

APA 101

The basics for how (& WHY) we write the way we do

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This was written for WCSU's undergraduate students (i.e., topically focused according to student needs).

Anyone: Feel free to distribute this presentation in its original form if cited accordingly:

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www.jessicaeckstein.com/assets/documents/General%20Teaching%20Docs/APA101-7.pdf

This lecture is not just about learning a citation style or approach to knowledge (which are the 2 things APA “style” includes). It’s also about reinforcing how important it is to constantly check ourselves on what we “assume” is right – mainly due to laziness or stubbornness on our part. It’s about how “just” a formatting style has implications for how you view/treat the world in terms of critical thinking, too!

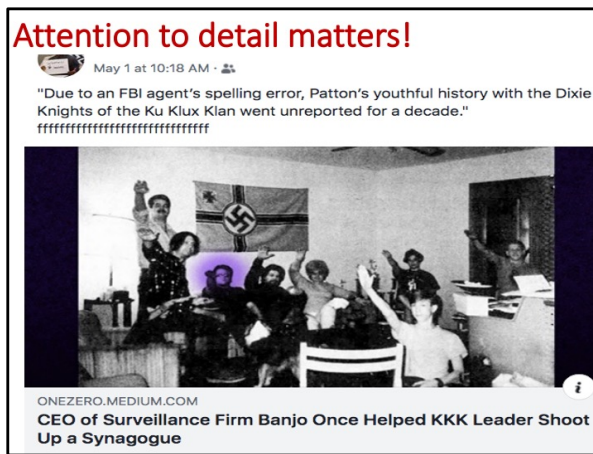


APA style is indeed a citation style - but that's only part of it. This may lead you to believe that it's the most boring thing you will ever cover/read/dread in school. But, dork that I am, I think it's not only pretty easy & straight-forward, but also contains some interesting reasons for why it exists. I'll incorporate those into this presentation with some historical behind-the-scenes details and even juicy gossip about your profs/researchers in the hopes that those nuggets will help you see how NOT INTIMIDATING it really is...

First, something you should realize about APA (& most formatting styles, for that matter) is that the formatting parts NEVER CHANGE w/i a particular manual (*new APA editions come out about every 9 years & even then, not much changes in them each time*). So it's really just about entering info the correct way the first time. In other words, ***it's only difficult to screw up or get wrong if you're lazy &/or don't pay attention to detail.***

Once you learn it, APA is SO EASY! Students are often amazed that when they bring me a paper to edit/review the APA formatting, I can go through it so quickly with my pen - in 1 minute or less - & find so fast the little marks of even one tiny space that're off. I'm not an APA genius (although, I'd love to *believe* I was); I've just done it a million times (despite my tendency to be dramatic, this count is unlikely an exaggeration at this point) before. For the reference types I don't use as often in my own work (e.g., editorials, blogs, original historical manuscripts), I *still* look up how to do them every time. That's the point of having the manual - to use it!

When you're first learning, you shouldn't expect yourself to just KNOW how to do it. And frankly, no teacher should expect that of you either (b/c those sticklers are likely wrong themselves, anyway! Check out Dunning-Kruger Syndrome). APA is about Getting. It. Right. It's *not* about memorizing. So just pull up your guide and follow the directions one by one. If the directions you're following are accurate, there's really no excuse that yours will be wrong.



[At this point, I must say to my students in particular, please make sure the directions you're following **are** accurate. The **ONLY** 100% error-free source at this point is the APA manual (7th ed.) as published in paper, hard-copy format. I have yet to find even 1 single source online that is totally correct – even some of the APA blogs posted by APA contradict their manual! The nearest-correct recently is Purdue OWL's site. However, it's unwieldy to navigate & still has an error here & there. Please avoid using – seriously, I have seen multiple versions of these and every time they are still wrong – the following:

- WCSU Library's handout (both the print sheet and the online version are wrong as of this writing);
- Any department's handout (it's scary to see how inaccurate department-websites's APAs are across WCSU colleges);
- The auto-format functions on sites/apps like EBSCO, MSWord, etc. They don't actually format it for you; they merely take exactly what you type in & order it (so unless you already know which stuff to enter/leave out & the EXACT way to type it, then you're screwed anyway. It doesn't have a brain; you do. Use it!);
- Anyone who says they're "familiar" with APA &/or says there're "multiple ways" to do APA. That's a HUGE "red flag" - run the other direction! I know of no one in academia who is a "true" expert at every citation style (simply b/c we become best at what we do most, not b/c we're "bad" at something; I'd be a pro at MLA if I used it all the time, but I don't, so I'm not, so I shouldn't claim to be!). Of course, I can pick up an MLA or Chicago Style manual & use it to cite references perfectly by looking at it. And that's what you'll do with APA as you learn it.]

There is ONE correct way to do format in APA. Other "ways" may be what people learned/prefer (b/c they don't actually know/care), but that doesn't mean they're correct. It's not a gray area; APA is set in stone.

[I cannot count how many times I've had to go BACK through an entire paper to RE-fix APA formatting someone on campus suggested be changed – after I just spent an entire semester editing back-and-forth with a student. (Juicy gossip: sometimes, these students then complained to the source (i.e., who incorrectly edited things) they went for guidance & this has made me a "bad guy" among tutors, helpers, other teachers, etc. many a time across campus b/c I will be holding you – my students – to the real standard, not one I make up.]

There is a reason I just spent that long telling you those stories/things. It's b/c THAT is how essential it is to get your guidance from the RIGHT source – hey, I make mistakes too! But I admit them & double/triple check the APA guide to make sure I'm doing it right. The only people who would deign to call themselves "experts" or who won't admit mistakes are those who have some serious ego-issues they should be dealing with in counseling. The rest of us are human and know/admit it.*

That is why I encourage (a) constant revisions/editing until something is right (*this is something I do in my own work, too – the best writers on earth have MANY drafts!*) and (b) getting that feedback not only from others, but re-reviewing my own work tediously as well.

*Seriously... Please DO point out to me any formatting flaws or unintentional typos I made in this pdf – so that I can fix them and *be better!*

APA 101

- Which?
- What?
- How?

...with a little of my (Eckstein) own **Why?**
answers sprinkled throughout...

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APA stands for American Psychological Association. APA style is a/the primary one used in many social sciences (e.g., Psychology, Sociology, Communication, Family Studies).

Believe it or not, the style chosen by a particular discipline is actually intentional b/c it reflects that discipline's priorities. You'll see that in the way in which they write (e.g., what voice is preferred for authors, preferences for paraphrasing vs. quoting), what they write (e.g., required sections of formal papers), and how they write (e.g., formatting, in-text citations, headings) and cite their sources (e.g., References page formatting). See Eckstein (2017a) for more info.

