APA Workshop

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Library Resources & Services
Unraveling APA: The Keys to Success

- Created by Leslie Foutch
  Peabody Library
APA citation style was designed to advance scholarship by developing rigorous standards for scientific communication.

The APA rules or “style rules” have been created from the extensive body of psychological literature.

These simple set of rules have grown to become an authoritative source for scholarly writing.

The “uniform style” helps users find the information they need rather quickly. (3 main parts of an APA article: method, results & discussion)
The Publication Manual

- It is a reference text.
- The text is consulted in the areas of business, education, social work, nursing and psychology.
- Not written for academic purposes.
- APA always recommends that authors balance the rules from the Manual with good judgment. In other words, bend the rules to meet your needs!
The Useful APA Book Chapters

- Chapter 2: Manuscript structure and content (sample papers)
- Chapter 3: Writing clearly and concisely (headings)
- Chapter 4: Mechanics of style (nuts & bolts of writing)
- Chapter 6: Crediting sources (reference citations in-text, quotes)
- Chapter 7: Reference examples (over 77 different ways)
Margins

- Top
- Left
- Right
- Bottom

All are 1 inch margins.

Note: The normal formatting in Word.
Running head: APA CAN BE FUN!

- An abbreviated title of no more than 50 characters.
- Used for publication purposes.
- A “mini title”
- Flush left
- ALL CAPITALS
Title Page

- Running head
- Title of paper
- Your name
- Affiliation (e.g. Vanderbilt University)
Abstract

- Place in the center of the page.
- No formatting necessary.
- A concise summary of the key points of your paper.
- No more than 150 words!
Abstract

Your abstract should be one paragraph and should not exceed 120 words. It is a summary of the most important elements of your paper. All numbers in the abstract, except those beginning a sentence, should be typed as digits rather than words. To count the number of words in this paragraph, select the paragraph, and on the Tools menu click Word Count. See Section 2.04 in your APA manual for more info about the abstract.
Body of the Paper

- Use a serif font style, such as Times New Roman and the font size should be 12 point.
- Start on a new page (usually pg. 3).
- Double space between lines.
- Indent the first word of paragraphs by 5 spaces.
- One space after all punctuation excluding periods which are followed by a double space.
Title of Paper

Begin your paper with the introduction. There should be no “Introduction” header, though. The active voice, rather than passive voice, should be used in your writing. For more info on Introductions, see Section 2.05

This template is formatted according to APA Style guidelines, with one inch top, bottom, left, and right margins; Times New Roman font in 12 point; double-spaced; aligned flush left; and paragraphs indented 5-7 spaces. The page number appears one inch from the right edge on the first line of each page, excluding the Figures page.

Heading Level 1

Use headings and subheadings to organize the sections of your paper. The first heading level is formatted with initial caps and is centered on the page. Do not start a new page for each heading.

Heading Level 2

Level 2 subheads are bolded and aligned flush left. If you have subheads in a section, there should always be at least 2 of that level in the section.

Heading Level 3. Level 3 subheads are indented and bolded, use sentence capitalization, and end with a period. They are not set on a separate line.

Heading Level 4. Level 4 subheads are bold, indented, italic, sentence capped, and end with a period. They are not set on a separate line.
Headings

- Headings are used to indicate the organization of the paper and establish important topics.
- In most cases, 3 levels of heading are adequate.
- Topics of equal importance have the same level of heading through the paper.
- Some faculty may prefer that headings such as Introduction and Conclusion are used, but these are not required APA rules.
- Always check with your faculty member on how they want your headings displayed.
<table>
<thead>
<tr>
<th>Level</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Centered, Boldface, Uppercase and Lowercase Heading</td>
</tr>
<tr>
<td>2</td>
<td>Flush Left, Boldface, Uppercase and Lowercase Heading</td>
</tr>
<tr>
<td>3</td>
<td>Indented, boldface, lowercase paragraph heading ending with a period.</td>
</tr>
<tr>
<td>4</td>
<td>Indented, boldface, italicized, lowercase paragraph heading ending with a period.</td>
</tr>
<tr>
<td>5</td>
<td>Indented, italicized, lowercase paragraph heading ending with a period.</td>
</tr>
</tbody>
</table>
**Heading Lvl 1**

Use headings and subheadings to organize the sections of your paper. The first heading level is formatted with initial caps and is centered on the page. Do not start a new page for each heading.

