APA Style:
The Basics

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Citation & Documentation Workshop Series
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Today's Goals

- Learn what APA style is and why it is important
- Learn about the standard APA title page format
- Learn basic documentation for books, journals, and websites
- Learn the differences between methods of source integration: summarizing, paraphrasing, and quoting
- Learn how to use signal phrases and in-text citation to avoid plagiarism

What is APA style, and why use it?

- American Psychological Association
- Style established in 1928 by Social Science professionals
- Style provides guidelines for publication in Social Science Journals (such as Psychology, Sociology, Education, and Nursing)
- Style lends consistency and makes texts more readable by those who assess or publish them

American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5th ed.). Washington D.C.:

American Psychological Association

An APA Title Page

- Header (Upper Left Corner)
  - The words Running head:
  - One space then BRIEF TITLE
  - Example: Running head: BRIEF TITLE
- Header (Upper Right Corner)
  - Page Number (number only)
- Title and Identification (Center of Page, Double Spaced)
  - Full Title (Balance title over 2 lines rather than go to the far edges)
  - Author(s) Name(s)
  - School (ex. University of North Alabama) or Course Number and Title (ex. EN 099: Basic Writing) – ASK YOUR PROFESSOR
  - Date (Month date, year format) – ASK YOUR PROFESSOR

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Perrin, R. (2007). *Pocket guide to APA style* (2nd ed.). Boston: Houghton Mifflin.

An APA Title Page

APA Abstract

- An ABSTRACT is a brief summary of the entire study (paper) presented at the beginning, directly after the Title Page, (generally located on page 2).

- An ABSTRACT contains specific information: introduction (purpose), methods, results, and discussion.

APA Abstract

Abstract

The purpose of this paper is to show the ethical decisions used in ………… The methods conducted for this research……. The participants who volunteered were………The data obtained resulted in ……………………………………………………. Overall the conclusion showed that…………………………………………………….

APA Body Pages

- Body Pages in APA Style Reflect the Brief Title and Page Numbers in the heading like the Title Page but do not include the words "Running head: "

APA Body Pages

The Capitalist Economy and Emerging Ethical Decisions

From the beginning of the 21st century, the development of new and ever-increasing technological devices has gained the ………………………………… ……………………………………………………………………………………………………… ……………
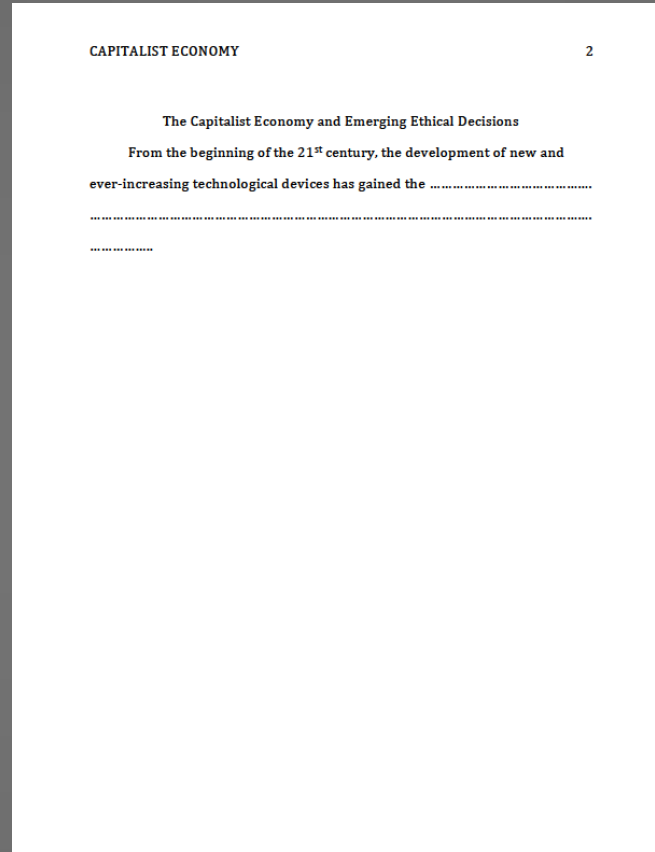
If your professor does not require an Abstract, then on the second page only, the title of the paper is typed in the top, center of the first line before the prose begins.

