APA The Easy Way: Essentials

Monday, April 27, 2015, 8:30 PM ET
Presenter – Amy Sexton with Molly Starkweather
Kaplan University Writing Center

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Please click here to view this recorded workshop:
http://khe2.adobeconnect.com/p6cp4qcrerc/
Agenda

- APA
- Formatting Guidelines
- Citations (in-text & reference)
- Writing Center Resources & Services
- Questions
- Contacts
APA

Format + Citation Style = APA

APA stands for American Psychological Association, which publishes *The Publication Manual of the American Psychological Association*, currently in the 6th edition. While APA style is used mostly in the social and behavioral sciences, it’s the default standard at Kaplan.

APA generally refers to two things: format (or the way a paper looks) and citation style (or the way the writer acknowledges the use of outside resources).

The APA web site contains helpful tutorials and a style blog. If you cannot find the information you need within the Writing Center, try the APA Style Blog. You’ll probably find the information you need!
General Formatting Guidelines

1. Title page
2. Discussion
3. Reference list if research used

Every APA paper has two parts -- a title page and discussion pages. If research sources are used, the paper must also contain a reference list.

The title page identifies the names of the composition, writer, and university. It also includes a header with title and page number. The discussion is the body of the paper. A reference list identifies all sources cited in the discussion and appears on a separate page at the end.
General Manuscript Guidelines

1. Headers
2. One-inch margins
3. Standard 12-point font
4. Double-spacing
5. Title, discussion, and reference list pages

If you have ever wondered why formatting matters, it’s really quite simple: writers want to make reading easy for their readers. These general guidelines, which apply to all three parts of an APA paper, make reading easy.

A header appears at the top of every page to identify the paper’s title and page number. In a moment, we will look at APA headers.

Margins of one inch on all four sides provide enough white space for reading and printing. Microsoft Word generally is pre-set for these margins, so you do not have to adjust them (unless you have an old version of the program).

Research has shown that Left Aligned text standard font in 12-point size is generally the easiest to read. Times New Roman and Arial are standard fonts and often preferred or required by an assignment.

To double-space text correctly throughout your composition, go to the Paragraph menu and select Double under Line Spacing. Do this when you create the document, as creating format is much easier before word-processing than it is after completing your work.

The title, discussion, and reference pages follow certain guidelines as explained in following slides.
Title Page

- Header should appear as follows: Running head: TITLE OF PAPER on the left and the page number on the right
- Use MS Word’s “Header” feature to insert header
- From top of page, click “Enter” about 7 times and word-process the composition title, your name, and the University name

The header runs along the top, spanning the width of the page. On the title page, it includes Running head: TITLE OF PAPER (in all caps) at the left and the page number at the right. The header is made with Microsoft Word’s special tool that will automatically place it correctly on the page. This tutorial demonstrates how to create a correct APA title page: title page video

Just above the middle of the page, word-process the composition title (follow standard capitalization rules), the author’s name, and the university name. If a professor asks you to add information, for example the name of the course, make sure you follow those directions even if they contradict APA standard style.
Discussion

• “Running head:” removed from header
• Essay title in header in ALL CAPS
• Composition title centered on the first discussion page
• Double-spacing with no extra spaces
What is a citation?

- Reference to a borrowed source of information used in your writing
- Formatted according to a style guide such as APA, MLA, AP, and others
- Shown in the text and at the paper’s end

Certain information is important to some professions while that same information may be irrelevant to others; as a result, there are different style forms. This workshop will focus only on APA citation style, which is an author/date system.

You may be asked to use a different style in one of your classes or in your profession. All styles are alike in that they dictate format, citations, and sometimes mechanics (like punctuation).
What do you cite?

**Others’ ideas & words/images/creations**

- Audio files
- Charts & tables
- Ideas
- Images & art
- Music
- Videos & so on

Whenever you paraphrase, quote, or use another’s idea, you must acknowledge that you have done so. All borrowed information is acknowledged in a citation except for common knowledge.

What is common knowledge?

1. The reader should already know this information.
2. The information is easily accessible in general information sources.
3. Folklore, mythology, and well-known stories are considered common knowledge.
4. Facts that are well known in a particular field of study written for an audience within that field are considered common knowledge.
5. The same information can be found in at least five sources.

Here are some examples of common knowledge:

The earth revolves around the sun.

Gravity was discovered by Sir Isaac Newton.

Einstein discovered the theory of relativity.

The key concept to remember about common knowledge is that you do not have to cite it *as long as it is written in your own words.*
Why do you cite?

- Credit
- Credibility
- Access
- Plagiarism

Citations serve several purposes:

1. They give credit to the person or persons whose ideas and/or words you have borrowed
2. They show that your sources are credible
3. They provide complete access or publication information so that readers can locate and read the same information
4. They help writers avoid plagiarism.

In sum, you must use citations in order to distinguish between your words and ideas and those of others.
How do you cite?

In-text
• Paraphrase of another’s idea (Name, date)
• Quotation of another’s words (Name, date, p. #) or (Name, date, para. #)

Reference list
• Resources read and used in paper
• Complete access information

Citation is a two-part process.

Every time you use an idea from a resource, you must cite that use. A paraphrase or summary, for example, will be written in your own words and sentences but might use another writer’s idea. That paraphrase or summary will typically end with an in-text citation inside parentheses. Sometimes you may use a signal phrase with the author’s name followed by the date in parentheses.

At the end of the paper, a reference list contains the complete access information for everything you read and use in the paper.

Both parts must be included in order for citation to be complete and correct.
In-text Citations

• Generally, in-text citations include
  - Author’s last name and year of publication for a **paraphrase**
    (Martinez, 2009).
  - Author’s last name, year of publication, and a page number for a **quotation**
    (Martinez, 2009, p. 3).
  - Author’s last name, year of publication, and a paragraph number for a **quotation from a source without standard pagination**
    (Martinez, 2009, para. 7).

