APA Style
in a Nutshell

NDSU Center for Writers

Presentation Overview

- APA – What is it, and why do we care?
- Manuscript content, structure, and format
- Reference page
- In-text citation
- Language issues and style notes
- Support resources

What is a citation style?

- MLA vs. APA

What is a citation style?

- MLA vs. APA vs. AAA vs. Chicago vs. ACS vs. AP vs. AMA vs. ASA vs. etc.

- Why bother?

What is a citation style?

When Editors refer to *style*, they mean the **rules or guidelines** a publisher observes **to ensure clear, consistent presentation** in scholarly articles. Authors writing for a publication must follow the style rules established by the publisher **to avoid inconsistencies** among journal articles or book chapters. **For example, without rules of style, three different manuscripts might use *sub-test, subtest, and Subtest* in one issue of a journal or in one book.** Although the meaning of the word is the same and the choice of one style over the other may seem arbitrary (in this case, *subtest* is APA Style), **such variations in style may distract or confuse the reader"** (*Publication Manual*, 2010, p. 87, emphasis mine).

What is APA style?

- Guidelines published by the American Psychological Society for manuscript preparation

- Used by journals in social and behavioral sciences, education, and other fields

Hierarchy of Authority

- Journal
  - Instructor
    - APA Manual

Resources for APA Style

Official text:

American Psychological Association (2010).
Publication manual of the American
Psychological Association
(6th ed., 2nd printing).
Washington, DC: Author.

Note

- **Style manuals are very complex**
- **Do not rely on your memory--ALWAYS refer to a manual for examples**
- **Pay attention to unique aspects**
  - **source type**
  - **capitalization & punctuation**
  - **author vs. editor**
  - **edition/volume/issue/DOI**

Elements of APA Style

- **Format (title page, running head, abstract, sections, subheadings, font, margins, tables, figures, etc.)**

- **In-text citations**

- **Reference page**

Manuscript Content & Structure

» Title Page

» Abstract

» Main Body

» References

Manuscript Content & Structure

- Running Head http://supp.apa.org/style/PM6E-Corrected-Sample-Papers.pdf
- 10-12 point Times New Roman Font
- 1" Margins

Manuscript Content & Structure

- Empirical Study
  - Introduction
  - Method
  - Results
  - Discussion

- Literature Review
  - Define the problem
  - Summarize previous work
  - Relate the literature
  - Suggest the next step

Manuscript Heading Format

Section Heading

Section Subheading

Subsection of the section subheading.

Sub-subsection of the section subheading.

Lowest form of heading.

APA Manual p. 62

http://supp.apa.org/style/PM6E-Corrected-Sample-Papers.pdf

Manuscript Format Minutiae

•Spacing

–One space after commas, colons, semicolons

–One space after periods on reference page (including name initials)

–Two spaces after end punctuation in sentences

–See exceptions on p. 88

Reference List

• Provide enough information to <u>identify</u> and <u>retrieve</u> each source.

• Exception: do not include personal communications on the list, but <u>cite them in the text</u>:

    T. K. Lutes (personal communication, April 18, 2001) claims that . . .

Reference List

- Arrange entries <u>alphabetically</u> by the first author's last name
- Use a hanging indent
- Double-space (entire document)
- Use <u>initials</u> for <u>all</u> first names.

Reference List

- <u>Reverse</u> the order of <u>all</u> authors' names, and provide the year in parentheses:

Smith, J. M., Jones, T., & Rogers, L. S. (2010)

Basic Reference Template

Author. (Year). Title. Publication Information.

Reference List

NOTE:

Title format varies
according to the genre.

Reference List

Books—print and online:
use italics, capitalize only the first word, the first word after a colon, and proper nouns:

Shostak, S. (2002). *Becoming immortal: Combining cloning and stem-cell therapy*. Albany: State University of New York Press.

