American Psychological Association (APA) Citation Style

Workshop Agenda

1 Quoting and paraphrasing

2 Header formatting

3 Reference page format and entries

Why might researchers use citation and formatting styles in their field?

Avoid plagiarism

Connect information in the text to the reference list

Standardize how information is communicated between researchers and audiences

Establish a writer as a *credible researcher* who is capable of *contributing* to research in an academic field

What is plagiarism?

- Copying verbatim, or too closely, the words and/or paragraph structure of another person
- Can be both intentional and unintentional
- Causes:
  - Misunderstanding proper citation techniques
  - Disorganized notes
  - Challenging to add own material to the existing expert conversation
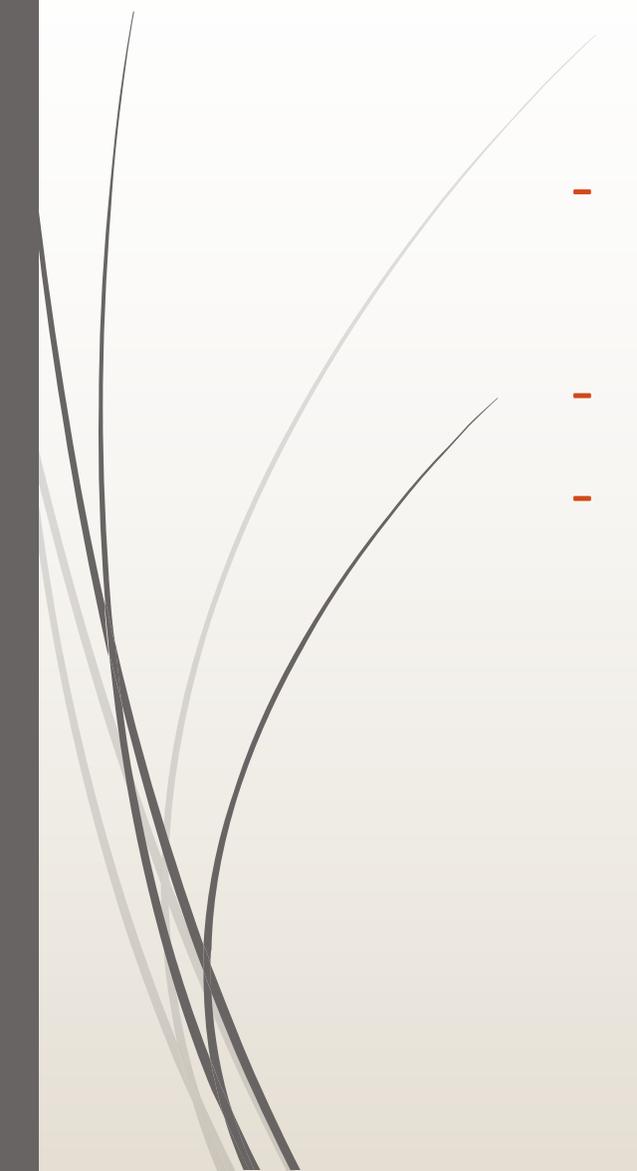
Characteristics of APA style

- Avoids informal language (e.g. slang, colloquialisms, contractions, etc.)
- Emphasizes the date of sources
    - Verbs used to discuss research are in the past tense
- Tries to limit reader bias by avoiding author first names, gendered pronouns, or opinionated language
- Maintains a third person voice ("this researcher")

When does information get cited?

Direct quote is used from a source

Information is paraphrased

What does direct quotation include?

Direct quotations always:
- use a source's exact wording
- include quotation marks ("this is the quote")
- include a citation (author, year, page number)

Direct quotations should usually:
- use a signal phrase as an introduction
- provide an explanation or analysis afterward
- *not start or end a paragraph or sentence

Citing direct quotes in APA

Use a pattern of author, publication date, and page number.

