Your Agenda

- The Basics: APA Format
- In-Text Citations
- Reference List
- Stylistics
- In Practice: In-Text Citations
- Reference List Practice
- Frequently Asked Questions
Introduction

Why use a documentation style at all?
• Useful for you: Organize sources
• Useful for others: Track your sources
• Credit where credit is due
• Shorter than full summaries

Why use APA?
• Social sciences: We care about names & dates!
• Compactness / Efficiency
The Basics: APA Format

Pieces of an APA paper:

• Title Page: Example
• Abstract: A summary of the full paper
• First Page: Example (what is a running head?)
• Body Text
• References
Title Page:

The Purdue Online Writing Lab’s Sample Title Page: Following the American Psychological Association’s Guidelines
Purdue Pete
Purdue University

From the Purdue OWL
Abstract


Keywords: lorem ipsum, nulla vitae

From the Purdue OWL
The Basics: APA Format

Formatting requirements:

• Font: Variable width, e.g. Times New Roman (not Courier New)
• Size: 12 point
• Spacing: Double (without extra space between paragraphs)
• Margins: 1 inch all the way around
The Basics: In-Text Citation

Remember, we care about two things:

• **Name, Date**
  • And when quoting, location information: page number, paragraph number, or section heading with paragraph number.

• **Examples**
The Basics: In-Text Citation

Best Practices:

• **As you read:** As soon as you find an article useful, make a References entry, and save it with your notes in a document.

• **As you write:** Add in-text citations as you go.
The Basics: Reference List

Start with those two vital things:

• Name. (Date).

• 1 name, 2 names, 3-7 names, 8+ names...

Then help your reader find the resource:

• Title of the article. Title of the Journal,
The Basics: Reference List

And of course, the details matter (*that’s where the devil is…*). For scholarly articles in periodicals:

- `##(#)#), ###-###.
- **Volume(Issue), page range.**
- **OR, publication information for books…**
Resources

Easy reference guide: The Purdue OWL
Resources

• Electronic source reference guide:  Library link (Free download!)

• Library video: Formatting papers for APA Style using MS Word:  Library link

• More on in-text citations and references in a moment, but first, a word about…
APA is more than just citation

- **Numbers**: spell out numbers less than 10
  - *Unless* they are measurements: one person, but 1 kilometer.
- The same rules apply to ordinal numbers
- **Metric measurement**
- **Avoid Bias**: Use gender neutral terms
  - Handy tip: For general statements, use plural examples—clients, not “a client”
Stylistics

APA is more than just citation

• **Avoid Bias:** get “people” into the sentence
  • People with disabilities
  • The disabled

• **Avoid Bias:** call people by their preferred identifying terms
  • “African,” “African American,” and “Black” mean different things.
  • “Hispanic” is different from “Latino/a”
APA is more than just citation

- **Verb Tense:** For clients…
  - Past tense: Events that began and ended in the past: The client experienced a traumatic event.
  - Present tense: Events still true at the moment we write: The client is an African American woman.
Stylistics

APA is more than just citation

• **Verb Tense:** For academic sources…
  • Past tense: Studies that began and ended in the past: Johnson’s (2010) study found that the intervention was effective.
  • Present tense: Theories still thought to be accurate as we write: Attachment theory says human beings form unique bonds with caregivers.
Stylistics

APA is more than just citation

• **CAN I USE “I”**
  - APA says, when you refer to something you, personally actually did, USE I.
  - Precision (vs. “the social worker”)
  - BUT assignment requirements and genre conventions differ—it never hurts to ask
APA is more than just citation

• CAN I USE “I”
  • Avoid exclusionary “we”:
    • We are all bound to good Christian values.
  • As social workers, we are bound to follow the *Code of Ethics* (NASW, 2008).
Grammar FUN: Spot the errors!

- The criteria we used to determine inclusion is shown in Table 1.
- The students whom we found scored below average were in Group A.
- The group of participants who we classified as the youngest was tested first.
- The experiment tested the participants following this method.
- Before testing the participants, the control group was evaluated.
Stylistics

Headings

Level 1 is Bold, Centered

Level 2 (Subheading) is Bold, Aligned Left

Heading 3 (sub-subheading) is bold, aligned left, indented, and ends with a period. Then the text begins here.

*Heading 4 adds italics.* Then text.

*Heading 5 removes bold.* Then text.
Stylistics

Headings

This is a Level one Heading
This is the text that would follow the heading. Note that it is indented.

This is a Level two Heading
This is the text that would follow the heading. Note that it is indented. Most of the time, these are the only two we need...
Stylistics

But if we need to add more levels...

This is a Level Three Heading. This is the text that follows that heading, starting directly after it.

