Writing and APA Workshop

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Session Overview
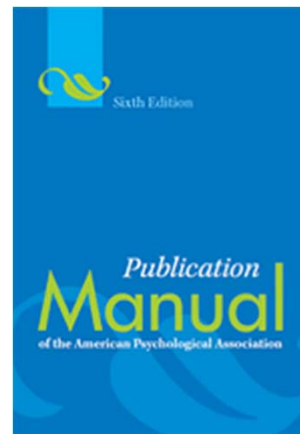
What is APA?

Activity
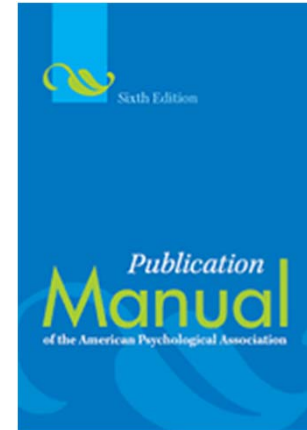
Sources

Conventions

Polishing

APA Formatting

Reference and Citations Guide

Show What You Know

APA

This style is used in applied and social sciences as well as education and business.

It emphasizes writing style, organization, and substantiation of ideas.

Using APA, helps ensure you credit other authors for their work and provides enough information in order for readers to retrieve the original material.

APA (cont.)

APA emphasizes the *strength of data* and the research process rather than the reputation of the author and other rhetorical methods.

Three primary concerns are associated with writing to APA standards:

Format-writing style and conformity
In-Text Citations
Reference Pages

Editorial Style

What is Included in APA?

Basically everything in your paper

Grammar
Format
Citations
References

Sources: Where to Begin

Begin by searching a diverse spectrum of credible sources. You might use
- ❑ Academic databases (news articles and professional journals)
- ❑ Books, edited collections
- ❑ Dissertations
- ❑ Electronic journals

Sources: Expand Your Search

Check bibliographies in the articles you gather.

These may lead you to respected authors and save time in the research process.

Using the research of a reputable source will lead you to primary sources.

Sources: Take Careful Notes

Collect facts

Summarize passages

Paraphrase major ideas

Write down quotes for distinctive prose, original facts, and original ideas (annotated bibliography)

Sources: Evaluate the Angles

Look at contradicting points of view to create a better understanding of your topic and to arrive at a better synthesis of your research.

Assess the source's bias.

Examine whether a source is written or sponsored by an advocacy group. If written by an advocacy group, be sure to explore the opposition's position.

What Are Scholarly Sources?
Focus -> Content

- ❏   Not at the newsstands
- ❏   Intended for a specific audience
- ❏   Written by researchers in jargon of the field
- ❏   Evaluated for publication by experts in the field
- ❏   Format is specified
- ❏   Has abstract and reference listing
- ❏   Good for
  - ❏   Latest developments in the field with research basis
  - ❏   Specific information

Scholarly Resources (cont.)

- ❑ Was the article reviewed by peers in the field?
- ❑ The intended audience-students and researchers not the general public or professionals in a field
- ❑ The purpose-explore in depth to further knowledge and research
- ❑ Based upon the scientific method

Conventions

- Orderly presentation of ideas
- Smoothness of expression
- Economy of expression
- Precision and clarity
- "We" and "I" in technical writing
- Bias

(American Psychological Association, 2010).

Editorial Style

APA Focuses on:

- Express Succinctly
- Reduce Jargon
- Eliminate Wordiness
- Eliminate Redundancy
- Increase Precision
- Use First Person Carefully
- Use Active Voice
- Use Simple, Declarative Sentences

Why Use Quotations, Paraphrases, and Summaries in Writing?

➢ Provide support for claims or add credibility to your writing

➢ Refer to work that leads up to the work you are now doing

➢ Give examples of several points of view on a subject

➢ Call attention to a position . . . [with which] you wish to agree or disagree

➢ Highlight a particularly striking phrase, sentence, or passage by quoting the original

➢ Distance yourself from the original by quoting it in order to cue readers that the words are not your own

➢ Expand the breadth or depth of your writing.
(Purdue OWL , 2006, para. 7)

What Are the Differences?

"**Quotations** must be identical to the original, using a narrow segment of the source. They must match the source document word for word and must be attributed to the original author" (Purdue OWL , 2006, para. 3).

