# Introduction to APA format

In the elaboration and development of the CNCI Virtual University projects, the APA (American Psychological Association) format is used for the reception of scientific articles, research advances, reviews, texts and documents for congresses and scientific conferences. For this reason, it is useful to delve into the specifics of the format and handle it correctly in the projects carried out by the University.

The APA style was used, from 1929, by the American Psychological Association and continued its evolution until today. Today, the updated format (seventh edition) is advantageous for referencing sources of information and ordering the bibliography of texts in the humanities, social sciences, and exact sciences, in different areas of the world.knowledge. In general, teachers and students with different backgrounds use the APA format because they consider it more accessible than others. For these reasons, it is quite popular in academia.

APA standards are accessible, practical, and easy to understand after careful study. The updated standards in the 7th English edition of the manual will be used. Next, some guidelines will be announced to be used in a precise way, depending on the text with which you want to work and the bibliography that will be handled.

# APA format: general characteristics, use of figures and tables

## General characteristics

Academic papers must adhere to the guidelines stipulated by their owninstitution; in this sense, the CNCI Virtual University requests to comply with the criteria of the APA format. The issues of this format are detailed below.

## Kind of paper

* Size: Letter / paper 8 1/2” x 11” (21.59 cm x 27.94 cm)

## margins

Next, the margins indicated by the APA standards for the content pages of a written work will be announced.

* Sheet: 2.54 cm (1 inch) on each edge of the sheet (top, bottom, left, right).
* Indentation: It is necessary to leave 5 to 7 spaces with the space bar that correspond to 1.20 centimeters, approximately, at the beginning of each paragraph, except in the first paragraph after a title, subtitle or in a heading.
* For a textual citation of more than 40 words: The space corresponding to 2.54 centimeters must be left on the left side of the entire block of text. If there are paragraphsWithin the citation, an additional half-centimeter indentation must be added in each one.

## Font or typeface

* Fonts that can be used according to APA standards: Times New Roman at 12 pts.,Calibri, Arial and Georgia at 11 pts, and Lucida Sans Unicode at 10 pts. However, for the publications of the CNCI Virtual University, the use of Times New Roman will be prioritized at 12 pts.

**Commented [CR1]:**It is modified in Guidelines.

* Alignment: APA recommends aligning texts to the left. However, for University documents it will be recommended to continue using the alignmentjustified of the bodies of texts, and for the references, titles, subtitles and contents of tables, alignment to the left.
* Line spacing: For the preparation of documents, the University will recommend a line spacing of 1.5.

## page numbering

APA format has specific rules for page numbering. Then some of these rules will be announced.

The numbers begin on the title page or title page of the document and should be located in the upper right corner. The numbering from the copyright page to the lists of tables and figures, including the dedication and preface pages, must be in Roman numerals. On the other hand, the content of the document (from the introduction onwards) is organized with Arabic numerals.

## abbreviations inAPA format

These standards accept abbreviations in a moderate way. Similarly, abbreviations may not be used to name institutions, authors or similar terms in the references section, since it is necessary to disclose the sources in full. In addition, in the writing it is lawful to use abbreviations of an expression after making itself known in full. In this sense, the abbreviations in the wording may be used if the expression is repeated several times, otherwise it is not appropriate.

Among the common abbreviations used are those that refer to units of measurement, time and some chemical compounds. Likewise, other common abbreviations are used in the references and editorial processes that are listed below:

* Chapter: ch.
* Edition:ed.
* Revised edition: ed.rev.
* Publisher(s): Ed. (Eds.)
* Translation or Translator(s): Trad. (Trans.)
* no date: nd
* Page(pages): p. (pp.)
* Volume (Volumes): Vol. (Vols.)
* Number: no.
* Supplement: Suppl.

The use of abbreviations should be moderate, and it is appropriate to use the commonly known ones, only when they help the reader to better understand the text.

## Insertion of tables and figures in APA format

For the tables and figures in a document, it will be necessary to include the following elements.

## Table

Gráfico, Tabla

Descripción generada automáticamente con confianza media

**Table number:**This is the first visible element of the table, it starts with a capital letter and ends with the table number. Example: “Table 1”.

**Table name:**It is the title of the table, it must be short and descriptive. It is written in italics.

**Table and content:**The table must be formed by only 3 horizontal lines, the upper one, the lower one and one that separates the header from the data. Each column must have a title in the header that describes the data.

**Table note:**The note is integrated after the bottom line in Times New Roman, 10 points, with single line spacing, left alignment and no indents.

## Reference within table note

If the table was taken from another publication, it should be referenced in the “Table note” section, taking into account the author-date format of these standards.

Finally, the full reference of the table must be included in the list of references.

As follows:

Duarte, J. (2007). Permanent training of in-service teachers, an alternative for teaching and learning the written language in comprehensive basic education.[https://www.xxx.com](https://www.xxx.com/)

## Figure

The figures include graphs, diagrams, photographs, drawings, maps, among others. For its correct citation it is important to attend to the following example provided by the APA Manual:

Diagrama

Descripción generada automáticamente

**Figure:**It is the first thing to see. The size should not exceed the margins of the document.

**Figure note:**It must start with the number of the figure, example: Figure 1, in italics, followed by the description of the figure.

If the figure was taken from another place, in the note of the figure, information must be added from where it was taken, taking into account the format of the APA standards of author-date.

Finally, it should be included in the reference list as follows:

INEGI. (2015). Percentage of the illiterate population aged 15 and over.

