APA The Easy Way: Quick Tips
Monday, June 29, 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/p3swbn1vrdf/
Agenda

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

Format + In-text Citations + References = 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 three things: format (or the way a paper looks), in-text citations, and references (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 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 type title of paper, 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. We recommend watching the video several times and pausing it as you work through each of the steps. If you are not able to create a correctly formatted headers, page numbers, and title page, ensure that you have selected “Different first page” and that you are inserting a page break at the bottom of the title page. Missing either of these steps may cause issues. Also, if you are not able to format the headers and title page correctly, do not stress; instead send a question to the Writing Center. We are happy to help!

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
- Shown in the text and at the paper’s end
- In-text citations tell your readers which information you borrowed from outside sources and which source you borrowed the information from
- Reference page citations provide all of the information the readers need to access the source

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. Why do you think the author and date are important elements to know in the social sciences?

Typically, readers within social science fields will want to know who is responsible for the information (the author) and how current the information is (the year). 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, which are typically facts that most people would commonly know. 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. If it is considered common knowledge, but you use another’s words in your own writing, you must quote and cite the words.

If you use information that is not considered common knowledge or did not come out of your own head, then you should cite it.
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.
Citation Parts

Reference citation:
Who + When + What + Where

In-text citation:
Who + When + Where for quote

All reference citations share these parts – who, when, what, and where. If you remember this sequence, you will be able to search for and find the parts required for each specific kind of resource you use. The in-text citation is built from the reference citation.
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.
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.
What if my source does not have a date?

Use n.d. which stands for no date in both the in-text citation and in the full reference.

- **In-text citation:** Sexton (n.d.) notes, “direct quotation” (para. 3).
- **References page citation:** Sexton, A. (n.d.). Citing made easy. Retrieved from URL.

Note that the source above is an article from a web site. Use this template to help cite web articles:

What if my source does not have an author?

First, look for an organizational or institutional author.

In-text citation for a source with an organizational author:
(Centers for Disease Control and Prevention, 2010).

References page:

What if my source does not have an author?

First, look for an organizational or institutional author.
In-text citation for a source with an organizational author:
(Centers for Disease Control and Prevention, 2010).

References page:
What if my source does not have an author?

If there is no organizational or institutional author, cite by the title of the work.

In-text citation for a source with no individual or organizational author:

(“Success in School,” 2009).

References page citation for a source with no individual or organizational author:

Success in school. (2009). Retrieved from URL.
What if my source has more than one author?

- **Two Authors – In-text Citation**
  (Clements & Martinez, 2011, p. 47). OR
  Clements and Martinez (2011) state, paraphrase.
What if my source has more than one author?

**Two authors – References page**


Note that the above reference is for a book. You can use this template to create reference citations for books:

What if my source has more than one author?

- **Three - five authors – In-text Citations**
  - **1st instance:** (Martinez, Clements, & Rios, 2011) or Martinez, Clements, and Rios (2011) said . . .
  - **2nd instance:** (Martinez et al., 2011) or Martinez et al. (2011) stated . . .
What if my source has more than one author?

- Three to Five Authors – References page

  Note that the above reference is for a journal article. You can use this template to help cite journal articles:
  - Author, A. A. (date of publication). Title of the article. *Journal Title, volume*(issue), page numbers.
What if my source has more than one author?

Six or more authors – In-text Citations:
Clements et al. (2009) studied . . . or (Clements et al., 2009)

Six or more authors – Références page
Cite the first six authors. If there are more than six, list the first six, then include ellipses before the last author:

What if my source has more than one author?

**Six or more authors – In-text Citations:**
Clements et al. (2009) studied . . . or (Clements et al., 2009)

**Six or more authors – Références page**
Cite the first six authors. If there are more than six, list the first six, then include ellipses before the last author:
What if two of my sources have the same author and the same year?

• Alphabetize the references by the title of the work. Place a small “a” beside the year in the first one and a “b” beside the year in the second one:


What if I am citing an indirect source?

• 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.
KUWC Resources

- APA Demystified in 5 Minutes
- APA Title Page and Headers Tutorial
- APA Manuscript Style
- Basic Citation Guidelines
- Common Citations in APA Format

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.
Kaplan University Writing 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.
Contact Information

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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

Introductory Video  Survey Link
Writing Center

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