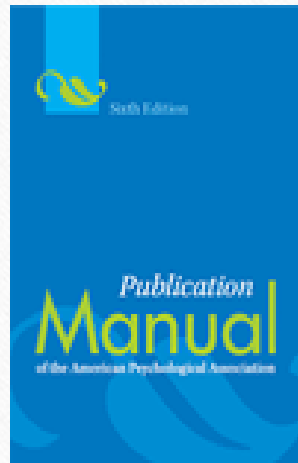


Using APA



Using APA

- All university students must not only know how to read and understand writing, they need to know how to write using either MLA, APA or Chicago writing style.
- You should always ask your teacher/prof which writing style they prefer.

Using APA

- This presentation will help you to write using APA.
- The American Psychological Association (APA) is one of the most common formatting styles



Paper, Font, Spacing, Margins...

- 8 ½ x 11” – one side
- Times New Roman – 12-pt
- No italics, no bold
- Double space all text including titles, headings, quotes, References
- Indent paragraphs, no extra space between paragraphs
- One inch margins

The Cause of the Rise of Hitler

To cite a web site, you should indicate it as such in your signal phrase, then give information to help your reader to retrieve the material.

Butler's web site (2007) shows that Hitler spent much of his early years consolidating power in his own hands (para. 5).

Title Page

- The running head and page number appear on the title page and on each subsequent page $\frac{1}{2}$ inch down and on the same line.
- On the title page only the words Running head: are included before the shortened version of the essay title which is all caps
- The running head is left-aligned, page number is right-aligned
- Type your title in the center of the upper half (inch down from top – half inch from running head)

Title

- Type Title (upper and lower)
- Type your name – first then last
- If you teacher asks – type his/her name next
- Type your school
- All double spaced

Running head: HITLER'S RISE

1

Cause of the Rise of Adolf Hitler

Anne Marie Courtney

Robert F. Hall C.S.S.

Abstract Page

- The second page is the Abstract for the paper. It is a brief (100-150) comprehensive summary of the research paper
- The running head and the page number are typed at the top
- The word “**Abstract**” is centered as the first line of type on this page
- Type the abstract in a single paragraph in block format (no indent)
- **This page may be optional**
- **The running head, page number and title (upper and lower) always begins each page. Title is an inch from running head. Do not bold or underline.**

Abstract

Adolf Hitler came to power in Germany as the result of a series of factors and events that occurred in Germany during the Great Depression. These factors included a disastrous economy, lack of confidence and blah, blah.

Text

- Indent paragraphs
- Double space
- You could have up to 5 levels of headings/subheadings – see the guide

In-Text Citations

- An **in-text citation** is a source being cited within the body of a paper.
- In-text citations are needed to show the reader where you got the information you are using in the piece.

In-Text Citations

- If there is no citation, the reader assumes the information came from you.
- In academic writing, this is seen as a form of plagiarism, or taking credit for work that is not your own.

In-Text Citation

- Two pieces of information are needed for an in-text citation when summarizing information from the piece - the last name of the author and the year of publication.
- The page number may also be required

In-Text Citations

- The first method is to mention the name of the author within the sentence, while the year of publication is in parenthesis:
- According A.J.P. Taylor (2012), Hitler understood the psyche of the German people very well.

In-Text Citations

- The second way of doing an in-text citation is to cite the information, then put both the author and the publication year in parenthesis:
- Hitler's rise to power was dependent on numerous social, political, and economic factors (Taylor, 2012). The page is not required but is still recommended.
- (Same goes for paraphrasing)

In-Text Citations

- If, instead of summarizing the information from the source, you will be using a direct quote, you will also need the page number on which the quote can be found in your in-text citation.
- Hitler rose to power “playing upon the psyche of the German people, a psyche he understood well (Taylor, 2012, p. 822).

In-Text Citations

- If the author is not cited in the introductory phrase, the citation for a direct quote would look like this:
- (Taylor, 2012, p. 822)
- The big thing to remember is that, when using a direct quote, make sure the page number the quote can be found on is a part of the in-text citation.

In-Text Citations

- If both the name of the author and the date are used in the signal phrase, parenthetical reference is not essential, but APA does recommend including the page number
- In the 1990 article, Kershaw describes Hitler's upbringing as being a major factor in his fanaticism (p. 85).
- Two authors would look like this (Kershaw & Bullock, 1985).

Reference Page

- The reference page is a page that lists all of the sources **used** within your paper. Do not include any extras that you have not “USED” (referred to) in the body of the paper.
- The references should be placed in alphabetical order according to the author's last name.
- All lines in each entry after the first line should be indented one half inch from the margin.