Note that a basic citation always includes the author’s last name and date. Later you’ll learn what to use if there is no individual author or no author at all.
In-text Citations

Individual Author
(Sarvis, 2011, p. 12).

Organizational Author (no individual author)
(Scientific American, 2008, para. 3).

No Individual or Organizational Author
(“Success in School,” 2009).

Two Authors
(Clements & Martinez, 2011, p. 47).

In-text Citations

Individual Author
(Sarvis, 2011, p. 12).

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No Individual or Organizational Author
(“Success in School,” 2009).

Two Authors
(Clements & Martinez, 2011, p. 47).

The first part of any citation is the author. If no individual author is listed, use the corporate or sponsoring organization as the author.

If there is no individual or sponsoring organization author, do not use “Anonymous” unless “Anonymous” is the listed author. Instead, go to the next key piece of information — the title. Put into quotation marks an article, chapter, or Web page title, and italicize books, magazines, and newspapers. (Please note that article, chapter, and Web page titles are not quoted in the reference list, although book, magazine, and newspaper titles are italicized.)

Common Citations in APA, a comprehensive tutorial found in the Writing Center, explains special APA capitalization and punctuation rules for citations. It also explains how to handle sources by multiple authors. I will give you the link to this tutorial later in the workshop.

If quoting directly, always use the page or paragraph number.

Don’t over-think! Please remember that the Writing Center has resources to assist you.
In-text Citations

- When the author is mentioned in a signal phrase, follow these guidelines:
  - For a paraphrase, the year of publication directly follows the author’s last name
    Martinez (2009) said that it is best to use an APA handbook rather than try to memorize all the different citation formats.
  - For a quotation, the year of publication directly follows the author’s last name and the page number follows the quotation.
    Martinez (2009) said, “Don’t try to memorize APA; just refer to a guide while you are writing your paper” (p. 3).

Please remember that if a source, like a web page for example, does not have standard pagination, use the paragraph number when you cite a quotation.
In-text Citations

- When you use a secondary source, follow this guideline:
  - Smith’s report (as cited in Bragdon, 2010) stated, “obesity research indicates people need to drink more water” (p. 223).
  - You have read Bragdon’s work, and Bragdon quoted Smith.

A secondary source is one that contains information or words from another source. When you borrow from a secondary source, you must use the As Cited In form. If, for example, you use a quotation that was quoted in someone else’s work, your in-text citation will look like the one in the example.
Reference Citations

- Placed on separate page at paper’s end
- Complete access of bibliographic information
- Formatted according to guidelines
- First word of reference citation matched to first word of corresponding in-text citation

In-text and reference citations must match, which means the first word of the in-text citation should be the first word of a reference citation. Typically, that first word will be the author’s last name or the sponsoring organization’s name.
Reference Citations

• Titles
  - Article or book: capitalize first word, proper nouns, proper adjectives, and first word after colon
  - Newspaper or journal titles: capitalize first and all important words (standard capitalization) and italicize


APA capitalization of reference citations is a bit unusual. Use the Writing Center tutorials to help you with capitalization. A journal article title is not italicized, but the journal title is italicized. The volume number is italicized but the issue number is not.
Reference Citations

• Book


Book


Reference Citations

• Article from a web site
  - Look for author, date, and page numbers (if present)
  - Consider site’s credibility
  - Consider reliability and validity of source if too much information is missing


In an in-text citation, the author’s last name and date are used for a paraphrase (add a paragraph number if using a quotation). Please remember that full or reference citations must match up with in-text citations.
Reference Citations

• Corporate author (single Web page)

• Corporate author (multiple Web pages from same site)


If there is no individual author, use the sponsoring organization or corporation as the author. Notice that the title of the Web page accessed follows the publication or copyright date.

If you use several pages from the same site with the same publication date, you must distinguish between them so the in-text citations are clear. Add a letter to the date, beginning with “a.” The pages will be listed in alphabetical order by title when the author and date are the same.
APA Demystified in 5 Minutes
APA Title Page and Headers Tutorial
APA Manuscript Style
Basic Citation Guidelines
Common Citations in APA Format
Connect with the KUWC’s public webpage. You can actually Google and find this page. This is also a great way for you to stay connected to the KUWC through Facebook and Twitter. Many of our resources are here as well.
The best time to do a paper review in the Kaplan University Writing Center is after you have written your first draft. When you come to us early, we can help you the most by helping you with the structure of your paper. Many students send papers at the last minute because they want us to simply proofread their paper. However, KUWC writing tutors do not simply proofread the paper for you; we want to help you learn to write and proofread your own papers. You can submit a first draft, and then submit a later draft if you need further help on an assignment.

If you need help before you write the first draft, you can use live tutoring. During live tutoring, you can ask questions and brainstorm with a tutor. Live tutors can help you with other stages in the paper writing process as well. Come visit us. We can be found under the My Studies tab, then under Academic Support Center.
Writing Center

Writing Tutor
Paper Review and Q&A Services
Writing Reference Library
Citation Guidelines (APA & more)
Writing Workshops
Graduate Student Resources
English Language Learners
Writing Fundamentals Program
Effective Writing Podcasts Series
First-Term Student Resources
On the main Academic Support Center page, you will see the Writing Center links. These include Live Tutoring, Paper Review Service, the Writing Reference Library, Citation Guidelines, Workshops, English Language Learner, and Fundamental writing help. Notice, you can access the Kaplan Guide to Successful Writing on the right hand side in both print and audio form. Come visit us.
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Workshops are recorded and recording links, with an accompanying PowerPoint, are posted on the Writing Center Workshop page after the workshop.

Kaplan University Writing Center Resources

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