Paraphrasing involves putting a passage from source material into your own words. A paraphrase must also be attributed to the original source. Paraphrased material is usually shorter than the original passage, taking a somewhat broader segment of the source and condensing it slightly. (Purdue OWL , 2006, para. 4)

Summarizing involves putting the main idea(s) into your own words, including only the main point(s). Once again, it is necessary to attribute summarized ideas to the original source. Summaries are significantly shorter than the original and take a broad overview of the source material. (Purdue OWL , 2006, para. 5)

When Do We Use Each?

- Quotation
    - Language is unique
    - Cannot be paraphrased adequately
    - Author is a recognized expert
    - Diagram or table

- Paraphrase
    - Need supporting information from the other's work and the main line of reasoning are taken from another

- Summarization
    - Useful when provide another's meaning without supporting evidence or background

Polishing

- • Proofread-aloud, paper copy, ignore content-backwards
- Edit
- Fix word choice, flow, sentence structure, sentence variety, style, tone, grammar, and APA
- Proofread again and again
- Read for content
- Ask a friend to proofread for you

(Massachusetts Institute of Technology, 2001).

Conventions-Computer Settings

- **Word 2003**: Go to Tools. This is located at the top of the page in your Word program. Click on **Tools**, look for **Options**, and click. A new window will open. Look for the tab that says **Spell and Grammar** and click.

- **Word 2007**: Office Button in top left. Click on **Word Options**. New window opens; click on **Proofing**.

- **Both applications**: Look on the right side. There is a drop down window. You have a choice of Grammar or Grammar and Style. Choose **Grammar and Style**.

- Look for the box that says **Settings**, located near the drop down window and click it.

Conventions-Computer Settings (cont.)

- Look for all the little boxes on the left. Be sure they are all checked. On the right, be sure that Always, Don't, and 1 are showing. If there is another number, for example 2, change it to 1.
- Save your changes, and you are set to go.
- Now, every time you spell check your papers, the program will alert you to errors in spelling (red), grammar (green), and style (green). The program will also offer you suggestions to correct the issues. Just right-click over a word with green or red lines. However, you must not assume the suggestions offered are always correct. Remember this is only a computer program. Use all your resources and the quality of your writing will improve.

Grammar

- Spelling-use your spell checker but **more!**
- Split infinitives "to effectively write"
- Dangling modifiers "After separating the participants into groups, Group A was tested" (APA, 2010, p. 87).
- Hyphens-no spaces
- i.e. (inclusive list) vs. e.g. (for example)
- Italics vs. quotation marks
- Abbreviations-spelled out when first used
- Contractions-When? NEVER!

APA Format

APA format lends itself *primarily* to communicating the results of scientific, empirical research through the following sections in research papers and dissertations

- ❑ Title Page

- ❑ Abstract

- ❑ Introduction/Literature Review

- ❑ Method

- ❑ Results

- ❑ Discussion

- ❑ References

APA Format (cont.)
Formatting Your Paper

8 1/2"x11" white paper

12 point font, Times New Roman

Title page: Include a header, title and byline, and institutional affiliation

Abstract: If your instructor requires one, include an abstract on its own page

Check your instructor's style preference!

APA Format (cont.)
Sample Title Page (APA 5th)

Young Adults   1
Running head: YOUNG ADULTS: SOCIAL DEMANDS

Young Adults: Recognizing Social Demands

Student Name

Date

Course Identifier

Faculty

Argosy University

Page Header – use the "header function." Not typed on each page.

Running Head (optional – check with your instructor)

Identifying information depends on university standard but is centered from top to bottom, left to right, and double-spaced.

Title

Author

Date

Course Identifier

Faculty Name

Institution

APA Format (cont.)
Sample Title Page (APA 6th)

Young Adults: Recognizing Social Demands

Student Name

Date

Course Identifier

Faculty

Argosy University

Page Header – use the "header function." Not typed on each page.

Identifying information depends on university standard but is centered from top to bottom, left to right, and double-spaced.

Title

Author

Date

Course Identifier

Faculty Name

Institution

APA Format (cont.)

The first page of your paper does not have the words "Running head" in the header.

