Introduction to APA

Format, Citation, and References
What is APA?

- The manuscript and documentation style of the American Psychological Association (APA).

- Specific and in-depth information about APA style can be found in the *Publication manual of the American Psychological Association* (6th edition).
Today we will discuss...

- APA formatting
- The Abstract
- APA Headings
- Formatting your sources on a References page
- Citing your sources in text

Throughout the workshop, there will be opportunities to apply what you are learning through activities.
APA Formatting – The Basics

- Times New Roman, 12-point font

- One inch (1") margins on all sides
  - Select Page Layout > Margins > Normal

- Indent the first line of each paragraph ½ inch using TAB key
APA Formatting – The Basics

- Double-space the entire document
  - Select Page Layout > Paragraph > Set Before and After Font to Zero > Go to Line Spacing > Set to Double space > Click ok
- Left aligned text.
APA Formatting – Running Head

- Each page of the document should include a running head and page number.
- The running head is a shortened version of your title.
  - Maximum of 50 characters
  - Counting letters, punctuation, and spaces between
- Insert page numbers and running head using insert function in Word.
  - Select “Different First page”
  - Page one will include the words Running head: TITLE
  - Subsequent pages will include only the TITLE
Running head - Sample

The words Running head will only appear on the title page.

The TITLE and page # will appear on all subsequent pages.
APA Formatting – Title Page

- Text should be center-aligned.
- Begin typing 1/3 of the way down the page
- Title page should include:
  - The Title of the paper (Title Case)
  - Your Name
  - Your University
  - Your instructor may also require additional information be included on your title page.
Title Page - Sample

Running head for cover page

Title
Name
University

Kanye Omari West: Visions of Modernity
Dawn Boeck
Texas A&M University – Corpus Christi
Writing the Abstract

- A 150-250 word **summary** of the entire paper
- One paragraph
- The Abstract should:
  - Provide an overview of your paper
    - What is your main idea?
    - What are they key points being discussed?
  - Reflect the purpose and content of the paper
  - Be concise – use each sentence to convey the most important aspects of your paper

(APA, 2010)
Formatting the Abstract

- Begin on page 2.
- Center the word Abstract at the top of the page.
  - Do not bold, underline, italicize, or put this in quotation marks.
- Do NOT indent the abstract paragraph.
- Keywords: Although not required according to the APA manual, some instructors and publishers require keywords.
  - Terms or phrases that show the focus of your paper
  - 5-6 key terms or phrases
  - Below Abstract, indent and type Keywords (italicized + capitalized), type a colon followed by 5-6 keywords.
EFFECTS OF AGE ON DETECTION

Abstract

Age differences were examined in affective processing, in the context of a visual search task. Young and older adults were faster to detect high arousal images compared with low arousal and neutral items. Younger adults were faster to detect positive high arousal targets compared with other categories. In contrast, older adults exhibited an overall detection advantage for emotional images compared with neutral images. Together, these findings suggest that older adults do not display valence-based effects on affective processing at relatively automatic stages.

Keywords: aging, attention, information processing, emotion, visual search
APA Headings

• Although headings are not always required, they do offer a helpful way to organize your paper.
• APA has five levels of headings.
  • These are similar to the levels of an outline, with major points and sub-points.
• In most cases, you will only use up to a Level 3.
# Five Levels of APA Headings

<table>
<thead>
<tr>
<th>Level</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Centered, Boldface, Uppercase and Lowercase Heading</strong>&lt;br&gt;Then your paragraph begins below, indented like a regular paragraph.</td>
</tr>
<tr>
<td>2</td>
<td><strong>Flush Left, Boldface, Uppercase, and Lowercase Heading</strong>&lt;br&gt;Then your paragraph begins below, indented like a regular paragraph.</td>
</tr>
<tr>
<td>3</td>
<td><strong>Indented, boldface, lowercase paragraph heading ending with a period.</strong> Your paragraph begins right here, in line with the heading.&lt;sup&gt;a&lt;/sup&gt;</td>
</tr>
<tr>
<td>4</td>
<td><strong>Indented, boldface, italicized, lowercase paragraph heading ending with a period.</strong> Your paragraph begins right here, in line with the heading.</td>
</tr>
<tr>
<td>5</td>
<td><strong>Indented, italicized, lowercase paragraph heading ending with a period.</strong> Your paragraph begins right here, in line with the heading.</td>
</tr>
</tbody>
</table>

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<sup>a</sup>For headings at Levels 3–5, the first letter of the first word in the heading is uppercase, and the remaining words are lowercase (except for proper nouns and the first word to follow a colon).
Anxiety Made Visible: Multiple Reports of Anxiety and Rejection Sensitivity

Our study investigated anxiety and rejection sensitivity. In particular, we examined how participant self-ratings of state and trait anxiety and rejection sensitivity would differ from the ratings of others, namely, the close friends of participants.

