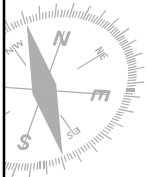


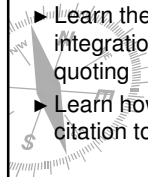
## APA Style: The Basics

Citation and Documentation Presentation



## Today's Goals

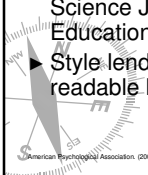
- ▶ Learn what APA style is and why it is important
- ▶ Learn about the standard APA title page format
- ▶ Learn basic documentation for books, journals, and websites
- ▶ Learn the differences between methods of source integration: summarizing, paraphrasing, and quoting
- ▶ Learn how to use signal phrases and in-text citation to avoid plagiarism



## What is APA Style, and Why Use It?

- ▶ American Psychological Association
- ▶ Style established in 1928 by Social Science professionals
- ▶ Style provides guidelines for publication in Social Science Journals (such as Psychology, Sociology, Education, and Nursing)
- ▶ Style lends consistency and makes texts more readable by those who assess or publish them

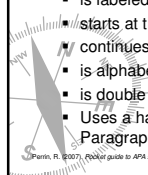
American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5th ed.). Washington D.C.: American Psychological Association.



## Documentation

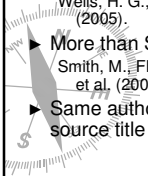
- ▶ Refers to the References list at the end of the paper
- ▶ The List
  - is labeled References (centered, no font changes)
  - starts at the top of a new page
  - continues page numbering from the last page of text
  - is alphabetical
  - is double spaced
  - Uses a hanging indent (1/2 inch – can be formatted from the Paragraph dialog box in MS Word)

Perrin, R. (2007). *Pocket guide to APA style* (2nd ed.). Boston: Houghton Mifflin.



## Documenting Authors

- ▶ One Author:  
Koch Jr., R. T. (2004).
- ▶ Two Authors:  
Stewart, T., & Biffle, G. (1999).
- ▶ Three to Six Authors  
Wells, H. G., Lovecraft, H. P., Potter, H. J., Rowling, J. K., & Kirk, J. T. (2005).
- ▶ More than Six Authors  
Smith, M., Flanagan, F., Judd, A., Burstyn, E., Bullock, S., Knight, S., et al. (2002).
- ▶ Same author? List by Year. Same year? Alphabetize by source title and add a letter to the year (1984a).



## Documenting Books

Model:  
Author, A. A., & Author, B. B. (Date of publication). *Title of book*. City: Publisher.

Sample:  
Perrin, R. (2007). *Pocket guide to APA style* (2nd ed.). Boston: Houghton Mifflin.

Internationally recognized cities do not need two letter state abbreviations. Publishers do not need Co. Ltd., etc.



## Documenting Edited Collections

### Model:

Author, A. A., & Author, B. B. (Eds.). (Date of publication). *Title of book*. City: Publisher.

### Model for an essay in an edited collection:

Author, A. A., & Author, B. B. (Date of publication). Title of article. In A. A. Author (Ed.), *Title of book* (pp. ###-###). City: Publisher.

### Sample:

McCabe, S. (2005). Psychopharmacology and other biologic treatments. In M. A. Boyd (Ed.), *Psychiatric nursing: Contemporary practice* (pp.124-138). Philadelphia: Lippincott-Williams and Wilkins.

APA formatting and style guide - The OWL at Purdue. (2007). Boston: Houghton Mifflin.

## Documenting Journals

### Model:

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Periodical*, volume number(issue number if available), page numbers.

### Sample:

Koch Jr., R. T. (2006). Building connections through reflective writing. *Academic Exchange Quarterly*, 10(3), 208-213.

APA formatting and style guide - The OWL at Purdue. (2007). Purdue University Online Writing Lab. Retrieved October 01, 2007, from <http://owl.purdue.edu/owl/resource/56/01/>

## Documenting Online Journals

### Model:

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal*, volume number. Retrieved month date, year, from <http://www.someaddress.com/full/url/>

### Sample:

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

### Print and Online:

Whitmeyer, J.M. (2000). Power through appointment [Electronic version]. *Social Science Research*, 29, 535-555.

APA formatting and style guide - The OWL at Purdue. (2007). Purdue University Online Writing Lab. Retrieved October 01, 2007, from <http://owl.purdue.edu/owl/resource/56/01/>

## Documenting Websites

### Model for an authored document that is a whole site:

Author, A. A., & Author, B. B. (Date of publication). Title of article/document. Retrieved month date, year, from <http://Web address>

### Model for an authored page/article from a site:

Author, A. A., & Author, B. B. (Date of publication). Title of article/document, Title of Site. Retrieved month date, year, from <http://www.someaddress.com/full/url/>

### Sample (no author, article found on resource website):

Nebraska school nurse honored during 100<sup>th</sup> Anniversary Celebration. (2007). *Answers4Families*. Retrieved September 26, 2007, from <http://nncf.unl.edu/nurses/info/anniversary.html>

No Author? List page title or article title first. No page title? List site title.

