

*APA*  
*FORMAT*  
ACADEMIC WRITING WORKSHOP SERIES

**Presented by Writing Center Faculty & Staff**  
**Jasmine Boskent & Jalisa Peters**



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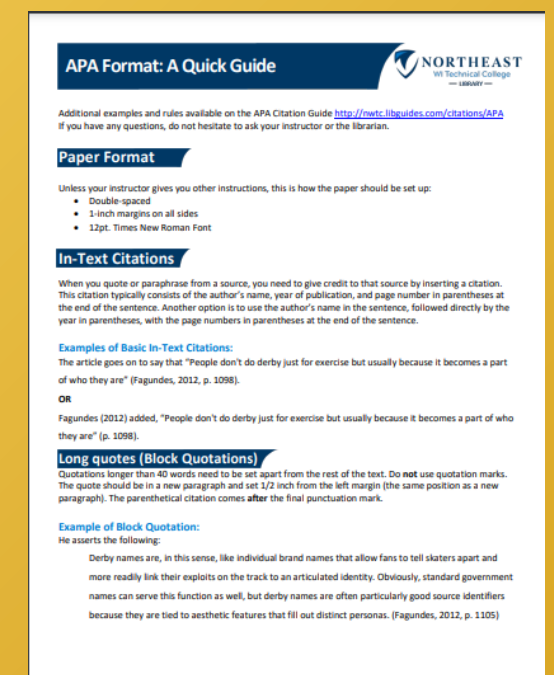


# WHAT IS APA FORMAT?

- The APA (**American Psychological Association**) writing style and format for academic and professional essays.
- The APA Writing Format is mainly used in the social sciences, like psychology, anthropology, sociology, education, and other fields.
- Although there are several versions of the APA format the presentation will go over the 7th edition style.
- The presentation will demonstrate **the Paper Formatting, Title Page, Abstract, Text/Body Formatting, In-Text Citations, and Reference Pages** in APA format.
- The APA format and proper citation of your cited sources ensure a reader knows the following:
  - **The author of the work**
  - **The title of the work**
  - **The works publication/location**
- A reader should be able to find this information when you quote or paraphrase a source (**In-Text Citation**) and in your **Reference Page** at the end of your paper.



## Northeast Technical College Library APA 7th Edition Guide



# PAPER FORMAT

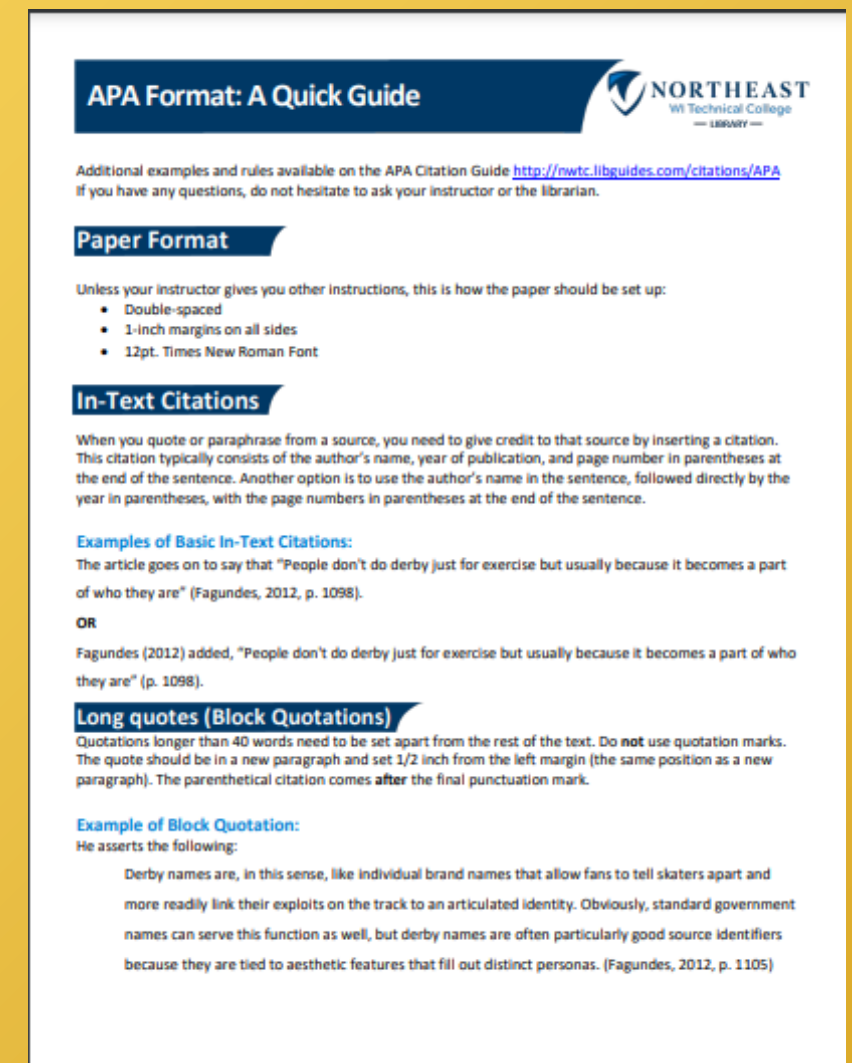
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- The APA Student Paper must be in one of the following fonts:
  - **12-point Times New Roman**
  - **11-point Calibri, Arial, or Georgia**
  - **10-point Lucida**
- The paper should have **1-inch margins with double-spaced text.**
- If your professor requests it, your **running head will be placed on the upper left corner.**
- The paper should have **the page number at the upper right corner**
- Review your assignment guidelines for the paper to ensure you have proper headings and format at your professor's discretion.
- The APA Student Paper structure should be as follows:
  - **Title Page**
  - **Abstract (at professor's discretion)**
  - **Text (your essay)**
  - **References (works cited page)**

