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).

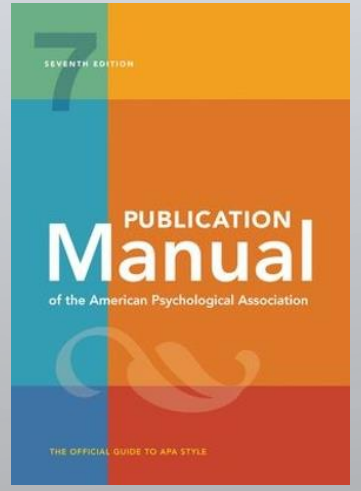
Disciplines that Use APA:

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)

APA PAPER SECTIONS

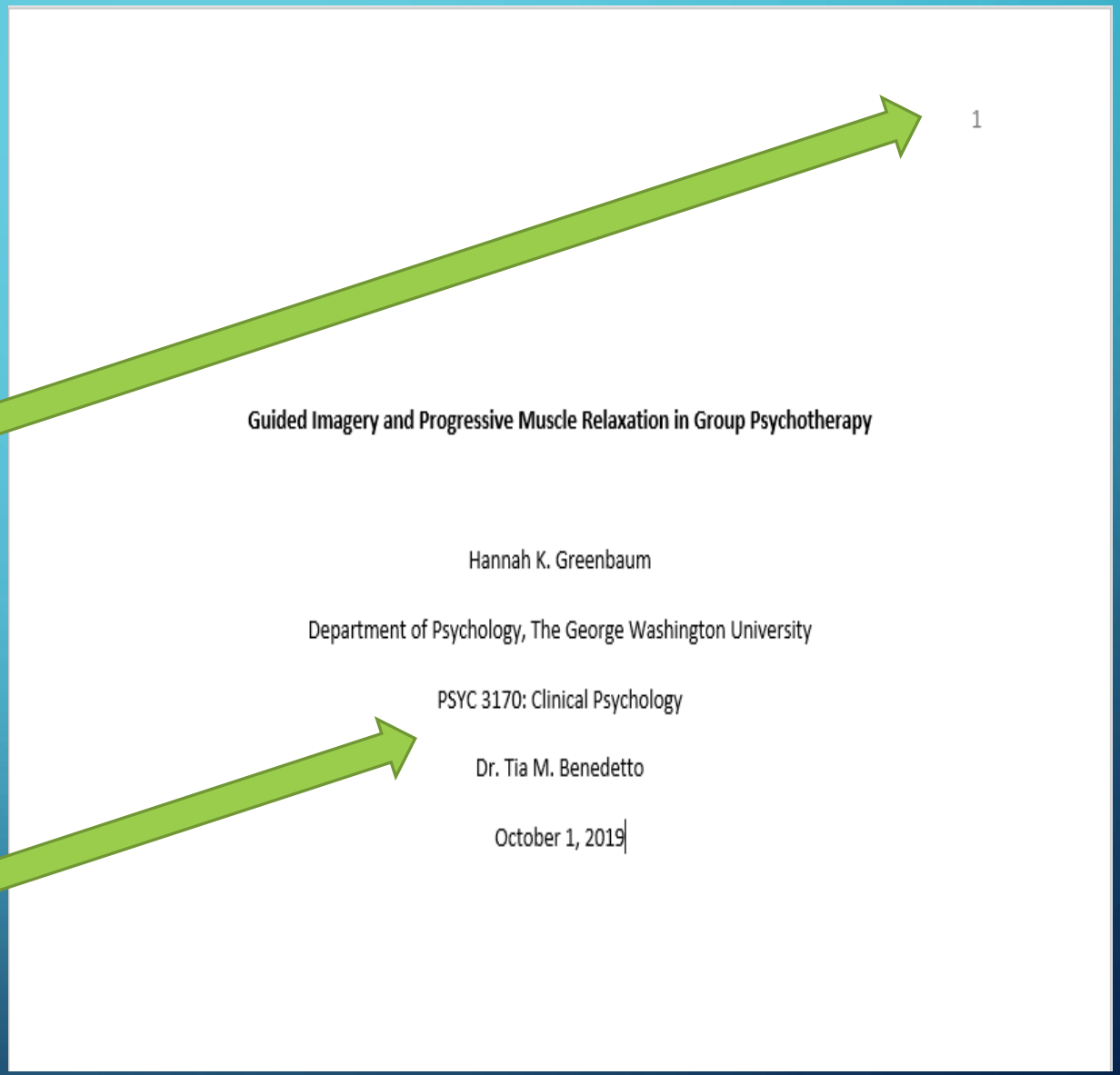
- Most student papers now **do not** need an abstract. (Check with your instructor.)

