Welcome to APA Basics brought to you by National University Library and National University Writing Center. This presentation is an overview of using the APA style guide. We will discuss how to format papers and how to cite common sources used by students. If you have more specific questions, please don’t hesitate to contact the Library or the Writing Center for assistance.
What is APA and Why?

- APA Publication Manual
  - Instructions and Standards for publication
  - Tips for ethical publication and writing without bias

- APA Style Format
  - Facilitates editing and review
    - Styles designed with editors in mind...
    - ...not student papers
  - Facilitates referencing and retrieval of
  - To be balanced with good judgment
    - Is it clear?
    - Is it consistent?
    - Does it meet class guidelines?

What is APA? APA is an acronym for the American Psychological Association. The APA is first and foremost a publisher. The APA Manual, as with all style guides, is designed by the publishers for consistency of manuscript submissions. It also provides tips for ethical publication, recognition of intellectual property, and how to write without bias.

Style guides facilitate editing manuscripts.

Citation styles used in reference lists and in-text documentation make it easier for others to locate the original sources.

A secondary use for the manuals is for consistency in academic papers. Instructors ask students to apply APA style manuscript formatting (margins, spacing & use of headers) as well as APA style citations in term papers.

Ultimately, the goal of using the APA style guide is to ensure:
* Is it clear?
* Is it consistent?
* Does it meet class guidelines?

In the academic arena, the final editorial voice is that of your instructor. Follow guidelines they give to the class.
APA style format is pretty straightforward;

*Typeface (font) is Times New Roman - 12 pt. (some instructors may accept Arial or other fonts)*

*Margins are 1-inch all around*

*The whole paper is double spaced: title page, all lines of the text including headers, quotes, and reference list*

*Tables & figures may be single or 1.5 spaced to accommodate data*

Paragraph format with first line indented (except for block quotes and the abstract)
Spacing…

There is one space after commas, colons, and semicolons. Periods that are part of abbreviations or author’s initials, or periods used within citations are also followed by one space.

With the new edition of the APA Manual, periods, question marks, or exclamation points at the end of sentences have reverted to 2 spaces for ease of reading.
APA suggests the following order for your paper organization:
*Title Page, counted as page 1
*Abstract, counted as page 2
*Body begins with a new page, counted as page 3
*Reference List (begins with a new page)
*Appendices (each begins with a new page)
*Tables, numbered consecutively, may be part of appendix or incorporated in the text

[Note: PowerPoint includes corresponding page numbers for the Manual so that it will be easy for you to go back and check for more information.]
For most instructors, the use of APA Style includes margins, spacing, and citation conventions, but the real defining feature of APA in academic work is the use of headers. There are 5 types of headings.

First heading is centered, bold, and uses both upper & lower case. In this example: Methods and Results are 1st level heading.

Secondary heading is left justified, bold, and used both upper & lower case. In our example: Program Description is bold and both words have the first letter capitalized.

Third level headings are indented as part of the paragraph, bold and ends in a period. Our examples are the indented phrases “Learning strategies” and “Parental education”. Note that only the first word has an initial capital letter.

Fourth level headings are also indented as part of the paragraph, bold and ends in a period... and is also in italics. Same as third level heading, but italicized.

The fifth level heading is italicized as level 4, but NOT bolded.

Use the levels recommended by your instructor’s guidelines, or levels that clarify the organization of your content.

Note: In papers with chapters, such as a thesis, the chapter notations are not considered headings. The headings begin after the chapter designation.
According to APA, student papers need to follow guidelines set by your instructor or the program. They are the ultimate authority and your primary audience.

**Manuscript Format: Students**

Requirements for student papers vary:

*See your instructor*

- Students papers may number introductory pages with Roman numerals
- Figures & tables may be included in the text and single spaced
- Number of heading levels considered acceptable may vary with instructor
- Running head or page headers may not be required
We have a couple of slides on quotations…

Parenthetical citations mean that within the text following a direct quote, you add the author, year of publication, and page number in parentheses so that the reader can easily find the full citation in your reference list.