A lot of times people are taught those three (which/what/how) details of a citation style without the last one – the why. In this lecture, I'll show you why APA does things in a certain way – down to the smallest use of periods and 1 versus 2 spaces in a line. *[As you've already seen me do in prior slides, I insert these WHYs as asides with commentary based on what I know about the history of the field, when the style was first created, as well as common-sense reasons why those reasons may exist in today's world when the formatting has been updated].*

Hopefully, by knowing why they are that way you'll have an easier time remembering them.

Which? Writing

•Voice: 1st Person

WRONG	BETTER
a. "In this paper, the author/s will discuss..."	"In this paper, I/we will discuss..."
b. "The researcher began by distributing..."	"I/we began by distributing..."
c. "This paper will discuss..."	"I will begin by discussing..."
d. "I/we feel that..."	<i>Dear God, really?!? This isn't your memoir or OpEd!</i>

•Emphasis: Ideas > Words

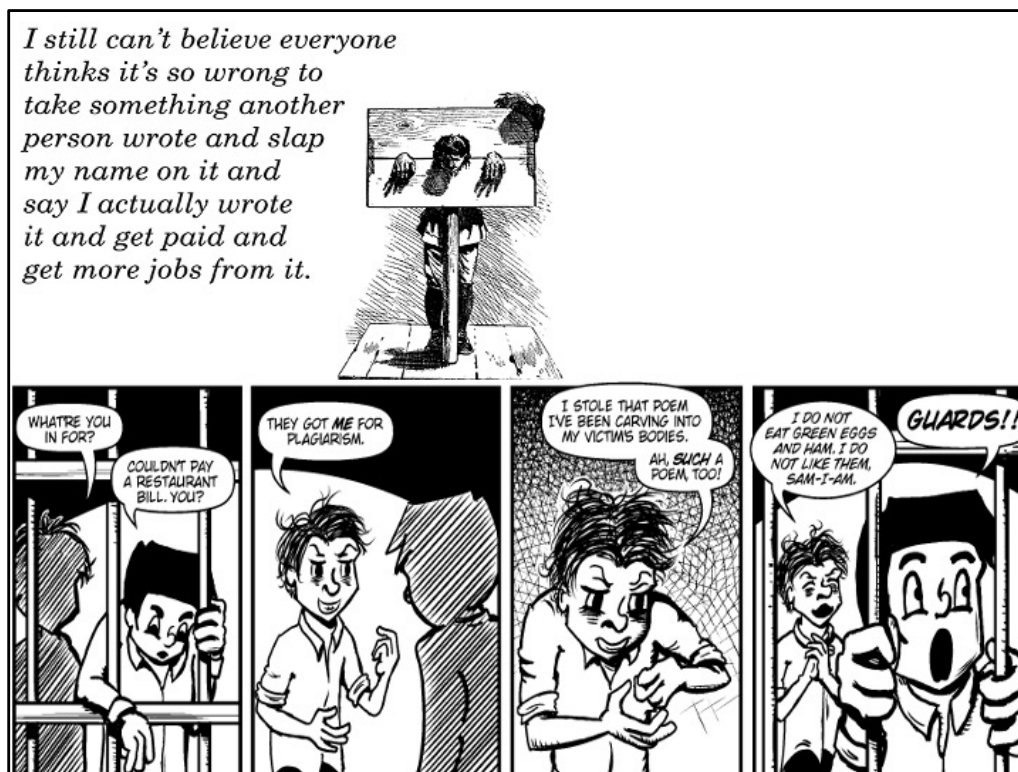
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I'll begin by looking at the *which* – the writing itself. *You can look in the APA manual (APA, 2020) or read Eckstein (2017a) for any of this info, but I'll break down the basics here for the most recent 7th edition.*

APA style wants you to determine who the reader/audience is & write TO *THEM*. B/c it's the style used by fields/disciplines who report on sometimes very complex scientific data, it's essential their readers can always be clear on what's said/used from another source. Thus, APA—moreso than other styles—values conciseness & clarity. Obviously, a major aspect of writing is *which* words you choose to include. Whereas MLA (used by English or Literature fields, for ex) focuses on the detail of every little word (b/c that's obviously important to pro writers), APA focuses instead on the **ideas & the clarity of authorship/source/study** – not so much the specific words. That's why a main thing to know when writing papers is that APA uses: (a) First Person voice, and (b) paraphrasing whenever possible. Let's discuss these...

Author/s (that's you if you're writing it!) should be clear that *they* are the one/s writing. The old 3rd-person way (e.g., saying "The author" or "The researcher..." did this) – referring to oneself as though we don't know who wrote it (*your name's on the paper, for goodness sake!!*) – is just antiquated nowadays. [*This practice harkens back to the days when a positivist view of the world was valued. Scientists back then (I'm talking 1920s to early 1990s in some cases – check when your prof did their training, as that may reveal why they require 3rd person writing) in all fields believed it was entirely possible to be truly objective about everything, so they detached themselves from their writing to reinforce a sense of objectivity about the study they reported. Nowadays, it's mostly accepted & even encouraged that people should always recognize their own biases – that the most truthful way to write is to recognize our own subjectivities. That's one reason APA has encouraged use of 1st person voice for more than two decades now.*] Now, having said that, you still have people who think it "sounds" more professional to pretend we don't know who "the researcher" you mention is. So students will still want to adapt to your prof's preferences (*even though, if they're using APA, they would be wrong about this – check the manual!*). Remember as I teach you all of this – just because your prof is wrong (**there is ONE way to do APA – the right way or the wrong way**) doesn't mean you shouldn't listen to them for that particular class assignment: *Your grade is more important than being right when they are wrong. Ahhh, life lessons...* The caveat to this is that some students misunderstand what "first-person" means. It doesn't mean you write about your attitudes/opinions/feelings; it's still a professional paper. It means that anywhere in your paper where you talk to readers about doing something, use your own voice.

In the above slide exs, depending on how many people are authoring the paper, you'd adjust & apply exs *a* and *b* to the "Better" options. Wrong ex *c* is incorrect b/c an inanimate object (a "paper") cannot write or discuss something; a person can. Wrong ex *d* should be obvious; you're still writing a professional paper, not a reflection/reaction piece or journal for class.