**Literature Overview**

Anxiety and rejection sensitivity are two important facets of psychological functioning that have received much attention in the literature. For example, Ronen and Baldwin (2010) demonstrated....

**Method**

**Participants**

Participants were 80 university students (35 men, 45 women) whose mean age was 20.25 years ($SD = 1.68$). Approximately 70% of participants were European American, 15% were African American, 9% were Hispanic American, and 6% were Asian American. They received course credit for their participation.

**Procedure**

**Recruitment.** We placed flyers about the study on bulletin boards around campus, and the study was included on the list of open studies on the Psychology Department website. To reduce bias in the sample, we described the study as a “personality study” rather than specifically mentioning our target traits of anxiety and rejection sensitivity.

**Session 1: Psychiatric diagnoses.** During the initial interview session, doctoral level psychology students assessed participants for psychiatric diagnoses. Eighteen percent of the sample met the criteria for generalized anxiety disorder according to the Structured Clinical Interview for DSM-IV Axis I Disorders (First, Gibbon, Spitzer, & Williams, 1996).

**Session 2: Assessments.** All participants attended a follow-up session to complete assessments. Participants were instructed to bring a friend with them who would complete the other-report measures.

**Self-report measures.** We first administered several self-report measures, as follows.
References – Formatting

• The purpose of a References page is to provide a list of all sources used or referenced within a paper.
• Begin your References page on a new page, following the body paragraphs of your paper.
• Center the word References at the top of the page.
  • Do not bold, underline, italicize, or put this in quotation marks.
• References should:
  • Be alphabetized
  • Be double-spaced
  • Use a hanging indent
References


References

- Different types of sources are cited in different ways.
  - Book or book chapter
  - Journal article
  - Newspaper article
  - Magazine article
  - Web source
  - Indirect sources
What goes in a Reference?

All references will include the following information, with some variation:

- **WHO:** Author’s name
- **WHEN:** Date of publication
- **WHAT:** Title of work
- **WHERE:** Source data


- Author last name, first and middle initial (if available)
- APA uses the ampersand (&) instead of “and”
- Date of publication may include year, Month day
- Formatting of title will vary depending on the type of source
- Publication information or retrieval information
Book

*Entire book (print version)*

*Entire book – with edition or volume (print version)*
Author, A. A., & Author, B. B. (year). *Title of book* (2nd ed.). Location: Publisher


Location includes the city and abbreviated state, or city and country, of the publisher.
New York, NY  Austin, TX  London, England
Book Chapter

*Book chapter (print version)*

Author, A. A. (year). Title of chapter or entry. In A. Editor & B. Editor (Eds.), *Title of book* (pp. xxx-xxx). Location: Publisher.


★ If there is no author for the chapter or entry, cite by the title of the entry.

★ If there are no page numbers for the entry, the chapter or entry title is sufficient.
Citing a Reprint in APA

- You must include the publication information for both versions of the source when citing a source in a published collection that has been previously published elsewhere.

- Original work published in a book
- Original work published in a journal
Citing a Reprint: Book

Last name, A. B. (Year). Title of article. In A. Editor & B. Editor (Eds.), *Title of collection* (pp. xx-xx). City: Publisher. (Reprinted from *Title of book*, pp. xx-xx, Year, City: Publisher)
Citing a Reprint: Journal

Last Name, A. B. (Year). Title of article. In A. Editor & B. Editor (Eds.), *Title of collection* (pp. xx-xx). City: Publisher. (Reprinted from *Title of Journal, Volume*(Issue), pp-pp, Year)
Journal Article – DOI

• DOI (Digital Object Identifier)
  • A “unique identifier” for published journal articles that functions as an accessible link to that source
• DOI can usually be found on the first page of the journal article or in the retrieval information on the database.

