



# PhD Workshop Series: APA Formatting & Citations

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# Course Topics

1. APA Basics
2. Research and writing
3. In Text Citations
4. Reference Page
5. Editing
6. Final Review



# **APA Formatting**

## **Lesson 1: APA Basics**

# Format

- Typeface
  - Times New Roman, 12 points
    - Serif: body text
    - San serif: headings, captions
- Special characters
  - Greek letters ( $\beta$ ,  $\zeta$ , etc.)
  - Accented letters ( $\tilde{n}$ ,  $\ddot{u}$ , etc.)
  - Math signs ( $(x + a)^n = \sum_{k=0}^n \binom{n}{k} x^k a^{n-k}$ )
  - Symbols ( $\copyright$ ,  $\pounds$ ,  $\S$ )

# Format



- Margins
  - Uniform-Consistent
  - 1 inch top, bottom, sides
- Line Length and Alignment
  - Maximum 6.5 inches
  - Flush left, right ragged
  - Do not hyphenate words

# Format

- Paragraphs and Indents
  - First line of every paragraph
  - First line of all footnotes
  - Indent ½ inch (use tab key, not space bar)
- Exceptions
  - Abstract
  - Block quotations
  - Titles and headings
  - Title tables and notes
  - Figure captions

# Manuscript Pages

- Title page:
  - Title
  - Running head
    - Max 50 characters, flush left, in header, all caps
    - Page number (1) right margin
  - Author byline
  - Institutional affiliation
  - Author note
    - Not required for student thesis or dissertation
    - Order of information in Author note:
      - Departmental affiliation
      - Changes of affiliation (if any)
      - Acknowledgements
      - Special circumstances
      - Person to contact (email, etc.)

# Manuscript Pages

- All pages:
  - Running head and page numbers in header – do not type individually below header
- Abstract – new page
- Text – new page
- References – new page
- Tables – new page
- Figures – new page
- Appendices – new page for each one

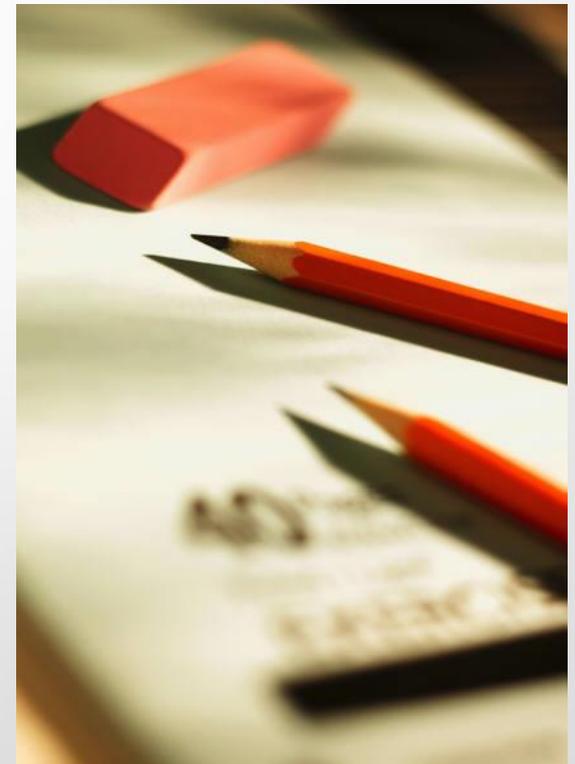


# **APA Formatting**

## **Lesson 2: Research and Writing**

# The Abstract

- Comprehensive summary of contents
  - Accurate
  - Non-evaluative
  - Coherent and readable
  - Concise
- Various types of abstracts:
  - Empirical study
  - Literature review
  - Theory-oriented paper
  - Methodological paper
  - Case study



# Validating Sources

- When to Cite:
  - When quoting, paraphrasing, or using any idea, theory, or research that is not your own original work.
- Who to Cite:
  - Credible sources
  - Original sources

# Plagiarism

- Not citing the source of the information.
- Presenting your own previously published work as if it were new.



