Using APA: What graduate students need to know

Workshop co-sponsored by

Write Site and Faculty of Graduate Studies

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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
- Review 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?

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).

What is the purpose of APA documentation style?

- Give credit to others' ideas

- Make it easy to find references

- Provide a standardized way of formatting academic documents such as journal articles: e.g. methodological papers, theory papers, case studies, and student papers

General points to remember when documenting sources

- With some exceptions, in-text citations and reference list entries should correspond.

- Rules are based on
  - your reader/the readability of the text.
  - the ease of retrieval of the references.

- 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.

What do I need to know about general formatting in APA?

- Template of general layout:
  - Title page:
    - Should include a running head, author's note, and class information*
    - An author's note is usually not included in theses and dissertations
  - Abstract
    - Should not be indented
  - Reference page
    - Should have a title—References—which is centered, not bolded, and in upper/lower case.
    - Entries should be arranged alphabetically by surname of the author or by title.
  - New headings, 6th edion
    - Page 62 of the APA Manual: Table 3.1
  - Double space between sentences**

*(Note: These elements can vary, depending on editors' or class requirements. If in doubt, check with your professor.)

**(Note: Double spacing between sentences is suggested but not required by APA. On the other hand, most journals require single spacing. If in doubt, consult with your professor.)

For more guidance on general formatting, see pages 228-229 of the APA Manual.

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What are the parts of APA citation?

- Elements of a citation:

  -author's last name/date of publication

  -parentheses

  -page # for quote (and increasingly, for a paraphrase)

- 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)

- TIP: provide a citation when you mention a study.

  keep the author's name and the year together.

How do I cite <u>two authors</u> 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 <u>three to five</u> authors?

- In the first in-text citation, name all the authors:

  Examples:
    - 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….

- In all <u>following citations</u>, name the first author followed by et al.

  – Examples:
    - 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.

- Examples for 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?
  - Email, lectures, letters, memos, telephone conversations, e-bulletin boards, and personal interviews, etc.
  - Any source that doesn't provide recoverable data
- Do not provide a reference; cite in the text only.
- Give initials as well as a surname and as exact a date as you can:
  - Example: In a personal interview, one RN suggested to me (K.T MacDonald, personal communication, March 17, 2010) that cognitive therapy is most effective when….

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How do I cite a secondary source?

- What IS a secondary source?
  - A source that quotes or paraphrases another source that YOU did not read in the original
    - Example: 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). *

  (Note: APA discourages the use of secondary sources.)

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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….*

*These examples are from the APA Manual, 6th ed.

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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: (APA, 2000)
    - Parenthetical: (American Psychological Association [APA], 2000)
    - Second citation: (APA, 2000)

How do I paraphrase in APA?

- What IS a paraphrase?
    - Most simply, it's a rewording of someone else's words and ideas in about the same number of words as the original.

- How much should I cite in a paragraph?
    - The APA Manual says, "*Each time* you paraphrase another author (i.e., summarize a passage or rearrange the order of sentence and change some of the words), you need to credit the source in the text" (p.15).

- Example:

    On the subject of paraphrasing, the sixth edition of the *Publication Manual of the American Psychological Association* (2010) advises that all of an 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.

(*Note: Double spacing between sentences, as shown here, is suggested but not required by APA. If in doubt, consult with your professor.)

(** Note: While the practice of putting two page references in the same parenthetical citation is not common, it is accepted according to APA style. If in doubt, consult with your professor.)

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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.*
  - An inaccurate paraphrase is one in which the student has not fully grasped the intent of the original information.
  - A misleading (false) paraphrase is more serious. In a misleading paraphrase, the original information has been skewed or slanted so as to deliberately misrepresent the author's original intent

- Paraphrases that are too long

*This material has been adapted with permission from Psychology APA Style (6th Edition) Tutorial by Robert Brandes.

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?

- Include all of the elements of a citation that you use for a paraphrase and in addition, provide a page number. <u>Make stem phrases work grammatically with quotes.</u> Put any words in brackets that don't appear in the quote. Indicate any omissions with an ellipsis, using four dots for omissions between sentences.

- 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).

(Note: Including brackets to indicate a change in the original text from an uppercase to a lowercase letter is no longer required by APA. Thus, in example b. above, no brackets are required, even if the quoted text was a sentence beginning with an uppercase "h".)

For the answer, see the quiz on the Basics of Documentation at the Write Site, at this link:http://www2.athabascau.ca/services/write-site/documentation.php

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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

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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)

(Note: APA gives no direction on spacing for block quotes. Therefore, double spacing is optional as long as it is clear it is a block quote. If in doubt, consult your professor.)

When do I indent a quote?

TIP:

- 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.

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

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

*(Note: There is no standard, accepted list of abbreviations for cities, states or provinces in APA for publisher information,. However, samples in the APA Manual, 6th edition suggest capital letters for U.S. states as above. For Canadian and other non- U.S. publishers, spell out the name of the city, province, and country. If in doubt, consult your professor.)

How do I cite electronic sources?

- Examples:
  - Online journal article retrieved from a URL:
    - Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Online Periodical*, *volume number*   (issue number if available). Retrieved from http://www.someaddress.com/full/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:
    - Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal, volume number*, page range. doi:0000000/000000000000
    - 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

(Note: All examples of reference entries in this presentation would normally be formatted in hanging indent, but due to formatting limitations , they are presented here left-justified.)

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How do I cite electronic sources?

- Examples:
  - 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

(Note: APA advises NOT to manually break hyperlinks after a word, but to cut and paste the link into the document without breaks. In addition, APA gives no explicit advice on whether or not to make links active. However, when deciding, consider your audience and purpose, and if in doubt, consult your professor.)

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.

  Note: APA says that database information need no longer be provided (p.192). If in doubt, consult your professor.)

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.athabascau.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

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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/