

Building Academic Credibility

Your Guide to APA 7th Edition at Bank Street College

Bank Street
College of Education

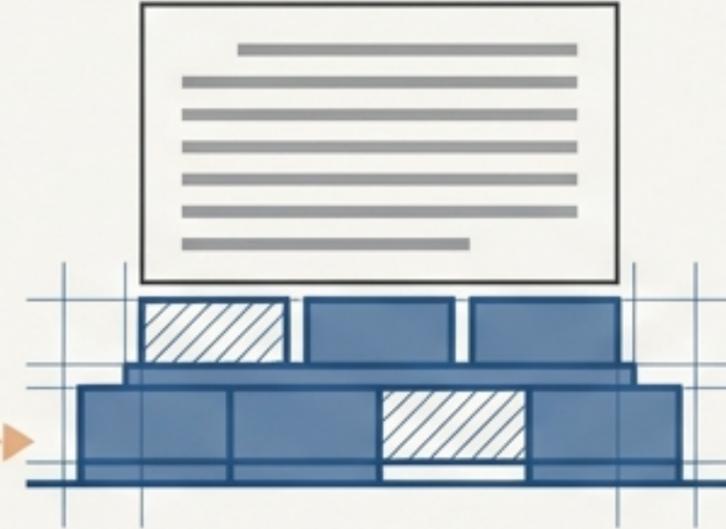
A comprehensive reference for formatting assignments and independent studies (IMPs) according to the American Psychological Association 7th edition.

The Two Core Components of APA Citation



In-Text Citations are the bricks.

They are brief references in the body of your work that point the reader to your source. They answer the question, "Who said this, and when?"



The Reference List is the foundation.

It provides the complete, detailed information for every source cited, allowing readers to find the original work themselves.

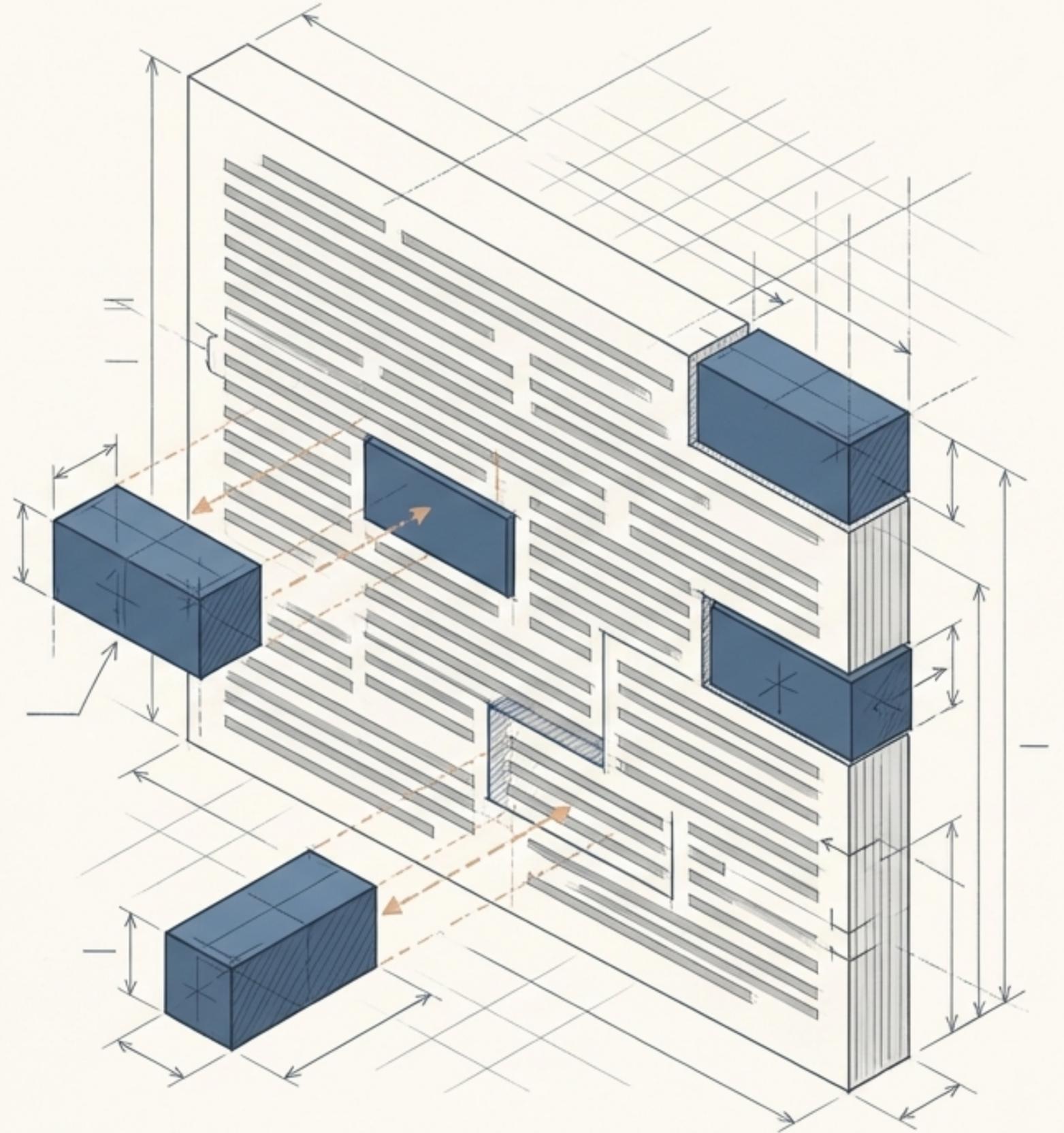
Every source you cite in-text must appear in the reference list.

