Intro to APA
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Today’s Topics

• APA Manuals
• Purpose of APA
• Basic Rules for References
• Basic Rules for In-Text Citations
• Those difficult ones to figure out – the dreaded webpages!
• Questions?

https://uabweb.ad.uab.edu/LHL/instructions/DocumentLibrary/uabdocs

APA style blog - http://blog.apastyle.org/
Purpose of APA

Yes, that, but also . . .

(bark, 2010)
Purpose of APA Reference Style

• To give credit to the authors of literature, whether you quote, paraphrase, or use their ideas, when writing your own paper

• Likewise, to give credit to creators of images, music, and other media that you use or adapt in your own work
Cite the work of those individuals whose ideas, theories, or research have directly influenced your work. They may provide key background information, support or dispute your thesis, or offer critical definitions and data. Citation of an article implies that you have personally read the cited work. In addition to crediting the ideas of others that you used to build your thesis, provide documentation for all facts and figures that are not common knowledge. (*Publication Manual*, 2010, p. 169)
That Nasty Word

**PLAGIARISM**

To prevent it, credit the source whether:

- Directly quoting the author
- Paraphrasing the author’s words
- Describing an author’s idea that influenced your work

(Rules 6.01-6.02)
A Typical Reference contains . . .

- “Who” - author, editor, creator
- “When” - publication date
- “What” - title
- “Where” - Source data

Author. (publication date). Title. Source data.

Author. (publication date). Title. Source data.

- Author is inverted: last name, first initial, middle initial
- Ampersand (&) before the last author
- Title is italicized
- First word in title and subtitle is capitalized, as well as any proper noun
- Use two letter postal code for the state
Have two titles? This happens when you have an article in a journal, or a chapter in a book. The title of the larger entity is italicized, i.e. the journal title and the book title.

• No author? Start with title

*Title.* *(publication date).* *Source data.*

*Webster’s biographical dictionary.* *(1974).*  
*Springfield, MA: G. & C. Merriam.*

• No date? Use the abbreviation n.d.

*Author.* *(n.d.)*. *Title.* *Source data.*

- Every word, except insignificant words, in the title of the journal is capitalized
- The journal title and volume number is italicized
- Include volume number, issue number if provided, and doi, if there is one.
• Invert authors names, last name first, followed by first and middle initials.
• For up to seven authors, separate authors by commas, and precede last author with “&”
• For 8 or more authors, include first six authors followed by three ellipses, and then the last author’s name.
• If there is an editor(s), instead of an author(s), follow the name(s) by (Ed.) or (Eds.).
• If the author is an organization or corporation, capitalize all significant words, and follow with a period.
(Rule 6.27)
Electronic articles may be found on the open Web or through the licensed databases at the library.

- Include retrieval information.
- Retrieval dates are not necessary unless the resource may change over time, such as a wiki or blog.
• If the journal article has a DOI number, that is all the retrieval information you need.
• If the article does not have a DOI number, give the URL of the journal’s homepage.

Basic Rules: In-text Citations
In-Text Citations

• Follow the author(s) by the date.
  ❖ Smith and Adams (2007) found that . . .
  ❖ A recent study (Smith & Adams, 2007) showed that . . . .

• When there are two or more authors, precede the last author with “and” in the following way:
  ❖ In the text, use the word “and”
  ❖ In the parenthesis, use the ampersand - “&”

(Rules 6.11-6.21, Table 6.1)
• When a work has 3, 4, or 5 authors, cite all the authors the first time the in-text citation occurs; in subsequent in-text citations, follow the first author’s name by et al.
  
  1st time: In a recent study (Smith, Jones, Adams, & Ryan, 2010), results indicated that . . . .
  
  2nd time: Smith et al. (2010) concluded that . . .

• When a source has six or more authors, cite only the first author followed by et al. the first time and every time thereafter.

(Rule 6.12)
• When there is no author, cite the first few words of the reference list entry (the title), capitalizing all significant words, followed by the year of publication
  ❖ If the reference is a book, brochure, or report, italicize the title:
  ❖ If the reference is a web page, article, or book chapter, put the title in quotation marks:
    ○ The article “Reading Instruction” (1999) summarizes . . .

(Rule 6.15)
If two or more works are referenced within the same in-text citation, order the citations alphabetically, i.e. in the same order they would appear in the reference list.

Separate the citations by a semicolon.

Example:

Recent studies (Adams & Jones, 2004; Smith et al., 2006) indicate . . .

(Rule 6.16)
When inserting a direct quote, enclose the quote in quotation marks, and include the page number(s).

- Jones (2007) stated, “Children of parents who regularly read to them are more likely to develop good reading habits into adulthood” (p. 24).
- “There is a 20% chance that the child of an illiterate parent will also be illiterate” (Jones, 2007, pp. 15-16).

(Rules 6.03-6.10, 4.08)
Length of Direct Quote

• If the quote is less than 40 words, include it in the flow of the text, as seen in the previous slide.

• If the quote is 40 or more words:
  ❖ Display in a free-standing block
  ❖ Indent entire quote one-half inch
  ❖ Do not enclose in quotation marks
  ❖ Double space the block quote

(Rule 6.03)
Smith (2008) summarized her findings:

This is a quotation of forty words or more; follow it with the ending punctuation. Then, in the parenthesis, give the page number(s). Notice how the ending punctuation is in a different place as compared with a quotation which is less than 40 words, i.e. the period is before the parentheses, not after. Make sure to indent the entire quote one-half inch. (pp. 55-56)

These findings are indicative of . . . . . .
Quotes from html webpages

• If paragraphs are numbered, cite as follows:
  ❖ Use “para.” plus the paragraph number in the parentheses – (Smith, 2008, para. 6)

• If paragraphs are not numbered, cite the heading (if there is one) and number of paragraph:
  ❖ (Jones, 1998, Discussion section, para. 9)
  ❖ If heading is very long, use a shortened version of the heading and place in quotation marks:
    ❖ (Lee & Sutton, 2006, “IQ Tests Give Misleading,” para. 3)

(Rule 6.05)
Webpages
Remember this?

