

Using APA Format

Deb Cogan, MLS
Campus Librarian

East West College

Rev. 7-25-19

Why use APA?

- To give proper credit to the work of others.
- Provides outside support/credibility
- Shows that you have done research
- Helps distinguish your ideas from those of others.

What is **Plagiarism**?

- Using ideas and/or words of others without giving proper credit.
- Plagiarism covers all types of source material:

Published items – book, article, website, lyrics, movies, drawings, tables, graphs, etc.

Unpublished – another student's work, or an instructor's notes.

Examples of Plagiarism

- Quoting a source without using quotation marks - even if you do cite it
- Citing sources you didn't use
- Getting a research paper, story, or article off the Internet
- Turning in the same paper for more than one class without the permission of both teachers (this is called self-plagiarism)

WHAT happens if you plagiarize?

- **Failure or Dismissal** from the EWC program. This can also prevent you from entering another school. See the EWC Academic Honesty Policy for more information.
- **Destroyed personal reputation** – it can follow your career. You could be fired and it can be hard to find another job.
- **Legal** – authors have a right to sue. It could also be considered a criminal offense.
- Plagiarized medical research can also endanger people's lives.

APA – Physical Layout

- Main sections:
 - Title page – pg 1
 - Abstract – pg 2
 - Main body – pg 3
 - References – begin on new page after last page of text
 - Tables (optional) – each begins on a new page
 - Figures (optional) – each begins on a new page
 - Appendices (optional) – each begins on a new page

APA – Physical Layout, cont.

- Your paper should be:
- Typed
- Double-spaced
- Have 1" margins
- Indent paragraphs ½ inch
- Align text with left margin, right margin is ragged
- Use 12 point serif font – e.g. Times New Roman
 - Use a Sans serif font for Figure labels (e.g. Arial)
- Use standard-size white paper (8.5" x 11")

APA – Title Page

Running head: SHORT TITLE OF PAPER
(up to 50 characters)

1

Full Title of Paper (up to 12 words, on One or Two Lines)

Author Name(s), First Name, Last Name, Omit Titles and Degrees

Name of College

Some instructors may require more information.

APA – Physical Layout cont...

After the title page each page must include:

- Page header (short title, all caps) in upper left-hand corner
- Page number in upper right corner.
- Type **all text double-spaced** with all sections following each other without a break
- **Double space** after ending punctuation (periods, exclamation marks, and question marks).
- **Single space** after commas, semi-colons, and colons.

APA Template

- Free APA Templates are available online.
- <https://irsc.libguides.com/apa/apaformatpaperfreedownload>

You will need to manually enter your short title in all caps in the upper left corner of the header on the title page and also on the next page. Then the rest of the pages will auto-complete.

APA Headings & Subheadings

<https://www.kibin.com/essay-writing-blog/apa-essay-format/>



Level	Heading Format and Paragraph Positioning
1	Centered, Boldface, Title Case Indent the next line and start your paragraph below the heading.
2	Justified with the Left Margin, Boldface, Title Case Indent the next line and start your paragraph below the heading.
3	Indented, boldface, sentence case, followed by a period. Start typing your paragraph right after the period.*
4	<i>Indented, boldface, italicized, sentence case, followed by a period.</i> Start typing your paragraph right after the period.*
5	<i>Indented, italicized, sentence case, followed by a period.</i> Start typing your paragraph immediately after the period.*

* If a level 3 or 4 heading is followed immediately by a subheading, place the indented subheading on the following line.

Abstract

- Short Title of paper – top left corner
- Page #2 – upper right corner
- The label **Abstract** – Upper & lower case letters, centered at top of page.
- Type the abstract without indentation as a single block of text.

Writing Abstracts

- Brief, comprehensive, summary
- 150 – 250 words
- Include all **relevant** info & **keywords**
- **Purpose** of paper
- 4-5 most important points
- **Report** don't evaluate – no opinions

Abstract - Example

Abstract

This is the abstract, or summary, of your entire paper. It is usually no longer than 250 words in length. You should choose your words carefully so that the abstract does not get too long. Notice that there is no indentation in the abstract. It is one paragraph and the left margin is flush and the right margin is ragged (not justified). The abstract is written in the past tense and should include a general overview of the paper you wrote. It also should include any major hypotheses and your method(s), if applicable. Be sure to write your results in a general style, without using numbers. The abstract should end with a very brief concluding statement.

