APA Style

Learning the Basics
The Paper Itself

Format and Content
The Paper Itself

- **Language Use**
  - personal pronouns where appropriate
    - **Try:** We conducted an experiment...
    - **Avoid:** The authors conducted an experiment....
  - the active voice rather than passive voice
    - **Try:** We asked participants questions.
    - **Avoid:** The participants have been asked questions by the researchers.
The Paper Itself: Format

APA Language is:

• clear: be specific in descriptions and explanations

• concise: condense information when you can

• plain: use simple, descriptive adjectives and minimize figurative language
The Paper Itself: Format

- Basic Format of APA Papers:
  - Double-spaced
  - Times 12-point (or similar) font
  - Pages numbered, top right corner
  - Headings
  - Title Page
  - Running Header
The Paper Itself: Format

Example of a Title Page:

Adapted from the Purdue Online Writing Lab:
http://owl.english.purdue.edu/owl/resource/560/01/
Basic Sections in an APA Paper:

- Title Page
- Abstract
- Introduction
- Methods
- Discussion
- Results
The Paper Itself: Format

• Example Page from an APA Paper:

VARYING DEFINITIONS OF ONLINE COMMUNICATION

Discussion

In 2002, Cummings et al. stated that the evidence from their research conflicted with other data examining the effectiveness of online social relationships. This statement is supported by the aforementioned discussion of other research. There may be a few possible theoretical explanations for these discrepancies. First, one reviewed study by Cummings et al. (2002) examined only email correspondence for their CMC modality. Therefore, the study is limited to only one mode of communication among other alternatives, e.g., IM as studied by Hu et al. (2004). Because of its many personalized features, IM provides more personal CMC. For example, it is in real time without delay, voice-chat and video features are available for many IM programs, and text boxes can be

A Level 1 heading should be centered and bolded. If you use more than two levels of headings, consult section 3.02 of the APA manual (6th ed.) or the OWL resource on APA headings: http://owl.english.purdue.edu/owl/resource/560/16/

• Adapted from the Purdue Online Writing Lab:
  • http://owl.english.purdue.edu/media/
  • pdf/20090212013008_560.pdf
The References Page

• General Format
The References Page

General Format

- Spacing and indentation
  - Double-spaced, Hanging indent

« Adapted from Purdue OWL website: [http://owl.english.purdue.edu/owl/]"
Order of references

- By author name, last name first
- Then by date of source, oldest first


Formatting Sources

- Capitalize all major words in journal titles
- Italicize titles of longer works such as books and journals
- Do not italicize, underline, or put quotes around the titles of shorter works such as journal articles or essays in edited collections
• Invert authors’ names (last name first followed by initials: “Smith, J.Q.”)

• Alphabetize reference list entries the last name of the first author of each work

• Capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns. Do not capitalize the first letter of the second word in a hyphenated compound word.
References: General Format

- Capitalization and Italicization
  - Titles of journals
  - Titles of books, articles and chapters of books


- Adapted from Purdue OWL website
  - [http://owl.english.purdue.edu/owl/](http://owl.english.purdue.edu/owl/)
References: General Format

- **Sources with Multiple Authors**
  - Within a single citation, list multiple authors of a single source in the order they are given (NOT alphabetically).
    - Example:
      - Wittmer, S. & Sands, S. (NOT the other way around!)
  - For works with more than seven authors, list the first six authors, followed by an ellipsis (...), then the last author.
    - Example:
      - Wittmer, S.; Sands, S.; Platt, C.; Roser, A.; Cunningham, V.; Reid, J....& Noel-Elkins, A.
The References Page

• Types of Sources
References: Types of Sources

- General Format
  - Author
  - Date
  - Title(s)
  - Location Information
    - Book: Place of Publication, Publisher
    - Journal: Volume (Issue) pages, DOI*

*If available
References: Types of Sources

- Books and Book Chapters

  - What do we need in order to find a book?


Adapted from the Purdue OWL: http://owl.english.purdue.edu/owl/resource/560/08/
References: Types of Sources

Journals and Journal Articles

What do we need in order to find a journal, and/or an article in a journal?


