

# Working with APA 6th ed.

T O M Á S R I V E R A C E N T E R

## THE APA DOCUMENTATION BASICS

### What Is APA Style?

APA is a writing style based upon the Publication Manual of the American Psychological Association, used most commonly in the social sciences, especially in Psychology and Education. In brief, APA dictates the format and citation method of a particular text.

### Why Do We Do It?

As a professional, it is important to cite all information that is not your work. APA emphasizes the author and date of a publication. In social sciences, it is particularly important to find current research, unless you are making a point otherwise.

### Resources for APA

**Purdue's Online Writing Lab:** <http://owl.english.purdue.edu/>

**American Psych. Association:** [www.APA.org](http://www.APA.org)

**Our Library:** [www.lib.utsa.edu/research/subject/citingguide.html](http://www.lib.utsa.edu/research/subject/citingguide.html)

**The Writing Center:** [www.utsa.edu/twc](http://www.utsa.edu/twc)

(210) 458-6703

**Tomás Rivera Center:** [www.utsa.edu/trcss/gsla](http://www.utsa.edu/trcss/gsla)

Grad. Academic Coaches (210) 458-4694 MS 1.02

### General Instructions for your APA Paper

Type (12-pt Times New Roman)

Margins (1 in. all sides)

Double spaced

### Header (Running head)

Fully justified and includes the following: Running head: LESS THAN 50 CHARACTERS COUNTING SPACES & the page number. "Running head:" appears only on the first page of your paper:

Running head: 50 CHARACTERS ALL CAPS 1  
50 CHARACTERS ALL CAPS 2

### Title Page

Include your header and the following, centered and double spaced:

Title

Name

Institutional Affiliation

### Headings (5 levels)

Follow a top-down progression. Note the capitalization and periods.

#### Centered Bold

#### Flush Left

**Indented once.**

***Indented italics.***

*Indented, no bold, italics.*

### APA is Your Best Friend



#### REMEMBER:

**Numbers:** APA loves numbers. Use numerals to express all numbers except,

Numbers below 10  
Any number that begins a sentence or title (Three blind mice were talking...)

Common fractions (one-fourth, one-third)

Universally accepted usage (the Ten Commandments)

#### Percentages:

Use % when preceded by a numeral.

Use *percentage* when there is no number, except in tables and figures.

## WHAT SHOULD YOU DO...

**Avoid over quoting.** Although it is important to be able to support your own work with the research of others, your work should primarily be your own. Especially limit block quotes. Remember to paraphrase & summarize more.

**Include your title on the first page.** Even though you have a title page, you still need a title centered on your first page of text.

**Avoid passive language** in most cases.

**Use valid, academic resources.**

**Avoid bias language.** Be aware of gender, race, sexuality, age, and ability prejudices.

**Use abbreviations sparingly.** Do not use Latin abbreviations, other than in parentheses.

**Use bold font** only for some subheadings.

**Use italics** for emphasis or linguistic examples, but only the first time.

**Use TWO spaces after a period,** not one.

**Use colons between a complete introductory clause and a final phrase.** Do not use after an introduction that is not a complete sentence.

- I explain the following: quoting and paraphrasing.

- The formula is  $r = e + a$ . (correct)

- The formula is:  $r = e + a$ . (incorrect).

**Proof read your paper** thoroughly.

Spell check does not catch everything.

## Q U O T A T I O N S   I N   T E X T

**Display quotation of fewer than 40 words in double quotation marks. Include page number in parentheses.**

- Black (1993) stated, "The 'placebo effect' ... disappeared when behaviors were studied in this manner" (p. 276).

**Display quotation of 40 or more words in block quotation (double spaced) without quotation marks.**

- Black (1993) found the following:

The "placebo effect" had been verified in previous studies. This effect was found to be indicative of a patient's belief that they were suffering from x diagnosis and were receiving y medication which was helping them to reduce z psychosomatic side effects. (p. 276)

**Omitting material**

- Insert ... where you omitted material

**Inserting material**

- Use brackets [ ] around what you insert

**Adding emphasis**

- Use brackets to explain [emphasis added]

**Direct quotations MUST include:**

- Author, year, and page number.

## R E F E R E N C E   C I T A T I O N S   I N   T E X T

**One Author**

- Smith (2002) found...
- (Smith, 2002).

**Two Authors**

- Smith and Jones (2003) found...
- (Smith & Jones, 2003).

**Authors with Same Surname**

*Include initials*

- S.T. Smith (2000) and J.D. Smith (1999)

**Three, Four, or Five Authors**

*1st time:*

- Smith, Jones, and Black (2001) found...

*2nd time*

- Smith et al. (2001) found...

*After 2nd time inside same paragraph*

- Smith et al. found...

**Secondary Source (Quoted in Another Source)**

- Seidenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993)

**Groups as Authors**

*1st citation*

- (American Psychological Association [APA], 2000).

*Subsequent citations:*

- (APA, 2000).

## R E F E R E N C E S

**Journal Article (in print)**

- Carlson, L. A. (2003). Existential theory: Helping school counselors attend to youth at risk for violence. *Professional School Counseling*, 6(5), 10-15.

**Journal Article (retrieved online)**

- Herbst-Damm, K.L., & Kulik, J.A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology*, 24, 225-229. doi: 10.1037/0278-6133.24.2.225

*When no doi is available, provide the URL instead: Retrieved from http://xxxx.org (no period at the end). No retrieval date needed.*

**Entire Book**

- Beck, C. A. J., & Sales, B. D. (2001). *Family mediation: Facts, myths, and future prospects*. Washington, DC: American Psychological Association.

**Chapter in an Edited Book**

- Johnson, R. A. (1989). Retrieval inhibition as an adaptive mechanism in human memory. In H. L. Roediger III & F. I. M. Craik (Eds.), *Varieties of memory & consciousness* (pp. 309-330). Hillsdale, NJ: Erlbaum.

**Internet Source (No date or Author)**

- GVU's 8th WWW user survey. (n.d.). Retrieved from [http://www.cc.gatech.edu/gvu/user\\_surveys/survey-1997-10/](http://www.cc.gatech.edu/gvu/user_surveys/survey-1997-10/)

**Secondary Source (only cite what you actually read)**

- Coltheart, M., Curtis, B., Atkins, P., & Haller, M. (1993). Models of reading aloud: Dual-route and parallel-distributed-processing approaches. *Psychological Review*, 100, 589-608.

### D O I

#### W H A T   I S   I T ?

- Digital Object Identifier
- A way of finding an article, no matter where it is.

#### H O W   D O   I   U S E   I T ?

- Use [crossref.org](http://crossref.org) or [doi.org](http://doi.org) to link to your article.