

The Essentials of APA

Workshop co-sponsored by
Write Site and Faculty of Graduate Studies

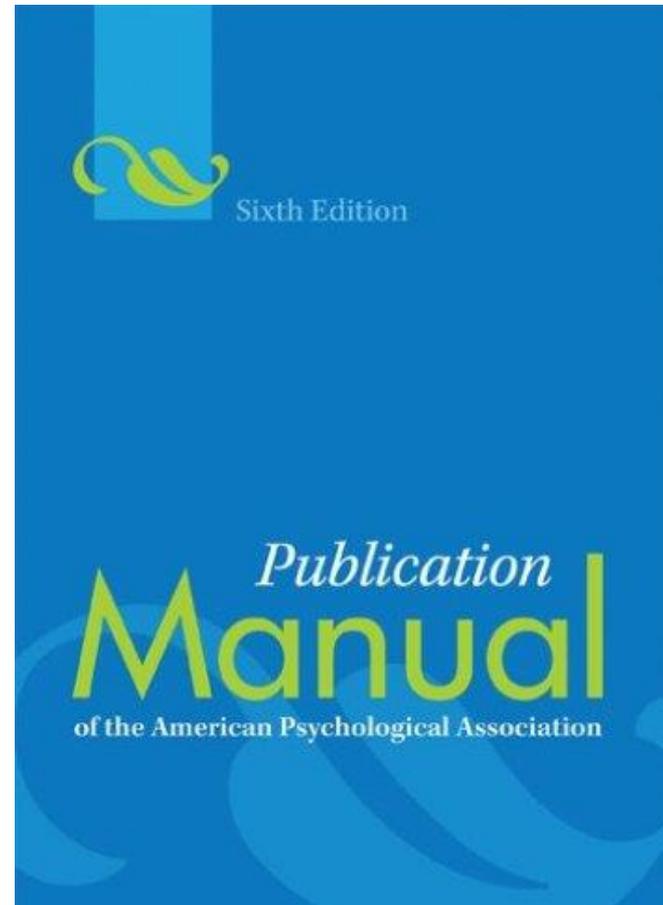
Workshop objectives

- Review purpose and components of APA documentation style
- Review an APA title page and some 6th ed. headings
- Review use of in-text citations with selected source types
- Increase knowledge of paraphrasing and quoting in APA
- Increase knowledge of APA to format selected reference list entries
- Increase knowledge of APA to format selected e-sources in text and in a reference list

Consider: What is the purpose of APA documentation style?

When to cite?

- The APA Manual (6th ed.) says you must cite when “paraphrasing, quoting an author directly, or describing an idea that influenced your work” (p. 170).



General points to remember when documenting sources

- With some exceptions, in-text citations and reference list entries should correspond.
- When in doubt about documentation:
 - Check credible sources, starting with the APA Manual, 6th edition and your professor.
 - Use the source-type closest to your situation, considering whether the source:
 - is published/non-published.
 - has an author/no author.
 - is retrievable/non-retrievable .
 - is print, electronic or some other media.



nder
discussion
and the
relationship
between
nem.



Varying Definitions of Online Communication and Their Effects on Relationship Research

he title
ould be
entered on
ne page,
yped in 12-
oint Times
ew Roman
ont. It
ould not be
olded,
nderlined, or
alicized.

The author's
name and
institution
should be
double-
spaced and
centered.



Elizabeth L. Angeli
Purdue University

Blue boxes contain
directions for writing
and citing in APA
style.

titles for
published
articles (ev
your paper
not intende
publication,
paper should
still have a
running head

The running
head cannot
exceed 50
characters,
including sp
and
punctuation
The running
head's title
should be in
capital letter
The running
head should
flush left, a
page number
should be fl
right. On the
title page, t
running head
should inclu
the words
"Running he
For pages
following th
title page,
repeat the
running head
all caps with
"Running h