Sample text page (APA 6th)

Citations

Why Do I Need To Cite Sources?

Avoid Plagiarism

Give Credit Appropriately

Contextualize Research

Advance Knowledge Base

Standardize Format

Make Research Easier for Future Scholars
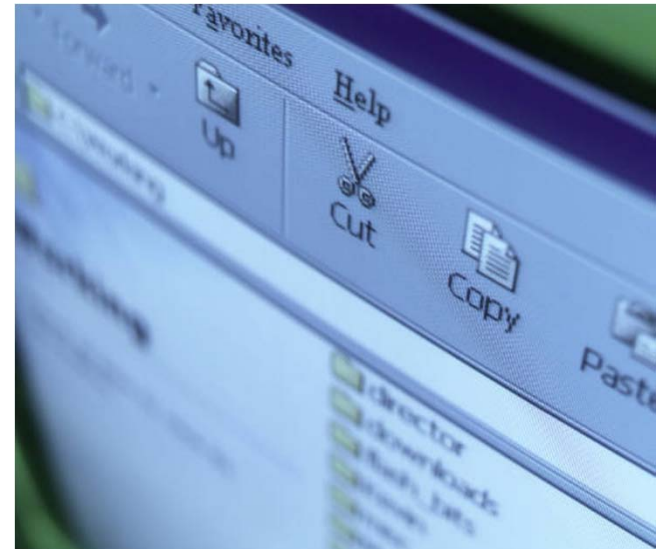
Citations (cont.)

When Do I Cite Sources?

You MUST cite your source:

When you use direct quotations
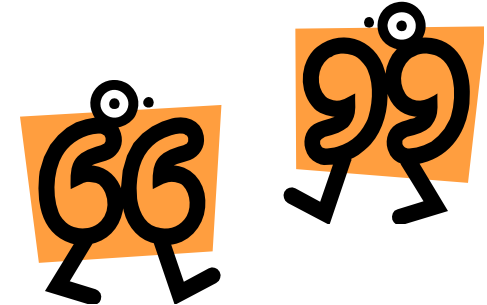
When you use information not considered common knowledge (such as statistics)

When you paraphrase or summarize

Citations (cont.)

Documenting Your Sources and Avoiding Plagiarism

Do not copy distinctive prose style such as sentence patterns, special punctuation, organization, or headings unless you cite and use quotation marks.

When you paraphrase or summarize, you MUST cite your source.

Cite original facts based on the author's research.

Citations (cont.)

What Is a Quotation?

A quotation is a group of words or sentences copied word for word and used as a part of your essay. When using a quotation, you must

Use an APA format for the quoted words.
Cite the source in your text using the proper APA in-text citation style for quotations.
Create a reference page entry using the APA reference style.

Citations (cont.)

Brief Quotations (fewer than 40 words)

Research has shown that "stem cells are able to reproduce at a rate of 100,000 cells per hour" (Hanover, 2005, p. 115).

Levy (2005) reported, "People strive to maintain a state of equity" (p. 261).

Citations (cont.)

Quotations of 40 Words or More

APA uses a block format for this type of quotation.

Andrews (2005) found the following:

> Family histories that reveal the dynamics . . . important concept. (p. 166)

Note. The period comes before the citation and the entire quote is set in ½ inch or five spaces from the margin.

Citations (cont.)

In-text Citations

Three Components of In-text Citations are

1. Last Name(s) of the Author(s)
2. Year Source was Published
3. Page Number (if using direct quotations)

Citations (cont.)

In-text Citations (cont.)

Verner (2006) noted interviews are very common when conducting research.

Verner (2006) noted, "The most common form of interview is the person-to-person encounter" (p. 71).

Bureaucracies depend heavily on delegation of authority (Levy, 2005; Smith, 2003).

Citations (cont.)

In-text Citations (cont.)

Pascarella and Terenzini (2006) reported stress contributes to a variety of disorders.

It is reported that "stress is the number-one contributor to many disorders" (Pascarella & Terenzini, 2006, p. 42).

Citations (cont.)

Signal Phrases Must Have Citations

It has been reported that . . .

According to . . .

Authors of a recent study suggested . .

Several authors noted that . . .

Many findings pointed to the fact that . . .

References

List references at the end of the paper with publication information.