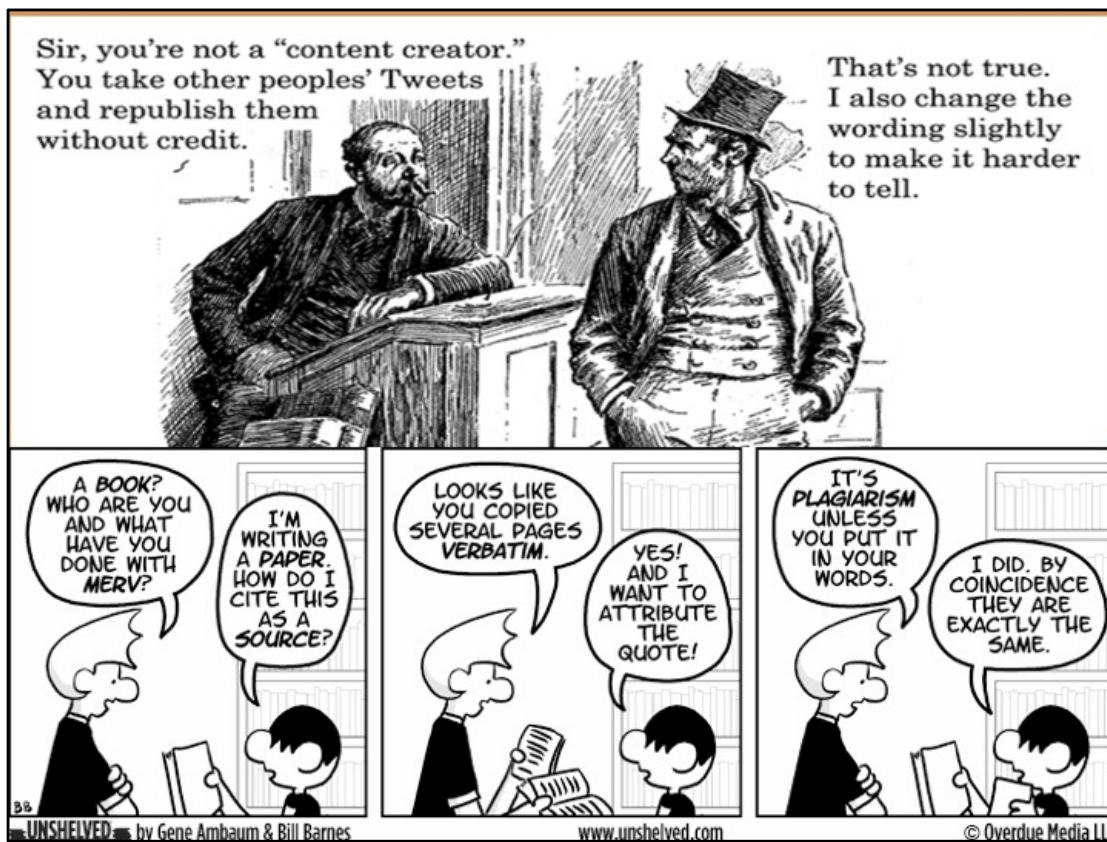


The second major aspect of writing is to figure out how much of it should be in your own words. The answer for APA style? As much as humanly possible! As I just mentioned, APA values the *ideas* themselves, which means the author, you, need to put as much as possible **in your own words**. Many times, students think this means you don't cite the source. Well, that's called plagiarism and can end your life (in more ways than one).

Make sure you know what these terms actually mean:

Quoting is when you use the exact, verbatim words from another source (yes, even your own work from another time/paper) and put quotation marks around it (and in APA, cite the p. #) to indicate it's being re-used or *cited*.

Paraphrasing means you put *their idea* into *your own words* and provide the source of the ideas as an in-text citation (in APA, no page # needed), sometimes called *sourcing* or *referencing*.



APA wants you to do the second one - paraphrase everything into your own words (*that means re-ordering the sentence/s & choosing new vocab – not merely substituting random words using F7/thesaurus; yes, profs are on to you...*). A rule of thumb some profs use is to have no more than 2-3 direct sourced-quotations in an entire research paper (with exceptions for textual data analyses, obv). Preferably, however, you'd have *none*. So the rule of thumb I use for myself (*& you should too, b/c it makes you become a better writer!*) is that I will only direct-quote someone when I couldn't have said it better myself.

Guess what? Even 4-6th graders can usually re-state something in their own words just as well as (*actually, probably better than, b/c they value clarity/conciseness!*) the original author. It's only very rarely - when someone is so eloquent & poetic *and* concise in their word-choice (*rare among us social scientists, FYI*) that I choose to quote them directly. And, when I do that, I must not only reference the author, but also provide the page number (paragraph # for online pieces, slide # for ppts) on which it was written.

This prioritizing of ideas over specific words/quotations brings us to the second unique aspect of APA style – the **WHAT**.

What? To Include...

1. Cover Page
2. Abstract*
3. Body
 - a. Introduction/Rationale
 - b. Literature review
 - c. Methods *Start a fresh page for all BLUE sections*
 - d. Results *here, but just keep text going on the same*
 - e. Discussion *page when you start the BLACK sections.*
 - f. Conclusion
4. References
5. Footnotes* *Indicates optional or only when applicable
6. Tables/Figures*
7. Appendices*

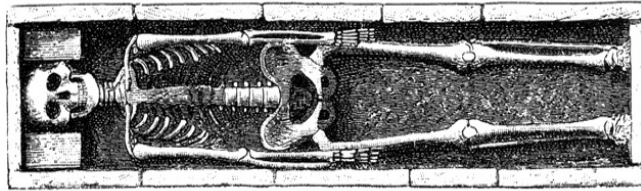
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Obviously, the actual parts to include in a paper depend on the type of paper you're writing... For ex, there's a big difference between a *Literature Review* (often abbreviated to Lit Review), which is something you'd include as a mere section in a typical research paper, versus a *Review of Literature*, which is something different entirely, but still used by researchers occasionally (see Eckstein, 2017b for more on these distinctions). Similarly, you might label some of your main sections a bit differently if you're doing a quantitative versus a qualitative research paper. But, in general, you'll find some key, standard elements required in any formal, APA-formatted paper. The slide above shows them in the order they should appear.

[Why? One reason these are standard across papers is so that researchers can easily jump back & forth to sought sections when (re)reading. Another reason these sections are included is to establish the standard for what must be covered in any professional, published paper. This standardization makes it easier for people to review the quality of the work while simultaneously knowing what they need to do to (a) replicate the study if necessary, and (b) use (or not) going forward in their own new research].

Now, obviously, these are the parts of a finished research paper. Along the way, you'll be turning in drafts, so you may not have all the sections in there yet. Also, depending on the length of your paper, Tables or Appendices are sometimes included in the text itself, rather than at the end... But in general, use these guidelines as you write any papers for academia.

Next, I'll get into how you should actually format these things when typing out the paper.



Fuck. I'm totally glad I went to college.

Harried To The Sea.com

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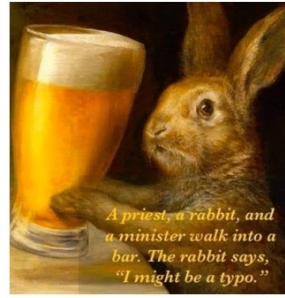
FOR MY CLASS: The following slides are all about both the specific details and the reasons behind them. You should definitely know the reasons behind **WHY** we do things this way. But for current purposes, I'm not that concerned that you know/memorize each detail of the specific formats...b/c as with anything APA-format related, you can always go back to the manual/guide when you actually write. That's what I do!