Abstract

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec non pretium ante. Phasellus tincidunt tristique est vitae tempor. Curabitur eros orci, accumsan vel porttitor vel, dignissim ac sem. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Vivamus sagittis mauris eget augue bibendum iaculis. Maecenas rutrum, diam non condimentum convallis, arcu dolor suscipit justo, ultrices tincidunt enim turpis vel felis. Nullam fringilla fermentum orci, at euismod nibh blandit faucibus. Nam ultricies adipiscing orci vitae adipiscing. Cras pretium ipsum vitae orci tincidunt dapibus et nec diam. Nullam in tellus vel turpis sagittis posuere. Nam pellentesque laoreet magna sit amet adipiscing. Pellentesque ante arcu, porta eget dignissim ut, rhoncus eget est. Sed euismod, quam eu viverra pretium, magna velit dignissim lectus, sed dictum nisi mauris a arcu. Curabitur sit amet est aliquet turpis interdum ornare. In placerat vestibulum commodo. Nulla vitae arcu risus. Duis vel urna ut dolor pulvinar placerat. Aliquam sagittis pulvinar ultricies.

Keywords: lorem ipsum, nulla vitae

References

Cummings, J. N., Butler, B., & Kraut, R. (2002). The quality of online social

→ relationships. *Communications of the ACM*, 45(7), 103-108.

Hu, Y., Wood, J. F., Smith, V., & Westbrook, N. (2004). Friendships through IM:

→ Examining the relationship between instant messaging and intimacy. *Journal of Computer-Mediated Communication*, 10(1), 38-48.

Tidwell, L. C., & Walther, J. B. (2002). Computer-mediated communication effects on

→ disclosure, impressions, and interpersonal evaluations: Getting to know one another a bit at a time. *Human Communication Research*, 28(3), 317-348.

Underwood, H., & Findlay, B. (2004). Internet relationships and their impact on primary

→ relationships. *Behaviour Change*, 21(2), 127-140.

Start the reference list on a new page, center the title "References," and alphabetize the entries. Do not underline or italicize the title. Double-space all entries. Every source mentioned in the paper should have an entry.

APA Headings	
Level	Format
1	Centered, Boldface, Uppercase and Lowercase Headings
2	Left-aligned, Boldface, Uppercase and Lowercase Heading
3	Indented, boldface, lowercase heading with a period.
4	<i>Indented, boldface, italicized, lowercase heading with a period.</i>
5	<i>Indented, italicized, lowercase heading with a period.</i>

For example, in a scientific report following APA style, a report contains three sections: Method, Results, and Discussion. Each of these sections start with level 1 headings:

Methods (Level 1)

Site of Study (Level 2)

Participant Population (Level 2)

Teachers. (Level 3)

Students. (Level 3)

Results (Level 1)

Spatial Ability (Level 2)

Test one. (level 3)

What are the parts of APA citation?

- Examples:
 - In his study of the long-term effects of cognitive therapy, Crowder (1998) suggests that....(p.24)
 - One study (Crowder, 1998) suggests that....(p.24)
- **Hint:** provide a citation when you mention a study.
keep the author's name and the year together.

How do I cite two authors of the same source?

- Use both authors' names every time
- If you use a stem phrase, use the word “and”:
 - Example: In their study of the long-term effects of cognitive therapy, Crowder **and** Marsh (1998) suggest that....
- If you don't use a stem phrase use an ampersand:
 - One study (Crowder **&** Marsh, 1998) suggests that....

How do I cite three to five authors?

First mention:

In their study of the long-term effects of cognitive therapy, Crowder, Marsh, Lewis, and Frodo (1998) suggest that....

One study (Crowder, Marsh, Lewis & Frodo 1998) suggests that....

Second mention:

In their study of the long-term effects of cognitive therapy, Crowder *et al.* (1998) suggest that....

One study (Crowder *et al.*, 1998) suggests that....

How do I cite six authors?

- For **all citations**, name only the first author, followed by et al.
- A source by Crowder, Frodo, Holmes, Lewis, Marsh and Martel:
 - In their study of the long-term effects of cognitive therapy, Crowder **et al.** (1998) suggest that....
 - One study (Crowder **et al.**, 1998) suggests that....

