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APA Style-Basics

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What is APA style?

- *APA Style®* originated in 1929, when a group of psychologists, anthropologists, and business managers convened and sought to establish a simple set of procedures, or *style rules*, that would codify the many components of scientific writing to increase the ease of reading comprehension. (APAStyle.org, 2017)

Why do we need it?

As with other editorial styles, APA Style consists of rules or guidelines that a publisher observes to ensure clear and consistent presentation of written material. It concerns uniform use of such elements as

- selection of headings, tone, and length;

- punctuation and abbreviations;

- presentation of numbers and statistics;

- construction of tables and figures,

- citation of references; and

- many other elements that are a part of a manuscript. (APAstyle.org, 2017)

What are some things I need to know?

- You should use 12 pt font (Times New Roman is the most common)

- Your text should be double spaced

- You should have 1" margins

- You will have headers on each page, the first page being different than the rest (50 characters max)

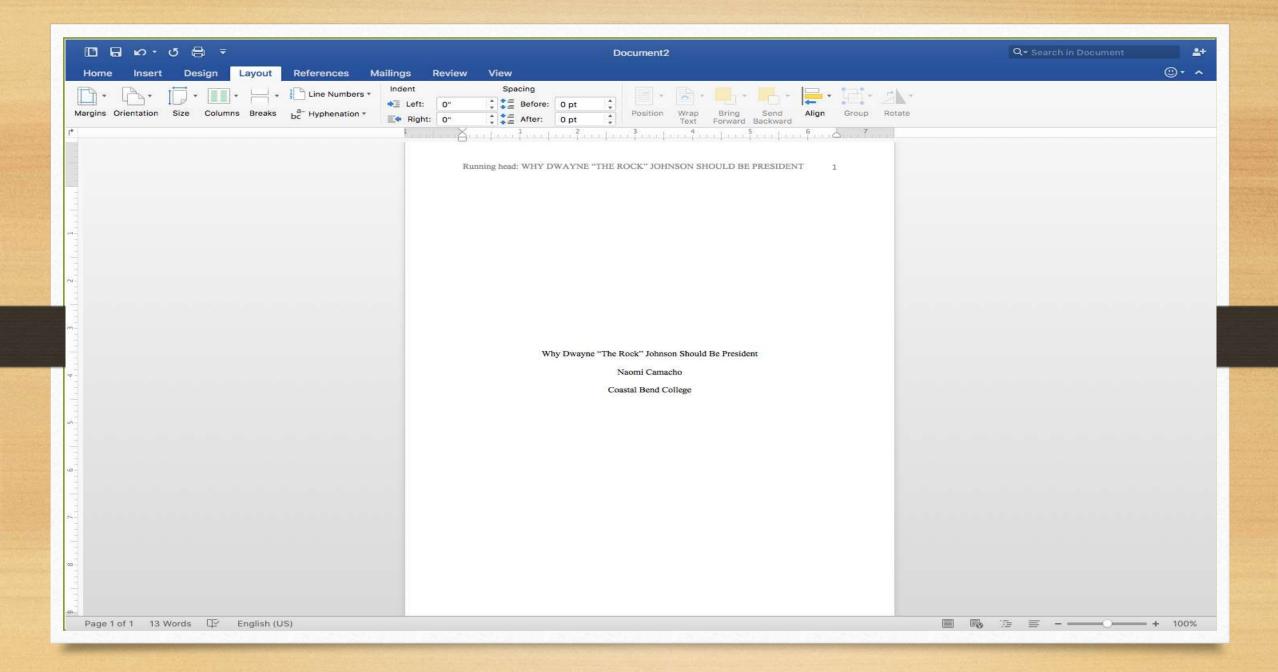- You should have page numbers on the right hand side of your paper

What should my paper consist of?

- Title Page
- Abstract
- Main Body
- References

What goes on my title page?

