APA STYLE 7TH EDITION

MSUB WRITING CENTER IN THE ASC

HTTPS://WWW.MSUBILLINGS.EDU/ASC/
WHAT IS APA?

The American Psychological Association (APA) “style provides a foundation for effective scholarly communication because it helps authors present their ideas in a clear, concise, and organized manner” (APA, 2020, p. xvii).

Disciplines that Use APA:
- Business
- Health Sciences
- Sciences
- Social Sciences

APA regulates:
- Style and language
- Document format
- In-text citations
- References
FORMAT

• 1” margins on all sides of document (default setting)

• Student papers need only to include a page number in the upper right-hand corner of every page (title page is page 1)

• Use a common, readable font throughout
  • **Recommended**: Calibri (11 pt.) or Times New Roman (12 pt.)

• Double spacing throughout (including title and references pages)
Most student papers now do not need an abstract. (Check with your instructor.)

- Title Page
- Abstract
- Introduction
  - Literature Review
  - Methods
- Results/Findings
- Discussion
- References
Guided Imagery and Progressive Muscle Relaxation in Group Psychotherapy

Hannah K. Greenbaum

Department of Psychology, The George Washington University

PSYC 3170: Clinical Psychology

Dr. Tia M. Benedetto

October 1, 2019
<table>
<thead>
<tr>
<th>Level</th>
<th>Heading Format</th>
</tr>
</thead>
</table>
| 1     | Centered, Bold, Title Case Heading  
Text begins as a new paragraph. |
| 2     | Flush Left, Bold, Title Case Heading  
Text begins as a new paragraph. |
| 3     | Flush Left, Bold Italic, Title Case Heading  
Text begins as a new paragraph. |
| 4     | Indented, Bold, Title Case Heading, Ending With a Period.  
Text begins on the same line and continues as a regular paragraph. |
| 5     | Indented, Bold Italic, Title Case Heading, Ending With a Period.  
Text begins on the same line and continues as a regular paragraph. |
Guided Imagery and Progressive Muscle Relaxation in Group Psychotherapy

A majority of Americans experience stress in their daily lives (American Psychological Association, 2017). Thus, an important aim of psychological research is to evaluate techniques that promote relaxation and relaxation. Two techniques that have been associated with reduced stress and increased relaxation in psychotherapy contexts are guided imagery and progressive muscle relaxation (McKusick & Lehrer, 2007). Guided imagery aids individuals in connecting their internal and external experiences, allowing them, for example, to feel calmer externally by reflecting thinking about calming imagery. Progressive muscle relaxation involves diaphragmatic breathing and the tensing and releasing of 16 major muscle groups; together these behaviors lead individuals to a more relaxed state (Jacobson, 1938; Trakhtenberg, 2008). Guided imagery and progressive muscle relaxation are both cognitive behavioral techniques (Yalom & Leszcz, 2005) in which individuals focus on the relationship among thoughts, emotions, and behaviors (White, 2000).

Group psychotherapy effectively promotes positive treatment outcomes in patients in a cost-effective way. Its efficacy is in part attributable to variables unique to the group experience of therapy as compared with individual psychotherapy (Bottomley, 1996; Yalom & Leszcz, 2005). That is, the group format helps participants feel accepted and better understand their common struggles; at the same time, interactions with group members provide social support and models of positive behavior (Yalom & Leszcz, 2005). Thus, it is useful to examine how stress reduction and relaxation can be enhanced in a group context.
STYLE GUIDELINES

• Use clear, concise language; avoid contractions and colloquialisms

• Numerals under 10 should be spelled out; 10 and above expressed as a number

• Past tense verbs should be used to refer to events that occurred at a specific point in the past (such as a researcher’s work)

• Use “I” in place of editorial “we”

• Do not use “he” or “she” as a generic pronoun; it is acceptable to use “they” or rephrase the sentence

• Avoid biased language that reveals sex, gender, race, disability, socio-economic status
OVERVIEW

• Credit ideas, texts, research and media that have directly influenced your work

• Author-date citation system (corresponds to the first word of the references entry)
  • Parenthetical:
    This is an example of a parenthetical in-text citation (Karas, 2020).
  • Narrative:
    Karas (2020) offered an example of a narrative in-text citation.
PARAPHRASES

• Paraphrases state the ideas of another in the author’s own words.

