

# Why Use APA Format?

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- ❑ Allows readers to cross-reference your sources easily
  - ❑ Provides consistent format within a discipline
  - ❑ Gives you credibility as a writer
  - ❑ Protects yourself from plagiarism
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## Format of an APA Paper

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- Double-space.
  - Use 1" margins.
  - Number pages in upper right-hand corner, beginning with the title page.
  - Before the page number, use an abbreviated form of the title as a header.
  - 12-pt Times Roman or Courier are preferred typefaces.
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## APA Style: Two Main Concerns

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- Reference citations in the text (Section 3.94)
  - Reference list (Section 4)
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# When Should You Use Parenthetical Citations?

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- When **quoting** any words that are not your own
  - Quoting means to repeat another source word for word, using quotation marks
- When **summarizing** facts and ideas from a source
  - Summarizing means to take ideas from a large passage of another source and condense them, using your own words
- When **paraphrasing** a source
  - Paraphrasing means to use the ideas from another source but change the phrasing into your own words

Also, when referring to personal communications

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# Personal Communications

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Personal communications include:

- Letters
  - Memos
  - E-mails
  - Personal interviews
  - Telephone conversations
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# Citation in text

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- Use only last names; no initials in text, except authors with same surname
  - One author or two (cite both names every time)
    - Bronner (2005) compared the BMI of ...and
    - In a recent study on BMI (Bronner & Hawkins, 2006) it was found...
  - Three, four or five: cite all authors the first time; subsequently use last name of first author and et al.
    - When two references shorten to same form, use as many names as possible to distinguish them.
  - Six and more: cite last name of first author followed by et al. In ref. list use first six authors followed by et al.
  - Organizations
    - (National Institute on Drug Abuse [NIDA], 1999) the first time; NIDA (1999) subsequently
    - In reference list: National Institute on Drug Abuse. (1999).
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# Handling Parenthetical Citations

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- ❑ More than one author with the same last name  
(H. James, 1878); (W. James, 1880)
  - ❑ Two or more works in the same parentheses  
(Caruthers, 1996; Fussell, 1975; Showalter, 1997)
  - ❑ Work with six or more authors  
(Smith et al., 1998)
  - ❑ Specific part of a source  
(Jones, 1995, chap. 2)
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# Contd.

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- Authors with same surname
    - L.S. Okello (1998) and T. I. Okello (2003) found ...
  
  - Two or more works within same parentheses (arrange by year of publication)
    - Noonan (1990, 2001) ...
    - Noonan (2001a, 2001b, 2001c)
  
  - & and *and*
  - et al. (*et alii, et aliae, et alia* mean “and others”)
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# Citing personal communications

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- ❑ Cite *only* within the text.
- ❑ They are *not* included on the references page because they are not recoverable.

*Example:*

(J. D. Smith, personal communication, May 1, 2006).

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# Handling Quotes in Your Text

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- Author's last name, publication year, and page number(s) of quote must appear in the text

Sydnor (2007) states that a traumatic response frequently entails a “delayed, uncontrolled repetitive appearance of hallucinations and other intrusive phenomena” (p.11).

A traumatic response frequently entails a “delayed, uncontrolled repetitive appearance of hallucinations and other intrusive phenomena” (Sydnor, 2007, p.11).

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# Direct quotations: print sources

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Provide the author(s), copyright date & page number in parentheses.

## *Examples:*

- "Tremendous career opportunities exist and will continue to grow for students interested in health care delivery" (McCutcheon & Phillips, 2006, p. 1).

**OR**

- According to McCutcheon and Phillips (2006), "tremendous career opportunities exist and will continue to grow for students interested in health care delivery" (p. 1).
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# Long quotations

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Quotations of 40 or more words are formatted differently:

- Start on a new line
  - Block indent the full quote 5 spaces from left margin
  - Omit quotation marks
  - Double-space
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# Reference list

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- ❑ A list of every source that you make reference to in your essay.
  - ❑ Provides the information necessary for a reader to locate and retrieve any sources cited in your essay.
  - ❑ Each retrievable source cited in the essay must appear on the reference page, and vice versa.
  - ❑ Cited references must appear in list; entry in list must be cited in text.
  - ❑ Arrange entries in alphabetical order by surname.
  - ❑ If you have several works by the same author...arrange by year of publication
  - ❑ Same first author and different second or third author...
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# Periodical

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- Author, A. A., Author, B. B., Author, C. C. (2007). Title of article.  
*Periodical*, volume, page numbers.
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# Book and book chapter

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- Author, A. A. (2006). *Title of book*. City: Publisher.
  
  - Author, A. A., & Author, B. B. (2000). Title of chapter. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of book* (pp. xx-xx). City: Publisher.
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# Reference list

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What other types of sources might you need to list on your reference page?

□ Web materials

*Document:*

Author, A. A. (2000). Title of work. Retrieved month, day, year from <http://www.morgan.edu>.

*Periodical:*

Add periodical information after the title.

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## Labeling tables and figures

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- Table title on top of table
  - Figure title below figure
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Confused? Not sure?

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Consult:

- ❑ *Publication Manual of the American Psychological Association* (5<sup>th</sup> Edition)
  - ❑ Journals using the APA style
  - ❑ [APAstyle.org](http://APAstyle.org)
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