Web sites

- You should indicate a web site citation as such in your signal phrase, then give information to help your reader to retrieve the information: the author, date and paragraph number with para. in front of the number.
- Butler's web site (2007) shows that Hitler spent much of his early years consolidating power in his own hands (para. 5).

Reference Page

- When creating your Reference Page, you will need additional pieces of information from your citation.

Reference Page

Journal Articles

- Include the name of the author, the year the article was published, the name of the article, the name of the journal, the volume and issue number of the journal, and the pages on which the article can be found.

Reference Page

- A journal article citation would look like this:
- Smith, A. B. (2012). The best cure for hiccups.
The Journal of Everyday Cures, 5(13), 802 - 850.

Reference Page

- The first part of the citation is the author's last name, followed by the first and middle initial.
- Next is the year the journal article was published put into parenthesis, followed by a period.
- Then we have the full name of the article. Remember to capitalize only the first word of the article and any proper nouns.

Reference Page

- After the name of the article is the name of the publication.
- The name of the publication should be capitalized as well as put into italics.
- A comma follows the name of the article, then the volume number.
- Next to the volume number is the issue number in parenthesis. A comma follows the parenthesis, then the page numbers on which the article can be found. After the page number is a period.
- Smith, A. B. (2012). The best cure for hiccups.
The Journal of Everyday Cures, 5(13), 802 - 850.

Journal Article

- Smith, A. B. (2012). The best cure for hiccups. *The Journal of Everyday Cures*, 5(13), 802 - 850.

Reference Page

Books

One author, in print

Kidder, T. (1981). *The soul of a new machine*. Boston, MA: Little, Brown & Company.

Two authors, in print

Frank, R. H., & Bernanke, B. (2007). *Principles of macroeconomics* (3rd ed.). Boston, MA: McGraw-Hill/Irwin.

Book

References to an entire book must include the following elements:

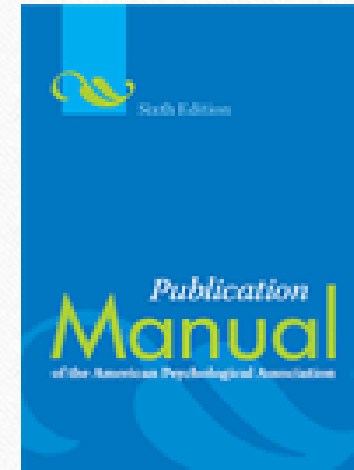
- Author(s) or editor(s)
- Date of publication
- Title
- Place of publication
- The name of the publisher

Book with No Author

Merriam-Webster's collegiate dictionary (11th ed.).
(2003). Springfield, MA: Merriam-Webster.

References

- Bell, J. S. (2004). *Writing great fiction: Plot & structure* (5th ed.). Cincinnati, OH: Writers Digest Books.
- Burley, J., & Harris, J. (Eds.). (2002). *A companion to genetics*. Malden, MA: Blackwell.
- Camus, A. (1989). *The stranger*. (M. Ward, Trans.). New York, NY: Vintage International. (Original published work 1942).
- Catholic Church. (1994). *Catechism of the Catholic Church*. Vatican City: Libreria Editrice Vaticana.
- Chase, S. (2012, September 21). Ottawa casts wary eye on Chinese telecom giant. *The Globe and Mail*. Retrieved from <http://www.theglobeandmail.com/news/politics/ottawa-casts-wary-eye-on-chinese-telecom-giant/article4558259/>



Annotated References

- Your teacher may ask for an annotated list.
- A commentary is added below each reference about the good and bad of the source.
- A commentary begins on a new line, is double-spaced, and slightly indented.
- The commentary should be concise and can be sentence fragments.

Annotated References

Snyder, Gail (2009). Marriage & family issues.

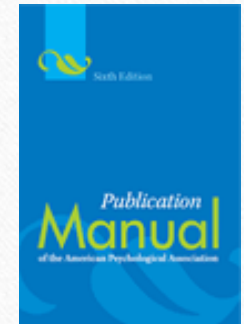
Broomall, PA: Mason Crest Publishers.

Examines changing American values since 1900, based on information from Gallup Polls. Rather conservative in the author's interpretation of the numbers and in the comments the author chose to publish as examples.

Important Points : APA

- There is a Title Page in APA
- There is a Running head on all pages (in caps on the Title Page)
- Your teacher may ask you for an Abstract of your essay
- Your teacher may ask you for an Annotated References page
- In-Text looks like this: (Taylor, 2012, p. 822)
- Reference page entries look like this:

Kidder, T. (1981). *The soul of a new machine*. Boston, MA: Little, Brown & Company.



Great APA Resources!

- <https://owl.english.purdue.edu/owl/section/2/10/>
- <http://www.noodletools.com/logon/signin>
- <https://www.library.cornell.edu/research/citation/apa>
- <http://seneca.libguides.com/apa>