Overview of APA style citations and formatting
I am Rachel Lane Walden one of the reference and instruction librarians at Eskind Biomedical Library
Why do I have to document the information and ideas I have included in my work?
Because it allows readers to check your sources easily.

It gives you credibility as a writer.

You protect yourself from plagiarism.
What is APA?
APA is the abbreviation for the American Psychological Association and they have the publication manual of the American Psychological Association which is the Documentation method most commonly used for research papers in science and social science courses.
Provides format for cross-referencing sources with the use of in text citations and references along with the formatting guidelines for the paper itself.
Will want to use the first person point of view when discussing your research steps ("I studied ...") and when referring to yourself and your co-authors ("We examined the literature ..."). A study cannot "control" or "interpret"; you and your co-authors, however, can.

APA Style encourages using the active voice ("We interpreted the results ..."). The active voice is particularly important in experimental reports, where the subject performing the action should be clearly identified (e.g. "We interviewed ..." vs. "The participants responded ...").
APA requirements for the language of an APA paper.

- Clarity and conciseness are the major concern when reporting research in APA.
- It is not easy to balance clarity (which requires providing clarification) and conciseness (which requires packing information).
- To achieve clarity, a writer should avoid vague wording.
- To achieve conciseness, a writer should condense information.
- Because APA format is widely used in science-related papers, the language of APA format is plain and simple.
- A writer should avoid using metaphors and minimize the use of figurative language, which is typical for creative writing.
When should et al. be used in APA style?

a) It should be used when the work has more than 3 authors.
b) It should be used when the work has more than 6 authors.
c) If the work has more than two authors, both authors' names should be used the first time; later, et al. can be used after the first author’s name.
d) Both B and C

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It should be used when the work has more than 6 authors.
If the work has more than two authors, both authors’ names should be used the first time; later, et al. can be used after the first author’s name.
Both B and C
Both B and C

- it should be used when the work has more than 6 authors.
- if the work has more than two authors, both authors' names should be used the first time; later, et al. can be used after the first author's name.

Both B and C

it should be used when the work has more than 6 authors. So for works with 7 or more authors.

if the work has more than two authors, both authors' names should be used the first time; later, et al. can be used after the first author's name.
Your manuscript should:

- have 1” margins
- use 12pt. Standard font (ex. Times New Roman)
- double-spaced
(SUCH AS TIMES NEW ROMAN) AND BE DOUBLE SPACED.
Your title page will have a different page header than the rest of your paper. It will state running head followed by a semicolon with the paper title in all caps in the left hand corner of the page with the page number in the right hand corner.

In the upper half of the page centered you will have your paper title with your Name and then your affiliation. You will list your name only, no title or degree.
abstract page, which consists of a page header, a heading—Abstract, and a brief summary of the paper accurately presenting its contents.

Type the heading—Abstract—centered at the top of the page. Below, type the paragraph of the paper summary (between 150 and 250 words) in block format—without indentation.

The abstract should contain the research topic, research questions, participants, methods, results, data analysis, and conclusions. It may also include possible implications of your research and future work you see connected with your finding, and may include keywords.
You will need to have a page header on every page, have the title in all caps in the upper left hand corner of the page, the page numbers will be in the upper right corner.
This slide provides the basic reminders about formatting the text:

1) Make sure that the first text page is page number 3 (page#1 is a title page, page #2 is an abstract page).
2) Start with typing the essay title centered, at the top of the page.
3) Type the text double-spaced with all sections following each other without a break. Do not use white space between paragraphs.
4) Create parenthetical in-text citations to identify the sources used in the paper.
5) Format tables and figures following the guidelines in the publication manual.
To create a references page,
1) center the heading—References—at the top of the page;
2) double-space reference entries;
3) Order entries alphabetically by the last name of the first author of each work.

- Note: Unlike MLA, APA is only interested in what they call “recoverable data”—that is, data which other people can find. For example, personal communications such as letters, memos, emails, interviews, and telephone conversations should not be included in the reference list since they are not recoverable by other researchers.

- Every source cited in the manuscript must appear on the reference page, and vice versa.
Here are some capitalization guidelines to follow

References: Capitalization

Capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns. Do not capitalize the first letter of the second word in a hyphenated compound word.

EX: The perfectly formatted paper: How the Purdue OWL saved my essay.

Capitalize all major words in journal titles
- Only the titles of books and journals should be in italics. Never italicize article titles.
Reference List

If no date is listed, use n.d.

You do not need to include a link to an article found in a database.
- Use the DOI if available.

Include a retrieval date for websites or documents that are likely to change (e.g. a wiki).