- Adapted from the Purdue OWL and the Milner Library Psychology Style Guide:
  - [http://owl.english.purdue.edu/owl/resource/560/07/](http://owl.english.purdue.edu/owl/resource/560/07/)
APA Style

• In-Text Citations
In-Text Citations

- In-text citations help readers locate the cited source in the References section of the paper.

- Whenever you use a source, provide in parenthesis:
  - the author’s name and the date of publication
  - for quotations and close paraphrases, provide the author’s name, date of publication, and a page number
In-Text Citations

- **General Format**
  - Author
  - Date
  - Location Information
    - page number(s)
    - paragraph number(s)
    - section number(s)

- Adapted from
  - “Selected Differences between APA and MLA Style by Bruce Stoffel, Psychology Librarian, Milner Library.”
In-Text Citations

- Introduce quotations with signal phrases, e.g.
  - According to X. (2008), “....” (p. 3).
  - X. (2008) argued that “......” (p. 3).

- Use such signal verbs as:
  - acknowledged, contended, maintained, responded, reported, argued, concluded, etc.
In-Text Citations

- Include the author’s name in a signal phrase followed by the year of publication in parenthesis.

  Recently, the history of warfare has been significantly revised by Higonnet et al. (1987), Marcus (1989), and Raitt and Tate (1997) to include women’s personal and cultural responses to battle and its resultant traumatic effects.
In-Text Citations

- Provide the author’s last name and the year of publication in parenthesis after a summary or a paraphrase.

- Though feminist studies focus solely on women's experiences, they err by collectively perpetuating the masculine-centered impressions (Fussell, 1975).
When including the quotation in a summary/paraphrase, also provide a page number in parenthesis after the quotation:

According to feminist researchers Raitt and Tate (1997), “It is no longer true to claim that women's responses to the war have been ignored” (p. 2).
In-Text Citations

- When citing an electronic document, whenever possible, cite it in the author-date style. If electronic source lacks page numbers, locate and identify paragraph number/paragraph heading.

  According to Smith (1997), ... (Mind over Matter section, para. 6).
In-Text Citations

- When citing a work of unknown author, use the source’s full title in the signal phrase and cite the first word of the title followed by the year of publication in parenthesis. Put titles of articles and chapters in quotation marks; italicize titles of books and reports.

  - According to “Indiana Joins Federal Accountability System” (2008), ...
  - Or, (“Indiana,” 2008)
When Do I Cite?

- ALWAYS give credit for the following:
  - Words or ideas in a book, journal, or any other medium
  - Information you gain from interviewing or speaking with another person
  - Reprinted diagrams, charts, or images
When Do I Cite?

- ALWAYS give credit for the following:
  - Reusing or reposting any electronically available media
  - Building on any person’s original ideas
  - Paraphrased or directly quoted materials from texts
Questions?
Let’s take a break, shall we?
Above all, take the time to figure out what works for you.
The Writing Process

- Don’t forget your prewriting!
- Brainstorm
- Research
- Outline
The Writing Process

- Drafting a successful paper:
  - Every paragraph needs unity, coherence, a topic sentence, and adequate development.
The Writing Process

- **Unity:**
- The entire paragraph should have a single focus.
The Writing Process

- Coherence:
  - The paragraph should be easy to understand and should make sense in the larger context of the paper.
The Writing Process

- **Topic Sentence:**
  - The paragraph includes a sentence that indicates in a fairly general way what idea or topic the paragraph is going to deal with.
The Writing Process

• Adequate Development:
  • Use examples
  • Cite data
  • Evaluate causes and reasons / effects and consequences
  • Analyze data
The Writing Process

• Revision:
  • When preparing writing for distribution, never submit anything without having at least one other person read it.
The Writing Process

Proofreading:
Don’t neglect the small stuff! Take the time to do it right.
The Writing Process

- Try a variety of techniques to find what works best for you.
- Read your paper out loud
- Read your paper backwards, sentence by sentence
- Circle every punctuation mark
- Have a friend read your paper to you
- Look up information you don’t know
Smart Thinking

- [www.smarthinking.com](http://www.smarthinking.com)
- Login: SSU email
- PW: ssu