Verbs

Use **Active** not **Passive** voice:

Smith **conducted the survey** in a controlled setting **NOT**

The **survey was conducted** in a controlled setting by Smith

Use **past tense** when discussing someone's work and when reporting your results:

Smith (2009) **presented** similar results **NOT**

Smith (2009) **presents** similar results

- *Changes in verb tenses can help the reader understand the relationships between various events but if done unnecessarily or inconsistently it can cause confusion.*

Using Signal Verbs

- Introduce quotations/paraphrases with a variety of verbs to make your writing more interesting to read:
- According to Jones (2008), “....” (p. 3).
- Jones (2008) reported that “.....” (p. 3).
- Examples:
- acknowledged, contended, maintained, responded, reported, argued, concluded, agreed, asserted, claimed, described, explained, stated, suggested, etc...
- **Search Google for lists of Signal Verbs**

The Oxford Comma

- The Oxford Comma is the final comma in a list of items. APA format requires that you use it.

He eats, shoots, and leaves.

or

He eats, shoots and leaves.

The absence of this comma can drastically change the meaning of the sentence which can cause misunderstandings.

Reducing Bias in Language

- Be specific :
 - using term “man” when referring to men and women.
 - “*At-risk children*” (not specific), *children at risk for dropping out of school* (more specific).
- Label sensitivity:
 - *Individuals with dyslexia* is better than “*learning disabled*”
 - Racial/ethnic groups: use proper nouns, capitalize, no hyphens. Name country of origin not global labels. (Korean, Chinese, rather than Asian). Black or African American, Asian not Oriental. White is okay (capitalize).

Reducing Bias in Language, cont.

- Do not use one group as a standard of comparison (*Gay men were twice as likely as the normal population*).
- Acknowledge participation:
Instead of “Subjects”, use:
Participants, students, individuals, or respondents.

Paraphrasing

- Use your own words
- Use as few words from author as possible
- Must have an in-text citation & a reference entry
- Read, understand, re-write – must sound different than the original
- Don't mix your words with those of the author

Quotations

- Use sparingly
- Must use **exact wording** – no changes
- Less than 40 words – use “quotation marks”
- 40 words or more – no quotation marks,
free standing block of text
- Must include in-text citation & reference entry

In-text Citations: Quotations

Must include author, year & page #.

“Students often had difficulty using APA style, especially when it was their first time” **(Jones, 1998, p. 199).**

OR

According to Jones (1998), “Students often had difficulty using APA style, especially when it was their first time” (p. 199).

Quotations - 40 words or more: (no quotation marks)

Jones’s (1998) study found the following:

Students often had difficulty using APA style, especially when it was 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)

Citing References: 2 Types

References cited in-text (within body of your paper)

Author-date citation system.

Reference List (last page of your paper)

- Alphabetic list of sources used.
- Identifies sources and provides location information for the reader.
- Each entry in the reference list must be cited in the text of the paper.

Formatting In-text Citations

- **Author-date method**. The author's last name and the year of publication for the source must appear in the text.

According to Jones (1998), APA style is a difficult citation format for first-time learners.

OR

APA style is a difficult citation format for first-time learners (Jones, 1998). **Parenthetical format**

OR

In 1998, Jones discovered that APA style is a difficult citation format for first-time learners.