• APA prioritizes paraphrasing over quoting
  • Published authors primarily paraphrase, and students should learn to emulate this style

• Use the author-date citation system to attribute paraphrased ideas

Paraphrases allow the author to condense information and synthesize ideas from multiple sources (American Psychological Association [APA], 2020).
DIRECT QUOTES

Quote sparingly. Reserve quotes for vivid, impactful language.

For direct quotes of fewer than 40 words, use the author-date citation system, include a page number (p. or pp.) or other locator, and incorporate the quote into the paragraph.

Narrative: According to the APA (2020), “a direct quotation reproduces words verbatim from another work” (p. 270).

Parenthetical: “A direct quotation reproduces words verbatim from another work” (APA, 2020, p. 270).
Researchers have studied how people talk to themselves:

Inner speech is a paradoxical phenomenon. It is an experience that is central to many people’s every day lives, and yet it presents considerable challenges to any effort to study it scientifically. Nevertheless, a wide range of methodologies and approaches have combined to shed light on the subjective experience of inner speech and its cognitive and neural underpinnings. (Alderson-Day & Fernyhough, 2015, p. 957)
UN-PAGINATED SOURCES

• Provide a heading or section name
  • Use an abbreviated name in quotes if the section name is too long
  (Gecht-Silver & Duncombe, 2015, Osteoarthritis section).

• Provide a paragraph number (count manually if not numbered)
  (Chamberlin, 2014, para. 1).

• Provide a timestamp for beginning of material quoted from audio/visual sources
  (Cuddy, 2012, 2:12)
MULTIPLE AUTHORS

• One or two authors: include the names of both authors in every in-text citation

Narrative: Jones and Kim (2019) reported that …

Parenthetical: (Jones & Kim, 2019).

• Three or more authors: include the name of only the first author plus “et al.” in every citation, including the first (unless this would create ambiguity)

Narrative: Jones et al. (2019) found that the effects of …

Parenthetical: (Jones et al., 2019).
UNKNOWN AUTHOR ORGANIZATION AS AUTHOR

• Unknown author: include the title and year of publication

Narrative: In 2015, “Tech Seeds” reported … (p. 30)

• Organization as author: name the organization and year of publication

According to the International Society for Technology in Education (2016), …
First citation: (Food and Drug Administration [FDA], 2012)
Later citations: (FDA, 2012)
TWO OR MORE WORKS IN THE SAME PARENTHTHETICAL REFERENCE

- When citing multiple works in the same parenthetical reference, place the citations in alphabetical order, separating them with semicolons.

Though procedures differ across institutional contexts, a traditional model of academic probation relies on student-initiated efforts to improve academic standing within a passive institutional framework (James & Graham, 2010; Lindo et al., 2008).
References


IDENTIFY THE SOURCE TYPE

• To determine the format to follow, ask:
  • Author: Who is responsible for this work?
  • Date: When was the work published?
  • Title: What is this work called?
  • Source: Where can I retrieve this work?

• What to do when one or more elements are missing: https://apastyle.apa.org/style-grammar-guidelines/references/missing-information
REFERENCE ELEMENTS

- **Punctuation:**
  - Put a period in between reference elements
  - Use commas to separate parts of an element
  - Capitalize the letter of titles, subtitles (after the : ), and proper names

- **Author:** the person or group responsible for creating, writing, or editing the content of a work

- **Date:** date of publication

- **Title:** the title of the work being cited
  - Stand-alone titles: book, journal, website, report
  - Part of a greater whole: article, chapter

- **Source:** where readers can retrieve the work cited (journal, website, publisher)
  - URLs and DOIs: present both as hyperlinks (not necessary to include “Retrieved from”)

CITING A BOOK

- Authored book (with multiple editions, with or without a DOI)
  DOI
CITING A JOURNAL ARTICLE

• Article with a DOI or database URL (if given both, choose the DOI)


DOI.

RESOURCES

• Recommended:
  • The APA Guide (7th Edition)
  • A writing manual such as the Bedford Guide for College Writers (latest edition)

• Free Electronic Resources:
  • Purdue OWL: https://owl.purdue.edu/owl/purdue_owl.html
  • Excelsior OWL: https://owl.excelsior.edu/
  • APA Style Blog: https://apastyle.apa.org/blog/
PRESENTATION REFERENCES

