

APA Exposed

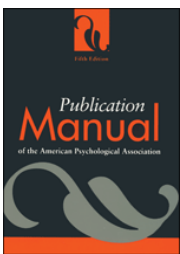
Everything You Always Wanted to Know About APA Format but Were Afraid to Ask

Presented by Wendy K. Mages

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 5th edition of APA's Publication Manual

<http://apastyle.apa.org/>

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

APA Formatting Basics

Spacing

- Double Spacing



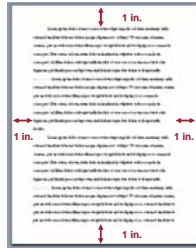
APA manual tells you that you must double-space



No single spacing!

Margins

- At least 1 inch Margins on All Four Sides



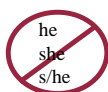
Margins are used to give feedback

Typeface

Explore which type faces are allowed in the APA format by changing the font using the font menu in the exercise below.

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”

Articulate Quizmaker Quiz Placeholder - LearningCheckFormatting

Citing Sources

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 authors name in the text:

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

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 paragraph symbol or the abbreviation "para."
(Minor & Tierney, 2005, ¶ 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.
(Minor & Tierney, 2005, Conclusion section, para. 1)
- No page or paragraph number and heading do not exist or would prove unwieldy or confusing
 - It may be necessary to omit a location

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)

5 spaces →

He then goes on to note:...

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

Articulate Quizmaker Quiz Placeholder - Learning Check 2

Reference Citations in Text

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 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....

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

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

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.
- An Alternative Approach to "et al."
 - Some HGSE faculty members prefer that authors use "and colleagues" instead of "et al." in the text
 - However "et al." is still used within the parentheses

Harris et al. (1989)

Harris and his colleagues (1989)....

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

•And include it in references

Articulate Quizmaker Quiz Placeholder - Learning Check3

References

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.



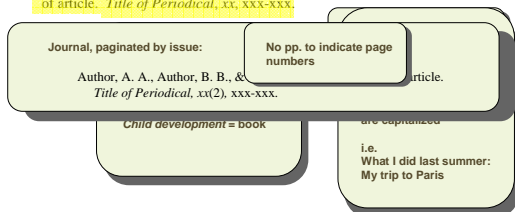
What if I have two entries by the same author in the same year?



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



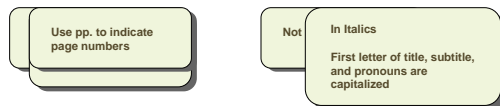
APA Reference Style: Nonperiodical

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



APA Reference Style: Part of a Nonperiodical

- Chapter in an edited book
- Part of a Nonperiodical:
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.



What if I found it online?

- Online Periodical:
Author, A. A., Author, B. B., & Author, C. C. (1994). Title of article. [Electronic version]. *Title of Periodical*, xx, xxx-xxx.
- Online Periodical [that you believe may be different from the print version]:
Author, A. A., Author, B. B., & Author, C. C. (1994). Title of article. *Title of Periodical*, xx, xxx-xxx. Retrieved month day, year, from source
- Internet-only Journal:
Author, A. A., Author, B. B., & Author, C. C. (1994, March 7). Title of article. *Title of Periodical*, xx, Article xxx. Retrieved month day, year, from source
- Online Document:
Author, A. A. (1994). *Title of work*. Retrieved month day, year, from source

What is an online “source”?

- If the information is obtained from a document on the Internet, provide the Internet address for the document at the end of the retrieval statement.

Electronic reference formats recommended by the American Psychological Association. (2000, October 12). Retrieved October 23, 2000, from <http://www.apastyle.org/elecref.html>

- If the information is retrieved from an aggregated database, providing the name of the database is sufficient; no address is needed.

Eid, M., & Langeheine, R. (1999). The measurement of consistency and occasion specificity with latent class models: A new model and its application to the measurement of affect. *Psychological Methods*, 4, 100-116. Retrieved November 19, 2000, from the PsycARTICLES database.

Helpful Websites

- For APA Crib Sheets go to:
<http://www.docstyles.com/archive/apacrib.pdf>
- For information on citing aggregated data bases commonly used at HGSE go to:
http://gsweb.harvard.edu/library/services/research_instruction/apa.pdf
- For more information about citing electronic sources go to: <http://www.apastyle.org/elecref.html>
- For additional APA Style Tips go to:
<http://www.apastyle.org/previoustips.html>

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Check44**

Tutorial Completed

Resources

- At this point you should 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
- To access a handout of the slide, links presented in the tutorial, and additional resources click on the resources button (located in the upper right corner of the interface).

[Click here to complete a brief evaluation of the tutorial.](#)

Good Luck with Your Papers!