- End citation: "…end of quote" (Smith, 2014, p. 5).
- Signal phrase: Smith (2014)[1] stated[2] "working in the neuroscience field is as rewarding as it is difficult" (p. 5).

Note[1]: The author and publication year must always appear together

Note[2]: APA signal verbs must be in past tense

Signal Phrases
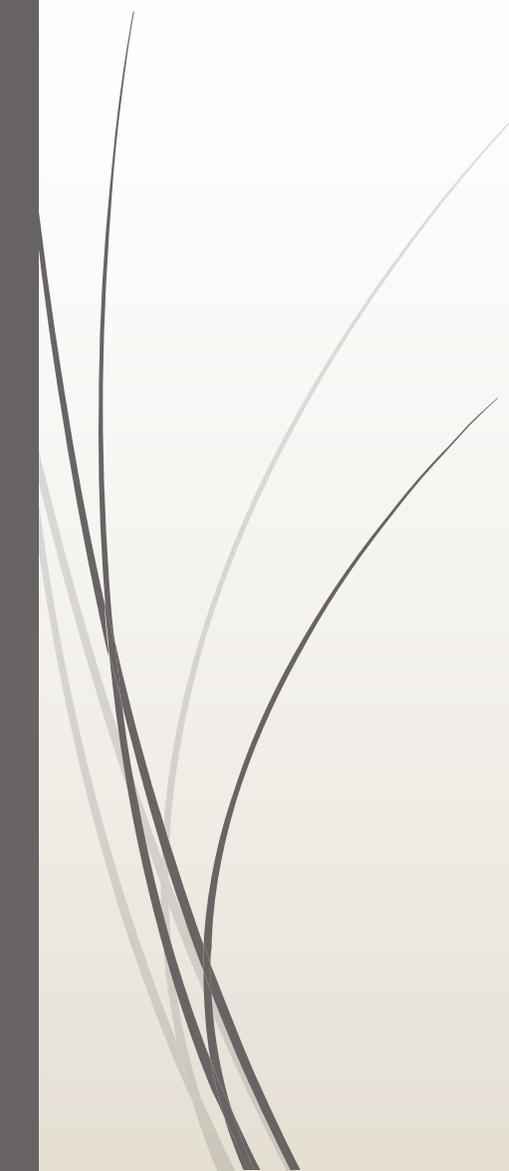
Explanation
- commented
- clarified
- declared
- demonstrated
- described
- discussed
- emphasized
- established
- explained
- highlighted
- illustrated
- modeled
- observed
- outlined
- posited
- reported
- showed
- suggested

Concession
- accepted
- acknowledged
- admitted
- conceded
- granted

Agreement
- added
- advocated
- affirmed
- agreed
- endorsed
- supported
- verified

Argumentative
- argued
- asserted
- cautioned
- challenged
- claimed
- contended
- contradicted
- criticized
- denied
- disagreed
- disputed
- implied
- insisted
- maintained
- negated
- proposed
- refuted
- rejected
- urged

Block Quote in APA

If a quotation is 40 words or longer, no quotation marks are used. Instead, the text is indented one tab (0.5″) from the left margin, a signal phrase begins the sentence, and the citation at the end is outside the final punctuation.

Example:

Jones's (1998) study found the following:

Students often had difficulty using APA style, especially when it was s their first-time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask their teacher for help. (p. 199)

What does paraphrasing include?

Paraphrases always:
- rephrase material *without* using source language or structure
- replace long quotes or if a source uses complex explanations
- use a citation (author, year)

Paraphrases usually:

- use quotation marks for phrasing that isn't easily reworded or that was coined by an author
- do not include a page number (although it is optional)

Examples of paraphrasing in APA

Direct quote:

"Differentiation as an instructional approach promotes a balance between a student's style and a student's ability. Differentiated instruction provides the student with options for processing and internalizing the content, and for constructing new learning in order to progress academically" (Thompson, 2009, p. 46).