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# TITLE PAGE

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- The style of your title page will depend on your professor's discretion. However, this presentation will introduce you to the traditional APA 7th Edition Title Page.
- The title page must have a page number in the upper right corner.
- The traditional APA Student Paper does not require a running head; however, if your professor asks for it, you will need to place it in the upper left corner.
- The title of your paper must be centered and bolded in the middle of the page.
- After you add your title, double-space 2x's between the title to add your name or the Author's Name without credentials (PhD, MBA, etc.).
- All the elements after your title will be in standard format, meaning no bold or italic features will be added.

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## Purdue University Student APA Title Page Example

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- Everything after your name will be in traditional double-spaced format. Only the space between the title and your name will be double-spaced twice.
- Under your name, you will add the Department Name and Institution Affiliation.
  - **Example:** Department of Criminal Justice, Southern University at New Orleans
- Next, add your course name and number
  - **Example:** COMM 306N-01: African American Speakers & Rhetoric
- Finally, you will add the assignment's due date; the month should be spelled out with the day and year.
  - **Example:** September 5th, 2024

# ABSTRACT

- An abstract is a brief overview or summary of your essay's contents, encouraging the reader to view the full text.

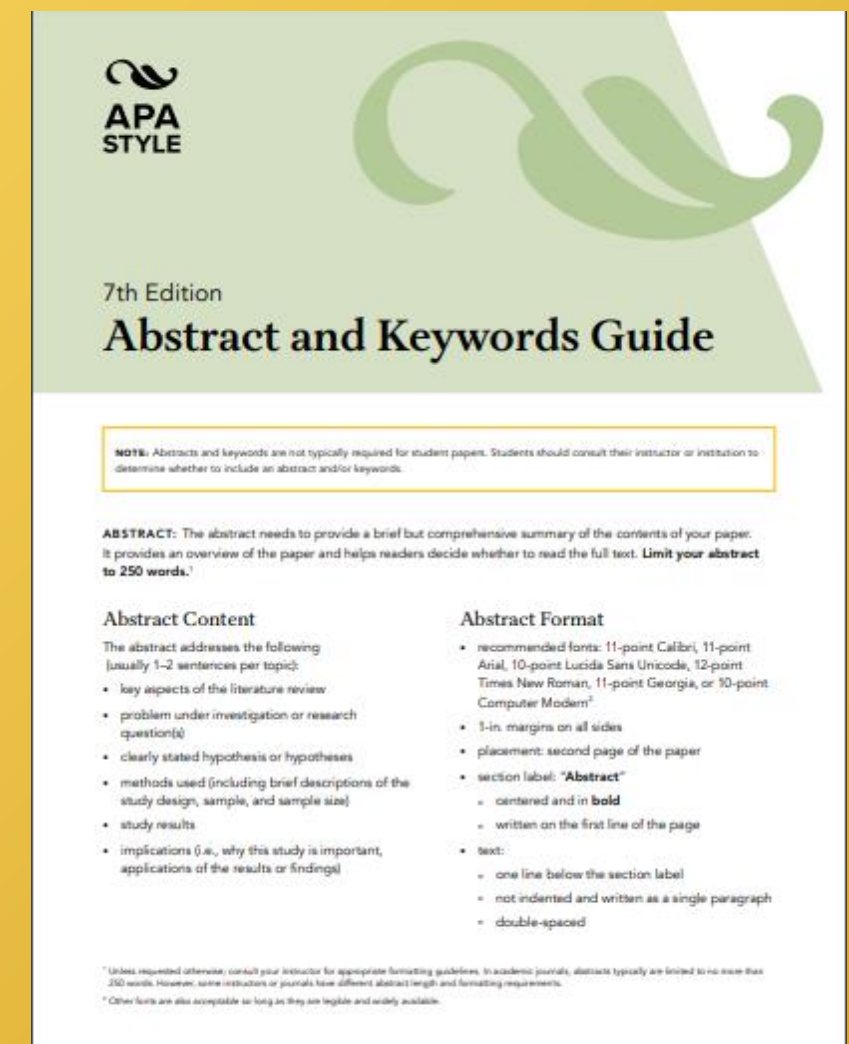
- **Tip: View the abstract as a movie or TV trailer and that you are attempting to draw in potential readers.**

- You must limit your abstract to **150-250 words minimum**, including keywords or phrases that give great descriptions and further details of your essay.

