WHAT IS APA?

The Publication Manual of the American Psychological Association, or APA, currently the 6th edition, is a standardized set of rules that governs the documentation of sources in a research paper.

APA requires that there be parenthetical citations in-text and full citations in a list of references, (MLA’s bibliography). For every citation in-text, there should be a matching bibliographic entry.
WHY DO WE USE APA?

- We use APA because we have to!

- APA is one of the standards for documenting sources for research papers in many college and university departments, as well as the most commonly used citation style for the social sciences.

- Check to be sure you know what is required for your program.
This presentation is designed to help you properly structure your paper. Things to consider when writing APA style papers are:

- Write clearly and concisely and avoid slang.
- Check your grammar! Use active voice, not passive.
- Reduce biased language.
- Use APA editing techniques before you turn in your paper.
- Always use trustworthy sources for questions relating to APA formatting.
APA PART 1: FORMATTING, CITING AND IN-TEXT CITATIONS

- Formatting in APA
  - Headings:
    - Level 1: Centered, Boldface, Upper/Lowercase Heading
    - Level 2: Flush Left, Boldface, Upper/Lowercase Heading
    - More information available for Levels 3-5.
  - Font and Spacing:
    - Typeface should be uniformly 12 point Times New Roman.
    - Text should be double spaced.
  - Margins and Paragraphs:
    - Uniform 1 inch margins for top, bottom, right and left.
    - Indent first line of each paragraph at .5 inch length.
  - Page numbers and Running Headers
    - Number pages consecutively in upper right hand corner.
    - Use running head for title page in uppercase flush left.
EXAMPLES OF FORMATTING

- Headings: 1, 2, 3
  - Centered, Boldface
  - Flush Left, Boldface
  - Indented, boldface, lowercase

- Font and Spacing:
  - 12 pt. Times New Roman
  - Double spaced.

- Margins: 1” all sides

- Page numbers and Running headers
  - Running Head: SHORT VERSION OF YOUR TITLE
  - Use your built-in Microsoft, Mac, etc. tools
    - Insert, header & footer

- Indent: ½ inch at beginning of paragraph
  - So it looks like this.
Test of Examples of Formatting

- Headings: 1, 2, 3
  - Level 1:
  - Level 2:
  - Level 3:
- Font, style and spacing:
- Margins:
- Page numbers and Running headers
- Indent:
APA PART 1: CITING OTHERS’ THOUGHTS, IDEAS, AND WORDS

- Citing with APA
  - Quote directly from the source you used.
  - Citing is different for passages of fewer and greater than 40 words
  - Paraphrasing allows you to incorporate others work without plagiarizing.
  - In-text Citations should include page/paragraph number if available.
  - There are rules for Multiple Authors, (1-2, 3-5, 6 or more, groups, and no author)
  - When citing Secondary Sources, always cite the item you used.
  - How to cite other sources, (websites and personal communications).
APA Part 2
The Reference List
And
Reference List Examples

1. The Reference List
   • Preliminaries:
     o Alphabetize entries and double space text
   • Authors and creators:
     o Be aware of the different rules for:
       o 1-7 authors
       o 8 or more authors
       o Authors with identical names or initials
       o Hyphenated first names
       o Group or Corporate names
   • Dates:
     o Books and Periodicals use only the year.
     o Magazines, Newsletters and Newspapers use the exact date given.
     o Publications with no date listed use “n.d.”
APA Part 2: Reference List & Examples

- The Reference List continued
  - Title:
    - Article or Chapter: Capitalize first letter of title and first letter after a colon, leave non-italicized.
    - Periodical: Capitalize first letter of each word and italicize.
    - Book Title: Capitalize first letter of title and italicize.
  - Publication Information:
    - Double check publication information, it is different for every resource.
  - DOIs:
    - If the publication has a Digital Object Identification number, you must use it in your Reference.
APA 6th Checklist for Papers

1. Check preferred citation style in course syllabus, course preference
   superseded APA 6th format and citation standards.

2. Check Page Layout/Margins. Use 1” margins on top, bottom, and both sides.

3. Use Times New Roman 12 pt. font throughout the paper.

4. Double space between each line, using Word’s Paragraph Line Spacing.

5. Running head is in ALL CAPITAL LETTERS and pages are numbered.

6. Each paragraph is indented using the Tab key.

7. All of information, unless it is common knowledge has been cited (Information
   from class is probably not common knowledge, and a source should be
   cited if it is used in the paper.)