Incorrect paraphrase:

Differentiation is a way to encourage equality between the approach and talent of the student (Thompson, 2009). This type of instruction gives students different ways to deal with and grasp information, and for establishing new learning to move on in education (Thompson, 2009).

Correct paraphrase:

Teachers use differentiated instruction to help students learn, allowing the teacher to cater lessons to how each student learns and to each student's skill (Thompson, 2009).

(Walden University, 2019)

Example in-text citations

- 1 author: (Peters, 2000, p. 20)
- 2 authors: (Smith & Black, 1996, p. 20)
- 3+ authors: (Black et al., 1996)
- No date: (James, n.d.)
- Org. as author: (American Psychological Association, 2011)
- No author, using title: ("Using APA," 2001)
- Multiple sources:
  (Greens, 1999; Peters, 2000; Williams, 2002)

❖ If there is missing information (dates or authors), APA has guidelines for it.

In-text citations with missing information

No author:
- If author is unknown, use the group author. This is also known as the organization name.
  - Example: "...which can be an expression of implicit and explicit bias" (American Psychological Association, 2020).

- If author is unknown and no group author is available, use a shortened "Title" instead of an author.
  - Example: …a conflict of interest can occur when an individual has a personal stake in the issue ("Conflict of Interest," 2000).

In-text citations with missing information Cont.

No page number:
- If no page numbers are provided for a source, use the number of the paragraph instead.
  - Example: "...lifelong effort to act ethically" (Johnson, 2020, para. 2).

No date:

- If no date is given, use (n.d.) for the date.
 - Example: ...a conflict of interest can occur when an individual has a personal stake in the issue (Smith, n.d.).

❖ Remember: When mentioning sources in the text, titles of books and reports are *italicized*; articles, chapters, and web pages are placed inside "quotation marks."

Formatting: APA paper header

Student Papers: Only the page number is included in the top, right corner of the header.

Publishing Papers: Includes a shortened version of the TITLE and the page number in the top, right corner.
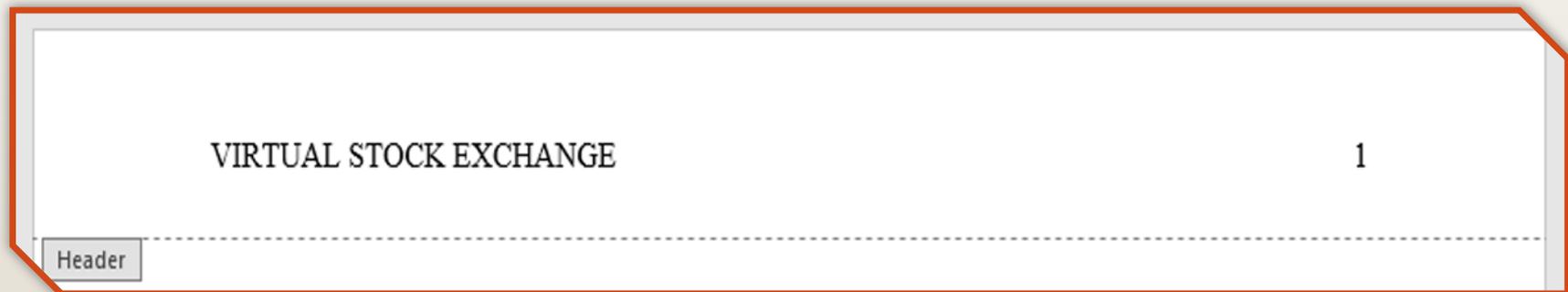
APA Headings Format

Chapter 1: Problem Definition

[level 1, center, bold, title-case]

Administrative Issues

[level 2, left, bold, title-case]

Background Information

[level 3, left, bold, italics, title-case]

Intervention Strategies. Beginning of body paragraph text   follows on the same line.

[level 4, indent, bold, title-case, period. Begin body text.]

Strategy One. Beginning of body paragraph that follows   on the same line.