- The paper format of your abstract must include the following:

- **Begin on a separate page from the Title Page**
- **Running Head on the upper left corner of the page**
- **Page Number on the upper right corner of the page**
- **Type the word “Abstract,” with it centered and bolded in a clear, concise point size and font style on the first-page line**

## American Psychology Association Abstract & Keyword Guide



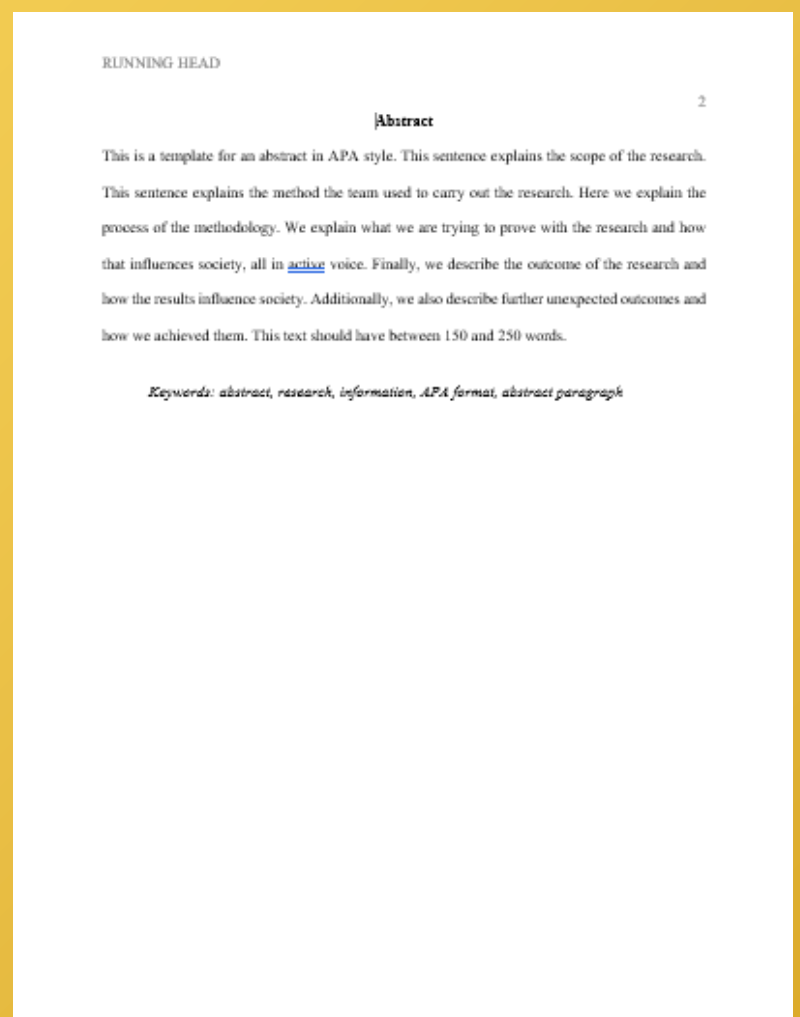


- The text point size and font style of your abstract may be one of the following:
  - **12-point Times New Roman**
  - **11-point Calibri, Arial, or Georgia**
  - **10-point Lucida**
- The text must be **aligned left** on the page with **no indentation and double-spaced**.
- Your abstract should **give key features of your literary review**, and ensure that you follow your professor's instruction or example of this section.
- It should **discuss the problem you are talking about or your questions on the subject with a clear hypothesis**.
- You should **discuss the research methods** used. You can **give a detailed design of your study and samples**.
- Most importantly, you must **discuss your study's results and the meaning or importance of your study to draw in the reader**.
- Lastly, **each subject must be 1-2 sentences** to ensure you comply with the 150-250 word limit.

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## BibGuru APA 7th Edition Abstract Template

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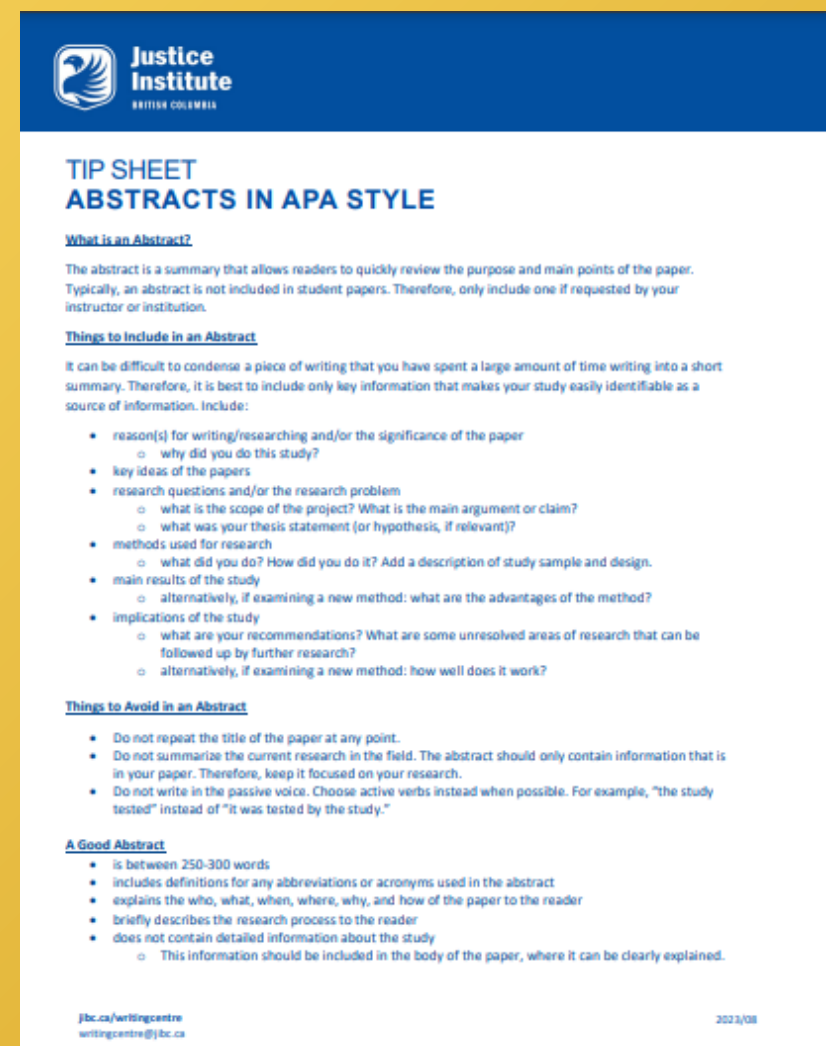


