PPA 2008 – American Government and Public Administration
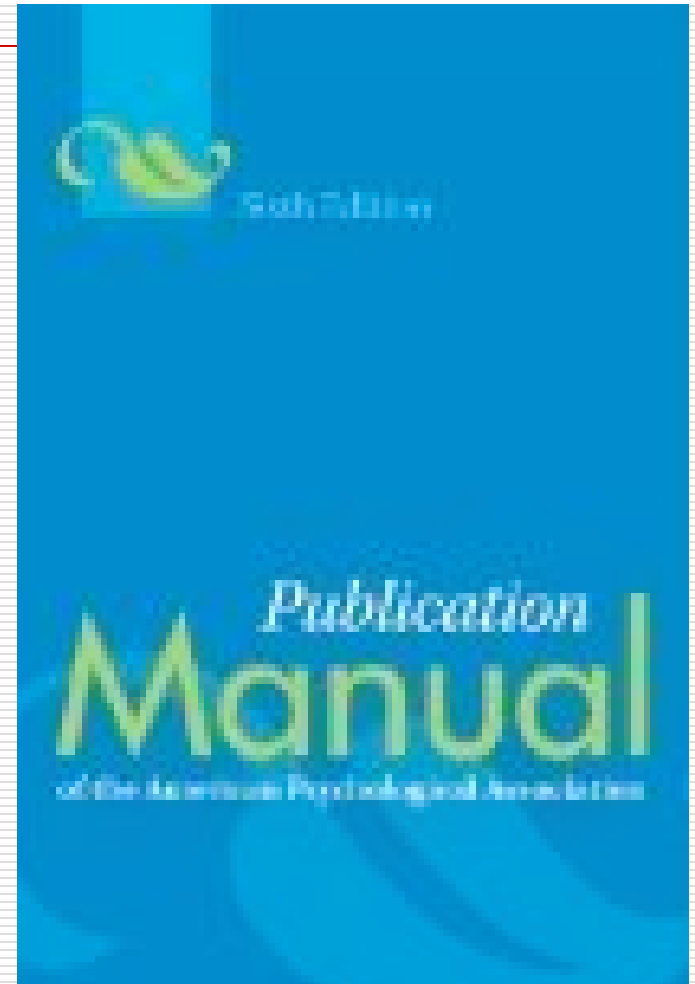
APA Formatting and Style Guide

➢ General format;

➢ Reference page;

➢ In-text citations.
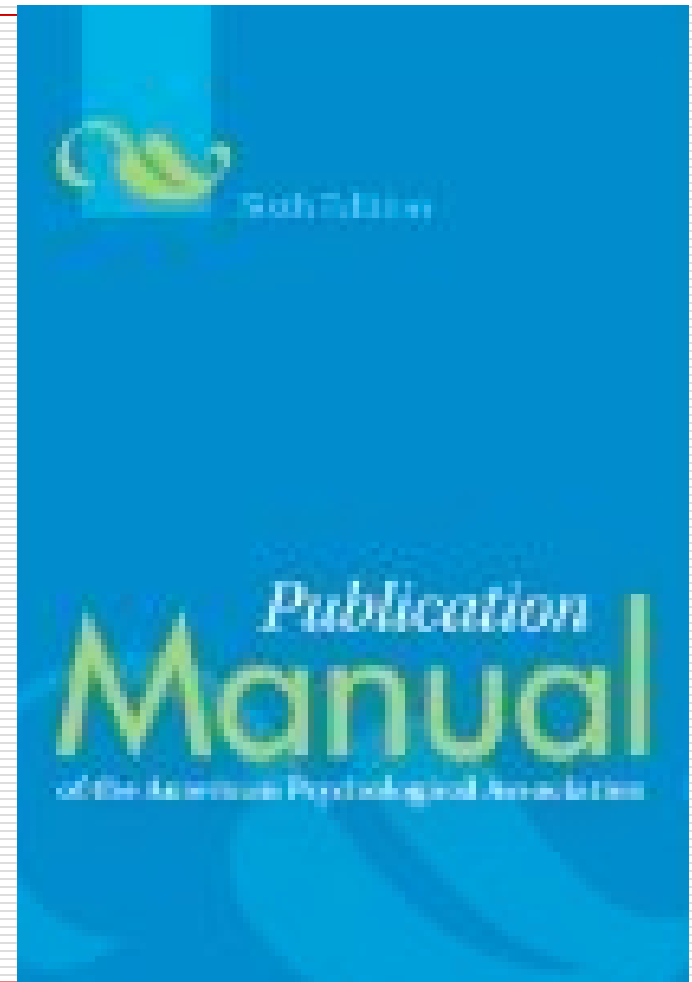
(Adapted from Dr. Daniels's Lectures)

