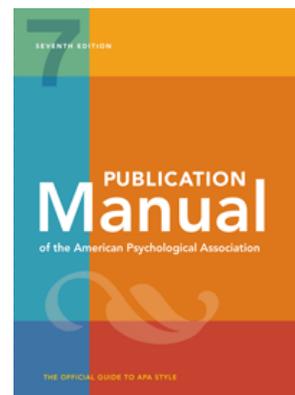


# Southern California Seminary

APA Style Guide for Student Papers

7th Edition



## About the SCS APA 7<sup>th</sup> Edition Style Guide for Student Papers

 This guide provides the basic instructions concerning the style and format of a student research paper for Southern California Seminary. The primary style and formatting reference manual for SCS is APA's *Publication Manual of the American Psychological Association* (7th edition). <https://apastyle.apa.org/>

Numbers in parentheses refer to APA (6.27). This covers basic format issues you will encounter when writing your papers. Use the *Publication Manual* to resolve unanswered questions or ask your professor. Your professor is the final authority.



The *Guide to Microsoft Word* provides formatting instructions using MS Word for each section of an APA paper. This guide is located on the SCS Writing Center's webpage: <https://www.socalsem.edu/writing-center/>.



The *APA Paper Template* is a MS Word template that includes a majority of the paper formatting necessary for an APA paper. This template is located on the SCS Writing Center's webpage: <https://www.socalsem.edu/writing-center/>.



ZoteroBib helps you build a bibliography instantly from any computer or device, without creating an account or installing any software: <https://zbib.org/>.



*Citations Style Guide: APA 7th ed.* includes basic examples of references along with recommended APA websites, tutorials, blogs, etc. <https://sdcc.libguides.com/citations/APA7>

Last Revision: August 2020  
 APA Edition & Guide Version: 7.1  
 Created by Jennifer Ewing, MLIS, MACM.

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## Part One: Elements of References

### Basic Elements

The last section of the paper includes the list of References used in the in-text citations. The References are alphabetical by author last name, double spaced, with a hanging indent. See “Table 9.1 How to Create a Reference When Information Is Missing” in the *Publication Manual* or via Citations Style LibGuide.

#### *Authors (9.7–9.12)*

Invert all author’s names; give surnames and initials for up to and including twenty authors (e.g. Author, A. A., Author, B. B., & Author, C. C.). See 9.8 for instructions for more than 20 authors. Use one space between initials. Use an ampersand (&) between two or more authors.

#### *Editors, etc.*

For an edited book, place the editor’s names in the author position, and enclose the abbreviation *Ed.* or *Eds.* in parentheses after the last editor’s name. The period follows the parenthetical abbreviation (Eds.).

Editor, E. E. (Ed.).

Editor, E. E., & Editor, F. F. (Eds.).

For a chapter in an edited book, invert the chapter’s authors’ names but do not invert the book editors’ names; the name of the book editor should be preceded by the word *In*.

Author, A. A. (2008). Title of chapter. In E. E. Editor (Ed.), *Title of book* (pp. xx-xx).

Location: Publisher.

*Publication Date (9.13–9.17)*

Put the year the work was published in parentheses.

- Year only (2020). Copyright year for books; journals.
- Year, month, and day (2020, August 5). For magazines, newsletter, newspapers, blog posts, etc.
- Year and month (2020, August).
- Year and season (2020, Summer).

If no date is available, write n.d. in parentheses. Finish the element with a period after closing the parentheses: (2015).

*Title (9.18–9.22)*

**Works that are part of a greater whole** (article or chapter title). Capitalize only the first word of the title and of the subtitle and any proper nouns.

*Library anxiety among university students: A survey.*

**Works that stand alone** (non-periodical titles: books, webpages, and reports). Capitalize only the first word of the title and of the subtitle and any proper nouns; italicize. Finish the element with a period.

*Library anxiety: Theory, research, and applications.*

**Additional title information:** edition, volume, report number. Enclose in parentheses without punctuation between title and parenthetical, do not italicize, separate elements with comma.

*Library anxiety: Theory, research, and applications* (2nd ed., Vol. 1).

*Source (9.23–9.37)*

A *source* indicates where a reader can retrieve the cited sources; like *titles*, they can be works that are part of a greater whole (journal article, book chapter) or works that stand alone (whole book, report, dissertation, film, podcast, webpage, etc.).

**Periodicals**

For journals, magazines, newspapers, newsletters, or blog.

*Journal on Educational Psychology* 26(4), 26–49.

- Give the **periodical title** in full; capitalize each word, italicize.
- Italicize the **volume number** after the periodical title (Do not use *Vol.* before the number).
- Include an **issue number** for all periodicals that have issue numbers: enclose the issue number in parentheses immediately after the volume number (no space); do not italicize, follow with a comma after the closing parentheses after the issue number.
- Give the **inclusive numbers** for the cited material. Separate page numbers in range with an en-dash, finish the element with a period.

**Edited book chapter and reference work entry**

For book chapters, reference work entries and dictionary definitions.

- Works with editors in the source element, write work “In” followed by the editor(s)

In E. E. Editor (Ed.). *Title of book* (pp. xx–xx). Publisher.

- If work has edition or volume information in addition to page numbers in the same parentheses in order: edition, volume number, and page numbers (separated by commas).

*Title of book* (2nd ed., Vol. 3, pp. xx–xx)

- If numbered book title has its own title, include volume number and title after main title. Colon follows main title; volume is abbreviated Vol. and then the volume title.

*Main title of book: Vol. 2. Volume title (2nd ed., pp. xx–xx)*

- For a reference work with a group author, do not repeat the group author in the source element when the publisher is the same as the author. Use “In” followed by the name of the reference work.

American Psychological Association. (n.d.). Positive psychology. In *APA dictionary of psychology*. Retrieved August 6, 2020, from <https://dictionary.apa.org/positive-psychology>

- Finish source element with a period followed by a DOI or URL as applicable.

## **Publishers**

For whole books, book chapters, reports, software, mobile apps, etc.

- Do not include publisher location in the reference.
- Write publisher name as given in the work, followed by a period. If published as an imprint or division of a publisher, use imprint (etc.) as publisher.

