

### **FAQ ABOUT APA**

## A Workshop Sponsored by the Write Site and FGS

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### Workshop objectives

- YOUR QUESTIONS
- purpose and components of APA
- APA paper sections
- in-text citations with selected source types
- paraphrasing and quoting in APA
- selected reference list entries
- e-sources in text and in a reference list





## **Pressing questions about APA**

- If you have a favorite APA resource, please post the link in the chat box.
- My favorites:
  - APA blog
  - Purdue OWL
- List the question you sent to me in the chat box.



# The purpose of APA documentation style

Provide support/evidence

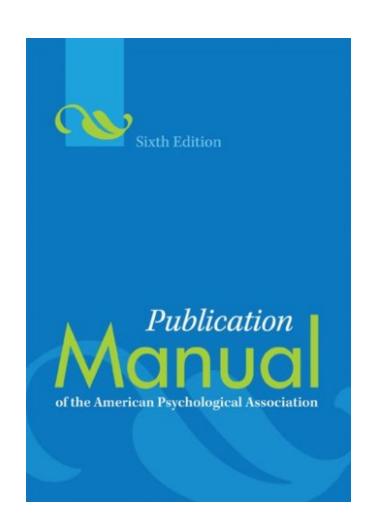
• Point to the source of the evidence

 Provide an easy way for readers to locate sources



### When to cite?

The APA Manual (6<sup>th</sup> ed.) says you must cite when "paraphrasing, quoting an author directly, or describing an idea that influenced your work[emphasis added]" (p. 170).







# General points to remember when documenting sources

- With some exceptions, in-text citations and reference list entries should correspond.
- When in doubt about documentation:
  - Check credible sources, starting with the APA
     Manual, 6th edition and your professor.



### When in doubt...

Use the source-type closest to your situation, considering whether the source:

- is published/non-published.
- has an author/no author.
- is retrievable/non-retrievable.
- is print, electronic or some other media.



The running head is a

shortened

version of

The title should summarize the paper's main idea and identify the variables under discussion and the relationship between them.

the page, typed in 12point Times **New Roman** Font. It should not be bolded, underlined, or italicized.

The title

should be centered on



Varying Definitions of Online Communication and Their Effects on Relationship Research

Elizabeth L. Angeli

The author's name and institution should be doublespaced and centered.



Purdue University

Blue boxes contain directions for writing and citing in APA

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paper's full and it is us help reader identify the titles for published articles (ev your paper not intende publication paper shou

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Keywords: lorem ipsum, nulla vitae



Cummings, J. N., Butler, B., & Kraut, R. (2002). The quality of online social

relationships. Communications of the ACM, 45(7), 103-108.

Hu, Y., Wood, J. F., Smith, V., & Westbrook, N. (2004). Friendships through IM:

Examining the relationship between instant messaging and intimacy. Journal of Computer-Mediated Communication, 10(1), 38-48.

Tidwell, L. C., & Walther, J. B. (2002). Computer-mediated communication effects on

disclosure, impressions, and interpersonal evaluations: Getting to know one another a bit at a time. *Human Communication Research*, 28(3), 317-348.

Underwood, H., & Findlay, B. (2004). Internet relationships and their impact on primary

relationships. Behaviour Change, 21(2), 127-140.

Start the reference list on a new page, center the title "References," and alphabetize the entries. Do not underline or italicize the title. Double-space all entries. Every source mentioned in the paper should have an entry.

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APA F	APA Headings	
Level	Format	
1	Centered, Boldface, Uppercase and Lowercase Headings	
2	Left-aligned, Boldface, Uppercase and Lowercase Heading	
3	Indented, boldface, lowercase heading with a period.	
4	Indented, boldface, italicized, lowercase heading with a period.	
5	Indented, italicized, lowercase heading with a period.	

For example, in a scientific report following APA style, a report contains three sections: Method, Results, and Discussion. Each of these sections start with level 1 headings:

Methods (Level 1)

Site of Study (Level 2)

**Participant Population** (Level 2)

**Teachers.** (Level 3)

Students. (Level 3)

**Results** (Level 1)

Spatial Ability (Level 2)

**Test one.** (level 3)



## What are the parts of APA citation?

- Examples:
  - In his study of the long-term effects of cognitive therapy, Crowder (1998) suggests that....(p.24)
  - One study (Crowder, 1998) suggests that....(p.24)
- Hints: Provide a citation when you mention a study.
   Keep the author's name and the year together.



