APA Guidelines for Written Documents
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Abbreviations

Highlights:

• Acronyms and abbreviations must be spelled out completely on initial appearance in text.

• Use only if abbreviation is conventional, is apt to be familiar, will save considerable space, and will prevent cumbersome repetition.

• Avoid beginning a sentence with an acronym or an abbreviation.

• Periods are not used in abbreviations in APA Style
  » e.g., write “PhD” not “Ph.D”

• When the name of a state appears in the body of a text, spell it out. When the name of a city and state appear together, the name of the state should be abbreviated.

• The names of eight states are never abbreviated in date lines or text:
  » Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas, and Utah
Capitalization

Highlights:

• Capitalize major words (verbs, nouns, adjectives, adverbs, and words with 4 letters or more; not conjunctions, articles, and short prepositions) in titles of books and articles within text.

• Capitalize names of university departments if refer to specific department in specific university and complete names of courses if refer to specific course.

• Do not capitalize professional/job titles unless immediately preceding person’s name.

Commonly-used titles/phrases:

• The [Numeral or Word] NAREA Summer or Winter Conference (keep consistent—always either number or word—or use numerals for 10 and above and words if below 10)
  » The Eighth NAREA Winter Conference
  » The 13th NAREA Summer Conference

• NAREA + Name of Initiative + Year
  » NAREA Beyond Preschool 2015
  » NAREA Alternative Narratives 2017
  » NAREA Brick by Brick Series 2017–2018 New England

• Initiative + title format:
  » NAREA Brick by Brick Series Michigan 2016–2017
    To Take a Step Forward, You Have to Lose Your Way: Exploring the Meaning of the Reggio Emilia Approach Through Educational Documentation

• Reggio Emilia Approach (REA)
Title Case:

• In title case, capitalize the following words in a title or heading:
  » the first word of the title or heading, even if it is a minor word such as “The” or “A”
  » the first word of a subtitle
  » the first word after a colon, em dash, or end punctuation in a heading
  » major words, including the second part of hyphenated major words (e.g., “Self-Report,” not “Self-report”)
  » words of four letters or more (e.g., “With,” “Between,” “From”)

• Lowercase only minor words that are three letters or fewer in a title or heading (except the first word in a title or subtitle or the first word after a colon, em dash, or end punctuation in a heading):
  » short conjunctions (e.g., “and,” “as,” “but,” “for,” “if,” “nor,” “or,” “so,” “yet”)
  » articles (“a,” “an,” “the”)
  » short prepositions (e.g., “as,” “at,” “by,” “for,” “in,” “of,” “off,” “on,” “per,” “to,” “up,” “via”)
Colons & Semicolons

Highlights:

- Semicolon: use to separate elements in a series that already contain commas
Commas

Highlights:

• Comma: use the Oxford (or serial) comma. The Oxford (or serial) comma is the final comma in a list of things (Please bring me a pencil, eraser, and notebook)
  » Use before and and or
  » Use to set of nonessential clauses and to separate two independent clauses
  » Use to set of year in exact dates (April 18, 1992, was the correct date.)

Identification Crisis

• Incorrect example:
  » I went to see the movie, “Midnight in Paris,” with my friend, Jessie.

• Correct example:
  » I went to see the movie “Midnight in Paris” with my friend Jessie.
  » “Midnight in Paris” is the only movie in the world and Jessie is the writer’s only friend.
  » I went to see Woody Allen’s latest movie, “Midnight in Paris,” with my oldest friend, Jessie.

• You need a comma after “movie” because this and only this is Mr. Allen’s newest movie in theaters, and before “Jessie” because she and only she is the writer’s oldest friend.

• The syntactical situation I’m talking about is identifier-name. The basic idea is that if the name (in the above example, “Jessie”) is the only thing in the world described by the identifier (“my oldest friend”), use a comma before the name (and after it as well, unless you’ve come to the end of the sentence). If not, don’t use any commas.

• Grammatically, there are various ways of describing what’s going on. One helpful set of terms is essential vs. nonessential. When the identifier makes sense in the sentence by itself, then the name is nonessential and you use a comma before it. Otherwise, no comma. That explains an exception to the only-thing-in-the-world rule: when the words “a,” “an” or “some,” or a number, come before the description or identification of a name, use a comma.