Scarecrow Press.

- Do not include business designations (Inc., Co., Ltd., LCC)
- Include all publishers in order shown separated by semicolons

Guilford Press; Basic Books

- When author is the same as the publisher, omit publisher.
- Finish publisher information with a period followed by a DOI or URL as applicable.

## **Databases and Archives**

Database and archive information is seldom needed in reference list entries.

- Provide the name of the database or archive when it publishes original, propriety works available only in that database or archive.

- Provide the name of the database or archive for works of limited circulation
  - Dissertations found in ProQuest Dissertations and Theses
  - Works in university archives
  - Monographs published ERIC or primary sources in JSTOR
- Do not include database information for work obtained in most academic research databases or platforms because these works are widely available: PsycINFO, Academic Search Complete, Sage Journals, EBSCO*host*, Google Scholar, JSTOR, etc.

### Websites

When a website is the source for a webpage.

- Website name (title case without italics): BBC News
- Include period after the website name, followed by URL.
- When author is the same as the website name, omit the site name.

### DOIs and URLs (9.34–9.36)

DOI (digital object identifier) or URL (uniform resource locator) is the final component of the reference list entry.

- Include a DOI for all works that include a DOI (both online and print),
- If a print work does not have a DOI or URL, do not include,
- If online work has both DOI and URL, use DOI,
- If an online work (or website) has a URL but no DOI, use URL.
- If the work is found in an academic research database (ProQuest, EBSCO, Sage, etc.), and does not have a DOI, do not use the URL. Cite the same as a print version of the work.
- Present DOIs and URLs as hyperlinks, use <https://doi.org/xxxx> or <http://> or <https://>

- You can use a “shortener” utility for long DOIs (<http://shortdoi.org>) or URLs (<https://tinyurl.com/>).
- Do not add a period after the DOI or URL because it may interfere with link functionality.

Example of a References page.

15

References

Anderson, M. (2018). Getting consistent with consequences. *Educational Leadership*, 76(1), 25–33. Journal, magazine, or newspaper article without a DOI, from most academic research databases or print version

Cohen, J. A., Berliner, L., & March, J. S. (2000). Treatment of children and adolescents. In E. B. Foa, T. M. Keane, & M. J. Friedman (Eds.), *Effective treatments: Guidelines from the International Society for Traumatic Stress Studies* (pp. 330–332). Guilford Press. Book chapter, print

Feiring, C. M., & Cleland, C. R. (2009). Childhood sexual abuse, stigmatization, internalizing symptoms, and the development of sexual difficulties and dating aggression. *Journal of Consulting and Clinical Psychology*, 77(1), 127–137. <https://doi.org/10.1037/a0013475> Journal article, online with DOI

Gil, E., & Drewes, A. A. (2005). *Cultural issues in play therapy* (2nd ed.). Guilford Press.

Henson, J. M., Pearson, M. R., & Carey, K. B. (2009). College alcohol intervention efficacy: A growth mixture modeling application. *Journal of Consulting and Clinical Psychology*, 83(2), 370–381. <https://www.apa.org/pubs/journals/releases/ccp-a0038897.pdf> Authored book without a DOI, from most academic research databases or print version

Izard, C. (2000). Affect. In A. E. Kazdin (Ed.), *Encyclopedia of psychology* (Vol. 1, pp. 88). American Psychological Association; Oxford University Press. <http://dx.doi.org/10.1037/10516-026> Journal article, online without DOI, and nondatabase URL

Shimpalee, P. (2004). The contribution of economic and institutional factors to currency crises: Additional evidence from Asia, Europe and the western hemisphere (Publication No. 3142857) [Doctoral dissertation, University of South Carolina]. ProQuest Dissertations and Theses Global. Entry in a dictionary, thesaurus, or encyclopedia, with individual author and DOI

Dissertation or thesis from a database

## Examples of References

### Periodicals (10.1)

Author	Date	Title	Source	
			Periodical Information	DOI or URL
Author, A. A. & Author, B. B. Name of Group. Author, C. C. [username]. Username.	(2020). (2020, January). (2020, February 16).	Title of article.	<i>Title of Periodical</i> , 34(2), 5–14.	<a href="https://doi.org/xxxx">https://doi.org/xxxx</a> <a href="https://xxxx">https://xxxx</a>

#### 1. Journal article with DOI

Feiring, C. M., & Cleland, C. R. (2009). Childhood sexual abuse, stigmatization, internalizing symptoms, and the development of sexual difficulties and dating aggression. *Journal of Consulting and Clinical Psychology*, 77(1), 127–137.

<https://doi.org/10.1037/a0013475>

*Parenthetical citation:* (Feiring & Cleland, 2009)

*Narrative citation:* Feiring and Cleland (2009)

#### 2. Journal article without DOI, with a nondatabase URL

Henson, J. M., Pearson, M. R., & Carey, K. B. (2015). Defining and characterizing differences in college alcohol intervention efficacy: A growth mixture modeling application. *Journal of Consulting and Clinical Psychology*, 83(2), 370–381.

<https://www.apa.org/pubs/journals/releases/ccp-a0038897.pdf>

*Parenthetical citation:* (Henson, et al., 2015)

*Narrative citation:* Henson, et al. (2015)

3. *Journal, magazine, or newspaper article without a DOI, from most academic research databases or print version*

Anderson, M. (2018). Getting consistent with consequences. *Educational Leadership*, 76(1), 25–33.

Goldman, C. (2018, November 28). The complicated calibration of love, especially in adoption. *Chicago Tribune*.

*Parenthetical citation:* (Anderson, 2018; Goldman, 2018)

*Narrative citation:* Anderson (2018) and Goldman (2018)

15. *Magazine article*

Kraft, U. (2006). Burned out. *Scientific American Mind*, 17(3), 28–33. <https://doi.org/10.1038/scientificamericanmind0606-28>

Simon, M. (2020, August 5). Your income predicts how well you can socially distance.

*Wired*. <https://www.wired.com/story/your-income-predicts-how-well-you-can-socially-distance>

Weir, K. (2012). Oh no you didn't! Embarrassment acts as a social glue that can strengthen our relationships, but it also has a dark side, research finds. *Monitor on Psychology*, 43(10), 62–63.