- The most crucial aspect of your abstract is the keywords or phrases you will use to give the reader a short description of your essay.
- Keywords are descriptive phrases or acronyms meant to capture your paper's essential parts. View them as terms for the audience to search throughout the reading.
- You may have **3-5 keywords** in your abstract placed below your abstract.
- The format for key words is the following:
  - **“*Keywords*”** will be italicized, aligned left, and indented (similar to a paragraph)
  - **A colon will separate “*Keywords*” and the text**
  - **Each word will be separated by a comma and space with no ending punctuation on the last word**
  - **The order of the words does not matter. However, if the words exceed the second line, you must double-space it without an indentation on the second line.**

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## Justice Institute of British Columbia Abstract Guide

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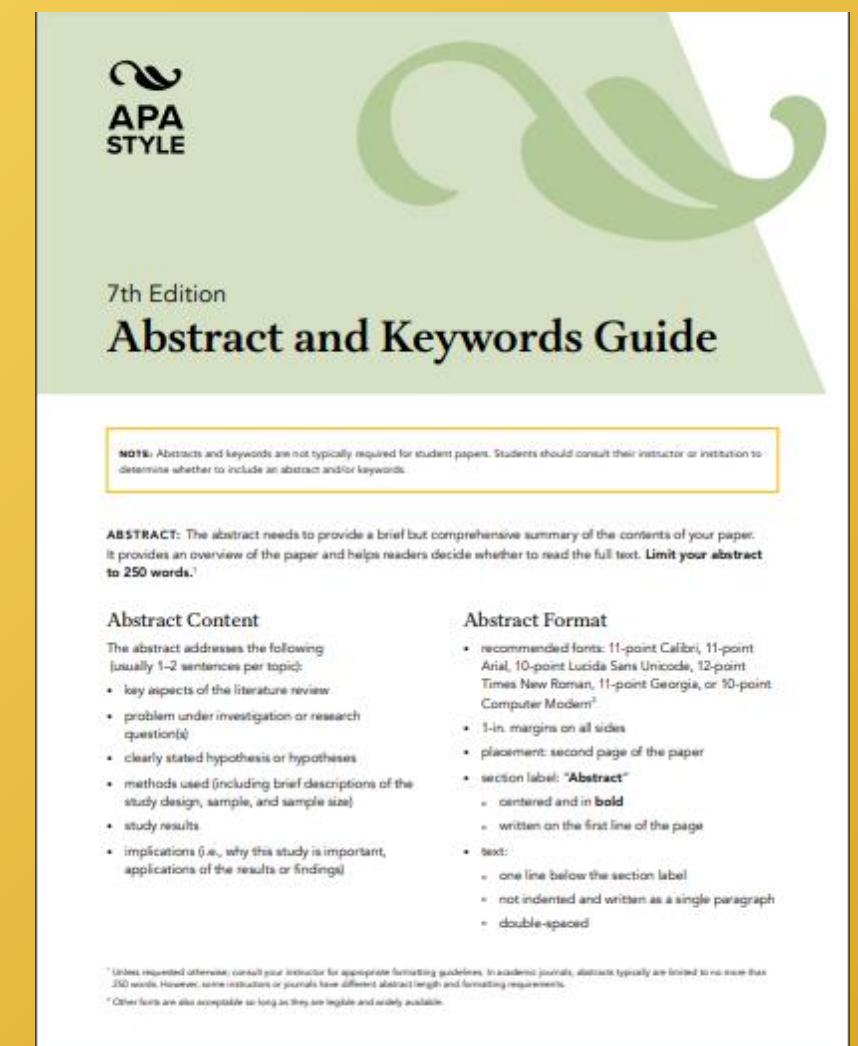


- Your key words should address the following:
  - **Your research topic**
  - **The population you will address**
  - **The methods that were used through your research**
  - **Your research results and findings**
- Always consult with your professor on the format of your abstract. Although this presentation demonstrates the traditional APA 7th Edition Format, your instructor's guidelines take seniority.
- Your professor may want you to exclude keywords or terms. However, if needed, you still have a readily available example of an abstract with keywords.
- You will disregard this section if you do not need an abstract for your paper. Still, discussing these factors with your instructor is essential, as every professor has different expectations for APA essays.