<https://www.inegi.org.mx/temas/educacion/>

# Verbatim quotes and paraphrases

## Quotes

It is necessary to highlight the importance that the quotes are concrete and specific, in addition, they must have a direct relationship with the argument that is exposed. Also, the author must resort to citations to argue, affirm and support the development of his text, as well as to give veracity and academic, analytical or scientific foundation to what he presents.

References in the text, according to the APA format, are carried out with an author-date system. In this way, readers can quickly identify the text and locate the cited reference, should they need it.

## Verbatim quotes

A text that is transcribed literally, to which no changes or modifications are made, is called a textual citation. In this modality, no transformations are made to the original material and only the citation is reproduced in the new text. Next, some guidelines will be given to better understand the textual citations and how they are carried out in the writing of a work that uses the APA standards.

## Length of in-text citations

If the textual citation is less than 40 words, it is placed within the paragraph that is exposed and between quotation marks. On the contrary, when the textual citation is equal to or greater than 40 words, it must be placed outside the exposed paragraph, in another paragraph, with indentation in the left margin and without line spacing.

The data used in this citation are: author's last name, year of publication and

page.

or Examples:

* + Verbatim quote of more than 40 words:

Corporate Universities are educational entities that are constituted as a strategic tool designed to help their organizations achieve their objectives through activities that promote learning and knowledge at the individual and organizational level. (Vives, Hugas and Llie-Cardoza, 2015, p.66).

* + Verbatim quote of less than 40 words:

"when there is a high degree of complexity in an organization (both present and future) or when you want to work on the integration of the corporate culture" (Vives et al; 2015, p. 68).

## Paraphrase

The paraphrase or contextual quote is not a literal transcription of a text, but rather paraphrases or mentions something relevant to a given text. It even takes as its foundation concepts or information that it comments on in a different way from how it is found in the original text.

In the contextual citation, in the body of the text, you must refer to the year in which the commented topic was addressed and the author's last name, in parentheses. The data used in this citation are: author's last name and year of publication. In this case, it is not necessary to reference the page.

or Example:

In an investigation, Battalio (2007) created two versions of the same course, one required interaction between the student-instructor pairs and two collaborative works.

## types of paraphrase

**With emphasis on the author:**the author's last name is mentioned in the body of the text, followed by the year in parentheses and, subsequently, the cited text.

* Example:

Baladrón and Correyero (2013) mention that one of the challenges of Corporate Universities is their consolidation within organizations so that they adapt and are capable of training and reforming according to their own needs, objectives and purposes.

**With emphasis on the content of the text:**the quoted text is placed, followed by the author's last name and the year.

* Example:

To reinforce the systemic idea of ​​the problem, it can be stated that a fundamental aspect in the teaching-learning process is school performance (National Association of Universities and Institutions of Higher Education,2007).

**With emphasis on the date of publication:**in the body of the text, the year of publication begins, followed by the author's last name and the cited text.

* Example:

In 1970 it was stated that in the dialogic action theory it is up to the subjects to transform the world (Freire).

## quote quote

The citation of the citation is the one that refers to a text that cites another author. So, the way to cite, in this case, is by referring to the two authors and the two years of publication. Likewise, it should be clarified which text was consulted. The quotation of the quotation can be textual or contextual, so the general rules mentioned above apply for each occasion.

## Citation of the citation with emphasis on the date:

* Example:

In 1975, Korionov, quoted by Rivas (1985), on the crisis of a system said:

By April 1971, according to estimates, there were 65,000 unemployed scientists and engineers in the United States. Dozens and even hundreds of engineers lined up offering their services as soon as they heard there was work somewhere. Thousands more give up the search and turn to selling shoes, cemetery plots or driving taxis. One in four chemists in the country is unemployed or works as a bartender in a brewery. (p.78).

As can be seen in the example shown, a special emphasis is placed on the date on which the aforementioned criterion was issued. Thus, the importance of the year in which the

issued the consideration stated above, to make a concrete and socio-historical evaluation of the fact.

Later, an APA format table will be presented to take into account how a textual or contextual citation with one author, two authors or more is handled.

## The author and quotes

When working with the APA format, especially with regard to textual citations and paraphrases, you can see how the citation modes vary depending on the number of authors and the emphasis that you want to manage. In this sense, it is important to know basic rules that allow the citation of texts to correspond to the characteristics of the number of authors, among other important details.

Next, a table that has been reworked based on the APA rules and another table that handles the manual of this citation system will be exposed.

Table 1

*Basic citation and paraphrase styles*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **appointment type** | **First citation in the text** | **Following citations in the text** | **Format in parentheses, first citation in**  **the text** | **Parenthetical format, following citations** |
| A single author work | Gonzalez (2001) | Gonzalez (2001) | (Gonzalez,2001) | (Gonzalez, 2001) |
| A work of two authors | Gonzalez and Cuesta (2007) | Gonzalez and Cuesta (2007) | (González and Cuesta, 2007) | (González and Cuesta, 2007) |
| A job of three or more  authors | Naylor et al. (1980) | Naylor et al. (1980) | (Naylor et al., 1980) | (Naylor et al., 1980) |
| Corporate author (with abbreviations) | United Nations Educational, Scientific and Cultural Organization(UNESCO, 2015) | UNESCO (2015) | (United Nations Educational, Scientific and Cultural Organization [UNESCO], 2015) | (UNESCO, 2015) |
| Corporate author (no abbreviations) | Secretary of Labor and | Secretary of Labor and | (Secretaryof work and | (Secretariat of Labor and |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Social Prevention (2018) | Social Prevention (2018) | Social Prevention, 2018) | Social Prevention, 2018) |

Source: self made.