*Parenthetical citation:* (Kraft, 2006; Simon, 2020; Weir, 2012)

*Narrative citation:* Kraft (2006), Simon (2020), and Weir (2012)

17. *Blog post*

Brice, R. G. (2019, January 21). Philosophy in the contemporary world: Facts and our stubborn attitude towards them. *Blog of the APA*. <https://blog.apaonline.org/2019/01/21/philosophy-in-the-contemporary-world-facts-and-our-stubborn-attitude-towards-them/>

*Parenthetical citation:* (Brice, 2019)

*Narrative citation:* Brice (2019)

## Books and Reference Books (10.2)

Author	Date	Title	Source	
			Publisher Information	DOI or URL
Author, A. A. & Author, B. B. Name of Group. Editor, E. E. (Ed.). Editor, E. E., & Editor, F. F. (Eds.).	(2020).	<i>Title of book.</i> <i>Title of book (2nd ed., Vol. 4).</i> <i>Title of book [Audiobook].</i> <i>Title of book (E. E. Editor, Ed.).</i> <i>Title of book (T. Translator, Trans.; N. Narrator, Narr.).</i>	Publisher Name. First Publisher Name; Second Publisher Name.	<a href="https://doi.org/xxxx">https://doi.org/xxxx</a> <a href="https://xxxx">https://xxxx</a>

### 20. Authored book with a DOI

Young, S., & Bramham, J. (2012). *Cognitive-Behavioural Therapy for ADHD in adolescents and adults: A psychological guide to practice* (2nd ed.). John Wiley & Sons.

<https://doi.org/10.1002/9781119943440>

*Parenthetical citation:* (Young & Bramham, 2012)

*Narrative citation:* Young and Bramham (2012)

### 21. Authored book without a DOI, from most academic research databases or print version

Gil, E., & Drewes, A. A. (2005). *Cultural issues in play therapy* (2nd ed.). Guilford Press.

*Parenthetical citation:* (Gil & Drewes, 2005)

*Narrative citation:* Gil & Drewes (2005)

### 22. Authored ebook (e.g. Kindle book) without a DOI, with a nondatabase URL

Lee, L. J. (2018). *Moral injury reconciliation: A practitioner's guide for treating moral injury, PTSD, grief, and military sexual trauma through spiritual formation strategies*. Jessica Kingsley Publishers. <https://tinyurl.com/yxj8erhr>

*Parenthetical citation:* (Lee, 2018)

*Narrative citation:* Lee (2018)

32. *Diagnostic manual (DSM)*

American Psychiatric Association. (2013). *Diagnostic and statistical manual of mental disorders* (5th ed.). <https://doi.org/10.1176/appi.books.9780890425596>

33. *Dictionary, thesaurus or encyclopedia*

American Psychological Association (n.d.). *APA dictionary of psychology*. Retrieved June 14, 2019, from <https://dictionary.apa.org>

*Parenthetical citation:* (American Psychological Association, n.d.)

*Narrative citation:* American Psychological Association (n.d.)

- When an online reference is continuously updated and versions are not archived, use “n.d.” as the year of publication and include a retrieval date “Retrieved date, from” before the URL (see 9.16).

35. *Religious work*

*New American Standard Bible*. (1998). Lockman Foundation.

*Parenthetical citation:* (*New American Standard Bible*, 1998, Genesis 3:15).

*Narrative citation:* Genesis 3:15 (*New American Standard Bible* 1998)

Jeremiah, D. (Ed.). (2013). *The Jeremiah study Bible (New King James)*. Worthy Publishing.

*Parenthetical citation:* (Jeremiah, 2013)

*Narrative citation:* Jeremiah (2013)

- Spell out the books of the Bible, do not abbreviate.
- Do not abbreviate the version of the Bible.
- If the version is a reprint of an earlier version, like the King James version, include the original date and the reprint: (King James Bible, 1769/2017).
- For more information, see Religious Work References <https://apastyle.apa.org/style-grammar-guidelines/references/examples/religious-work-references>

### Edited Book Chapters and Entries in Reference Books (10.3)

Author	Date	Title	Source	
			Publisher Information	DOI or URL
Author, A. A. & Author, B. B.  Name of Group.	(2020).	Title of chapter.	In Editor, E. E. (Ed.), <i>Title of book</i> (pp. 3–13). Publisher Name.  In Editor, E. E., & Editor, F. F. (Eds.), <i>Title of book</i> (3rd ed., Vol. 2, pp. 213–253). Publisher Name.	<a href="https://doi.org/xxxx">https://doi.org/xxxx</a> <a href="https://xxxx">https://xxxx</a>

#### 38. Chapter in an edited book with a DOI

Williams, N. L., Reardon, J. M., Murray, K. T., & Cole, T. M. (2012). Anxiety disorders: A developmental vulnerability-stress perspective. In B. L. Hankin & J. R. Z. Abela (Eds.), *Development of psychopathology: A vulnerability-stress perspective* (pp. 289–326). SAGE Publications. <http://dx.doi.org/10.4135/9781452231655.n11>

*Parenthetical citation:* (Williams, et al., 2012)

*Narrative citation:* Williams, et al. (2012)

#### 39. Chapter in an edited book without a DOI, from most academic research databases or print version

Cohen, J. A., Berliner, L., & March, J. S. (2000). Treatment of children and adolescents. In E. B. Foa, T. M. Keane, & M. J. Friedman (Eds.), *Effective treatments for PTSD: Practice guidelines from the International Society for Traumatic Stress Studies* (pp. 330–332). Guilford Press.

*Parenthetical citation:* (Cohen, 2000)

*Narrative citation:* Cohen (2000)

48. *Entry in a dictionary, thesaurus, or encyclopedia, with individual author and DOI*

Izard, C. (2000). Affect. In A. E. Kazdin (Ed.), *Encyclopedia of psychology* (Vol. 1, pp. 88).

