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.

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

For your LIS EOP exam, be sure to thoroughly read over the LIS EOP guidelines for formatting instructions.
## 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.  |
**Grammar/Syntax: Verbs**

- Prefer active voice over passive voice
- **Active voice**
  - Generally speaking, active voice is much preferred over passive.
  - In the active voice, the subject is performing the action.
  - For example, *Mary wrote the paper on Saturday.*
  - Look at the UNT Writing Lab and the Purdue OWL links at the end of this presentation for some active verbs!
- **Passive voice**
  - In the passive voice, the subject is acted upon.
  - For example, *The paper was written by Mary on Saturday.*
  - Sometimes indicators of passive voice can include variations of “be” verbs (am, is, was, were, are, and been), but not every sentence with a “be” verb is passive.
  - Another indicator is the word “by”.

APA 6th Manual: pp. 77-78; Section 3.18
CITING: AVOID CHARGES OF PLAGIARISM!

Credit the sources you

- Paraphrase,
- Quote Directly (which means reproducing verbatim the words of others),
- Represent as Influencing your Ideas

APA 6th Manual: pp. 169-172; Sections 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.”
CITING: PARAPHRASING

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.

APA 6th Manual: pp. 171-172; Section 6.04-6.05
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.
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.
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...
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...
IN-TEXT CITATIONS: MULTIPLE AUTHORS

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...
IN-TEXT CITATIONS: MISCELLANEOUS AUTHORS

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.*

APA 6th Manual: pp. 176-177; Section 6.15
IN-TEXT CITATIONS: SECONDARY SOURCES

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.
IN-TEXT CITATIONS: MISCELLANEOUS

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!

APA 6th Manual: p. 179; Section 6.20
The reference list appears at the end of the paper. This is a “works cited” list, not a “works consulted” list!

- If a work is significant enough in your research preparation, it should probably be paraphrased at least somewhere in the paper too.

**General rule-of-thumb:** every unique in-text citation should have a matching full entry in the reference list!

- (Personal communications are the exception.)

Likewise, every reference item should be cited or paraphrased at least once in the paper.

APA 6th Manual: p. 174; Section 6.11
APA 6th Manual: pp. 180-183; Sections 6.22-6.26
REFERENCES:
PRELIMINARIES

- Alphabetize the reference list, according to the first significant element in the reference (name or title).
- The reference list is double-spaced.
- See page 180 for acceptable abbreviations, such as ed. = edition, Rev. ed. = Revised edition, etc.
- Use a hanging indent format:

Example:


APA 6th Manual: p. 37; Section 2.11
APA 6th Manual: pp. 180-183; Section 6.22 and 6.25
APA 6th references usually follow a basic format and contain basic elements:

Creator(s), date, title(s), and publication information.

Books:

Periodicals:

These formats are somewhat flexible however, to match the needs of particular types of referenced works.
REFERENCE COMPONENTS: CREATORS

- List up to seven authors: Abbot, A. A., Barnes, B. B., & Cruz, C.C.
- For eight or more authors, list first six, ellipses, and last: Abbot, A. A., Barnes, B. B., Cruz, C. C., Dunn, D. D., Elgin, E. E., Field, F. F., … Jay, J. J.
- For authors with identical names/initials, insert first name as well: Keller, K. [Kate], Keller K. [Karl].
- For authors with hyphenated first names, include hyphen in initials: Olsen, M.-K.
- Use full name for group/corporate authors: American Psychological Association.
For an edited work, use the editor’s name and add (Ed.): Phillips, J. D. (Ed.).

For multiple editors, use (Eds.): Phillips, J. D. & Jones, P. J. (Eds.).

When citing an editor to an authored chapter, do not invert the editor’s name: Author, A. A. (date). Chapter title. In E. E. Editor (Ed.), Book title etc.

For a large board of editors, list just the first + et al.: In W. T. Jones et al. (Eds.).

When there is no author or editor, shift the title into the author’s position in the reference.