Documentation

- Refers to the References list at the end of the paper & in-text citation

- Documentation is placed in a specific order: *Who? When? What? Where?*

- The List
  - is labeled References (centered, no font changes)
  - starts at the top of a new page
  - continues page numbering from the last page of text
  - is alphabetical
  - is double spaced
  - Uses a hanging indent (1/2 inch – can be formatted from the Paragraph dialog box in MS Word)

p. 49 & 180 APA 6e
Perrin, R. (2007). Pocket guide to APA Style (2nd ed.). Boston: Houghton Mifflin.

Documenting Authors

- **One Author:**
  - Koch Jr., R. T. (2004).
- **Two Authors:**
  - Stewart, T., & Biffle, G. (1999).
- **Three to Seven Authors**
  - Wells, H. G., Lovecraft, H. P., Potter, H. J., Rowling, J. K., &

    Kirk, J. T. (2005).
- **More than Seven Authors**
  - Smith, M., Flanagan, F., Judd, A., Burstyn, E., Bullock, S., Knight, S.,

    … Garner, J. (2002).
  - (Note: No ampersand sign will be placed when listing more than seven authors; only the ellipses will be used in its place.)

Documenting Authors Continued

- Same author? List by Year. Same year? Alphabetize by source title and add a letter to the year (1984a).

- Smith, A. (2013). *Apple computers and you: Making amends.*

  London, UK: Kogan Page.

- Smith, A. (2013a). *Personal computers at work.* Philadelphia, PA:

  Schwartz and McMillan.

Documenting Books

Model:
Author, A. A., & Author, B. B. (Date of publication). *Title*

   of book. City, State: Publisher.

Sample:
Perrin, R. (2007). *Pocket guide to APA style* (2nd ed.).

   Boston, MA: Houghton Mifflin.

Name(s) of publishers do not need Co., Ltd.,
Publishers, Inc., etc.

Documenting E-Books

- Electronic version of print book

  Shotton, M. A. (1989). *Computer addiction? A study of computer dependency* [DX Reader version]. Retrieved from http://

  www.ebookstore.tandf.co.uk/html/index.asp

  Schiraldi, G. R. (2001). *The post-traumatic stress disorder sourcebook: A guide to healing, recovery, and growth* [Adobe

  Digital Editions version]. doi: 10.1036/0071393722

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Documenting Electronic-only Books

- Electronic-only book

  O'Keefe, E. (n.d.) *Egoism & the crisis in Western values.* Retrieved from http://www.onlineoriginals.com/showtime.asp?itemID=135

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Documenting Edited Collections

Model for an edited book:
Editor, A. A., & Editor, B. B. (Eds.). (Date of publication). *Title of book*.

City, State: Publisher.

Model for an essay in an edited collection:
Author, A. A., & Author, B. B. (Date of publication). Title of article. In A.A.

Editor (Ed.), *Title of book* (pp. ##-##). City, State: Publisher.

Sample:
McCabe, S. (2005). Psychopharmacology and other biologic treatments. In M. A.

Boyd (Ed.), *Psychiatric nursing: Contemporary practice* (pp.124-138).

Philadelphia, PA: Lippincott-Williams and Wilkins.

Documenting E-Books Continued

- Electronic version of book chapter in a volume in a series

Strong, E. K., Jr., & Uhbrock, R. S. (1923). Bibliography on job analysis. In L. Outhwaite (Series Ed.), *Personnel Research Series: Vol. 1. Job analysis and the curriculum* (pp. 140-146). doi: 10.1037.10762-000

Documenting Online Referenced Works

- Entry in an online referenced work

Graham, G. (2005). Behaviorism. In E. N. Zalta

(Ed.), *The Stanford encyclopedia of philosophy*

(Fall 2007 ed.). Retrieved from

http://plato.stanford.edu/entries/

behaviorism/

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Documenting Journals

Model:

Author, A. A., & Author, B. B. (Date of publication). Title of

article. *Title of Periodical, volume number*(issue number

if available), page numbers.

Sample:

Koch Jr., R. T. (2006). Building connections through

reflective writing. *Academic Exchange Quarterly, 10*(3),

208-213.

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APA formatting and style guide – The OWL at Purdue. (2007). Purdue University Online Writing Lab. Retrieved October 01, 2007, from http://owl.english.purdue.edu/owl/resource/560/01/

Documenting Online Journals

- Journals listed on databases no longer require a retrieval date or a URL if a print copy of the journal exists. In this case treat source like a print version (previous slide).

- Strictly online journals will require either a URL or (more favorable) a DOI.