• A Bronx plumber, Stanley Ianella, bought the winning lottery ticket.

• When an identifier describes a unique person or thing and is preceded by “the” or a possessive, use a comma:
  » Baseball’s home run leader, Barry Bonds, will be eligible for the Hall of Fame next year.
  » My son, John, is awesome. (If you have just one son.)
  » My son John is awesome. (If you have more than one son.)
  » The artist David Hockney is a master of color.
The celebrated British artist David Hockney is a master of color.

The gay, bespectacled, celebrated British artist David Hockney is a master of color.

~ Why are there commas after “gay” and “bespectacled” but not “celebrated”? Because “celebrated” and “British” are different sorts of adjectives. The sentence would not work if “and” were placed between them, or if their order were reversed.

• If nothing comes before the identification, don’t use a comma:

» The defense team was led by the attorney Harold Cullen.

• If the identification comes after the name, it should always be surrounded by commas:

» Steve Meyerson, a local merchant, gave the keynote address.

» However, my students, at least, often wrongly omit a “the” or an “a” in sentences of this type:

» Jill Meyers, sophomore, is president of the sorority.

» To keep the commas, it needs to be:

» Jill Meyers, a sophomore, is president of the sorority.

The Case of the Missing Comma

• A related issue is the epidemic of missing commas after parenthetical phrases or appositives — that is, self-enclosed material that’s within a sentence, but not essential to its meaning. The following sentences all lack a necessary comma. Can you spot where?

» My father, who gave new meaning to the expression “hard working” never took a vacation. [working]

» He was born in Des Moines, Iowa in 1964. [Iowa]

» Philip Roth, author of “Portnoy’s Complaint” and many other books is a perennial contender for the Nobel Prize. [books]

• A strategy is to remember the acronym I.C.E. Whenever you find yourself using a comma before an Identification, Characterization or Explanation, remember that there has to be a comma after the I.C.E. as well.

• “Comma splice” is a term used for the linking of two independent clauses — that is, grammatical units that contain a subject and a verb and could stand alone as sentences — with a comma. Here’s an example:

» He used to be a moderate, now he’s a card-carrying Tea Partier.

• It’s easy to fix in any number of ways:

» He used to be a moderate. Now he’s a card-carrying Tea Partier.

» He used to be a moderate; now he’s a card-carrying Tea Partier.

» He used to be a moderate, but now he’s a card-carrying Tea Partier.

» He used to be a moderate — now he’s a card-carrying Tea Partier.

• Two particular situations seem to bring out a lot of comma splices. The first is in quotations:

» “The way they’ve been playing, the team will be lucky to survive the first round,” the coach said,
“I’m just hoping someone gets a hot hand.”

~ The comma after “said” has to be replaced with a period.

• The other issue is the word “however,” which more and more people seem to want to use as a conjunction, comparable to “but” or “yet.” So they will write something like:

  » The weather is great today, however it’s supposed to rain tomorrow.

• Correct punctuation could be:

  » The weather is great today, but it’s supposed to rain tomorrow.

  » The weather is great today. However, it’s supposed to rain tomorrow.

• Comma splices can be O.K. when you’re dealing with short clauses where even a semicolon would slow things down too much:

  » I talked to John, John talked to Lisa.

• After lists, the most important function of the comma is to set off nonrestrictive or nonessential information.

  » I will give the document to my brother, Tom. (The writer has only one brother. The brother’s name is nonessential and therefore set off with a comma.)

  » I will give the document to my brother Tom. (The writer has more than one brother. In this case, the specific brother—Tom—is essential information and should not be set off with a comma.)

  » Nathaniel Hawthorne’s novel The Scarlet Letter has been made into several movies. (Hawthorne wrote more than one novel.)

  » Nathaniel Hawthorne’s first novel, Fanshawe, was published anonymously in 1828. (Hawthorne had only one first novel.)

• As seen in the example above, when the nonrestrictive or nonessential information is found within, rather than at the end of, the sentence, it should be set off with a pair of commas. When the nonessential information comes at the end of the sentence, only one comma is needed.