How do I cite a personal communication?

- What IS a personal communication?
- Cite in the text only.
- Give **initials** as well as a **surname** and as exact a **date** as you can:

In a personal interview, one RN suggested to me (**K.T. MacDonald**, personal communication, **March 17, 2010**) that cognitive therapy is most effective when....

How do I cite a secondary source?

- What IS a secondary source?

If **Thompson** wrote in a **2001** publication on p. **201**:

In 1989, **Crowder et al.** suggested that cognitive therapy was most effectively administered by specially trained medical staff. They concluded that, “When compared to non-medical staff....” (p. 52).

In this case, **Thompson** would be the secondary source, and **Crowder** would be the primary source.

- Then, you would cite the secondary source if you have not read the original. In this case, you would cite **Thompson**:

Crowder et al., in their 1989 study, suggested that cognitive therapy was most effectively administered...(as cited in **Thompson, 2001, p.201**). *

How do I cite more than one source in a single citation?

- Separate the sources with a **semi-colon**. If the sources are by the same author, designate them with an **a, b**, etc. and separate with a **comma**. If the authors have the same last names, use their initials to distinguish them.
- Examples:
 - In two studies (Crowder et al, 1998; Thompson, 2001) of the long-term effects of cognitive therapy, researchers concluded that....
 - Several studies (Derryberry & Reed, 2005a, 2005b; Rothbart, 2003a, 2003b) suggest that....*
 - In two studies (L. Thompson, 2008; K. Thompson, 2008) of the long-term effects of cognitive therapy....*

How do I cite unknown authors?

- Cite the source by its title in the **signal phrase** or use the **first word or two in the parenthetical citation**. Titles of books and reports are *italicized* or underlined; titles of articles, chapters, and web pages are in “quotation marks,” with the comma inside the quotes.
- Examples:
 - In addition, the **study that appears on the website, “Using APA”** (2001), suggests....
 - A similar study was done of students learning to format research papers (**“Using APA,”** 2001).

How do I cite an organization as author?

- Mention the organization in the signal phrase or in the parenthetical citation the first time you cite the source. If the organization has a well-known abbreviation, include the abbreviation in brackets the first time the source is cited and then use only the abbreviation in later citations
- Examples:
 - No abbreviation
 - In text: **According to the American Psychological Association (2000),...**
 - Parenthetical: **(American Psychological Association, 2000)**
 - Abbreviation :
 - In text: **According to the American Psychological Association (APA, 2000),...**
 - Second citation: **According to the APA, (2000)**
 - Parenthetical: **(American Psychological Association [APA], 2000)**
 - Second citation: **(APA, 2000)**

How do I paraphrase in APA?

- What IS a paraphrase?
- How much should I cite in a paragraph?

- Example:

On the subject of paraphrasing, the sixth edition of the *Publication Manual of the American Psychological Association* (2010) advises that all of the author's words to be cited should appear in the same paragraph and be cited at the end.* In addition, it suggests that page and paragraph numbers should be included so readers can easily find the source material (American Psychological Association, pp.16, 170).** This advice suggests that writers should paraphrase with their readers in mind.

What are some common errors in paraphrasing?

- The wording is too close to the original.
- The syntax is too close to the original.
- The paraphrase is false or misleading.*
- Paraphrases that are too long

How do I paraphrase fairly?

The original **quotation** from Bob **Simpson** on a **website** reads “Although some people believe the Lamborgotti Fasterossa is the fastest car in the world, others name the Ferrari as the fastest.” Which is the best paraphrase?

- a) If we compare Italian cars, most experts believe the Lamborgotti Fasterossa is the fastest car in the world (Simpson, 2006).
- b) Bob Simpson (2006) says that while some people believe the Lamborgotti Fasterossa is the world’s fastest car, other people believe the Ferrari is the fastest.
- c) According to one race car driver, although some people believe the Lamborgotti Fasterossa is the fastest car in the world, others name the Ferrari as the fastest (Simpson, 2006).
- d) Bob Simpson (2006) claims that there is debate over which car– the Lamborgotti Fasterossa or the Ferrari---is the world’s fastest car.

