INTRODUCTION TO APA
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Purpose of This Talk

As NCSSS requires that most papers be done in APA style, we want to offer you an opportunity to learn how to use APA and how to do a literature review. We really want you to be successful.

- We will cover a few of the main components of APA style
Why Use APA Style?

- Provides consistency across papers and across courses.
- This is the style that most social work and social science journals require.
- This is the style you are required to use for your dissertation.
What Resource Is Available for APA Style?


Publication manual available in three bindings

Hard Cover
Spiral Bound
Soft Cover
Additional Resources

APA Tutorial
http://flash1r.apa.org/apastyle/basics/index.htm

APA Style Web Page – offers books, tutorials, FAQs
http://www.apastyle.org/index.aspx

Purdue Online Writing Lab (OWL)
http://owl.english.purdue.edu/owl/section/2/10/
Parts of APA Style to be Covered

- Citations
- Reference List
- Numbering
- Title Page
- Tips
What is a Citation and a Reference?

Citation
- Giving credit within the body of the paper to the source you learned what you are writing about.
- Citations are either in the text or parenthetical.

Reference
- Providing all the information about the article, book, website, etc. that you learned something from so your reader can locate the source.
A LOT OF THE STUFF YOU NEED TO KNOW ABOUT CITATIONS IN APA STYLE
Citations

- If an article has one author use his/her last name and year every time you cite.
- With two authors use both last names and year every time you cite the article.
- With three to five authors, cite all the first time you cite, subsequently use only the first author’s last name followed by “et al.”
- If an article has six or more authors cite only the first authors last name every time followed by et al.

See page 177 for Table with examples
The Exception to the Rule of et al.

The only exception to this rule is when confusion might result because of similar names or the same author being cited. In that case, cite enough authors so that the distinction is clear.

Example:


The Exception to the Rule of et al.

Both of these citations would be (Zabora et al., 2001)

The BSI-18 is a reliable and valid screening instrument for cancer patients across the disease continuum (Zabora, Brintzenhofe Szoc, Curbow, et al., 2001).

The prevalence rate varied from 43.4% for lung cancer to 29.6% for gynecological cancers (Zabora, Brintzenhofe Szoc, Jacobsen, et al., 2001).
Another exception to the APA citation rules

Do not include the year if citing an already cited source in the same paragraph.

If you are citing a source that was cited by another source use the original source followed by as cited in in the text:

Smith reported...(as cited in Bogo & Rathman, 2007).

Only the reference for Bogo and Rathman (2007) is included on the reference list.
Direct Quotes

When using a direct quote with less than 40 words, the citation includes the page number following the year.

*Example of short direct quote:*

In early intervention the role of social work “remains supporting families and advocating on their behalf by acting on many levels” (Shannon, 2004, p. 307).
Direct Quote

When using a direct quote that is 40 words or more:

- put the full quote in a freestanding block,
- first line starts on a new line,
- full block indented 1/2 inch,
- no quotation marks,
- the full block double spaced.

The citation comes after the closing punctuation in parentheses with no punctuation.

If you make any changes to the quote, other than the case of the first letter of the first word or punctuation at the end of the sentence these changes need to be noted. See Section 4.10 and 6.08 in *APA Manual.*
In looking at what children with health care needs might need at home Johnson et al. (2005) state:

A family’s requirement for community supports depends not only on the characteristics of the child..., but also on structural..., functional..., and external... characteristics of the family. Resources available to families can be conceptualized along 4 [sic] levels of support. The family is the child's best resource. (p. 507)
Parenthetical citations may mention more than one work, particularly when ideas have been summarized from several sources.

**Examples:**

- List two or more works by the same author in order of the date of publication:
  
  (Pennebaker, 1993, 2000)

- Differentiate works by the same author and with the same publication date by adding an identifying letter to each date:
  
  (Bloom, 2001a, 2001b)

- List works by different authors in alphabetical order by last name, and use semicolons to separate the references:
  
  (Brathovda, 2006; Miles & True, 2003; Olson et al., 2003; Vitale & Connor, 2006; Wardell & Engebretson,
Introduction to Reference List

References
Layout of reference list

1. Type the word References centered at the top of a new page (use page break).
2. Double-space all reference entries.
3. The first line of each entry should be flush to the left-hand margin; the second and succeeding lines in all references should be hanging indents (1/2 inch).
4. References are in order based on the first initial of the first author’s last name.
Never change the order of the authors from the original source.

The book or journal name and journal volume number are in italics.

Use the issue number (in parentheses) only if each volume starts with page 1.
How to format the reference list
Word 2007 and 2010

- **Word 2007/2010**
  - Start at *Home*
  - Go to *Paragraph*
  - Click on little arrow in the corner
How to format the reference list

Word 2007/2010
- Start at Home
- Go to Paragraph
- Click on little arrow in the corner
Reference List

All authors last names and initials are on the reference list unless there are more than seven authors.