## How do I cite <u>two authors</u> of the same source?

- Use both authors' names every time
- If you use a stem phrase, use the word "and":
  - Example: In their study of the long-term effects of cognitive therapy, Crowder and Marsh (1998) suggest that....
- If you don't use a stem phrase use an ampersand:
  - One study (Crowder & Marsh, 1998) suggests that....





# How do I cite three to five authors?

#### First mention:

In their study of the long-term effects of cognitive therapy, Crowder, Marsh, Lewis, and Frodo (1998) suggest that....

One study (Crowder, Marsh, Lewis & Frodo 1998) suggests that....





# How do I cite three to five authors?

Second mention:

In their study of the long-term effects of cognitive therapy, Crowder et al. (1998) suggest that....

One study (Crowder et al., 1998) suggests that....



### How do I cite six authors?

- For all citations, name only the first author, followed by et al.
- A source by Crowder, Frodo, Holmes, Lewis, Marsh and Martel:
  - In their study of the long-term effects of cognitive therapy, Crowder et al. (1998) suggest that....
  - One study (Crowder et al.,1998) suggests that....





## How do I cite a <u>personal</u> <u>communication</u>?

- What IS a personal communication?
- Cite in the text only.
- Give initials as well as a surname and as exact a date as you can:

In a personal interview, one RN suggested to me (K.T. MacDonald, personal communication, March 17, 2010) that cognitive therapy is most effective when....





# How do I cite a <u>secondary</u> <u>source?</u>

What IS a secondary source?

If Thompson wrote in a 2001 publication on p. 201:

In 1989, Crowder et al. suggested that cognitive therapy was most effectively administered by specially trained medical staff. They concluded that, "When compared to non-medical staff...." (p. 52).

In this case, Thompson would be the secondary source, and Crowder would be the primary source.





# How do I cite a <u>secondary</u> <u>source?</u>

• You would cite the <u>secondary</u> source if you have not read the original. In this case, you would cite Thompson:

Crowder et al., in their 1989 study, suggested that cognitive therapy was most effectively administered...(as cited in Thompson, 2001, p.201).





# How do I cite more than one source in a single citation?

- Separate the sources with a semi-colon.
- If the sources are by the same author, designate them with an a, b, etc. and separate with a comma.
- If the authors have the same last names, use their initials to distinguish them.





# How do I cite more than one source in a single citation?

#### Examples:

- In two studies (Crowder et al, 1998; Thompson, 2001) of the long-term effects of cognitive therapy, researchers concluded that....
- Several studies (Derryberry & Reed, 2005a, 2005b; Rothbart, 2003a, 2003b) suggest that....
- In two studies (L. Thompson, 2008; K. Thompson, 2008) of the long-term effects of cognitive therapy....



## How do I cite <u>unknown</u> <u>authors</u>?

- Cite the source by its title in the signal phrase or use the first word or two in the parenthetical citation.
- Titles of books and reports are italicized or underlined; titles of articles, chapters, and web pages are in "quotation marks," with the comma inside the quotes.



## How do I cite <u>unknown</u> authors?

- Examples:
  - In addition, the study that appears on the website, "Using APA" (2001), suggests....
  - A similar study was done of students learning to format research papers ("Using APA," 2001).



## How do I cite an <u>organization</u> as author?

- Mention the organization in the signal phrase or in the parenthetical citation the first time you cite the source. If the organization has a well-known abbreviation, include the abbreviation in brackets the first time the source is cited and then use only the abbreviation in later citations
- Examples:
  - No abbreviation
    - In text: According to the American Psychological Association (2000),...
    - Parenthetical: (American Psychological Association, 2000)
  - Abbreviation :
    - In text: According to the American Psychological Association (APA, 2000),...
      - Second citation: According to the APA, (2000)
    - Parenthetical: (American Psychological Association [APA], 2000)
      - Second citation: (APA, 2000)





## How do I <u>paraphrase</u> in APA?

- What IS a paraphrase?
- Example:

On the subject of paraphrasing, the sixth edition of the *Publication Manual of the American Psychological Association* (2010) advises that all of the author's words to be cited should appear in the same paragraph and be cited at the end.\* In addition, it suggests that page and paragraph numbers should be included so readers can easily find the source material (American Psychological Association, pp.16, 170).\*\* This advice suggests that writers should paraphrase with their readers in mind.





