



# American Psychological Association (APA) Publication Manual 6<sup>th</sup> Edition Tutorial

Carolinas College of Health Sciences  
October 2010



# Tutorial Outline

- Module 1: Basic APA Formatting
- Module 2: Crediting Sources
- Module 3: Citations
- Module 4: References

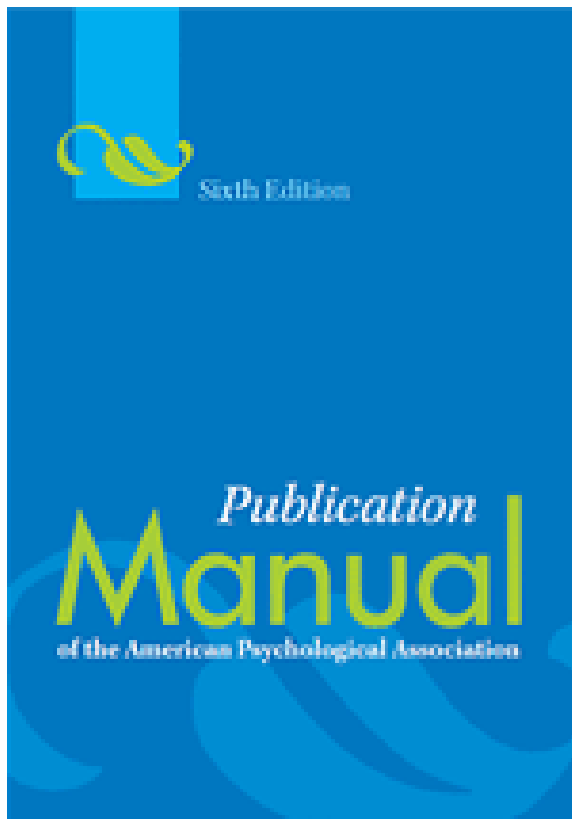


# Tutorial Objectives

- Understand why APA formatting is important
- Able to follow basic APA requirements
- Able to avoid plagiarism
- Able to correctly format assignments that require APA formatting



# Publication Manual of the American Psychological Association



- The 6th Edition
- <http://apastyle.org/manual>



# Why Use APA Format?

- Professional appearance
- Clearly communicates important information
  - Page design
  - Appropriate credit for information sources
  - Avoid plagiarism
  - Consistency of format for reading, grading, and publication



# Module 1

## Basic APA Formatting

- Module Topics:
  - Line Spacing
  - Margins
  - Typeface, Font, Special Characters and Indentation
  - Title Page
  - Headings and Sub-headings



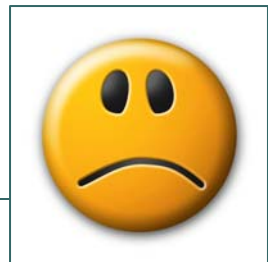
# Line Spacing

- Double Space – always!

This is an example of double-spaced text. Double-spaced text should always be used in APA-formatted copy.



This is an example of single-spaced text. Single-spaced text should not be used in APA-formatted copy.





# Margins



- Format all documents with a 1-inch margin on all sides of the text.
- Margins are used for feedback comments from your editor or instructor.





# Typeface, Font, Special Characters and Indentation

- APA preferences are:
  - Times New Roman, with 12-point font size for text
  - Arial, with 12-point font size graphs, charts or tables of figures.
- Special Characters ( e.g. é, ©, ≠, etc.)
  - Type in as many of the needed special characters as possible, using the “symbols” function in your word processing program.
- Paragraph Indentation
  - Indent the first line of each paragraph of text 5-7 spaces from the left margin.



# Headings – 5 Levels

- All headings of **equal** importance are given the **same** heading level.
- Use **only** as many heading levels as needed.
- If a section can be divided into **two or more** subsections, assign each subsection a heading.



# Heading – Level 1

**Centered, Boldface, Uppercase and Lowercase Heading**

## **Method**

Your text follows on the next double-spaced line after the paragraph indentation and continues at the left margin.