In this case you include the 1st six last names and initials, an ellipsis followed by the last author’s last name and initials.

An Ellipsis?

Ellipsis looks like three periods, the difference being no spaces are between them.

To insert an ellipsis –

1. Go to Insert
2. Symbols
3. More Characters
   a. Special Characters
   b. Ellipsis
   c. Insert
What is a DOI?

- DOI = Digital Object Identifier.
- Scholarly publishers have begun to assign a DOI to journal articles and documents to allow for easy cross-referencing.
- When an article is published and made available electronically, a DOI number is assigned always starting with 10, then some numbers and forward slash either letters and/or more numbers.
- When available, use the DOI number whether you retrieved the article electronically or not.
Examples of URL and DOI references

**URL reference, when DOI is not available:**

**DOI reference:**
References


Consider the following six suggestions when examining Web pages:

- Make sure you are in the right place.
- When in doubt, doubt.
- Consider the source.
- Know what's happening.
- Look at details.
- Distinguish Web pages from pages found on the Web.

Use ‘and’ when using a citation with two to five authors within the text (followed by the year). Use an ampersand (&) when the citation is within parentheses.

For example: As Smith and Sarason (1990) point out [something interesting]. Another study found the opposite results (Donaldson, Early, & Wang, 2009).

Ampersand is always used in the reference list never and.
Some of the other stuff that is important
Numbers

Expressed in words
- Numbers below 10
- Any number that begins a sentence
- Common fractions

Expressed in figures
- All numbers 10 and above
- All numbers below 10 that are grouped for comparison with numbers over 10
- Numbers that represent ages, dates, samples
# Headings

<table>
<thead>
<tr>
<th>Level of heading</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Centered, Boldface, Uppercase and Lowercase Headings</td>
</tr>
<tr>
<td>2</td>
<td><strong>Flush Left, Boldface, Uppercase and Lowercase Heading</strong></td>
</tr>
<tr>
<td>3</td>
<td><em>Indented, boldface, lowercase paragraph heading ending with a period.</em></td>
</tr>
<tr>
<td>4</td>
<td><em>Indented, boldface, italicized, lowercase paragraph heading ending with a period.</em></td>
</tr>
<tr>
<td>5</td>
<td><em>Indented, italicized, lowercase paragraph heading ending with period.</em></td>
</tr>
</tbody>
</table>
Chapter 4: The Mechanics of Style

Commas

Commas are used between a series of three or more words – especially before and and or

Example

The role of health care professionals in educating medical professionals, patients, and family members will be addressed.

Headings

Never use a heading at the beginning of a paper, as the beginning of the paper is always the introduction.
I have a spelling checker
It came with my PC
It highlights for my review
Mistakes I cannot see

I ran this poem through it
I’m sure you’re pleased to see
Its letter perfect in its weigh
My checker told me so.

Anonymous
Title Page

Five elements:
- Running head
- Page Number
- Title
- Author byline
- Institutional affiliation

Non APA addition – course number and name
Running Head and Page Number

Running head (use these actual words on title page)

- ABBREVIATED TITLE (use this title on all subsequent pages)
- Flush with left margin at top of title page in the header
- Do not exceed 50 characters
- The abbreviated title is in ALL CAPS

Page numbers

- Upper right, 1 inch margin, at least ½ inch from top of page, on the same line as running head in the header
- Numbering begins on the title page

Put these in the Header of document
Title, Byline, and Institution

Title
- Upper and lower case letters
- No more than 12 words
- Centered on page
- Positioned in upper half of page

Author Byline
- First Name, Middle Initial(s), Last Name
  - No titles or letters other than Sr. or Jr.

Institution
- Name and location
APA Style Review and Overview of Changes in the 6th Edition

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SSS XXX Writing Workshop

September 21, 2010
In July 2009, the American Psychological Association (APA) released the 6th edition of the Publication Manual. The major changes in the 6th edition concern headings, presentation of data in tables, expanded information on referencing electronic sources, expanded discussion on the ethics of publishing, and the use of language to avoid bias. This paper presents some of the changes in the 6th edition, as well as a review of seven aspects of APA style: the title page, headings, serial commas, direct quotes, citations, the reference list, and tables.

Taken from BrintzenhofeSzoc, 2009
A few non-APA tips

- Use computer as a tool not as a typewriter
- Use all the word processing available that you can
  - Use headers and footers
  - Use page breaks
  - Use tables
  - Use templates

If you don’t know what I mean by these terms it would be in your best interest to learn what they mean and how to use them.
Plagiarism and How to Avoid ‘It’
Why are we focusing on this?

Another reason for using APA style is that it cuts down the chances you will accidentally or intentionally plagiarize.

Read Sections 1.07 – 1.10, 1.13 – 1.16, and 6.01 – 6.02 in APA 6th Edition