APA 6TH EDITION WORKSHOP
Part 1: Formatting, Citing, & In-text Citations
LIS EOP Review
NOTEWORTHY:
A WORD OF WARNING!

The information in these slides is not intended as a substitute for the *Publication Manual of the American Psychological Association, 6th Edition*. Refer to it, as well as www.apastyle.org, as the definitive guide to the APA style.

For Capstone papers, remember that the Capstone Guide supersedes the APA guidelines for Capstone writing.

It is each student’s responsibility to learn the rules and guidelines appropriate to whatever project he or she is working on.
# Formatting: Headings

<table>
<thead>
<tr>
<th>Level 1</th>
<th>Centered, Boldface, Upper/Lowercase Heading</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 2</td>
<td>Flush Left, Boldface, Upper/Lowercase Heading</td>
</tr>
<tr>
<td>Level 3</td>
<td>Indented, boldface, lowercase paragraph heading ending with a period.</td>
</tr>
<tr>
<td>Level 4</td>
<td>Indented, boldface, italicized, lowercase paragraph heading ending with a period.</td>
</tr>
<tr>
<td>Level 5</td>
<td>Indented, italicized, lowercase paragraph heading ending with a period.</td>
</tr>
</tbody>
</table>

APA 6th Manual: pp. 62-63; Section 3.03
## Formatting: Font & Spacing

| **Typeface** | Use uniform typeface and font size.  
|             | Preferred: Times New Roman, 12 pt.; Arial may be used in figures.  
|             | Do not compress or decrease spacing between letters. |
| **Spacing** | Double space between all lines.  
|             | Double space every line in title, heading, quotations, references, and figure captions.  
|             | Only use single or 1.5 spacing in tables or figures. |

APA 6th Manual: pp. 228-229; Section 8.03
## Formatting: Margins & Paragraphs

<table>
<thead>
<tr>
<th>Margins</th>
<th>Use uniform margins of 1 inch on top, bottom, right, and left.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paragraphs</td>
<td>Indent first line of every paragraph.</td>
</tr>
<tr>
<td></td>
<td>Indentions should be uniform and .5 inch lengths.</td>
</tr>
<tr>
<td></td>
<td>No indentation for the first line of abstracts, block quotations,</td>
</tr>
<tr>
<td></td>
<td>titles/headings, table titles, notes, or captions.</td>
</tr>
</tbody>
</table>

APA 6th Manual: p. 229; Section 8.03
### Formatting: Page Numbers & Running Headers

| **Page Numbers** | Number pages consecutively beginning with title page.  
|                 | Place page number in upper right corner. |
| **Running Headers** | Use a running head of the title of the paper – uppercase, flush left.  
|                   | Do not include your name in the running head. For an example of what a running head should look like, see Figure 2.1 on p. 41 of the manual. |

APA 6th Manual: p. 101; Section 4.15  
APA 6th Manual: p. 229; Section 8.03
GRAMMAR/SYNTAX: VERBS

- Prefer active voice over passive voice (they discovered – not – was discovered by them).
- Use past tense to express an action that happened in the past and is over: when discussing another’s work, i.e. Smith found…
- Use present perfect to represent an occurrence that took place over a long period or began in the past and continues into the future, i.e. They have studied for decades…
- Avoid would.

APA 6th Manual: pp. 77-78; Section 3.18
GRAMMAR/SYNTAX: PRONOUNS

- Use *their*, not *them*, before a present participle used as a noun (verb ending in –ing): *In effect, their refusing to...* Not, *...them refusing...*

- Were, not was: *If he were to examine...* Not, *If he was to examine...*

- Use *who* with persons; use *that* or *which* with things: *writers who...* and *results that...*

- Use *that* when the information that follows is essential to the meaning (no commas). Use *which* when the information that follows is additional (use commas). *The efforts, which were never intended for public knowledge, failed. The efforts that were never meant for public knowledge spurred more debate than those openly published.*

- Try to avoid gender-identifying pronouns

APA 6th Manual: pp. 73-83; Sections 3.17, 3.22, and 3.20
CITING: MISCELLANEOUS

- Spaces: one space after (1) commas, colons, semicolons (2) periods separating parts of a reference citation (3) periods of the initials in personal names, i.e. J. R. R. Tolkien.