## **Results**

Your text follows on the next double-spaced line after the paragraph indentation and continues at the left margin.

## **Discussion**

Your text follows on the next double-spaced line after the paragraph indentation and continues at the left margin.

## **References**

Your first reference listing follows on the next double-spaced line in the “hanging” format that begins at the left margin.



# Heading – Level 2

## **Flush Left, Boldface, Uppercase and Lowercase Heading Method**

Your text follows on the next double-spaced line after the paragraph indentation and continues at the left margin.

### **Participants**

Your text follows on the next double-spaced line after the paragraph indentation and continues at the left margin.

### **Measures**

Your text follows on the next double-spaced line after the paragraph indentation and continues at the left margin.

### **Results**

Your text follows on the next double-spaced line after the paragraph indentation and continues at the left margin.



## Heading – Level 3

**Indented, boldface, lowercase paragraph heading ending with a period.**

### **Method**

Your text follows on the next double-spaced line after the paragraph indentation and continues at the left margin.

### **Participants**

**Adult participants.** Your text follows the heading on the same line and continues at the left margin.

**Child participants.** Your text follows the heading on the same line and continues at the left margin.

### **Measures**

Your text follows on the next double-spaced line after the paragraph indentation and continues at the left margin.



# Heading – Level 4

*Indented, boldface, italicized, lowercase paragraph heading ending with a period.*

## **Method**

Your text follows on the next double-spaced line after the paragraph indentation and continues at the left margin.

## **Participants**

**Adult participants.** Your text follows the heading on the same line and continues at the left margin.

**Child participants.** Your text follows the heading on the same line and continues at the left margin.

***Preschool children.*** Your text follows the heading on the same line and continues at the left margin.

***Kindergarten children.*** Your text follows the heading on the same line and continues at the left margin.

***First-grade children.*** Your text follows the heading on the same line and continues at the left margin.



## Heading – Level 5

*Indented, italicized, lowercase paragraph heading ending with a period.*

### **Method**

Your text follows on the next double-spaced line after the paragraph indentation and continues at the left margin.

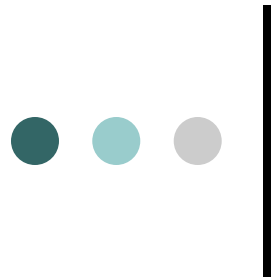
#### **Participants**

**Child participants.** Your text follows the heading on the same line and continues at the left margin.

***Preschool children.*** Your text follows the heading on the same line and continues at the left margin.

***Preschool boys.*** Your text follows the heading on the same line and continues at the left margin.

***Preschool girls.*** Your text follows the heading on the same line and continues at the left margin.



# Module 2

## Crediting Sources

- Module Topics:
  - Avoiding plagiarism
  - How to use the author-date method
  - How to use a direct quote
  - When to use a block quote
  - How to paraphrase





# What is Plagiarism?

- Copying, quoting, paraphrasing, or summarizing content from any source without providing adequate documentation
- Purchasing and submitting a pre-written paper (either by mail or electronically)
- Submitting a paper that someone else has written for you
- Submitting a paper written by someone who has been paid to write the paper for you.
- Submitting as your own work someone else's unpublished work, either with or without the author's permission



# What is Paraphrasing?

- Your unique expression of another author's information or ideas.
- An acceptable way (when correctly cited and referenced) to borrow information from another author.



# Effective Paraphrasing

- Carefully read the original information from the source in order to fully understand its meaning.
- Without looking at the original material, write down your version of the material's meaning.
- Check your paraphrased version with the original to make sure that your version accurately expresses the information in a new way.
- Use quotation marks for terms or phrases you have borrowed exactly from the source that cannot be paraphrased without losing their original meaning.
- Provide a citation after the paraphrase and a corresponding reference listing.