[level 5, indent, bold, italics, title-case, period. Begin body   text.]

*APA does not need an "Introduction" heading---it asks to go from restating the title to the first paragraph

Formatting: APA reference page

The References page should:

- Begin on a new page at the end of the paper
- Have the title References bolded and centered
- Use double-spacing throughout
- Use a hanging indent (indent after first line)

    - In word: highlight the citation- click on line spacing tab – click line spacing options- click on special- click hanging

    - In google docs: highlight the citation- click on format – scroll/click on align & indent – scroll/click on indentation options- go down to special indent- choose hanging

- Be alphabetized by authors' last names

Note: remember to include

- ONLY the sources cited in the paper, and
- ALL the sources cited in paper

Formatting: common reference entries

Journal Articles

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical, volume number*(issue number), pages. https://doi.org/xx.xxx/yyyy

Website (Electronic source)

Author, A. A. & Author B. B. (Date of publication). *Title of page.* Site name. https://www.someaddress.com/full/url/

Books

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle.* Publisher.

Resources

Publication Manual of the American Psychological
      Association (7th ed.). http://www.apastyle.org/manual

The OWL at Purdue University.
          https://owl.purdue.edu/owl/research_and_citation/apa_style/
apa   _style_introduction.html

The Writing Center @ The University of Wisconsin.
      http://writing.wisc.edu/Handbook/Documentation.html

CMU Writing Center.
      http://writingcenter.cmich.edu
          then: Resources > Quick Guide to APA

Contact Us!

Park Library 360

(989) 774-2986

Hours

Mon-Thurs: 9:00am-5:00pm

Fri: 9:00am-1:00pm

Sun: 5:00pm-8:00pm

Make an Appointment

American Psychological Association (APA) Citation Style

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American Psychological Association (APA) Citation Style

APA in-text citations

- Why cite?
  - Connects information in the text to the Reference Page
  - Contextualizes the information by using author names, years, or source material

- Examples:
  - Author-date format (Smith, 2016)
  - Page numbers primarily for direct quotes (may be used for paraphrases, but it is not required)

    (Smith, 2016, p. 157)

When should I cite?

- Generally, all information from a source must be cited:
  - Direct quotations (always w/page number)
  - When summarizing or paraphrasing another's ideas or opinions
  - When presenting <u>specific</u> facts, figures, or ideas

- ❖ When in doubt: Cite!

Direct Quotations

What does direct quotation include?

Direct quotations always:

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Direct quotations should usually:

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Note[1]: The author and publication year must always appear together

Note[2]: APA signal verbs must be in past tense

APA vs. MLA
What differences do you see?

<u>Example 1</u>
- MLA:

   Paula Treichler argues, "Gender difference continue to affect the classroom experiences of many students" (75).

- APA:

   Treichler (1990) argued, "Gender differences continue to affect the classroom experiences of many students" (p. 75).

<u>Example 2</u>
- MLA:

   "Gender difference continues to affect the classroom experiences of many students" (Treichler 75).

- APA:

   "Gender differences continue to affect the classroom experiences of many students" (Treichler, 1990, p. 75).

Paraphrasing

What does paraphrasing include?

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(Walden University, 2019)

Example in-text citations

- 1 author: (Peters, 2000, para. 20)
- 2 authors: (Smith & Black, 1996, p. 104)
- 3+ authors: (Black et al., 1996)
- No date: (James, n.d.)
- Org. as author: (American Psychological Association, 2011)
- No author, using title: ("Using APA," 2001)
- Multiple sources:(Green, 1999; Peters, 2000; Williams, 2002)

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Reference Page

Formatting: APA references page

The References page should:
- Begin on a new page at the end of the paper
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- Use double-spacing throughout
- Use a hanging indent (indent after first line)
- Be alphabetized by authors' last names

Note: remember to include
- ONLY the sources cited in the paper, and
- ALL the sources cited in paper