American Psychological Association; Oxford University Press. <http://dx.doi.org>

/10.1037/10516-026

*Parenthetical citation:* (Izard, 2000)

*Narrative citation:* Izard (2000)

**Dissertations and Theses (10.6)**

Unpublished dissertations or theses obtained from college or university in print form:

Author	Date	Title	Source
Author, A. A.	(2020).	<i>Title of dissertation</i> [Unpublished doctoral dissertation]. <i>Title of thesis</i> [Unpublished master's thesis].	Name of Institution Awarding the Degree.

64. *Unpublished dissertation or thesis*

Schar, A. M. (2002). *Development of a program to support faculty in the creation of online courses at Saddleback College* [Unpublished doctoral dissertation]. Nova

Southeastern University.

*Parenthetical citation:* (Schar, 2002)

*Narrative citation:* Schar (2002)

Published dissertations or theses obtained from a database, university archive, or website.

Author	Date	Title	Source	
			Database or archive name	URL
Author, A. A.	(2020).	<i>Title of dissertation</i> (Publication No. xxx) [Doctoral dissertation, Name of Institution Awarding the Degree]. <i>Title of thesis</i> [Master's thesis, Name of Institution Awarding the Degree].	Database Name. Archive Name.	<a href="https://xxxx">https://xxxx</a>

65. *Dissertation or thesis from a database*

Shimpalee, P. (2004). *The contribution of economic and institutional factors to currency crises: Additional evidence from Asia, Europe and the western hemisphere* (Publication No. 3142857) [Doctoral dissertation, University of South Carolina]. ProQuest Dissertations and Theses Global.

66. *Dissertation or thesis published online (not in a database)*

Martinelli, D. A. (2020). *Mental health chaplaincy: A guide for geriatric psychiatric chaplains* [Doctoral dissertation, Liberty University]. Liberty University Scholar's Crossing.  
<https://digitalcommons.liberty.edu/doctoral/2344/>

**Webpages and Websites (10.16)**

Author	Date	Title	Source	
			Website Name	URL
Author, A. A. & Author, B. B. Name of Group.	(2020). (2020, January). (2020, February 16). (n.d.)	<i>Title of work.</i>	Site Name.	<a href="https://xxx">https://xxx</a> Retrieved August 7, 2020, from <a href="https://xxx">https://xxx</a>

110. *Webpage on a news website*

Kent, L. (2020, July 14). *The psychology behind to-do lists and how they can make you feel less anxious*. CNN. <https://www.cnn.com/2020/07/14/health/to-do-lists-psychology-coronavirus-wellness/index.html>

*Parenthetical citation:* (Kent, 2020)

*Narrative citation:* Kent (2020)

111. *Webpage on a website with a group author*

National Institute of Mental Health (2018, February). *Depression*.

<https://www.nimh.nih.gov/health/topics/depression/>

*Parenthetical citation:* (National Institute of Mental Health [NIMH], 2018)

*Narrative citation:* National Center for Chronic Disease Prevention and Health Promotion (NIMH, 2018)

112. *Webpage on a website with an individual author*

Grohol, J. M. (2020, July 6). Anxiety disorders. PsychCentral. <https://psychcentral.com>

[/anxiety/](#)

*Parenthetical citation:* (Grohol, 2020)

*Narrative citation:* Grohol (2020)

113. *Webpage on a website with no date*

European Foundation for Psychologists and Analysts (n.d.). *Ethics of psychology*.

<http://www.efpa.be/ethics.htm>

*Parenthetical citation:* (European Foundation for Psychologists and Analysts, n.d.)

*Narrative citation:* European Foundation for Psychologists and Analysts (n.d.)

114. *Webpage on a website with a retrieval date*

U.S. Census Bureau. (n.d.). *U.S. and world population clock*. U.S. Department of Commerce.

Retrieved August 7, 2020, from <https://www.census.gov/popclock/>

*Parenthetical citation:* (U.S. Census Bureau, n.d.)

*Narrative citation:* U.S. Census Bureau. (n.d.)

- When an online reference is continuously updated and versions are not archived, use “n.d.” as the year of publication and include a retrieval date “Retrieved date, from” before the URL (see 9.16).

**Video (10.12)**88. *TED Talk*

Gigerenzer, Gerd. (2020, February). Why do people fear the wrong things? [Video]. TED Conferences. [https://www.ted.com/talks/gerd\\_gigerenzer\\_why\\_do\\_people\\_fear\\_the\\_wrong\\_things](https://www.ted.com/talks/gerd_gigerenzer_why_do_people_fear_the_wrong_things)

*Parenthetical citation:* (Gigerenzer, 2020)

*Narrative citation:* Gigerenzer (2020)

90. *YouTube video or other streaming video*

American Psychological Association. (2020, March 31). *Coping with COVID-19: 7 findings from psychological science that can help* [Video]. YouTube.

[https://youtu.be/\\_38g9gYRy9o](https://youtu.be/_38g9gYRy9o)

*Parenthetical citation:* (American Psychological Association, 2020)

*Narrative citation:* American Psychological Association (2020)

- The person or group who uploaded the video is credited as the author so it can be retrieved, even if they were not the creator.

**Audio Works (10.13)**92. *Single song or track*

Travis, Randy. (2009). Precious Lord, take my hand [Song]. On *Glory Train*. Warner Brothers Records.

*Parenthetical citation:* (Travis, 2009)

*Narrative citation:* Travis (2009)

94. *Podcast episode*

Vedantam, S. (Host). (2020, August 3). You 2.0: Our Pursuit of Happiness [Audio podcast episode]. In *Hidden Brain*. NPR. <https://www.npr.org/2020/07/31/897673162/you-2-0-our-pursuit-of-happiness>

*Parenthetical citation:* (Vedantam, 2020)

*Narrative citation:* Vedantam (2020)

- List the host as author and put role in parenthesis.
- Indicate type of podcast in square brackets: audio or video.
- Include podcast number in parentheses after title if numbered.

### Visual Works (10.14)

*102. PowerPoint slides or lecture notes*

Ewing, J. (2017). *APA: An introduction* [PowerPoint slides]. Populi@SCS. <https://socialsem.populiweb.com/>

*Parenthetical citation:* (Ewing, 2017)

*Narrative citation:* Ewing (2017)

- If the slides come from a classroom website, learning management system (e.g. Canvas or Populi), and your audience has access to this resource, include name of site and URL (login page).