Every entry in the reference list must be cited in-text.

Part 1: Laying the Bricks

Mastering In-Text Citations

Each time you quote, paraphrase, or refer to another's work, you must identify the source by inserting a citation into the text of your paper.



In-Text Citations: The Core Rules for Authors

Rule 1: One Author

Narrative Citation

If the author's name is used in the text, only the date is in parentheses.

Example: Duckworth (1986) discussed this.

Parenthetical Citation

If the author is not named in the text, include both name and date in parentheses, separated by a comma.

Example: These arguments against standardized education (Duckworth, 1986) explore science as a process of discovery.

Rule 2: Two Authors

Narrative Citation

Join names with the word "and".

Example: As Keisel and Drapewski (1990) demonstrated...

Parenthetical Citation

Join names with an ampersand (&).

Example: As has been shown (Keisel & Drapewski, 1990)...

Rule 3: Three or More Authors

Cite only the first author's name followed by "et al." for all citations.

Example 1: Kosslyn et al. (1996) found that...

Example 2: ... a number of studies were positive (Kosslyn et al., 1996).

In-Text Citations: Handling Direct Quotations

When you directly quote an author, you must include a location, such as a page number.

Quotations Under 40 Words

Rule: Incorporate the quote into your text and enclose it in double quotation marks. Place the citation after the quote, with sentence punctuation following the closing parenthesis.

Example: As Dewey (1938) noted, the educational continuum was united by this “connectedness in growth” (p. 75).

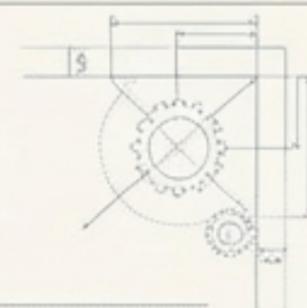
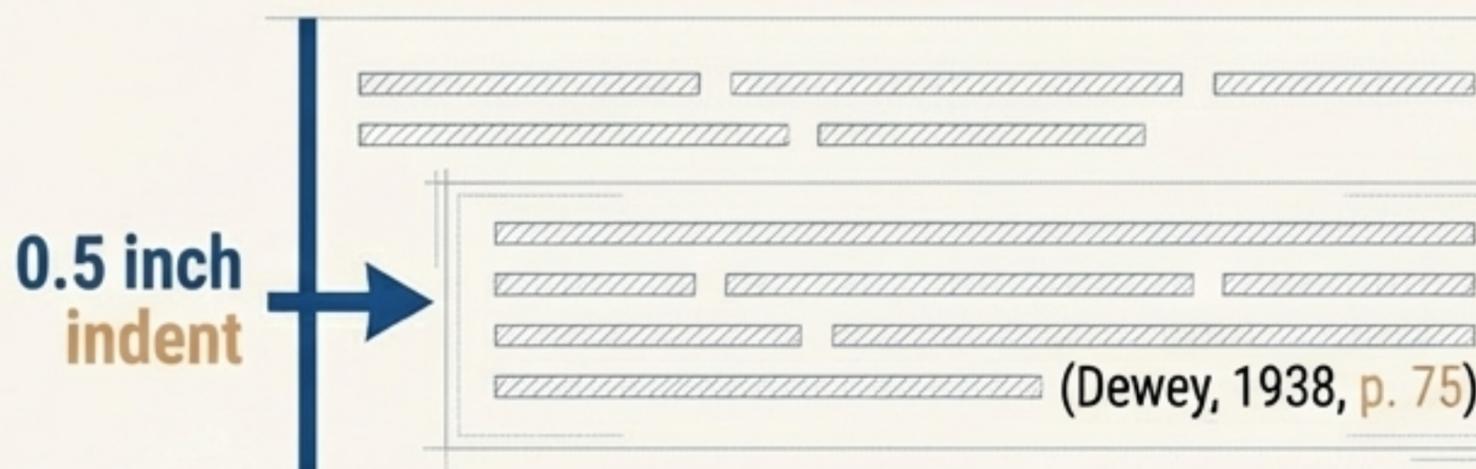


