Using APA: What graduate students need to know

Workshop co-sponsored by
Write Site and Faculty of Graduate Studies

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What are your biggest concerns about APA?

Workshop objectives

- Review purpose and components of APA documentation style
- Review an APA title page and some 6th ed. headings
- Review use of in-text citations with selected source types
- Review paraphrasing and quoting in APA
- Increase knowledge of APA to format selected reference list entries
- Increase knowledge of APA to format selected e-sources in text and in a reference list

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Consider: What is the purpose of APA documentation style?

What is the purpose of APA documentation style?

- Give credit to others' ideas

- Make it easy to find references

- Provide a standardized way of formatting academic documents such as journal articles: e.g. methodological papers, theory papers, case studies, and student papers

General points to remember when documenting sources

- With some exceptions, in-text citations and reference list entries should correspond.

- When in doubt about documentation:
  - 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.

- Check credible sources, starting with the APA Manual, 6th edition and your professor.

What do I need to know about general formatting in APA?

- Template of general layout:
  https://owl.english.purdue.edu/owl/resource/560/01/

- New headings, 6th edition:
  p. 62 of the APA Manual, Table 3.1

What are the parts of APA citation?

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)

Hint: 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?

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

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

How do I cite three to five authors?

First mention (in the text): In their study of the long-term effects of cognitive therapy, Crowder, Marsh, Lewis, and Frodo (1998) suggest that….

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

First mention (in-text citation) : One study (Crowder, Marsh, Lewis & Frodo 1998) suggests that….

Subsequent mentions: One study (Crowder et al.,1998) suggests that….

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How do I cite <u>six authors</u>?

Examples for 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 personal communication?

- What IS a personal communication?

- Do not provide a reference; 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 secondary source?

What IS a secondary source?

Original in <u>Thompson (2001)</u>: 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).

<u>Your citation</u>: Crowder et al., in their 1989 study, suggested that cognitive therapy was most effectively administered…(as cited in Thompson, 2001, p.201). *

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

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 (K. Thompson; L. Thompson, 2008, 2008) of the long-term effects of cognitive therapy....*

How do I cite unknown authors?

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 organization as author?

No abbreviation
- <u>In text</u>: According to the American Psychological Association (2000),...
- <u>Parenthetical</u>: (American Psychological Association, 2000)

Abbreviation :
- <u>In text</u>: According to the American Psychological Association (APA, 2000),...
- <u>Second citation</u>: (APA, 2000)
- <u>Parenthetical</u>: (American Psychological Association [APA], 2000)
- <u>Second citation</u>: (APA, 2000)

How do I paraphrase in APA?

What IS a paraphrase?

How much should I cite in a paragraph?

      On the subject of paraphrasing, the sixth edition of the *Publication Manual of the American Psychological Association* (2010) advises that all of an 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 common errors in paraphrasing?

- The wording is too close to the original.

- The syntax is too close to the original.

- The paraphrase is false or misleading.*
  - An inaccurate paraphrase is one in which the student has not fully grasped the intent of the original information.
  - A misleading (false) paraphrase is more serious. In a misleading paraphrase, the original information has been skewed or slanted so as to deliberately misrepresent the author's original intent

- Paraphrases are too long

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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." Which is the best paraphrase?

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) According to one race car driver, although some people believe the Lamborgotti Fasterossa is the fastest car in the world, others name the Ferrari as the fastest (Simpson, 2006).

d) 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 quote in APA?

In his study of the long-term effects of cognitive therapy, Crowder (1998) states, "…personnel who were given a six week, specialized course in cognitive therapy demonstrated…" (p. 287).

Researchers in one study (Crowder & Marsh, 1998) concluded that "…personnel who were given a six week, specialized course…" (p. 287).

Researchers in one study (Crowder & Marsh, 1998) concluded that "…[medical] personnel who were given a six week, specialized course….were more likely to ask appropriate questions of clients" (p. 287).

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.

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Identify the best-integrated of the quotes below:

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. They "have rebelled against standard business hours and micromanagement, [so] they might find it difficult to make such demands of their subordinates" (p. 102).*

c) 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 verbs can I use to introduce a quote or paraphrase?

Verbs that suggest a position/analysis

Neutral verbs

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

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

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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

When do I indent a quote?

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)

How do I format a reference list entry?

- Reference list entry components:

  -author information

  -date of publication

  -title of the source

  -publication information

How do I format a reference list entry?

Brown, C. (2005). *Learning styles: A resource book for teachers.* Toronto, Canada: Macmillan.

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

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

Albertson, J. (2000). The greatest comic book hero ever. *Popular*

Culture, 51(3), 23-40.

Thompson, M.A. (2003). The history of the Spanish in Los

Angeles. New York, NY: Macmillan.

Thompson, P.R. (2003). The history of the Irish in Boston. Boston,

MA: Macmillan.**

How do I cite electronic sources?

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

psychotropics. *Journal of Psychiatric Therapy, 12*(2), 28-54. Retrieved

from http://journalofpsychtherapy.com/url

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

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How do I cite electronic sources?

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 unfortunate prerequisites and consequences of

partitioning your mind [Web log comment]. Retrieved from

http://scienceblogs.com/pharyngula/2011/06/the_unfortunate_prerequisites

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#comments *

How do I cite electronic sources? (cont.)

- 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., "Cognitve Therapy can be traced," para 2.)
  - The original heading was: Cognitive Therapy's history can be traced back to Hippocrates' definitions of health.

How do I cite electronic sources? (cont.)

Citing a course pack (digital reading room)

Koning, Andre de. Beyond his story: From interpretation to

impact of stories from different cultures. (1998). *Journal of*

Analytical Psychology, 43(4), 559-570. [Online article].

Retrieved from hppt://www.apa.org/monitor/oct00/html

August 27, 2007: NO date of retrieval unless the material is
likely to change

How do I cite electronic sources? (cont.)

Citing an App:
http://blog.apastyle.org/apastyle/2013/03/how-to-cite-a-mobile-app.html

Rightsholder, A. A. (year). Title of Software or Program (Version number) [Mobile application software]. Retrieved from http://xxxxx

Skyscape. (2013). Skyscape Medical Resources (Version 1.17.42) [Mobile application software]. Retrieved from http://itunes.apple.com

How do I cite electronic sources? (cont.)

Citing databases:

http://blog.apastyle.org/apastyle/databases/

Providing missing information:

http://blog.apastyle.org/apastyle/2010/11/how-to-cite-something-you-found-on-a-website-in-apa-style.html

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."

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Questions

- When do I use italics?
  - Titles of books, periodicals, films, videos, etc. in the text (APA, p. 104)
- What is the correct way to format a running head?
  - APA official corrections site:
    - http://supp.apa.org/style/PM6E-Corrected-Sample-Papers.pdf
  - 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

Other things to remember:

When you use ideas that are not your own, you must document.

Always think of making it easy for the reader to find your sources.

Check all in-text citations and reference entries for punctuation, formatting, and all elements for the type of source you're dealing with.

Resources

- APA's commonly asked questions:

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

- Psychology APA style (6th 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-apa-style---table-1.pdf

Resources

- Write Site documentation section: http://www2.athabascau.ca/services/write-site/apa.php
- Write Site Coaching service: http://www2.athabascau.ca/services/write-site/coaching.php
- AU Library: http://library.athabascau.ca/