Sooo... For now, I expect that the remaining slides' info will all be known by you in terms of the reasons it's done these particular ways in our field.

So now... On to formatting...This is usually the part that scares most people – which is interesting, because the writing style/ideas are actually much more difficult to accomplish – and most students are already quite good at those because of how you've been writing casually online for years. It's the “old” folks who struggle with APA's *writing* style!

How? Formatting: Paper

- Overall Paging
 - Font (style & size)
 - Margins
 - Spacing

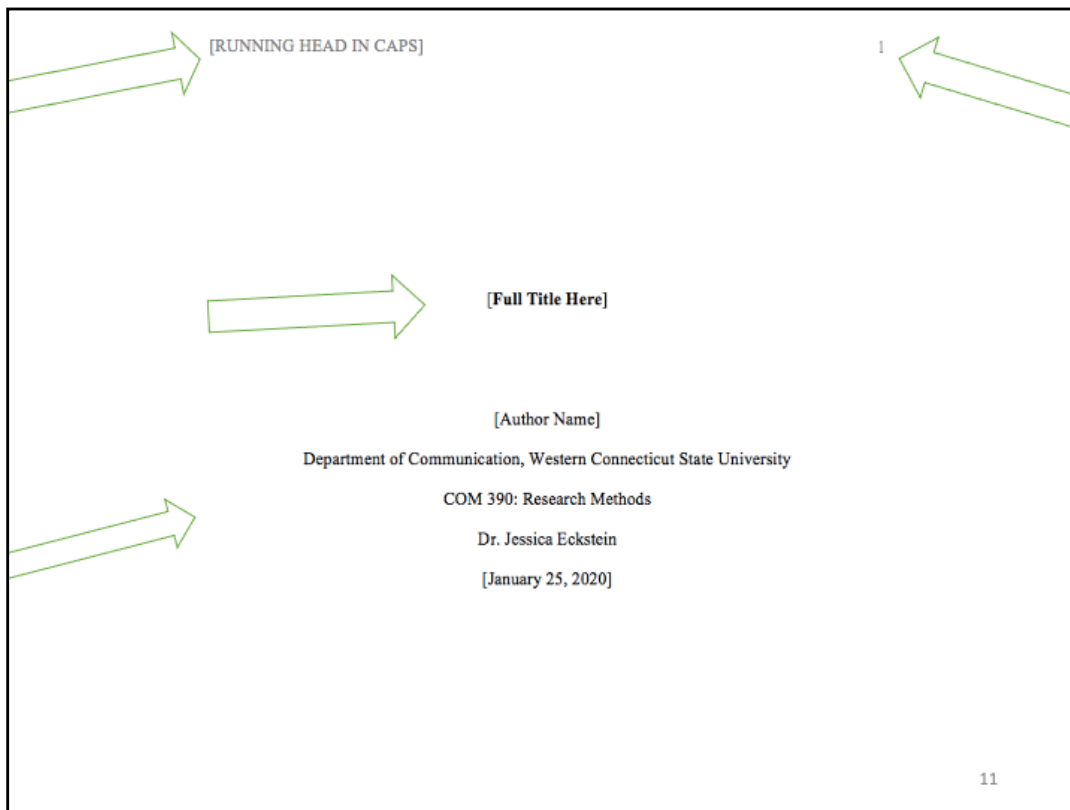


There are several things to consider when formatting your paper – before & during writing it. The nice thing about this is that if you usually work on the same computer, you can simply save everything we’re about to do to your settings as a template in a Word doc so that you don’t have to do it a million times every time you start writing something new. (*Your profs will think you’re a rock star, but really you’re just using the same template every time.*) I’ve broken it down step-by-step so there’s zero excuse for not getting it correct:

FIRST, if using your own computer, get the free software *download* from WCSU (it’s downloadable remotely - you don’t even need a disk/drive to get it!) & get Microsoft Office – for Mac or PC. *If you use Pages or Google docs or whatever the hell is on there OR if you try to work in MS Word online, I guarantee it’ll screw up your formatting!*

1. Once you’re on a computer that has MS Office & Word, **Open a new, blank Word document.**
2. Go to Font settings & **change to Times New Roman and 12 pt. font.** (In modern Word, it’s in the top ribbon when in the Home tab. Alternately, you can find it by going to Format/Font in the top dropdown menu.) Every campus computer has this default set wrong – so unless you’re working from your saved template, you’ll have to change this every single time! [*APA requires a particular “family” of font for reading clarity b/c it includes special symbols for statistics & easily transfers to most publications when people submit papers for review/print in hard copy journals/books. It doesn’t have to be TNR; that’s just a common serif-family style used in academia.*]
3. Change (or just verify they’re set) your **margins to 1” all around.** (This is in the Layout tab, which shows the Margins ribbon on the far left.) If it’s not already, also make sure your page Orientation is set to Portrait. [*Again, this standard comes from how things had to look when submitted for publication printing. Interestingly, it’s also b/c of the way modern Westerners read left-to-right & top-to-bottom, so it’s highly cultural, too.*]
4. In the top menu under Format, click Paragraph. Do 3 things in the box that pops up. 1st, in the *Spacing* section toward the bottom, **set both Before and After boxes at 0 pt.** Most computers incorrectly set either a number or Auto, which both add lines you don’t want in your paper. So (after you verify Before/After boxes are 0 *exactly*), 2nd make sure the **“Don’t add space b/w paragraphs of the same style” box is checked.** Finally, 3rd, **set Line Spacing to Double.** After doing all 3, click OK to exit this box.
5. When writing your regular paragraphs in the paper, you want everything Left Justified, but that should already be auto-set correctly in Word. Verify this in your document. Then, obviously, you’d indent about .5 inches by hitting the Tab button (again, this is usually already set up if you’re using an actual MSWord version) each time you start a new paragraph.
6. Finally, go to the upper File menu & select **Save As Template.** Save this .dotx file somewhere you can easily access – both remotely and on your desktop is ideal. Whenever you open up a new Word doc, it’ll already be set up for you to save time. (We’ll add a few more things to the template later for ease, but these are the basics just to make sure your computer is even giving you the correct format in the first place. Set now & avoid hassle later!)