# Guide based on APA standards, adapted to CNCI Virtual University projects, to prepare and review bibliographic references in texts

It is important to note that in the seventh edition of APA, the last names of up to 20 authors of a source will be included in the final references.

# Printed and electronic books

## Printed book

Author's last name, Author's first name initial. (Year of publication). Title of the book in italics. Editorial.

## examples

Printed book by one author:

Iruegas, R. (2015). Oral trials in Mexico. National Institute of Criminal Sciences. Printed books by more than one author:

Padrini, F. and Lucheroni, M. (1996). The great book of essential oils. From Vecchi. Table 2

*What to do when data is missing from a print book*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Missing?** | **Solution** | **Position A** | **Position B** | **Position C** | **Position D** |
| Lackthe author | The author is replaced with  title. | Qualificationfrom the book. | (year). | Editorial. |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Lackthe date | The abbreviation sf is used | Author Last Name, First Name Initial  of the author. | (nd). | *Qualificationof the book in italics.* | Editorial. |
| Publisher is missing | The data is omitted. | Author Last Name, First Name Initial  of the author. | (year). | *Qualificationof the book in italics.* |  |

Source: self made.

## Ebook

* + 1. **Exclusively electronic book**

Author's last name, Author's first name initial. (Year of publication). Title of the book in italics.http://www.xxxx

## Example

Benavente,S.(2015). *The right of access to justice environmental*.<https://spda.org.pe/?wpfb_dl=1183>

Table 3

*What to do when data is missing from an e-book*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **What to do in case of missing data?** | | | | | |
| **Missing?** | **Solution** | **PositionTO** | **PositionB.** | **Position C** | **Position D** |
| Lack | I know | title of the | (year). | http://www.xxxx |  |
| the | replaces the | book. |  |  |
| Author | author with |  |  |  |
|  | title. |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Lack | Is used | Last name | (nd). | *Title of the book* | http://www.xxxx |
| the | the | of the author, |  | *on italic* |  |
| date | abbreviation | Initial of |  |  |  |
|  | sf | Name |  |  |  |
|  |  | of the author. |  |  |  |
| Lack | The omitted | Last name | (year). | http://www.xxxx |  |
| the | fact. | of the author, |  |  |
| qualification |  | Initial of |  |  |
|  |  | Name |  |  |
|  |  | of the author. |  |  |
| Lack | Should |  |  |  |  |
| the | meet |
| source | through |
|  | another source |
|  | or as |
|  | part of |
|  | a base of |
|  | data. |

Source: self made.

## printed book chapter

Author's last name, Author's first name initial. (Year of publication). Chapter title. In Publisher's Name Initial, Publisher's Last Name (Ed.), Book Title in italics (pp. xxx- xxx). Editorial.

## Example

White, C. (2006). The procedural subjects in the new criminal process. In S. García, O. Islas de González and L. Vargas (Eds.), Current Topics in Criminal Justice-sixth Conference on Criminal Justice (pp.123-153). National Autonomous University of Mexico-Institute of Legal Research.

## ebook chapter

Author's last name, Author's first name initial. (Year of publication). Chapter title. In Publisher's Name Initial, Publisher's Last Name (Ed.), Book Title in italics (pp. xxx- xxx).http://www.xxxxx

## Example

Lujan, A., Tentor, G., & Gamboa, D. (2008). The Government Boards in territorial development. In A. Arce, G. Blanco and M. Hurtado (Eds.), Public policies as a social object (pp.169-189).<http://www.biblioteca.uach.cl/biblioteca_virtual/libros/2008/307.72CON2008.pdf>

## translation of a book

Author's last name, Author's first name initial. (Year of publication). Title of the book in italics (Trad. Initial of the author's name. Surname). Publisher (Original in language x, year of publication).

## Example

Malhotra, N. (1997). Market research. A practical approach (Trad. V. de Parres). Prentice-Hall (Original in English, 1996).

## Book that brings together works by several authors

Author's last name, Author's first name initial. (Coordinator or compiler). (Year of publication). Title of the book in italics. Editorial.

## Example

Gómez, A. (Coord.). (2016). Criminal reform 2008-2016. The accusatory penal system in Mexico. National Institute of Criminal Sciences.

# Newspaper publication

## print magazine article

Author's last name, Author's first name initial. (month of year of publication). Article title. Name of the journal in italics, volume(issue), article page numbers separated by a hyphen.

## Example

Duquino, L. (January-April 2018). Urban environmental sustainability, alternatives for an environmental public policy. Urban Territorial Log, 28(1), 141-149.