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## American Psychology Association Abstract & Keyword Guide

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# TEXT/BODY

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- If your professors request it, your running head will be on every page of your essay, along with page numbers.
- You will center and bold your title page at the top, then press enter to add a new space for your text/body.
- Your text should have a double-spaced left alignment, with each paragraph with 0.5 indentions on each section.
- Data, tables, block quotations, headings, and footnotes are all considered text.
- Adhere to your assignment guidelines when formatting your paper's content. However, you can also refer to the **SUNO Writing Center's Academic Essay Outline** to structure your paper in the correct format.

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## SUNO Writing Center Academic Essay Outline

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The form is titled "Handout Academic Essay Outline Practice" and includes the SUNO Writing Center logo. It provides a structured template for an academic essay outline with the following sections and lines for writing:

- Introduction:** 3 lines
- Thesis Statement:** 1 line
- Body Paragraph I:**
  - Topic Sentence:** 1 line
  - Subpoint I & Evidence:** 3 lines
  - Subpoint II & Evidence:** 3 lines



- In addition, your paper may have multiple topics or elements your professor requires, such as a methodology, results, discussion, or data. If so, they will be separate sections of the paper with their titles centered and bolded.
- Ensure that you are following your assignment guidelines, and if you are unsure, ask your professor to advise you on further instructions.
- You may refer to this presentation to provide examples on the APA 7th Edition Format for Student Papers.
- If your APA paper must be in a professional format or you would like to learn more about what that would consist of, consider viewing the [Southern University at New Orleans Library's APA 7th Edition Lecture Video.](#)

# IN-TEXT CITATIONS

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- An **In-Text or Parenthetical Citation** is used to credit a source when quoting or paraphrasing any source material within an academic essay or research paper.
- In the citation, **the quote is enclosed with quotation marks** following the **author's last name and page number**; the quote was found enclosed in parenthesis.
  - **Example:** According to Jones (1998), "students often had difficulty using APA style, especially when it was their first time" (p. 199).
- The alternative is a narrative citation, in which you would include the author's name and year of publication in parentheses within a sentence before citing the quote, leaving the page number enclosed in parenthesis.
  - **Example:** Fagundes (2012) added, "People don't do derby just for exercise but usually because it becomes a part of who they are" (1098).
- Some sources may lack page numbers, in which you may leave the author's last name and publication year (**Do not attempt to number the pages or lines independently**). However, you cannot use the alternative in-text citation option.
  - **Example:** The article goes on to say that, "People don't do derby just for exercise but usually because it becomes a part of who they are" (Fagundes, 2012).



- There are four types of in-text citation methods that you can use throughout your paper:

- **Direct Quoting**
- **Paraphrasing**
- **Narrative Citations**
- **Parenthetical Citations**

- **Direct Quotes** are in-text citations that **use the exact wording of a source (word for word)**.
- If you use this method, **add the author's last name, the year of the source's publication, and the source's page or paragraph number(s)**. The information will be enclosed in parentheses, each proceeding to the other by a comma.
- Ensure that the direct quote used in quotation marks shows ownership to the source's author. Please look at our MLA Format Presentation for a detailed view of the importance of proper quoting.

- **Example:** According to Jones (1998), "students often had difficulty using APA style, especially when it was their first time" (p. 199).

- **Narrative citations** are used when **the author's name is mentioned in the text**.
- If you want to use this citation method, add the year of publication next to the author's name enclosed in parentheses, with your evidence following after.

- **Example:** Koehler (2016) noted the dangers of falsely balanced news coverage.

- An alternative option is to place the author's name and year of publication in the text. In this case, you would not need to put the year in parentheses.

- **Example:** In 2016, Koehler noted the dangers of falsely balanced news coverage.

- **Paraphrasing Citations** is when you interpret a source's information in your own words.
- Although there is no requirement to add page or paragraph numbers with paraphrasing, you can do it with the author's last name and year.

- **Example:** Webster-Stratton (2016) described a case example of a 4-year-old girl who showed an insecure attachment to her mother; in working with the family dyad, the therapist focused on increasing the mother's empathy for her child (pp. 152–153).



- **Parenthetical Citations** are used when the author's name is not mentioned in the text.
- Using this citation method, you must add the author's name and publication date in parentheses.

- **Example:** Falsely balanced news coverage can distort the public's perception of expert consensus on an issue (Koehler, 2016).

- Some sources may not have a direct author by name. In that case, you will shorten the source title in quotations and the year of publication separated by a comma and enclosed in parentheses.

- **Example:** "Practical Oral Care for People with Intellectual Disability,"
  - ("Practical Oral," 2009)

- If the work's title is too long, such as a book or website, you will italicize it; if the work is shorter, like an article, you will put in quotation marks and add the year of publication.

- **Example:** *Women of the North an Exhibition of Art By Inuit Women of the Canadian Arctic Sculptures Drawings Wall Hangings Costumes Dolls*
  - (*Women of the North*, 1992)

- The APA format requires you to italicize titles of books, newspapers, magazines, journals, periodicals, websites, reports, films, videos, and other **stand-alone works (intended or designed to be used separately)**. You will italicize these sources regardless if they are in a sentence or citation.
- In addition, you must put articles, essays, chapters, poems, webpages, songs, and speeches in quotations, regardless of whether they are in a sentence or citation.