This is a Level Four Heading. Then the text begins directly after it.

This is a Level Five Heading. Then text.

Back to Menu
In Practice: In-Text Citations

In-Text Citations: Options

• The author’s name and year stay together, and may appear in the sentence, or at the end in parentheses.
  
  • Johnson (2010) found the intervention was effective for clients with depression.
  
  • The intervention was found to be effective for clients with depression (Johnson, 2010).
In Practice: In-Text Citations

In-Text Citations: Options

- Quotations require a page number.
  - Johnson (2010) found that the intervention “was effective for clients with depression” (p.14).
  - The intervention “was effective for clients with depression” (Johnson, 2010, p.14).
In Practice: In-Text Citations

In-Text Citations: Options

• If there’s no page number, use paragraph #, and section heading if available.
  • The intervention “was effective for clients with depression” (Johnson, 2010, para.24).
  • The intervention “was effective for clients with depression” (Johnson, 2010, Conclusion section, para.2).
In Practice: In-Text Citations

In-Text Citations: Options

• For summaries drawn from multiple sources, we can “stack” citations (alphabetize!).

• Extensive testing showed that the intervention was effective with a wide variety of clients (Johnson, 2010; Murray, 2011; Xavier, 2003).
In Practice: In-Text Citations

In-Text Citations: No Author?

- Use the name of the organization responsible for the words on the page.
  - US Census Bureau
  - US Department of Health and Human Services
  - Child Protective Services
  - City of Fort Worth
  - National Association of Social Workers
In Practice: In-Text Citations

In-Text Citations: No Author?

• Introduce acronyms.

• First citation: According to the *Code of Ethics* (National Association of Social Workers [NASW], 2008)…

• After that: (NASW, 2008).
Reference List Practice

Write a Reference List Entry!

Mapping letters from the future: Exploring narrative processes of imagining the future

Anneke M Sools¹, Thijs Tromp², and Jan H Mooren³
Reference List Practice

Write a Reference List Entry!

Teaching in Higher Education
Vol. 16, No. 2, April 2011, 171–182

Helping students meet the challenges of academic writing
Linda A. Fernsten and Mary Reda

aSecondary Education Department, Dowling College, Education South Bldg, Idle Hour Blvd, Oakdale, NY, USA; bDepartment of English, College of Staten Island, CUNY, Staten Island, NY, USA

(Received 29 September 2009; final version received 5 July 2010)
Write a Reference List Entry!

THE GREAT TRANSFORMATION
The Beginning of
Our Religious Traditions

KAREN ARMSTRONG

ALFRED A. KNOPF
New York / Toronto 2006
Reference List Practice

Write a Reference List Entry!

HUD No. 17-047
(202) 708-0685

HUD REPORT CALLS FOR GREATER ACTION TO REDUCE INJURIES TO SENIORS IN THE HOME
Reference List Practice

Write a Reference List Entry!

DIMENSIONS OF HUMAN BEHAVIOR
Person & Environment
4th Edition

Elizabeth D. Hutchison, Ed.
& Contributors

SAGE
Thousand Oaks, CA 2006
Write a Reference List Entry!

DIMENSIONS OF HUMAN BEHAVIOR
Person & Environment
4th Edition

Elizabeth D. Hutchison, Ed.
& Contributors

SAGE
Thousand Oaks, CA 2006

Chapter 8: Culture
Linwood Cousins, PhD, LMSW

Chapter text goes on from here…
Reference List Practice

Some Quick Self-Assessment Questions:

• Who is responsible for the words on the page?
• What kind of source is it?
• Page numbers necessary? Paragraph numbers / section headings?
• …is it a law or policy? See the APA Style Blog here.

Back to Menu
FAQ: When should I cite?

• When the ideas are not your own, derived from your own conclusions, data collection, or personal experience.

FAQ: When should I use quotation marks?

• When you need someone else’s exact words. If you just need to recount the gist of their conclusions, it’s best to summarize in your own words. If your sentence contains 5 or more words that belong to the other author, then you need quotation marks…
FAQ: How do I cite a quote within a quote?

• Two Answers:
  – Find the Original Article / Don’t quote someone’s lit review
  – If you MUST use it, determine the following:
    – If your source is summarizing multiple other sources, cite only your source.
    – If your source is citing only one source, or QUOTING the other source, then you have an “indirect citation,” and you should CITE your source (as cited in...), but MENTION the other source; you can find the appropriate method in any APA manual.
Thank You!

Chris Kilgore, MFA, PhD
Writing Resource Coordinator
Room 319C
kilgorec@uta.edu
School of Social Work
The University of Texas at Arlington