# Gathering Information

- Take notes when researching
  - Print sources:
    - Author
    - Publication
    - Page numbers
    - Publisher, date of publication
  - Electronic sources:
    - Author
    - Web address
    - Site name
    - Page name

# Accuracy of Quotations

- Direct quotes must be accurate
  - Wording, spelling, punctuation the same
  - Use of [sic]
- Exceptions:
  - First letter of first word may be changed to upper or lower case
  - Punctuation mark may be changed to fit the syntax
  - Single quote marks may be changed to double quote marks (or vice-versa)



# Accuracy of Quotations

- Omitting material
  - Use three spaced ellipsis points (. . .)
- Inserting material
  - Use brackets [ ] not parenthesis ( )
- Adding emphasis
  - Use italics
  - Immediately after, insert:
    - [emphasis added]

# Writing

- Five Cs of writing:

## Correctness

Structure  
Mechanics

## Clearness

Plan the Document  
Determine the Purpose

## Completeness

Include all necessary information  
Do not add 'fluff'

## Conciseness

Get to the point  
Avoid meaningless phrases

## Courteousness

Friendly and sincere tone  
Honest, accurate information



# **APA Formatting**

## **Lesson 3: In Text Citations**

# Citing References in Text

- In text citations:
  - Author last name, date
  - All citations correspond to Reference list
- Reference list:
  - Alphabetical order
  - No references without corresponding citation in text

# One Work by One Author

- Name of author part of narrative:
  - Kessler (2003) found that . . .
- Citation after quoted/paraphrased text:
  - . . .and severe course (Kessler, 2003).
- If both year and author name:
  - In 2003, Kessler's study of . . .

# One Work, Multiple Authors

- Two authors:
  - Cite both names every time
- More than two authors:
  - Cite all names first time
    - Kisangau, Lyaruu, Hosea, and Joseph (2007) found . . .
  - Only first name, et al. no year:
    - Kisangau, et al. found . . .

# Groups as Authors

- Corporations, associations, government agencies, study groups
  - Spell out each time used
  - May abbreviate subsequently if:
    - Name is long and can be abbreviated easily
    - Abbreviation is familiar
      - National Institute of Mental Health
      - NIMH

# Authors with Same Surname

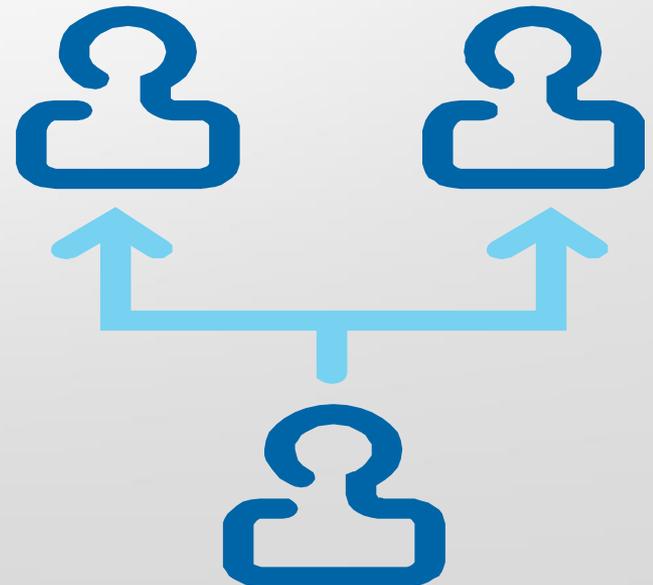
- Multiple references with authors with same last name
  - Include author's first initial in the citation:
    - Among studies we review M.A. Light (2008) and I. Light (2006).
  - The references list will also include initials
  - More on references later

# No Identified or Anonymous Author

- No identified author
  - Cite first two words (usually in the title) and the year, use quote marks:
    - . . . on free care ("Study Finds," 2007)
  - Italicize title of periodical, report, book, or brochure:
    - . . . the book *College Bound Seniors* (2008)
- Anonymous
  - Cite the word with the year
    - (Anonymous, 1998)