- Your running head, containing the title of the paper

- The page number

- Midway down the page, the title, author, and institution name

- Your title should not be longer than 12 words

Why Dwayne "The Rock" Johnson Should Be President

Naomi Camacho

Coastal Bend College

What goes in my abstract?

- Your abstract should start on a fresh page

- It should contain your title in the header (All caps) along with the page number on the top right corner

- Your page title should be "Abstract". Don't underline it, bold it, put quotes, or anything fancy, leave it as is!

- Your abstract should be 150-200 words and should not be indented on the first line

- It should give a brief summary of your research and what your paper is about.

Abstract

This is the summary of my research. I didn't indent this first line, neither did I make this abstract too lengthy. I am merely writing a summary of why I believe Dwayne "The Rock" Johnson should be president and what basic evidence or key points I have to back that reasoning up. Make sure this abstract is no longer than 150-200 words. Nobody wants to read your whole paper here. Think of it as a movie preview. You want people to know what the movie is about, but don't give away the whole plot.
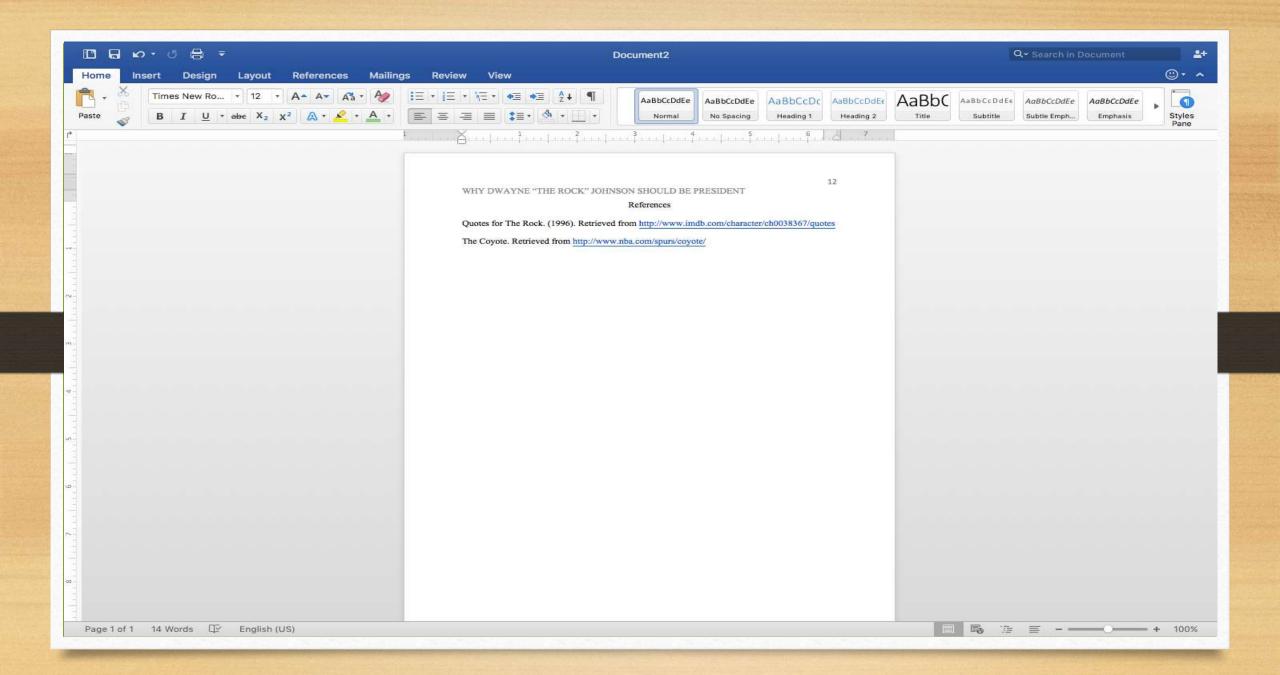
Main Body

- Your title (All caps) should be in the header, along with the page number
- Your page should start with your title, centered, and with no formatting
- Indent the first line of each new paragraph

Why Dwayne "The Rock" Johnson Should Be President

This is where I actually get to write my paper. Try making an outline first before getting to this point, it will really help you in the long run. You'd most likely have your introduction here in this part and you wouldn't want to use words like "you'd" like I just did. Try to keep away from contractions. After all, if you're writing a paper that needs APA formatting, you should be trying to show everyone how knowledgeable you are in a certain field. I would hope that your introduction would be much longer than mine, but you will have a paper with some real meaty information, not some goofy presidential race.