How do I quote in APA?

- Provide a page number
- Make stem phrases work grammatically with quotes.
- Examples:
 - In his study of the long-term effects of cognitive therapy, Crowder (1998) states, “...personnel who were given a six week, specialized course in cognitive therapy demonstrated...” (p. 287).
 - Researchers in one study (Crowder & Marsh, 1998) concluded that “...personnel who were given a six week, specialized course...” (p. 287).
 - Researchers in one study (Crowder & Marsh, 1998) concluded that “...[medical] personnel who were given a six week, specialized course....were more likely to ask appropriate questions of clients” (p. 287).

How do I integrate a quote?

- Integrate the quote into a sentence; don't make it stand alone.
- Integrate the quote into a sentence grammatically.
- Make sure the sentences before the quote prepare the reader for its meaning.

Identify the best-integrated of the quotes below:

a) Susan Keaveney (2004) explains that Gen Xers will develop a new kind of management style. “Having rebelled against standard business hours and micromanagement, they might find it difficult to make such demands of their subordinates” (p. 102).

b) Susan Keaveney (2004) explains that Gen Xers will develop a new kind of management style. They “have rebelled against standard business hours and micromanagement, [so] they might find it difficult to make such demands of their subordinates” (p. 102).*

c) Susan Keaveney (2004) explains that Gen Xers will develop a new kind of management style: “Having rebelled against standard business hours and micromanagement, they might find it difficult to make such demands of their subordinates” (p. 102).

d) Susan Keaveney (2004) explains that Gen Xers will develop a new kind of management style because of their attitudes towards being managed: “Having rebelled against standard business hours and micromanagement, they might find it difficult to make such demands of their subordinates” (p. 102).

What verbs can I use to introduce a quote or paraphrase?

Neutral verbs

- Contends
- Observes
- Points out
- Concludes
- Discusses
- Explains
- Acknowledges
- Reveals

Verbs that suggest a position/analysis

- Agrees
- Disagrees
- Admits
- Claims
- Refutes
- Denies
- Compares
- Endorses

When do I indent a quote?

The APA manual, sixth edition (2010), gives this advice on block quotations:

If the quotation comprises 40 or more words, display it in a freestanding block of text and omit the quotation marks. Start such a *block quotation* on a new line and indent the block about a half inch from the left margin (in the same position as a new paragraph). If there are additional paragraphs within the quotation, indent the first line of each an additional half inch. Double space the entire quotation. At the end of a block quotation, cite the quoted source and the page or paragraph number in parentheses after the final punctuation mark. (p. 171)

When do I indent a quote?

- Indent when, and **only** when it is over 40 words: do a word count to be sure.

- Do **not** use **quotation marks** in a block quotation

How do I format a reference list entry?

- Reference list entry components:
 - author information
 - date of publication
 - title of the source
 - publication information
- Example of a reference entry for a book:
 - Brown, C. (2005). *Learning styles: A resource book for teachers*. Toronto, Ontario, Canada: Macmillan.*

How do I format some of the more common source types?

Reference book (e.g. encyclopedia):

Harris, H. S., Perry, T., & Foubert, J. (1967). Italian philosophy. In P. Edwards (Ed.), *The encyclopedia of philosophy* (Vol. 3-4, pp.225- 234). London, England: Collier, Macmillan.*

Journal:

Albertson, J. (2000). The greatest comic book hero ever. *Popular Culture*, 51(3), 23-40.

Two authors with the same surname:

Thompson, M.A. (2003). The history of the Spanish in Los Angeles. New York, NY: Macmillan.

Thompson, P.R. (2003). The history of the Irish in Boston. Boston, MA: Macmillan.**

How do I cite electronic sources?

