

The slide features five decorative circles arranged in two rows. The top row contains three circles: a white circle with a light purple outline on the left, a solid light purple circle in the middle, and another solid light purple circle on the right. The bottom row contains three circles: a solid light purple circle on the left, a solid light purple circle in the middle, and a white circle with a light purple outline on the right. The text is centered over these circles.

# APA Writing Style

A mini-workshop brought to you by Maya Bley



# Overview of today's workshop

- Why use APA style?
- Mechanics
  - Basic formatting rules
  - References
  - Parenthetical citations
- Activity
- Conclusion



# Why do we use APA format?

- Consistency
- Professionalism and credibility
- Safeguards against plagiarism
- Format used in many journals

# Where do I find APA format?

- *Publication Manual of the American Psychological Association, 6<sup>th</sup> ed.*
  - (Yes, you really do need the 6<sup>th</sup> edition!)
- [www.apastyle.org](http://www.apastyle.org)
- Purdue Online Writing Lab:  
<http://owl.english.purdue.edu/owl/resource/560/01>



# Some basics on formatting

## Formatting

- Everything is double-spaced
- 12-point Times New Roman font
- 2 spaces after punctuation at the end of every sentence (new to 6<sup>th</sup> edition)
- 1-inch margins
- Page number and running head on every page

## Title page

- Title, author(s), name of institution
- Running head: IN CAPS (maximum of 50 characters)

## When using Word

- Check your spacing after paragraphs
- Check your font type

# Title page



Running head: EFFECTS OF COLLEGE ON IDENTITY DEVELOPMENT

1

Effects of College on Identity Development

Maya Bley

Montclair State University

(Tip: Select “Different First Page” option in the “Layout” tab within “Page Setup” to work with running heads.)

# Abstract and Body



- Abstract

- On page 2
- Concise summary about the paper (not the one you may be reviewing)
- No indentation
- 150 – 200 words

- Body of the Paper

- Begins on page 3
- Title is centered (but not in boldface) on the first line(s)
- Text begins with a 5-space (tab) indentation

# Heading levels

Level of heading	Format
1	<b>Centered, Boldface, Uppercase and Lowercase Heading</b>
2	<b>Flush Left, Boldface, Uppercase and Lowercase Heading</b>
3	<b>Indented, boldface, lowercase paragraph heading ending with a period.</b>
4	<b><i>Indented, boldface, italicized, lowercase paragraph heading ending with a period.</i></b>
5	<b><i>Indented, italicized, lowercase paragraph heading ending with a period.</i></b>

# Citations



- Cite anything that is stated as a fact
- Use when summarizing, quoting, or paraphrasing a source
- Close a sentence with a period outside the parentheses
  
- Author(s)' last name(s) and year of publication  
**Example: Asian Indian immigrants deal with acculturative stress (Chopra, 2009)**  
**According to Chopra (2009), Asian Indian...**
  
- Page numbers are used for direct quotations  
**Example: Generally, the term *transgender* refers to those “whose gender identity or expression is somehow not traditionally associated with the sex assigned to them at birth” (Klein, 2004, p. 46).**

# Citations, continued



- Citations – other issues

- Multiple Authors

- Depends on how many (two, three-five, six or more)

- Multiple Citations within parentheses

- Order the same way as they appear in the reference list



## Reference list

- Begins on a separate page immediately following the text of your paper
- Includes every retrievable source that you use/cite in your paper
- Lists references in ABC order by first author's last name

# Reference details



- Reference List

- On a separate page at the end of your paper
- Every source you cited in your paper
- Alphabetical listing
  - Refer to manual for further details (such as different works by the same author(s), edited vs. non-edited books)
- New to 6<sup>th</sup> edition – listing doi (“digital object identifier”) when using electronic source
- When doi not available, list website of the publication (if using electronic source)



# A sample reference page

## References

Carr, C. L. (2007). Where have all the tomboys gone? Women's accounts of gender in adolescence.

*Sex Roles*, 56, 439-448. doi:10.1007/s11199-007-9183-7

Fernald, P. S. (2000). Carl Rogers: Body-centered counselor. *Journal of Counseling & Development*,

78, 172-179. Retrieved from <http://www.counseling.org/Publications/Journals.aspx>

Meador, B. D., & Rogers, C. R. (1973). Client-centered therapy. In R. Corsini (Ed.), *Current*

*psychotherapies* (pp. 198-234). Itasca, IL: F. E. Peacock.



**Let's practice.**

# Other tips for professional writing

- Pay attention to the use of commas in sequences
  - Incorrect: Red, white and blue...
  - Correct: Red, white, and blue...
- Number, gender, and pronoun agreement
  - Incorrect: When a client arrives, they...
  - Correct: When clients arrive, they...
- Latin
  - E.g. = for example
  - I.e. = that is, in other words



## ...and more tips

- **Avoid anthropomorphisms.**
  - Anthropomorphisms attribute human characteristics to inanimate objects or animals.
  - Incorrect: The experiment attempted to demonstrate...
  - Correct: The researchers attempted to demonstrate...
- **Avoid dangling modifiers.**
  - Dangling modifiers have no referent in the sentence and oftentimes result from the use of passive voice.
  - Incorrect: Congruent with other studies, Smith (2009) found that this group performed better.
  - Correct: Smith (2009) found that this group performed better, a result that is congruent with other studies.
- **Avoid generalizations.**



## ...and more tips

- Writing numbers – digits or words?
  - Use numerals for 10 and above.
  - Use words for numbers below 10.
  - See APA Manual for list of exceptions.
- “We” should only be used for co-authors, royalty, and popes.
- Use spell check and a thesaurus.
- Use your friends and peers, too! Always have someone else proofread your work.

# Common Mistakes and Solutions

- |   |   |   |
|---|---|---|
| 1. Poor Grammar                               | → | 1. Review APA Style   |
| 2. Singular-plural agreement                  | → | 2. Match  |
| 3. Ending with a preposition                  | → | 3. Check your prepositions  |
| 4. Commas, colons, and semicolons             | → | 4. Continuous or new thoughts   |
| 5. Contractions                               | → | 5. Do not use!  |
| 6. Poor punctuation                           | → | 6. Review APA Style   |
| 7. Passive voice                              | → | 7. Change to active   |
| 8. Wordiness                                  | → | 8. Limit prose and edit   |
| 9. Organization and structure                 | → | 9. Outline  |
| 10. Limited or no support for positions       | → | 10. Consult and cite current research   |
| 11. Plagiarism (intentional or unintentional) | → | 11. Limit direct quotes, cite vigilantly, proofread, edit, and compare to sources, check APA manual |



Thanks!!!

## References

- *Publication Manual of the American Psychological Association*, 6<sup>th</sup> ed.
- Purdue University English Department Webpage
- Dr. Helenrose Fives, Assistant Professor, Educational Foundations, CEHS
- Dr. Angela Sheely-Moore, Assistant Professor, Counseling, CEHS
- Vineeta Chopra, Faculty Assistant, Counseling, CEHS