# Paraphrasing Example

- The original passage:

“Students frequently overuse direct quotation in taking notes, and as a result they overuse quotations in the final [research] paper. Probably only about 10% of your final manuscript should appear as directly quoted matter. Therefore, you should strive to limit the amount of exact transcribing of source materials while taking notes” (Lester, 1976, p 46).

- Acceptable paraphrase:

In research papers students often quote excessively, failing to keep quoted material down to a desirable level. Since the problem usually originates during note taking, it is essential to minimize the material recorded verbatim (Lester, 1976).

Source: Lester, J.D. (1976). *Writing Research Papers* (2nd ed.). Glenview, IL: Scott, Foresman & Co.



# What is a Reference Citation?

- A citation has two parts
- Part 1 – In-text citation
  - A notation within the text of your written work that informs your readers about information that you have borrowed from another source.
  - Gives your readers the information necessary to find that source again, including:
    - information about the author of the information, or
    - the title of the work, and
    - the year of publication of the work, and
    - the page numbers in the original work where the material you have borrowed can be located.



# What is a Reference Citation?

- Part 2 – Reference Listing
  - Provides all the information needed to locate and reference the material of an in-text citation and includes:
    - publication name,
    - article title, and
    - publisher.
  - For every in-text citation in your papers, there must be a corresponding reference listing, and vice versa.



# Author-Date Method

- Always cite author and publication date of a source used in your paper or study.
- The name of the author is followed directly by the date of publication.
  - Author (Date)
    - Jones (2009) noted....
  - (Author, Date)
    - A recent study (Jones, 2009) indicated that....



# Citing Quotations

- Include the page number(s) in the citation when using a direct quote. The sentence period is placed at the end of the citation.
  - Jones (2009) notes, “We attract that which we believe to be real” (p. 77).
- No author’s name in the text:
  - “We attract that which we believe to be real” (Jones, 2009, p. 77).





## Citing Quotations (continued)

- Quote ending in a question mark (?) –  
Keep ? In place and add a period at the end of the citation:
  - Jones (2009) poses the question, “What might happen if you actually received what you desire?” (p. 43).
- Quote ending in an exclamation point (!) –  
Keep ! In place and add a period at the end of the citation:
  - To successfully intend and manifest their desires, Jones (2009) advises his patients, “Be specific!” (p. 42).



# Electronic Source Citations

- Electronic source materials may be accessed via the Internet
- Helpful Tips:
  - Always choose PDF files when possible
  - Make a paper or electronic copy in case the material is unavailable at a later date.
  - Note the date you retrieved the source material from the Internet.



# Electronic Source Quotations

- No page numbers – use the number of the paragraph in which the quotation appears.
  - Use the abbreviation “para.”  
(Jones, 2009, para. 7)
- No page or paragraph numbers – cite the heading and the number of the ¶ following it to direct the reader to the location of the quoted material.
  - (Jones, 2009, Method section, para. 3)



# Block Quotations

- Use a block for any quotation of 40 words or more.
- Limit your use of long block quotes – use only when material cannot be adequately paraphrased.
- Formatting – Indent 5 spaces and do not use quotation marks. No period after the (p. #)

Jones (2009) stated,

Change any relevant belief now, in the present, and all its dependent conditions change accordingly, whether they appear as present, past, or future conditions. The present provides unlimited opportunities for creativity. Individuals are not hostages to past causes or conditions unless they believe that they are. (p. 243)

He then goes on to note....



# Module 3

## Citing Sources

- Topic List:
  - Citing sources – how and how often
  - Citing works with single or multiple authors
  - Citing a secondary source
  - Citing an unpublished source



# Citing in Paragraphs

- Cite the source completely
  - The very first time you refer to the work
  - Every time you refer to the source in a new paragraph
- Within a single paragraph do not include the year in subsequent references to a single source, as long as it cannot be confused with other cited sources
  - Jones (2009) states, “We attract that which we believe to be real” (p. 77). Jones then states....
  - Research shows, “We attract that which we believe to be real” (Jones, 2009, p. 77). Jones (2009) then states....



