

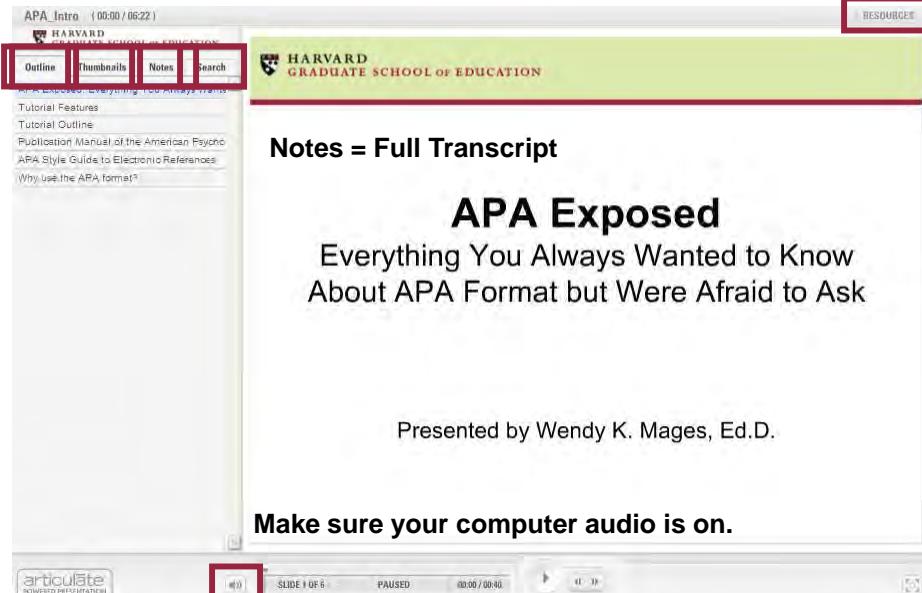
APA Exposed

Everything You Always Wanted to Know About APA Format but Were Afraid to Ask

Presented by Wendy K. Mages, Ed.D.

Last Updated: November, 2009

Tutorial Features



APA_Intro (00:00 / 06:22) RESOURCE

Notes = Full Transcript

APA Exposed

Everything You Always Wanted to Know About APA Format but Were Afraid to Ask

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Make sure your computer audio is on.

articulate POWERED PRESENTATION SLIDE 1 OF 6 PAUSED 00:00 / 00:00

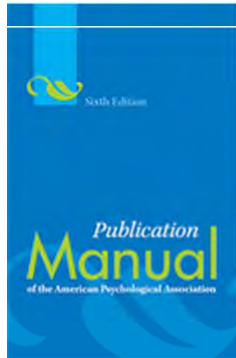
Tutorial Outline

- This tutorial consists of four modules:
 - Module 1: APA Formatting Basics
 - Module 2: Citing Sources
 - Module 3: Reference Citations in the Text
 - Module 4: References

Learning Objectives

- At the end of this tutorial you will be able to:
 - Recall reasons for using the APA format
 - List basic APA formatting requirements
 - Explain the author-date method
 - Identify requirements for citing references using the APA format

Publication Manual of the American Psychological Association



The 6th edition of APA's Publication Manual

<http://apastyle.org/manual>

Why use the APA format?

- Looks Professional
- Communicates Important Information
 - Is this information from a journal or a book?
- Avoids Inadvertent Plagiarism
 - You want to give credit where credit is due
 - AND you don't want to take credit for someone else's mistakes

Module 1

APA Formatting Basics

Discussed in this section:

- Line spacing
- Margin size
- Typeface and Font
- Unbiased Language
- Headings

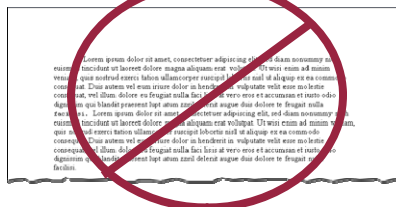
Last Updated: November, 2009

Spacing

- Double Spacing



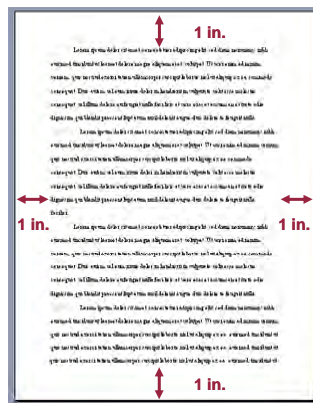
APA manual tells you that you must double-space



No single spacing!

