

HLGU APA Style Guide

Undergraduate and graduate students at Hannibal-LaGrange University should abide by the following guidelines from the 7th edition of the *Publication Manual of the American Psychological Association* (APA) (2020). Please refer to the chart **and examples** below that summarize the changes between the 6th and 7th editions that HLGU is adopting.

6 th Edition	7 th Edition
Linguistic examples did not include quotation marks	Linguistic examples need double quotation marks instead of italics. e.g. The boy was “on fire.” Instead of The boy was <i>on fire</i>. “Cop” for a police officer.
The term “running head” was required	The term “running head” is not required.
Times News Roman 12 font was required.	Arial 11 pt., Calibri 11 pt., Georgia 11 pt., Lucidia San Unicode 10 pt., and Times New Roman 12 pt. font is acceptable.
5 Levels of Heading	Heading 1: Centered, Bold Heading 2: Flush Left, Bold Heading 3: <i>Flush Left, Bold Italics</i> Heading 4: Indented bold, Ending with a Period. Heading 5: <i>Indented Bold, Italic, Ends with Period.</i>
Location of publisher was required	Location of publisher is not required Author, A. A. (Year of publication). <i>Title of work:</i> <i>Capital letter also for subtitle.</i> Publisher Name. Chernow, R. (2005). <i>Alexander Hamilton</i>. Penguin Books.
In-text citation of 3 authors included all 3 authors to be included	In-text citation of 3 or more authors, requires only first author’s last name, followed by “et al.” for all in-text references e.g. *(Albee et al., 2019)
In-text citation of a direct quote (no change)	*(Albee et al., 2019, p. 298) If the quote is on more than 1 page *(Albee et al., 2019, pp. 298-299)
For the full reference, a maximum of 7 authors were included	For the full reference, a maximum of 20 authors are included
Required to include a digital object identified (DOI) label	Do not list DOI label, but include the full hyperlink to article
Required to list “Retrieved from” before uniform resource locator (URL)	Do not include “Retrieved from” before URL Last name, F. M. (Year, Month Date). <i>Title of page.</i> Site name. URL United States Census Bureau. (2020, August 5). <i>Quick facts: Hannibal, MO.</i> https://www.census.gov/quickfacts/hannibalcitymissouri
Include the format, platform, or device of ebook or reference	Do not include the format, platform, or device of ebook or reference
Lack of clear guidelines for audio works such as podcasts	Clear guidelines for citation of audiovisual works and contributors to the works. Stonestreet, J., & Carlson, D. (2020). <i>Two more Supreme Court victories for religious freedom</i> [Audio podcast]. Breakpoint. https://www.breakpoint.org/two-more-supreme-court-victories-for-american-freedom

	Clear guidelines for social media are provided; cite only <i>original content</i> from social media such as: Facebook, Instagram, LinkedIn, Pinterest, Reddit, Tumblr, Twitter, etc. Author, Date, Title, Social Media Name, URL
Did not address the labeling of individuals	Use “People First” language e.g. The student with ADHD . . . instead of The ADHD student . . .
Briefly discussed reducing age-related bias	An age range must be listed e.g. The participants were 16 - 24 years old

Chart modified from Bradley, Nobel, and Hendricks (2020).

Chernow, R. (2005). *Alexander Hamilton*. ~~New York:~~ Penguin Books.

United States Census Bureau. (2020, August 5). *Quick facts: Hannibal, MO*. ~~Retrieved from:~~
<https://www.census.gov/quickfacts/hannibalcitymissouri>

There are changes recommended in the 7th edition of the *APA Manual* that HLGU is **not adopting** due to our biblical worldview. Gender neutral pronouns (e.g. “they” or “them” or “their” for an individual) will not be utilized. The Bible clearly states, “So God created man in his own image, in the image of God he created him; male and female he created them” (Genesis 1:27, English Standard Version). Therefore, there are two genders and “cisgender” will not be utilized.

Note that since the Bible is classified as a classical work (widely accepted and known) only an in-text citation is required. The in-text citation includes the book of the Bible, chapter, verse, then the translation (written out, not an abbreviation). Do not write a full reference for a Bible verse.

If you pursue publication or further education beyond HLGU, you may be required to use all of the changes in the APA 7th edition.

There are many additional guidelines in the 7th edition of the *Publication Manual of the American Psychological Association* (2020). Please refer to Owl Purdue (https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html) or other resources for specific inquiries as you are writing academic papers.

References ~~(not Works Cited)~~

Albee, J. J., Smith, M, Arnold, J., & Dennis, L. (2019). “Digging” struggling students out of the summer reading slump. *The Reading Teacher*, 73(3), 291-299.

Bradley, L., Nobel, N., & Hendricks, B. (2020). The APA publication manual: Changes in the seventh edition. *The Family Journal: Counseling for Couples and Families*, 28(2), 126-130.

Purdue University. (2020). *APA style (7th Edition)*. Purdue online writing lab.

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