

APA STYLE PACKET

**CPCW WRITING LAB
CH 103
330-6353**

Please contact a writing tutor if you need more information on APA style.

Helpful Hints for APA Papers

Typing or Word Processing: Use familiar styles (Courier, Times Roman, Times New Roman, Helvetica) in a standard 10- or 12-point size. Do not use a script typeface or all italics or capitals for your text. Type on the front side of the paper; do not use the other side for any purpose. Try to use a letter-quality printer for your final copy. Be sure to keep a copy of each manuscript submitted.

Paper: Use white, 8 ½" x 11" paper.

Margins & Indentations: Except for page numbers, leave one-inch margins at the top and bottom and on both sides of the text. Indent the first word of a paragraph five spaces from the left margin. See below for indentation of long quotations.

Spacing: Double-space the entire paper, including the title, quotations, and References page(s).

Quotations: Display a quotation of 40 or more words in a free-standing, double-spaced block of lines, and omit the quotation marks around it. Start such a block quotation on a new line, and indent it five spaces from the left margin. Type subsequent lines flush with the indent. A colon generally introduces a quotation displayed in this way. The right margin remains the same, one inch.

Page Numbers: Paginate consecutively throughout the manuscript (even the title page and References page) by placing a short version of your title and the page number in Arabic numerals in the upper-right corner of each page, approximately one-half inch from the top and one inch from the right edge of the page. Do not use the word *page* or any of its abbreviations *p.*, *pp.*, or use a period or any other mark of punctuation.

Corrections and Revisions: Proofread and correct the manuscript before offering it to your instructor. You may type brief corrections and revisions (or write them neatly and legibly in ink) directly above the lines involved, using carets to indicate where they go. Do not write below a line or use the margins. Redo any page that requires numerous or substantial changes.

Titles: Do not underline your title, put it in quotation marks, or type it in all capitals.

Abbreviations: These are often used on the References page but rarely in the text of a manuscript. The exceptions are lb., \$, %, AM and PM.

Numbers: In general write as words all numbers from one to nine and use numerals for all numbers 10 and over, but never begin a sentence with a numeral.

Title page: Ask your instructor or see a handbook for format options.

Binding: Secure shorter manuscripts with paper clips--never staples.

An Explanation of Plagiarism

Fundamentally, plagiarism is the offering of the words or ideas of another person as one's own. While the most blatant violation is the use of another student's work, the more common error is carelessness with reference sources. Sometimes paraphrase never quite becomes paraphrase--too much of the original is left intact. The obvious form of plagiarism is to copy any direct quotation from a source without providing quotation marks and without crediting the source. The more subtle form, but equally improper, is to paraphrase material that is not properly documented. Remember that an author's ideas, interpretations, and words are his or her property; in fact, they are protected by law and must be acknowledged whenever borrowed. Consequently, the use of source materials requires conformity to a few rules of conduct:

1. Acknowledge borrowed material by introducing the quotation or paraphrase with the name of the authority. This practice serves to indicate where the borrowed materials begin.
 2. Enclose all quoted materials within quotation marks.
 3. Make certain that paraphrased material is rewritten into your own style and language. The simple rearrangement of sentence patterns or substitution of synonyms is unacceptable. Do not alter the essential idea of the source.
 4. Provide specific in-text documentation for each borrowed item. APA style requires the author's last name and copyright year for all paraphrases and summaries. APA style requires the author's last name, copyright year, and page number for all quotations.
 5. Provide a bibliography entry on the References page for every source cited in the paper.
 6. Quotations obtained from oral sources, such as conversations, interviews, and speeches, should also be treated like prose quotations. You will need to obtain approval from the speaker for statements you use in your text unless the material was recorded with the speaker's permission.
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Three Ways to Take Notes

1. Quoting is one convincing way to demonstrate and refute ideas and to gather evidence. Copy the quotations carefully, making sure to reproduce the spelling and punctuation exactly, even if they're unusual. Put quotation marks around the material. Use the ellipsis mark (. . .) to indicate your omission of transitions, parenthetical remarks, and other unneeded information.
2. Summarizing is sometimes called nutshelling. A summary gives the reader just a sense of a passage from another writer. Material is condensed into one's own words. Only the essential ideas are written.
3. Paraphrasing closely follows the original text, often sentence by sentence, recording in your own words the author's line of reasoning. Since the words and the sentence structures are yours, you do not enclose a paraphrase in quotation marks, although, of course, you must acknowledge the author of the idea. Here is an example paraphrase of the original quotation from Jessica Mitford's *Kind and Usual Punishment* (New York: Random House, 1973).