Margins

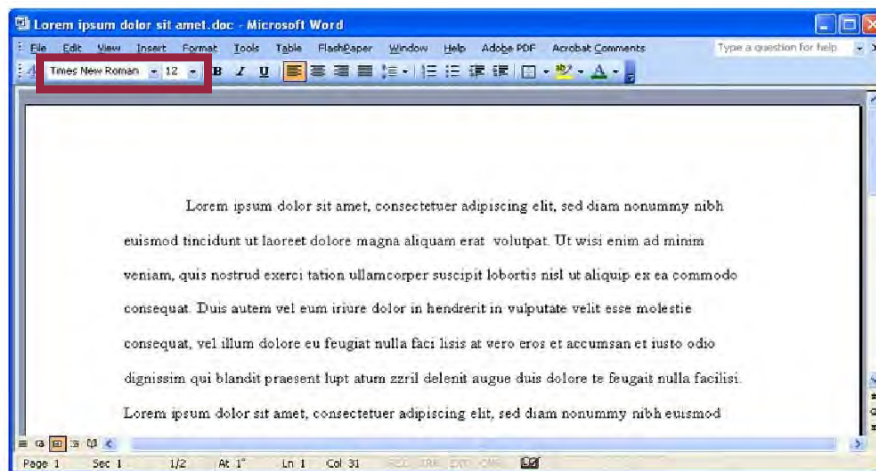
- At least 1 inch margins on all four sides



Margins are used to give feedback

Typeface and Font

APA Prefers: 12 point Times New Roman



Unbiased Language

- What is meant by unbiased language?
- Language that is unbiased in terms of:
 - Race
 - Ethnicity
 - Age
 - Disability
 - Sexual Orientation
 - Gender



A child = “he or she” or “she or he”
Children = “they”

Five-Heading System

Three Points to Remember

1. All headings of **equal** importance are given the **same** heading level.
2. Use **only** as many heading levels as needed.
3. If a section can be divided into **two or more** subsections, assign each subsection a heading.

Heading Level 1

Centered, Boldface, Uppercase and Lowercase Heading

Method

Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text.

Results

Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text.

Discussion

Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text.

References

References references references references references references references references. References references references references references references references.

Heading Level 2

Flush Left, Boldface, Uppercase and Lowercase Heading

Method

Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text.

Participants

Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text.

Measures

Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text.

Results

Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text.

Heading Level 5

Indented, italicized, lowercase paragraph heading ending with a period.

Method

Text text text text text text. Text text text text text text. Text text text text text text text text. Text text text text text.

Participants

Adult participants. Text text text text text text. Text text text text text text. Text text text text text text text. Text text text text text text.

Child participants. Text text text text text text. Text text text text text text. Text text text text text text. Text text text text text text text. Text text text text text text.

Preschool children. Text text text text text text. Text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text.

Preschool boys. Text text text text text text. Text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text.

Preschool girls. Text text text text text text. Text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text.

Module 2

Citing Sources

Discussed in this section:

- How to use the author-date method
- How to use a direct quote
- When to use a block quote

What is the Author-Date Method?

- The name of the author is followed *DIRECTLY* by the date

- Author (Date)

Harris (1989) notes....

- (Author, Date)

A recent study (Harris, 2003) indicates that....

~~Research shows..
Studies indicate..~~

Always cite the studies!

What if there's a direct quote?

- Include the page number(s) when using a direct quote

Harris (1989) notes, "Children can also imagine believing something that they know to be false" (p. 77).

No author's name in the text:

"Children can also imagine believing something that they know to be false"
(Harris, 1989, p. 77).


Quote Ending in ?

Dixon (2005) poses the question, "How does the case of Singapore fit into the interdependence hypothesis?" (p. 43).

Quote Ending in !

To successfully search the internet, Eagleton and Guinee (2002) advise students, "Be specific!" (p. 42).

What if the quote is from an electronic source?

- Electronic source materials are becoming more important
- Helpful Tips:
 - Always choose PDF 
 - Make a hard or electronic copy
 - Note the date you retrieved the material from the Web



What if the quote is from an electronic source?

- No page numbers
 - Use the abbreviation “para.”
(Rabinovich-Einy, 2008, para. 5)
- No page or paragraph numbers
 - Cite the heading and the number of the ¶ following it to direct the reader to the location of the quoted material.
(Darling-Hammond, 1994, Conclusion section, para. 1)

When should I use a block quote?

- Use a block for any quotation of 40 words or more.

39 words or less = ~~block quote~~

- Use your computer to count the words
- Best to limit your use of long block quotes

Formatting a block quote

Harris (1989) writes,

On the other hand if children really do find it difficult to recognize ambivalent feelings they should continue to do so even if all difficulties of memory and invention are removed. For example, if they are told about ambivalent situations rather than asked to remember or invent them they should still not recognize that mixed or opposing feelings would be provoked. (p. 112)

He then goes on to note....