Formatting: Common Reference Entries

Journal Articles

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of

article. *Title of Periodical, volume number*(issue number), pages. https://doi.org/xx.xxx/yyyy

Website (Electronic source)

Author, A. A. & Author B. B. (Date of publication). *Title of page.* Site name. https://www.someaddress.com/full/url/

Books

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle.* Publisher.
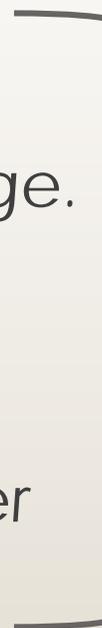
Formatting: Journal Articles

Author(s) Last name, First initial. (Year). Title of article. *Title of Journal, volume number*(issue number), page(s). https://doi.org/xx.xxx/yyyy.

Levenson, J. (2010). Millennials and the world of work: An economist's perspective. *Journal of Business and Psychology, 25*(2), 257-264. https://doi.org/10.1007/s10869-010-9170-9.

Formatting: Webpage (Author and Date)

Dobrin, A. (2012, December 18). *Ethics training isn't*

useful when taught by lawyers. Psychology Today.

http://www.psychologytoday.com/blog/am-i-

right/201212/ethics-training-isnt-useful-when-taught-

lawyers

Formatting: Books

Bentley. (2013). *Live, learn, connect: First year experience.* (5th ed.). Central Michigan University.

Hall, W. D. (2004). *Culture and context.* Pearson Longman.

Kotter, J. P., & Heskett, J. L. (2011). *Corporate culture and performance.* Free Press.

Formatting: Chapter in Edited Book

Casson, M. (1996). Culture as an economic asset.

In A. Godley & O. M. Westall (Eds.), *Business*

history and business culture, 48-76.

Manchester University Press.
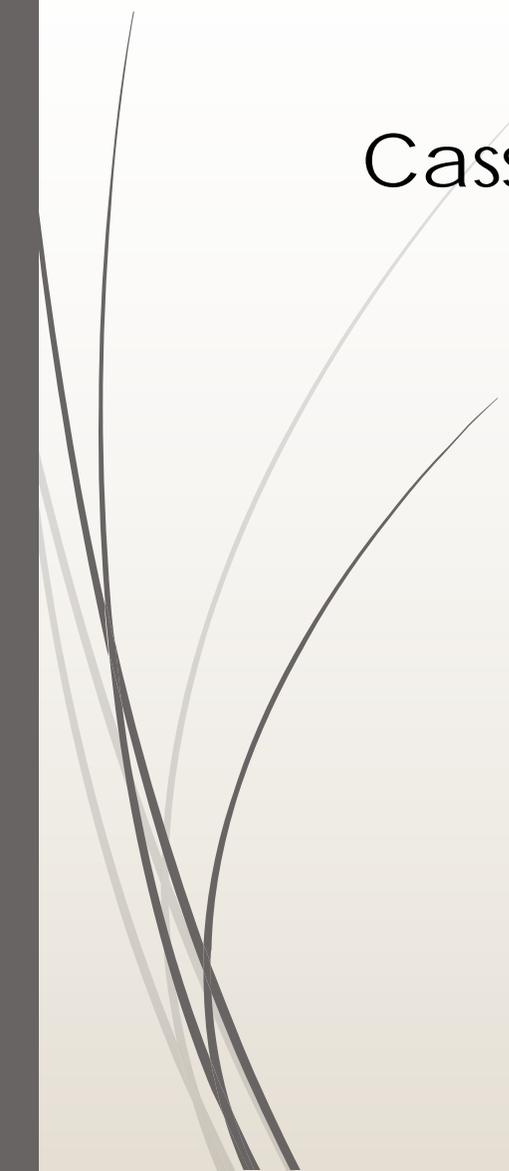
Miscellaneous