Quotations of 40 or More Words (Block Quotes)

Rules

- Start the quotation on a new line.
- Indent the entire block 0.5 inches from the left margin.
- Omit quotation marks.
- Double-space the entire quotation.
- Place the parenthetical citation *after* the final punctuation mark.

Visual Diagram



In-Text Citations: Special Cases

Secondary Sources



Rule: Use “as cited in” when you read about one author’s work in another author’s publication. The source you actually read (the secondary source) is the one that appears in your reference list.

Example:

(Ainsworth, 1982, as cited in Kagan, 1984) demonstrated...

Only Kagan (1984) would appear in the reference list.

Personal Communications (Emails, Interviews, Lectures)



Rule: Cite personal communications in the text only; they are not recoverable and are never included in a reference list. Give the communicator’s initials and last name, and as exact a date as possible.

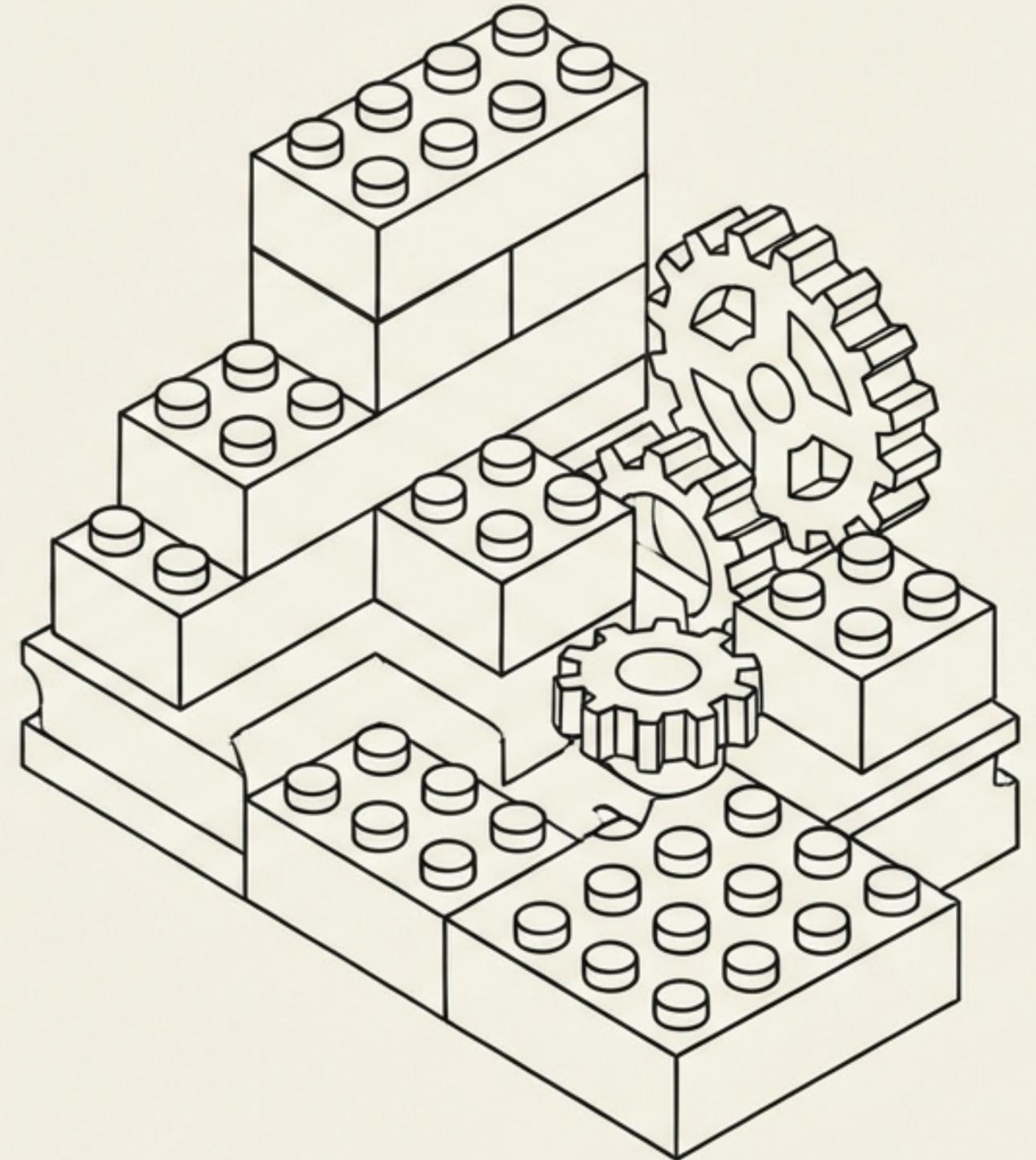
Example 1: T. K. Lutes (personal communication, April 18, 2001)