Reference List

Articles:

do not italicize and capitalize only the first word, the first word after a colon, and proper nouns:

Johnson, B.A. (2000). Truth or consequences: Parenting children who lie. *Modern Family, 126*(3), 910-924.

Reference List

Journals and periodicals:

use *italics* and capitalize *all* important words:

Gilbert, D. G., McClernon, J. F., Rabinovich, N. E., Sugai, C., Plath, L. C., Asgaard, G., . . . Botros, N. (2004). Effects of quitting smoking on EEG activation and attention last for more than 32 days. *Nicotine and Tobacco Research, 6,* 249-267. doi:10.1080/14622200410001676305

Reference List

Reminder—
always check the
APA guidelines.

Reference Examples

- Book

Reference Examples

- <u>Book</u>

  Tapscott, D.

Reference Examples

- <u>Book</u>

Tapscott, D. (1988).

Reference Examples

- <u>Book</u>

Tapscott, D. (1988). *Growing up digital*.

Reference Examples

- <u>Book</u>

Tapscott, D. (1988). *Growing up digital*. New York: McGraw-Hill.

Reference Examples

- Journal article

[note the volume/issue italics format]

Johnson, B.A. (2000). Truth or consequences: Parenting children who lie. *Modern Family, 126*(3), 910-924.

Reference Examples

- Edited book

Gibbs, J.T., & Huang, L.N. (Eds.). (1991). *Children of color: Psychological intervention with minority youth*. San Francisco: Jossey-Bass.

Reference Examples

- <u>Subsequent edition of a reference book</u>

Heuristic. (n.d.). In *Merriam-Webster's online dictionary* (11th ed.). Retrieved from http://www.m-w.com/dictionary /heuristic

Reference Examples

- Chapter in edited book

Krantz, D. (2000). The ethics of business. In D. L. Smith (Ed.), *Ethics in Modern America* (pp. 94-120). New York: Smith-Johnson Press.

Reference Examples

•NOTE: Retrieval dates are no longer required unless the source material may change over time (e.g. Wikis).

. . . Retrieved **October 5, 2000,** from http://www...

Reference Examples

- <u>Electronic journal article with a Digital Object Identifier (DOI)</u>

Whitmeyer, J. M. (2000). Power through appointment. *Social Science Research, 29*(4), 535-555. doi:10.1006/ssre.2000.0680

Reference Examples

- Journal article without DOI

  [NOTE: omit period after URL or DOI and do not include retrieval date]

Fredrickson, B. L. (2000, March 7). Cultivating positive emotions to optimize health and well-being. *Prevention & Treatment, 3*, Article 0001a. Retrieved from http://journals.apa.org/prevention/volume3/pre0030001a.html

Reference Examples

- Electronic version of print book

  [NOTE: Use DOI instead of URL, if possible]

  Shotton, M. A. (1989). *Computer addiction? A study of computer dependency* [DX Reader version]. Retrieved from http://www.ebookstore.tandf.co.uk /html/index.asp

Reference Examples

- In general, do not include database name (e.g. PsycINFO) with the URL. One exception is for abstracts of limited circulation:

Hare, L. R., & O'Neill, K. (2000). Effectiveness and efficiency in small academic peer groups. *Small Group Research, 31,* 24-53. Abstract retrieved from Sociological Abstracts database. (Accession No. 200010185)

Reference Examples

• To cite a website, use the URL. Many websites do not specify author, so use the name of the website. When citing an online reference, like a dictionary, start with the word.