8. Others’ information when quoted it directly and when paraphrased has been appropriately cited.

9. Format of each in-text citations was checked against APA 6th Manual.

10. Writing style is formal, using no contractions or slang expressions.

11. References is a separate page, and is titled References, not “Works Cited”.

12. References are in alphabetical order by the first word of each reference

13. Format of each reference entry was checked against APA 6th Manual.

14. Each reference entry has a hanging indent formatted using the Tab key.

15. Cross-check the citations and reference entries. Each reference entry
    in-text citation and each in-text citation corresponds to a reference entry.

APA 6th Manual: p. 228; Section 8.03

Angeli, E., Wagner, J., Lawrick, E., Moore, K., Anderson, M., Soderlund, L., & Britzer, A.

Capitilization: APA 6th Manual: p. 101; Section 4.15

Pages: APA 6th Manual: p. 228; Section 8.03

APA 6th Manual: pp. 169-172; Sections 6.01-6.05

APA 6th Manual: pp. 170-171; Section 6.03
APA CHECKLISTS FOR PAPERS

- The APA Manual suggests editing techniques to help students check their papers prior to turning them in. Checklists 1 and 2 are a two step process that can be checked against the paper to help ensure APA accuracy.

  - Checklist 1 (without citations) was created to help students ask some basic questions about their paper to focus on common formatting errors.

  - Checklist 2 (with citations) is meant for students to use after Checklist 1 and after having identified possible formatting problems. Checklist 2 provides citations to help find more information on areas that may need improvement.
USE BASIC CHECKLIST TO CATCH COMMON ERRORS

- Your paper
- Grade it!

APA 6th Checklist for Papers

1. Check preferred citation style in course syllabus, course preference for American Psychological Association 6th edition format and citation standards.
2. Check Page Layout: Margins. Use 1" margins on top, bottom and both sides.
3. Use Times New Roman 12 pt. font throughout the paper.
4. Double space between each line, using Word’s Paragraph / Line Spacing.
5. Running head is in ALL CAPITAL LETTERS and pages are numbered.
6. Each paragraph is indented using the Tab key.
7. All of information, unless it is common knowledge has been cited (Information that is probably not common knowledge, and a source should be cited if it is used in the paper).
8. Others’ information when quoted directly and when paraphrased has been appropriately cited.
9. Format of each in-text citations was checked against APA 6th standards.
10. Writing style is formal, using no contractions or slang expressions.
11. References is in separate page, and is titled References, not References, References, etc.
12. References are in alphabetical order by the first word of each source.
13. Format of each reference entry was checked against APA 6th standards.
14. Each reference entry has a hanging indent formatted using Word’s hanging indent function.
15. Cross-check the citations and reference entries. Each reference entry has at least one in-text citation and each in-text citation corresponds to a reference entry.
CHECK YOUR ERRORS IN THE MANUAL TO CORRECT APA MISTAKES

- Graded
- Look up rules

APA 6th Checklist for Papers

1. Check preferred citation style in course syllabus, course preference:
   superseded APA 6th format and citation standards.
2. Check page layout. Margins: Use 1” margins on top, bottom, and both sides.
   APA 6th manual: p. 238, Section 8.03
3. Use Times New Roman 12 pt font throughout the paper.
   APA 6th Manual: p. 238, Section 8.03
4. Double space between each line, using Word’s Paragraph Line Spacing.
   APA 6th Manual: p. 238, Section 8.03
5. Running head is in ALL CAPITAL LETTERS and pages are numbered.

Angela E. Wagner, J. Lavick P. Moore K. Andersson M. Sadleir J. R. Briner, A.
citation/615/15/


Pages: APA 6th Manual: p. 238, Section 8.03

Each paragraph is indented using the Tab key:

APA 6th Manual: p. 238, Section 8.03

All of information, unless it is common knowledge, has been cited (information
from class is probably not common knowledge, and a source should be
listed if it is used in the paper.)

APA 6th Manual: pp. 166-172, Sections 6.01-6.05

Others’ information when quoted in directly and when paraphrased
has been appropriately cited.

APA 6th Manual: p. 170-171, Section 6.03
The Overview Workshop is a mix of Part 1 and Part 2 and gives the basic information in an abbreviated form, all are part of the UNT Library workshops on APA.

For more in-depth information, see the archived workshop presentations in the
- **UNT Library LibGuide on APA**
  - http://guides.library.unt.edu/content.php?pid=310554&sid=2702779
- Part 1, Part 2, Writing Style, and now APA 101.