Original Quotation:

According to one critic of the penal system, "The character and mentality of the keepers may be or more importance in understanding prisons than the character and mentality of the kept" (Mitford, 1973, p. 9).

Paraphrase:

One critic of the penal system maintains that we may be able to learn more about prisons from the psychology of the prison officials than from that of the prisoners (Mitford, 1973).

If you adopt or barely change the source's sentence pattern and simply substitute synonyms for key words, you are not paraphrasing but plagiarizing, even if you acknowledge the source, because you have used someone else's expression without quotation marks.

Evidence

The largest part of your paper is taken up by evidence. What is evidence? It is anything that demonstrates the truth: facts, expert opinions, illustrations and examples, and reported experience. Obviously, if you aren't writing a term paper on which you can spend months, you're limited in the amount of evidence you can collect by the amount of time you have.

Categories of evidence:

1. Facts--statements that can be verified by objective means, such as going and looking for ourselves or accepting the testimony of others.
 2. Statistics--facts expressed in numbers gathered in answer to a question. Most of us find numbers extremely convincing. As you take notes, collect any promising statistics to use when you write. To win your reader's confidence when you use figures, use them fairly, and make sure they are accurate and current. Compare a doubtful statistic with facts and statistics reported by several other sources. A report that differs from every other report may well be true, but distrust it unless it is backed by further, incontrovertible evidence.
 3. Testimony of experts--people with knowledge of a particular field gained from study and experience. The test of an expert is whether his or her expertise stands up to the scrutiny of others knowledgeable in that field. The best way to know whether someone is a highly regarded expert is to ask others familiar with his or her field. Experts may disagree, but in general, they treat one another with respect when respect is merited.
 4. Memory and observation--first-hand experience and observation. They are persuasive and add life to any paper. Often they will be more persuasive than many facts taken from reference books or tables of figures.
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Documenting Research

Proper documentation of your research need not be as formidable a task as you might suppose; ordinarily it means mastering just a few simple forms. Under the APA system of citation of sources, you include the author's last name, year of publication, and the page reference from your source within parentheses at the end of the sentence being documented if you are giving a direct quotation. If you are paraphrasing or summarizing, give only the author's last name and the year of publication within parentheses at the end of the sentence being documented. Note the spacing, placement of commas, and 'p.' in the following samples.

One proponent of the wind energy industry chides unions for supplying nuclear energy rather than recognizing "the potential for employment in this new, low-technology, labor-intensive industry" (Inglis, 1992, p. 46).

When the writer's name already appears in a sentence using a quotation, cite the year of publication after the author's name and the page number after the quote:

From the perspective of David Inglis (1992), "It is deplorable that labor unions do not see the potential employment in this new, low-technology, labor-intensive industry" (p. 46).

In a paraphrase or summary, cite only the author's last name and year of publication after the borrowed material in parentheses:

One critic finds that labor unions have missed the important employment issues surrounding wind energy (Inglis, 1992).

If the author's name is given in the sentence using a paraphrase or summary, give only the year of publication in parentheses after the author's name:

David Inglis (1992) finds that labor unions have missed the important employment issues surrounding wind energy.

NOTE: Although it is not required, writers are encouraged to include page numbers for paraphrases and summaries from long texts in order to help interested readers locate the relevant passage. These page numbers go in parentheses at the end of the sentence, as in (p. 25).

Special cases: If the source you are citing is anonymous, use a shortened title of the piece in the citation along with the year of publication, as in ("Harnessing," 1995). Remember to include the page number for a direct quotation, as in ("Harnessing," 1995, p. 122). If a work has two authors, put both names in the citation and join them with an ampersand, as in (Blumberg & Gottlieb, 1989).

