APA Exposed
Everything You Always Wanted to Know About APA Format but Were Afraid to Ask

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Tutorial Outline

- This tutorial consists of four modules:
  - Module 1: APA Formatting Basics
  - Module 2: Citing Sources
  - Module 3: Reference Citations in the Text
  - Module 4: References

Learning Objectives

- At the end of this tutorial you will be able to:
  - Recall reasons for using the APA format
  - List basic APA formatting requirements
  - Explain the author-date method
  - Identify requirements for citing references using the APA format
http://apastyle.org/manual

Why use the APA format?

• Looks Professional

• Communicates Important Information
  – Is this information from a journal or a book?

• Avoids Inadvertent Plagiarism
  – You want to give credit where credit is due
  – AND you don’t want to take credit for someone else’s mistakes
Module 1
APA Formatting Basics

Discussed in this section:

• Line spacing
• Margin size
• Typeface and Font
• Unbiased Language
• Headings

Spacing

• Double Spacing

APA manual tells you that you must double-space

No single spacing!
Margins

- At least 1 inch margins on all four sides

Margins are used to give feedback

Typeface and Font

**APA Prefers:** 12 point Times New Roman
Unbiased Language

- What is meant by unbiased language?
- Language that is unbiased in terms of:
  - Race
  - Ethnicity
  - Age
  - Disability
  - Sexual Orientation
  - Gender

A child = “he or she” or “she or he”
Children = “they”

Five-Heading System

Three Points to Remember

1. All headings of equal importance are given the same heading level.

2. Use only as many heading levels as needed.

3. If a section can be divided into two or more subsections, assign each subsection a heading.
Heading Level 1

Centered, Boldface, Uppercase and Lowercase Heading

Method
Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text.

Results
Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text.

Discussion
Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text.

References
References references references references references references. References references references references references references references references references references references references references.

Heading Level 2

Flush Left, Boldface, Uppercase and Lowercase Heading

Method
Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text.

Participants
Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text.

Measures
Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text.

Results
Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text.
**Heading Level 3**

*Indented, boldface, lowercase paragraph heading ending with a period.*

**Method**

**Participants**
- **Adult participants.** Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text.

- **Child participants.** Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text.

**Measures**

**Heading Level 4**

*Indented, boldface, italicized, lowercase paragraph heading ending with a period.*

**Method**
Text text text text text text text. Text text text text text text text. Text text text text text text text.

**Participants**
- **Adult participants.** Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text.

- **Child participants.** Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text.

- **Preschool children.** Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text.

- **Kindergarten children.** Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text.

- **First-grade children.** Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text.
Module 2
Citing Sources

Discussed in this section:

• How to use the author-date method
• How to use a direct quote
• When to use a block quote
### What is the Author-Date Method?

- The name of the author is followed *DIRECTLY* by the date
  - Author (Date)
    
    Harris (1989) notes….
  
  - (Author, Date)
    
    A recent study (Harris, 2003) indicates that….

### What if there’s a direct quote?

- Include the page number(s) when using a direct quote
  
  Harris (1989) notes, “Children can also imagine believing something that they know to be false” (p. 77).

  No author’s name in the text:
  
  “Children can also imagine believing something that they know to be false” (Harris, 1989, p. 77).

  **Quote Ending in ?**
  
  Dixon (2005) poses the question, “How does the case of Singapore fit into the interdependence hypothesis?” (p. 43).

  **Quote Ending in !**
  
What if the quote is from an electronic source?

• Electronic source materials are becoming more important

• Helpful Tips:
  – Always choose PDF
  – Make a hard or electronic copy
  – Note the date you retrieved the material from the Web

What if the quote is from an electronic source?

• No page numbers
  – Use the abbreviation “para.”
    (Rabinovich-Einy, 2008, para. 5)

• No page or paragraph numbers
  – Cite the heading and the number of the ¶ following it to direct the reader to the location of the quoted material.
    (Darling-Hammond, 1994, Conclusion section, para. 1)
When should I use a block quote?

• Use a block for any quotation of 40 words or more.

• Use your computer to count the words

• Best to limit your use of long block quotes

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Formatting a block quote

Harris (1989) writes,

On the other hand if children really do find it difficult to recognize ambivalent feelings they should continue to do so even if all difficulties of memory and invention are removed. For example, if they are told about ambivalent situations rather than asked to remember or invent them they should still not recognize that mixed or opposing feelings would be provoked. (p. 112)

He then goes on to note….
Harris (1989) describes how to test whether memory affects children’s ability to recognize ambivalent feelings:

On the other hand if children really do find it difficult to recognize ambivalent feelings they should continue to do so even if all difficulties of memory and invention are removed. For example, if they are told about ambivalent situations rather than asked to remember or invent them they should still not recognize that mixed or opposing feelings would be provoked. (p. 112)

He then goes on to note….
Formatting a block quote

Harris (1989) writes that

On the other hand if children really do find it difficult to recognize ambivalent feelings they should continue to do so even if all difficulties of memory and invention are removed. For example, if they are told about ambivalent situations rather than asked to remember or invent them they should still not recognize that mixed or opposing feelings would be provoked. (p. 112)

He then goes on to note….