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VIRTUAL STOCK EXCHANGE
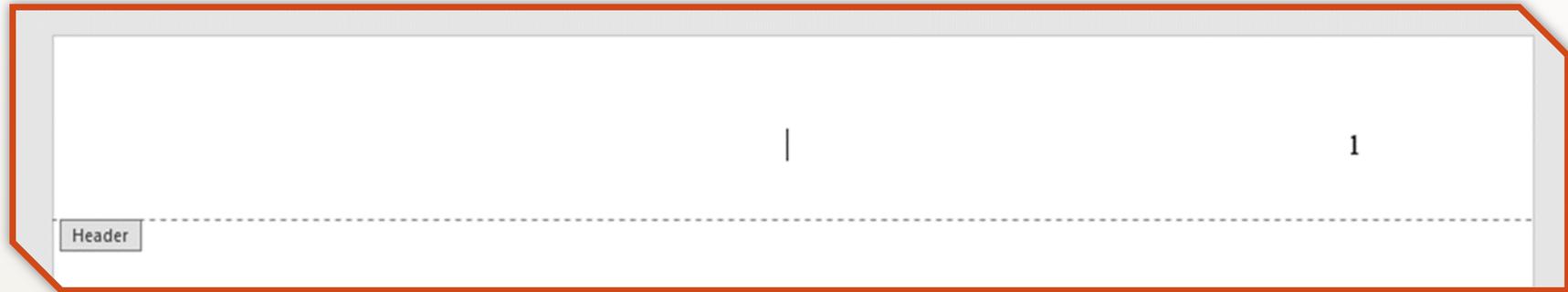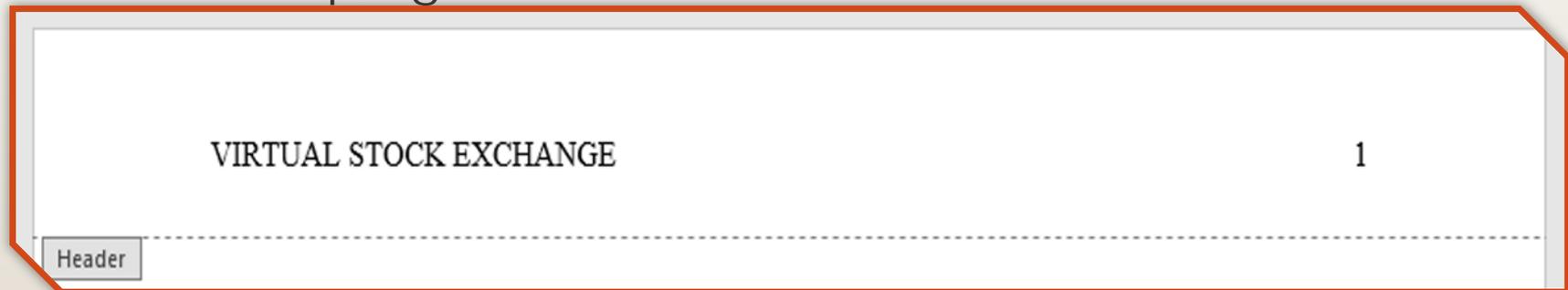
Tables In-Text

Tables present statistical data to the reader. Clear and consistent formatting helps a reader understand the information.

- Tables are labeled with an Arabic number (Table 2) above the table and referred to in-text in this way
- Short and specific italicized title in title-case
- Labeled columns
- Notes can be included at the bottom of the table to explain data ("Note." is italicized)

Table 1

Dogs Scoring Above Average on Intelligence by Breed and Gender

Breed	Male	Female	%
Dachshund	123	234	17.6
Terrier	456	567	31.1
Siberian Husky[a]	789	891	51.3
Totals ($N = 3060$)	1368	1692	

Note. Average score = 150. No animals were harmed during testing.

[a]Three huskies (one male, two female) escaped before testing was completed and are therefore not included in the table

(Purdue OWL, 2019)

Figures In-Text

Figures are image files that are inserted into a text. This may include graphs or photos.