# BRIEF OVERVIEW

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- Before citing any source material, briefly overview the piece to display its relevance to your topic or argument.
- Your overview should be **one to two sentences long and include where the source was published (publications should be italicized), its title (quotations or italics based on APA format rules), and its author.**

- **Example:** In *The Insider Magazine* article, “South Asian Creators Explain Why a Trend Among White TikTokers to Give Themselves ‘Henna Freckles’ is so Offensive,” Charissa Cheong discusses the issues of TikTok creators imitating the plant-based dye tattoos and discrediting and ignoring its origins.

- If your source has no direct authors but you know where the source was publicized, you would only include that publication as its author.

- **Example:** *The Insider Magazine* article, “South Asian Creators Explain Why a Trend Among White TikTokers to Give Themselves ‘Henna Freckles’ is so Offensive,” discusses the issues of TikTok creators imitating the plant-based dye tattoos and discrediting and ignoring its origins.

- Once you give a proper overview of a source, you can use it multiple times without having to introduce it again.

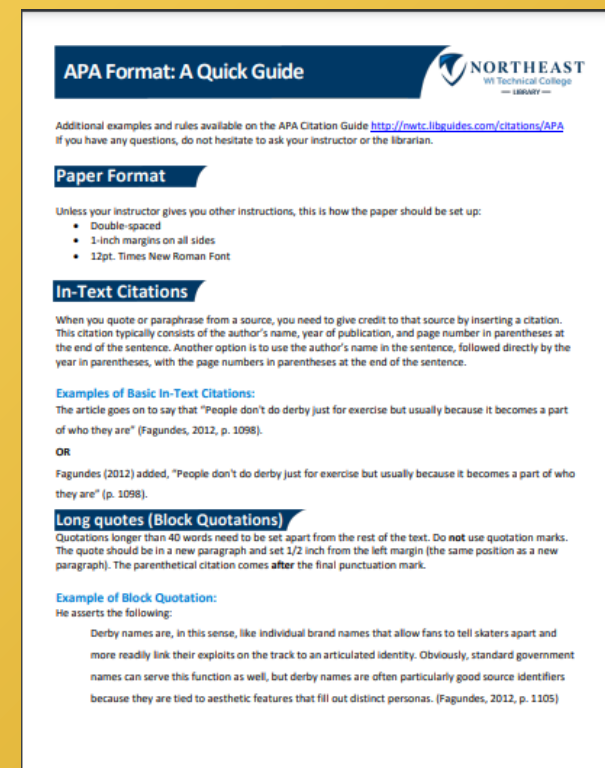
- **Example:** The poem is not of traditional structure; it continuously switches from conventional to free verse, adding to its revolutionary defiance. The stanzas even maintain this defiance of form, with some only consisting of one or two lines separating them with parenthesis. For example, “America was never America to me)” (Hughes, 1936, line 5), the sentence is divided by the first stanza, “Let America be America again. Let it be the dream it used to be Let it be the pioneer on the plain, Seeking a home where he is free” (lines 1-4). The structure shows a voice hidden by the darkness coming to light. Eventually, this voice breaks out of the parenthesis to assimilate a new style demanding attention. Slowly, the poem escapes traditional structure with physical form and its use of rhyme scheme.

- In this poem explication, the poem “Let America Be America Again” by Langston Hughes has an overview in the introduction of the essay and the main topic.
- In addition, you should only give an overview of the new source material in the essay. We encourage you to refer to the [APA 7th Format Guide](#) to clarify whether your in-text citation is correct.

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## Northeast Technical College Library APA 7th Edition Guide

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# BLOCK QUOTATIONS

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- **Block or Long Quotations** are for citing quotes that are **40 words or more**.
- When block quoting a source, you must **separate it from the rest of your essay as a new paragraph**.
- In addition, the quote must be **1/2 inch from the left margin, with no quotation marks surrounding the quote. In addition, you will add a parenthetical citation, including the author's last name, year of publication, and page or paragraph number(s), with a comma between them.**
- Ensure that your parenthetical citation is **outside of the last punctuation mark of the quote**.

- **Example:** He asserts the following:

Derby names are, in this sense, like individual brand names that allow fans to tell skaters apart and more readily link their exploits on the track to an articulated identity. Obviously, standard government names can serve this function as well, but derby names are often particularly good source identifiers because they are tied to aesthetic features that fill out distinct personas. (Fagundes, 2012, p. 1105)



- If your quote is long and you need only a particular section of the piece, you may do a basic in-text citation by cutting off the sections you need with ellipses.

- **Example:** He asserts, “Rather, it was a handle and email address she used as a musician in Phoenix’s punk rock scene. When she publicized her nascent league using the alias Ivanna S. Pankin, and the entire Austin scene was already using skate names...” (Fagundes, 2012, p. 1105).

- The same rules apply to the alternative citation method of inserting the author’s last name in a sentence rather than within the citation.