What is APA?

APA (American Psychological Association) is the most commonly used format for manuscripts in the Social Sciences.

What does APA regulate?

APA regulates:

➢Stylistics

➢In-text citations

➢References (a list of all

sources used in the paper)

APA stylistics: Basics

➢ Use the third person point of view rather than using the first person point of view;

   The study showed that…, NOT
   I found out that….

➢ Use the active voice rather than passive voice.

   The participants responded…, NOT
   The participants have been asked….

APA stylistics: Language

➢ **Language in an APA paper is:**
- clear: be specific in descriptions and explanations;
- concise: condense information when you can;
- plain: use simple, descriptive adjectives and minimize the figurative language.

APA: General Format

Your essay should:
- ➢ be typed, double-spaced, with two spaces after punctuation between sentences;
- ➢ with 1" margins on all sides;
- ➢ in 12 pt. Times New Roman;
- ➢ include a page header (title) in the upper left-hand of every page and a page number in the upper right-hand side of every page.
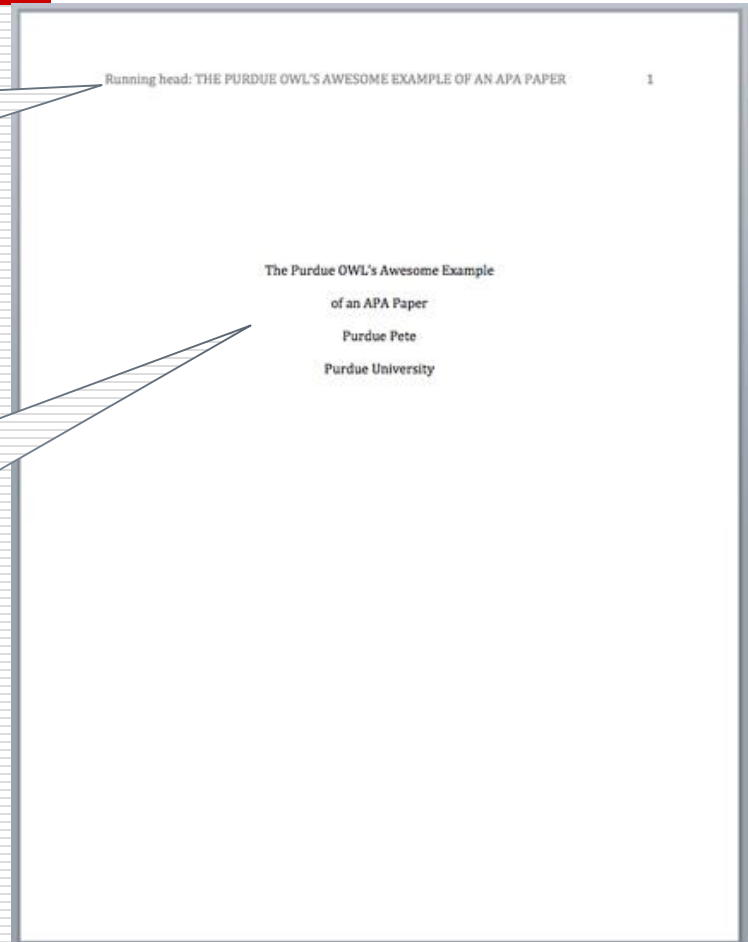
General Format (cont'd)

Your essay should include four major sections:

References

Main Body

Abstract
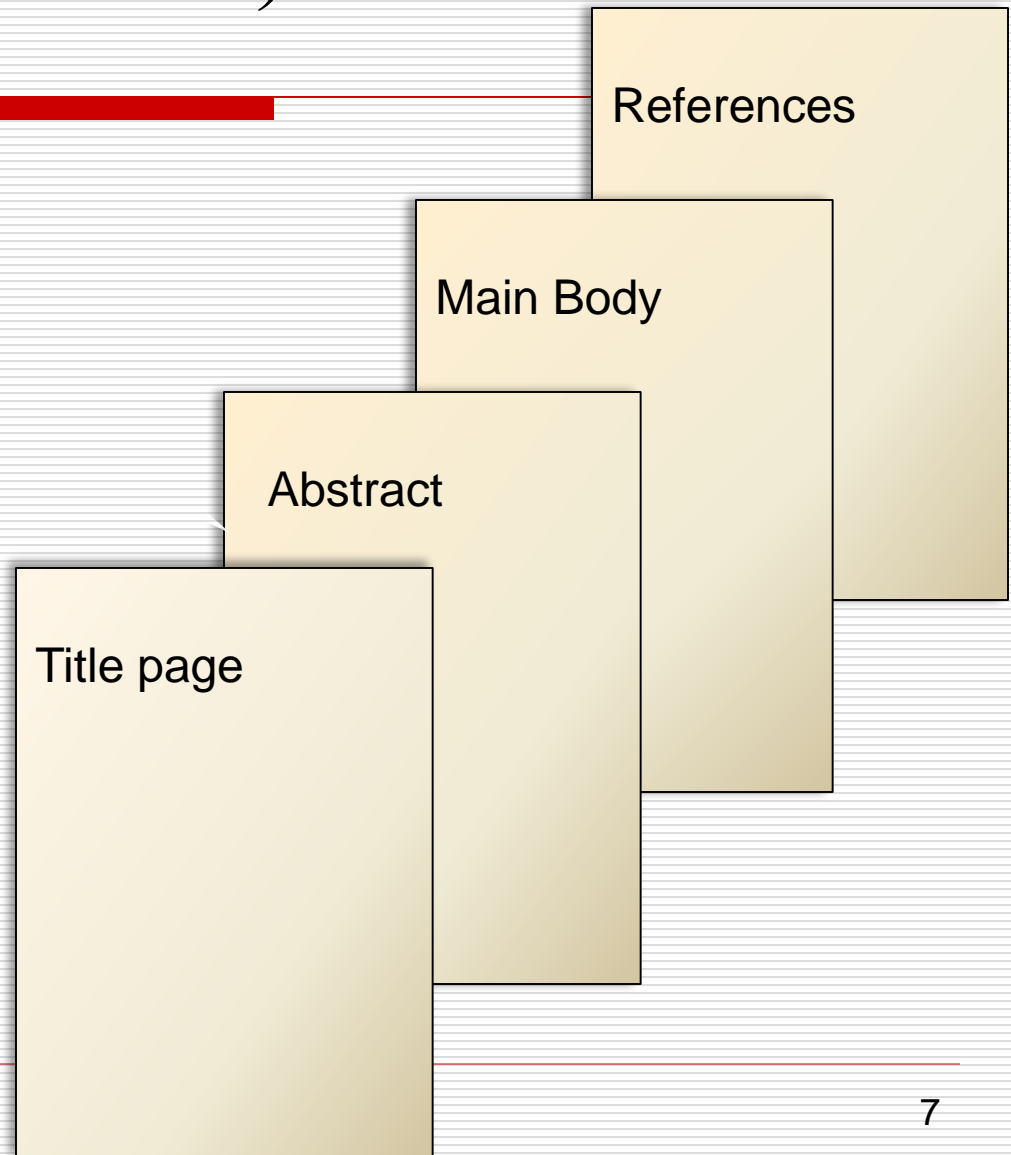
Title page

Title Page

Page header (use Insert Page Header):
title flush left;
page number flush right.