Formatting a block quote

Harris (1989) describes how to test whether memory affects children's ability to recognize ambivalent feelings:

On the other hand if children really do find it difficult to recognize ambivalent feelings they should continue to do so even if all difficulties of memory and invention are removed. For example, if they are told about ambivalent situations rather than asked to remember or invent them they should still not recognize that mixed or opposing feelings would be provoked. (p. 112)

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Formatting a block quote

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He then goes on to note....

Formatting a block quote

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5 spaces → memory and invention are removed. For example, if they are told about ambivalent situations rather than asked to remember or invent them they should still not recognize that mixed or opposing feelings would be provoked. (p. 112)

He then goes on to note....

- No quotation marks around the quote!
- No punctuation after the parentheses

Module 3

Reference Citations in Text

Discussed in this section:

- How often to cite a source
- How to cite works with either single or multiple authors
- How to cite a secondary source
- How to cite a lecture

The Paragraph

- Cite the source completely
 - The very first time you refer to the work
 - Every time you refer to the source in a new paragraph
- Within a single paragraph you do not need to include the year in subsequent references to a single source, as long as it cannot be confused with other sources you are citing

Harris (1989) notes, “Children can also imagine believing something that they know to be false” (p. 77). Harris then states....

Research shows, “Children can also imagine believing something that they know to be false” (Harris, 1989, p. 77). Harris (1989) then states....

What if a reference has two authors?



- Always cite **BOTH** names every time the reference occurs

Piaget and Inhelder (1969) state...

Some theorists (Piaget & Inhelder, 1969) contend....

What if a reference has three to five authors?



- Cite *ALL* authors the *FIRST* time the reference occurs

Peng, Johnson, Pollock, Glasspool, and Harris (1992) found....

- In subsequent citations include the name of the first author followed by “et al.”

Peng et al. (1992) found....

•If it is the first citation of the reference within a paragraph include the year

What if a reference has six or more authors?



- Cite only the surname of the first author followed by et al.

Harris et al. (1989)

- An Alternative Approach to “et al.”
 - Some HGSE faculty members prefer that authors use “and colleagues” instead of “et al.” in the text

Harris and his colleagues (1989)....

- However “et al.” is still used within the parentheses

Another study (Harris et al., 1989)....

What if I did not actually read a study, but it was cited in a study I did read?

- Cite the Secondary Source (the source you actually read) in the text:



Dunn, Kendrick, and MacNamee (as cited in Harris, 1989) found that...

Other studies use mothers' reports to assess children's comforting behaviors (Dunn, Kendrick, & MacNamee as cited in Harris, 1989)

- Cite **ONLY** the Secondary Source (the source you actually read) in the References:

Harris, P. L. (1989). Children and emotion. Oxford: Blackwell Publishers Inc.

How do I cite a lecture?

- Treat it as personal communication
- Cite personal communications in the text only
- Give the initials as well as the surname of the communicator and provide as exact a date as possible

B. A. Pan (personal communication, December 20, 2006) noted that...

(B. A. Pan, personal communication, December 20, 2006)

•If the lecture is videotaped and the recording is available on the course Web site, you can cite the video

•You can also cite PowerPoint presentations that are on course sites
•If you cite these in the text, remember to include them in the references

Module 4

References

Discussed in this section:

- How to format the references section of your paper
- Review the most common reference forms

Last Updated: November, 2009

References

- Only include works that you have cited in the text in the references section of your paper.
- Alphabetize the list of references.
- If you have more than one entry by the same author list them by year of publication with the earliest year first.



What if I have two entries by the same author in the same year?



- References by the same author (or by the same authors in the same order) with the same publication date are arranged alphabetically by the title (excluding *A*, *An*, or *The*) that follows the date.
- Lower case letters—a, b, c, and so on—are placed immediately after the year, within the parentheses:
 Gardner, H. (2000a)....
 Gardner, H. (2000b)....
- Use the date and letter when you cite these in the text of your paper.
 Gardner (2000a) contends....

APA Reference Style: Periodical

- Journal

APA uses only initials
no first names, no middle names

The date follows directly
after the author's name

- Periodical:

Author, A. A., Author, B. B., & Author, C. C. (1994). Title of article: Subtitle of article. *Title of Periodical*, xx(x), xxx-xxx. doi:xxxxxxxxxxxxxxxxxxx

Volume number in
italics

Issue number is in
parentheses and not italicized

No pp. to indicate page
numbers

Journal Title:
In italics using traditional title
case

Child Development = journal
Child development = book

Article title:
Not in quotes or italics

First letter of the title, subtitle, and proper
nouns are capitalized

i.e.
What we did last summer: My trip to Paris

Citation Linker

FIND IT! @ HARVARD
CITATION LINKER

journal title Begins with or ISSN

date year month day yyyy-mm-dd

volume issue start page

Or instead use:

PMID or DOI

[What is a PMID?](#) [What is a DOI?](#)