DOI Sample:

Kenneth, I. A. (2000). A Buddhist response to the nature of human rights. *Journal of Buddhist Ethics, 8*. doi:0000000/000000000000

URL Sample:

Whitmeyer, J. M. (2000). Power through appointment [Electronic version]. *Social*

Science Research, 29, 535-555. Retrieved from http://www.address.com/

entire/address

Documenting Websites

Model for an authored document that is a whole site:

Author, A. A., & Author, B. B. (Date of publication). Title of article/document.

   Retrieved from http://Web address

Model for an authored page/article from a site:

Author, A. A., & Author, B. B. (Date of publication). Title of article/document.

   Retrieved from http://www.someaddress.com/full/url/

Sample (no author, article found on resource website):

Nebraska school nurse honored during 100th Anniversary Celebration. (2007).

   Answers4Families. Retrieved from http://nncf.unl.edu/nurses/info/

   anniversary.html

No Author? List page title or article title first. No page title? List site title. No Date? Use

   (n.d.)

Documenting Company Websites

- T-Mobile USA, Inc. (2013a). Cell phone services.

    Retrieved from http://www.t-mobile.com/

    cell-phone-services

(Note, websites rarely have authors, so look at the top for the company name and/or at the bottom of the webpage where the copyright information is located.)

Documenting Online Communities

- Message posted to a newsgroup, online forum, or discussion group

Rampersand, T. (2005, June 8). Re: Traditional

knowledge and traditional cultural expressions

[Online forum comment]. Retrieved from http://

www.wipo.int/roller/comments/ipisforum/

weblog/theme_eight_how_can_cultural#comments

(If needed, break URL at appropriate points.)   p. 215 APA 6

More Online Communities

- Blog post

  PZ Myers. (2007, January 22). The unfortunate prerequisites and consequences of partitioning your mind [Web log post]. Retrieved from http://scienceblogs.com/ pharyngula/2007/01/the_unfortunate _prerequisites.php

More Online Documentation

- Online Magazine Article

Model:

Author, A. (Year, Month). Title of article. *Title of Magazine, Vol Number* (Issue).

Retrieved from URL.

Sample:

Clay, R. (2008, June). Science vs. ideology: Psychologists fight back about the

misuse of research. *Monitor on Psychology, 39*(6). Retrieved from

http://www.apa.org/monitor/

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More Online Documentation

- Online Newspaper Article

Model:

Author, A. (Year, Month Day). Title of article. *Title of Newspaper.* Retrieved

from URL.

Sample:

Brody, J. (2007, December 4). Mental reserves keep brain agile. *The New York*

Times. Retrieved from http://www.nytimes.com

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Elements of Good Research and Writing

- Each paragraph or section of a research paper needs to have three distinct parts: **claim**, **evidence**, and **discussion**.

- The **CLAIM** is the paragraph's or section's main idea, and it refers back to the thesis (the main idea of your paper).

- **EVIDENCE** is the information you find in your research that supports your claim.

- Last, the **DISCUSSION** explains how the evidence given is relevant to the claim. Simply presenting the evidence is *never* enough.

- Always explain how the source can be used to support the claim as well as how it helps develop the overall purpose of the paper. It is better to have one or two sources that are thoroughly explained than to have three or four sources which have no content or explanation.

Why Source Integration

- Quotations, paraphrases, and summaries
  - provide support for claims or add credibility to your writing
  - refer to work that leads up to the work you are now doing
  - give examples of several points of view on a subject
  - call attention to a position that you wish to agree or disagree with
  - highlight a particularly striking phrase, sentence, or passage by quoting the original
  - distance yourself from the original by quoting it in order to cue readers that the words are not your own
  - expand the breadth or depth of your writing

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Quoting, paraphrasing, and summarizing. (2004). Purdue University Online Writing Lab. Retrieved September 28, 2007, from http://owl.english.purdue.edu/handouts/research/r_quotprsum.html

Choosing Text to Integrate

1. Read the entire text, noting the key points and main ideas.

2. Summarize in your own words what the single main idea of the essay is.

3. Paraphrase important supporting points that come up in the essay.

4. Consider any words, phrases, or brief passages that you believe should be quoted directly.

p. 169-172 APA 6e
Quoting, paraphrasing, and summarizing. (2004). Purdue University Online Writing Lab. Retrieved September 28, 2007, from
        http://owl.english.purdue.edu/handouts/research/r_quotprsum.html

Summarizing

- When you **summarize,** you put the main idea(s) into your own words, including only the main point(s).
  - Summarized ideas must be attributed to the original source.
  - Summaries are significantly shorter than the original.
  - Summaries take a broad overview of source material.

p. 170-174 APA 6e
Quoting, paraphrasing, and summarizing. (2004). Purdue University Online Writing Lab. Retrieved September 28, 2007, from http://owl.english.purdue.edu/handouts/research/r_quotprsum.html

Summarizing

Summarize any ideas or text that you believe are important. Proper summarization should condense the main idea or text of several pages (or even the entire source!) into a brief overview. By summarizing you

save many paragraphs or pages of unnecessary text. When using in-text citations for summaries, you must always cite the author and publication year. If there is no author listed, cite the article name using the main words of the title and placing quotation marks " " around them. Summaries do not require page numbers; this is because the text summarized will usually cover several pages of text.

