APA?

- APA - American Psychological Association originated in 1929
  - “Group of psychologist, anthropologist, and business managers convened and sough to establish a simple set of procedures, or style rules, that would codify...components of scientific writing...increase the ease of reading comprehension” (APAstyle.org)₁

- Used by writers in the social and behavioral sciences

- Helps with all phases of Writing

- “From ethics of authorship to the word choice that best reduces bias in language” (APAstyle.org)₂
Why APA?

- Helps writers to scan articles for key points and findings
- Encourages full disclosure of essential information
  - Which helps to validate research
- Express the key elements of quantitative results
- Gets writers to report critical details of research
- Describes individuals with accuracy and respect
Rules for Writing Elements

- Headings, tone and length
- Punctuation and abbreviations
- Presentation of numbers and statistics
- Construction of tables and figures
- Citation of references
- Etc....
How does it work?

Most common questions about apply APA to my writing.

For more detail information please visit the sites listed at the end of this presentation.
Basics of APA Style Tutorial

Click the Picture to go to the Tutorial
Basics of Formatting

- Typed double-spaced standard size paper (8.5” x 11”) with 1” margins on all sides

- Normal 12pt size font
  - Times New Roman is the recommended but a similar style font or the default one will work

- Page header/Running head top of every page
  - Cannot exceed 50 characters including spacing and punctuation
  - Instructions for completing a Running head will be explained later in the presentation
Please Note APA Paper Guidelines

- Keeping APA guidelines in mind, remember that instructors also set paper guidelines and structures.

- Most instructors will follow either APA or MLA setting, please follow your instructors’ their instructions and guidelines.

- Remember not all instructors will make it a requirement that you include a title page or abstract.
  - If you are in doubt always ask and remember to follow your instructors’ instructions for writing and submitting assignments.
  - Instructors may also require that you include a table of contents
    - APA does not guidelines for Tables of Contents
    - Ask your instructor of structure and where it should be located within your paper
Sections to an APA Paper

- Title Page
- Abstract
- Main Body
- References
  - Appendixes/Charts and other additional noted materials come after your references
    - They should always include a label: Appendix A, B, C... and a title
    - Depending on your paper and your professor’s instructions you may not need to include appendixes
Title Page

- Include
  - Running head
  - Title of the paper
  - Author’s name
  - Institutional affiliation (Texas Tech University)
How to do a Running head

- Running head Instructions for using Word
  - Open up the Header in Word
  - Select the BLANK template from the Header list
  - Header/Footer Tools opens up at the top, which display different options for creating your Header
  - **Check the book next to: DIFFERENT FIRST PAGE**
    - In order to create the Running head correctly make sure you check this box

- The Title Page Running Head should look like this at the top of the page:
  - **Running head: TITLE OF PAPER**
  - Remember no more than 50 characters including spaces and punctuation

- The next slide has an example of a title page with a running head
Abstract


Keywords: lorem ipsum, nulla vitae
Rest of the Document Header

- Notice that the Header on the 2nd page looks different from the Title Page
- If you do not select: **Different First Page** you will not be able to put a different Header on the rest of your paper
- When you go to your 2nd page type in the Title of Paper (in all caps) in the Header field
  - This new Header will be the heading for the rest of your document
Abstract

- Abstract is centered on the first line of the paper
  - Do not bold, italics, underline, or implement any other formatting
- Begin the Abstract on the next line
  - Do not indent
- What is an Abstract?
  - Summer of key points of your paper
  - Should be between 150-250 words
  - A list of keywords may be included at the end of your abstract
    - Indent on a new line and italicize Keywords: list of words
    - Your list of words should not be italicize
- Please remember not all papers will need to include an Abstract
- Please follow your instructor’s directions
- If one is include the above instructions should be followed to write an APA Abstract
Main Body = Paper

- On the next page after the Abstract you will begin your paper
- Type the title of your paper in the center and do not bold or apply any other formatting to it
- If you have divided your paper up into sections:
  - Level 1 Heading: Bolded and Centered
  - Level 2 Heading: Flush with the left margin and bolded
  - Level 3 Heading: Indent as if starting a new paragraph, bold the heading, put a period at the end of the heading and the text should follow immediately after
- Note: If more than 3 levels are needed refer to the APA 6th 2nd edition manual for further instructions
- Not all papers will need headings
- Follow your professor’s instructions for writing your assignment
References

- Always start references on a new page
- Type the title “References” in the center unbolded
- Alphabetize the entries
- Double-space all entries
- Every reference mentioned in your paper should have an entry on your Reference page
- Remember to do a hanging indent (second line indented) with each entry
- If you include web address in your references remove the hyperlink
  - Hyperlinks should not be active for references
- Only the first word of a title will be capitalized [Example: Meeting the program.]
- More detailed information on how to create your references
  - Visit the APA Style Manual (6th 2nd Edition)
  - Writing Resource sites provided at the end of presentation
  - Click Here to see the Section on Reference Examples within the presentation
  - Or go Ahead to All About Citations
All About Citations

Understanding the Basics
When do I cite?

