

APA Workshop

The Speaking, Reading, and
Writing Center

College of the Mainland





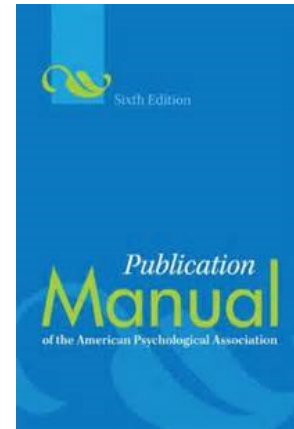
The American Psychological Association (APA) citation style is the most commonly used format for manuscripts in the social sciences

APA requires:

1. **Style**—point of view, active voice, clear and concise language
2. **In-text citations**—use in the body of the paper to refer the reader to reference page
3. **References**—individual entries at the end of the paper that list source information

Rule # 1 for all formatting styles

- Follow instructor guidelines



Otherwise, follow the *Publication Manual of the American Psychological Association*.

Point of View

Use **personal pronouns** where appropriate

Example: We conducted an experiment...

*Avoid: The authors conducted an
experiment....*

Active voice

In a sentence using **active voice**, the subject of the sentence performs the action expressed in the verb.

Example: The dog bit the boy.



Clear, concise language

- **clear:** be specific in descriptions and explanations
- **concise:** condense information when you can
- **plain:** use simple, descriptive adjectives and minimize figurative language

Example: Researchers found that, prior to urban development, Chigger Creek was an ideal habitat for tadpoles.

Avoid: Researchers discovered that Chigger Creek hosted a plethora of wriggly-as-worms tadpoles covered with slimy, slick, viscous green skin.