### Social Media (10.15)

Author	Date	Title	Source	
			Website Name	URL
Twitter and Instagram: Author, A. A. [@username]. Name of Group [@username]. Facebook and others: Author, A. A. Name of Group Name of Group [@username]. Username	(n.d.) (2020, February 16).	Content of post, up to the first 20 words. Content of post, up to the first 20 words [Description of audiovisuals]. [Description of audiovisuals].	Site Name.	<a href="https://xxxx">https://xxxx</a> Retrieved August 7, 2020, from <a href="https://xxxx">https://xxxx</a>

## 103. Tweet

The Wall Street Journal [@WSJ]. (2020, August 11). The economy added 1.8 million jobs in July but the data shows that the U.S. still has a long way [Thumbnail with link attached] [Tweet]. Twitter. <https://twitter.com/WSJ/status/1293215598948884489>

*Parenthetical citation:* (The Wall Street Journal, 2020)

*Narrative citation:* The Wall Street Journal (2020)

## 105. Facebook post

The Marion E. Wade Center. (2020, May 12). *Our friends over at the J R R Tolkien*

*Collection - Marquette University Libraries just shared this exciting progress report as they digitize their* [Thumbnail with link attached]. Facebook.

<https://www.facebook.com/thewadecenter/posts/10158839121952668>

*Parenthetical citation:* (The Marion E. Wade Center, 2020)

*Narrative citation:* The Marion E. Wade Center (2020)

- This format can be used for Tumblr, LinkedIn, etc.
- If post includes images, videos, thumbnail links to outside sources, or content from another Facebook post, indicate in square brackets.
- You can short long URLs using TinyURL or Bitly.com.

## 107. Instagram

Quaintly & Co. [@lovebritishlifestyle]. (2020, August 10). *Mousehole has retained much of its old-world charm 🍷 The narrow streets are filled with small shops, galleries and restaurants* [Photograph]. Instagram. <https://www.instagram.com/p/CDt2YJ-1376>

*Parenthetical citation:* (Quaintly & Co., 2020)

*Narrative citation:* Quaintly & Co. (2020)

### In Text (Parenthetical) Citations (8.10–8.21)

There are two primary methods for citing a reference within the text of your paper: parenthetical or narrative citations.

Author type	Parenthetical citation	Narrative citation
One author	(Lee, 2018)	Lee (2018)
Two authors	(Gil & Drewes, 2005)	Gil and Drewes (2005)
Three or more authors	(Henson, et al., 2015)	Henson, et al. (2015)
Group author with abbreviation (8.21); First citation Subsequent citations	(National Institute of Mental Health [NIMH], 2018) (NIMH, 2018)	National Institute of Mental Health [NIMH], 2018 NIMH (2018)
Group author without abbreviation	(Oxford University, 2020)	Oxford University (2020)

Narrative citations:

- Smith (2009) discovered that college students prefer tacos over burritos.
- In 2009, Smith’s study confirmed that Dr. Pepper is the drink of choice for college students from Kentucky.

Parenthetical citation:

- Test results indicated a stronger preference for Cheddar cheese among male college students (Smith, 2009).

#### *Number of Authors to Include in In-text Citations (8.17)*

- For one or two authors, include the author name(s) in every citation
- For three or more authors, include only the first author plus “et al.” in every citation unless this creates an ambiguity (see 8.18)
- Use an ampersand (&) for a work with two authors in the parenthetical only.

#### *Avoiding Ambiguity in Citations (8.18–8.22)*

Here are some general rules for citing references within the text of your paper:

- When citing works with three or more authors published in the same year causes ambiguity in the reference, list the author names until the citation can be distinguished from the other source and add “et al.” for the remainder of the authors. “Et al.” means “and others” so it cannot be used to replace only one author; in this case list the final author.
- If you have works with the same author and publication year, include a lowercase letter after the year: (Smith, 2002a); (Smith, 2002b).
- If you reference two authors with the same last name in different works, you may use their first and middle initial to distinguish between them: (K. R. Burns, 2020; C. F. Burns, 2015).

## **Using your Sources**

### *Paraphrasing (8.23–24)*

When you read a journal article and intend to use it for your research, typically you will paraphrase or summarize the content of the article. It allows you to summarize and synthesize information, focus on significant information or compare and contrast specific details.

- For longer paraphrases, cite the source on first mention. If using narrative citations, repeat the author name in subsequent sentences as necessary. If using multiple sources or a paragraph switches between sources, repeat the citation so the source is clear.
- Although it is not required to include a page number for a paraphrase, you may include one if it would help your reader in a long or complex work: (Turner, 2008, pp.55–56).



For practice paraphrasing see this handout: *Paraphrasing and Citation Activities* <https://apastyle.apa.org/instructional-aids/paraphrasing-citation-activities.pdf>

### *Direct Quotes (8.25–8.33)*

Use a direct quotation for an exact definition when the author has said something memorable or succinct. Quotations of less than 40 words (short quotes) should be incorporated into the text of the paragraph. If the quoted material is 40 or more words, use the block quotation format.

- Use direct quotations **very sparingly**.
- Abbreviate page (p. 5) or pages (pp. 24–25). Use an en-dash between page numbers in a range. Separate the page from the date using a comma (Turner, 2008, p. 35).
- A block quote starts on new line, is double spaced, indented by .5 inches.
- Cite a block quote in parenthetical after the terminal punctuation of the block quote; or cite author and year in narrative before the block quote and place page number in parenthesis at end of quote after terminal punctuation. Do not put a period after the closing parenthesis.



Use this APA handout to double check your citations: *In-Text Citation Checklist* <https://apastyle.apa.org/instructional-aids/in-text-citation-checklist.pdf>

### *Primary and Secondary Sources (8.6)*

APA recommends that you use “secondary sources” sparingly, or better said, use sources as “secondary sources” sparingly. By “secondary sources” APA means a source that is quoting another source (original work). For instance, you are reading Jones’ article on cognitive dissonance and he quotes a study done by Smith. If the original work was unavailable through

interlibrary loan or not available in a language that you read, then you would cite the secondary source in the reference list (Jones) and in text, cite the original work and then the secondary work: Smith's study (as cited by Jones, 2016). If you find summarized (or referenced) information in an article that is useful, you should locate the full text of that cited article and create your own summary.