# Two Works Same Parenthesis

- Alphabetical order
  - (Belkin, 2003; Smith, 2004)
  - Or (Belkin, 2003; see also Smith, 2004)
- Two or more works by same author
  - (Smith, 2001, 2003)



# Secondary Sources

- Use sparingly; if original work
  - Is out of print
  - In another language
  - Not available through usual sources
- If you do not read original source
  - Allport's diary (as cited in Nicholson, 2003)

# Classical Works

- In very old works, cite the year of translation
  - (Aristotle, trans. 1931)
- If original publication is known, use it
  - James (1890/1983)
- Classical religious works
  - 1 Cor 13:1 (Revised Standard Version)
  - (Qur'an 5:3-4)

# Citing Parts of a Source

- Indicate
  - Page (abbreviated)
  - Chapter (not abbreviated)
  - Figure
  - Table
  - Equation
    - (Centers for Disease Control, 2005, p. 10)
    - (Shimamura, 1989, Chapter 3)

# Personal Communications

- Letters, memos, electronic communication, personal interviews
- Not always recoverable, do NOT include them in the reference list
- Cite in text only
  - T.K. Lutes (personal communication, April 18, 2001)
  - (V.G. Nguyen, personal communication, September 28, 1988)



# APA Formatting

## 4: Reference Page

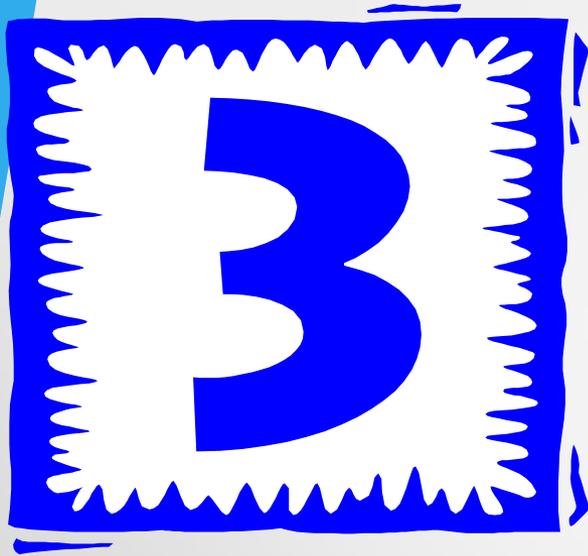
# Reference List

- Accurate and complete
- Reader must be able to find the source
- Elements of a reference:
  - Author
  - Year of publication
  - Title
  - Publishing data

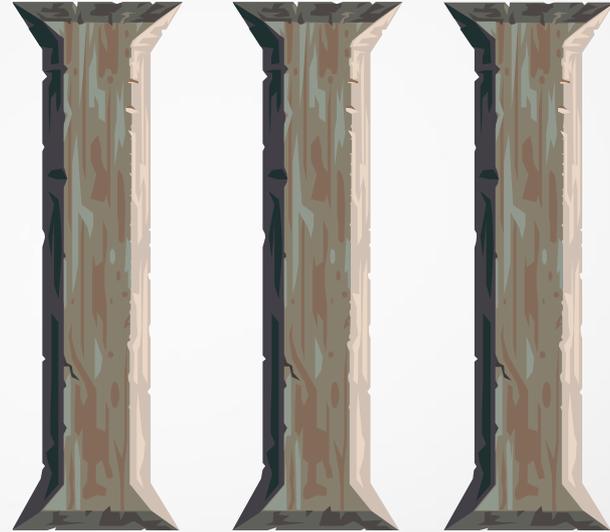
# Abbreviations in APA

Abbreviation	Book or Publication Part
ed.	edition
Rev. ed.	Revised edition
2 <sup>nd</sup> ed.	Second edition
Ed. (Eds.)	Editor (Editors)
Trans.	Translator(s)
n.d.	no date
p. (pp.)	Page (pages)
Vol.	Volume (as in Vol. 4)
Vols.	Volumes (as in Vols. 1-4)
No.	Number
Pt.	Part
Tech. Rep.	Technical Report
Suppl.	Supplement

# Arabic Numerals vs. Roman Numerals



Vs.