- Do not use periods: (1) with state abbreviations, i.e. TX (2) in capital letter abbreviations, i.e. APA (3) after web addresses in text or in reference lists. Rephrase if necessary in order to avoid ending a sentence with an URL (4) metric and nonmetric measurements, i.e. cd, cm, ft, min, lb, hr – exception: use a period after in. when it represents inch.

- Use a comma: (1) before the conjunction in a series, i.e. cities, towns, and villages (2) to set off the year from the rest of the sentence, i.e. June 6, 1992, serves as the starting date...

APA 6th Manual: pp. 87-89; Sections 4.01-4.03
Cite the source of any information that influenced your writing, including:

- Ideas, Theories, Research
- Narratives, Images, Captions
- Tables, Graphs, Footnotes
CITING: AVOID CHARGES OF PLAGIARISM!

Credit the sources you

- Paraphrase,
- Quote Directly,
- Represent as Influencing your Ideas

APA 6th Manual: pp. 169-171; Section 6.01-6.04
CITING: QUOTES

Reproduce verbatim the words of others, including:
- Research Findings
- Personal Opinion
- Tests
- Instructions
- Captions, etc.

in

- Print & Electronic Resources

APA 6th Manual: pp. 170-172; Section 6.01-6.05
Mid-Sentence:
It certainly comes as no surprise that “the entire telecommunications landscape has begun to change” (Gay, 1996, p. 9) as several companies vie for dominance.

End of the Sentence:
It certainly comes as no surprise that “the entire telecommunications landscape has begun to change” (Gay, 1996, p. 9).

Note: Include page numbers in parentheses after direct quotations.
Gay’s view of the facts is simpler:

No investment, no increase in services, no new implementation of infrastructure will proceed if bigger profits are not realized. Who will pay the projected $500 billion needed to connect every residence in the United States?

The details are being worked out right now between the telecommunications giants, the White House, and congressional staffers, but the short answer is the consumer. (1996, p. 9)

Note: Position of period & lack of “quotes.”

APA 6th Manual: p. 171; Section 6.03
Include page or paragraph number:

(Gay, 1996, pp. 71-73)

Document with paragraph numbers:

(Gay, 1996, para. 1)

If there are no page or paragraph numbers, cite headings (may be shortened in quotes) and number of paragraphs following the heading:

(Gay, 1996, “Empirical studies,” para. 3)

Note: Including page/para numbers is encouraged, not required. Note: Insert citation at the end of the paraphrased section, even if mid-sentence.
CITING: CITING ACCURATELY

Insert a citation in-text at the end of any section paraphrased. Do not apply a citation that insinuates your own words are part of the source. In effect, in-text citations separate the source’s information from your own original thought.

For example, if one paragraph consists of both information paraphrased from only one source and your original thought, you cannot apply only one citation at the end of the paragraph. This implies that your original ideas are part of the source.

APA 6th Manual: pp. 41-59; Section 4.12
APA 6th Manual: pp. 170-171; Section 6.03
APA 6th Manual: pp.174-179; Section 6.11-6.21
Example:

This sentence is original thought. *This sentence consists of information paraphrased from one source. This sentence continues the information from the same source. So does this sentence (cite source here). This sentence is original thought. So is this sentence. *This sentence consists of paraphrased information from the same source as above. So does this sentence (cite same source here). This sentence contains “a direct quote from the same source” (cite source here).

Note: Mentioning the author’s name when beginning each paraphrase helps avoid confusion – insertion locations indicated by * above.
Where to Place the Citations:
Rule of thumb: Place the parenthetical citation where the thoughts/opinions of the author end, whether at the end of the sentence or in the middle.