If you’ve done all this, you’ll never have to do these steps again! Woohooo!! (*and yes, that’s why I hate it every time we get a new “refresher” upload on our work computers.*)



Here's an example of what a title page for most students should look like. Content-instructions are on the next slide. But you need to finalize the formatting of your template first. So to continue designing your ideal template, you now want to put your paging in. *I include this with Cover page stuff b/c it's tricky - it's much harder to go back in later & format a correct cover page from scratch than to just add one in now & edit its content later. Once again, doing this now saves you hours of hassle throughout your college career later!* So...with that blank, open template page you already set up with the previous slide's directions... You must do it in this order or go crazy (*I'm not kidding. Me & many students have screamed at the computer many a time!*).

PAGE HEADER: *(Technically, student papers don't need running heads in APA7, but my students in*  *this to help keep the paper organized & it mirrors actual researchers' required usage elements.)*

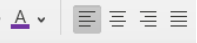
1. Click on the **Insert** tab in the doc's ribbon menu & click the Page Number icon toward the right/center of the Insert tab/ribbon & select Page Number. In the pop-up Page Numbers box, make sure **Position** is **"Top of Page (Header)"** & **Alignment** is **"Right"**. Click OK to apply/exit. 1 should auto pop up on the top right side of your doc page.
2. Double-click your mouse cursor at the very top of your 1st page to open the Header box at the top of your sheet. When the cursor's blinking on the left side *IN that Header box*, **type out your running head in all caps** (whatever you want those words to be). (*in the old APA version, you had to have the words "Running head:" too, but you don't need that anymore! Woohoo!*)
3. Now, b/c you're already a pro at this (*see, it just takes working with it to start knowing it*), you probably noticed the header's font is all wrong. Highlight everything you just typed in the header (including the number 1) & **change the entire header to Times New Roman 12 font**. (*Remember when you changed the font for the entire paper? Yeah, it didn't include the headers. So basically, you're just making these correct now.*)
4. When your page number & caps-running head are correctly formatted (see above for how this should look), click the cursor back on the main doc to get out of the header. Then, **Save As** to replace your current, working Template.

How? Formatting: Paper	
Professional Title Page	Student Cover Page
• Running head	• Page number
• Page number	• Full title
• Full title	• Name/s
• Name/s	• Affiliation
• Affiliation	• Course: Name
• Author note	• Professor
	• Date

The slide above shows what’s “typically” included on a cover page for university-class papers. These elements aren’t all set in stone, however, so put in whatever info your professor wants (*again, in this case, getting a good grade is better than being right when they’re wrong*). Also, some of this changes if you submit to publications (pubs), so a lot depends on your target audience anyway. *NOTE: My students, follow the Professional Title Page model (minus the Author Note) b/c I want to teach you how to use the style professionally—not just in school. That way, you can include this skill on a resume later in life.* Below, I show where each part goes & how to make Word do it right (save this in your template for future use!). *Before I start, I BEG you to not rely on any previous title pages you’ve done in other classes (90% are wrong, esp. if taught in H.S.) nor to use any of Word’s own templates for this – it doesn’t have a clue what it’s doing & you’ll struggle to adapt it correctly. Just start from your own, correct template (that you’re building here) each time.*

After finishing the formatting for the cover page (prior slide), you can enter your Title Page content.

TITLE PAGE CONTENT:

1. With your cursor in the blank doc’s main paper section (i.e., the first line in the main page part), click on the **Home** ribbon tab. Toward the center of that ribbon, click the icon (right next to font-color)  to **Center** your cursor. About 1/5 (3-4 lines down from page’s top margin) down the page, **Type in your paper title** (*if you’re creating your template, just type anything now & change later*) using “**Title Case**” (i.e., Cap every main word). It should already be in TNR/12/dbl-space b/c you did that earlier, RIGHT? Finally, **bold the whole title**. For two-part titles (you’ve seen some w/ additional descriptions after a colon?), put the second part on a new line.
2. After shutting off bold (which is ONLY used on the Title here), **Key down** (hit Enter/Return) **ONCE** to type other info/lines. At a bare minimum, you must:
 - a. Still **centered, type your name**. [*In APA, you DO NOT put your name on the paper any other place than the title page. Putting a last name on every page is an old-school way that still applies to MLA formatting & is just WRONG for APA b/c APA values ideas more than authors’ words, remember?].*
 - b. On the next centered line, **type your affiliation** (department name, school’s name). Then, if your prof wants the student version (*my students, stick to the Professional Version – for various reasons*), on the next line, put the name of the class it’s for, and below that, the name of your professor for that class.
 - c. Finally, on yet another line, **type the full date** on which you finish the paper.
3. Now, most importantly, go to the upper File pulldown menu and select **Save As**. You can save it as your template, of course, in a .dotx file. But for ease of use in the future, I’d also save it as a .docx file. That way, (after changing the details according to the paper’s content) whenever you need to start a new paper, just open up this formatted Word document, because it’s already set up for you to save time. Save it wherever you access files (or email it to yourself so you always have a copy you can access remotely to begin typing/working) so you can always just use this as your template for new papers from here on out...

These steps we just went through are easily the most annoying part of formatting the entire paper... And you’re DONE with them – forever! Assuming you saved the template like I said, you’ll never have to re-do this again! Woohooo!

Ho, Ho, Humbug!: Santa Hates Halloween

When people imagine Santa Clause they imagine a jolly man that loves holiday and everyone that celebrates them, but their imaginations are terrible wrong. According to Orange and Pear (1992), Santa does not like all the holidays or the people that celebrate them, one in particular is Halloween. Claus et al. (1988) say that Halloween should not even be considered a holiday because it is meant to frighten people. In this paper, I will discuss how only naughty children believe in scaring people how and bad children get coal. Santa Clause believes that anyone willing to celebrate Halloween is asking for a coal filled stocking.

Rewards & Punishments Among Children

The Naughty Ones

When people first hear of this news they were very upset. "I was outraged when I found out that Santa was discriminating against children that celebrate Halloween! He should understand it is all in fun and no one should take being frightened on a holiday that seriously" (Ridinghood, 2006, p. 77). People believe it is not right for Santa to place children on the

If your paper/prof requires it, you'll need to do an abstract page – which comes right after the title page. That's something they should actually teach you how to do if they require it, so I won't cover it here (my students, this info-guide for Abstracts is available to you on our websites & covered in class when you need it).

The very next thing we see in your paper after the title page (assuming no Abstract page) should be the title of your paper (in bold, centered) at the top of the first "text" page before you start typing the paper. So just copy/paste that sucker from your title page to the top of the page you start writing on...

With the exception of this title (which you've pasted from your cover page onto the first page of your main paper), **YOU don't put any heading for an introduction.** (*In the newest APA edition, the title itself counts as your first main header*). After we see the title at the top of your paper, just start typing your introduction with a typical indented paragraph.

I know there's a lot of confusion out there on what an intro should contain & it's somewhat discipline-specific. But by middle school you should've learned there're at least 3 main parts to every intro paragraph & every conclusion paragraph. If you have those 3 parts, you're following APA style correctly. [*if you're unaware of what these 3 parts are/how to write them, I provide a presentation on this in my teaching resources, too*].