### *Introducing a Quotation*

Here are some of the words you can use to introduce a quotation into the flow of the text:

accepts	confirms	introduces	reiterates
according to	contends	labels	reports
acknowledges	declares	maintains	reveals
addresses	demonstrates	mentions	says
adds	denies	notes	shows
admits	describes	objects	speaks
affirms	discusses	observes	states
agrees	exhorts	opposes	stipulates
argues	explains	points out	submits
asks	expresses	points to	suggests
asserts	features	portrays	teaches
assesses	finds	proclaims	thinks
believes	focuses	proposes	verifies
claims	holds	protests	warns
combats	implies	questions	writes
commands	indicates	recalls	
comments	introduces	recognizes	
concludes	interprets	recommends	

## Part Two: Preparing to Write

### APA Template



The *APA Paper Template* is a MS Word template that includes a majority of the paper formatting necessary for an APA paper. This template is located on the SCS Writing Center's webpage: <https://www.socalsem.edu/writing-center/>.

### Computers & Format

SCS encourages its students to be proficient in computer-based word processing skills and requires that all assignments be typed or computer-generated. MS Word is the standard word processing software program used at SCS.

#### *Fonts*

Times New Roman 12 point is the preferred font for all SCS papers.

#### *Margins*

Margins are to be a uniform 1 inch at top, bottom, right, and left of every page.

#### *Alignment*

All text is aligned to the left (with a ragged right edge); do not use full justification or automatic hyphenation.

#### *Line Spacing*

The body of the document is double-spaced.

#### *Indentation*

The first lines of all paragraphs are indented by .5 inch.



Looking to format any of the items mentioned above? The *Guide to Microsoft Word* includes instructions for using the Page Setup dialog box, Paragraph dialog box, and inserting and formatting Page Numbers.

## **Academic Integrity**

Southern California Seminary expects its students to be “above reproach” (1 Tim 3:2-7) in their personal and academic lives. If evidence arises of academic dishonesty, the dean of the program will investigate the matter and apply the appropriate action.

### *Plagiarism*

Plagiarism is knowingly and willingly treating another person’s work as one’s own. It includes taking another’s words, sentences, ideas or outlines without giving proper credit to the source, including that of copying from other students. Plagiarism is copying or imitating the words, sentences, outlines, or ideas of another person and presenting them as the student’s original work. Plagiarism will not be tolerated at SCS. To avoid plagiarism, give credit to the original source by using proper citation methods: including accurate summary, paraphrasing, or quotation of the material and footnotes.

### *Multiple Submissions*

Multiple submissions (self-plagiarism) is submitting a paper that was written for another course as if it were an original paper satisfying the requirements of the present course. Attempting to submit such work is deceptive and a form of academic dishonesty. The minimum penalty is failure of the paper; test, etc. where the deception occurred.

When a student thinks previous work by him or her has some potential for expansion, improvement, or to serve as a starting point for another line of thought, the student should contact the professor and explain the situation. The professor has discretion to what extent a particular previous work may be permitted. The professor may require that a copy of the previous work be submitted with the later work. *SCS Academic Catalog 2018–2019*, pg. 58–59

See *Avoiding Plagiarism and Self-Plagiarism*: <https://apastyle.apa.org/instructional-aids/avoiding-plagiarism.pdf>

### **Order of Pages**

Papers typically have this order: title page, abstract (start on separate page, numbered page 2, if required by your professor), text (start on separate page, numbered page 3), and references (start on separate page).

### *Page Numbering (2.8)*

Page numbers (1, 2, 3, etc.) must be the same font and size as the text: Times New Roman 12 point. Flush to the right margin in header, page numbers throughout the document, including on the title page and the references list.

### *Running Heads (2.8)*

The running head (abbreviated title in upper left of header) is reserved for dissertations and professional papers, unless your professor specifies otherwise ( see 2.8).



Looking to format any of the items mentioned above? The *Guide to Microsoft Word* includes instructions for inserting a running head in Headers (APA).

*Title Page*

Every document that uses APA style should have a separate title page. Your title should be around 10-12 words, in uppercase and lowercase letters; try to use words that define the subject at hand and avoid generic words such as “method” or “study.”