Title (in the upper half of the page, centered);
name (no title or degree);
affiliation (university, etc.).

Running head: THE PURDUE OWL'S AWESOME EXAMPLE OF AN APA PAPER   1

The Purdue OWL's Awesome Example

of an APA Paper

Purdue Pete

Purdue University

Abstract Page

Page header: do NOT include "Running head:"

Abstract (centered, at the top of the page)

Write a brief (between 150 and 250 words) summary of your paper in an accurate, concise, and specific manner. Should contain: at research topic, research questions, participants, methods, results, data analysis, and conclusions. May also include possible implications of your research and future work you see connected with your findings. May also include keywords.

Abstract

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Mauris auctor ullamcorper erat, vel commodo diam vestibulum vel. Aliquam rutrum leo quis felis dignissim non lobortis risus eleifend. Morbi eget felis tortor, vitae vestibulum elit. Proin in nisl sapien. Fusce aliquet, libero quis scelerisque lobortis, lectus leo iaculis nisl, nec facilisis magna urna eu ligula. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Nunc velit orci, consequat a varius in, aliquet ac massa. Aenean suscipit velit ac nisi suscipit id porttitor lacus ullamcorper. Pellentesque ut justo non mauris condimentum vehicula. Fusce commodo dolor a ipsum laoreet laoreet. Nulla facilisi. Cras pellentesque bibendum tellus, et eleifend lectus facilisis eget. Curabitur sodales, sem eleifend auctor bibendum, turpis felis dignissim magna, eu laoreet quam nunc et dui.

Keywords: Lorem ipsum dolor sit amet, consectetur adipiscing elit.

9

Main Body (Text)

➢ The first text page is page number 3;

➢ Type the title of the paper centered, at the top of the page;

➢ Type the text double-spaced with all sections following each other without a break;

➢ Identify the sources you use in the paper in parenthetical in-text citations;

➢ Format tables and figures.

References: Basics

➢ Center the title – References – at the top of the page;

➢ Double space reference entries;

➢ Flush left the first line of the entry and indent subsequent lines;

➢ Order entries alphabetically by the author's surnames;

References: Basics (cont'd)

➢ Invert authors' names (last name first followed by initials);

➢ Alphabetize reference list entries the last name of the first author of each work;

➢ Capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns. Do not capitalize the first letter of the second word in a hyphenated compound word;

References: Basics (cont'd)

➢ Capitalize all major words in journal titles;

➢ Italicize titles of longer works such as books and journals;

➢ Do not italicize, underline, or put quotes around the titles of shorter works such as journal articles or essays in edited collections.

Making the references list

When compiling the reference list, the strategy below might be useful:

➤ Identify a type source: Is it a book? A journal article? A webpage?

➤ Find a sample of citing this type of source in the textbook;

➤ "Mirror" the sample;

➤ Make sure that the entries are listed in the alphabetical order and the subsequent lines are indented (Recall References: basics).

In-text Citations: Basics

➢ In-text citations help readers locate the cited source in the References section of the paper.

➢ Whenever you use a source, provide in parentheses:
- the author's name and the date of publication;
- for quotations and close paraphrases, provide a page number as well.

In-text Citations: Format for a quotation

➢ When quoting, introduce the quotation with a signal phrase. Make sure to include the author's name, the year of publication, the page number, but keep the citation brief – do not repeat the information. For example,

Caruth (1996) states that a traumatic response frequently entails a "delayed, uncontrolled repetitive appearance of hallucinations and other intrusive phenomena" (p.11).

OR

A traumatic response frequently entails a "delayed, uncontrolled repetitive appearance of hallucinations and other intrusive phenomena" (Caruth, 1996, p.11).

In-text Citations: Format for a summary or paraphrase

There are several formats for a summary or paraphrase:

➤ Provide the author's last name and the year of publication in parentheses after a summary or a paraphrase. For example:

Though feminist studies focus solely on women's experiences, they err by collectively perpetuating the masculine-centered impressions (Fussell, 1975).