In-Text Citation Formatting

<http://flash1r.apa.org/apastyle/basics-html5/index.html>

Table 6.1 Basic Citation Styles

Type of citation	First citation in text	Subsequent citations in text	Parenthetical format, first citation in text	Parenthetical format, subsequent citations in text
One work by one author	Walker (2007)	Walker (2007)	(Walker, 2007)	(Walker, 2007)
One work by two authors	Walker and Allen (2004)	Walker and Allen (2004)	(Walker & Allen, 2004)	(Walker & Allen, 2004)
One work by three authors	Bradley, Ramirez, and Soo (1999)	Bradley et al. (1999)	(Bradley, Ramirez, & Soo, 1999)	(Bradley et al., 1999)
One work by four authors	Bradley, Ramirez, Soo, and Walsh (2006)	Bradley et al. (2006)	(Bradley, Ramirez, Soo, & Walsh, 2006)	(Bradley et al., 2006)
One work by five authors	Walker, Allen, Bradley, Ramirez, and Soo (2008)	Walker et al. (2008)	(Walker, Allen, Bradley, Ramirez, & Soo, 2008)	(Walker et al., 2008)
One work by six or more authors	Wasserstein et al. (2005)	Wasserstein et al. (2005)	(Wasserstein et al., 2005)	(Wasserstein et al., 2005)
Groups (readily identified through abbreviation) as authors	National Institute of Mental Health (NIMH, 2003)	NIMH (2003)	(National Institute of Mental Health [NIMH], 2003)	(NIMH, 2003)
Groups (no abbreviation) as authors	University of Pittsburgh (2005)	University of Pittsburgh (2005)	(University of Pittsburgh, 2005)	(University of Pittsburgh, 2005)

In-Text Citations - Multiple Authors

2 authors: always cite both names and the year.

3 – 5 authors: cite all authors the first time, after that, include only the surname of the first author followed by **et al.** and the year.

6 or more: Cite only the surname of the first author followed by **et al.** and the year for all citations.

In-text Citations: 6 or more authors

- Always identify the first author's name followed by “et al.”

Smith et al. (2015) maintained that....

OR

(Smith et al., 2015)

In-text citations - Examples

Recently, the history of the women's suffrage movement has been significantly revised by **Parker et al. (2011), Martin (2012), and Burns and Brown (2013)** to include the personal stories and cultural responses of women from around the world.

In-text Citations – Unknown Author

- Use the source's full title the first time it is mentioned.
- In subsequent citations, use the first word of the title followed by the year of publication in parenthesis:

According to “Ohio Infant Mortality Report” (2012)

Next time mentioned:

(“Ohio,” 2012)

In-text Citations - Organizations

- **When citing an organization:** If it has a well-known abbreviation, include it in brackets the first time you cite it and then use only the abbreviation in later citations.

The data collected by the **Centers for Disease Control and Prevention (CDC)** confirmed that...

The **Food and Drug Administration (FDA)** confirmed...

The **CDC** has determined that...
FDA's experts discovered...

In-text Citations – same last name

- When citing authors with the same last names, use first initials with the last names.

(B. Williams, 2015; Y. Williams, 2014)

- When citing two or more works by the same author and published in the same year, use lower-case letters (a, b, c) after the year of publication to order the references.

Baker's (2014a) study of adolescent immigrants...

In-text Citations: Personal Communication

- When citing interviews, letters, e-mails, etc., include the communicator's name, the fact that it was personal communication, and the date.

R.L. Crosby claimed that many of his students have a tendency to plagiarize (personal communication, February 8, 2016). **OR**

(R.L. Crosby, personal communication, February 8, 2016).

Do not include personal communications in the reference list.

In-text Citations: **Electronic sources**

- **When citing an electronic document**, whenever possible, cite it in the author-date style. If electronic source lacks page numbers, locate and identify paragraph number/paragraph heading.

According to Linden (2010),...(Back to Nature section, para. 3).

Most article databases, i.e. ProQuest, provide citations you can download or cut and paste into your reference list. However, be sure you select APA format and also review it for possible errors.

In-text Citations: Presentation Slides

- To cite online lecture notes, provide the file format in brackets after the lecture title (e.g. Powerpoint slides, Word document).
- **Miller, D. J. (2011). *Essentials of Nutrition and Diet Therapy*. [PowerPoint slides]. Retrieved from <http://myewcnm.edu/ppt/40endt/index.html>**

In-text citations: Online Lecture Notes

- Provide the file format in brackets after the lecture title (e.g. PowerPoint slides, Word document, PDF document)
- **Sanders, B. (2018). *Integrative pharmacology* [PDF**

document]. Retrieved from Lecture

Notes Online Website:

<http://www.ewcnm.edu/Bannon/integ50/index.html>

Option 2 – In-text citations: Lecture Notes/Presentations

- You can also cite online lecture notes and presentations in your paper as personal communication. If you do this, do not include this in your references list.
- (Communicator's name, personal communication, Date).
- (**Baxter, *Integrated Pharmacology*, May 5, 2017**).