- Referring to an Idea
- Direct quotes from material
- Referencing an entire book/article or other work
- If it was not your idea, thoughts or words you must give credit to the author
- Always take the time to include citations and a reference page
- It can be seen as plagiarism if citations and/or references are not provided
Basics

- Citations include
  - Author’s Last name
  - Year of Publication for the Source
  - Page number
    - Note: Not all Citations will include Page Numbers it will Depend on the type of Source you are citing.

- General Rules
  - Capitalize proper nouns
  - Author’s Name: F. Last Name
  - Referring to the title of a source within your paper
    - Capitalize all words that are four letters long or greater within the title of a source:
      - Example: *Methods of Literacy Research*.
    - Exceptions apply to short words that are verbs, nouns, pronouns, adjectives, and adverbs:
      - Example: *As You Like It*.

More Detail Information Visit Websites Listed at End of Presentation
Example of Short Quotation with Citation

TWC’s Adult Education & Literacy (AEL) program works out of 190 Texas Workforce Solutions Offices across the state. This program is government funded through TWC and focuses on providing instruction/aid in the areas of “English language, math, reading, and writing” (Texas Workforce Commission, 2015). They provide instruction in these areas because they want to give students the “skills needed to succeed in the workforce, earn a high school equivalency, or enter college or career training” (TWC, 2015).

- The Texas Workforce Commission website is the source for this quote.
- No author is known which means Webpage Title is include in citation with year of publication [the most recent updated year listed on the webpage]
- 1st Citation the full name was included
- 2nd Citation the abbreviated name can be used but only when the full name has been used previously
- Note: Punctuation for the quote goes at the end of the citation do not include one at the quote
Example of Long Quotation with Citation

Sharon Creech’s (2009) novel *The Unfinished Angel* is a moving tale about an angel who has been living without a purpose for as long as it can remember. The angel spends its days wondering and observing the people in its town.

Peoples are strange! The things they are doing and saying—sometimes they make no sense. Did their brains fall out of their heads? And why so much saying, so much talking all the time day and night, all those words spilling out of those mouths? Why so much? Why don’t they be quite? (1)

- Quotes that are 40 words and longer should be in a free-standing block with no quotation marks
- The Quotation begins on a new line
- The Whole Quotation is indented ½ inch from left margin (in the same place a new paragraph would begin)
- Keep the same double-spacing throughout
- The citation comes at the end of quote AFTER the closing punctuation mark
- NOTE: Only the page number is given because the author’s name, year of publication and title of the work is given before the quote. So only the page number is needed.
Paraphrasing

- Using an idea from another work:
  - Make reference to the author and year of publication in your in-text reference,
  - but APA guidelines encourage you to also provide the page number (although it is not required.)
Creating References

Examples of the most common references
Book

Last Name, First Name. (Year). Title. Publication City, State: Publication Company.


- Two Authors

Last Name, F., & Second Last Name, F. (Year). Title. Publication City, State: Publication Company
Articles

- Online Articles
Last Name, First Name. (Date of Publication). *Title of article*. *Title of Journal*, volume number, page range. [Link to article]

- Physical Paper Article
Last Name, First Name. (Date of Publication). *Title of article*. *Title of Journal*, volume number, page range.

Last Name, First Name. (Date of Publication). *Title*. [type of file e.g. blogs, video file...]. Retrieved from (give complete web address).

- If author is unknown provide the screen name or begin with title and publication date.
Sample Paper with Literature Review

Varying Definitions of Online Communication and Their Effects on Relationship Research

Elizabeth L. Angeli
State University

Author Note
Elizabeth L. Angeli, Department of Psychology, State University.

This research was supported in part by a grant from the Sample Grant Program.

Correspondence concerning this article should be addressed to Elizabeth Angeli, Department of English, Purdue University, West Lafayette, IN 55555.

Contact: author@boiler.edu

The title should be centered on the page, typed in 12-point Times New Roman Font. It should not be bolded, underlined, or italicized.

The author's name and institution should be double-spaced and centered.

The running head must contain 50 characters, including spaces and punctuation. The running head’s title should be in capital letters. The running head should be flush left, and page numbers should be flush right. On the title page, the running head should include the words “Running Head” For pages following the title page, repeat the running head in all caps without "Running Heads."
References


Writing Resources

- **APA’s Official Blog**
  - Quick way to get answers to your APA Style writing questions. Blog is filled with sample papers and detailed examples for the most common questions about citation and bibliographies.
  - [http://blog.apastyle.org/](http://blog.apastyle.org/)

- **APA’s Official Website**
  - [http://www.apastyle.org/](http://www.apastyle.org/)

- **TTU Library**
  - Direct link to TTU Library tutorial videos
  - [http://library.ttu.edu/services/lib_instruction/courses/tutorials.php](http://library.ttu.edu/services/lib_instruction/courses/tutorials.php)

- **Purdue OWL**
  - Source for APA and MLA style guides
  - [https://owl.english.purdue.edu/owl/](https://owl.english.purdue.edu/owl/)

- **TTU Library Help for Distance Learners**
  - Distance Learners can still use the library. Here is the direct link on how Distance Learners can use the library resources and get additional help.
  - [http://library.ttu.edu/help/dis_learn.php](http://library.ttu.edu/help/dis_learn.php)