Use n.d. for citations with no date, use the DOI for online articles, include retrieval date for websites or documents that might change example wiki or blog post.
This slide explains the basics of in-text citations.

In-text citations help establish credibility of the writer, show respect to someone else’s intellectual property (and consequently, avoid plagiarism). More practically, in-text citations help readers locate the cited source in the references page. Thus, keep the in-text citation brief and make sure that the information provided in the body of the paper should be just enough so that a reader could easily cross-reference the citation with its matching entry on the reference page; i.e., the body of the paper and the in-text citation together contains the author’s name and the year of publication. To avoid plagiarism, also provide a page number (in p.3 / pp.3-5 format) for close paraphrases and quotations.
Introduce quotations with a signal phrase, have the authors name, year of publication and page number. Keep it brief remember you are trying to be concise.
In-Text Summary or Paraphrase Citation:

Provide the author’s last name and the year of publication in parenthesis after a summary or a paraphrase.

Though feminist studies focus solely on women’s experiences, they err by collectively perpetuating the masculine-centered impressions (Fussell, 1975).

Provide the author’s last name and the year of publication in parenthesis after a summary or a paraphrase.
Include the author’s name in the signal phrase, followed by the year of publication in parenthesis.

Recently, the history of warfare has been significantly revised by Higonnet et al. (1987), Marcus (1989), and Raitt and Tate (1997) to include women’s personal and cultural responses to battle and its resultant traumatic effects.
According to feminist researchers Raitt and Tate (1997), “It is no longer true to claim that women's responses to the war have been ignored” (p. 2).
This slide provides a few examples of signal phrases and reminds that APA requires the use of past or present perfect tense of verbs in signal phrases.
When the parenthetical citation includes two or more works, order them in the same way they appear in the reference list—the author’s name, the year of publication—separated by a semi-colon.

lobortis felis, quis vestibulum purus libero ac nunc. Suspendisse vitae metus
(Kachru, 2005; Smith, 2008).
When you have two authors and are using signal phrase type out and between names. When having the author names at the end of sentence using parenthesis use the ampersand.
For In text Citations
Specifically, articles with one or two authors include all names in every in-text citation;
articles with three, four, or five authors include all names in the first in-text citation
but are abbreviated to the first author name plus *et al.* after the first citations; and
articles with six or more authors are abbreviated to the first author name plus *et al.* for all in-text citations.


<table>
<thead>
<tr>
<th>Number of authors</th>
<th>First text citation (either parenthetical or narrative)</th>
<th>Subsequent text citations (all)</th>
</tr>
</thead>
<tbody>
<tr>
<td>One or two</td>
<td>Palmer &amp; Roy, 2008</td>
<td>Palmer &amp; Roy, 2008</td>
</tr>
<tr>
<td>Three, four, or five</td>
<td>Sharp, Aarons, Wittenberg, &amp; Gittens, 2007</td>
<td>Sharp et al., 2007</td>
</tr>
<tr>
<td>Six or more</td>
<td>Mendelsohn et al., 2010</td>
<td>Mendelsohn et al., 2010</td>
</tr>
</tbody>
</table>
With there is no author use the full title in the signal phrase and the first word with the year of publication in parenthesis. Articles and chapter titles will be in quotes and books and reports should be in italics.
When citing an organization:

Food and Drug Administration (FDA) confirmed …
FDA’s experts tested…

Organizations with well-known abbreviation, include in brackets the first time the source is cited and then use only the abbreviation in later citations.
Authors with the same last names, add first initials in front of last names.

(B. Kachru, 2005; Y. Kachru, 2008)

Authors with multiple articles in same year add lowercase letters to order the references.

Smith’s (1998a) study of adolescent immigrants...
When personal communications, include the person’s name, the fact that it was personal communication, and the date of the communication.

A. P. Smith also claimed that many of her students had difficulties with APA style (personal communication, November 3, 2002).

OR


Do not include full citation in the reference list.
Give as much information as possible for electronic documents if it lacks page numbers. Identify paragraph numbers and headings.

According to Smith (1997), ... (Mind over Matter section, para. 6).
If you have any question email me at rachel.l.walden@Vanderbilt.edu
The next few slides show the urls for some online apa quizzes you can take to test your knowledge.

APA Online Quiz: https://owl.excelsior.edu/citation-and-documentation/apa-style/apa-activity/
APA Online Quiz: http://guides.libraries.psu.edu/apaquickguide/quiz
APA Online Quiz:
CREDITS

Special thanks to all the people who made and released these awesome resources for free:

✓ Presentation template by SlidesCarnival
Presentation created using the OWL APA Formatting and Style Guide along with the APA Format for High School by Laurie Bell