**Title of Paper**

Student Name

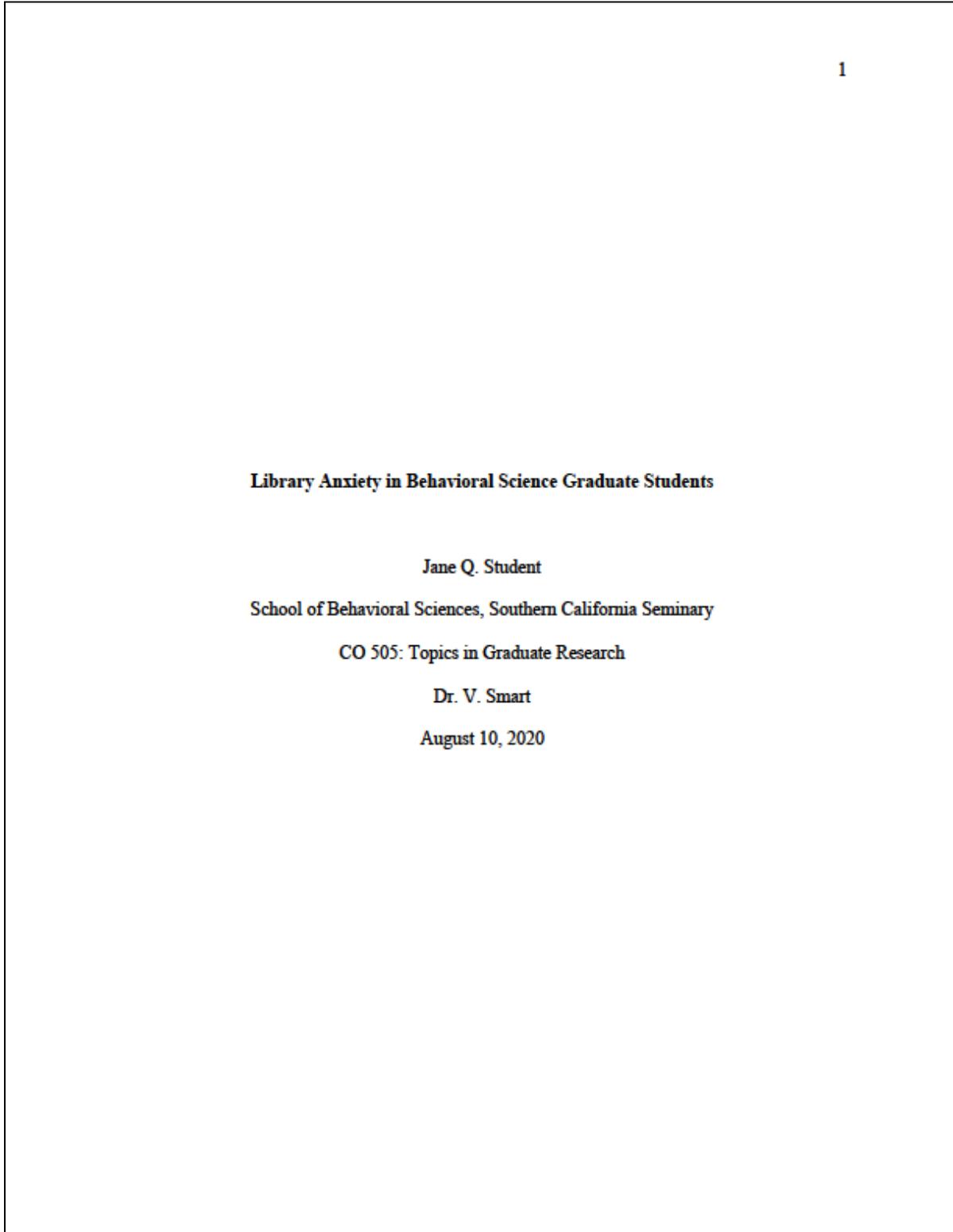
School of Behavioral Sciences, Southern California Seminary

XX 100: Course Name

Professor Name

Due Date

Example of the title page of the paper.



### *Table of Contents*

You might be asked to include a table of contents in your paper. The words Table of Contents are typed immediately below the one-inch top margin. One blank double-spaced line follows, with the entries beginning on the second line below the page title. Note the following:

- Double space between subheading entries and single space wrap around lines.
- Align first level subheadings left; indent second level subheadings .5 inch, etc. If more than one level of subheadings is included, each level is indented a constant distance beyond the previous level.
- The capitalization and wording of subheadings must be exactly as they appear in the body of the document.
- Page numbers appear at the right margin (justified right) following a dotted leader line.



Do you need the preformatted table of contents to display the headings of your paper? *The Guide to Microsoft Word* includes instructions for updating, editing or creating a table of contents.



The *Dissertation Template* has the table of contents preformatted into the document. Just type your headings in the body of the paper and click on the correct Style: Heading 1, Heading 2, etc. DO NOT edit or type on the preformatted table of contents.

## Part Three: Body of the Paper

This section contains general information relevant to the writing mechanics of the body of the paper.

### Headings (2.3)

Headings 1-2: use Title Case (every word capitalized); and each heading is on separate line.

Headings 3-5: use Sentence case (only the first word is capitalized); the heading and the text are in the same paragraph. Consult *Guide to Microsoft Word* to learn about how to format Run-in Side Headings.

Level	Format
1	<b>Center, Bold, Title Case Heading</b> Text begins as a new paragraph.
2	<b>Flush Left, Bold, Title Case Heading</b> Text begins as a new paragraph.
3	<b><i>Flush Left, Bold Italic, Title Case Heading</i></b> Text begins as a new paragraph.
4	<b>Indented, Bold, Title Case Heading, Ending with a Period.</b> Text begins on the same line and continues as a regular paragraph.
5	<b><i>Indented, Bold Italic, Title Case Heading, Ending with a Period.</i></b> Text begins on the same line and continues as a regular paragraph.



Do you want to know more about heading styles? The *Guide to Microsoft Word* includes instructions for linking a heading to a Style and for editing a Style.

**Italics & Underlining (6.22)**

The following items are to be consistently italicized throughout: third level subheadings, book, journal, webpage titles, periodical volume numbers, key terms, etc. Italics should not be used for emphasis (use syntax to provide emphasis).

If emphasis is added to a quotation which does not appear in the original this must be noted by [*emphasis added*] placed in brackets within the quote immediately after the italicized words (8.31).

**Lists/Seriation (6.49–6.52)**

Use a numbered list to display complete sentences or paragraphs in a series. The use of “numbered lists” may connote an unwanted or unwarranted ordinal position among the items. If you wish to achieve the same effect without an ordinal position, items should be identified by bullets. Items in lists that are complete sentences or whole paragraphs have a period at the end. Consistency is important. Within a paragraph or sentence, identify elements in a series by lowercase letters incased parentheses. If the list is an appositive, use a colon, not a semicolon, to introduce the list.

**RIGHT:** He gave two reasons for his resignation: (a) advancing age and (b) gradually failing eyesight.

**WRONG:** He gave 2 reasons for his resignation; a) advancing age and b) gradually failing eyesight.

**Numbers (6.32–6.39)**

Spell out numbers from one through ten. For all other numbers (11-999,999), use Arabic numerals. Spell out numbers that begin a sentence. See also *APA Publication Manual* for exceptions.

## Spelling (6.11)

Use the Merriam Webster dictionary (<https://merriam-webster.com>) for spellings. Use the *APA Dictionary of Psychology* (<https://dictionary.apa.org>) for the spelling of psychological terms.

## Punctuation

Some punctuation rules are selected below. Refer to APA 6.1–6.10 for more information. There should be only one space between the terminal punctuation of a sentence and the beginning of the next sentence.