After you write the 3rd required element in your intro (so the last part we read right before the next main heading is the preview statement), the very next thing is the first main section, usually your Lit Review. Headings for a paper's Lit Review section can be creative, meaning they don't have to be "Lit Review" – see the above slide where **Rewards & Punishments Among Children** is actually the title of my Lit Review b/c it encompasses all the main points I plan to cover underneath it (in subsections).

After the Lit Review (whatever you decide to label that), all paper sections are pretty much mandatory (look back at the What? To Include slide #8); you have to include & label them in a standard way, according to APA.

- Headings
 - Types/labels required
 - Subsection minimum
 - Format by Level:
 - Level 1 Headings are Centered, Bold**
Paragraph text written underneath this level starts on a new line. Indent as you would for a regular paragraph form. That means the first line is indented .5 inches (or one tab in).
 - Level 2 Headings are Totally Left, Bold**
Paragraph text underneath this level also starts on a new line, indented in a regular paragraph format. That means the first line is indented .5 inches (or one tab in). Remember, you need to have at least 2 of these subheadings (or don't bother using any at all).
 - Level 3 Headings are Totally Left, Bold Italics**
Paragraphs underneath this level also start on a new line, indented in a regular paragraph format. That means the first line is indented .5 inches (or one tab in). You also need to have at least 2 of these sub-subheading sections (or use none at all).
 - Level 4 Headings are Indented, Bold, with a Period.** Begin writing this level's paragraphs immediately after the period, on the same line as the header, which is just indented like you'd normally do for a paragraph. Use at least 2 of these sub, sub-subheadings or none at all.
 - Level 5 Headings are Indented, Bold Italics, with a Period.** Begin writing your paragraph starting immediately after period, on the same line as the header. Same amount-rules as for Levels 2-4 (i.e., at least 2 or none at all).

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HEADINGS: There are several levels you can use to organize your ideas. In other words, if you had a main section, like your Lit Review, with three parallel subsections in it, you'd have 2 levels of headings. If one of those subsections had its own two subdivisions, you'd be using 3 levels, and so forth. APA highly encourages headings to help readers understand where they're at in the paper & to follow an author's train of thought. It's also extremely helpful for authors b/c creating/organizing your headings is very easy way to outline what you plan to cover/write about.

The only rules for headings are: # of required subsections and how they should look.

First, you must have either NONE or at least two subsections for each section. In other words, if I have my Lit Review (a level 1 heading), and have a subheading under that, I have to have at least one more subheading as well. Otherwise, there was no need for me to break up the Lit Review into another subgroup, see?

Next, the way you change the font, location, etc. of the headings indicates to the reader what "level" they're at. APA outlines many levels of headings, but most people never go beyond 3 or 4 levels. You just type the words you want to call each section – you don't number them or use bullets or anything else like that.

The slide above shows how to format each heading level according to the most recent (7th) APA edition (2020). I've color coded each level (with the text paragraph underneath it in the same color) so you see where the paragraph text itself would start with each heading too... Notice that EVERY level of heading uses Title Case (that's upper case for all main words, lower case for minor words).

On the next slides, I show you examples of headings I actually used in some of my papers.

IPV Stigma and its Social Management: The Roles of Relationship-Type, Abuse-Type, and Victims' Sex	
[Intro paragraph]	
Identity Formation and Social Management	
Stigma Potential	
Stigma Effects: Identity Outcomes	
<i>Individual Factors</i>	
<i>Relational Factors</i>	
Stigma Management	
	Methods
Participants and Sampling	
Procedures and Measures	
<i>Intimate Partner Violence</i>	
Physical Abuse.	
Psychological Abuse.	
<i>IPV Stigma</i>	
	Results
Preliminary Analyses	
Substantive Analyses	
<i>Abuse (H2) and IPV stigma (H1, H3)</i>	
<i>IPV stigma management (RQ1, RQ2)</i>	
	Discussion
Stigma: Implications for Counselors	
<i>Physical IPV</i>	
<i>Psychological IPV</i>	
Stigma Management: Practical Applications	
Limitations and Future Directions	
	Conclusion
	References

Is Love Blind to Abuse?: Factors Affecting Victims	
[Intro paragraph]	
Lit Review of Interpersonal Love	
Typological & Thematic Frameworks	
<i>Communication of Love</i>	
<i>Chapman's 5 Love Languages</i>	
Giving things.	
Receiving things.	
Love & Family Violence	
	Methods
Participants	
Procedures	
Measures	
	Results
	Discussion
What We Know: Nonviolent Love	
What We Are Learning: Violence in Nuance	
<i>Individual Applications</i>	
<i>Theory and Research Implications</i>	
	Conclusion
	References

Here are two different lists (each column is its own paper) of section headings from different, but largely quantitative papers I wrote. On the next page, I show qualitative ones. Notice the following:

- Each is indented in the same way I'd indent them in the actual paper. The only thing missing here are the text paragraphs underneath each heading.
- In some papers you'll just have more levels/sublevels/etc. If it makes it clearer for the reader to find things, that's helpful. You can basically tell what the entire coverage of each paper is by using the headings as an outline, which I mentioned earlier.
- Some headings are non-negotiable. They have to be in every paper if it's APA-correct.

Masculinity of Men Communicating Abuse Victimization [Intro paragraph] The Lit on Men & Abuse Victimization Masculine Enactment Methods Participants Procedure Process of Analysis Findings Masculine Internalization of Blame Masculine Externalization of Blame Hegemonic/Complicit Masculinities Protest Masculinities. Discussion of Implications Consequences for Individual Men Theoretical Implications Limitations Directions for Future Research Conclusion References	Perceived Characteristics of Men Abused by Female Partners: Blaming, Resulting, Blaming-Excuses, or Normal? [Intro paragraph] Communicating Identity Theoretical Framework On Victimization Men vs. Women. Psychological vs. Physical. On Stigma Methods Sample Procedures Results Categories Blaming Passive Personality. Shy. Internal. Loud Personality. Weak Physicality. Blaming-Excuses Outcomes Discussion Limitations & Future Research Directions Conclusion References
---	--

Here are heading lists for two different qualitative pieces. The only main thing that differs is that instead of separate Results and Discussion sections (required in Quant pieces), Qual reports combine those two into a Findings section.