- “Who” - author, editor, creator
- “When” - publication date
- “What” - title
- “Where” - Source data - url

Author. (publication date). Title. Source data.

Author. (publication date). Title. Source data.
... for some web-based material, it can be difficult to identify one or more of these elements [author, date, title, source]. Table 1 will help you identify the best way to format challenging web-based material.

If you cannot find the reference example you need in the *Publication Manual*, choose the example that is most like your source and follow that format. Sometimes you may need to combine elements of more than one reference format. (*APA Style Guide*, 2012, p. 2)
Table 1

How to Cite Something You Found on a Website in APA Style: What to Do When Information Is Missing

<table>
<thead>
<tr>
<th>What’s missing?</th>
<th>Solution</th>
<th>Reference template</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Position A Position B Position C Position D</td>
</tr>
<tr>
<td>Author is missing</td>
<td>Substitute title for the author</td>
<td>Title of document [Description of form]. Retrieved from <a href="http://URL">http://URL</a></td>
</tr>
<tr>
<td>Date is missing, can be reasonably approximated</td>
<td>Use ca. followed by a year, in brackets</td>
<td>Author, A. A. [ca. date]. Title of document [Description of form]. Retrieved from <a href="http://URL">http://URL</a></td>
</tr>
<tr>
<td>Title is missing</td>
<td>Describe the document inside brackets</td>
<td>Author, A. A. (date). [Description of document]. Retrieved from <a href="http://URL">http://URL</a></td>
</tr>
<tr>
<td>Author and date are both missing</td>
<td>Combine author and date methods</td>
<td>Title of document [Description of format]. Retrieved from <a href="http://URL">http://URL</a></td>
</tr>
<tr>
<td>Author and title are both missing</td>
<td>Combine author and title methods</td>
<td>[Description of document]. (date). Retrieved from <a href="http://URL">http://URL</a></td>
</tr>
</tbody>
</table>

(APA Style Guide, 2012, p. 3)
To italicize or not to italicize, that is the question:

- No – title of blog posts, online forum messages, comments, status updates, etc.
- Yes – title of reports and other documents that “stand alone.”
- If not sure, the APA Style Guide (2012) says to use your own judgement, but to “err on the side of not italicizing” (p. 32).
Source Data for a Web Source

- Retrieved from url

- “Identify the publisher as part of the retrieval statement unless the publisher has been identified as the author” (APA Style Guide, 2012, p. 20)

- Retrieved from Name of Organization website: url


A description of form can be included in brackets after the title, if it is important for identification and retrieval of the item.

Miscellaneous Information
References are listed in alphabetical order by author or editor, or title (for those references without an author).

If listed by title, alphabetize by the first significant word in the title (i.e. not by A, The, An)

Multiple references by the same author (s) are listed in order of publication year, the earliest first.

Multiple references by the same author(s) and same publication year are arranged alphabetically by the first significant word of the title. Add lowercase letter after the publication year to distinguish them:

(Rule 6.25)
Citing an author’s work which is referenced in an article but which you have not read:

- Use secondary sources sparingly
- If possible, locate and read the original source
- If this is not possible, cite as a secondary source.

(Rule 6.17)
Example: An article by Vetter and Deaver is cited in the 2012 article by Hogan. The in-text citation should read:

- Vetter and Deaver (as cited in Hogan, 2012) suggested that . . .
- On the references page, list the Hogan source only.
• Margins
  ❖ One inch margins throughout

• Line spacing
  ❖ Double space entire document
  ❖ Exception: may use single or 1 ½ spacing within a table or figure

• Font and type size
  ❖ Times New Roman, 12 pt. for entire document

(Rule 8.03)
• Creating the hanging indent in Microsoft Word:
  ❖ Select the text. In the Home tab, click on the arrow next to the word “paragraph.”
  ❖ In the pop-up window, choose the “Indents and Spacing” tab. In the “Indentation” section, choose “hanging” in the “Special” menu. Make sure the indentation is 0.5 inches.
Additional Resources

• Lister Hill Library Guide: APA Style
  http://libguides.lhl.uab.edu/APA/apa/websites

• OWL at Purdue APA Formatting and Style Guide (6th edition)
  http://owl.english.purdue.edu/owl/resource/560/01/

• APA style website – Basics of APA Style tutorial (6th edition)
  http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx

• Harvard Graduate School of Education – APA Exposed online tutorial
  http://isites.harvard.edu/icb/icb.do?keyword=apa_exposed
“Avoiding Plagiarism” by Purdue OWL. Purdue University.
http://owl.english.purdue.edu/owl/resource/589/01/

Sterne Library Plagiarism Tutorial.
http://www.mhsli.uab.edu/2009/plagiarism/

The Plagiarism Spectrum: Instructor Insights into the 10 Types of Plagiarism, a white paper by Turnitin.
http://turnitin.com/en_us/resources


• This presentation is based on the information in the 6th edition of the *Publication Manual of the American Psychological Association* and the *APA Style Guide to Electronic References*.

• This presentation is for educational purposes.

• This presentation is not a substitute for the APA manuals. Use it in conjunction with the manuals and always check your work against the manuals. If there is any conflict between what is stated in this presentation and what is stated in the APA manuals, use the information found in the manuals.