- No quotation marks around the quote!
- No punctuation after the parentheses

Module 3
Reference Citations in Text

Discussed in this section:

- How often to cite a source
- How to cite works with either single or multiple authors
- How to cite a secondary source
- How to cite a lecture

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The Paragraph

• Cite the source completely
  – The very first time you refer to the work
  – Every time you refer to the source in a new paragraph

• Within a single paragraph you do not need to include the year in subsequent references to a single source, as long as it cannot be confused with other sources you are citing

  Harris (1989) notes, “Children can also imagine believing something that they know to be false” (p. 77). Harris then states….

  Research shows, “Children can also imagine believing something that they know to be false” (Harris, 1989, p. 77). Harris (1989) then states….

What if a reference has two authors?

• Always cite BOTH names every time the reference occurs

  Piaget and Inhelder (1969) state…

  Some theorists (Piaget & Inhelder, 1969) contend….
What if a reference has three to five authors?

• Cite ALL authors the FIRST time the reference occurs

  Peng, Johnson, Pollock, Glasspool, and Harris (1992) found….

• In subsequent citations include the name of the first author followed by “et al.”

  Peng et al. (1992) found….

  • If it is the first citation of the reference within a paragraph include the year

What if a reference has six or more authors?

• Cite only the surname of the first author followed by et al.

  Harris et al. (1989)

• An Alternative Approach to “et al.”
  – Some HGSE faculty members prefer that authors use “and colleagues” instead of “et al.” in the text

    Harris and his colleagues (1989)….

  – However “et al.” is still used within the parentheses

    Another study (Harris et al., 1989)….
What if I did not actually read a study, but it was cited in a study I did read?

- Cite the Secondary Source (the source you actually read) in the text:

  Dunn, Kendrick, and MacNamee (as cited in Harris, 1989) found that...

  Other studies use mothers’ reports to assess children’s comforting behaviors (Dunn, Kendrick, & MacNamee as cited in Harris, 1989)

- Cite ONLY the Secondary Source (the source you actually read) in the References:


How do I cite a lecture?

- Treat it as personal communication
- Cite personal communications in the text only
- Give the initials as well as the surname of the communicator and provide as exact a date as possible

  B. A. Pan (personal communication, December 20, 2006) noted that....

  (B. A. Pan, personal communication, December 20, 2006)

- If the lecture is videotaped and the recording is available on the course Web site, you can cite the video
- You can also cite PowerPoint presentations that are on course sites
- If you cite these in the text, remember to include them in the references
Module 4
References

Discussed in this section:

- How to format the references section of your paper
- Review the most common reference forms

References

- Only include works that you have cited in the text in the references section of your paper.

- Alphabetize the list of references.

- If you have more than one entry by the same author list them by year of publication with the earliest year first.
What if I have two entries by the same author in the same year?

- References by the same author (or by the same authors in the same order) with the same publication date are arranged alphabetically by the title (excluding *A, An, or The*) that follows the date.

- Lower case letters—*a, b, c*, and so on—are placed immediately after the year, within the parentheses:
  
  Gardner, H. (2000a)....  
  Gardner, H. (2000b)....

- Use the date and letter when you cite these in the text of your paper.
  
  Gardner (2000a) contends....

APA Reference Style: Periodical

- **Journal**
  
  APA uses only initials no first names, no middle names
  The date follows directly after the author’s name

- **Periodical:**
  

  - Volume number in italics
  - Issue number is in parentheses and not italicized
  - No pp. to indicate page numbers
  - Journal Title:
    In Italic using traditional title case
    *Child Development* = journal
    *Child development* = book
  - Article title:
    Not in quotes or italics
    First letter of the title, subtitle, and proper nouns are capitalized
    i.e.
    What we did last summer: My trip to Paris
Citation Linker

DOI in Articles

Behavior Problem Trajectories and First-Grade Cognitive Ability and Achievement Skills: A Latent Growth Curve Analysis

Kristen L. Bub, Kathleen McCartney, and John B. Willett
Harvard University

Using data from the National Institute of Child Health and Human Development Study of Early Child Care and Youth Development, the authors investigated whether there was evidence of interindividual variability in behavior problems over time as well as whether children with higher levels of behavior problems at 24 months and more rapid increases in behavior problems prior to school entry performed more poorly on 1st-grade tests of cognitive ability and achievement than their peers. Three findings were noteworthy. First, there was evidence of both interindividual and interindividual variability in behavior problems between 24 months and 1st grade. Second, children with higher initial levels of internalizing and externalizing behaviors at 24 months had lower cognitive ability and achievement scores in 1st grade. Finally, children with more rapid increases in internalizing behaviors over time had lower cognitive ability scores in 1st grade.

Keywords: behavior problems, school performance, longitudinal analysis
Including a DOI in References


What if I found it online?

- **Online Periodical [same as the format we recommend for citing print articles]:**
  
  

- **Example of a PDF of an article with no DOI:**
  
APA Reference Style: Book

- Book:

**Book in Print**

**Electronic Book**

APA Reference Style: Chapter of a Book

- Chapter in an edited book
  In A. Editor, B. Editor, & C. Editor (Eds.), *Title of book* (pp. xxx-xxx). Location: Publisher.
Example: Chapter of a Book


What about an online document?

- **Online Document:**

How do I cite a PowerPoint presentation from the web?

In the references section:


In the text:

Gehlbach (n.d.)

Recap

- During this tutorial we discussed:
  - Reasons for using APA format (Introduction)
  - Basic APA formatting requirements (Module 1)
  - The author-date method (Module 2)
  - Requirements for citing sources in the text (Module 3)
  - Format references cited in your paper (Module 4)