• When an explanation or definition occurs as an appositive, it should be set off with commas.

  » Mary Smith, a staff writer at the Big City Times, recently wrote a book on that subject.

  » The building’s window placement, referred to by architects as fenestration, is among its most distinctive features.

  » Between a person’s title and name (when the title comes first).

• When you write someone’s title before the person’s name, you don’t need to use a comma in between:

  » UC Berkeley Chancellor Nicholas B. Dirks took office in 2013.

  » Facebook COO Cheryl Sandburg is a bestselling author.

• When the title precedes the name, it functions as an adjective describing the person, and there’s no reason to separate adjectives from the nouns they describe. Do note, though that when the title follows the name, it is set off by commas.

  » Nicholas B. Dirks, the UC Berkeley Chancellor, took office in 2013.

  » Cheryl Sandburg, the COO of Facebook, is a bestselling author.
Crediting Sources

Quoting and paraphrasing:

• When paraphrasing or referring to idea in another work, provide page or paragraph number

• When omitting material from quote, use three spaced ellipsis points with space before and after ( . . . ) within sentence to indicate omitted text; use four points to indicate omission between two sentences (first point indicates period at end of sentence (do not use ellipsis symbol in Word menu)

• When inserting text in quote or changing quote, use brackets around changed text

Citing references in text:

• Author-date method: Kessler (2003) found that early onset results in a more persistent and severe course (Kessler, 2003); if multiple authors: (Kosslyn & Koenig, 1996)

• Citation styles: first in text, subsequent in text, parenthetical format/first in text, parenthetical format, subsequent in text

• To site specific part of source, indicate page after date and comma: (Centers for Disease Control and Prevention, 2005, p. 10)

• Personal communications: T.K. Lutes (personal communication, April 18, 2001) or (V.-G. Nguyen, personal communication, September 28, 1998); not included in References

• Reference list:
  » List of abbreviations (p. 180)
  » Order of references: alphabetical order by author’s last name and letter by letter; if multiple works by same author, arrange by year/earliest first

• Reference components: author and editor information, publication date, title, publication information, electronic sources and locator information (pp. 184-189)

Credit for informal use of quotes (Facebook, holding slides, display panels, postcards)

Ellipses

Highlights:

• Sometimes, text is omitted from the middle of a sentence. The missing text is indicated with three ellipses:

  » Original: He came home, with dogs and parakeet in tow, just in time for supper.
  
  » With text omitted: He came home . . . just in time for supper.

• Sometimes, the missing text occurs within two or more sentences. In that case, four dots are used—a period and three ellipses—to signal that the gap in text includes the end of one sentence and the beginning of another:

  » Original: He arrived just in time for dinner. Unbeknownst to the rest of the family, he had brought his roommates along.

  » With text omitted: He arrived just in time for dinner. . . . He had brought his roommates along.
Epigraphs

Highlights:

• An epigraph is a short statement, sentence, paragraph, poem at the beginning of a literary text. The author is different from the author of the book, chapter, or article in which it appears.

• The text of the epigraph is indented from the left margin in the same way as a block quote. On the line below the end of the epigraph, the author’s name (and only the author’s last name if he or she is well-known) and the source’s title should be given. This credit line should be flush right, preceded by an em dash. An epigraph’s source is not listed in the References section.

• Exceptions to this are an epigraph from a scholarly book or journal and a quotation used by permission. In these cases, cite the author, year, and page number at the end of the epigraph, in parentheses with no period—just as you would for a block quote. The source should be listed in the References section.

Epigraphs (quote used to introduce article):

• Text indented from the left margin

• On the line below the end, author’s name and the source’s title should be flush right, preceded by an en dash (APA style uses em dash)

• Source not listed in References (exceptions are epigraphs from a scholarly book or journal and a quotation used by permission: cite author, year, and page number at the end of the epigraph, in parentheses with no period—just as you would for block quote; source should be listed in the References)
Helpful Links

Purdue University APA website

• https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html

Cite your source automatically in APA Style on Purdue website

• https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_apa_faqs.html

APA Style blog treatment of “pre-K” and “kindergarten” and “preschool”