Use hanging indentation for reference lists. (First line of each entry begins at the far left margin. All lines following are indented to 0.5. *Do not* use the space key. Use the ruler or format settings.)

Page 37 APA 6th

References (cont.)

Authors are referenced by last name and first initial. (In the text, use only last names. No titles are used in references or text.)

Date of publication follows the author's name.

Capitalize only the first words, words following a colon, and proper names in book titles, web pages, and journal articles.

Italicize titles of books and journals.

References (cont.)

First, determine the nature of the source you want to cite:

Book	Newspaper
Journal	Online Article
Magazine	Personal
Movie	Communication
CD	Other

APA 6th--pages 193-216

References (cont.)

Book

Borque, M. J. (2006). *Under the lights: A romantic encounter*. New York, NY: Walden.

1. Author
2. Date of Publication
3. Title of Book
4. City of Publisher (always State)
5. Publisher

References (cont.)

Journal Article

Scott, J. H. (2005). The power of peers.
Education Weekly, *2*(2), 58-69.

1. Author
2. Date of Publication
3. Title of Article
4. Name of Periodical
5. Volume & Issue Numbers
6. Page Numbers

Italics for journal title AND VOLUME!

References (cont.)

Chapter in Edited Book

DiCroce, J. H. (2006). Women and the community college presidency. In B. K. Townsend (Ed.), *New directions for community colleges* (pp. 79-89). New York, NY: Penguin.

1. Chapter Author
2. Date of Publication
3. Title of Chapter
4. Book Author

5. *Book title*
6. Page Numbers
7. City and State
8. Publisher

References (cont.)
Web Page

Argosy University. (2008). *C7543: Counseling theories:*

Module one. Retrieved from www.myeclass.com

1. Author (Name of Organization as Appropriate)
2. Copyright Date
3. Title of Web Page
4. URL (no Period)

References (cont.)

Web Page with No Author or Organization or Copyright Date

The endangered human. (n.d.). Retrieved from

www.ecology.com

1. Title of Web Page
2. Copyright Date
3. URL (no Period)

References (cont.)

Sample Reference Page

IMPROVING CATTLE   10

<div align="center">References</div>

Andrews, E. F. (2005, March 6). Improving cattle in the U.S.

The Wall Street Journal, C2.

Clancy, J., Grant, D. E., & Kelson, F. (2004). An analysis of

bovine blood levels. *Journal of Veterinary Medicine*,

23(9), 25-39.

References (cont.)

Sample Reference Page (cont.)

IMPROVING CATTLE   11

Smithsonian Institution on Animal Husbandry: A special health report. (2003).

Outdoor World, 3, 15-36. Retrieved November 12, 2005, from

http://www.epinions.com/mag-Outdoor_world

The endangered human. (n.d.). Retrieved November 12, 2005, from http://

www.ecology.com

Thompson, T., Sugai, G., Amber, A., Plath, L., Golbert, R., Ash, B. T., . . .

Bork. L. (2007). Effects of stress. *Stress Management, 6*, 24-39. doi: 10.