Coyote. (2012). In *Merriam-Webster's online dictionary* (11th ed.). Retrieved from http://www.merriamwebster.com /dictionary/coyote

Reference Examples

• When citing websites, I highly recommend you consult the Purdue OWL or Valencia College:

http://owl.english.purdue.edu/owl/resource/560/10/

http://valenciacollege.edu/library/mla-apa-chicago-guides/

Reference Examples

YouTube:

Apsolon, M. [markapsolon]. (2011, September 9). *Real ghost girl caught on Video Tape 14* [Video file]. Retrieved from http://www.youtube .com /watch?v=6nyGCbxD848

Bellofolletti. (2009, April 8). *Ghost caught on surveillance camera* [Video file]. Retrieved from http://www.youtube.com/watch?v=Dq1ms2JhYBI&feature =related

Netflix:

Angier, J. (Producer). (2011). *Saving the ocean: Shark reef & the sacred island* [Video file]. Retrieved from http://www.netflix.com

In-Text Citations

- Requirements

– <u>author</u> of the source

– <u>date</u> of publication

– <u>page</u> numbers <u>required</u> for direct quotations and <u>encouraged</u> for paraphrases

In-Text Citations

- Walker (2000) compared reaction times.

- A recent study found reaction times vary (Walker, 2000).

- In 2000, Walker compared reaction times.

In-Text Citations

- If page numbers are <u>not available</u>, including other information for easy access is <u>encouraged</u> for online or long documents (e.g. sections, paragraph numbers)

  (Discussion section, para. 1)

Direct Quotations

•Lopez (1993) found that "the effect disappeared within minutes" (p. 311).

•The author stated, "The effect disappeared within minutes" (Lopez, 1993, p. 311), but she did not say which effect.

Block Quotations

- Indent/block quotations of <u>40 or more words.</u>
- Indent ½" from the margin (5 spaces) and double-space.
- If there are additional paragraphs within the block, indent an additional ½".
- http://owl.english.purdue.edu/owl/resource/560/02/

Authors

1 Author

- <u>In-Text</u>

  Barta (2012) contends that a Global English Language Academy would be antithetical to the fluid and organic nature of language evolution.

- <u>Reference</u>

  Barta, K. (2012). Why those who try to control language will always fail. *Fictional Journal That Would Actually Publish My Work, 9*(12), 13-28.

2 Authors

- <u>In-Text</u>

  According to Barta and Nash (1950), "the best result will come from everybody in the group doing what's best for herself—and the group" (p. 1).

- <u>Reference</u>

  Barta, K., & Nash, J. F. (1950). Adam Smith needs revision. *Journal of My Fake Collaborations with Geniuses, 4*(19), 1-150.

3-5 Authors

- <u>In-Text</u>

The work of Lennon, McCartney, Starkey, and Harrison (1969) suggested that individuals with disparate personalities can work together effectively.

Lennon et al. (1969) established a precedent for subsequent research.

- <u>Reference</u>

Lennon, J., McCartney, P., Starkey, R., & Harrison, G. (1969). Can't we all just get along? *If Pop Icons Wrote Scholarly Articles, 32*(107), 45-48.

6-7 Authors

- <u>In-Text</u>

  Dopey et al. (1937) posited that seven heads are better than one.

- <u>Reference</u>

  Dopey, D., Grumpy, D., Doc, D., Happy, D., Bashful, D., Sneezy, D., & Sleepy, D. (1937). The more the merrier. *Journal of Disney Scholars, 13*, 21-22.

8+ Authors

- ### In-Text

  A groundbreaking study by Barta et al. (2013) presented a convincing argument that further study in linguistics will no longer be necessary.

- ### Reference

  Barta, K., Labov, W., Wolfram, W., Chomsky, N., Crystal, D., Lakoff, R., . . . Harnad, S. (2013). How it all went down: An all-encompassing explanation of language's present f orms. *In My Dreams, 1*(1), 1-100.

0 Authors

- <u>In-Text</u>

The article, "The New Health-Care Lexicon," (1992) discusses . . .

Experts claim . . . ("The New Health-Care Lexicon," 1992).

- <u>Reference</u>

The new health-care lexicon. (1992). *Anonymous Weekly Magazine, 4*(20), 7-11.