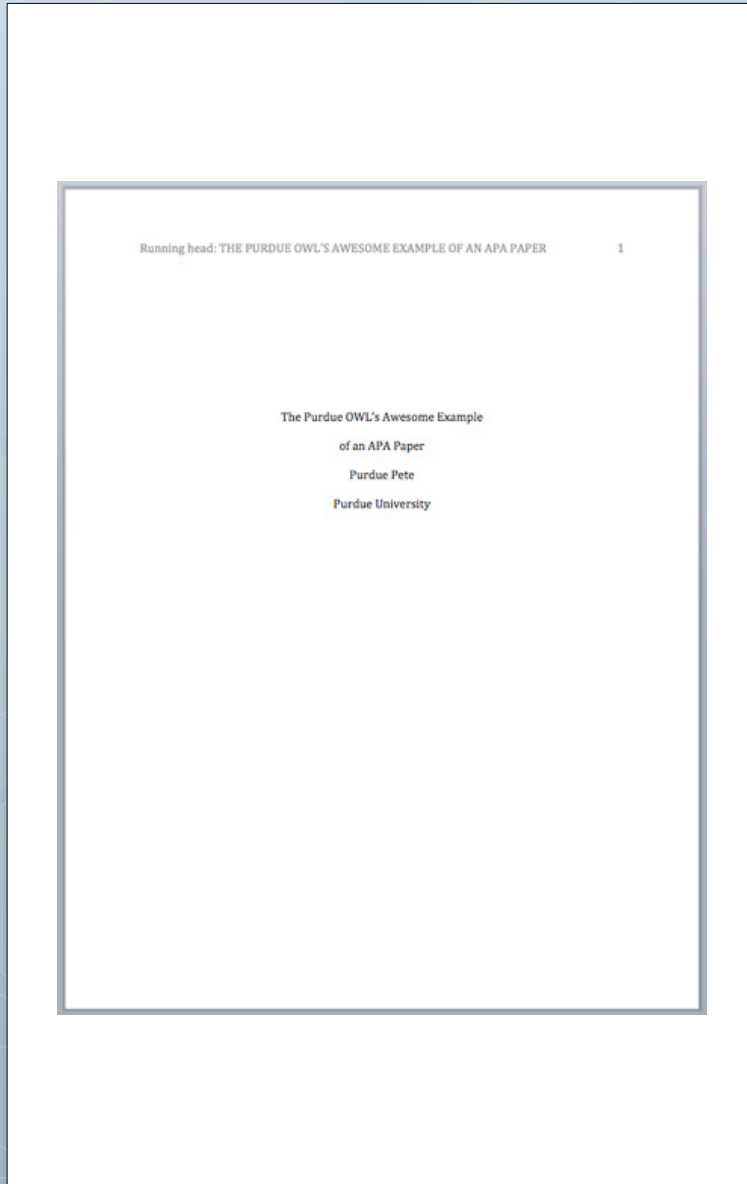
General APA formatting

- Typed and double-spaced, printed on standard-sized paper (8.5"x11")
- Use 1" margins on all sides
- Use 12 pt. Times New Roman or a similar font
- Include a page header (title) in the upper left-hand of every page and a page number in the upper right-hand side of every page

Parts of the APA paper

Your essay may include four major sections:

- Title page
- Abstract (if required)
- Body (main text)
- References



Title page

Page header: use Insert Page Header, type title flush left + page number flush right

Title: in the upper half of the page, centered, name (no title or degree) + affiliation (university, etc.)

Abstract

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Abstract

Page header: do not include “Running head”

Abstract: centered, at the top of the page

Write a 150- to 250- word summary of your paper in an accurate, concise, and specific manner

Main body (text)

- Number the first text page as page number 2 (if there is an abstract, the first page is number 3)
- Type and center the title of the paper at the top of the page
- Type the text double-spaced with all sections following each other without a break
- Identify the sources you use in the paper in parenthetical in-text citations

References

- 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.

References

Center the title (References) at the top of the page. Do not bold it

Double-space reference entries

Flush left the first line of the entry and indent subsequent lines

Order entries alphabetically by the author's last name

References basics

- Invert authors' names. For example: Smith, J.Q. (last name first followed by initials)
- Alphabetize reference list entries by the last name of the first author of each work
- Capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns. Do not capitalize the first letter of the second word in a hyphenated compound word

Making the references list

1. Identify the type of source: Is it a book? A journal article? A webpage?
2. Make sure that the entries are listed in the alphabetical order and the subsequent lines are indented (Recall References: Basics)
3. Find a sample of citing this type of source in the textbook or in the OWL APA Guide:
<http://owl.english.purdue.edu/owl/resource/560/01/>

In-text citation basics

In-text citations help readers locate the cited source in the References section of the paper

Whenever you use a source, provide in parenthesis:
the author's last name and the date of publication

For quotations and close paraphrases, provide the
author's name, date of publication, and a page number

In-text citation: formatting quotes

When quoting, introduce the quotation with a signal phrase. Make sure to include the author's name, the year of publication, the page number, but keep the citation brief—do not repeat the information.

Example:

According to Caruth (1996), “Traumatic response frequently entails a delayed, uncontrolled repetitive appearance of hallucinations and other intrusive phenomena” (p.11).

Formatting of a summary or paraphrase (in text)

Provide the author's last name and the year of publication in parenthesis after a summary or a paraphrase.

Example:

Though feminist studies focus solely on women's experiences, they err by collectively perpetuating the masculine-centered impressions (Fussell, 1975).

Formatting a summary or paraphrase (in text, continued)

When including the quotation in a summary/paraphrase, also provide a page number (when applicable) in parenthesis after the quotation:

Example:

According to feminist researchers Raitt and Tate (1997), “It is no longer true to claim that women's responses to the war have been ignored” (p. 2).

For more information about APA style

- The Purdue OWL
<http://owl.english.purdue.edu>
- *Publication Manual of the American Psychological Association*, 6th ed.
- APA's website <http://www.apastyle.org>



The End

This PowerPoint presentation adapted from the Purdue Owl website, <https://owl.english.purdue.edu/owl/resource/560/01/>
Boy and dog and :The End" images from ClipArt.com.