

GUIDELINES FOR AUTHORS

HOW TO CITE

Manuscripts should be prepared according to the Publication Manual of the American Psychological Association (7th ed., 2020).

The APA citation format requires citation within the text rather than endnotes or footnotes.

In-text citations usually include the name of the author and the date of publication, to lead the reader to the listing found in the “References” section, which is placed at the end of the research paper.

Main text

The text should be written in Times New Roman (pt 12).

Line spacing should be set at 1.5 with 3 cm margins.

Up to four levels of headings and subheadings may be used as below:

LEVEL 1: I. ROMAN NUMBERS, ALL CAPITALIZED, BOLD

Level 2: I.1. Roman + Arabic numbers, bold

Level 3: I.1.1. Roman + Arabic numbers, bold and italics

Level 4: I.1.1.a. Roman + Arabic numbers + letter, italics

Notes

Notes (Times New Roman pt 10) should be listed at the end of the main text and immediately before the bibliography.

Tables and figures

Each table should be given a number and a brief title or caption (Times New Roman pt 10) set above the body of the table:

Table 1. Clusters in POTTI.

Figures should also be given a number and a caption (Times New Roman pt 10) set below the figure:

Figure 1. Screenshot of TagEdit.

IN-TEXT REFERENCES

In the text of a research paper, if the author’s name is part of the narrative, include only the year of publication in the parentheses.

According to Smith (1998), APA style is an easy citation format for first-time learners.

APA style is an easy citation format for first-time learners (Smith, 1998).

If citing a particular page or chapter of a document, include that information in the parentheses.

APA style is an easy citation format for first-time learners (Smith, 1998, p. 203)

At the end of the paper, in a section called “References,” full citations are listed in alphabetical order.

Smith, P. (1998). Learning to cite using APA Style. *Journal of College Writing*, 6, 60513.

Author Type	Parenthetical citation	Narrative citation
One author	(Gonzalez, 2019)	Gonzalez (2019)
Two authors	(Gonzalez & Jones, 2019)	Gonzalez and Jones (2019)
Three or more authors	(Gonzalez et al., 2019)	Gonzalez et. al. (2019)
Group author with abbreviation: <div>▪ First citation</div>	(American Psychological Association [APA], 2020)	American Psychological Association (APA, 2020)

▪ Subsequent citations	(APA, 2020)	APA (2020)
Group author without abbreviation	(University of California, 2020)	University of California (2020)
No author	("New drug," 1993) Use an abbreviated version of the title	

Citations in Text with no page numbers:

If citing a particular part of a document which has no page numbers, include the paragraph (para.) or section heading with the number of the paragraph.

Use paragraph number or section heading with the number of the paragraph.

(Myers, 2000, para. 5)

(Beutler, 2000, Conclusion section, para.1)

Citation of a work discussed in another (secondary) source:

In general it is expected that you seek out and use the original source of the information. However, this is not always practical. To cite a secondary source, do the following.

In the Text:

Seidenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993)

Note: You will list the Coltheart reference in the reference list.

REFERENCES

BOOKS:

By a Single Author

Kimmel, M. S. (2007). *The gendered society*. Oxford University Press.

By Two or More Authors

DiFonzo, N., & Bordia, P. (2007). *Rumor psychology: Social and organizational approaches*. American Psychological Association.

By a Corporate (Group) Author

American Sociological Association. (1975). *Approaches to the study of social structure*. Free Press.

Edited Book

Rhodewalt, F. (Ed.). (2008). *Personality and social behavior*. Psychology Press.

No Author

The universal declaration of human rights. (1974). U.S. Catholic Conference, Division of Latin America.

E-BOOKS:

With a doi

Gillam, T. (2018). *Creativity, wellbeing and mental health practice*. Wiley Blackwell.
<https://doi.org/10.1007/978-3-319-74884-9>

Without a doi (Cite the same as a print book)

Lauwers, J., Opsomer, J. & Schwall, H. (Eds.). (2018). *Psychology and the classics: a dialogue of disciplines*. De Gruyter.

From a website:

Sanger, M. (2000). *Woman and the new race*. Bartleby.com.
<http://www.bartleby.com/1013/> (Original work published 1920).

Chapters in Books

Levi-Strauss, C. (1971). Totem and caste. In F. E. Katz (Ed.), *Contemporary sociological theory* (pp. 82-89). Random House.

Article, entry, or chapter from an online reference book (encyclopedia, dictionary, handbook):

Online with a doi:

Watkins, M. (2013). Mind-body problem. In H. Pashler (Ed.), Encyclopedia of the mind. SAGE. <http://dx.doi.org/10.4135/9781452257044.n191>

Online with no doi:

Shevell, S. K. (2000). Color vision. In A. E. Kasdin (Ed.), Encyclopedia of psychology (Vol.2, pp.182-186). Oxford University Press.

ERIC Documents

Evans, V. (2016). An Evaluation of CHAMPS for classroom management (ED581571). ERIC. <https://eric.ed.gov/contentdelivery/servlet/ERICServlet?accno=ED581571>

JOURNAL ARTICLES

Article without DOI or in print:

Scroggins, W. A., Thomas, S .L., & Morris, J. A. (2008). Psychological testing in personnel selection, Part II: The refinement of methods and standards in employee selection. *Public Personnel Management*, 37(2), 185-199.