Table 4

*What to do when data is missing from a print journal article*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **What to do in case of missing data?** | | | | | | |
| **Missing?** | **Solution** | **PositionTO** | **Position B** | **Position C** | **Position D** | **PositionAND** |
| Lackthe author | The author is replaced with the title. | Qualificationfrom the article. | (monthof the year). | *Name of themagazine onitalics*, volume(number), | numbers ofpagesof article separated by a hyphen. |  |
| Missing the | It is used the | Last name | (nd). | title of the | *Name of* | numbers |
| date | abbreviation | of the author, |  | Article. | *the magazine in* | from |
|  | sf | Initial of |  |  | *italics*, | pages |
|  |  | Name |  |  | *volume*(wildebeest | the |
|  |  | of the author. |  |  | Mere), | Article |
|  |  |  |  |  |  | separated |
|  |  |  |  |  |  | for |
|  |  |  |  |  |  | script. |
| Missing the | Is used | Last name | (year). | title of the | *Name of* | numbers |
| month | only the year | of the author, |  | Article. | *the magazine in* | from |
|  |  | Initial of |  |  | *italics*, | pages |
|  |  | Name |  |  | *volume*(wildebeest | the |
|  |  | of the author. |  |  | Mere), | Article |
|  |  |  |  |  |  | separated |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | by ascript. |
| Missing the | In case of | Last name | (month of | title of the | *Name of* | numbers |
| volume | don't count | of the author, | year). | Article. | *the magazine in* | from |
| or the | with these | Initial of |  |  | *italics*, | pages |
| number | data, or | Name |  |  |  | the |
| of the | count on | of the author. |  |  |  | Article |
| magazine | only one, if |  |  |  |  | separated |
|  | put the |  |  |  |  | for |
|  | data |  |  |  |  | script. |
|  | existing or |  |  |  |  |  |
|  | none and I know |  |  |  |  |  |
|  | continue with |  |  |  |  |  |
|  | The number of |  |  |  |  |  |
|  | pages. |  |  |  |  |  |

Source: self made.

## Electronic magazine article

Author's last name, Author's first name initial. (month of year of publication). Article title. Name of the journal in italics, volume(number).[http://xxxxx](http://xxxxx/)

## Example

Muñoz, E., Estrada, E., and Morales, E. (September 2016). Achievements of environmental education and urban sustainability in Mexico. Electronic Journal of Educational Research, 18(3).<http://www.scielo.org.mx/scielo.php?script=sci_arttext&pid=S1607-40412016000300003>

Table 5

*What to do when data is missing from an electronic journal*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Missing?** | **Solution** | **PositionTO** | **Position B** | **Position C** | **Position D** | **PositionAND** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Lackthe author | The author is replaced with the title. | Article title. | (monthof the year). | *Journal name in italics*, volume(number). | [http://xxxx](http://xxxxx/) [x](http://xxxxx/) |  |
| Lackthe date | The abbreviation sf is used | Author Last Name, First Name Initial  of the author. | (nd). | Article title. | *Journal name in italics*, volume(nu  Mere). | [http://xxx](http://xxxxx/) [xx](http://xxxxx/) |
| Lackthe month | Only the year is used. | Author Last Name, First Name Initial  of the author. | (year). | Article title. | *Journal name in italics*, volume(nu  Mere). | [http://xxx](http://xxxxx/) [xx](http://xxxxx/) |
| Missing volume or journal number | In case of not having these data, or having only one, only the existing data or none are entered and the process continues.  source. | Author's last name, Author's first name initial. | (monthof the year). | Article title. | *Journal name in italics*. | [http://xxx](http://xxxxx/) [xx](http://xxxxx/) |

Source: self made.

## print newspaper article

Author's last name, Author's first name initial. (day of the month of the year of publication). Title of the article or column. Name of the newspaper in italics, page(s) and section.

## Example

Rios, Y. (March 2, 2006). Question IP camcorder cost. The Century of Torreón, p.2E. Table 6

*What to do when data is missing from a print newspaper*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **What to do in case of missing data?** | | | | | | |
| **Missing?** | **Solution** | **PositionTO** | **PositionB.** | **Position C** | **Position D** | **PositionAND** |
| Lackthe author | The author is replaced with the title. | Qualificationfrom the article. | (day of the month of the year). | *Name of*  *Newspaper onitalics*, | page and section numbers. |  |
| Lackthe date | The abbreviation sf is used | Author Last Name, First Name Initial  of the author. | (nd). | Qualificationfrom the article. | *Name of the newspaper in italics*, | page and section numbers. |
| Missing day and/or month | Only available data are used. | Author Last Name, First Name Initial  of the author. | (year). | Qualificationfrom the article. | *Name of the newspaper in italics*, | page and section numbers. |

Source: self made.

## online newspaper article

Author's last name, Author's first name initial. (day of the month of the year of publication). Title of the article or column. Name of the newspaper in italics.[http://xxxxx](http://xxxxx/)

## Example

Pater, H. (June 17, 2019). 'Surprise, surprise!' | Have the gifts been converted toteachers in an obligation? *The country.* <https://elpais.com/elpais/2019/06/17/mamas_papas/1560763037_228122.html>

Table 7

*What to do when data is missing from an online newspaper*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Missing?** | **Solution** | **Position A** | **PositionB.** | **Position C** | **Position D** | **PositionAND** |
| Lackthe author | The author is replaced with the title. | Article title. | (monthof the year). | *Name of*  *Newspaper onitalics*. | [http://xxxx](http://xxxxx/) [x](http://xxxxx/) |  |
| Lackthe date | The abbreviation sf is used | Author Last Name, First Name Initial  of the author. | (nd). | Qualificationfrom the article. | *Name of the newspaper in italics*. | [http://xxx](http://xxxxx/) [xx](http://xxxxx/) |
| Missing month and/or day | Only available data are used. | Author Last Name, First Name Initial  of the author. | (year). | Qualificationfrom the article. | *Name of the newspaper in italics*, volume(nu  Mere). | [http://xxx](http://xxxxx/) [xx](http://xxxxx/) |

Source: self made.