APA website guide

• https://apastyle.apa.org/
Hyphenation

• Refer to dictionary re: use in compound words (Merriam-Webster)

• Hyphens, en dashes, and em dashes do not have spaces before or after the symbol

• Hyphen (-)

• En dash (–) longer than hyphen and shorter than em dash; used in compound adjective between words of equal weight in a compound adjective (e.g., Chicago–London flight) and to indicate a numerical range such as a page or date range (e.g., pp. 45–54; 2017–2018, November–January, or 1960s–1980s)

• Em dash (—) longer than hyphen or en dash; used to set off an element added to amplify or digress from the main clause. Overuse of the em dash weakens the flow of material, so use it judiciously (e.g., social adjustment—but not academic adjustment—was associated with extraversion).

Publication Manual of the American Psychological Association (APA):

• 6.12 Hyphenation (pp.162)

  » Compound words—words composed of two or more words—take many forms; they may be written as (a) two separate words (open), (b) one hyphenated word, or (c) one solid word. Compound words are often introduced into the language as separate or hyphenated words; as they become more commonplace, they tend to fuse into a solid word. For example, “data base” has become “database,” and “e-mail” has become “email.” The dictionary is an excellent guide for choosing the proper form: When a compound appears in the dictionary, its usage is established, and it is considered a permanent compound (e.g., “health care,” “self-esteem,” “caregiver”). In general, follow the hyphenation shown in the dictionary for permanent compounds (e.g., “health care” without a hyphen, even in a phrase like “health care setting”); adjust hyphenation only to prevent misreading. Dictionaries do not always agree on the way a compound should be written (open, hyphenated, or solid); Section 6.11 specifies the dictionaries to use for APA Style papers.

• 6.6 Dash (pp.157)

  » The en dash, which is approximately as wide as a typed letter “n” and slightly longer than a hyphen. To create an en dash on a PC, hold down the Alt key while typing 0150 on the number pad of your keyboard. On a Mac, press simultaneously press Option + hyphen.

  » The em dash, which is approximately as wide as a typed “m.” To create an em dash on a PC, hold down the Alt key while typing 0151 on the numberpad of the keyboard. On a Mac, simultaneously press Option, Shift, + hyphen.

• Dash (—): use to indicate sudden interruption in continuity of sentence
Italics

Highlights:

• Use for titles of books, periodicals, films, videos

Exceptions:

• Use for all foreign words (APA only uses on first time word used or if unfamiliar word)
• Used for text in Innovations Introduction and introductory paragraph of articles

Commonly-used title:

• Innovations in Early Education: The International Reggio Emilia Exchange or Innovations

Use italics for the following cases:

<table>
<thead>
<tr>
<th>Case</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>First use of key terms or phrases, often accompanied by a definition</td>
<td><em>Mindfulness</em> is defined as “the act of noticing new things, a process that promotes flexible responding to the demands of the environment” (Pagnini et al., 2016, p. 91).</td>
</tr>
<tr>
<td>Titles of books, reports, webpages, and other standalone works</td>
<td><em>Assessment and treatment of older adults: A guide for mental health professionals</em></td>
</tr>
<tr>
<td>Titles of periodicals and periodical volume numbers (but not the comma between them)</td>
<td><em>American Journal of Nursing, 119</em>(9), 47–53.</td>
</tr>
<tr>
<td>English letters used as statistical symbols or algebraic variables</td>
<td><em>M, SD, t, Cohen’s d</em></td>
</tr>
<tr>
<td>Anchors of a scale (but not the associated number)</td>
<td>ranged from 1 (poor) to 5 (excellent)</td>
</tr>
<tr>
<td></td>
<td>a <em>Likert scale (1 = strongly disagree to 5 = strongly agree)</em></td>
</tr>
<tr>
<td>First use of words, phrases, or abbreviations from another language when readers may not be familiar with them; however, if the term appears in a dictionary for the language in which you are writing, do not italicize it</td>
<td>Their favorite term of endearment was <em>mon petit chou.</em></td>
</tr>
</tbody>
</table>
When NOT to use italics:

<table>
<thead>
<tr>
<th>Case</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Titles of book series</td>
<td>the Harry Potter series</td>
</tr>
<tr>
<td>The punctuation mark after an italicized word or phrase or between</td>
<td>*Journal of Abnormal Psychology, 128(6),</td>
</tr>
<tr>
<td>elements of a reference list entry (e.g., the comma after a period</td>
<td>510–516.</td>
</tr>
<tr>
<td>ical title or issue number, the period after a book title)</td>
<td></td>
</tr>
<tr>
<td>Words, phrases, and abbreviations of foreign origin that appear in</td>
<td><em>a posteriori</em></td>
</tr>
<tr>
<td>a dictionary for the language in which you are writing</td>
<td><em>a priori</em></td>
</tr>
<tr>
<td></td>
<td><em>per se</em></td>
</tr>
<tr>
<td></td>
<td><em>ad lib</em></td>
</tr>
</tbody>
</table>

Reverse italics:

- When words that would normally be italicized appear within text that is already italicized, those words should be set in standard type.
Emphasis

Highlights:

• In general, avoid using italics for emphasis. Instead, rewrite your sentence to provide emphasis. For example, place important words or phrases at the beginning or end of a sentence instead of in the middle, or break long sentences into several shorter sentences.

• However, do use italics if emphasis might otherwise be lost or the material might be misread, as in the following example.

  » Whereas creative self-efficacy typically focuses on confidence beliefs prior to engaging in creative endeavors, perceived creative credit focuses on the beliefs developed after engaging in creative tasks (Ng & Yam, 2019, p. 1146).

• If you add emphasis to a direct quotation, place the words “[emphasis added]” in square brackets after the words you have italicized.

  » Research on creativity indicates that “promoting creativity without attending to the subsequent psychological and behavioral changes decreases rather than increases [emphasis added] organizational performance over the long run” (Ng & Yam, 2019, p. 1157).
Numbers

Highlights:

• Use numerals for numbers 10 and above and for numbers that represent time, dates, and ages.

• Use words to express numbers that begins sentence, title, or text heading.

• Use combination of numerals and words to express back-to-back modifiers (2 two-way interactions).

• Treat ordinal numbers (second, fourth) as cardinal numbers.

• When the age is an adjective that comes before the noun and modifies the noun, or when the age is a noun, hyphenate.

  » My eight-year-old neighbor wrote a poem about commas for National Grammar Day.

  » That 70-year-old with the purple hoodie loves Justin Bieber.

• When the age is part of an adjective phrase after the noun, don’t hyphenate.

  » Charlie Sheen is 45 years old.

  » His twin sons are nearly two years old.

Grade Names Without Numbers:

• Lowercase nonnumerical words referring to grades or groups of grades (except for the K in pre-K and K-12). Also note that compounds written with the word school do not use a hyphen (e.g., high school students), because these terms are written as open compounds per Merriam-Webster’s Dictionary.

<table>
<thead>
<tr>
<th>Kindergarten</th>
<th>Pre-K</th>
<th>Preschool</th>
<th>K-12</th>
</tr>
</thead>
<tbody>
<tr>
<td>freshmen</td>
<td>sophomores</td>
<td>juniors</td>
<td>seniors</td>
</tr>
<tr>
<td>elementary school</td>
<td>middle school</td>
<td>high school</td>
<td>students</td>
</tr>
<tr>
<td>school students</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>elementary schoolers</td>
<td>middle schoolers</td>
<td>high schoolers</td>
<td></td>
</tr>
<tr>
<td>university students</td>
<td>undergraduates</td>
<td>graduates</td>
<td>doctoral fellows</td>
</tr>
</tbody>
</table>
Parentheses

- Examine the material enclosed by parentheses. Is it an entire sentence? If so, place the period inside the closing parenthesis.

- If the parenthetical material is part of another sentence, place the period outside the closing parenthesis.