1080/14622200410000

Group Activity-Find the Errors
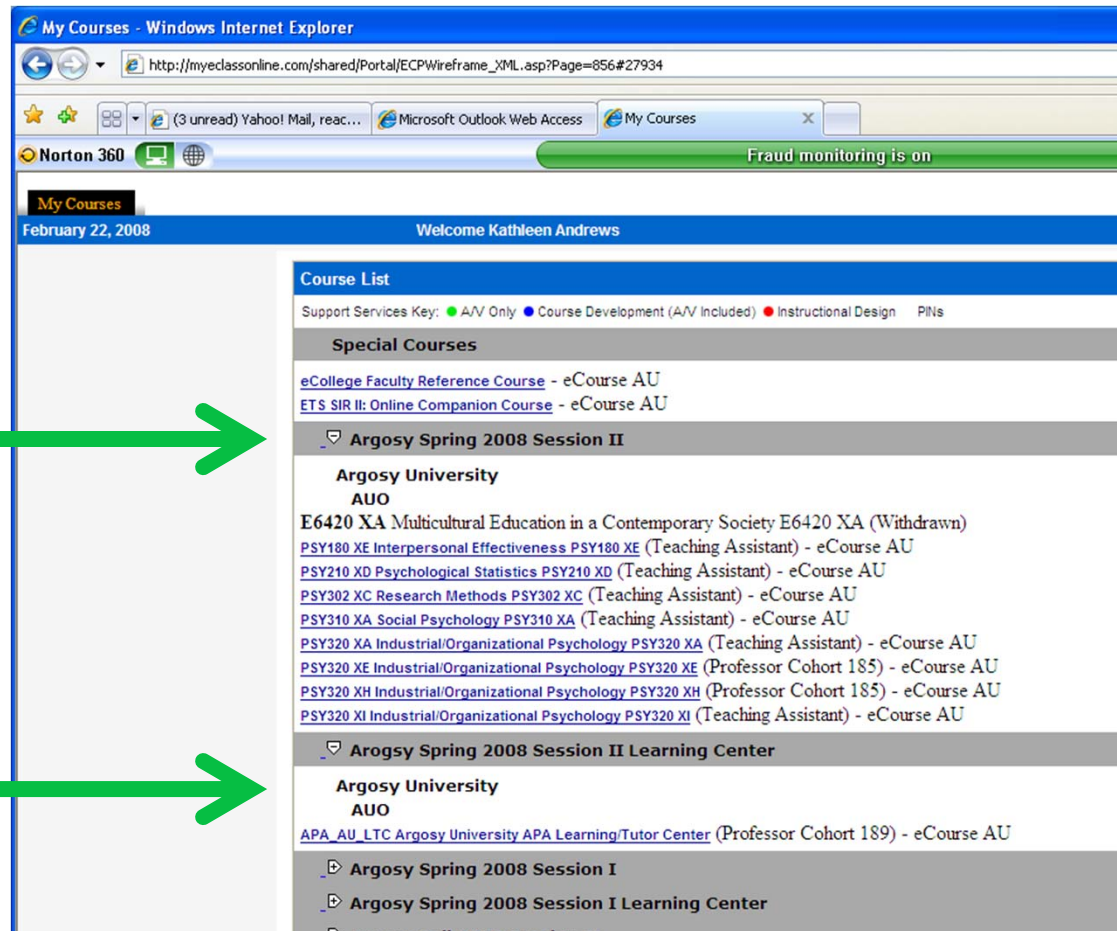
- How many errors can you find?
  - Divide into dyads
  - Each person take ½ of the paper to examine (6 minutes)
  - Review and count the errors found with your partner
    (5 minutes)

Resources Available

- APA Manual
- APA Learning Center
- Argosy Dissertation Guide

APA Learning Center

1. Underneath your courses,
2. You will see Argosy Fall 2008 Learning Center.
3. Click on APA

Show What You Know

What have you learned today?

Activity

➢ Each person take three cards, one of each color

➢ Everyone stand up

➢ Look at the choices

➢ Hold up the color card that you think is the correct APA format

➢ If you are incorrect on a question, please sit down

➢ Last person standing wins!
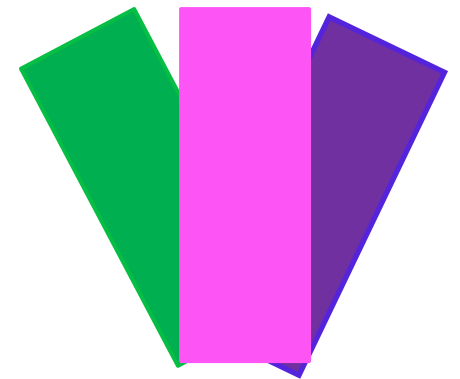
- **Different answers will be provided**
- **Each option has a color**
- **Sometimes there will be three options, sometimes two**

- **Hold up the card with the color that matches your answer**

Here is a trial question.
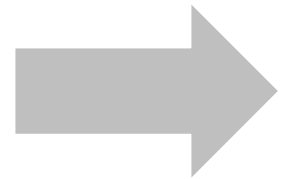
Reference

Wikipedia: The free encyclopedia. (2008). Statistical significance. Retrieved January 28, 2008, from http://en.wikipedia.org/wiki/Econometrics

Correct

Incorrect

Reference

Incorrect

NEVER, NEVER, NEVER use Wikipedia!