Short quotes are included as part of the paragraph. The parenthetical reference is tucked in between the closing quotation mark and the final period. If the author’s name or the publication date are incorporated into the text, they do not need to be included again in the parentheses.
Longer quotes are indented in block format and do not require quotation marks. The parenthetical citation comes after the period at the end of the quote.
A good rule of thumb is that only 10% of content should be direct quotes. Most of your paper will be summaries or paraphrase of the authors you are discussing. You only quote if the author says something more eloquently than you can. Paraphrasing, putting ideas into your own words and shows your instructor that you have mastered the ideas shared in research.

In paraphrasing, you use the same type of parenthetical citation when crediting paraphrased ideas as you would a direct quote.

The Writing Center has a separate presentation on effective use of sources in your writing. Be sure to check it out!
Your reference list begins on a new page with a first level heading, References. All citations are double spaced with a hanging indent. Be sure to use the paragraph formatting tools of your word processing program rather than the spacebar or tab to create the hanging indent.

Book titles, journal titles, and their volume numbers are all italicized. If you have a volume and an issue number, only the volume is italicized.
Basic Citations: Periodical Articles

Order of Elements:

- Author.
  - Last Name, First initial(s)
  - List ALL authors
    - separated by comma
    - Use "&" before last author
- (Date).
  - In ( ) followed by period
  - Date is YEAR only, unless a newspaper or magazine
- Article title.
  - Capitalize first word and proper nouns only
  - Capitalize first letter of each word in title
  - Italicize journal title and volume number, not issue or page range
  - If continuous pagination, issue number not needed
- doi:
  - "doi" lower case
  - No period

New in this edition of the APA Manual, is the Digital Object Identifier or DOI. DOIs are assigned to individual articles. With DOIs you no longer need to include which database you used to locate the article. If you do not see a DOI, you need to include the phrase “available from” and the journal publisher website URL.
We have been talking about citation changes that have come about with the use of DOIs. Most citations do not need the phrase “retrieved from” anymore; however, there are a couple of exceptions where it’s still important:

You do still need to include “retrieved from” database information if the source you use is only available in a database. Two examples: ERIC Documents are only found in the ERIC database and Dissertations included in the ProQuest Dissertation Database are content stored within the database. In these instances, you will include the “retrieved” phrase.

If you are using scholarly sources from databases, you no longer need to include the date you retrieved information. The only time you might need to include it is for a website that changes or might be modified.
Most of the Library databases now offer you the option of printing citations in a selected style such as APA, MLA, or the Chicago Style Guide.

In this first example, you can compare the result list information with the cite provided by ProQuest.

*The Author, initial is correct
*Title is correct
*Because this is a unique format, dissertation is set off in parentheses
*Retrieved from indicates the database.
*ProQuest gives you their unique accession number which is not used in reference citations
*What is missing from the citation suggested by ProQuest is the Date

Database providers are getting better with their citation applications, but you still must be vigilant.
This next example if for an online journal article and the URL for the site hosting the article is included. In reference lists, disable hyperlinks so that the URL is not underlined or a different color.
In this slide, we have an e-book. It includes standard book citation information, but indicates that the format is an [electronic book] and the database the item is retrieved from. You do not need to include the retrieved date because NetLibrary is a durable site.
Here are a few examples of citations from Library databases:

In both databases, you can select the citation style you want, but keep your eyes open because they are not perfect.

The first author is a mistake in the database. Jamie is actually the author’s first name and the initial M is all that we have of the surname.

Article information has incorrect capitalization.

EBSCO at this point in time still wants credit, so they suggest the retrieved content… Without a DOI, we need the journal URL instead.

The second EBSCO citation appears to be correct and includes a DOI. However, this citation has a period after the DOI and it should not.

The ProQuest citation has the article title has incorrect with capitalization. There are also some odd extra periods in the name.

Databases are getting better with DOIs and URLs, but you will still see instances of retrieved information in the citations. It is your responsibility to edit according to the style your instructor requires.
This is the conclusion of the presentation on APA Basics. We’ve tried to cover formatting papers, using sources, and developing citations. The final authority, next to your professor, is the Publication Manual of the American Psychological Association. It is a good book to have on hand all the time.

References

Thank you for joining us today...

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This has been a co-production of the National University Library and the National University Writing Center. Shareen and I have enjoyed the opportunity to share about the APA Basics. If you have additional questions, please do not hesitate to contact us. Thank you.