[Browse E-Journals List](#)

http://sfx.hul.harvard.edu/citation/sfx_local

DOI in Articles

Journal of Educational Psychology
2007, Vol. 99, No. 3, 653–670

Copyright 2007 by the American Psychological Association
0022-0663/07/\$12.00 DOI: 10.1037/0022-0663.99.3.653

Behavior Problem Trajectories and First-Grade Cognitive Ability and Achievement Skills: A Latent Growth Curve Analysis

Kristen L. Bub, Kathleen McCartney, and John B. Willett
Harvard University

Using data from the National Institute of Child Health and Human Development Study of Early Child Care and Youth Development, the authors investigated whether there was evidence of intraindividual stability in behavior problems over time as well as whether children with higher levels of behavior problems at 24 months and more rapid increases in behavior problems prior to school entry performed more poorly on 1st-grade tests of cognitive ability and achievement than their peers. Three findings were noteworthy. First, there was evidence of both intraindividual and interindividual variability in behavior problems between 24 months and 1st grade. Second, children with higher initial levels of internalizing and externalizing behaviors at 24 months had lower cognitive ability and achievement scores in 1st grade. Finally, children with more rapid increases in internalizing behaviors over time had lower cognitive ability scores in 1st grade; this association did not exist for externalizing behaviors. Implications for future research are discussed.

Keywords: behavior problems, school performance, longitudinal analyses

Including a DOI in References

Bub, K. L., McCartney, K., & Willett, J. B. (2007). Behavior problem trajectories and first-grade cognitive ability and achievement skills: A latent growth curve analysis. *Journal of Educational Psychology*, 99(3), 653-670. doi:10.1037/0022-0663.99.3.653

What if I found it online?

- Online Periodical [same as the format we recommend for citing print articles]:
 Author, A. A., Author, B. B., & Author, C. C. (1994). Title of article. *Title of Periodical*, xx(x), xxx-xxx. doi:xxxxxxxxxxxxxxxxxxxxx

 Pan, B. A., Rowe, M. L., Singer, J. D., & Snow, C. E. (2005). Maternal correlates of growth in toddler vocabulary production in low-income families. *Child Development*, 76(4), 763-782. doi:10.1111/j.1467-8624.2005.00876.x
- Example of a PDF of an article with no DOI:
 Tivnan, T., & Hemphill, L. (2005). Comparing four literacy reform models in high-poverty schools: Patterns of first-grade achievement. *Elementary School Journal*, 105(5), 419-441. Retrieved from <http://www.journals.uchicago.edu/loi/esj>

APA Reference Style: Book

- **Book:**

Author, A. A. (1994). *Title of work*. Location: Publisher.

Title of book
In italics

First letter of the title,
subtitle, and proper
nouns are capitalized

i.e., Cambridge, MA

Book in Print

Harris, P. L. (2000). *The work of the imagination*. Oxford, England: Blackwell Publishers.

Electronic Book

Dewey, J. (1922). *Human nature and conduct: An introduction to social psychology*. Retrieved from <http://books.google.com>

APA Reference Style: Chapter of a Book

- **Chapter in an edited book**

Title of chapter

Not in italics or quotes



Author, A. A., & Author, B. B. (1994). Title of chapter.
In A. Editor, B. Editor, & C. Editor (Eds.), *Title of book*
(pp. xxx-xxx). Location: Publisher.

Use pp. to indicate
page numbers

Name of the chapter
author or authors

Title of book

In Italics

First letter of title, subtitle,
and proper nouns are
capitalized

Put the initial before
the last name for the
editor or editors

Example: Chapter of a Book

Ochs, E., & Schieffelin, B. B. (1984). Language acquisition and socialization: Three developmental stories and their implications. In R. A. Shweder & R. A. LeVine (Eds.), *Culture theory: Essays on mind, self, and emotion* (pp. 276-320). Cambridge, England: Cambridge University Press.

What about an online document?

- Online Document:
Author, A. A. (1994). *Title of work*. Retrieved from source

Boston Public Schools. (2009, June). *Family matters: A newsletter from the Boston Public Schools to strengthen home-school connections*. Retrieved from <http://bostonpublicschools.org/files/FamMat09.06.pdf>

How do I cite a PowerPoint presentation from the web?

In the references section:

Title of presentation
In Italics

First letter of title, subtitle, and any proper nouns are capitalized

Gehlbach, H. (n.d.). *Reliability and validity: The bada and bing of your tailored survey design* [PowerPoint slides]. Retrieved from http://isites.harvard.edu/fs/docs/S_15val_rel.ppt

In the text:

Gehlbach (n.d.)

Recap

- During this tutorial we discussed:
 - Reasons for using APA format (Introduction)
 - Basic APA formatting requirements (Module 1)
 - The author-date method (Module 2)
 - Requirements for citing sources in the text (Module 3)
 - Format references cited in your paper (Module 4)