# What are some <u>common errors</u> in paraphrasing?

- The wording is too close to the original.
- The syntax is too close to the original.
- The paraphrase is false or misleading.\*
- Paraphrases that are too long





## How do I paraphrase fairly?

The original quotation from Bob Simpson on a website reads

"Although some people believe the Lamborgotti Fasterossa is the fastest car in the world, others name the Ferrari as the fastest."

- a) If we compare Italian cars, most experts believe the Lamborgotti Fasterossa is the fastest car in the world (Simpson, 2006).
- b) Bob Simpson (2006) says that while some people believe the Lamborgotti Fasterossa is the world's fastest car, other people believe the Ferrari is the fastest.

c) Bob Simpson (2006) claims that there is debate over which car—the Lamborgotti Fasterossa or the Ferrari---is the world's fastest car.



### How do I integrate a quote?

- Integrate the quote into a sentence; don't make it stand alone.
- Integrate the quote into a sentence grammatically.
- Make sure the sentences before the quote prepare the reader for its meaning.





## How do I integrate a quote?

- a) Susan Keaveney (2004) explains that Gen Xers will develop a new kind of management style. "Having rebelled against standard business hours and micromanagement, they might find it difficult to make such demands of their subordinates" (p. 102).
- b) Susan Keaveney (2004) explains that Gen Xers will develop a new kind of management style: "Having rebelled against standard business hours and micromanagement, they might find it difficult to make such demands of their subordinates" (p. 102).
- d) Susan Keaveney (2004) explains that Gen Xers will develop a new kind of management style because of their attitudes towards being managed: "Having rebelled against standard business hours and micromanagement, they might find it difficult to make such demands of their subordinates" (p. 102).





## What <u>verbs</u> can I use to introduce a quote or paraphrase?

#### "Neutral" verbs

- Contends
- Observes
- Points out
- Concludes
- Discusses
- Explains
- Acknowledges
- Reveals

### Verbs that suggest a position

- Agrees
- Disagrees
- Admits
- Claims
- Refutes
- Denies
- Compares
- Endorses





## When do I <u>indent a quote</u>?

The APA manual, sixth edition (2010), gives this advice on block quotations:

If the quotation comprises 40 or more words, display it in a freestanding block of text and omit the quotation marks. Start such a *block quotation* on a new line and indent the block about a half inch from the left margin (in the same position as a new paragraph). If there are additional paragraphs within the quotation, indent the first line of each an additional half inch. Double space the entire quotation. At the end of a block quotation, cite the quoted source and the page or paragraph number in parentheses after the final punctuation mark. (p. 171)



## When do I indent a quote?

•Indent when, and only when it is over 40 words: do a word count to be sure.

 Do not use quotation marks in a block quotation



### Your questions????

- Citation
- When do I footnote?

Use only for content notes or copyright acknowledgement. (APA p.37-38)

- Referencing
- How do I reference myself? Consider the type of source published, etc. (APA, p.16) Assignments: check with your professor



# How do I format a <u>reference</u> <u>list</u> entry?

- Reference list entry components:
- -author information
- -date of publication
- -title of the source
- -publication information



# How do I format a reference list entry?

Example of a reference entry for a book:

Brown, C. (2005). *Learning styles: A resource* 

book for teachers. Toronto, Ontario,

Canada: Macmillan.





# How do I format some of the more common source types?

#### Reference book (e.g. encyclopedia):

Harris, H. S., Perry, T., & Foubert, J. (1967). Italian philosophy. In P. Edwards (Ed.), *The encyclopedia of philosophy* (Vol. 3-4, pp.225- 234). London, England:

Collier, Macmillan.

#### Journal:

Albertson, J. (2000). The greatest comic book hero ever. *Popular Culture*, 51(3), 23-40.