Online journal article retrieved from a URL:

Thompson, A. & Wendell, P. T. (2010). Cognitive therapy as an adjunct to psychotropics. *Journal of Psychiatric Therapy*, 12(2). Retrieved from <http://journalofpsychtherapy.com/url>

Online journal article with a DOI:

Thompson, A. & Wendell, P. T. (2010). Cognitive therapy as an adjunct to psychotropics. *Journal of Psychiatric Therapy*, 12(2), 28-54. doi:10.3102/00346543074001029

How do I cite electronic sources?

Newsgroup, online forum, discussion group:

Rampersay, T. (2011, June 8). Traditional knowledge and traditional cultural expressions [online forum comment]. Retrieved from http://www.wipo.int/roller/comments/iposforum/Weblog/theme_eight_how_can_cultural#comments

Blog post

Meyers, P.Z. (2011, June 8). The unfortunate prerequisites and consequences of partitioning your mind [Web log post]. Retrieved from http://scienceblogs.com/pharyngula/2011/06/the_unfortunate_prerequisites.php

Blog comment

LindyLou (2011, June 8). The unfortunate prerequisites and consequences of partitioning your mind [Web log comment]. Retrieved from http://scienceblogs.com/pharyngula/2011/06/the_unfortunate_prerequisites.php

How do I cite electronic sources?

- Tips on citing e-sources:
 - If you have a choice between html and PDF, choose PDF. It will have page #s.
 - Save a copy on your hard drive
 - Note the date you retrieved the article, especially if it is in html
 - If there are no page #s, use paragraph #s with the abbreviation “para.”
 - If there is no date, use n.d.
 - Example: (Thompson,n.d., para. 14)
 - If there are no paragraphs or page #s, reference the heading and the paragraph # following it.
 - Example: (Thompson, n.d., “Cognitive Therapy: History,”para. 2)
 - If headings are too long, use a shortened version.
 - Example:: (Thompson, n.d., “Cognitve Therapy can be traced,” para 2.)
 - The original heading was: Cognitive Therapy’s history can be traced back to Hippocrates’ definitions of health.

Questions

- When do I use italics?
 - Titles of books, periodicals, films, videos, etc. in the text (APA, p. 104)
- What is the correct way to format a running head?
 - APA official corrections site:
 - <http://supp.apa.org/style/PM6E-Corrected-Sample-Papers.pdf>
 - Use the header function on the “View” menu to create a running head.
- When do I footnote?
 - Use only for content notes or copyright acknowledgement. (APA p.37-38)
- How do I reference myself?
 - Consider the type of source—published, etc. (APA, p.16)
 - Assignments: check with your professor
- How do I use referencing software?
 - Contact Elaine Fabro at the AU Library for more about downloading RefWorks

Other things to remember:

When you use ideas that are not your own, you must document.

Always think of making it easy for the reader to find your sources.

Check all in-text citations and reference entries for punctuation, formatting, and all elements for the type of source you're dealing with.

Resources

- APA's commonly asked questions:

<http://www.apastyle.org/learn/faqs/index.asp>

- Psychology APA style (6th edition) tutorial:

<http://psych.athabasca.ca/html/APA6/index.html>

- Harvard graduate school of Education “APA Exposed Tutorial”:

http://isites.harvard.edu/icb/icb.do?keyword=apa_exposed

- Purdue OWL APA Style Guide:

<http://owl.english.purdue.edu/owl/resource/560/02/>

- Gallaudet University's list of verbs to introduce quotes:

http://library.gallaudet.edu/CLAST/Tutorial_and_Instructional_Programs/English_Works/Writing/Paraphrasing_Quoting_and_Avoiding_Plagiarism/Words_that_Introduce_Quotes_or_Paraphrases.html

- APA sections on electronic sources: 6.31, p. 187 and 7.11, p.215

- APA advice on how to cite a website when information is missing:

<http://blog.apastyle.org/files/how-to-cite-something-you-found-on-a-website-in-apa-style---table-1.pdf>

Resources

- Write Site documentation section: <http://www2.athabascau.ca/services/write-site/apa.php>
- Write Site Coaching service: <http://www2.athabascau.ca/services/write-site/coaching.php>
- AU Library: <http://library.athabascau.ca/>