# Sources with Two Authors

- Always cite **both** author names every time the reference occurs
- Use “and” when names are part of the sentence.
  - Jones and Rodriguez (2007) stated...
- Use “&” when names are within the citation ( )
  - Some researchers (Jones & Rodriguez, 2007) reported....



## Sources With 2 to 5 Authors

- Cite ***all*** authors the ***first*** time the reference occurs in the text
  - Jones, Rodriguez, and Inoue (2008) reported...
- In subsequent citations include the name of the first author followed by “et al.”
  - Jones et al. (2008) reported...
- If it is the first citation of the reference within a paragraph include the year of publication





# Sources With 6 or More Authors

- Cite only the surname of the first author followed by et al.
  - Jones et al (2008)
- An alternative approach to “et al.”
  - Some faculty members may prefer that authors use “and colleagues” instead of “et al.” in the text
    - Jones and his colleagues (2008)...
  - However “et al.” is still used within the citation parentheses
    - Another study (Jones et al., 2008)...



# Secondary Sources

- A secondary source is a source that is cited by the author of a publication that you read and used as a primary source for your paper.
- Cite the Secondary Source (the source you actually read) in the text:
  - Kramer, Abdullah, and McCarthy (as cited in Jones, 2007) stated that...
  - Other studies use results of patient service excellence surveys. (Kramer, Abdullah, & McCarthy as cited in Jones, 2007)
- Cite **only** the secondary source (the source you actually read) in the References section:
  - Jones, J. D. (2007). Patient satisfaction studies. Charlotte, NC: CHS Publishers Inc.



# Unpublished Sources

- Treat all informal unpublished sources (e-mails, letters, lectures, online course materials, etc.) as personal communication.
- Cite personal communications in the text only
- Give the initials as well as the surname of the communicator and provide as exact a date as possible
  - J. D. Jones (personal communication, October 1, 2010) noted that...
  - (J. D. Jones, personal communication, October 1, 2010)



## Unpublished Sources (continued)

- If the lecture is videotaped and the recording is available on the course website, you can cite the video
- You may also cite MS PowerPoint® presentations that are on the online course sites
- If you cite recordings or course MS PowerPoint ® presentations in the text, remember to include them in the references listing



# Module 4

## References

- Topic List:
  - Formatting the references section
  - Most common reference forms



# References

- Only include works that you have cited in the text in the references section of your paper.
- Every citation in the text must have a corresponding reference listing
- Every reference listing must have a corresponding citation in the text
- Alphabetize the list of references by author name
- If you have more than one entry by the same author list them by year of publication with the earliest year first



# Reference Format

- Use “hanging indent” format: First line begins at left margin and subsequent lines are indented 5 spaces.

Jones, J.D. (2010). Health care system response to patient satisfaction studies. *Journal of Hospital Administration*, 54(2), 361-363.

Rodriguez, M.T (2008). Conducting an effective patient satisfaction survey. *Healthcare Executives Journal*, 15(8), 83-86.

Ping, B. G., Rollins, M. R., Martinez, H. J., & Abrams, L. Q. (2005). A meta-analysis of patient satisfaction with hospital facilities. *Patient Advocate*, 36(7), 143-154.



# Duplicate Author and Year

- References by the same author (or by the same authors in the same order) with the same publication date are arranged alphabetically by the title (excluding *A*, *An*, or *The*) that follows the date.
- Lower case letters (a, b, c, ...) are placed immediately after the year, within the parentheses:
  - Jones, J. D. (2010a)...
  - Jones, J. D. (2010b)...
- Use the date and letter when you cite these in the text of your paper.
  - Jones (2010a) contends....





# Print Periodical Article References

- Author last names first, then only first and middle initials
- Date of periodical always follows author name(s)
- Title of article: in regular font, first letter of the title, subtitle, and proper nouns are capitalized
- *Title of Periodical* is in upper and lower case and in *italics*



# Print Periodical Article References (continued)

- Journal volume number in *italics*, e.g. *17(3)*
- Issue number is in parentheses and not italicized
- Page numbers are listed on their own, e.g. 224-236.
- Example:
  - Author, A. A., Author, B. B., & Author, C. C. (2007). Title of article: Subtitle of article, *Title of Periodical*, xx(x), xxx-xxx.