Figures are labeled with an Arabic number (Figure 2) above the figure and referred to in-text in this way

Short and specific italicized title in title-case

Notes are placed under the image to provide a description or explanation of the figure. The word "Note." is italicized, but the caption is not.

Figure 2

Television Watched by Week
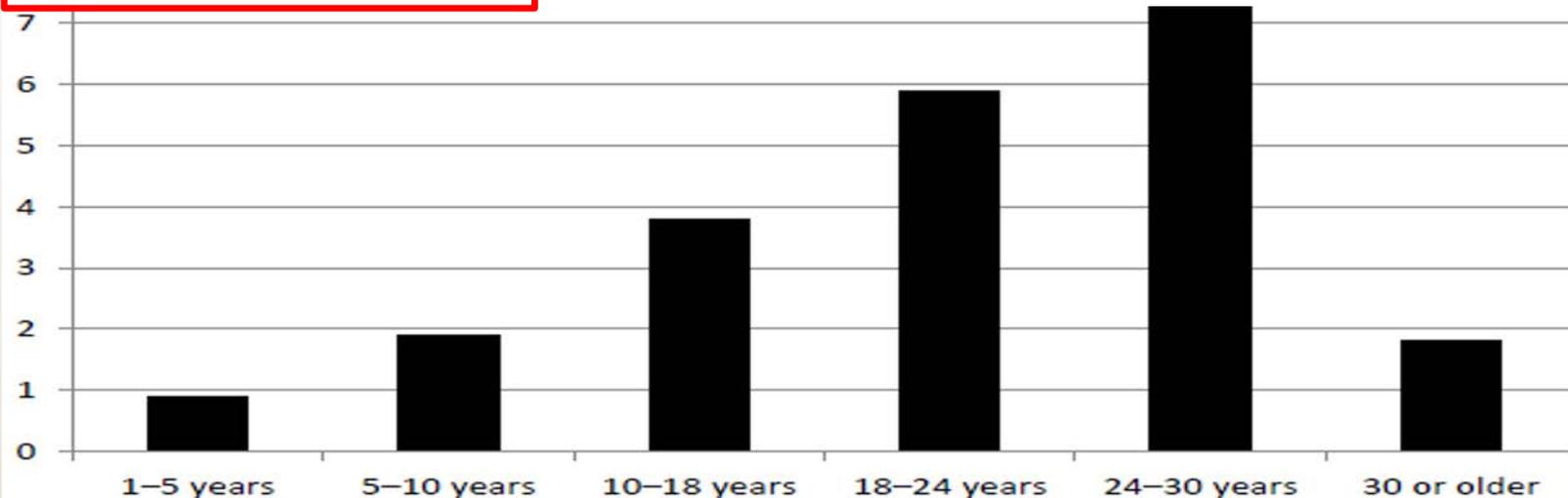
Note. Number of hours of television watched per week by age group.

Citing Tables and Figures

If the information is from an outside source, a citation will be included in the note.

- Caption and Citation template: Note. Descriptive caption for the table or figure. Reprinted from Title of Work Formatted for the Source Type, by A.A. Author, Month Day, Year, retrieved from link if applicable, Copyright Date by Copyright Holder Name.
- Cite the table or figure's source in the reference list

Example:

Note. Graph of the Sales of Luxury Accessories by Category: Value 2007-2012. Reprinted from *Luxury Goods in the United States,* by Euromonitor International, January 8 2013, retrieved from http://www.euromonitor.com/ Copyright 2013 by Euromonitor International.

Resources

Publication Manual of the American Psychological
    Association (7th ed.). http://www.apastyle.org/manual

The OWL at Purdue University.
        https://owl.purdue.edu/owl/research_and_citation/apa_style/
apa   _style_introduction.html

The Writing Center @ The University of Wisconsin.
    http://writing.wisc.edu/Handbook/Documentation.html

CMU Writing Center.
    http://writingcenter.cmich.edu
        then: Resources > Quick Guide to APA