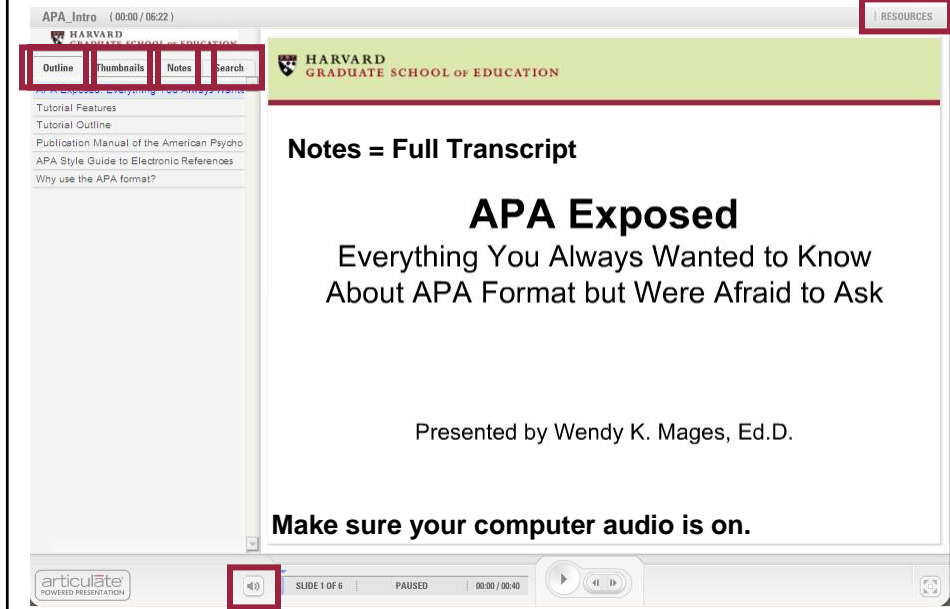


# APA Exposed

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

Presented by Wendy K. Mages, Ed.D.

## Tutorial Features



The screenshot displays the APA Exposed tutorial interface. At the top, a green header bar contains the Harvard Graduate School of Education logo and name. Below this, a navigation bar includes buttons for 'Outline', 'Thumbnails', 'Notes', and 'Search', with 'Notes' highlighted. A 'RESOURCES' button is located in the top right corner. The main content area shows the title 'APA Exposed' and the subtitle 'Everything You Always Wanted to Know About APA Format but Were Afraid to Ask', followed by the presenter's name 'Presented by Wendy K. Mages, Ed.D.'. A red box highlights the 'Notes' button in the navigation bar, and another red box highlights the 'Notes = Full Transcript' text. At the bottom, a control bar shows 'SLIDE 1 OF 6', 'PAUSED', and a timer '00:00 / 00:40'. A red box highlights the 'articulate' logo in the bottom left corner.

APA\_Intro (00:00 / 06:22)

**HARVARD**  
GRADUATE SCHOOL OF EDUCATION

Outline Thumbnails Notes Search

RESOURCES

**Notes = Full Transcript**

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

Presented by Wendy K. Mages, Ed.D.

**Make sure your computer audio is on.**

articulate  
POWERED PRESENTATION

SLIDE 1 OF 6 PAUSED 00:00 / 00:40

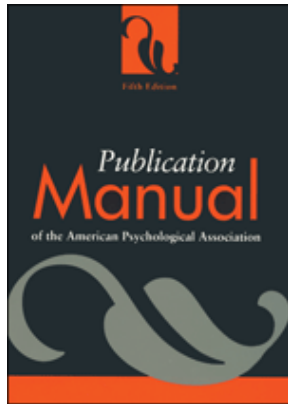
## Tutorial Outline

- 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

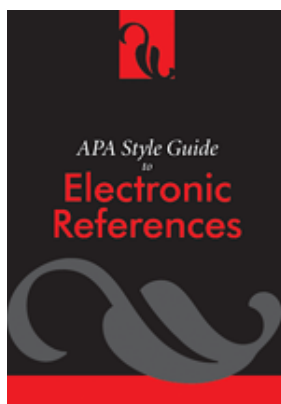
## Publication Manual of the American Psychological Association



**The 5th edition of APA's  
Publication Manual**

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

## APA Style Guide to Electronic References



**APA Style Guide to  
Electronic References**

<http://books.apa.org/books.cfm?id=4210509>

## 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

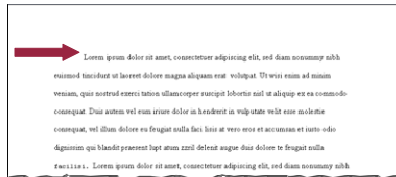
### APA Formatting Basics

Discussed in this section:

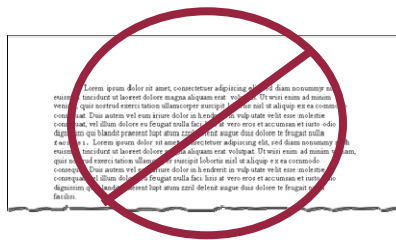
- Line spacing
- Margin size
- Typeface and Font
- Unbiased Language

# Spacing

- Double Spacing



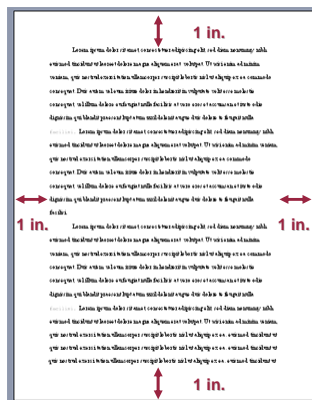
APA manual tells you that you must double-space



No single spacing!

# Margins

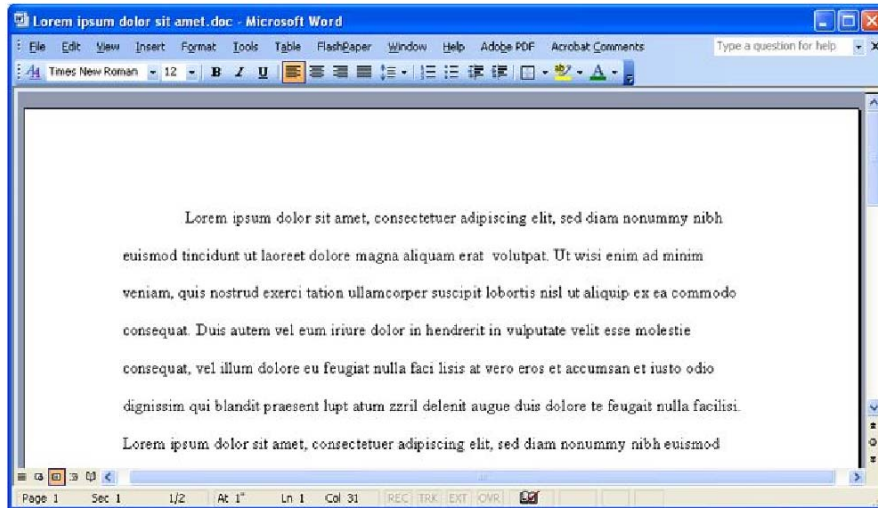
- At least 1 inch margins on all four sides



Margins are used to give feedback

## Typeface and Font

*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"



## 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 ?

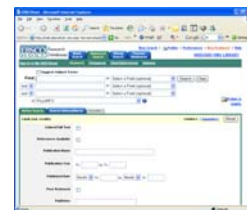
Grotzer (2003) poses the question, "If probability alone is difficult, what happens when people try to reason about causality in probabilistic terms?" (p. 45).

### 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 paragraph symbol or the abbreviation “para.”  
(Rabinovich-Einy, 2008, ¶ 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-Hammon, 1994, Conclusion section, para. 1)
- No page or paragraph number, and headings 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)

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

Harris (1989) writes that

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  
**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 parenthesis



## 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....

## 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
- Go over citing electronic sources

## 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.
  - Gardner, H. (2000a)....
  - Gardner, H. (2000b)....
- Lower case letters—a, b, c, and so on—are placed immediately after the year, within the parentheses:
  - Gardner (2000a) contends....
- Use the date and letter when you cite these in the text of your paper.



## 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:xxxxxxxxxxxxxxxxxxxx

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](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

## APA Reference Style: Nonperiodical

- Book
- Nonperiodical:

i.e., Cambridge, MA

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

Only include the name of  
the following cities:

- Baltimore
- Boston
- Chicago
- Los Angeles
- New York
- Philadelphia
- San Francisco

- Amsterdam
- Jerusalem
- London
- Milan
- Moscow
- Paris
- Rome
- Stockholm
- Tokyo
- Vienna

## APA Reference Style: Part of a Nonperiodical

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

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

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

*Title of book*

*In Italics*

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

## 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:xxxxxxxxxxxxxxxxxxxx
- Online Periodical [that you believe may be different from the print version or that is identical to the print version but has no DOI]:  
Author, A. A., Author, B. B., & Author, C. C. (1994). Title of article. *Title of Periodical*, xx(x), xxx-xxx. Retrieved from source
- 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>

## What if I found it online?

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

## 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 Harvard Graduate School of Education MyGSE Web site: [http://isites.harvard.edu/fs/docs/S\\_15val\\_rel.ppt](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)