Emotional Animals: Creating Controversy	
[Intro paragraph]	
Rationale	“Am I Really a Bad Parent?”: Adolescent-to-Parent Abuse Identity
The Activity	[Intro paragraph]
Lecture & Film Set-Up	Constructing AtPA Stigma
Theories and Stuff	Nature of AtPA Stigma
Viewing in Class	Management of AtPA Stigma
Debate	AtPA Victims & the SMC Model
Adjustments	Supporting Data
Debriefing	<i>The Original SMC Model</i>
Appraisal & Conclusions	“I’m a bad parent”: Accept-Apply.
References	“Yes, I’m different”: Accept-Reject.
	“Until you walk”: Challenge-Apply.
Writing a Literature Review	<i>The SMC Model Going Forward</i>
[Intro paragraph]	Applications & Such Things
Purpose of a Lit Review	Research Considerations
Topical Argument or Rationale	Conclusion
Relevant Research	References
<i>Seminally Relevant Research</i>	
<i>Currently Relevant Research</i>	
Theoretical Background or Lens	
Quality, Stylistic, & Ethical Concerns	
Quality of Source Materials	
Stylistic Trends	
<i>Language and Grammar</i>	
<i>Organization</i>	
Conclusion	
References	
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The prior two slides were both how you’d organize research papers – the primary situation in APA. But clearly – and especially in college writing – you’re going to be writing papers that aren’t always research-based reports. So, here are some examples with headings for three different types of writings – not research articles.

The top (red) one on the left is for a teaching activity write-up. The bottom (navy) one on the left is for an encyclopedia entry. And the (black) one on the right is for a Review of Literature that was also a Theory Application piece.

I figure with this many example types provided for you, it’s pretty hard not to know what to do...

How?
Formatting: Sources

- **In-text**
 - End-of-sentence cite vs. “in” sentence cite
 - 2 authors vs. 3+ authors

There are 2 citation-methods to learn: In-text and References page.

In-text citations are easy. For paraphrased text, it’s just last name and year (*only use page numbers for direct quotes, which you should be avoiding, remember!*). Every. Single. Time.

If it’s an “end-of-sentence” citation (the majority of all cites in APA papers), you put those 2 things (last name, year) it in parentheses at the end of the sentence you used them for. When you do this, put the period after the citation – so we know which sentence it goes with. (*Think of these like stage directions in a play. You don’t read out loud what’s in the parentheses.*)

Sometimes, just to mix it up, however, you’ll use the source as part of your actual writing, like: “According to Johnson (2009), this theory is...” You won’t do those a lot, because it sorta disrupts the flow of your writing. Remember, APA likes things short, brief, and to the point, so stick to shortest method possible in your in-text citations.

The in-text rule is easy. Last name, year. That’s it. Some common mistakes to avoid include:

- (Due to journalistic writing), some people make this is more complex by putting authors’ titles (like Dr. or Sir) or first names (like Sally Sue) or initials (like J. Anderson). NEVER do these things! **The only author-related info in a paper’s main text is their LAST NAME!** (*you don’t need to know the 1 exception to this b/c it’s so rare*)
- Another way people ignore the “last name/year” rule is by writing more: naming the journal or book or article titles. *This is because they copy journalistic writing – which has nothing to do with APA. Think about it. In a newspaper, there’s no reference page. So you have to tell us who someone is or how they’re credible (e.g., where they work, what they wrote) so we have context. In APA, all that info is in the Reference page, so you don’t EVER mention it in the paper.*
When you’re in-text paraphrase-citing another source, it is LAST NAME AND YEAR ONLY!!!!

But what about when the work you’re citing had more than one author?


If it has 2 authors, just list both their last names, followed by the year of their piece. In parentheses, separate them with the & sign, following the 2nd author with a comma, like so: (Eckstein & Peters, 2004). In these end-of-sentence citations, I use the “&” sign to shorten things (*b/c anything in parentheses is like stage-cues that aren’t read out-loud, remember?*). But if I cite them as part of the sentence, then they’d get “read” out loud (so-to-speak), so I’d write the actual word “and” for people to read: “As Eckstein and Peters (2004) said...” For 1 or 2 authors of a piece, you mention them all/both each time you use them.

If the source has 3 or more authors, APA now lets you abbreviate ALL multi-author uses (*it’s much easier than in previous versions*). Remember, APA likes succinct! So, if any work has 3 or more authors, you only list the first author each time, followed by the words “et al.” (*it means “and others”*), with the same comma, year format after that. You just treat *et al.* like it’s another name, but there’s no & sign b/w it and the 1st author. So, in-sentence citations would look like this: “Eckstein et al. (2004) said that...” and end-sentence citations would look like this: “... (Eckstein et al., 2004).”

How?
Formatting: Sources

- **Reference page** (i.e., after text)
 - **Title** (centered)
 - **Each source** (left, hanging)
 - **INTER-source ABC order**
 - **INTRA-source keep as-is**

It's beautiful, Edwina... But we'll have to say I painted it, unless you want all the reviews to be about your face and what you're wearing.



The only other thing to do to format your paper in APA style is to make your reference page. Again, I'm not sure why people always view this as the hard part. **Just follow the directions/examples & you're good.**

I'll never understand how/why people change things from what the ex. they're staring it & then are clueless as to how they didn't do it right.

To list your references, start a new page in your doc (not a new file, just hit enter until you get to a fresh page). At the top of that clean page, Center your cursor & then type **References** – as simply as that. *[Again, I don't see how this also confuses people. Type the one word. It's not Works Cited or Bibliography or some other creative term – it's simply References, in bold.]*

The only other thing to do other than typing out your sources is to make sure they're **Hanging Indent**. You can wait until you type them all out or do a few as you go *(I usually wait until I'm all done b/c I like to see the cool auto-adjusting it does all over my screen...but I'm a dork like that.)*. To hang the indent, select all the text you want formatted (i.e., only the references themselves – not the header). Under the top/program-level *Format* dropdown menu, select *Paragraph*. In the box that pops up, under "Indentation" (the 2nd/middle section in this box), click the *Special* dropdown (it probably says *(none)* right now) & select *Hanging*. Then, click ok to apply & close the box.

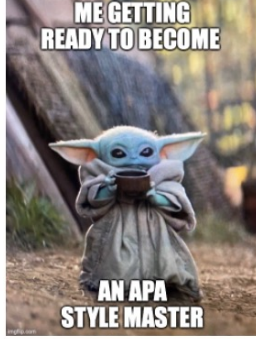
To write out your page, figure out what type it is first - before you start typing. Based on what type it is, just follow the easy guide (I give you this on subsequent slides). Before you start that, however, consider 2 things:

First, you're going to alphabetize the entire References list based on the first author's last name. That means that you'll do INTER-source (aka, between/among all the sources listed) sorting using your ABCs. Just like a written paragraph, just start typing that 1st author's last name. You don't bullet them or number them or put extra spaces between them or hit enter while you're writing out the source or anything else – they're delineated/separated by the hanging indent you put it in, so they don't need extra label/ordering.