Example 2: (V.-G. Nguyen, personal communication, September 28, 1998)

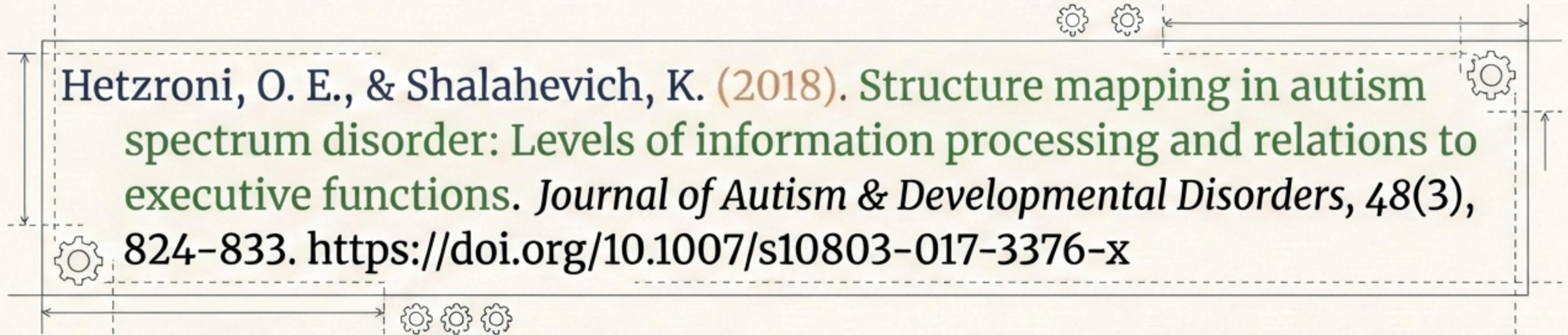
Part 2: Building the Foundation

Constructing the Perfect Reference List

The purpose of a reference list is to provide enough unique information so a reader can retrieve the items you listed. When in doubt, provide more information rather than less.



Deconstructing a Reference Entry: The Four Key Elements



Who (Author)

Hetzroni, O. E., & Shalahevich, K. (Last name, first initial(s)).

When (Date)

(2018). (Year of publication in parentheses).

What (Title)

Structure mapping in autism spectrum disorder... (Title of the specific work. Sentence case for articles, title case for journals).

Where (Source)

Journal of Autism & Developmental Disorders, 48(3), 824–833. <https://doi.org/10.1007/s10803-017-3376-x> (Where the work can be retrieved, e.g., journal or publisher, plus DOI/URL).

Reference List Examples: Books



Format 1: Print Book

Author, A. A. (Year). *Title of work in sentence case* (Xth ed.). Publisher.

Luby, J. L. (2006). *Handbook of preschool mental health: Development, disorders, and treatment*. Guilford Press.