Two or more authors (up to 20 authors)

Klimonske, R., & Palmer, S. (1993). The ADA and the hiring process in organizations. *Consulting Psychology Journal: Practice and Research*, 45(2), 10-36.
doi:10.1037/1061-4087.45.2.10

Note: If an article has 21 authors or more, list the first 19 authors, then insert an ellipsis (...) and then the last name and first initials of the last author.

Wolchik, S. A., West, S. G., Sandler, I. N., Tein, J., Coatsworth, D., Lengua, L., Johnson, A., Ito, H., Ramirez, J., Jones, H., Anderson, P., Winkle, S., Short, A., Bergen,

W., Wentworth, J., Ramos, P., Woo, L., Martin, B., Josephs, M., ... Brown, Z. (2005). *Study of the brain. Psychology Journal* 32(1), 1-15. doi:10.1037/1061-4087.45.1.11

NEWSPAPER AND MAGAZINE ARTICLES

Newspaper Article

- Online:

From a database (note: do not include database URL or name)

Cieply, M. (2013, November 11). Gun violence in American movies is rising, study finds. New York Times.

- From a website, with no author:

It's subpoena time. (2007, June 8). New York Times.
<https://www.nytimes.com/2007/06/08/opinion/08fri1.html>

- Print:

Jones, S. (1997, October 19). Hit-and-run suspect commits suicide. New York Times, p. 17.

Magazine Article:

- From a database or print:

Kluger, J. (2010, November 1). Keeping young minds healthy. Time, 176(18), 40-50.

- From a website:

Heid, M. (2015, August 12). You asked: Why do I blush so much? Time.
<http://time.com/3992760/blush-blushing/>

WEB SITES

Sparks, Dana. (2018, September 12). Mayo mindfulness: Practicing mindfulness exercises. Mayo Clinic. https://newsnetwork.mayoclinic.org/discussion/mayo-mindfulness-practicing-mindfulness-exercises/?_ga=2.227613661.1775696215.1573761139-250852419.1573761139

Organization name as author (Group author):

National Institutes of Mental Health. (2015, May). Anxiety disorders.
<http://www.nimh.nih.gov/health/topics/anxiety-disorders/index.s>

Note: when the author and the name of the website are the same, you don't need to list it as the name of the website.

No author, no date:

What is psychology? (n.d). BestPsychologyDegrees.com.
<https://www.bestpsychologydegrees.com/what-is-psychology/>

Notes: Only include a retrieval date if the information on the page is designed to change over time. If you cite multiple webpages from a single website, you should create a separate reference for each webpage. If you want to mention a website in its entirety, just mention it in your text with the URL in parentheses; don't include it in your references.

Blog posts:

Selingo, J. (2014, June 22). Reimagining the undergraduate experience: 4 provocative ideas. Next. <http://chronicle.com/blogs/next/2014/06/22/reimagining-the-undergraduate-experience-4-provocative-ideas/>

OTHER SOURCES

Test Reviews

- Online

Newmann, D. L., & Rust, J. O. (1989). [Review of the test A.S.S.E.T.S—A survey of students educational talents and skills]. In J. C. Conoley & J. J. Kramer (Eds.), The tenth mental measurements yearbook. Mental Measurements Yearbook with Tests in Print.

Charts, Tables and Graphs

If you are reproducing a graphic, chart, or table, from some other source, you must provide a special note at the bottom of the item that includes copyright information. If you are submitting your work for publication or if your work is a dissertation or master's thesis you should also submit written permission along with your work. If your work is a paper submitted for course work, permission is not necessary. In either case, begin the citation with "Note."

Note. From "Experiences of peer aggression and parental attachment are correlated in adolescence," by R.M. Earl and N.R. Burns, 2009, *Personality and Individual Differences*, 47, p. 751. Copyright 2009 by the authors. Reprinted with permission.

If permission is not sought, substitute "Permission not sought" in place of "Reprinted with permission."

Video

- DVD or VHS:

Staveley-Taylor, H. (Director). (2006). Introduction to designing experiments [Film; DVD]. Uniview Worldwide; Cambridge Educational.

- Streaming Online:

From a database:

BBC (Producer). (2014). Living with autism. [Film; Streaming Video]. Films on Demand.

From a website:

Lancaster, B. (Presenter). (2018, Jun 22). Behavioral treatments for ADHD [Video]. Michigan Medicine. YouTube.
https://www.youtube.com/watch?v=iUgs8N_-nlo

Dissertations or Theses

- Electronic copy of a thesis or dissertation from a database:

Rockey, R. (2008). An observational study of pre-service teachers' classroom management strategies (Publication No. 3303545) [Doctoral dissertation, Indiana University of Pennsylvania]. ProQuest Dissertations and Theses Global.

- Electronic copy of a thesis or dissertation from an online archive or repository:

Gerena, C. (2015). Positive Thinking in Dance: The Benefits of Positive Self-Talk Practice in Conjunction with Somatic Exercises for Collegiate Dancers [Master's thesis, University of California Irvine]. University of California, eScholarship. <https://escholarship.org/uc/item/1t39b6g3>

Personal Communications:

Personal communications such as Emails, lectures, or conversations should be cited as personal communications in the text only (not in the reference list) in the following format:

R. J. Smith (personal communication, August 15, 2015)

Long references should be shortened in the manuscript by means of <https://bitly.com/>, except from DOIs which must be in the indicated format.