Wiki is icky! The Retrieval statement is incorrect.

Reference

Hashimoto, Thomas. (March 13, 2000, p. 23). Seeing Red in November. Newsweek, vol. 199.

Hashimoto, T. (March 13, 2000, p. 23). *Seeing Red in November*. Newsweek, vol. 199.

Hashimoto, T. (2000, March 13). Seeing red in November. *Newsweek, 199*, 23.

Hashimoto, T. (2000, March 13). Seeing red in November. *Newsweek*, *199*, 23.

Explanation: Only initial for first name. Year comes first, then comma, then month and day, all in parentheses. Title of magazine is italicized, followed by comma, volume number italicized, then page number(s). Hanging indentation.

Table

Table 3

Title of Table

Category	Value	Info
Xyz	2	Whatever
Abc	3	Something

Table 3. Title of Table.

Category	Value	Info
Xyz	2	Whatever
Abc	3	Something

Table 3. Title of Table

Category	Value	Info
Xyz	2	Whatever
Abc	3	Something
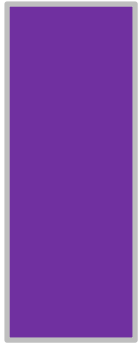
Table

Table 3

Title of Table

Category	Value	Info
Xyz	2	Whatever
Abc	3	Something

Commas and spacing

Smith and Jones (1997), reported the height, width, and depth, which was important to the study. The object was within research specifications.

Smith and Jones (1997) reported the height, width, and depth, which was important to the study. The object was within research specifications.

Smith and Jones, in 1997, reported the height, width, and depth which was important to the study. The object was within research specifications.

Commas

Smith and Jones (1997) reported the height, width, and depth, which was important to the study. The object was within research specifications.

After the parenthesis, no comma should be used as it is a complete phrase. A comma is always required before *which* as it indicates information that is not needed to make the point. Double space after sentences. Single space in reference section and after internal punctuation.

Title Page

Running head: YOUNG ADULTS

Young Adults: Recognizing Social Demands

Student Name

Date

Course Identifier

Faculty

Argosy University

Correct

Incorrect

Title Page

This is the correct format.

Incorrect

APA 6th page 41

Running head: YOUNG ADULTS: SOCIAL DEMANDS   1

Young Adults: Recognizing Social Demands

Student Name

Date

Course Identifier

Faculty

Argosy University

Reference Publication Date

When is this date format used in a reference?

(2008, May)

For monthly magazines, newspapers, journals.

For monthly magazines, newspapers, web sites.

None of the above.

Reference Publication Date

None of the above.

(2008, May)

This format used for meetings, monthly magazines, newsletters, and newspapers.

Series
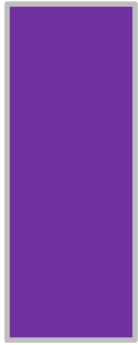
The participant's three choices were (a) happy, (b) sad, and (c) mad.

The participant's three choices were (1) happy, (2) sad, and (3) mad.
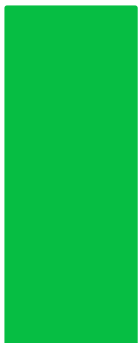
The participant's three choices were: (a) happy, (b) sad, and (c) mad.

Series

The participant's three choices were (a) happy, (b) sad, and (c) mad.

(APA 6th 90, 93)

Place

Which one is correct?

New York, NY: Wiley.

San Diego: Brown Publisher.
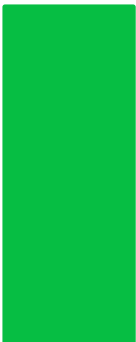
Both are incorrect.

Place

Which one is correct?

New York, NY: Wiley.

Incorrect: San Diego: Brown Publisher.
Corrected is San Diego, CA: Brown Publisher.
All cities must be followed by a state. All
foreign cities must be followed by a country.

(APA 6th , p. 203).

Individual differences   12

Correct

Incorrect

Incorrect

Corrected
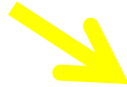
INDIVIDUAL DIFFERENCES   12

Reference with Multiple Authors

Which one is correct?

Prince, P., Billups, Z., Andrews, K., Bisoux, C., Frasier, L., Grey, P., . . . Lanikai, H. (2008).