**Purdue OWL** [http://owl.english.purdue.edu](http://owl.english.purdue.edu)
- Formatting
- Grammar and Syntax
- Citing
- Reference List
- Editing Techniques
- Additional trustworthy sites
Sample APA Annotation


In this book of nonfiction based on the journalist’s experiential research, Ehrenreich attempts to ascertain whether it is currently possible for an individual to live on a minimum-wage in America. Taking jobs as a waitress, a maid in a cleaning service, and a Wal-Mart sales employee, the author summarizes and reflects on her work, her relationships with fellow workers, and her financial struggles in each situation.

An experienced journalist, Ehrenreich is aware of the limitations of her experiment and the ethical implications of her experiential research tactics and reflects on these issues in the text. The author is forthcoming about her methods and supplements her experiences with scholarly research on her places of employment, the economy, and the rising cost of living in America. Ehrenreich’s project is timely, descriptive, and well-researched.

The annotation above both summarizes and assesses the book in the citation. The first paragraph provides a brief summary of the author’s project in the book, covering the main points of the work. The second paragraph points out the project’s strengths and evaluates its methods and presentation. This particular annotation does not reflect on the source’s potential importance or usefulness for this person’s own research.

For information on formatting APA citations, see our APA Formatting and Style Guide.
OWL at Purdue, Online Writing Lab instructions on annotated reference lists

- APA guidelines for *annotated reference list*

- Annotated Bibliographies in APA
  - [http://owl.english.purdue.edu/owl/resource/614/01/](http://owl.english.purdue.edu/owl/resource/614/01/)
  - Definition
  - How to write
  - Format

- General APA Format
  - General APA guidelines
  - Major paper sections
  - Abstract
  - How to cite
  - [http://owl.english.purdue.edu/owl/resource/560/01/](http://owl.english.purdue.edu/owl/resource/560/01/)
Annotated Bibliographies should be called: Annotated List of References!

are a List of References where each entry is accompanied by a description of the source.

Annotations include:

- **Summary**: What are the main arguments, topics covered? What is the point of this resource?
- **Assessment**: How would you evaluate the source? Is it useful? How does it compare with other sources in the bibliography? What is your critique or your opinion?
- **Reflections**: How does this source fit into the rest of the research for your paper? Why is it necessary?
Do the resources work together to support the original topic?

Have two or more sources with differing viewpoints been used?

Are there grammar or spelling problems?

Was the content well described?

Does the evaluation of encompass the depth of the content?

Is it clear why resources were selected?

Does the Annotated List of References adhere to APA formatting standards?
You are writing an Annotated List of References to learn about your topic.

Annotated List of References should:
- Summarize
- Assess
- And Reflect on the articles you select for your topic.

Literature Reviews are intended to show a deeper understanding of your topic.

Literature Reviews should:
- Show your familiarity with your topic and the literature available on that topic.
- Be a synthesis of sources you collected for your annotated list of references.
The Review of Literature
What is it?

- The literature review should be a summary of what scientific literature says about your specific topic.
- As a scholarly work, the review of literature should discuss your topic based on analysis and synthesis of the sources you selected.
- It is not a simple description; it should show a critical evaluation of your topic with opposing viewpoints.
- The paper should include:
  - Title page with abstract
  - Introduction
  - List of references
YOUR REVIEW OF LITERATURE

- Does the abstract summarize key points of the paper?
- Are there grammar or spelling problems?
- Does the introduction clearly explain the focus of the review?
- Is the analysis and synthesis of the literature cited of a high quality?
- Do the final perspective and conclusion clearly indicate the state of literature on the topic?
- Are there any APA format errors?
- Were contrasting sources present for both sides of the issue?
Are you a student? 
If so, what is specified in the assignment, rubric or course syllabus determines the grade.

**Want an A?**

**Follow the instructions!**

If the *syllabus* specifies use APA, Times New Roman 10.

**What do you do?**

**Clarify instructions with faculty.**
ADDITIONAL (AND TRUSTWORTHY!) SOURCES

 UNT’s Writing Lab
http://www.unt.edu/writinglab/writingresources.htm
  • The web resources are great and be sure to check out their digital tutoring!

  • 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:
    http://apastyle.org/learn/faq/index.aspx

 Purdue Online Writing Lab
http://owl.english.purdue.edu
  • Explore the site! It is a great quick resource for APA.
Willis Library
Research & Instructional Services
Contact Information:

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

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