APA formatting and style guide - The OWL at Purdue. (2007). Purdue University Online Writing Lab. Retrieved October 01, 2007, from <http://owl.purdue.edu/owl/resource/56/01/>

## Why Source Integration?

### ► Quotations, paraphrases, and summaries

- provide support for claims or add credibility to your writing
- refer to work that leads up to the work you are now doing
- give examples of several points of view on a subject
- call attention to a position that you wish to agree or disagree with
- highlight a particularly striking phrase, sentence, or passage by quoting the original
- distance yourself from the original by quoting it in order to cue readers that the words are not your own
- expand the breadth or depth of your writing

Quoting, paraphrasing, and summarizing. (2004). Purdue University Online Writing Lab. Retrieved September 28, 2007, from <http://owl.purdue.edu/handouts/research/quotsum.html>

## Choosing Text to Integrate

1. Read the entire text, noting the key points and main ideas.
2. Summarize in your own words what the single main idea of the essay is.
3. Paraphrase important supporting points that come up in the essay.
4. Consider any words, phrases, or brief passages that you believe should be quoted directly.

Quoting, paraphrasing, and summarizing. (2004). Purdue University Online Writing Lab. Retrieved September 28, 2007, from <http://owl.purdue.edu/handouts/research/quotsum.html>

## Summarizing

- ▶ When you **summarize**, you put the main idea(s) into your own words, including only the main point(s).
  - Summarized ideas must be attributed to the original source.
  - Summaries are significantly shorter than the original.
  - Summaries take a broad overview of source material.

Quoting, paraphrasing, and summarizing. (2004). Purdue University Online Writing Lab. Retrieved September 28, 2007, from [http://www.english.purdue.edu/handouts/research\\_quotsum.html](http://www.english.purdue.edu/handouts/research_quotsum.html)

## Paraphrasing

- ▶ **Paraphrasing** involves putting a passage from source material into your own words.
  - Attribute paraphrases to their original sources.
  - Paraphrases are usually shorter than, but may be the same length as the original passage.
  - Paraphrases take a more focused segment of the source and condense it slightly.

Quoting, paraphrasing, and summarizing. (2004). Purdue University Online Writing Lab. Retrieved September 28, 2007, from [http://www.english.purdue.edu/handouts/research\\_quotsum.html](http://www.english.purdue.edu/handouts/research_quotsum.html)

## Quoting

- ▶ **Quotations** must be identical to the original.
  - Quotations use a narrow segment of the source.
  - They must match the source document word for word and must be attributed to the original author.
  - Use quotes when the actual words are so integral to the discussion that they cannot be replaced.
  - Use quotes when the author's words are so precisely and accurately stated that they cannot be paraphrased.

Quoting, paraphrasing, and summarizing. (2004). Purdue University Online Writing Lab. Retrieved September 28, 2007, from [http://www.english.purdue.edu/handouts/research\\_quotsum.html](http://www.english.purdue.edu/handouts/research_quotsum.html)

## Signal Phrases and In-Text Citation

- ▶ Signal phrases introduce someone else's work – they signal that the words and ideas that are about to be offered belong to someone other than the author of the paper.
- ▶ In-text citations are the parenthetical pieces of information that appear usually at the end of a quote, paraphrase, or summary (though they sometimes appear before).
- ▶ A simple rule:  
*Author or Title, Year, and Page: what isn't signaled up front must be cited at the end.*

## Signal Phrases and In-Text Citation (continued)

- ▶ Limited signal, everything in citation  
... end of paraphrased sentence, in which you convey the author's ideas in your own words (Krepp, 1985, p. 103).  
"... end of quoted sentence" (Krepp, 1985, p. 103).
- ▶ Author and year in signal, page in citation  
In 1985, Krepp reported that ... (p. 103).  
Krepp (1985) tells us that ... (p. 103).  
According to Krepp (1985), "... (p. 103).

Documenting sources at SNHU: APA style. (n.d.). Southern New Hampshire University. Retrieved September 17, 2007 from [http://academic.snhu.edu/documenting\\_sources/apa.html#Use%20a%20citation%20when%20you%20paraphrase](http://academic.snhu.edu/documenting_sources/apa.html#Use%20a%20citation%20when%20you%20paraphrase)

## Signal Phrases and In-Text Citation (continued)

- ▶ Multiple Authors signaled (Alphabetical)  
Studies (Jones, 1966; Krepp, 1985; Smith, 1973) have shown that ...
- ▶ No Author  
("Stocks Lose Again," 1991, p. B16).  
According to the news article "Stocks Lose Again" (1991) ... end paraphrase or "quote" (p. B16).
- ▶ No Page Number  
Provide other information in signal phrase

Documenting sources at SNHU: APA style. (n.d.). Southern New Hampshire University. Retrieved September 17, 2007 from [http://academic.snhu.edu/documenting\\_sources/apa.html#Use%20a%20citation%20when%20you%20paraphrase](http://academic.snhu.edu/documenting_sources/apa.html#Use%20a%20citation%20when%20you%20paraphrase)