“Anonymous” is only used when the work itself actually uses it for the author.
REFERENCE COMPONENTS: DATES

- Most books/periodicals use just the year: (2011).
- For magazines, newsletters, newspapers, use exact date given: (2011, Spring); (2009, May/June); (2010, April 2).
- Use meeting date for meeting papers/posters.
- Use **in press** for papers accepted for publication.
- Use *circum* + brackets for old, uncertain dates: [ca. 1775]. (means “around 1775”)
- If there is no publication date, use: *(n.d.)*.
REFERENCE COMPONENTS: TITLES

○ Article/chapter titles – sentence capitalization, non-italic: The long view: Seeking the future.


○ Book titles – sentence capitalization, italic: *The organization of information*.
  • Place edition, volume, etc., info in parentheses following the title: (Rev. ed.).

○ Insert non-routine information in brackets: [Special issue]; [Abstract]
Standard Print Book:

Book Chapter in an Edited Book:

Electronic Books:

Some books have DOI’s now too, so look for and include those if present:

APA 6th Manual: pp. 202-206; Section 7.02
APA 6th Manual: pp. 203; Sections 7.02.19 and 7.02.20
REFERENCE COMPONENTS: PERIODICAL PUBLICATION INFO

- Include italicized volume number and/or non-italicized, parenthetical issue number after title.
- Follow volume/issue numbers with the article’s range of page numbers.
  - Do not use p. or pp. (except for newspapers) in the reference list.

*Library Journal, 12(3), 56-72.*
- No further publication info is needed for print periodicals.
Follow page numbers with the article’s DOI number: doi:10xxxxxxx

If there is no DOI, give URL after paper numbers: Retrieved from www.xxxx.xxx
  • Give the homepage of the journal (or its publisher)!

Do not:
  • Include database information (EBSCOhost, etc.)
  • Include retrieval dates (unless source is subject to change, such as a wiki)
  • Insert a hyphen when breaking a URL to the next line – just break before punctuation
  • Keep hyperlinks in Word docs – be sure to remove the hyperlink
REFERENCE EXAMPLES:
PERIODICALS

Standard Journal Reference:

With 7+ authors:

APA 6th Manual: p. 198; Section 7.01.1 and 7.01.2
Newspaper:

Abstract:

Note: Further rules for variations of newspaper and abstract citing can be found in the manual, pp. 200-202.
DOI’s: EXAMPLES

If you can’t find the DOI on the item or in the record, always check www.crossref.org!

Click on “FOR RESEARCHERS” to access a drop-down menu, then click “free DOI name lookup.”

http://www.crossref.org
If you can’t find the DOI on the item or in the record, **always check www.crossref.org**!

Scroll down to the “Search on article title” section and enter your article’s author and title.
DOI’s: EXAMPLES

If you can’t find the DOI on the item or in the record, always check www.crossref.org!

Enter your author and title, and if that article has a DOI, it will be displayed. Double-check that the right reference came up, however. If there is no DOI, crossref may find a similar title instead.

http://www.crossref.org
Read out loud to yourself (or someone else!) from a printed copy.

Write on it! Don’t be afraid to circle, cross out, and indicate what needs to be moved.

Ask yourself, does it make sense?

Does it cover every part of the question?

Take a break between writing the paper and editing it.

Make your own rubric—make sure you can identify which part of the question each paragraph answers.
**ADDITIONAL (AND TRUSTWORTHY!) SOURCES**

  - Focus on Chapters 3 & 4, Writing Clearly & Concisely and The Mechanics of Style, respectively.

- **www.apastyle.org**
  - The FAQ section has some additional information on references that may not be in the manual:

- **Purdue Online Writing Lab**
  - [http://owl.english.purdue.edu](http://owl.english.purdue.edu)
  - Explore the site and thoroughly read their pages on *Paraphrasing* and *Active vs. Passive voice*
ADDITIONAL (AND TRUSTWORTHY!) SOURCES

- **UNT’s Writing Lab resources:****
  http://www.unt.edu/writinglab/writingresources.htm
  - Pay special attention to the **Active Verb** and **Active Voice** and **Passive Voice** links on this page!

- **Duke University’s handout on comma usage:**

- **Texas A&M Writing Center:**
  http://writingcenter.tamu.edu/
  - Take advantage of their resources for students, particularly Planning and Drafting
    (http://writingcenter.tamu.edu/c/how-to/planning-drafting/)
WILLIS LIBRARY: CONTACT INFORMATION

For Reference:
940-565-3245
or
877-872-0264

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