- APA journals use Arabic numerals
  - Vol. 3, not Vol. III
- Roman numerals as part of a title
  - *Attention and Performance XIII*

# Consistency

- Important for indexing properly
- Web crawlers depend on certain formats in order to find information
- Elements out of order, or incomplete algorithms will not capture information properly

# Archival Copy or Version of Record

- Find most recent version if possible
- Look for archival or version of record
  - Peer reviewed
  - Often includes additional links
- If advance copy, re-check for final version closer to your publication date

# Order of References

- Alphabetize by author's surname (last name)
  - In the US, last names are common
  - In other countries, not always clear
    - Chen Zhe may publish under Zhe Chen in US
- Alphabetize letter by letter
  - Brown, J.R., precedes Browning, A.R.
  - Singh, Y., precedes Singh Siddhu, N.
  - See more examples page 181

# Order of References

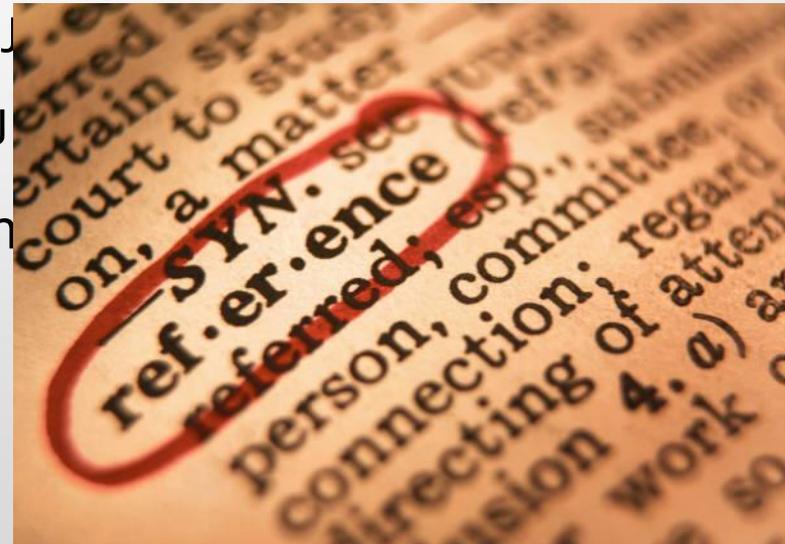
- Alphabetize prefixes literally
  - MacArthur, McAllister, M'Carthy
- Alphabetize entries with numbers chronologically
  - Macomber, J. II, Macomber, J. III

# Several Works by Same Author

- One author entries: earliest first
  - Upenieks, V. (2003)
  - Upenieks, V. (2005)
- One author then two authors
  - Alleyene, R.L. (2001)
  - Alleyene, R.L. & Evans, A.J. (1999)
- Multiple authors
  - Boockvar, K.S. & Burrack, O.R. (2007)
  - Boockvar, K.S., Carlson Lacorte, H. (2006)
  - Hayward, D., Firsching, A., & Brown, J. (1999)
  - Hayward, D., Firsching, A., & Smigel, J. (1999)

# Different Authors, Same Name

- Alphabetize by initials
  - Mathur, A. L., & Walliston, J.
  - Mathur, S. E., & Ahiers, R. J.
- NOTE: include initials with



# Group or Anonymous

- Alphabetize by first significant word in group name
  - Spell out all names, no initials or acronyms
- Anonymous
  - Spell out the word, alphabetize accordingly
- If no author
  - Move title to author position, alphabetize first significant word in title

# Author/Editor Information

- Last name, initial
- Last name, [first name] if two or more with same last name
- Keep hyphens
  - Lamour, J-B., (Jean-Baptiste)
- Commas separate authors, surnames and initials
- Editors in author position; include (Ed.)