(APA, 2012)
Journal Article

*Journal article (print version)*

*Journal article (retrieved online – with DOI)*

*Journal article (retrieved online – with DOI)*

*Journal article (retrieved online – no DOI available)*

APA is transitioning to the second one but, currently, both are correct.
Newspaper Article

Newspaper article (print version)
Author, A. A. (year, Month day). Title of article. Title of Newspaper, pp. A#, A#.

If article is taken from a single page, then use p. instead of pp.

Newspaper article (retrieved online)
Author, A. A. (year, Month day). Title of article. Title of Newspaper. Retrieved from http://newspaperhomepage
Web Source

*General reference format for web source*

*No author*

*No date*

*No title*
Indirect Sources

• Informally Published/ Self-Archived Primary Document [retrieved online] (used frequently in History):
  • Roosevelt (2012) discusses the idea of American citizens doing well for themselves and for America.

• Secondary Sources (used when taking quoted or paraphrased information not from the original source):
  • In her journals, Reeves noted that Rhetoric has changed to a multi-planal subject because of our multi-modal world (as cited in Jones, 2015).
Citing Sources In Text

- Now that we have shown you how to cite different types of sources on your References page, we will discuss how to cite these sources within the text of your paper.


- Author and date must appear together, whether at the beginning or end of a citation.
Citing Sources – Signal Phrasing

- APA uses an author-date system for citing sources
  - Author (date)
  - (Author, date).

- A signal phrase is a word, phrase, or sentence that indicates to the reader that you will be including researched material.
  - According to Burroughs (2009),...
  - Burroughs (2009) stated that...
Citing Sources – Quotation

- Introduce the quotation with a signal phrase that includes the author’s last name, followed by the year of publication in parentheses.
- Put the page number (p. #) in parentheses after the close of the quotation.
- If more than one author, use and.

Tierney and Pearson (2011) assert that both reading and writing “are acts of composing” (p. 175).
Citing Sources – Quotation

- If the author is not named in the sentence, place the author’s name, the year, and the page number in parentheses after the close of the quotation.
- If more than one author, use &.

Both reading and writing are “acts of composing” (Tierney & Pearson, 2011, p. 175).

(Hacker & Sommers, 2012)
Citing Sources – Summary or Paraphrase

- A page number is not required for a paraphrase or summary.
- Include the author’s last name and the year either in a signal phrase introducing the material or in parentheses following it.

Tierney and Pearson (2011) suggest that in reading and writing, the individual is required to consider their own background of experience, the author, and the reader in order to negotiate meaning.

In reading and writing, the individual is required to consider their own background of experience, the author, and the reader in order to negotiate meaning (Tierney & Pearson, 2011).
Citing Sources – Multiple Authors

<table>
<thead>
<tr>
<th>Type of Citation</th>
<th>First citation (in text)</th>
<th>Subsequent citations (in text)</th>
<th>First citation (parenthetical)</th>
<th>Subsequent citations (parenthetical)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three to five authors</td>
<td>Bradley, Ramirez, and Soo (1999)</td>
<td>Bradley et al. (1999)</td>
<td>(Bradley, Ramirez, &amp; Soo, 1999)</td>
<td>(Bradley et al., 1999)</td>
</tr>
<tr>
<td>Six or more authors</td>
<td>Wasserstein et al. (2005)</td>
<td>Wasserstein et al., (2005)</td>
<td>(Wasserstein et al., 2005)</td>
<td>(Wasserstein et al., 2005)</td>
</tr>
</tbody>
</table>

(APA, 2010)
Citing Sources – Missing Information

<table>
<thead>
<tr>
<th>What information do you have?</th>
<th>Solution</th>
<th>Position A</th>
<th>Position B</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have both author and date</td>
<td>n/a</td>
<td>Author surname(s)</td>
<td>year</td>
</tr>
<tr>
<td>Author is missing</td>
<td></td>
<td>Substitute the title for the author name</td>
<td>year</td>
</tr>
<tr>
<td>Date is missing</td>
<td></td>
<td>Use &quot;n.d.&quot; for &quot;no date&quot;</td>
<td>n.d.</td>
</tr>
<tr>
<td>Author and date are both missing</td>
<td></td>
<td>Combine solutions for author and date being missing</td>
<td>n.d.</td>
</tr>
</tbody>
</table>

(APA, 2013)

Johnson (n.d.) explains the concept of...

“Exploring Underwater Resources” (2012) defines excavation as...
References