- **Example:** Fagundes (2012) asserts the following:

The story of derby-name emergence probably has more to do with coincidence and path dependence than with conscious design. Derby pioneer Ivanna S. Pankin’s classic derby name pre-dated her founding of Arizona Roller Derby in 2003. Rather, it was a handle and email address she used as a musician in Phoenix’s punk rock scene. When she publicized her nascent league using the alias Ivanna S. Pankin, and the entire Austin scene was already using skate names, the leagues that popped up in their wake followed suit, and the practice of using colorful nicknames has been used by virtually all derby leagues and skaters since. (1093-1094)

# REFERENCE PAGE

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- The **Reference page** or **Works Cited** is a portion of your paper where you give credit to each source that appears within the text. Any source **NOT** used in the text should be outside the Works Cited Page.
- It should be on a separate page from your paper, with the **title “Reference” centered**.
- The entire page should be double-spaced to reflect the essay, with each citation having an **indentation beginning with the second line, followed by 0.5 to create a hanging indentation**.
- Every citation should reflect the following format:
  - Author’s Last Name, First Initial. Middle Initial. (Date of Publication). *Title of Source*. Publisher. URL of Source.
- Although every source may have different information, you will use all available information. In addition, you may use library resources, such as JSTOR or ESBCO, that provide citations in APA, MLA, and Chicago format.

- You may have a source of one, two, or three authors, multiple authors, or no direct author; your citation will differ depending on these factors.
- If a source has only one author, you would put their last name following their first and middle initials.

- **Example:** Ahmed, S. (2012). *On Being Included: Racism and Diversity in Institutional Life*. Duke University Press

- If a source has two authors, you would add the first author's last name with the first and middle initials separated by an "&" sign to add the following author.

- **Example:** Soto, C. J., & John, O. P. (2017). The next big five inventory (BFI-2): Developing and assessing a hierarchical model with 15 facets to enhance bandwidth, fidelity, and predictive power. *Journal of Personality and Social Psychology*, 113(1), 117-143. <http://dx.doi.org/10.1037/pspp0000096>.

- If a source has 3-20 authors, list them by last names and initials; commas separate author names, while the last author name is preceded again by an "&" sign.



- **Example:** Nguyen, T., Carnevale, J. J., Scholer, A. A., Miele, D. B., & Fujita, K. (2019). Metamotivational Knowledge of the Role of High-level and Low-level Construal in Goal-relevant Task Performance. *Journal of Personality and Social Psychology*, 117(5), 879-899. <http://dx.doi.org/10.1037/pspa0000166>.
- Suppose a source has over 20 authors; list by last names and initials; commas separate author names. After the first 19 authors' names, use an ellipsis instead of the remaining author names. Then, end with the final author's name (**do not place an “&” sign before it**). There should be no more than twenty names in the citation in total.
- **Example:** Pegion, K., Kirtman, B. P., Becker, E., Collins, D. C., LaJoie, E., Burgman, R., Bell, R., DelSole, R., Min, D., Zhu, Y., Li, W., Sinsky, E., Guan, H., Gottschalck, J., Metzger, E. J., Barton, N. P., Achuthavarier, D., Marshak, J., Koster, R., . . . Kim, H. (2019). *The subseasonal experiment (SubX): A multimodel subseasonal prediction experiment*. *Bulletin of the American Meteorological Society*, 100(10), 2043-2061. <https://doi.org/10.1175/BAMS-D-18-0270.1>

- Group authors can include **corporations, government agencies, organizations, etc, and a group may publish in coordination with individuals.** Here, you treat the publishing organization the same way you'd treat the author's name and format the rest of the citation as usual. **Be sure to give the full name of the group author in your reference list, although abbreviations may be used in your text.**
  - **Example:** Merriam-Webster. (2008). Braggadocio. *In Merriam-Webster's Advanced Learner's English Dictionary.* Merriam-Webster.
- When a work has multiple layers of group authorship (e.g. **The Office of the Historian, which is a part of the Department of State, publishes something**), list the most specific agency as the author and the parent agency as the publisher.
  - **Example:** Bureau of International Organization Affairs. (2018). *U.S. contributions to international organizations, 2017* [Annual report]. U.S. Department of State.  
<https://www.state.gov/u-s-contributions-to-international-organizations/>
- When the work does not have an author, move the title to the beginning of the references and follow with the publication date. **Only use “Anonymous ” if the work's author is signed “Anonymous.”**

- **Example:** *Merriam-Webster's Collegiate Dictionary* (11th ed.). (2003). Merriam-Webster.

- The following formats are citations for **Books, Articles, Data, Presentations, Dictionaries, Thesaurus, Encyclopedia, Interviews, & Social Media.**

## BOOKS

- **Basic Format:** Author's last name, Author's first initial. Author's middle initial. (Year of Publication). *Title of work.*  
Publisher. DOI (if available).
- **Edited Book, No Author:** Editor, E. E. (Ed.). (Year of publication). *Title of work: Capital letter for Subtitle.*  
Publisher. DOI (if available).
- **Edited Book, with an Author or Authors:** Author, A. A. (Year of publication). *Title of work: Capital letter for Subtitle.* (E. Editor, Ed.). Publisher. DOI (if available)
- **Translation:** Author, A. A. (Year of publication). *Title of work: Capital letter for Subtitle* (T. Translator, Trans.). Publisher. (Original work published YEAR) DOI (if available)



- **Edition Other Than 1st:** Author, A. A. (Year of publication). Title of work: Capital letter also for subtitle (# edition).  
Publisher. DOI (if available)
- **Chapter or Article in Edited Book:** Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In E. E. Editor & F. F. Editor (Eds.), *Title of work: Capital letter also for subtitle* (pp. pages of chapter). Publisher. DOI (if available)
- **Work of Multiple Volumes:** Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle* (Vol. #). Publisher. DOI (if available)
- **Ebook:** Lastname, F. M. (Year). *Title of book* [eBook edition]. Publisher. URL

## ARTICLES

- **Article from Online Magazine:** Author, A. A., & Author, B. B. (Year, Month Day). *Title of article: Subtitle words*.  
Title of Magazine, volume number (issue number), pages. Retrieved from  
[http://url\\_of\\_magazine\\_webpage](http://url_of_magazine_webpage).

