



APA STANDARDS GUIDE

7th edition

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Updated APA Standards: 7th Edition (<https://normas-apa.org/wp-content/uploads/Guia-Normas-APA-7ma-edicion.pdf>)

Introduction

In the following pages you will find, in a summarized way, a small guide for the publication of texts focused on the preparation of tables and figures, as well as the writing of citations and references.

This guide is based on the seventh edition of the Publications Manual of the American Psychological Association (APA) published in 2019, which replaces the sixth edition published in 2009, and which presents some changes with respect to this one. Among the most important:

- It is no longer necessary to include the location of the publisher in the reference.
- The last names and initials of up to twenty authors (instead of seven) must be provided in the reference list.
- The in-text citation for papers with three or more authors is now shortened from the first citation. It only includes the first author's name and "et al."
- DOIs are formatted in the same way as URLs. The "DOI:" tag is no longer required.
- URLs are no longer preceded by "Retrieved from" unless a recovery date is needed. The name of the website (unless it is the same as the author's) and the titles of the web pages in italics are included.

Fugas e inter- feren- cias

Tables and figures

Tables and figures have the same general configuration. There are two options for the placement of tables and figures in a text:

1. Embed tables or figures after mentioning them for the first time (this should be done, ideally, after they are referenced).

Example

As we can see in Figure 1, the dollar has lost its value due to inflation over time.

2. Add each table or figure on a separate page after the reference list.

APA-style tables and figures have the following basic components:

- **Number:** The number of the table or figure (e.g., Table 1 or Figure 1) in bold above the title and the table or image. Tables and figures are numbered in the order in which they are mentioned in the document.
- **Title:** The title appears on a line below the number in the table or figure. It should be brief but descriptive, and written in italics.
- **Image:** is the table, graph, painting, photograph, drawing or illustration in question.
- **Note:** They can appear, only if necessary, below the table or figure to describe the contents of the table or figure that cannot be understood only by the title, image or caption of the figure.

Table Example

lobortis. Cras ac orci laoreet tortor iacinia fringilla quis nec dui. Aliquam at est scelerisque, feugiat justo in, consectetur diam. Curabitur ac velit lorem. Phasellus faucibus neque ac velit imperdiet, sit amet tempor eros posuere. Quisque et orci ac est luctus rhoncus non eget elit.

Tabla 1 ← número de tabla

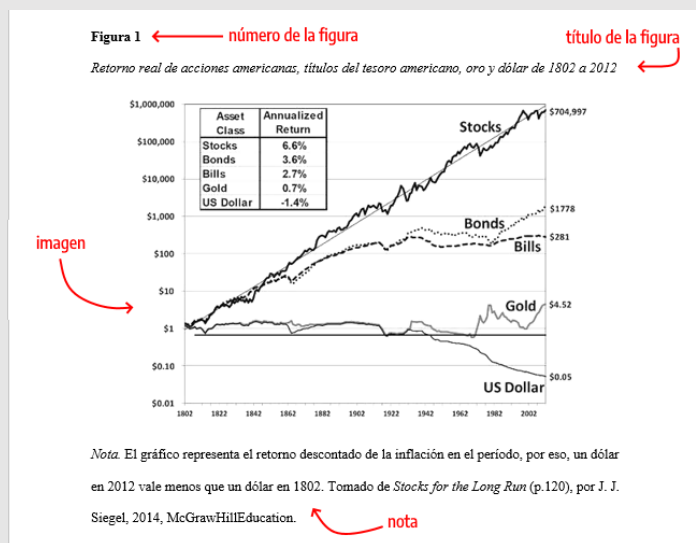
Número de niñas embarazadas en colegios del sector norte y sur de Bogotá ← título de la tabla

Grado	Embarazadas	Abortos	No embarazadas
Sector Norte de Bogotá			
9	0	0	27
10	0	0	25
11	1	1	29
Total	1	1	81
Sector Sur de Bogotá			
9	2	3	20
10	4	6	17
11	8	12	15
Total	14	21	52

Nota. Esta tabla muestra cómo cambia la cantidad de niñas embarazadas de acuerdo con la zona dónde viven y, por lo tanto, del estrato social.