- EX: Studies show that throughout colleges and universities teachers are often hired from one area of study to teach a different area of study (Carpini, 2004; Wilson, 1998).

Paraphrasing

- **Paraphrasing** involves putting a passage from source material into your own words.

  - Attribute paraphrases to their original sources.
  - Paraphrases are usually shorter than, but may be the same length as the original passage.
  - Paraphrases take a more focused segment of the source and condense it slightly.

- EX: Lortie's (1975) research reveals that classroom experiences as well as interactions among peers and colleagues contribute to teacher learning (p. 79).

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Quoting, paraphrasing, and summarizing. (2004). Purdue University Online Writing Lab. Retrieved September 28, 2007, from http://owl.english.purdue.edu/handouts/research/r_quotprsum.html

Quoting

- **Quotations** must be identical to the original.
  - Quotations use a narrow segment of the source.
  - They must match the source document word for word and must be attributed to the original author.
  - Use quotes when the actual words are so integral to the discussion that they cannot be replaced.
  - Use quotes when the author's words are so precisely and accurately stated that they cannot be paraphrased.

    EX: Stenberg and Lee (2002) agree that teacher learning is an "intellectual and ongoing process" (p. 327).

Signal Phrases and In-Text Citation

- Signal phrases introduce someone else's work – they signal that the words and ideas that are about to be offered belong to someone other than the author of the paper.

- In-text citations are the parenthetical pieces of information that appear usually at the end of a quote, paraphrase, or summary (though they sometimes appear before).

- A simple rule:

   Author or *Title, Year,* and *Page*: what isn't *signaled* up front must be *cited* at the end.

Signal Phrases and In-Text Citation (continued)

- Limited signal, everything in citation

  . . . end of paraphrased sentence, in which you convey the author's ideas in your own words (Krepp, 1985, p. 103).

  " . . . end of quoted sentence" (Krepp, 1985, p. 103).

- Author and year in signal, page in citation

  In 1985, Krepp reported that . . . (p. 103).

  Krepp (1985) tells us that . . . (p. 103).

  According to Krepp (1985), ". . ." (p. 103).

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Documenting sources at SNHU: APA style. (n.d.). Southern New Hampshire University. Retrieved September 17, 2007 from http://acadweb.snhu.edu/documenting_sources/apa.htm#Use%20a%20citation%20when%20you%20paraphrase

Signal Phrases and In-Text Citation (continued)

- ## Multiple Authors signaled (Alphabetical)

  Studies (Jones, 1966; Krepp, 1985; Smith, 1973) have shown that . . .

- ## No Author

  ("Stocks Lose Again," 1991, p. B16).

  According to the news article "Stocks Lose Again" (1991) … end paraphrase or "quote" (p. B16).

- ## No Page Number

  Provide other information in signal phrase

References

American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5th ed.). Washington D.C.: American Psychological Association.

APA formatting and style guide – The OWL at Purdue. (2007). Purdue University Online Writing Lab. Retrieved from http://owl.english.purdue.edu/owl/resource/560/01/

Documenting sources at SNHU: APA style. (n.d.). Southern New Hampshire University. Retrieved from http://acadweb.snhu.edu/documenting_sources/apa.htm#Use%20a%20citation%20when%20you%20paraphrase.

Homepage: APA style. (2007). American Psychological Association. Retrieved from http://apastyle.apa.org.

Perrin, R. (2007). *Pocket guide to APA style* (2nd ed.). Boston: Houghton Mifflin.

Quoting, paraphrasing, and summarizing. (2004). Purdue University Online Writing Lab. Retrieved from http://owl.english.purdue.edu/handouts/research/r_quotprsum.html.

Sample Paper
APA Format

- Purdue - Online Writing Lab (OWL)

- https://docs.google.com/gview?url=http://owl.english.purdue.edu//media/pdf/20090212013008_560.pdf&chrome=true