Format 2: eBook with DOI

Author, A. A. (Year). *Title of work in sentence case*. Publisher.
<https://doi.org/xx.xxxx>

Bergen, D., & Fromberg, D. P. (2015). *Play from birth to twelve : Contexts, perspectives, and meanings* (3rd ed.). Routledge.
<https://doi.org/10.4324/9781315753201>



Format 3: Chapter in an Edited Book

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

Yarrow, L. J., & Messer, D. J. (1983). Motivation and cognition in infancy. In M. Lewis (Ed.), *Origins of intelligence: Infancy and early childhood* (2nd ed., pp. 451-478). Plenum.

Reference List Examples: Journal Articles

Key Formatting Notes

- Article title is in sentence case.
- *Journal Title* and *Volume Number* are in Title Case and Italicized.
- Issue number is in parentheses (not italicized).

Format 1: Article with a DOI (Digital Object Identifier)

Rule: If an article has a DOI, always include it.
Prefix all DOIs with `https://doi.org/`

Phipps, C. B., & Post, P. B. (2020). The effect of child-centered play therapy on the externalizing behaviors of low-income male preschoolers: A single-case design study. *International Journal of Play Therapy*, 29(2), 74–85.
<https://doi.org/10.1037/pla0000115>

Format 2: Article Without a DOI (from a website or database)

Rule: If there is no DOI, provide the URL that links directly to the cited work whenever possible.

Casper, V., & Ryan, S. (2019). Infant toddler care and education: Speaking up for young children and their caregivers. *Occasional Paper Series*, 42, 4-10.
<https://educate.bankstreet.edu/occasional-paper-series/vol2019/iss42/15/>

Citing Your Bank Street Work: Theses & IMPs



Format 1: Print IMPs (prior to mid-2012)

Template:

Author, A. A. (Year). *Title of master's thesis*
[Unpublished master's thesis]. Bank
Street College of Education.

Example:

Hartley, E. H. (2011). *From applesauce to
zucchini bread: A cookbook and
teacher's guide for early childhood
educators* [Unpublished master's thesis].
Bank Street College of Education.

Format 2: Online Electronic IMPs (mid-2012 and onward)

Template:

Author, A. A. (Year). *Title of master's thesis*
[Master's thesis, Bank Street College of
Education]. Educate. [URL]

Example:

Brewer, M. (2013). *Late effects of childhood
cancer: Implications for child life
specialists* [Master's thesis, Bank Street
College of Education]. Educate.
[https://educate.bankstreet.edu/indepen
dent-studies/72/](https://educate.bankstreet.edu/independent-studies/72/)

Reference List Examples: Web & Digital Sources



Format 1: Part of a Website (Group Author)

Rule: When the author and site name are the same, omit the site name to avoid repetition. If no date is available, use (n.d.).

Autism Speaks. (2020, February 20). *Autism Speaks endorses sleep guidelines for children with autism.*
<https://www.autismspeaks.org/science-news/autism-speaks-endorses-sleep-guidelines-children-autism>



Format 2: YouTube Video

Rule: Include the author's real name if known, followed by their screen name in brackets. Include the specific date the video was posted.

Template:

Author, A. A. [screen name]. (Year, Month Day). *Title of video* [Video]. YouTube. <http://xxxxx>

Bank Street College of Education. (2020, February 10). *Beyond the classroom at Bank Street School for Children* [Video]. YouTube.
<https://youtu.be/GAQQuYHELjs>

Reference List: Specialized Sources

Source Type: Online Newspaper Article

Bonisteel, S. (2020, March 24). The best canned tomatoes. *The New York Times*.
<https://nyti.ms/33GcHq8p>

Source Type: Mental Measurements Yearbook (Entire Test Description)

Source Type: News Website (No print version)

Rule: Italicize the title of the article.