Fugas e interferencias

Figure Example



Citation styles

In the drafting for the inclusion of a systematic and structured bibliography in our work there are two fundamental elements:

1. In-text citations: form of brief reference in parentheses, within a paragraph or added as a footnote, at the end of a chapter or document, as dictated by the bibliographic style used.
2. Bibliographic references: a more extensive and alphabetical note at the end of the document or following a numerical succession that corresponds to the order of citations in the text, also depending on the rules of the style used.

Example of Quotation in the Text

(Menéndez, 2009)

Reference example

Menéndez, L. (2009). *Alternatives to the current ineffectiveness of the prison sentence in Tabasco*. Universidad Juárez Autónoma de Tabasco.

In-text citations according to APA

In the writing of a scientific paper or document, every time we base ourselves on the ideas or texts of others we must state it. APA style uses the **author-date system** for in-text citations. There are 2 formats: parenthetical and narrative. In the **parenthetical citation**, both the author and the date of publication appear, separated by a comma, in parentheses. In the narrative quotation the author appears as part of the text and the date is indicated in parentheses, immediately after the author's name. Adapted to the Spanish language, the quotations are inserted as follows:

Example of a narrative quote

At this exact moment, the particles that had been accelerated immediately pass into another state of the soul. Berrío (2019) states that "this is the full proof of the divine existence and the presence of a more powerful being among us" (p. 87).

Parenthetical Citation Example

"The acceleration of the particles and their subsequent calm is the full proof of the divine existence and the presence of a more powerful being among us" (Berrío, 2019, p. 87).

Type of author	Parenthetical citation	Narrative quote
An author	(Fernández González, 2010)	Fernández González (2010)
Two authors	(Echeita & Serrano, 2019)	Echeita and Serrano (2019)
Three or more authors	(Blanco et al., 2019)	Blanco et al. (2019)
Corporate or institutional author with acronyms <ul style="list-style-type: none"> · First date · Successive citations 	(World Health Organization [WHO], 2016) (WHO, 2016)	World Health Organization (WHO, 2016) WHO (2016)
Corporate or institutional author without acronyms	(Official College of Psychology of Madrid, 2020)	Official College of Psychology of Madrid (2020)

Fugas e inter- feren- cias

Special cases:

- Multiple citations from the same author and date: (Rodríguez, 2007a) or Rodríguez (2007b)
- Authors with the same surnames (including first initial): (J.M. Taylor, 2015; T. Taylor, 2014)
- Translations: (Piaget, 1966/2000) or Piaget (1966/2000)

Quotes:

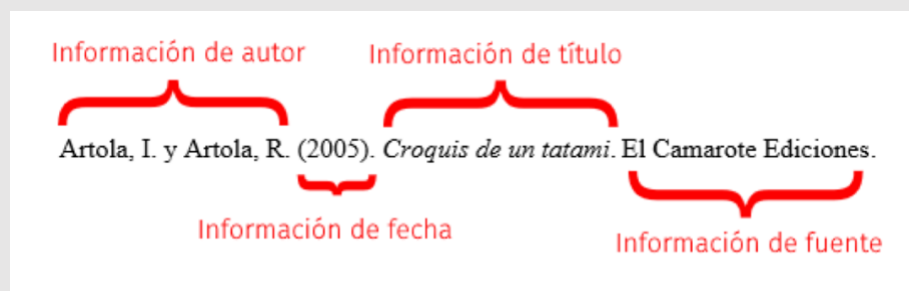
In this type of citation we must include author, year and number of page/s. If the work is not paginated, indicate the section or paragraph in which the information is found.

