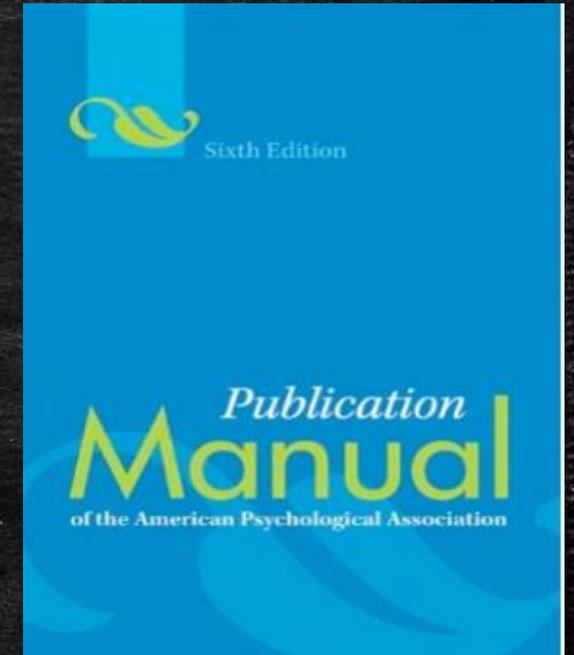


APA Style

Formatting and Style Guide

APA?

- APA- American Psychological Association originated in 1929
 - “Group of psychologist, anthropologist, and business managers convened and sought 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? 3

- 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 Elements⁴

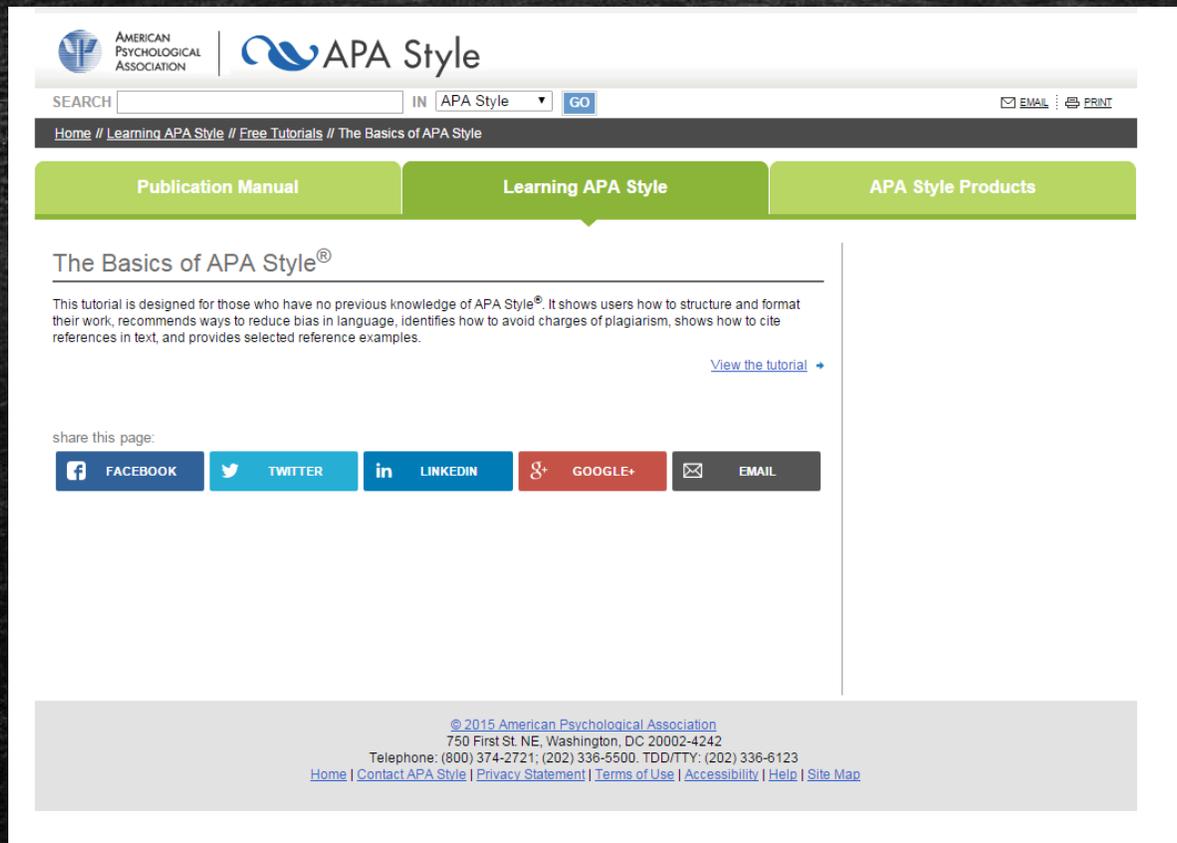
- Headings, tone and length
- Punctuation and abbreviations
- Presentation of numbers and statistics
- Construction of tables and figures
- Citation of references
- Etc....