**Heading Lvl 2**

Level 2 subheads are bolded and aligned flush left. If you have subheads in a section, there should always be at least 2 of that level in the section.

**Heading level 3.** Level 3 subheads are indented and bolded, use sentence capitalization, and end with a period. They are not set on a separate line.

**Heading level 4.** Level 4 subheads are bold, indented, italic, sentence capped, and end with a period. They are not set on a separate line.
## References vs. In-text Citations

<table>
<thead>
<tr>
<th>References</th>
<th>In-text Citations</th>
</tr>
</thead>
<tbody>
<tr>
<td>A source that you have used and is listed in your reference list. <strong>All sources that appear in your reference list must appear in the text of your paper.</strong></td>
<td>A source that appears in the body of your paper. The purpose of a citation is to provide the source of your statement and is used in conjunction with a paraphrase or a quote.</td>
</tr>
<tr>
<td>Elements of a reference include: Author, publication year, title and publishing data.</td>
<td>Elements of a citation include: Author’s last name and year of publication. <em>(Foutch, 2013).</em> If citing a quote, you <strong>must</strong> include the pagination.</td>
</tr>
</tbody>
</table>
The Reference Page

- Center the word “References” at the top of a new page.
- Double space the references (but no added spaces between). Use a hanging indent, second and subsequent lines.
- List the sources in alphabetical order by the last name of the authors.
- Invert authors names and use initials in place of first names.
References


Finding the Reference Formulas

- The most common reference formulas can be found in Chapter 7 (pages 193-224).

- You can also consult the Peabody Library Quick Citation Guide that lists the most common reference examples used in the academic world.
The APA Rules for In-text Citations

When to Cite: Points to remember

- All the sources that you use must be in the text of the paper and listed in the reference list. This applies to direct quotes, summarizing and paraphrasing the work of others.
- You must give credit where credit is due!
According to APA, the DOI is a linking tool that will direct readers to content, regardless of where the content resides.

Each DOI number is a unique alpha-numeric string that begins with 10 numbers and contains a prefix and suffix.

DOI numbers tend to be located on the first page of an electronic articles near the copyright information.

A DOI replaces a URL and the name of a database in your reference.
Digital Object Identifier (DOI)

- An example of an DOI:

  http://dx.doi.org/10.1016/j.jad.2012.03.015
Electrical Media: Retrieval Dates

- Always include a retrieval date for those sources that are likely to be changed. (ex. Web pages).

- Retrieval dates provide a snapshot of the content at the time you viewed the source.

- No retrieval date is necessary for fixed sources such as books and journal articles.
Electronic Media Databases

- If you are citing a source that has limited circulation, then it is appropriate to list the database name in your reference.

- Do not include the URL of the database if you are listing the database name.
Sample Papers

Sample One: Experiment paper from the APA manual

- Paper can also be located on page 41 of the Manual
- The academic world’s “gold standard APA paper”

Sample Paper from Purdue University Online Writing Lab (OWL)
http://owl.english.purdue.edu/media/pdf/20090212013008_560.pdf
Additional Resources

Peabody Library APA Word template:  
http://www.library.vanderbilt.edu/peabody/instruction_files/apa/apatemplate.docx

APA Style: American Psychological Association  
http://www.apastyle.org

Questions???
To Get Help

- If you need help either send me an email rachel.l.walden@vanderbilt.edu

Or go here http://www.library.vanderbilt.edu/biomedical/ask-librarian.php and use the Ask a Librarian button
Contact Us

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615-936-3459

Eskind Biomedical Library
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615-936-1410

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