- Sometimes the parenthetical material is part of a longer sentence part that will be set off by a comma, colon, or semicolon. These pieces of punctuation always come after the parenthetical material, never before it or inside the parentheses.
Periods

Highlights:

• Periods: do not use in abbreviations of state/province names (Atlanta, GA or Toronto, ON)

• There is not a period at the end of a photo caption unless the caption is a complete sentence
Quotation Marks

Quotation marks:
- Use to introduce word or phrase as invented or coined expression the first time used
- Use to set off title of article or chapter in periodical or book when in text
- Use double quotation marks to enclose quotations in text; use single quotation marks for text enclosed in double quotation marks in original text
- Do not use quotation marks for quotes of 40 or more words; instead indent entire quote and place period prior to the citation.
- Place periods and commas within quotation marks; place other punctuation marks inside quotation marks only when part of quoted material

Changes to a quotation NOT requiring explanation:
- The first letter of the first word in a quotation may be changed to an uppercase or a lowercase letter to fit the context of the sentence in which the quotation appears.
- Some punctuation marks at the end of a quotation may be changed to fit the syntax of the sentence in which the quotation appears, as long as meaning is not changed (e.g., it might alter meaning to change a period to a question mark, depending on how the sentence is written).
- Single quotation marks may be changed to double quotation marks and vice versa.
- Footnote or endnote number callouts can be omitted.
- Any other changes (e.g., italicizing words for emphasis or omitting words) must be explicitly indicated.
When to use quotation marks:

<table>
<thead>
<tr>
<th>Case</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>To refer to a letter, word, phrase, or sentence as a linguistic example or as itself</td>
<td>the letter “j”&lt;br&gt;the singular “they”&lt;br&gt;answered “yes” to the question&lt;br&gt;Students wrote “I promise to uphold the honor code” at the top of the test page.</td>
</tr>
<tr>
<td>To present stimuli in the text (long lists of stimuli may be better presented in a table, where quotation marks are not needed)</td>
<td>The stimulus words were “groceries,” “cleaning,” “overtime,” and “office.”</td>
</tr>
<tr>
<td>To reproduce material from a test item or verbatim instructions to participants (if instructions are long, present them in an appendix or set them off from text in block quote format)</td>
<td>The first item was “How often do you feel happy with your body?” The second item was “How often do you exercise?”</td>
</tr>
<tr>
<td>First use of a word or phrase used as an ironic comment, as slang, or as an invented or coined expression</td>
<td>considered “normal” behavior</td>
</tr>
<tr>
<td>Around the title of a periodical article or book chapter when the title is used in the text (do not use quotation marks in the reference list entry)</td>
<td>Sherman’s (2019) article “The Art of Giving Feedback” addressed how nurses can give effective feedback.</td>
</tr>
</tbody>
</table>

When NOT to use quotation marks:

<table>
<thead>
<tr>
<th>Case</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>To highlight a key term or phrase (e.g., around a term for which you are going to provide a definition); instead, use italics</td>
<td>Mindfulness is defined as “the act of noticing new things, a process that promotes flexible responding to the demands of the environment” (Pagnini et al., 2016, p. 91).</td>
</tr>
<tr>
<td>To identify the anchors of a scale; instead, use italics</td>
<td>ranged from 1 (poor) to 5 (excellent)&lt;br&gt;a Likert scale (1 = strongly disagree to 5 = strongly agree)</td>
</tr>
<tr>
<td>To refer to a numeral as itself because the meaning is sufficiently clear without quotation marks</td>
<td>The numeral 2 was displayed onscreen.</td>
</tr>
<tr>
<td>To hedge or downplay meaning (do not use any punctuation with these expressions)</td>
<td>Correct: The teacher rewarded the class with tokens.&lt;br&gt;Incorrect: The teacher “rewarded” the class with tokens.</td>
</tr>
</tbody>
</table>
References page numbers refer to APA 7 manual

Journal article (pp. 316-321):

  

- Example of in-text citation:
  
  » Parenthetical: (Rinaldi, 2001)
  
  » Narrative: Rinaldi (2001)

Books

Entire book (pp. 321-325):

- Author, A. A. (Year of publication). *Title of work*. Publisher.