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



The screenshot shows the APA Style website interface. At the top left is the American Psychological Association logo. To its right is the 'APA Style' logo. Below these is a search bar with the text 'SEARCH' and a dropdown menu set to 'APA Style', followed by a 'GO' button. To the right of the search bar are 'EMAIL' and 'PRINT' icons. A breadcrumb trail reads 'Home // Learning APA Style // Free Tutorials // The Basics of APA Style'. Below this is a navigation bar with three green buttons: 'Publication Manual', 'Learning APA Style' (which is highlighted with a white arrow pointing down), and 'APA Style Products'. The main content area is titled 'The Basics of APA Style®'. Below the title is a paragraph: 'This tutorial is designed for those who have no previous knowledge of APA Style®. It shows users how to structure and format their work, recommends ways to reduce bias in language, identifies how to avoid charges of plagiarism, shows how to cite references in text, and provides selected reference examples.' To the right of this paragraph is a blue link 'View the tutorial →'. Below the paragraph is a 'share this page:' section with five buttons: Facebook, Twitter, LinkedIn, Google+, and Email. At the bottom of the page is a footer with copyright information: '© 2015 American Psychological Association', address '750 First St. NE, Washington, DC 20002-4242', telephone '(800) 374-2721; (202) 336-5500. TDD/TTY: (202) 336-6123', and a row of links: 'Home | Contact APA Style | Privacy Statement | Terms of Use | Accessibility | Help | Site Map'.

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 ⁵
 - 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 Page⁶

- 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 box 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

The Purdue Online Writing Lab's Sample Title Page:
Following the American Psychological Association's Guidelines
Purdue Pete
Purdue University

2nd Page
of Paper
Header



Abstract

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec non pretium ante. Phasellus tincidunt tristique est vitae tempor. Curabitur eros orci, accumsan vel porttitor vel, dignissim ac sem. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Vivamus sagittis mauris eget augue bibendum iaculis. Maecenas rutrum, diam non condimentum convallis, arcu dolor suscipit justo, ultrices tincidunt enim turpis vel felis. Nullam fringilla fermentum orci, at euismod nibh blandit faucibus. Nam ultricies adipiscing orci vitae adipiscing. Cras pretium ipsum vitae orci tincidunt dapibus et nec diam. Nullam in tellus vel turpis sagittis posuere. Nam pellentesque laoreet magna sit amet adipiscing. Pellentesque ante arcu, porta eget dignissim ut, rhoncus eget est. Sed euismod, quam eu viverra pretium, magna velit dignissim lectus, sed dictum nisi mauris a arcu. Curabitur sit amet est aliquet turpis interdum ornare. In placerat vestibulum commodo. Nulla vitae arcu risus. Duis vel urna ut dolor pulvinar placerat. Aliquam sagittis pulvinar ultricies.

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?
 - Summary 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.

[More Detail Information Visit Websites Listed at End of Presentation](#)

- 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.*

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.

Beers, Kylene. (2003). *When kids can't read: What do teachers do*. Portsmouth, NH: Heinemann.

- 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.*

Websites, Blog, Wikis, Podcast, YouTube...

Texas Workforce Commission. (2015). *Adult education & literacy*. Retrieved from <http://www.twc.state.tx.us/programs/adult-education-literacy-program-overview>

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

The diagram shows a sample APA title page with several callout boxes explaining formatting rules. The title is "Varying Definitions of Online Communication and Their Effects on Relationship Research" and the author is "Elizabeth L. Angeli, State University".

Callout Boxes:

- Top Left (Green):** The title should summarize the paper's main idea and identify the variables under discussion and the relationship between them.
- Top Middle (Green):** contain explanations of APA style guidelines.
- Top Right (Green):** The running head is a shortened version of the paper's full title, and it is used to help readers identify the titles for published articles (even if your paper is not intended for publication, your paper should still have a running head).
- Bottom Left (Blue):** The title should be centered on the page, typed in 12-point Times New Roman Font. It should not be bolded, underlined, or italicized.
- Bottom Middle (Blue):** The author's name and institution should be double-spaced and centered.
- Bottom Right (Blue):** The running head cannot exceed 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 head."

Title Page Content:

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.
Elizabeth Angeli is now at Department of English, Purdue 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

[Click the Picture to view the Sample APA Style Paper](#)

[Additional Questions please visit any or all of the Writing Resources provided on the last slide of this presentation.](#)

References

- APA Style. (2015). What is APA style?. Retrieved from <http://www.apastyle.org/learn/faqs/what-is-apa-style.aspx>
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- APA Style (2015). Dear professor...Your students have questions we can't answer. Retrieved from <http://blog.apastyle.org/apastyle/2010/09/dear-professor.html>
- Angeli, E., Wagner, J., Lawrick, E., Moore, K., Anderson, M., Soderlund, L., & Brizee, A. (2010, May 5). *General format*. Retrieved from <http://owl.english.purdue.edu/owl/resource/560/01/>

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/>
- APA's Official Website
 - <http://www.apastyle.org/>
- TTU Library
 - Direct link to TTU Library tutorial videos
 - 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/>
- 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