### *Colons (6.5)*

The colon is used between a grammatically complete introductory clause, and a final phrase or clause that illustrates, extends or amplifies the preceding thought; in ratios and proportions; and, between chapter and verse of Scripture references.

### *Commas (6.3)*

Commas are used to separate items like clauses, phrases, and individual words, especially when the reader might mistake when one clause or phrase ends and another begins. Use a comma between elements in a series of three or more items (including before *and* and *or*); to set off the year in dates or in in-text (parenthetical) citations.

### *Ellipses (8.31)*

Omissions in quoted matter are marked by a series of period dots called ellipses. Three dots are used for omissions within a sentence, while four dots are used following an abbreviation or a sentence ending period. Ellipses dots must be kept together and need a space before and after (unless the first dot is the period of an abbreviation or punctuation) and after the last dot of a word: i.e., “quoted ... matter” and not “quoted...matter.”

### *Hyphens & Dashes (6.12, Table 6.2, 6.3, 6.6)*

Hyphens are used for compound words, e.g. Jack-of-all-trades. Do not confuse a dash—with a hyphen -. Dashes are used to indicate a sudden interruption in the continuity of a sentence. Overuse weakens the flow of the material.

An **en-dash** (e.g., Matthew 1:1–5; pp. 5–16) is used in works to mean “through” for numbers and dates; while a hyphen (e.g., first-century writer) connects compound words. Note that there is no space on either side of a hyphen or en-dash. To insert an en-dash in MS Word, with a full keyboard use Ctrl+Num - (minus sign) or Insert | Symbols | More Symbols | Character code: 2013.

Use an **em-dash** (—), or two hyphens, to indicate a pause. Dashes are used to indicate a sudden break in thought, indicate faltering speech, or for emphasis. There is no space before or after the dash. If MS Word does not automatically insert a dash, with a full keyboard use Ctl+Alt+Num - (minus sign) or Insert | Symbols | More Symbols | Character code: 2014.

**RIGHT:** The Great Commission, the Great Commandment, and Servant Leadership—these are “the pillars of living our faith.”

**WRONG:** The Great Commission; the Great Commandment; Servant Leadership – these are “the pillars of living our faith”.

Use a **2-em dash** (two consecutive em-dashes or 4 hyphens) to indicate missing letters (no spaces) or words (space on either side of the dash). H—th [Heath?] The man — down the stairs.

A **3-em dash** (three consecutive em-dashes or 6 hyphens) is used in bibliographies to represent a repeated author (16.2.2). ———. *Title of Work*. Do not use underline.

### *Parentheses (6.8)*

Parentheses are used to set off (a) structurally independent elements, (b) in-text (parenthetical) citations, (c) to introduce an abbreviation, and (d) to set off letters in a series (as in this sentence). See 6.9 about using brackets [].

### *Semicolons (6.4)*

A semi-colon is used to separate elements in a series that already includes commas. It indicates a greater break in the continuity of a sentence than a comma does. It is used to separate two independent clauses, taking the place of a conjunction. One space follows the semi-colon. Semicolons are placed outside quotation marks and parentheses.

## **Widows and Orphans**

Avoid widowed headings and orphaned lines of text.

Orphans occur when the last line of a paragraph stands alone at the top of the page or the first line of a paragraph that stands alone at the bottom of a page.

Widows occur when a page ends with an isolated subheading. There must be at least two lines of text with the subheading; otherwise, the subheading should be placed atop the next page.



Do you want to know how to control widowed headings and orphaned text? The *Guide to Microsoft Word* includes instructions for widow and orphan control using the Paragraph dialog box.

### **A Philosophical Comparison of Turabian & APA Styles**

The styles we use reflect the values of each of the represented communities: humanities vs. behavioral science. Below is a comparison of the Turabian and APA styles. Turabian emphasizes the author and authority of the text and how footnotes and direct quotations show the importance of the language of the text. APA deemphasizes the author, supporting collaboration and the knowledge of the authors. Currency is the primary concern. The in-text citation cites the entire text and not the specific page preferring the summary of ideas over exact language of direct quotes.

Turabian	APA
Berg-Cross, Linda. <i>Basic Concepts in Family Therapy: An Introductory Text</i> . New York: Haworth Press, 2000.	Berg-Cross, L. (2000). <i>Basic concepts in family therapy: An introductory text</i> . New York: Haworth Press.
<b>This list of source types is shown in the order of the citation examples present in the manuals. It also shows the order of importance of the source types for each style:</b>	
<b>Books</b> and other nonperiodical publications; Articles and other publications in periodicals; Miscellaneous print and nonprint sources; and electronic publications	<b>Journals</b> (periodicals); books, brochures, and book chapters; technical and research reports, including government documents; proceedings of meetings and symposia; dissertations and theses; unpublished works; reviews; audiovisual media; and electronic media (no example for websites; prohibition through silence)
Supports <b>single</b> authors	Supports <b>multiple</b> authors, collaboration
<b>Footnotes vs. parenthetical references effect the nature of reading:</b>	
Footnotes are <b>elective</b> reading	Parentheticals <b>interrupt</b> the text
Author is primary	Author(date) are “nametags for works”
Authority of the text	Shows the knowledge of author of the article
Footnotes...mark a specific text (page)	Cite the entire text
Exact language— <b>direct quotations</b>	<b>Ideas</b> —summaries
Full name, unique individual Walvoord, John.	Initials, decrease individual, masking of identity, gender, ambiguous author identification Walvoord, J.
Dates last (currency not an issue)	Dates first (currency is the primary issue)
Titles, Capitalization (importance of work)	Titles, Lower case (lesser importance)
Primary sources, authoritative work	Progressive accumulation of knowledge “emphasizes the research rather than the researcher/writer” <sup>1</sup>

<sup>1</sup> Smith, Gregory A. *Documentation Style as Rhetorical Device: A Comparative Analysis of Two Bibliographic Systems*. Faculty Publications and Presentations. Paper 26. (April 2007), accessed September 26, 2012, [http://digitalcommons.liberty.edu/lib\\_fac\\_pubs/26](http://digitalcommons.liberty.edu/lib_fac_pubs/26). This comparison was adapted from the work performed by Greg Smith in his analysis of MLA and APA Styles.