## References with doi

When the source has the doi assignment, it is recommended to reference it as a URL, in this way:

## Magazine publication article with doi

Author's last name, Author's first name initial. (month of year of publication). Article title. Name of the journal in italics, volume(number), pages separated by a hyphen.<https://doi.org/>

## Example

Wing, J. (March 2006). Computational thinking. Communications of the ACM, 49(3), 33-35.<https://doi.org/1145/1118178.1118215>

## Periodical article with doi

Author's last name, Author's first name initial. (day of the month of the year of publication). Title of the article or column. Name of the newspaper in italics, volume(number), pages separated by a hyphen.<https://doi.org/>

## Example

Herbst-Damm, K. and Kulik, J. (March 2005). Volunteer support, marital status, and the survival time of terminally ill patients. Health Psychology, 24(2), 225-229.<https://doi.org/>[10.1037/0278-6133.24.2.225](https://doi.org/10.1037/0278-6133.24.2.225)

# Theses and symposia

## unpublished thesis

Author's last name, Author's first name initial. (year of realization). Title of the thesis in italics (Unpublished bachelor's, master's or doctoral thesis). Name of the institution, Place.

## Example

Sanchez, A. (2019). Education as pedagogy of liberation (Master's thesis). University of Havana, Cuba.

Table 7

*What to do when data is missing from an unpublished thesis*

**What to do in case of missing data?**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Missing?** | **Solution** | **Position A** | **Position B** | **Position C** | **PositionD** | **PositionAND** |
| Missing the | is replaced | Title of the | (year). | Name of | Place. |  |
| Author | to the author with | thesis (Thesis |  | the |  |
|  | title. | from |  | institution, |  |
|  |  | degree, |  |  |  |
|  |  | master's degree or |  |  |  |
|  |  | doctoral |  |  |  |
|  |  | unpublished). |  |  |  |
| Missing the | It is used the | Surname of | (nd). | *Title of the* | Name of | Place. |
| date | abbreviation | author, initial |  | *thesis in* | the |  |
|  | sf | Of the name |  | *italics* | institution, |  |
|  |  | of the author. |  | (Thesis of |  |  |
|  |  |  |  | degree, |  |  |
|  |  |  |  | master's degree or |  |  |
|  |  |  |  | doctoral |  |  |
|  |  |  |  | unpublished). |  |  |
| Missing the | The omitted | Surname of | (year). | *title of the* | Place. |  |
| name of | data and if | author, initial |  | *book in* |  |
| the | provides | Of the name |  | *italics* |  |
| institution | the place | of the author. |  | (Thesis of |  |
|  | where I know |  |  | degree, |  |
|  | made. |  |  | master's degree or |  |
|  |  |  |  | doctoral |  |
|  |  |  |  | unpublished). |  |

Source: self made.

## Thesis of a database

Author's last name, Author's first name initial. (year of publication). Title of the thesis in italics (Unpublished bachelor's, master's or doctoral thesis).[http://xxxxx](http://xxxxx/)

## Example

Villasis, R. (2011). Indicators of urban sustainability: the case of the metropolitan area of ​​San Luis Potosí (Doctoral thesis).[http://ambiental.uaslp.mx/pmpca/tesis/Doc/Gen2003-](http://ambiental.uaslp.mx/pmpca/tesis/Doc/Gen2003-02/2011_pmpca_villasiskeever.pdf) [02/2011\_pmpca\_villasiskeever.pdf](http://ambiental.uaslp.mx/pmpca/tesis/Doc/Gen2003-02/2011_pmpca_villasiskeever.pdf)

Table 8

*What to do when a thesis data is missing from a database*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **What to do in case of missing data?** | | | | | |
| **Missing?** | **Solution** | **Position A** | **Position B** | **Position C** | **Position D** |
| Lackthe author | The author is replaced with the title. | Title of the thesis (Bachelor's, Master's or doctoral thesis  unpublished). | (year). | [http://xxxxx](http://xxxxx/) |  |
| Lackthe date | The abbreviation sf is used | Author's last name, Author's first name initial. | (nd). | *Thesis title in italics*(Bachelor's, Master's or doctoral thesis  unpublished). | [http://xxxxx](http://xxxxx/) |
| The name of the institution is missing | The data is omitted and the place where it is  made. | Author's last name, Author's first name initial. | (year). | *Book title in italics*(Bachelor's thesis,  master's degree or | [http://xxxxx](http://xxxxx/) |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  | doctoral  unpublished). |  |
| Lackthe fountain | Must be cited through another source or as part of a base  of data. |  |  |  |  |

Source: self made.

## Symposium

Collaborator's last name, Collaborator's first initial. (month of the year of collaboration). Collaboration Title. In Initial of the name and Surname of the president (Chair), Title of the symposium in italics. Symposium held at the conference or forum of Organization Name, Venue.

## Example

Maldonado, A., Jiménez, F., and Rodríguez, J. (junitedthe2018). dumpstersismart andtoself-sustainableorusingandenergyrrenewable with theFpurpose ofrreduce thecontamination andcraise awareness aboutrrecycling. In M. Carrillo (Chair),*2nd International Forum on Public Policies for Sustainable Development: Horizons in the 21st Century*. Symposium held in the forum of the Meritorious Autonomous University of Puebla, Mexico.