This would be your second paragraph, so of course you would indent that first line there. There would be a lot of good information here, especially since each of you are so amazing in your field. I honestly can't wait to see each and every one of you succeed on your paths and I hope that this tutorial can only help to push you in the right direction.

You would have a lot of other paragraphs here. Like this one for instance. There would be more texts and many in-text citations that would help back up your thoughts and opinions on certain subjects. For instance, I'll insert one from someone that's relevant to the title of my paper. I mean there's just some quotes that really stick out sometimes. For instance, "Can you smell what the rock is cooking"?"(The Rock, 1996) I figured you might know that one.

Let's start a new paragraph here. There's another quote from an entertainer most people don't actually know the full name of. His name is Entertainus Carnivorous. You might know him by his famous catchphrase, "Go Spurs Go!" Any guesses on who I might be talking about?

So after you have a few paragraphs of that awesome research you've been working hard on, it would be a good time to put in your conclusion. Try to tie everything together. Personal preference, end with a closer that's memorable. Your paper is going to be awesome!

What goes on my reference page?

- You should have your title in the header (All caps) and the page number

- Your page title should be "References" without any formatting

- Your citations (for any quotes you used in your paper) should be alphabetized by author last name

- Entries should be double-spaced

- If more than one line for a citation, make sure the second line has a hanging indent

References

Quotes for The Rock. (1996). Retrieved from http://www.imdb.com/character/ch0038367/quotes

The Coyote. Retrieved from http://www.nba.com/spurs/coyote/

What is an in-text citation?

- An in-text citation gives a quick credit to the person who originally spoke the phrase in quotations.

- It should have the author's last name, along with the year of publication and the page you found it on (if applicable)

- Example: "I said this, it was awesome, and it was in a book."(Camacho, 2017, p. 127)

What if the quote is really long?

- If a quote is really long, (longer than 40 words), make it into a block text. This means that it should be on a new line, and it should have a ½ inch margin from the left side of the paper. DO NOT put quotes on a long quotation.

  Let's pretend this is the example of the block text

  It was a really long piece of text that I wanted to quote,

  and I wanted to give them credit.

Frequently Asked Questions

- What if I summarized or paraphrased?

Cite it as you normally would! The author deserves credit!

- Can I site the author in the beginning?

Yes, but make sure to put the year and page number as well! Example: Naomi once said (2017), "If you're not sure, cite it!" (p. 127)

If a citation has more than one author

- Two authors- (Sandler & Farley, 2016, p. 12)

- Three to five authors- (Sandler, Farley, and Schnieder, 2017, p. 13)

    - If you're using a three to five author in-text citation multiple times in one paper, after writing it all out the first time, any that follow can be written as (Sandler et al., 2017, p. 13

- Six or More authors- (Sandler, et al., 2013, p. 11)

How do I cite a book?

- Author, A. (Year of Publication). *Title of work*. Publisher City, State: Publisher.

- **Example:** Finney, J. (1970). *Time and again*. New York, NY: Simon and Schuster.

Things to Remember

- Capitalize the first letter of the first word of the title and any subtitles, as well as the first letter of any proper nouns.

- The full title of the book, including any subtitles, should be stated and *italicized*.

What if it's a book I found online?