#### Two authors with the same surname:

Thompson, M.A. (2003). The history of the Spanish in Los Angeles. New York, NY: Macmillian.





## How do I cite electronic sources?

#### Online journal article retrieved from a URL:

Thompson, A. & Wendell, P. T. (2010). Cognitive therapy as an adjunct to psychotropics.

Journal of Psychiatric Therapy, 12(2). Retrieved from

http://journalofpsychtherapy.com/url

#### Online journal article with a DOI:

Thompson, A. & Wendell, P. T. (2010). Cognitive therapy as an adjunct to psychotropics.

Journal of Psychiatric Therapy, 12(2), 28-54. doi:10.3102/00346543074001029





## How do I cite electronic sources?

#### Newsgroup, online forum, discussion group:

Rampersay, T. (2011, June 8). Traditional knowledge and traditional cultural expressions [online forum

comment]. Retrieved from

http://www.wipo.int/roller/comments/iposforum/Weblog/theme\_eight\_how\_can\_cultural#comm

ents

#### **Blog post**

Meyers, P.Z. (2011, June 8). The unfortunate prerequisites and consequences of partitioning your mind [Web

log post]. Retrieved from

http://scienceblogs.com/pharyngula/2011/06/the unfortunate prerequisites.php

#### **Blog comment**

LindyLou (2011, June 8). The dangers of critique apps. [Web log comment]. Retrieved from

http://scienceblogs.com/pharyngula/2011/06/the unfortunate prerequisites.php





## How do I cite electronic sources?

- Tips on citing e-sources:
  - If you have a choice between html and PDF, choose PDF. It will have page #s.
  - Save a copy on your hard drive
  - Note the date you retrieved the article, especially if it is in html
  - If there are no page #s, use paragraph #s with the abbreviation "para."
  - If there is no date, use n.d.
    - Example: (Thompson, n.d., para. 14)
  - If there are no paragraphs or page #s, reference the heading and the paragraph # following it.
    - Example: (Thompson, n.d., "Cognitive Therapy: History," para. 2)
  - If headings are too long, use a shortened version.
    - Example:: (Thompson, n.d., "Cognitive Therapy can be traced," para 2.)



### **Obscure questions about APA**

• When citing a website, what is the best way to format so the link is does turn into a hyper link?



### More obscure questions

- When do I use italics?
  - Titles of books, periodicals, films, videos, etc. in the text (APA, p. 104)
- How do I format a running head?
  - Use the header function on the "View" menu to create a running head.
- When do I footnote?
  - Use only for content notes or copyright acknowledgement. (APA p.37-38)
- How do I reference myself?
  - Consider the type of source—published, etc. (APA, p.16)
  - Assignments: check with your professor
- How do I use referencing software?
  - Contact Elaine Fabro at the AU Library for more about downloading RefWorks



### Resources

• APA's commonly asked questions:

http://www.apastyle.org/learn/faqs/index.asp

• Psychology APA style (6<sup>th</sup> edition) tutorial:

http://psych.athabascau.ca/html/APA6/index.html

Harvard graduate school of Education "APA Exposed Tutorial":

http://isites.harvard.edu/icb/icb.do?keyword=apa\_exposed

Purdue OWL APA Style Guide:

http://owl.english.purdue.edu/owl/resource/560/02/

• Gallaudet University's list of verbs to introduce quotes:

http://library.gallaudet.edu/CLAST/Tutorial\_and\_Instructional\_Programs/English\_Works/Writing/Paraphrasing\_Quoting\_and\_Avoiding\_Plagiarism/Words\_that\_Introduce\_Quotes\_or\_Paraphrases.html

- APA sections on electronic sources: 6.31, p. 187 and 7.11, p.215
- APA advice on how to cite a website when information is missing:

http://blog.apastyle.org/files/how-to-cite-something-you-found-on-a-website-in-apastyle---table-1.pdf



### Resources

- Write Site documentation section: http://www2.athabascau.ca/services/write-site/apa.php
- Write Site Coaching service: <a href="http://www2.athabascau.ca/services/write-site/coaching.php">http://www2.athabascau.ca/services/write-site/coaching.php</a>
- AU Library: <a href="http://library.athabascau.ca/">http://library.athabascau.ca/</a>