- Less than 40 words: enter the information in quotation marks in the text.
- More than 40 words: enter the information in a separate paragraph with a margin of 5 spaces and without using quotation marks.
- Textual quote extracted from one page: (Blanco et al., 2019, p. 252)
- Textual quote taken from more than one page: (Blanco et al., 2019, pp. 252-253)
- Textual citation without page numbering: (Blanco et al., 2019, para. 3)

Writing references in APA

The list of bibliographic references at the end of a piece of writing provides the information necessary to identify and retrieve each work cited in the text. A reference generally has at least four elements: author, date, title, and source.

Example



Fugas e inter- feren- cias

The list of references will be ordered **alphabetically** by the surname of the authors of the works described: the surname comes first, followed by a comma and the initial of the name, each initial will be followed by a period.

References should be double-spaced and the second and successive lines should be indented (1.27 cm.).

- Up to 20 authors: separated by comma ", " minus the last one, which is separated from space and "and" (& in English).
- Several works by the same author: we order chronologically (date). If the dates match, we would use letters after the year.
- When there are more than 20 authors: we write the first 19 and ellipses are added "... " between number 19 and the last author.
- If there is no author: the title would be the first element of the reference
- If the date does not appear: we would put (n.d.).

Example

Referencias

Cano García, A., Cano Barriga, C., Madariaga Sandoval, C. y Villegas Acevedo, M. (2017).

←→ 2010-2016 *Cuando perdimos la inocencia*. Santiago, Chile: Centro de Estudios del Trabajo
1,27cm
(½ pulg.)

Carrión Carrión, C. E. (2007). *La diminuta flecha envenenada en torno a la poesía, hermética de César Dávila*. Quito, Ecuador: Pontificia Universidad Católica del Ecuador

Fernández, J. (2019). *Girasol de la mañana*. País: Ediciones de la Banda Oriental

Examples of references in APA

Printed book

Surname, N. (year). *Title of the book*. Editorial.

Surname, N. (Ed.). (year). *Title of the book*. Editorial.

Surname, N. (year). *Title of the book*. (ed. no., Vol. X). Editorial.

Echeita, G., & Serrano, G. (2019). *Inclusive education: a midsummer night's dream*. Octahedron.

eBook

Fugas e inter- feren- cias

Surname, N. and Surname, N. (year). *Title of the book*. Editorial. DOI or URL

Herrera Cáceres, C. & Rosillo Peña, M. (2019). *Comfort and energy efficiency in building design*. Universidad del Valle. <https://www.reddebibliotecas.org.co/>

Book Chapter

Surname, N. and Surname, N. (year). Chapter title. In N. Surname (Ed.), *Title of the book* (pp. xx-xx). Editorial.

Surname, N. and Surname, N. (year). Chapter title. In N. Surname and N. Surname (Eds.), *Title of the book* (pp. xx-xx). Editorial. <http://www.url.com>

Gilmartín, M. A. (2008). School environments. In J. A. Aragonés and M. Américo (Eds.), *Environmental Psychology* (pp. 221-237). Pyramid.

Paper magazine article

Surname, N., Surname, N. and Surname, N. (year). Title of the article. *Journal Title*, *Volume*(journal number), page number start–page number end.

Rodríguez, C. (2007). God's eye does not look at signs. Early development and semiotics. *Infancia y Aprendizaje*, 30(3), 343-374.

E-Journal Article

Surname, N., Surname, N. and Surname, N. (year). Title of the article. *Journal Title*, *Volume*(journal number), page number start–page number end.
<https://doi.org/xx.xxxxxxx>

Journal article with pagination and doi

Blanco, M., Veiga, O. L., Sepúlveda, A. R., Izquierdo-Gomez, R., Román, F. J., López, S., & Rojo, M. (2019). Family environment, physical activity and sedentary lifestyle in preadolescents with childhood obesity: ANOBAS case-control study. *Primary Care*, 52(4), 250-257. <https://doi.org/10.1016/j.aprim.2018.05.013>

Journal article with electronic identifier (eLocator)

Buring, D., Kiltner, K., Rabuffetti, M., Slater, M., & Pia, L. (2019). Body ownership increases the interference between observed and executed movements. *PLOS ONE*, 14(1), Article e0209899. <https://doi.org/10.1371/journal.pone.0209899>