Citing Primary & Secondary Sources

- It is common for authors to paraphrase several other authors and include long citations at the end. The following was found in an article by Steiner (2010).

Today's culture loves to endorse the use of plastic toys for children. However studies have shown that children will play longer with toys made from natural materials. In Waldorf early childhood programs, children are typically provided with soft cloth dolls, stones, shells, and simple wooden toys. These types of toys have also been found to inspire imaginative play and social-emotional development to a greater extent than those made from plastic. (Almon & Osmer, 2015; Pierce, 2012; Poer & Hutton, 2009).

- It is hard to tell which ideas came from which sources. **It is always best to cite the original source.** Try to obtain the sources that were used to create the paraphrase. This will help to verify that the information actually supports the point you want to make.

Citing Primary/Secondary Sources cont...

- If you cannot find the primary source, in APA you can cite the secondary source. Then you will need to name the primary source in your signal phrase:

Peterson discovered that...(as cited in Jones, 2005, p. 107).

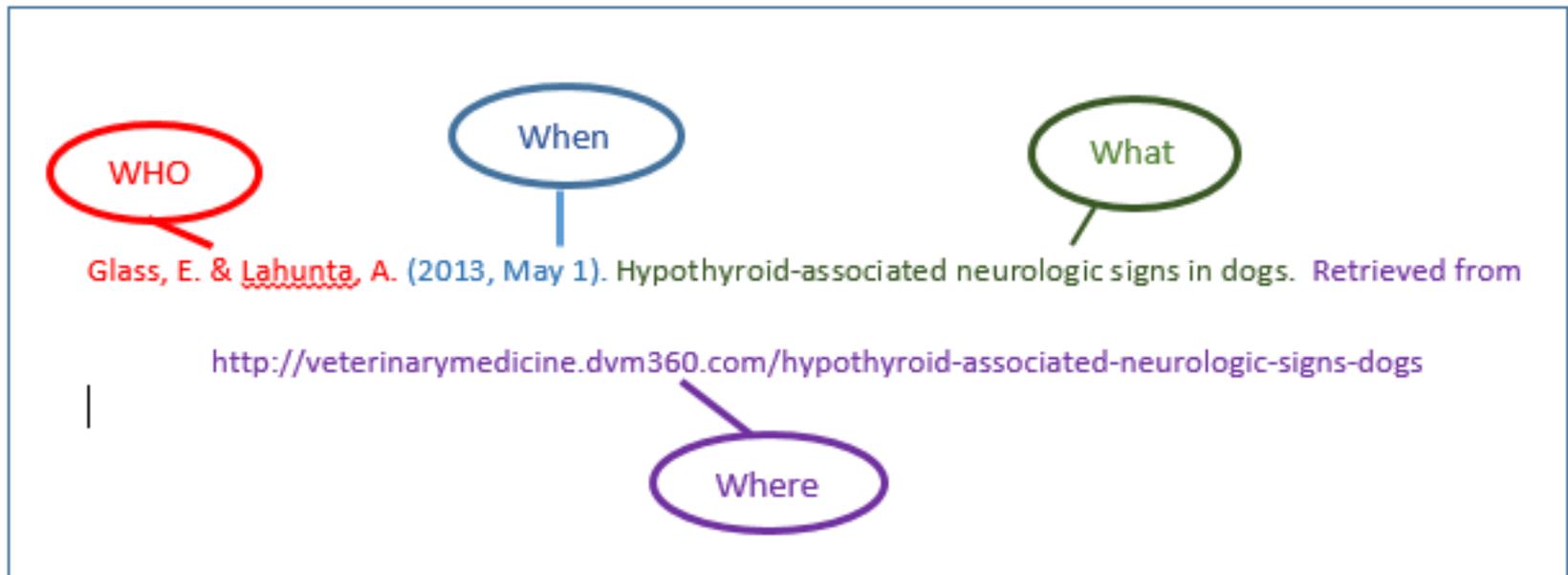
- In the **Reference list** you will list the source you read (the secondary source). This would be **Jones** for the above example and **Steiner** for the one below.
- **Today's culture loves to endorse the use of plastic toys for children. In their studies, Almon and Osmer, Pierce, and Poer and Hutton argued that children will play longer with toys made from natural materials (as cited in Steiner, 2010).**

How often to cite in a paragraph?