- **Online News Article:** Lastname, F. M. (Year, Month Date). *Title of article*. Title of Publication. URL
- **Article from Library Database:** Author, A. A., Author, B. B., & Author, C. C. (Year). *Title of Article: Subtitle Words*.  
Title of Periodical, volume number(issue number), pages.  
<https://dx.doi.org/xx.xxx/yyyy>

## **DATA & PRESENTATION**

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- **Data Sets:** Lastname, F. M. or Name of Group (Year). *Title of dataset* (Version No.) [Data set]. Publisher.  
DOI or URL
- **Online Lecture Notes or Presentation:** Lastname, F. M. (Year, Month Date). *Title of presentation* [Lecture notes, PowerPoint slides, etc]. Publisher. URL.
- **Computer Software/ Downloaded Software:** Lastname, F. M. or Name of Group. (Year). *Title of software* (Version No.). Publisher. URL

# DICTIONARY, THESAURUS, OR ENCYCLOPEDIA

- **Online Dict., Thesa., or Ency. with Group Author:** Institution or organization name. (Year). Title of entry. In *Title of reference work*. URL.
- **Online Dict., Thesa., or Ency. with One Author:** Lastname, F. M. (Year). Title of entry. In F. M. Lastname (ed.), *Title of reference work* (edition). Publisher. URL or DOI

## INTERVIEWS & SOCIAL MEDIA

- **Interview:** Last name, F. (Year, Month Date). Personal communication [Communication type].
- **Online Forum or Discussion Post:** Lastname, F. M. or Name of Group [username]. (Year, Month Date). *Title of post* [Online forum post]. Publisher. URL
- **Twitter/ X Post:** Lastname, F. M. or Name of Group [@username]. (Year, Month Date). *Content of the post up to the first 20 words* [Tweet]. Site Name. URL



- **Twitter/ X Profile:** Lastname, F. M. or Name of Group [@username]. (n.d.). *Tweets* [Twitter profile]. Retrieved Month Date, Year, from URL
- **Facebook Post:** Lastname, F. M. or Name of Group. (Year, Month Date). *Content of the post up to the first 20 words* [Type of post]. Site Name. URL
- **Facebook Page:** Lastname, F. M. or Name of Group. (n.d.). *Home* [Facebook page]. Site name. Retrieved Month Date, Year, from URL
- **Instagram Video or Photo:** Lastname, F. M. or Name of Group [@username]. (Year, Month Date). *Content of the post up to the first 20 words* [Type of post]. Site Name. URL
- **Youtube or Other Streaming Video:** Last Name, F. M. [Username]. (Year, Month Date). *Title of video* [Video]. Streaming Service. URL
- **Ted Talk:** Author, A. A. (Year, Month Date). *Title of talk* [Video]. TED. URL
- **Ted Talk on Youtube:** Username. (Year, Month Date). *Title of talk* [Video]. YouTube. URL

- To view further Reference Page APA Citation Examples, refer to the [APA 7th Edition Guidelines, Writing Center APA Webpage](#), or the [APA 7th Edition Handbook](#).
- Many of you will use scholarly journal articles online with a DOI (Digital Object Identifier) URL.
- These journal articles will be cited in the following APA format:
  - Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article: Subtitle words. *Title of Periodical*, volume number(issue number), pages. <https://dx.doi.org/xx.xxx/yyyy>
- If your source has DOI, you will add the link like the template above.
  - **Example:** Drollinger, T., Comer, L. B., & Warrington, P. T. (2006). Development and validation of the active empathetic listening scale. *Psychology & Marketing*, 23(2), 161-180. <https://doi.org/10.1002/mar.20105>.

- If there is no DOI, you would add “**Retrieved from**” following the source’s URL.

- **Example:** Perreault, L. (2019). *Obesity in adults: Role of physical activity and exercise*. UpToDate. Retrieved January 12, 2020, from <https://www.uptodate.com/contents/obesity-in-adults-role-of-physical-activity-and-exercise>.

- If you are unsure how to cite a scholarly journal with a DOI, refer to the [APA 7th Edition Guidelines](#), [Writing Center APA Webpage](#), or the [APA 7th Edition Handbook](#).
- The [Writing Center webpage](#) on the Southern University at New Orleans website has the [APA Guidelines](#), and this presentation is available for you to use.
- Although there are AI generators for citing sources, it can only access the information you input. In other words, you will still need to research and cite your sources properly.
- Southern University at New Orleans has a **No Plagiarism Policy** on page 10 of the [SUNO Student Code of Conduct](#) that we would like you to review for future assignments.



# References

Cooper, S. (2023, January). *Southern University at New Orleans Student Code of Conduct*. [www.suno.edu/assets/suno/PDFs/Academics/SUNO-Student-Code-of-Conduct-FINAL.pdf](http://www.suno.edu/assets/suno/PDFs/Academics/SUNO-Student-Code-of-Conduct-FINAL.pdf).

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