Table 9

*What to do when data is missing from a symposium*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **What to do in case of missing data?** | | | | | | |  |
| **Missing?** | **Solution** | **Position A** | **Position B** | **Position C** | **PositionD** | **Position E** | **F-position** |
| Lackthe author | is replaced  to the author with the title. | Collaboration Title. | (monthof the year). | In Initial of  name and surname of | *title of the*  *symposium in italics.* | Symposium  led toout in the |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | president (Presidency). |  | conference or forum Name of Organization, Place. |  |
| Lackthe date | The abbreviation sf is used | Author's last name, Author's first name initial. | (nd). | Collaboration Title. | In Initial of the name and Surname of the president (Presidency), | *Title of the symposium in italics.* | Symposiumtaken to held at the conference or forum of Organization Name, Location. |
| Collaboration Title Missing | This data is omitted and Collaboration in symposium is put. | Author's last name, Author's first name initial. | (monthof the year). | Collaboration in symposium. | In Initial of the name and Surname of the president (Presidency), | *Title of the symposium in italics.* | Symposium held at conference or forum Name of Organization  on, place. |
| The name of the symposium is missing | This data is omitted and Collaboration in symposium is put. | Author's last name, Author's first name initial. | (monthof the year). | Collaboration Title. | Collaboration in symposium. | Symposium Held at Name Conference or Forum  of the |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | Organization  on, place. |  |
| The place where it was made is missing | This data is omitted. | Author's last name, Author's first name initial. | (monthof the year). | Collaboration Title. | In Initial of the name and Surname of the president (Presidenc  ia), | *Title of the symposium in italics.* |  |

Source: self made.

## Summary of a paper presented at a conference and retrieved online

Author's last name, Author's first name initial. (month of year of publication). Title of the work in italics. Work presented in Name of the Congress or Conference, Place.[http://xxxxx](http://xxxxx/)

## Example

Rivero, M., Montilva, J., Barrios, J., Murúa, M., and Granados, G. (June 2009). An analysis of software development in Venezuelan companies. Paper presented at Seventh LACCEI Latin American and Caribbean Conference for Engineering and Technology,Venezuela. [http://www.laccei.org/LACCEI2009-](http://www.laccei.org/LACCEI2009-Venezuela/Papers/IT214_Rivero.pdf) [Venezuela/Papers/IT214\_Rivero.pdf](http://www.laccei.org/LACCEI2009-Venezuela/Papers/IT214_Rivero.pdf)

Table 10

*What to do when data is missing from an abstract of a paper presented at a conference and retrieved online*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **What to do in case of missing data?** | | | | | | |
| **Missing?** | **Solution** | **Position A** | **Position B** | **Position C** | **Position D** | **Position E** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Lackthe author | The author is replaced with the title. | Work title. | (monthof the year). | Paper presented on behalf ofCongress orConference, Place. | [http://xxxxx](http://xxxxx/) |  |
| Lackthe date | The abbreviation sf is used | Author's last name, Author's first name initial. | (nd). | Work title. | Paper presented on behalf ofCongress orConference, Place. | [http://xxxxx](http://xxxxx/) |
| The name of the congress or conference is missing | This data is omitted and Collaboration in congress or  conference. | Author's last name, Author's first name initial. | (monthof the year). | Work title. | Collaboration in congress or conference, Place. | [http://xxxxx](http://xxxxx/) |
| The place where it was made is missing | This data is omitted. | Author's last name, Author's first name initial. | (month of the year). | Work title. | Paper presented on behalf of the Congress or  Conference. | [http://xxxxx](http://xxxxx/) |
| Lackthe fountain | Must be cited through another source or as part |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | of a basis  of data. |  |  |  |  |  |

Source: self made.

# online communities

## Online texts Website

Author's last name, Author's first name initial. (day of the month of the year). Text title.[http://xxxxx](http://xxxxx/)

## Example

Aldaz, P. (July 7, 2017). CDMX seeks to increase garbage recycling.[http://www.eluniversal.com.mx/articulo/metropoli/cdmx/2017/07/7/cdmx-busca-incrementar-](http://www.eluniversal.com.mx/articulo/metropoli/cdmx/2017/07/7/cdmx-busca-incrementar-el-reciclaje-de-la-basura) [garbage-recycling](http://www.eluniversal.com.mx/articulo/metropoli/cdmx/2017/07/7/cdmx-busca-incrementar-el-reciclaje-de-la-basura)

## PDF document

Author's last name, Author's first name initial. (month of the year). Text title.[http://xxxxx](http://xxxxx/)

## Example

Adell, J., Castellet, J., and Gumbau, J. (May 2004). Selection of an open source virtual teaching/learning environment for the Universitat Jaume I.<http://cent.uji.es/doc/eveauji_es.pdf>

## blog post

Last name of the author, Initial of the name of the author or, failing that, Pseudonym of the author. (day of the month of the year). Title of the post.http://www.xxxx

* + - Example

PZ. Myers. (January 22, 2007). The unfortunate prerequisites and consequences ofpartutioningyourmind. [http://science-](http://science-blogs.com/%20pharyngula/2007/01/the_unfortunate_prerequisites.php) [blogs.com/%20pharyngula/2007/01/the\_unfortunate\_prerequisites.php](http://science-blogs.com/%20pharyngula/2007/01/the_unfortunate_prerequisites.php)

Table 11

*What to do in case of missing text data online*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **What to do in case of missing data?** | | | | | |
| **Missing?** | **Solution** | **Position A** | **PositionB.** | **Position C** | **Position D** |
| Lack | I know | title of the | (month of | http://www.xxxx |  |
| the | replaces the | text | year). |  |
| Author | author with | [Version]. |  |  |
|  | title. |  |  |  |
| Lack | Is used | Last name | (nd). | Text title. | http://www.xxxx |
| the | the | of the author, |  |  |  |
| date | abbreviation | Initial of |  |  |  |
|  | sf | Name |  |  |  |
|  |  | of the author. |  |  |  |
| Lack | It is described | Last name | (month of | http://www.xxxx |  |
| the | the | of the author, | year). |  |
| qualification | document | Initial of |  |  |
|  | Come in | Name |  |  |
|  | brackets. | of the author. |  |  |
| Lack | Should |  |  |  |  |
| the | meet |
| source | through |
|  | another source |
|  | or as |
|  | part of |
|  | a base of |
|  | data. |

Source: self made.