- When you summarize or paraphrase someone's work it can feel awkward to include a citation at the end of each sentence. However, an end-of-paragraph citation is not always enough.
- It is best to **introduce the source at the beginning of the paragraph and then refer back to it when needed** so the reader knows you are still referring to the same source.
- For more info and examples:
<http://rasmussen.libanswers.com/faq/32328>

Citing Sources: **References**

- Reference citations are used to give the reader all the information needed to locate the original source.



APA – **References Page Layout**

Center the title “**References**” at the top of the page.
Do NOT bold it (no quotation marks).

- **Double-space within and between** entries.
- Flush left the first line of the entry and indent subsequent lines 7 spaces (1/2 in.) (**hanging indent**)
- **Order entries alphabetically by the surname** of the first author of each work.

References Page – Example

References

(Example of an actual reference page)

Anxiety and Depression Society of America. (n.d.). Generalized Anxiety Disorder (GAD).

Retrieved from <http://www.adaa.org/understanding-anxiety/generalized-anxiety-disorder-gad>

Frey, R. & Odle, T., (2010). Defining Anxiety Disorders. In P. Hina & S. Hina (Eds.) *Anxiety Disorders*. Farmington Hills, MI: Greenhaven Press.

Gregory, A. M., Caspi, A., Moffitt, T. E., Koenen, K., & al, e. (2007). Juvenile mental health histories of adults with anxiety disorders. *The American Journal of Psychiatry*, 164(2), 301-8. Retrieved from <http://search.proquest.com/docview/220476558?accountid=37905>

Mayo Clinic Staff. (2011, Sept.8). Generalized anxiety disorder. Retrieved from <http://www.mayoclinic.org/diseases-conditions/generalized-anxiety-disorder/basics/definition/con-20024562>

National Institute of Mental Health. (n.d.). Anxiety Disorders. Retrieved from <http://www.nimh.nih.gov/health/topics/anxiety-disorders/index.shtml>

Wyborny, S. (2009). *Anxiety Disorders*. Farmington Hills, MI: Lucent.

References: Author Names

- Invert authors' names (last name first followed by initials) **Example: Smith, J.Q.**

Include the last name and initials for up to and including 7 authors. If there are more than 7 authors for a source, list the first 6 and then add an ellipses followed by the final author's name.

There should be no more than 7 names listed.

- **Miller, F. H., Choi, M. J., Angeli, L. L., Harland, A. A., Stamos, J. A., Thomas, S. T., . . . Rubin, L. H.** (2009). Web site usability for the blind and low-vision user. *Technical Communication*, 57, 323-335.

Reference List : Authors

- **No named author** – use a corporate or government author or the title of the work.

Merriam-Webster's collegiate dictionary (10th ed.).

(1993). Springfield, MA: Merriam-Webster.

- **Multiple articles by the same author** – list the oldest first.

Formatting References cont...

- **Capitalize** all major words in **journal titles**
- For book, article, and web page titles – **Capitalize** only the first letter of the 1st word of the title and subtitle, the 1st word after a colon or dash and proper nouns.
- **Italicize** titles of books and journals
- **No publication date** – use (n.d.)
- Only use retrieval dates if the source could change.

References: Articles from Print Sources

Here is an example of how to format an article found in a print journal:

Author, A. A., & Author, B. B., (Date of Publication). Article title. *Journal title*, issue, page numbers.

Jones, B. J., & Smith, G. L., (2016). Exploring lucid dreaming. *Journal of Abnormal Psychology*, 24, 245-251.

References: Articles with DOIs

DOI = Digital Object Identifier – unique number that identifies a specific article.

When a DOI is available, use this instead of an Internet address (URL).

There are **2 DOI styles**. You can use whichever one is available.