Prince, P., Billups, Z., Andrews, K., Bisoux, C., Frasier, L., Grey, P., & Lanikai, H. (2008).

Prince, P., Billups, Z., Andrews, K., Bisoux, C., Frasier, L., Grey, P., et al. (2008).

Reference with Seven or More Authors

Prince, P., Billups, Z., Andrews, K., Bisoux, C., Frasier, L., Grey, P., . . . Lanikai, H. (2008).

APA 6th page 198

Citation for Previous Reference

Which one is correct for the FIRST citation?
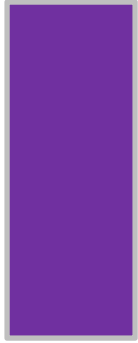
(Prince et al., 2008).

(Prince, et al., 2008).

(Prince, Billups, Andrews, Bisoux, Frasier, Grey, et al., 2008).

Citation for Previous Reference

(Prince et al., 2008).

APA 6th page 177 (chart)

Reference

Which one is correct?

Prince, P., (2008). *Animals as our counselors.* Journal of Animal Psychology, 47(2), 123-137.

Prince, P., (2008). Animals as our Counselors. *Journal of Animal Psychology*, 47(2), 123-137.

Prince, P. (2008). Animals as our counselors. *Journal of Animal Psychology, 47*(2), 123-137.
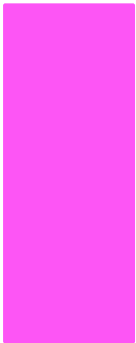
Reference

Prince, P. (2008). Animals as our counselors. *Journal of Animal Psychology, 47*(2), 123-137.
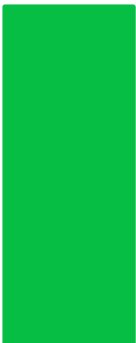
ARGOSY UNIVERSITY.
Online Programs

Numbers

Which one is correct?

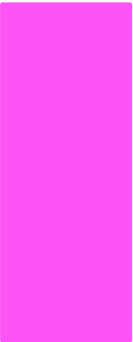The researcher analyzed three surveys completed by eight participants.

The researcher analyzed 3 surveys completed by 8 participants.

The researcher analyzed three surveys completed by 8 participants.

Numbers

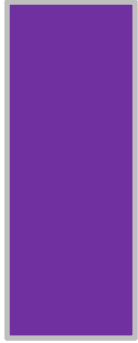The researcher analyzed 3 surveys completed by 8 participants.

Numbers

Which one is correct?

The 2-year-olds, one third of the participants, were observed for 1 hr 34 min by the researchers.

The two-year-olds, 1/3 of the participants, were observed for one hour and 34 minutes by the researchers.

The 2-year-olds, one-third of the participants, were observed for 1 hr. 34 mins. by the researchers.

Numbers

Which one is correct?

The 2-year-olds, one third of the participants, were observed for 1 hr 34 min by the researchers.
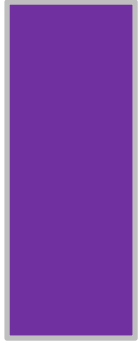
2-year olds (APA 6th pages 111-114)
one third (common fraction as a noun)
1 hr 34 min (time numbers, abbreviations for time)

Numbers

Which one is correct?

The researcher used ten seven-point scales.

The researcher used ten 7-point scales.

The researcher used 10 seven-point scales.

Numbers

The researcher used ten 7-point scales.

Numbers

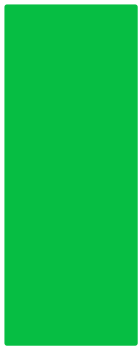Which one is correct?

Almost 3,000,000 people . . .

Almost three million people . . .
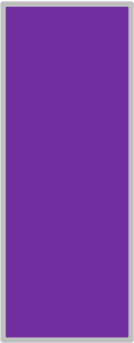
Almost 3 million people . . .

Numbers

Almost 3 million people . . .

Numbers

For example, 8 of those surveyed believed supplies would run out within 24 hours. Not surprisingly, only 2 out of 15 thought survival was possible after thirty-six hours.
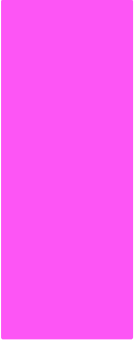
For example, 8 of those surveyed believed supplies would run out within 24 hours. Not surprisingly, only 2 out of 15 thought survival was possible after 36 hours.