# audiovisual media

## Film

Producer's last name, Producer's first initial. (Producer) and Surname of the director, Initial of the name of the director. (Director). (year). Movie title [Movie]. Country of origin: Studio.

## Example

Disney, W. (Producer) and Reitherman, W. (Director). (1967). The Jungle Book [Film]. United States: Walt Disney Animation Studios.

Table 12

*What to do if movie data is missing*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **What to do in case of missing data?** | | | | | |
| **Missing?** | **Solution** | **Position A** | **PositionB.** | **Position C** | **Position D** |
| Missing the | It is replaced by | Title of the | (year). | Country of origin: |  |
| manager and | director and to | film |  | Study. |
| the | producer with | [Film]. |  |  |
| producer | title. |  |  |  |
| Missing the  directoror the | They put the  information of the director or | Surname of  producer, initial | (year). | *Movie title*  [Film]. | Country of origin: Studio. |
| producer | producer, of | name of |  |  |  |
|  | that you have the | producer. |  |  |  |
|  | information, and | (Producer). |  |  |  |
|  | are omitted |  |  |  |  |
|  | data that |  |  |  |  |
|  | missing. |  |  |  |  |
| Missing the | It is used the | Surname of | (nd). | *Title of the* | Country of origin: |
| date | abbreviation | producer, |  | *movie in* | Study. |
|  | sf | Initial of |  | *italics* |  |
|  |  | name of |  | [Film]. |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | producer. (Producer) and Surname of the director, Initial of the name of the director.  (Director). |  |  |  |
| Missing the | It ends the | Surname of | (year). | *Title of the* | Country of origin. |
| study | reference with | producer, |  | *movie in* |  |
|  | the country of | Initial of |  | *italics* |  |
|  | origin. | name of |  | [Film]. |  |
|  |  | producer. |  |  |  |
|  |  | (Producer) and |  |  |  |
|  |  | Surname of |  |  |  |
|  |  | director, |  |  |  |
|  |  | Initial of |  |  |  |
|  |  | name of |  |  |  |
|  |  | director. |  |  |  |
|  |  | (Director). |  |  |  |

Note: own elaboration.

## music recording

Writer's last name, Writer's first initial. (copyright year). Title of the song [Recorded by the artist AA if he is different from the composer]. In Title of the album in italics [Recording medium: CD, record, cassette]. Place: Record label.

(Date of recording if different from copyright date).

## Example

Lennon, J. and McCartney, P. (1969). Ella i Want You (Ella She Ella 's So Heavy) [Recorded by The Beatles]. On Abbey Road [CD]. London: Apple Records.

\*In case the recording date is different from the copyright, at the end, after the place and the record label, you must put the recording date in parentheses.

Table 13

*What to do if music recording data is missing*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **What to do in case of missing data?** | | | | | | | |
| **Missing?** | **Solution** | **positionna** | **Position B** | **positionnC** | **Position D** | **PositionAND** | **PositionF** |
| Missing the | I know | Qualification | (year of | On | Place: Seal | (Date |  |
| name of | substituted | of the | *copyright*). | *Qualification* | record label | recording |
| Writer | and to | song |  | *the* |  | if it is |
|  | Writer | [Record |  | *album* |  | different from |
|  | with the | go get him |  | *on* |  | the date |
|  | Title of | artist |  | *italics* |  | the |
|  | the | AA yes |  | [Means, medium |  | *copyright* |
|  | song | is |  | from |  | ). |
|  |  | different |  | recording |  |  |
|  |  | to the |  | n: CD, |  |  |
|  |  | composition |  | disk, |  |  |
|  |  | thor]. |  | cassette]. |  |  |
| Missing the | I know | Surname | (nd). | Qualification | In Title of | Place: | (Date |
| date | employs | or of |  | of the | *albumen* | Stamp | recording |
|  | the | Writer, |  | song | *italics* | discography | if it is |
|  | abbreviat | Initial |  | [Record | [Source of | co. | different from |
|  | ura sf | the |  | go get him | recording: |  | the date |
|  |  | Name |  | artist | cd, disk, |  | the |
|  |  | the |  | AA yes | cassette]. |  | *copyright* |
|  |  | Writer. |  | is |  |  | ). |
|  |  |  |  | different |  |  |  |
|  |  |  |  | to the |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | composition  thor]. |  |  |  |
| Missing the | Omitted | Surname | (year of | Qualification | Place: Seal | (Date |  |
| name of | East | or of | *copyright*). | of the | record label | recording |
| album | fact. | Writer, |  | song |  | if it is |
|  |  | Initial |  | [Record |  | different from |
|  |  | the |  | go get him |  | the date |
|  |  | Name |  | artist |  | the |
|  |  | the |  | AA yes |  | *copyright* |
|  |  | Writer. |  | is |  | ). |
|  |  |  |  | different |  |  |
|  |  |  |  | to the |  |  |
|  |  |  |  | composition |  |  |
|  |  |  |  | thor]. |  |  |
| seal is missing | I know | Surname | (year of | Qualification | In Title of | Place: | (Date |
| record label | concluded | or of | *copyright*). | of the | *albumen* | Stamp | recording |
|  | and with him | Writer, |  | song | *italics* | discography | if it is |
|  | instead of | Initial |  | [Record | [Source of | co. | different from |
|  | the | the |  | go get him | recording: |  | the date |
|  | recording | Name |  | artist | cd, disk, |  | the |
|  | n. | the |  | AA yes | cassette]. |  | *copyright* |
|  |  | Writer. |  | is |  |  | ) |
|  |  |  |  | different |  |  |  |
|  |  |  |  | to the |  |  |  |
|  |  |  |  | composition |  |  |  |
|  |  |  |  | thor]. |  |  |  |

