages should contain the header and the page numbers. Page margins should be 1 inch. Indent first lines of paragraphs one-half inch from left margins.

Headings

APA uses a five heading system to separate papers: Level 1: Centered, boldface and titlecase heading; Level 2: Left aligned, boldface, titlecase heading; Level 3: Left-aligned, boldface italic, titlecase heading; Level 4: Indented, boldface, titlecase heading with period; Level 5: Indented, boldface italic, titlecase heading with period.



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MSC/NASTRAN *Quick Reference Guide, Version 67*, 1992 **Linear Static Analysis User's Guide** MSC Software, 2011-10-28 *The Journeyman's Guide to Cnc Machines* Bryan Hurst, 2006-06-01 The Guide provides instruction in ISO code programming for Turning included are examples that will give an understanding of the principles to apply to any machine and control also featured are GE Fanuc and Siemens Controls The Guide lists functions and codes under the reference JG and provides space to include data for specific machines and controls Extensive examples show how to programme the options and features Component drawings have metric and imperial dimensions simply substitute the dimensions with those of the system of your choice The Guide is your starting point use the instructions and suggestions to build your own unique evolvable folder from here creating an invaluable personal handbook **UCL Hospitals Injectable Medicines Administration Guide** University College London Hospitals, 2013-07-19 I would definitely recommend this book to all staff with an interest and involvement in intravenous drug therapy The Pharmaceutical Journal There is no doubt that nurses will find this small book useful It should be available for consultation in any clinical area where drugs are administered to patients by the injectable routes Journal of Clinical Nursing The safe administration of injectable medicines is key to patient safety The NPSA recognises the use of injectable medicines is a high risk activity and recommends written information about injectables to be available at the point of preparation The UCL Hospitals Injectable Medicines Administration Guide is a practical accessible guide covering many important aspects of administering medicines by injection It provides clear concise information on the preparation and administration of over 245 injectable medicines for adults paediatrics and neonates It is an essential resource for nurses and other healthcare professionals it provides the key information and advice needed for the safe and effective administration of injectable medicines The Guide s introductory section provides a concise yet comprehensive overview of injectable therapy including the risks and benefits of IV administration infusion devices and pharmaceutical aspects of injectable therapy For each drug the alphabetically tabulated monographs provide A practical method of preparation and administration via the IV IM and SC routes with risk reduction in mind at every step Expert advice from the team of specialist pharmacists at UCLH to ensure safe and pragmatic use of each medicine Monitoring advice for the management of reactions that may occur during administration Y site and syringe driver compatibility data Minimum infusion volume data for fluid restricted patients Extravasation warnings pH sodium content displacement values stability and flush data New to this edition 40 new monographs including recently marketed unlicensed rarely used and specialist medicines Detailed advice for the administration of high risk medicines such as heparin with access to UCLH s medicine related guidelines at www.wiley.com/go/UCLH A colour coded NPSA risk assessment for every mode of administration for every medicine to highlight the safest method of administration A user guide and tutorial to give new readers confidence in using and understanding the Guide Revised chapters on administration methods and devices

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