# Online Periodical Article References

- Online Periodical references are formatted the same as referenced print articles
  - Author, A. A., Author, B. B., & Author, C. C. (2007). Title of article: Subtitle of article, *Title of Periodical*, xx(x), xxx-xxx.
- Add a second statement that indicates from what URL address the article was retrieved. Do not place a period after this statement.

## Example:

Jones, J.D., & Martinez, L. T. (2005). Comparing service excellence models in health care organizations: Patterns of patient satisfaction. *American Health Journal*, 10(7), 342-348. Retrieved from <http://www.ahj.org>



## Online Digital Object Identifier (DOI) References

- DOI System – provides a means of persistent identification for managing digital network information (see [www.doi.org/](http://www.doi.org/))
- Implemented through registration agencies that provide citation-linking services for system participants in publishing and academia.
- DOI reference labels allow “click-through” access to each reference.



## Online Digital Object Identifier (DOI) References (continued)

- DOI references may be included in APA reference listings in place of the traditional URL address.

### Example:

Jones, J. D., & Martinez, L. T. (2005). Comparing service excellence models in health care organizations: Patterns of patient satisfaction. *American Health Journal*, *10*(7), 342-348. doi:10.1040/1451-9189.112.2.156.supp



# Book References

- Author last name, initials.
- Year of book publication
- *Title of book in italics* -- First letter of the title, subtitle, and proper nouns are capitalized
- Location of publication: Publisher.

Example:

Author, A. A. (1994). *Title of work*. Location:  
Publisher.



# Book Reference Examples

## Print Book Example:

Jones, J.D. (2004). *Creativity and imagination*.  
Charlotte, NC: CHS Publishers.

## Electronic Book Example:

Winn, N. S. (2009). *Patient nature and conduct:  
An introduction to patient behavior*.  
Retrieved from <http://books.google.com>



# Book Chapter References

- Chapter author last name(s), initials.
- Year of book publication.
- Title of chapter.
- In A. Editor, & B. Editor (Eds.),
- *Title of book in italics* -- First letter of the title, subtitle, and proper nouns are capitalized
- Page numbers of chapter as (pp. # - #).
- Location of publication: Publisher.

## Book Chapter Example:

Jones, J. D., & Winn, N. S. (2008). Service Excellence Measures at CMC. In E. A. Smith & C. B. Polinski (Eds.), *Benchmark patient care models* (pp. 147-168). Charlotte, NC: CHS Publishers.





# Online Document References

- Online documents published only on the Internet are referenced with abbreviated formatting:

Author, A. A. (1994). *Title of work*. Retrieved from  
source

## Example with author:

Jones, J. D. (2010). *Service excellence patient satisfaction outcomes*. Retrieved from  
<http://carolinashealthcare.org/serex/html>

## Example with no author:

HealthCare World. (2007). *The consequences of low patient satisfaction*. Retrieved from  
<http://HCW.com/2007/archive.patsat.html>

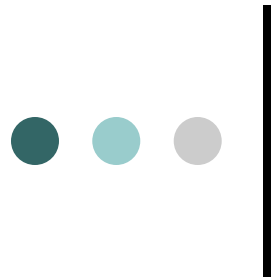


# Online Presentation References

- Author last name, initials
- Date.
- Title of presentation
- Type of presentation.
- URL retrieval information

## Example:

Martinez, M. T. (n.d.). *AIDET model for patient care*.  
[PowerPoint slides]. Retrieved from  
[http://patientcare.com/docs/aidet\\_2.ppt](http://patientcare.com/docs/aidet_2.ppt)



# Summary

Tutorial topics:

- Why Use APA format (Introduction)
- Basic APA formatting requirements (Module 1)
- Crediting sources (Module 2)
- Citations (Module 3)
- References (Module 4)