- Example of in-text citation:

  » Parenthetical: (Rinaldi, 2006)

  » Narrative: Rinaldi (2006)

Chapter in edited book (pp. 326-329):


- Example of In-text citation:

  » Parenthetical: (Dahlberg, 2012)

  » Narrative: Dahlberg (2012)

- Note: When you list the pages of the chapter or essay in parentheses after the book title, use “pp.” before the numbers: (pp. 1-21). This abbreviation, however, does not appear before the page numbers in periodical references, except for newspapers. List any edition number in the same set of parentheses as the page numbers, separated by a comma: (2nd ed., pp.66-72).
Book edition other than the first (pp. 321-325):

- Author, A. A. (Year of publication). *Title of work* (1st ed.). Publisher.  

- Example of in-text citation:
  » Parenthetical: (Edwards et al., 1998)  
  » Narrative: Edwards et al. (1998)

Edited book, no author (pp. 321-325):

- Editor, A. A. (Ed.). (Year of publication). *Title of work*. Publisher.  

- Example of in-text citation:
  » Parenthetical: (Berg, 2001)  
  » Narrative: Berg (2001)

Edited book with an author or authors (pp. 321-325):

- Author, A. A. (Year of publication). *Title of work* (E. Editor, Ed.). Publisher.  

- Example of in-text citation:
  » Parenthetical: (Plath, 2000)  
  » Narrative: Plath (2000)

A translation (p. 323):

- Author. (Year). *Title* (A. Person, Trans.). Publisher. (Original work published Year)  

- Example of in-text citation:
  » Parenthetical: (Rodari, 1972/1996)  
  » Narrative: Rodari (1972/1996)

- Note: When you cite a republished work, like the one above, in your text, it should appear with both dates: Laplace (1814/1951).

Multivolume work (p. 323):

- Author, A. A. (Ed.). (Year of publication). *Title of work (Vols. 1-3)*. Publisher.  
Conference sessions and presentations (pp. 332-333):

**Paper presentations**


- Example of in-text citation:
  - Parenthetical: (Cagliari & Nicolosi, 2016)
  - Narrative: Cagliari & Nicolosi (2016)

**Poster presentations**

- Presenter, F. M. (year, month). *Title of poster.* [Poster presentation]. Meeting name, location.


- Example of in-text citation:
  - Parenthetical: (Chen et al., 2003)
  - Narrative: Chen et al. (2003)

**Symposium contributions**

- Author. (Year, Month). *Title of contribution.* In C.C. Chairperson (Chair), *Title of symposium* [Symposium]. Conference name, Location.

  > Kelly, J. (2004, November). *Journey to Success.* In H. Smith (Chair), *Dreams* [Symposium]. Blue Coal University, Pittsburgh, PA.

- Example of in-text citation
  - Parenthetical: (Kelly, 2004)

- Note: Instead of the title of the lecture, the name of the event is italicized for lectures from a meeting or symposia. The name of the organizer is written with the initials first followed by the last name.
Online

**Website (p. 344):**

  

- Example of in-text citation:
  
  » Parenthetical: (Artists at the Centre, 2015)
  
  » Narrative: Artists at the Centre (2015)

**YouTube (p. 344):**

- Screen name. (year, month day). *Title of video* [Video]. http://xxxx
  

- Example of in-text citation:
  
  » Parenthetical: (Centro Internazionale Loris Malaguzzi, 2018)
  
  » Narrative: Centro Internazionale Loris Malaguzzi (2018)
Spacing

Highlights:

- Spacing: one space after commas, colons, and semicolons
Spelling

Commonly-used phrases:

• “The Wonder of Learning – The Hundred Languages of Children” exhibit (en dash with space before and after)

• Reggio Children Loris Malaguzzi Center Foundation

• Icon on Istituzione website is: Scuole e nidi di infanzia Istituzione del Comune di Reggio Emilia
  » Preschools and Infant-toddler Centers – Istituzione of the Municipality of Reggio Emilia

• municipal infant-toddler centers and preschools of Reggio Emilia
  » Note: it is acceptable to write preschools first OR second. The only place it is not acceptable and must be written Preschools and Infant-toddler Centers – Istituzione of the Municipality of Reggio Emilia is when referring to Istituzione’s formal name in which case preschools comes first.

Commonly-used words:

• Worldwide

• Reggio-inspired (hyphen)

American English spelling:

• Use American English spelling (unless word is in a direct quote)
  » Example: centre becomes center, travelling becomes traveling, colour becomes color