References – Articles – DOI styles

Articles with DOIs assigned (2 types):

(Normally double-spaced)

Roberts, J. (2015). Effective patient care: An annotated bibliography. *Journal of Neurology*, 35, 567-594. **doi:10.5543/02010360710521362**

OR

Martinez, A.P., & Woodward, S. (2012). Doctor-assisted suicide. *Journal of Patient Care*, 42(3), 322-329. **<http://doi.org/10.1016/jptcare.2012.05.00>**

References – Articles without DOIs

If an online article does not have a DOI available, include the internet address:

Brown, M. J. & Williams, C. B. (2014). Medically-supervised water fasting. *Journal of Complimentary and Alternative Medicine*, 15 (8). Retrieved from <http://www.cam.usf.edu/cam/medfast.html>

Tables & Figures

- **Only include when necessary.**
- Tables with 2 or fewer columns and rows should be included in the body of your paper. Otherwise place tables and figures after the References list and before any Appendices.
- **Tables** – numerical or textual information arranged in columns and rows.
- **Figures** – chart, graph, map, photograph, drawing, (anything non-textual).
- Numbering: (Table 1, Table 2, or Figure 1, Figure 2, etc.)
- Give each table and figure a title.
- Citing tables. In the text, refer to their number:
 - **As shown in Table 3, the results showed a significant increase in...**

In-text Citations – Tables

- Label tables with an Arabic numeral and provide a title. The label and title appear on separate lines above the table, flush-left and single-spaced.
- Cite a source in a note below the table.

- **Table 1**

Internet users in Europe

Country	Users
France	9 ml.

- Note: The data are adapted from “The European Union and Russia” (2007). Retrieved from <http://epp.eurostat.ec.europa.eu>

Using Images

- Many images are copyright protected and require permission to use.
- To find **free images** (public domain) use the Advanced Search feature in Google or another search engine. Select usage rights that are free to use or share or “**images in the public domain**”

In-text Citations - Figures

Include a figure number, title, legend and a caption. The legend explains the symbols used. The caption explains the figure. Include a citation for the source at the end.

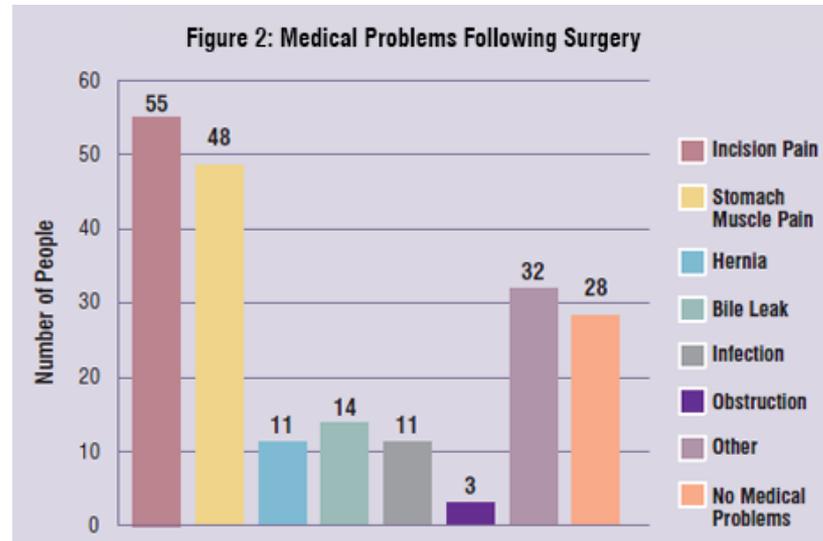


Figure 2. Medical problems following surgery. Adapted from “Recovery After Donation: A Longitudinal Analysis,” by M. Hood, E. Conlon, and G. Andrews, 2008. Journal of Internal Medicine, 100, p. 259.

Appendices

- For additional detailed information that would be too distracting for the main body of your paper.
- Examples: word lists, a questionnaire, a description of a piece of medical equipment
- Place after **References page** and also after **Tables** and **Figures** pages (if present).
- Labels: Appendix (one), Appendix A, B, C, etc.

Common Knowledge

- Does not need to be cited
- Can be tricky to figure out
- Check with your instructor to be certain
- For more information:

<https://www.scribbr.com/plagiarism/common-knowledge/>

Additional Resources

- *Publication Manual of the American Psychological Association*, 6th ed.
- APA's website: <http://www.apastyle.org>
- The Purdue OWL:
<http://owl.english.purdue.edu>
- **EWC Website** – Academic Resources – Research Tools – List of APA tools

Research Assistance

Deb Cogan, MLS

Campus Librarian

dcogan@myewcnm.org