For example, eight of those surveyed believed supplies would run out within 24 hours. Not surprisingly, only two out of 15 thought survival was possible after 36 hours.
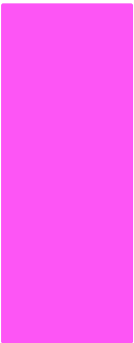
Numbers

For example, 8 of those surveyed believed supplies would run out within 24 hours. Not surprisingly, only 2 out of 15 thought survival was possible after 36 hours.

Numbers

Which one is correct?

There were two two-way interactions.

There were 2 two-way interactions.

There were two 2-way interactions.
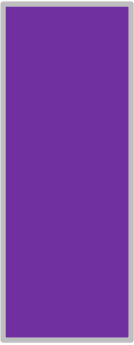
Numbers

There were 2 two-way interactions.

Numbers/comma

Which one is correct?

Twenty-four patients improved and 4 patients did not improve.

Twenty-four patients improved, and four patients did not improve.

Twenty-four patients improved, and 4 patients did not improve.

Numbers/comma

Twenty-four patients improved, and 4 patients did not improve.

Word usage

The researcher tested the adults using this procedure.

Correct   Incorrect

Word usage

The researcher tested the adults using this procedure.

Incorrect

Correct   Using this procedure, the researcher tested the adults.

Word usage

We had nothing to do with them being winners.

Correct

Incorrect

Word usage

We had nothing to do with them being winners.

Incorrect

Correct   We had nothing to do with their being winners.

Format-Headings

In the method section of your dissertation, is it preferred for you to identify subsections?

Yes   No

Format

In the method section of your dissertation, is it preferred for you to identify subsections?

Yes

Headings

Data Collection Procedures

Quantitative Data

The quantitative data will be collected and entered into the Statistical Package for Social Sciences (SPSS) software.   A request to the Research and Evaluation Department will be made for the following information: (a) TAKS scores, (b) ACP scores, and (c) student grades. The identity of the students will be protected by coding the information. The data that will be entered into the SPSS software will be TAKS scores, ACP scores, student grades, gender, grade level, and teacher. Tables will be used to organize information such as mean test scores by gender, grade, and teacher.

Qualitative Data

The participants will journal their thoughts on using the TI-Navigator with graphing calculators. The journal will be submitted once a week through e-mail.

Correct

Incorrect

Headings

Data Collection Procedures

Quantitative Data

The quantitative data will be collected and entered into the Statistical Package for Social Sciences (SPSS) software.   A request to the Research and Evaluation Department will be made for the following information: (a) TAKS scores, (b) ACP scores, and (c) student grades. The identity of the students will be protected by coding the information. The data that will be entered into the SPSS software will be TAKS scores, ACP scores, student grades, gender, grade level, and teacher. Tables will be used to organize information such as mean test scores by gender, grade, and teacher.

Qualitative Data

The participants will journal their thoughts on using the TI-Navigator with graphing calculators. The journal will be submitted once a week through e-mail.

Incorrect

Headings-APA 6th (p.62)
Headings: The Five Levels

Level 1

        Centered, Bold, Upper and Lower Case Heading

Level 2

Left Justified, Bold, Upper and Lower Case Heading

Level 3

        Indented, bold, lower case, paragraph heading ending with a period.

Level 4

        Indented, bold, italics, lower case paragraph heading ending with a period.

Level 5

        Indented, italics, lower case paragraph heading ending with a period.

Dash

These 2 participants-1 from the first group, 1 from the second-were tested separately.

Correct   Incorrect

Dash

These 2 participants-1 from the first group, 1 from the second-were tested separately.

Correct

Word Choice

To illustrate this idea, an American boy's potential for becoming a football player might be an aggregate of strength, running speed, and balance.

Correct

Incorrect

Word Choice

Incorrect

Correct wording would be:

   To illustrate this idea, an American child's potential for becoming a football player might be an aggregate of strength, running speed, and balance.

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  - http://www.englishrules.com/writing/grammar.php
  - http://grammar.ccc.commnet.edu/grammar/
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