# Publication Date

- Books, journals
  - (2014)
- Magazines, newspapers, newsletters
  - Year and exact date (July 9, 2014)
- Academic papers
  - Month and year (July, 2014)
- If no date is available
  - (n.d.)

# Title

- Capitalize only the first word and any proper nouns
  - Mental and nervous diseases in the Russo-Japanese war: An historical analysis.
- Periodicals, Journals, Magazines,
  - Upper/lower case in italics
    - *Social Science Quarterly*

# Publication Information

- Volume number after periodical title
  - Italicize it – do not use Vol.
  - List page numbers
  - *Social Science Quarterly, 84, 508-525.*
- Books and reports
  - Publisher location, colon, Publisher name
    - New York, NY: McGraw-Hill
    - Washington, DC: Author
    - Newbury Park, CA: Sage
    - Pretoria, South Africa: Unisa

# Electronic Source

- Use entire URL (Universal Resource Locator)
- Protocol: http://
- Host Name: www.apa.org/
- Path: monitor/octoo/
- File name: workplace.html

# Examples

- Review pages 198-215
- Format:
  - Hanging indent

Start flush left with the author name, etc. as the listing is completed, the second and all subsequent lines are indented.



# APA Formatting

## Lesson 5: Editing

# Punctuation

- Spacing after punctuation marks:
  - One space after commas, colons, semicolons
  - One space after periods in reference citations, initials
  - No spaces after internal periods (a.m., i.e., U.S.)
  - Two spaces at the end of sentences in DRAFT manuscripts
  - One space at the end of sentences in FINAL manuscripts

# Periods

- End sentences
- With abbreviations
  - U.S.
  - J. R. Smith
  - Latin abbreviations (e.g., i.e., vs., a.m.)
  - References (Vol. 1, 2<sup>nd</sup> ed., p. 6, F. Supp.)
- No Periods
  - State names (NY, AZ, PA)
  - Capital letter abbreviations (APA, MLA)
  - Measurements (ft, cm, hr, kg, lb, min, max)
    - Exception: in. (without: in, with: inch)

# Commas

- Between elements in a series
  - Serial comma: use it before the and/or
- Set off non-essential clauses
- Separate two independent clauses
- Set off year and *exact* dates
  - YES: April 18, 1968
  - NO: April 1968
- Separate numbers with 4+ digits
  - 1,000; 2,345,677

# Semicolon

- Separate two independent clauses not joined by a conjunction
- Separate elements in a series that already has commas
  - Phoenix, AZ; Philadelphia, PA; Sacramento, CA

# Colon

- Between grammatically complete introductory clause and one that completes the initial clause
- Think of it as an equal sign
- In ratios and proportions
  - The proportion was 1:8
- In references between place and publisher
  - New York, NY: McGraw Hill

# Dash

- To indicate sudden interruption of flow of sentence
- Do not over-use
  - These two participants – one from the first group and one from the second group – were tested separately.

# Editing

- Two different kinds of editing
- One edit is for content
  - Accuracy
  - Completeness
  - Logical flow of Information
  - Proper Conclusions

# Editing

- One edit is for mechanics
  - Spelling
  - Punctuation
  - Grammar
  - Format
- Spell Checker
- Grammar Checker



# **APA Formatting**

## **Lesson 6: Final Review**

# Purpose for Citations

- To give proper credit for others' work
- To lead reader to reference page for full reference
- All citations need references
  - Exception: Citations for personal interviews
- Single source cited multiple times
  - Only need one reference if citations are identical

# Purpose for Reference List

- Complete path to the sources cited in the text
- Alphabetical order
- All references must have a corresponding citation in the text

# Why Consistency?



- Uniform format for publishers
- Document aesthetically pleasing
- Everyone following the same standards makes reviewing easier