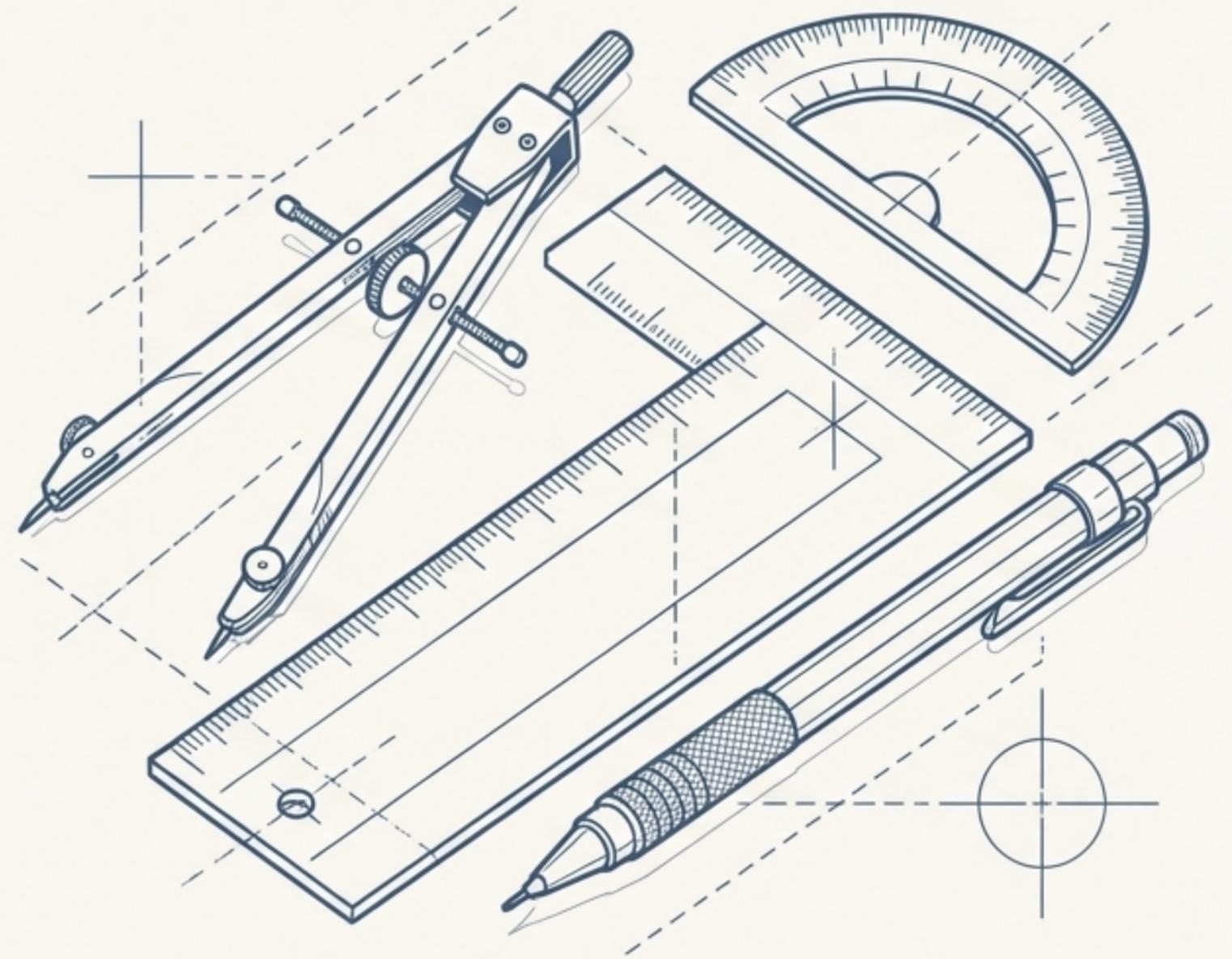
Simon, K. (2020, March 20). *Parents: It's ok if you're barely getting by right now*. HuffPost.
<https://apastyle.apa.org/style-grammar-guidelines/references/examples/newspaper-article-references>

Brown Attention-Deficit Disorder Scales. (2001). In B. S. Plake & J. C. Impara (Eds.), *The fourteenth mental measurements yearbook* (pp. 183–190). Buros Institute of Mental Measurements.

Part 3: Your Toolbox

Resources for Citation Success

You don't have to do it alone. Use these powerful tools and resources to collect, organize, cite, and share your research sources.



Your Support System at Bank Street

Bank Street Resources



APA7 @ Bank Street eBook: An eBook of common APA questions.



A Writer's Handbook (pdf): A useful booklet on formatting assignments and IMPs.



APA7 Primer (Google Slides): A brief overview.

Recommended External Tools



OWL Purdue: "Everyone's favorite citation resource."



Zotero: "An easy-to-use tool to help collect, organize, cite, and share research."



NCSU Citation Builder: A quick tool for generating citations (remember to select APA 7th ed.).

Get One-on-One Help

If you'd like help with APA7, **Make an Appointment** to see a Reference Librarian. For immediate assistance, see a Librarian at the Reference Desk.