In-text Citations:
Format for a summary or paraphrase (cont'd)

➢ Include the author's name in a signal phrase followed by the year of publication in parentheses. For example,

> Recently, the history of warfare has been significantly revised by Higonnet et al. (1987), Marcus (1989), and Raitt and Tate (1997) to include women's personal and cultural responses to battle and its resultant traumatic effects.

In-text Citations:
Format for a summary or paraphrase (cont'd)

➢ When including the quotation in a summary/paraphrase, also provide a page number in parentheses after the quotation. For example,

　　　According to feminist researchers Raitt and Tate (1997), "it is no longer true to claim that women's responses to the war have been ignored" (p. 2).

In-text Citations: Signal words

➢ Use the past tense or the present perfect tense of verbs in signal phrases.

➢ Introduce quotations with signal phrases, e.g.,

  According to X. (2008), "…." (p. 3).
  OR
  X. (2008) argued that "……" (p. 3).

➢ Use such signal verbs as:

  acknowledged, contended, maintained, responded, reported, argued, concluded, etc.

In-text Citations: Two or more works

- When the parenthetical citation includes two or more works, order them in the same way they appear in the reference list – the author's name, the year of publication – separated by a semi-colon:

  (Kachru, 2005; Smith, 2008)

In-text Citations: A work with two authors

➢ When citing a work with two authors, use "and" in between authors' name in the signal phrase, yet "&" between their names in parentheses:

According to feminist researchers Raitt and Tate (1997), "It is no longer true to claim that women's responses to the war have been ignored" (p. 2).

Some feminists researchers question that "women's responses to the war have been ignored" (Raitt & Tate, 1997, p. 2).

In-text Citations: A work with 3 to 5 authors

➢ When citing a work with three to five authors, identify all authors in the signal phrase or in parentheses:

(Harklau, Siegal, & Losey, 1999)

➢ In subsequent citations, only use the first author's last name followed by "et al." in the signal phrase or in parentheses:

(Harklau et al., 1993)

In-text Citations: a work with 6 and more authors

➢ When citing a work with six and more authors, identify the first author's name followed by "et al.":

Smith et al. (2006) maintained that….

(Smith et al., 2006)

In-text Citations: A work of unknown author

➢ When citing a work of unknown author, use the source's full title in the signal phrase and cite the first word of the title followed by the year of publication in parentheses. Put titles of articles and chapters in quotation marks; italicize titles of books and reports:

  According to "Indiana Joins Federal Accountability System" (2008), …
  OR
  ("Indiana," 2008)

In-text Citations: Organization

➢ When citing an organization, mention the organization the first time when you cite the source in the signal phrase or the parenthetical citation:
   The data collected by the Food and Drug Administration (2008) confirmed that …

➢ If the organization has a well-known abbreviation, include the abbreviation in parentheses the first time the source is cited and then use only the abbreviation in later citations:
   Food and Drug Administration (FDA) confirmed … FDA's experts tested…

In-text Citations:
The same last name/the same author

➢ When citing authors with the same last names, use first initials with the last names:

(B. Kachru, 2005; Y. Kachru, 2008)

➢ When citing two or more works by the same author published in the same year, use lower-case letters (a, b, c) with the year of publication to order the references:

Smith's (1998 a) study of adolescent immigrants…

In-text Citations: Personal communication

➢ When citing interviews, letters, e-mails, etc., include the communicator's name, the fact that it was personal communication, and the date of the communication. Do not include personal communication in the reference list:

> A. P. Smith also claimed that many of her students had difficulties with APA style (personal communication, November 3, 2002).
> OR
> (E. Robbins, personal communication, January 4, 2001).

In-text Citations: Electronic sources

➢ When citing an electronic document, whenever possible, cite it in the author-date style.

   According to Smith (1997), ...

➢ If electronic source lacks page numbers, locate and identify paragraph number/paragraph heading:

   (Mind over Matter section, para. 6).

APA Formatting and Style Guide

If you need help with the APA format, consult the *Publication Manual of the American Psychological Association* (6th ed.), visit http://www.apastyle.org, or use other reliable sources.