To illustrate:
These are your ideas. So are these. Here you refer to an author’s work (citation) and then continue with your own thoughts. Here you refer to the work of another author at the end of a sentence (citation). Here are your thoughts.
IN-TEXT CITATIONS: LOCATION

Where to Place the Citations – Specifics:

1. When you state the author’s name in the narrative of the sentence, place the publication year in parentheses immediately after the name. Example: Jolly and Samuels (2009) had similar results.

2. When you state both the publication year and the author’s name in the narrative of the sentence, no parentheses is necessary (unless it is a direct quote, which you then put the page numbers in parentheses). Example: In their 2009 article, Jolly and Samuels stated “this and that” (p. 156).

3. If you do not refer directly to the author or year in the narrative of the sentence, then place both inside the parentheses. Example: There are documented statistics (Jolly & Samuels, 2009) supporting the premise that...

APA 6th Manual: pp. 41-59; Section 6.12
APA 6th Manual: pp.174-179; Section 6.11-6.21
One Work by One Author:

Findings by Smith (2000) reflected...

In this way, his work supported these findings (Smith, 2000).

In his 2000 article, Smith stated...
One Work by Two Authors:

Smith and Jones (2000) reported...

Such findings contradict their earlier reports (Smith & Jones, 2000).

In their 2000 article, Smith and Jones stated...
One Work by Three – Five Authors:

First citation in text:
Smith, Jones, James, Howard, and Grubbs (2002) stated...
(Smith, Jones, James, Howard, & Grubbs, 2002)

Subsequent citations:
Smith et al. (2002) proposed...
(Smith et al., 2002)

Note: only one period in “et al.”
IN-TEXT CITATIONS: MULTIPLE AUTHORS

One Work by Six or More Authors:

Use first author + et al. throughout:

According to Smith et al. (2002)...

These results (Smith et al., 2002) show...
A “Group” as Author:

Names of corporations, associations, government agencies, etc. are usually spelled out each time they are cited in-text. If the name is cumbersome and the abbreviation readily recognized, subsequent citations may include only the abbreviation.

American Psychological Association (APA) supports.... Additionally, the APA also supports...
Works with no Identified Author:

Substitute the title (in “quotes” for articles, in *italics* for books) in the author’s position:

(“Field Studies,” 1999)

The report *Across Generations* (1993) states...

(Anonymous, 1999)

Note: Anonymous may only be used if “Anonymous” is actually listed as the author in the work itself.
How do You Cite a Source from within a Source?

Always cite the item you have in hand!

The letters from Alcott (as cited in Mercer, 2001, pp. 2-4) indicate...

Note: This indicates that you read Mercer, not Alcott.
If You Refer Generally to a Website:

Cite the URL parenthetically, but do not include in the reference list.

**Google Scholar is another good source of scholarly articles (http://scholar.google.com).**

Note: Remember to remove hyperlinks – right-click and select “Remove hyperlink.”
Personal Communications:

Cite information gleaned from “unpublished” sources. Examples:
Face-to-face lectures or speeches, private letters, memos, emails, personal interviews, telephone conversations, etc.

K. T. Jones (personal communication, April 14, 2009)
(K. T. Jones, personal communication, April 14, 2009)

Note: Personal communications are not listed in the reference list!
Parentheses within Parentheses:

When a citation appears with text already enclosed in parentheses, use commas, not brackets or parentheses, to set off the date.

For original report titled “American Airlines Annual Report (2001):”

*(see Schedule B of American Airlines Annual Report, 2001, for details)*

**Do not use:** (...Annual Report [2001]...) or (...Annual Report (2001)...)

APA 6th Manual: p. 179; Section 6.21
NOTEWORTHY: TRUSTWORTHY SOURCES

- Visit www.apastyle.org for more information and FAQs
- http://owl.english.purdue.edu
For Reference:
940-565-3245
or
877-872-0264

Email:  https://www.library.unt.edu/forms/ask-us/