How to Learn APA Style

Monday, October 19th, @ 8 PM ET
Presenter – Kyle Harley
Kaplan University Writing Center

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Agenda

• What is APA?
• How to Learn Citing and Referencing in APA
• How to Learn APA Formatting
• 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).
Begin with careful research.

• Record necessary information: Who? When? What? Where?
• Take notes by paraphrasing entire passages (not sentences).
• Enclose any words borrowed verbatim in quotation marks.

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Enclose any words borrowed verbatim in quotation marks.
Know When to Cite

To know when to cite, follow this simple rule: Whenever you borrow what someone else wrote, said, or created, you must cite it. This includes when you use someone’s exact wording (quotations), someone’s ideas (paraphrases and summaries), and illustrations of ideas (graphics or artwork).
Understand what common knowledge is.

The term “common knowledge” refers to facts that most people would commonly know.

- Who discovered gravity?
- Who was the first president of the United States?

If you have to look it up, it is NOT common knowledge and must be cited!

Examples:

Issac Newton discovered gravity.

George Washington was the first president of the United States.

If you have to look it up, it is NOT common knowledge and must be cited!
Understand 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 indicate which information you borrowed from outside sources and which source you borrowed the information from
- Reference page citations provide bibliographic information so the reader can access the source
Understand the parts of APA citation.

Paraphrases, summaries, and quotes are ways to use another author’s information in your writing, and in order to avoid plagiarism and to also show you are an ethical and credible researcher, you must attribute that information to the source with a citation. APA citation style has two parts: in-text citations and full reference citations.

**In-text citations**
- Use in the body of the paper
- Show what information comes from outside sources
- Include author and year for paraphrases/summaries
- Include author, year, and page (p.) or paragraph (para.) number for quotations

**Full reference citations**
- Place at the end of the document on a reference list
- Include enough information to lead the reader to the source
- Follow a standard structure

Short demonstration found [here](#)

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).
Example of In-Text Citation for a Quote

When quoting, you have to put quotation marks around the borrowed text and identify the author’s last name, the publication year, and the page or paragraph number either making the author’s name part of the sentence structure and putting the year and page in parenthetical citations, or you can follow the quoted text with a parenthetical citation having all three required elements.

When quoting, it’s also important to make the quote part of a larger sentence. If you just drop a quote into a paragraph, it’s as though someone just interrupted you. You are talking then someone else chimes in. That is not okay in your paper. You want to lead into quotes, synthesizing them with your own ideas, and it’s a good practice to follow quotes with at least a sentence that comments on or interprets the quote.

In the example, the author’s name is part of the sentence structure. The year follows the author’s name in parentheses, and the page number follows the quote in parentheses. Notice that there are quotation marks around the borrowed text, and the period ends the sentence after the parenthetical citation to enclose the citation in the sentence that it pertains to.
Example of In-Text Citation for a Paraphrase

- Paraphrase (Author, year).
- According to Author (year), paraphrase.
- Author (year) suggested paraphrase.

Example of In-Text Citation for a Paraphrase (or summary):

When paraphrasing or summarizing, you have to identify the author’s last name and the publication year in the sentence. You can do this a couple ways: Write the paraphrase and put the author and year in a parenthetical citation at the end of it, or you can make the author’s name part of the sentence structure either in a signal phrase such as “according to Author,” or as a sentence subject as in the example: McCarty (2007) posits. . . . When you make the author’s name part of the sentence grammar, you still have to put the publication year in parentheses directly after it.
Full Reference Citation in APA Style

- Begin with author (individual or corporate).
- If no author is provided,
  1. Check source for credibility.
  2. If credible, begin with title instead.
- Follow pattern above.

Samples of citations found here
Match in-text and reference citations.

APA errors and unintentional plagiarism often happen when the in-text citations don’t match with the full citations on the reference list at the end of the paper. The full citation is missing; the in-text citation is missing; or incorrect formatting prevents the reader from knowing what reference citation goes with what in-text citations. In-text citations and reference list citations must match.

First, every source used in-text must have a corresponding citation on the reference list, and every source listed on the reference list must be cited at least once in the text. The name given in the in-text citation should be the same name that is flush with the margin of the full citation. Since the full reference citations are alphabetized according to that name and the citations use hanging indentations, when readers want more information about a source in the paper, they can flip to the reference list and easily scan down the margin of author names to find the corresponding full citation.
Use Cross-Referencing

To know how to cite, you need to know how to cross-reference: taking your source, a journal article, for instance, and looking up in your style guide how to cite a journal article—what elements to include in the citation and in what order to put them. The style guide will also indicate the capitalization, font, and punctuation rules to follow.
Example of Cross-Referencing

- **Source:** Journal article by Diane Martinez titled “Writing in an Online Environment” in the *Journal of Online Writing* published in 2009. The journal volume is 3 and the issue number is 2. The article begins on page 17 and ends on page 34.

- **APA format for a journal article:** Author, Middle initial. First initial. (Year of publication). Title of article. *Title of the Journal, volume* (issue), page-page.

- **Citation:** Martinez, D. (2009). Writing in an online environment. *Journal of Online Writing, 3* (2), 17-34.

Example of Cross-Referencing

The source is a journal article by Diane Martinez titled “Writing in an Online Environment” in the *Journal of Online Writing* published in 2009. The journal volume is 3 and the issue number is 2. The article begins on page 17 and ends on page 34.

According to the Publication Manual of the *American Psychological Association*, you would put this information in the following format:

Author, Middle initial. First initial. (Year of publication). Title of article. *Title of the Journal, volume* (issue), page-page.

The APA citation would then look like this:

Two resources we recommend every academic writer at Kaplan have handy when writing an APA paper is Basic Citation Guidelines and Common Citations in APA Format. These resources cover all the basics of how to quote, paraphrase, and summarize, how to cite, and how to format APA citations.

Citation Resources:

Basic Citation Guidelines

Common Citations in Format: APA, 6th Edition
Formatting – General 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.
Formatting: 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 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. 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.
Formatting – Body of Paper

• “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
More KUWC Resources

• APA Demystified in 5 Minutes
• APA Title Page and Headers Tutorial
• APA Manuscript Style

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APA Demystified in 5 Minutes
APA Title Page and Headers Tutorial
APA Manuscript Style
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.
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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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
Contact Information

Kyle Harley  kharley@kaplan.edu
Amy Sexton  asexton@kaplan.edu

Workshops are recorded and recording links, with an accompanying PowerPoint, are posted on the Writing Center Workshop page after the workshop.

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