Title Page	Abstract	Introduction Literature Review Methods Results/Findings Discussion	References

TITLE PAGE

Header (student paper):
Page number in upper right-hand corner
Title Page is page 1

Title: **Centered, Bold**
Author's Information: Centered, Double-Spaced, includes Name, University, Course, Faculty, Date



1

Guided Imagery and Progressive Muscle Relaxation in Group Psychotherapy

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PSYC 3170: Clinical Psychology

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October 1, 2019

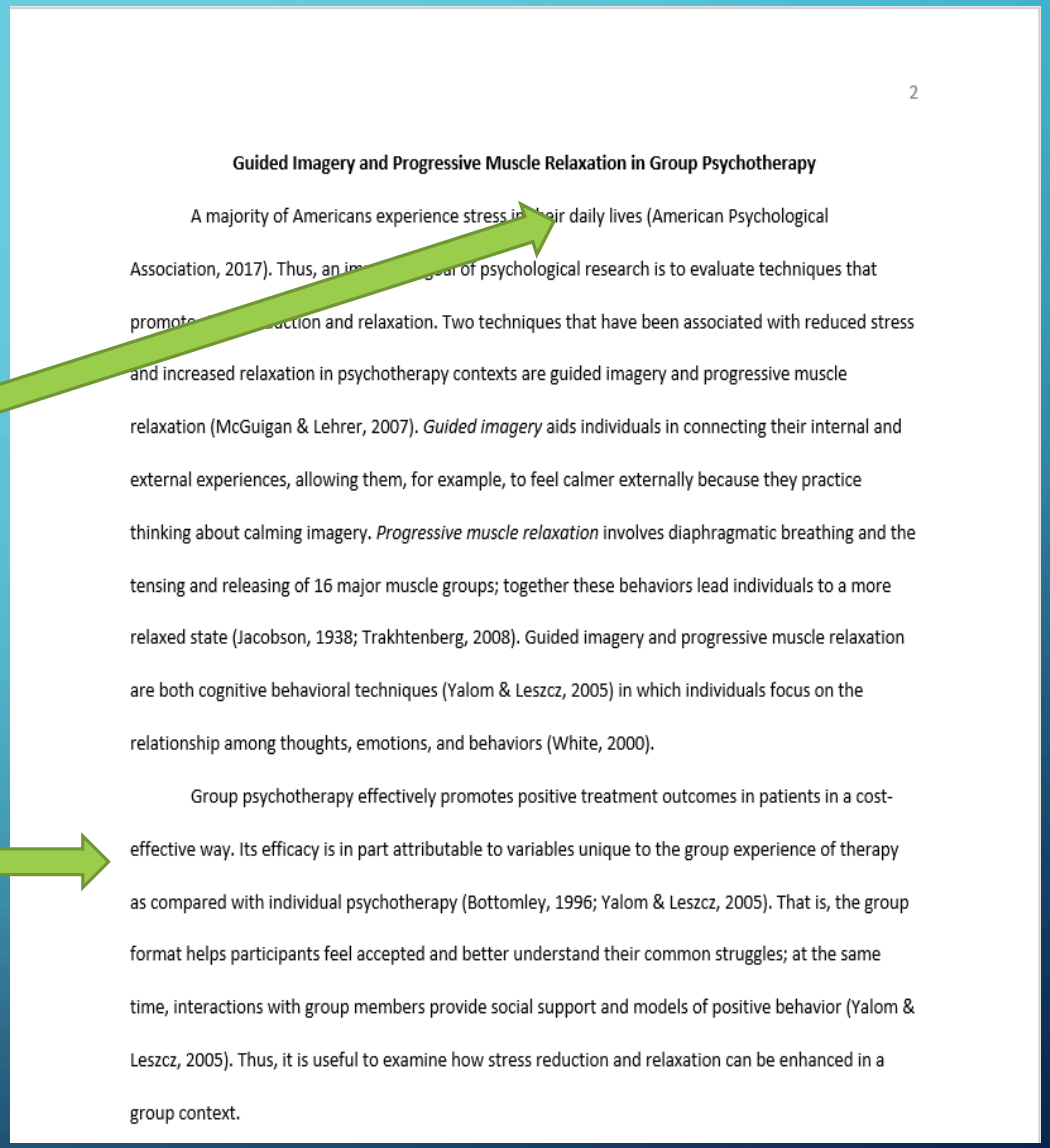
HEADINGS

Level	Heading Format
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.

TEXT

- Header includes page number
- Title is **Centered, Bold, Title Case**
- Text is left-justified and double-spaced

- Use a readable font throughout
- No creative effects
- Follow the heading guidelines to label sections



2

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 goal of psychological research is to evaluate techniques that promote stress reduction and relaxation. Two techniques that have been associated with reduced stress and increased relaxation in psychotherapy contexts are guided imagery and progressive muscle relaxation (McGuigan & Lehrer, 2007). *Guided imagery* aids individuals in connecting their internal and external experiences, allowing them, for example, to feel calmer externally because they practice 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

IN-TEXT CITATIONS

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).

DIRECT QUOTES

- Block quotes (of 40 words or more): Do not use quotation marks. Start the quotation on a new line indented .5 in from the left margin. Double space the block quotation. The parenthetical reference goes after the final period.

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)

Parenthetical: (“Tech Seeds,” 2015, 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 PARENTHETICAL 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

FORMAT

"References" centered and bolded

Entries arranged in alphabetical order with hanging indent

References