Web page

Surname, N., Surname, N. and Surname, N. (day of the month of the year). Title of the article. *Title of*. Website name. <http://www.url.com>

World Health Organization. (2022, March). *Questions and answers about autism spectrum disorders (ASD)*. [https://www.who.int/es/news-room/questions-and-answers/item/autism-spectrum-disorders-\(asd\)](https://www.who.int/es/news-room/questions-and-answers/item/autism-spectrum-disorders-(asd))

Doctoral thesis or academic work

Fugas e inter- feren- cias

Fernández González, A. (2010). *Emotional intelligence as a predictor variable of psychosocial adaptation in students of the Community of Madrid* [Doctoral thesis, Universidad Autónoma de Madrid]. Byblos-e Archive. <http://hdl.handle.net/10486/4872>

Dictionary or encyclopedia entry

American Psychological Association. (n.d.). Educational Psychology. In *APA dictionary of psychology*. Retrieved June 26, 2020, from <https://dictionary.apa.org/educational-psychology>

Reports

Mutua Madrileña Foundation, and ANAR Foundation. (2022). *The opinion of students* (IV Report on the prevention of bullying in schools). <https://www.fundacionmutua.es/documents/iv-estudio-acoso-escolar-la-opinion-de-los-estudiantes-2021-22.pdf>

Press releases

National Institute of Statistics. (2022, October 13). *Population Projections 2022-2072*. [Press release]. https://www.ine.es/prensa/pp_2022_2072.pdf

Conference Communication

Alonso-Vega, J., Álvarez-Iglesias, A., Ávila-Herrero, I., & Froxán-Parga, M. X. (2019, June 18). *Verbal interaction analysis of the intervention to an adult with severe behavioral problems* [Poster presentation]. XVI European Congress of Psychology, Moscow, Russia. <https://doi.org/10.26226/morressier.5cf632bbaf72dec2b055469e>

Laws and Decrees

Organic Law 8/2013, of 9 December, for the improvement of the quality of education (BOE no. 295, of 10 December 2013). <http://www.boe.es/boe/dias/2013/12/10/pdfs/BOE-A-2013-12886.pdf>

Constitutions

Spanish Constitution (BOE no. 311, of 29 December 1978).

International treaties and conventions

United Nations Convention on the Rights of the Child, November 20, 1989. <https://www.un.org/es/events/childrenday/pdf/derechos.pdf>

Jurisprudence

Fugas e inter- feren- cias

Supreme Court. Social Room. Judgment 83/2021 (25 January)

Patents

del Barrio, C., Ortega, J.E., & Van der Meulen, K. (2019). *Activity monitoring system with pegs*. (Spain, no. 201600945). Spanish Patent and Trademark Office. <https://www.patentes-y-marcas.com/patente/sistema-de-monitorizacion-de-actividades-con-clavijas-p201600945>

Audiovisual

Ministry of Education and Vocational Training. (2021, February 11). *STEAM Alliance for female talent. Jane Goodall* [Video]. YouTube. <https://youtu.be/Y5mj4-wBC8k?feature=shared>

Forman, M. (Director). (1975). *One flew over the cuckoo's nest* [Film]. United Artists.

Social Media

Twitter Profile

APA Style [@APA_Style]. (n.d.). *Tweets* [Twitter Profile]. Twitter. Retrieved June 19, 2020, from https://twitter.com/APA_Style

Tweet

APA Education [@APAEducation]. (2018, June 29). *College students are forming mental-health clubs-and they're making a difference @washingtonpost* [Image with attached link] [Tweet]. Twitter. <https://twitter.com/apaeducation/status/1012810490530140161>

Facebook Page

Official College of Psychology of Madrid. (n.d.). *Home* [Facebook page]. Facebook. Retrieved June 19, 2020, from <https://es-es.facebook.com/Colegio-Of-de-la-Psicolog%C3%ADa-de-Madrid-155367554511985/>

*For more information, it is recommended to visit: <https://normas-apa.org>