Documenting Research (continued)

Personal communications, such as letters, memos, interviews, telephone conversations, and some electronic communications (E-mail, discussion groups, messages from electronic bulletin boards) do not provide recoverable data, so they are not included on the References page. Cite personal communications in the text only. Give the author's first and middle initials and last name in the sentence, but provide the type of communication and the date of communication in parentheses after the author's name.

K. W. Schaie (E-mail, April 18, 1999) believes that her study will be completed by 2002.

The Director of the Salvation Army's local branch, R. Nguyen (personal interview, March 21, 1998) states that "Our agency is now capable of supplying faxed requests for certain items."

APA BIBLIOGRAPHY CARDS

A book

Rhode, E. (1976). A history of the cinema from its origin to 1970. New York: Hill and Wang.

A chapter in a book

Staples, R. (1981). Research in the black male: A resource for change. In R.A. Lewis (Ed.), Men in difficult times (pp. 100-110). Englewood Cliffs: Prentice Hall.

For each work that you think might be helpful, make a separate bibliography card. Using a 3 x 5-inch card, record the necessary References page information in the proper reference form. As your collection of sources grows, alphabetize them by the authors' last names. Compile your References page by omitting any cards for sources you did not use in the paper and typing your References page from your remaining alphabetized cards. Making bibliography cards saves valuable time and energy in the research process!

SAMPLE REFERENCE PAGE ENTRIES

References

Book

Cone, J. D. , & Foster, S. L. (Eds.). (1993). *People in organizations: An introduction to organizational behavior*. Washington, DC: McGraw Hill.

Work in an anthology (component part of a book)

Pinderhughes, E. (1995). Biracial identity—Asset or handicap? In H. W. Hassis, H. C. Blue, & E. E. H. Griffith (Eds.), *Racial and ethnic identity: Psychological development and creative expression* (pp. 163-179). New York: Routledge.

Article in a weekly magazine

Henry, W. A. (1990, April 9). Beyond the melting pot. *Time*, 135, 28-31.

Article in a journal paginated by issue

Klimoski, R., and Palmer, S. (1993). The ADA and the hiring process in organizations. *Consulting Psychology Journal: Practice and Research*, 45(2), 10-36.

Article in a daily newspaper

Swartz, J. (1993, September 30). Obesity affects economic, social status. *The Washington Post*, pp. A1, A4.

Brochure with corporate author

National Association for the Advancement of Colored People. (1994). *Beyond the Rodney King Story: An investigation of police conduct in minority communities*. [Brochure]. Boston: Northeastern University Press.

Television broadcast

Crystal, L. (Executive Producer). (1997, October 11). *The Jim Lehrer Hour*. New York and Washington, DC: Public Broadcasting Service.

A government publication

Internal Revenue Service. (1994). Your federal income tax (Publication 17). Washington, DC: US Government Printing Office.

An article from a print source retrieved from an online database

Smyth, A .M., Parker, A .L., & Pease, D. L. (2002). A study of enjoyment of peas. *Journal of Abnormal Eating*, 8(3). Retrieved February 20, 2003, from PsycARTICLES database.

An article in an online magazine or journal

Kenneth, I. A. (2000). A Buddhist response to the nature of human rights. *Journal of Buddhist Ethics*, 8(4). Retrieved February 20, 2001, from <http://www.cac.psu.edu/jbe/twocont.html>

Web document

Wisconsin Department of Natural Resources (2001). *Glacial habitat restoration areas*. Retrieved September 18, 2001, from <http://www.dnr.state.wi.us/org/land/wildlife/hunt/hra.htm>

Web document with no author or date

GVU's 8th WWW user survey (n.d.). Retrieved August 8, 2000, from http://www.cc.gatech.edu/gvo/user_surveys/survey-1997-10/

Message posted to an online newsgroup, forum, or discussion group

Frook, B. D. (1999, July 23). New inventions in the cyberworld of toylandia [Msg.25]. Message posted to <http://groups.earthlink.com/forum/messages/00025.html>

E-mails/other personal communications are not listed on the references page.