- Author, A. (Year of Publication). *Title of work*. Retrieved from http://xxxx or DOI:xxxx

- **Example:** Sayre, Rebecca K., Devercelli, A.E., Neuman, M.J., & Wodon, Q. (2015). *Investment in early childhood development: Review of the world bank's recent experience*. DOI: 10.1596/978-1-4648-0403-8

Things to Remember

- A **DOI** (digital object identifier) is an assigned number that helps link content to its location on the Internet. It is therefore important, if one is provided, to use it when creating a citation. All DOI numbers begin with a 10 and are separated by a slash.

How do I cite a Magazine?

- Author, A. (Year, month of Publication). Article title. *Magazine Title*, *Volume*(Issue), pp.-pp.

- Example: Tumulty, K. (2006, April). Should they stay or should they go? *Time*, *167*(15), 3-40.

Things to Remember

- You can find the volume number with the other publication information of the magazine.
- You can typically find page numbers at the bottom corners of a magazine article.
- If you cannot locate an issue number, simply don't include it in the citation.

What if it's an online magazine?

- Author, A.A.. (Year, Month of Publication). Article title. *Magazine Title*,*Volume*(Issue), Retrieved from http://xxxx

- **Example:** Tumulty, K. (2006, April). Should they stay or should they go? *Time*, *167*(15) Retrieved from http://content.time.com/time/magazine/article/0,9171,1179361,00.html

Things to Remember

- The volume and issue number aren't always on the same page as the article. Check out the other parts of the website before leaving it out of the citation.

How do I cite a newspaper?

- Author, A. (Year, Month Date of Publication). Article title. *Newspaper Title*, pp. xx-xx.

- **Example:** Rosenberg, G. (1997, March 31). Electronic discovery proves an effective legal weapon. *The New York Times*, p. D5.

Things to Remember

- Precede page numbers for newspaper articles with p. (for a single page) or pp. (for multiple pages).

- If an article appears on discontinuous pages, give all page numbers, and separate the numbers with a comma (e.g., pp. B1, B3, B5-B7).

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What if it's an online newspaper?

- Author, A. (Year, Month Date of Publication). Article title. *Newspaper Title*, Retrieved from newspaper homepage URL

- **Example:** Rosenberg, G. (1997, March 31). Electronic discovery proves an effective legal weapon.*The New York Times*, Retrieved from http://www.nytimes.com

Things to Remember

- APA does NOT require you to include the date of access for electronic sources. If you discovered a newspaper article via an online database, that information is NOT required for the citation either.

- Multiple lines: If the URL runs onto a second line, only break URL before punctuation (except for http://).

How do I cite a website?

- Author, A. (Year, Month Date of Publication). Article title. Retrieved from URL

- **Example:** Simmons, B. (2015, January 9). The tale of two Flaccos. Retrieved from
  http://grantland.com/the-triangle/the-tale-of-two-flaccos/

  What if it doesn't have an author?

- Article title. (Year, Month Date of Publication). Retrieved from URL

- **Example:** Teen posed as doctor at West Palm Beach hospital: police. (2015, January 16). Retrieved from http://www.nbcmiami.com/news/local/Teen-Posed-as-Doctor-at-West-Palm-Beach-Hospital-Police-288810831.html

What if it's something else?

- Numerous resources are available online to help you cite things such as interviews, films, lectures, TV shows, and more.

- These sites can also help if you're doing in-text citations without an author or need extra help with formatting

- Some helpful sites include:

- http://www.bibme.org

- https://owl.english.purdue.edu/

- https://www.youtube.com/playlist?list=PL8F43A67F38DE3D5D

Don't Forget

Your library staff is always here to help!

- Walk in to your nearest campus library

- Text your question to: (361) 236-7933

- Start a chat on the library resource page

- Email us at library@coastalbend.edu or ncamacho@coastalbend.edu

- Or call us at any of the four branch locations!

References

- The majority of the information in this presentation has been taken from the following sites, visit them for more in-depth information:

- http://www.apastyle.org

- http://www.bibme.org

- https://owl.english.purdue.edu/

- https://www.youtube.com/playlist?list=PL8F43A67F38DE3D5D