Language Issues

- What empirical studies (and their investigators) **can** do:

- What empirical studies (and their investigators) **cannot** do:

Language Issues

- What empirical studies (and their investigators) **can** do:

    find

    investigate

    suggest

    demonstrate

    illustrate

    hypothesize

    support

    indicate

- What empirical studies (and their investigators) **cannot** do:

    feel

    think

    believe

    state

    write

    say

    confirm

    prove

Language Issues

Nunca, nunca, nunca do *results conclude*.

(Never, never, never)

Language Issues

- **Passive** verbs are sometimes <u>acceptable</u>, but **active** verbs are <u>preferred:</u>

  "The experiment was designed by Smith to..."

  = "Smith designed the experiment to..."

Language Issues

Don't use contractions. (;-)

The use of "I" and "we" is becoming more common, so ask your instructor or consult the journal guidelines.

Language Issues

- "Data" (plural)

  These data show that...

  This datum provides further evidence...

- "Data" (collective)

  This data shows...

  This piece of data provides further evidence...

Language Issues

- Affect

- Effect

Language Issues

- Affect (verb)

  The debate may <u>affect</u> my decision.

- Effect (noun)

  The debate had an <u>effect</u> on my decision.

Language Issues

- Affect (verb)

  The debate may affect my decision.

- Effect (noun)

  The debate had an effect on my decision.

- Affect (noun)

  The candidate's affect showed that he was dismayed.

- Effect (verb)

  The candidate promised that her law would effect change in the country.

Additional Style Notes

- Use qualifiers to allow for exceptions to your claims (*may, might, possible*):
    - One possible explanation is…
    - One explanation might be …
    - One interpretation may be…
    - The data suggest…
    - The results appear…

Additional Style Notes

- Use transitions:
  - Notably,…
  - In contrast,…
  - Similarly,…
  - First,… Second,… Third,… (avoid using *firstly, secondly, thirdly*)

Additional Style Notes

- Do not use "this study," "this present study" or "the current study" to refer to someone else's work—use them to refer to your own study.

- Use past tense for results.

- Use present tense for conclusions.

Additional Style Notes

Find primary sources when possible.
If unable to locate the primary source:

- In-text

Skinner (2000) found no evidence of emotion in rats (as cited in Smith & Jones, 2006).

- Reference

Smith, J., & Jones, B. (2006). *Title.* etc.

Additional Style Notes

Break URL [and I assume doi] before most punctuation (exception is http://); do not add a hyphen.

O'Keefe, E. (n.d.). *Egoism & the crisis in Western values.* Retrieved from http://www.onlineoriginals.com /showitem.asp?itemID=135

Additional Style Notes

•Generally, direct quotations should be <u>used sparingly</u> (or not at all) in APA papers (varies with discipline).

•Studies are summarized and results are paraphrased, except when the author's original words are <u>unique and difficult to put into different words.</u>

Always Give Credit

- Document ALL sources accurately and completely

- Include in-text citations

- Create a reference page

Support Resources

Center for Writers

- Location: Room No. 6, Main Library

- Telephone: (701) 231-7927

- Email: ndsu.cfw@ndsu.edu

- Website: http://www.ndsu.edu/cfwriters/

Online Resources

- The APA homepage at http://www.apa.org/ has a "Quick Link" to "Quick Answers."

- Sample paper: http://supp.apa.org/style/PM6E-Corrected-Sample-Papers.pdf

- Basic APA Style online tutorial:

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

- CFW website links to online handbooks and this presentation: http://www.ndsu.edu/cfwriters/documenting_sources/

- Purdue OWL:

- http://owl.english.purdue.edu/owl/

Online Resources

- **The Center for Writers website includes a handy guide called "APA Style in a Nutshell"**

    http://www.ndsu.edu/cfwriters/documenting_sources/

    "Documenting Sources"

    ↓

    "American Psychological Association (APA) for Social Sciences."

    ↓

    "APA Style in a Nutshell"

Questions?