Note: own elaboration.

## video-youtube

Producer's last name, Producer's first initial. (Producer). (year). video title

[Video].[http://xxxxx](http://xxxxx/)

## Example

CNCI Virtual University. (Producer). Forum Laws for the protection of women [Video].<https://www.youtube.com/watch?v=UDiUXRBhhC8>

Table 14

*What to do if YouTube video data is missing*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **What to do in case of missing data?** | | | | | |
| **Missing?** | **Solution** | **Position A** | **Position B** | **Position C** | **Position D** |
| Missing the | is replaced | *title of the* | (year). | [http://xxxxx](http://xxxxx/) |  |
| producer | to the producer | *video in* |  |  |
|  | with the title. | *italics* |  |  |
|  |  | [Format]. |  |  |
| Missing the | It is used the | Last name | *title of the* | (year). | [http://xxxxx](http://xxxxx/) |
| date | abbreviation | the | *video in* |  |  |
|  | sf | producer, | *italics* |  |  |
|  |  | Initial of | [Format]. |  |  |
|  |  | name of |  |  |  |
|  |  | producer. |  |  |  |
|  |  | (Producer). |  |  |  |

Note: own elaboration.

## podcast

Producer's last name, Producer's first initial. (Producer). (day of the month of the year).

*Title of the video in italics*[Format].[http://xxxxx](http://xxxxx/)

* + - Example

Van Nuys, D. (Producer). (December 19, 2007). Shrink rap radio [Audio in podcast].<http://www.shrinkrapradio.com/>

Table 15

*What to do if Podcast data is missing*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **What to do in case of missing data?** | | | | | |
| **Missing?** | **Solution** | **Position A** | **Position B** | **Position C** | **Position D** |
| producer is missing | is replaced  to the producer with the title. | title of the  video [Format]. | (year). | [http://xxxxx](http://xxxxx/) |  |
| Lackthe date | The abbreviation sf is used | Producer's last name, Producer's first initial.  (Producer). | *Title of the video in italics*[Format]. | (year). | [http://xxxxx](http://xxxxx/) |

Note: Own elaboration based on APA standards.

## Work published informally, in self-archiving or database

Author's last name, Author's first name initial. (year). Title in italics.[http://xxxxx](http://xxxxx/)

## Example

Mitchell, S. (2000). The import of uncertainty.<http://philsci-archive.pitt.edu/162/>

Table 16

*What to do if informally posted, self-archiving, or database job data is missing*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **What to do in case of missing data?** | | | | | |
| **Missing?** | **Solution** | **Position A** | **Position B** | **Position C** | **Position D** |
| Missing the | is replaced | *title in* | (2000). | [http://xxxxx](http://xxxxx/) |  |
| Author | to the author with | *italics.* |  |  |
|  | the title of |  |  |  |
|  | job. |  |  |  |
| Missing the | It is used the | Last name | (nd). | *title in* | [http://xxxxx](http://xxxxx/) |
| date | abbreviation | of the author, |  | *italics.* |  |
|  | sf | Initial of |  |  |  |
|  |  | Name |  |  |  |
|  |  | of the author. |  |  |  |

Note: own elaboration.

## unpublished work

Author's last name, Author's first name initial. (year). Manuscript title in italics.

Unpublished manuscript, Manuscript submitted for publication, or Manuscript in preparation.

## Example

Ting, J., Flosheim, P., & Huang, W. (2008). Metal health help-seeking in ethnic minority populations: A theoretical perspective. Manuscript submitted for publication.

Table 17

*What to do if missing data is missing from an unpublished work*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **What to do in case of missing data?** | | | | | |
| **Missing?** | **Solution** | **Position A** | **PositionB.** | **Position C** | **Position D** |
| name is missing | The name of the author is replaced | Manuscript title. | (year). | unpublished manuscript, |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| of the author | by the title of the manuscript. |  |  | Manuscript submitted for publication or Manuscript in  preparation. |  |
| Lackthe date | The abbreviation sf is used | Author's last name, Author's first name initial. | (nd). | *Manuscript title in italics.* | Unpublished manuscript, Manuscript submitted for publication or Manuscript in  preparation. |

Note: own elaboration.

## Legal documents

Name of the complete law or regulation (day of the month of the year). Source where it was officially published.[https://xxx](https://xxx/)

## Example

Federal Labor Law. (July 2, 2019). Official Journal of the Federation.<http://www.diputados.gob.mx/LeyesBiblio/pdf/125_020719.pdf>

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Elias, D. (September 14, 2019). APA Style 7th Edition: The Changes You Need To Know.<https://www.mybib.com/blog/apa-style-7th-edition-changes>