Achterberg, J. (1985). *Imagery i… …g*. Shambhala Publications.

American Psych… …al Association. (2017). *Stress in America: The state of our nation*. https://www.apa.org/news/press/releases/stress/2017/state-nation.pdf

Baider, L., Uziely, B., & Kaplan De-Nour, A. (1994). Progressive muscle relaxation and guided imagery in cancer patients. *General Hospital Psychiatry*, *16*(5), 340–347. https://doi.org/10.1016/0163-8343(94)90021-3

Ball, T. M., Shapiro, D. E., Monheim, C. J., & Weydert, J. A. (2003). A pilot study of the use of guided imagery for the treatment of recurrent abdominal pain in children. *Clinical Pediatrics*, *42*(6), 527–532. https://doi.org/10.1177/000992280304200607

Bernstein, D. A., & Borkovec, T. D. (1973). *Progressive relaxation training: A manual for the helping professions*. Research Press.

Bottomley, A. (1996). Group cognitive behavioural therapy interventions with cancer patients: A review of the literature. *European Journal of Cancer Cure*, *5*(3), 143–146. https://doi.org/10.1111/j.1365-2354.1996.tb00225.x

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)

Author, A. A., & Author, B. B. (year). *Title of book* (2nd ed.). Publisher name. DOI

Burgess, R. (2019). *Rethinking global health: Frameworks of power.* Routledge.

Brown, L. S. (2018). *Feminist therapy* (2nd ed.). American Psychological Association. https://doi.org/10.1037/0000092-000

CITING A JOURNAL ARTICLE

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

Author, A. A. & Author, B. B. (year). Title: Subtitle. *Journal Title*, *Volume*(issue), p#. DOI.

McCauley, S. M., & Christiansen, M. H. (2019). Language learning as language use: A cross-linguistic model of child language development. *Psychological Review*, *126*(1), 1-15. https://doi.org/10.1037/rev0000126

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

American Psychological Association. (2020). *Publication manual of the American Psychological Association: The official guide to APA style* (7th ed). American Psychological Association.

American Psychological Association. (2020). Sample papers.

https://apastyle.apa.org/style-grammar-guidelines/paper-format/sample-papers