BUT within any particular source, you must **KEEP THE ORDER** of the authors in the exact same order they're listed on the piece. Never INTRA-source alphabetize! As seen in the above comic, **credit matters!** *[APA defines authorship – supposedly – by credit. So whoever did the most work is listed on the pub ahead of those who contributed less to the project. That means that within one source, if you put Anderson ahead of Peters when Peters was the 1st author of that piece, you just gave a lot of credit to someone who probably sorted some data, whereas took it away from the person whose project it was to begin with! People get funded/jobs or make their careers based on order of authorship in a paper, so do NOT re-order them alphabetically within the same piece.]*

How?
Formatting: Sources
References

- **Italics**
- **Capitalization**
- **Spaces, Periods, & Commas**
- **Quotation marks**



Remember, if you're looking at a work to write your paper (like you have it on your computer or in your hands), the book (or journal or whatever) is going to have a lot of info you don't care about for your citation. Only include the standard elements (covered next). So, just b/c you *have* the info doesn't mean you always include it in the References page.


Every source has ONLY 5 parts to distinguish it, and some of those are identical across source-types. So once you learn the basics, you really know them all. Plus, here are some “tricks” that apply to every source - to help you remember things as you start typing:

- All *SOURCE TITLES* (Part 4, like book titles, journal titles, & main website (not page) titles) are italicized, but no *PIECE TITLES* (Part 3, like titles of articles, book chapters, or web pages on main websites) are italicized. (*Memory hint: if it's a “place” we'd have to look to find the piece (inside a book newspaper, or on a webpage, for ex), it gets italicized. If it's the thing within a place, it doesn't.*)
- Excepting proper nouns, capitalize only all the main words of **journal/periodical** titles (Part 4, like academic journal, magazines, websites, etc.). (*Hint: if it ever comes out more than once in that form, it's repeating & so it gets the honor of capitalization in Title Case; a journal or magazine comes out repeatedly so it gets cap'd. But an article within that journal only comes out once – so it doesn't get the honor of capitalization. Books/films never come out more than once in the exact same edition/printing, so BOOKS/FILMS NEVER GET their titles CAP'd! Think of webpages – individual pages within a larger website – a page may keep changing; it's not stable. But the site IS more or less. So the page doesn't get the honor, but the overall site is cap'd.*)
- Think of a period followed by a space as a way to separate each main part in a citation, like it's ending the “sentence” of that reference part. Just ONE space. [*This also goes for typing papers nowadays, too. Back in the day when people typed, they'd hit spacebar twice after each sentence. That's because of how things were formatted when we used manual typewriters. But b/c we don't do that anymore, get in the habit of just hitting spacebar ONCE after each thing – comma, period, etc.*]
- Commas are used to delineate sub-parts, pieces *within* each main “part” of a reference.
- Quotation marks (either singular or double) often show up in other citation styles – not in APA, though! The ONLY time you'd actually include quotation marks in a reference citation is if the title itself includes a “quote” of someone saying something.


How?
Formatting: Sources

- **Basic parts of every References-page citation:**
 1. **Author Name/s**
 2. **Year**
 3. **Title of piece**
 4. **Source of Piece**
 5. **e-location?**

Incredible Hulk



Credible Hulk



Remember, once you learn the basic 5 parts of every source citation, you're quite good to go - every source has them, in this order, with just slight variations:

1. Every reference starts with the **Names**. *Remember how you cited everyone in-text by last name, year? Well, those are the first two parts to each Reference, too! It makes looking up the full source for your in-text citation super easy!*

Remember, for each source, list authors by last name *in the order they're listed on your source* – do NOT re-sort them alphabetically within the source *[see prior slides if you already forgot why]*. In References, list each person's last name followed by their initials, using commas to separate the sub-parts of the names and each author. Ex: "Eckstein, J. J., Peters, L. M., & Dochols, M." for the name section. You don't put titles or degrees – *everyone is considered "equal" in APA, so degrees aren't used to distinguish authors!* Just initials for the first names. *[In References (differently from in-text), you must list every single author up to 20 of them! For 21+ authors, which happens a lot with medical journals but rarely with social sciences/humanities, you'd list the first 19 authors like normal & then put ellipses in place of all the others until the last author – see green example on next slide.]*

2. As you already know, the second main part of every source is the **date**. For *almost all* (mags & newspaper articles are the 2 biggest exceptions) sources just put the year; even if it has a month (like some journals do), you still just use the year.
3. Next goes the **title** of the released-once (*i.e., doesn't get Title Case*) piece you used. For most sources, you'll write out the full title (*yes, they can get long!*) of the article/book/whatever.
4. Finally, every reference has a **source**. If you have a journal article (titled in #3), then you need to tell us what journal to find that piece in, right? Listing the source (*which comes our repeatedly in different forms/issues & so DOES get Title Case like magazine/newspaper names, websites, journal titles, etc.*) tell us WHERE to find that article. The source of a book is the publishing company. For articles, the source is the specific journal it's in (JournalName, volume, issue, pages).
5. Nowadays (*it doesn't always apply, but put it whenever you can*), we often get sources through sites, or at the very least, they have some other "special" identifier, which comes last (we cover this next).

Articles (Journals, Magazines, etc.)

Lastname, I. I. (year). Title of article. *Title of Journal*, v(i), x-x.

<https://doi.org/1234.123.12432321>

Eckstein, J. J., & Anderson, L. (2004). Looking at things: A story about life. *Journal of Life*, 45(7), 45-49. <https://doi.org/23423.234234.234234>

Barrett, L., Lotam, N., & Ableson, T. T. (2009). "How I overcame my illness": A story of survival. *Cosmo*, July, 292-391. <http://www.cosmo.com/ovr>

Pet, L., Lin, I., Nan, A., Bot, K., Kaz, D., Lil, N., Dem, I., Ing, D., Lyle, S., Ars, I., Acts, P., Rubin, T., Min, D., Ang, S., Oppy, I., Oppy, E., Po, L., Bin, K., Tye, I., . . . Ecker, J. (2012). A life of crime. *Medical Journal of Criminals*, 87(8), 1-3. <https://doi.org/10.24432>

By far, the most common source used in APA formatting is an academic journal article. *Most scientists (or most academics, for that matter) publish their work in scholarly journals, so it makes sense that APA streamlines this type of citation used most & why it includes ONLY elements necessary for another researcher to easily locate the reference on their own if they want to read further.*

Keeping with the 5-part format, the slide shows the parts in black. **Notice a few things:**

- There's only one space after each comma/period (*like I already mentioned*) separating the (sub)sections. The **red example** shows an article with 2 authors, the **orange ex.** has 20+.
- Only the title of the journal – the Source – uses Title Case (*it's the only thing that comes out repeatedly; the article comes out only one time*); the article title does not. Treat a colon in any two-part title like a period and start the capitalization again for the first word (*see red example*).
- Only the Source title (journal) & the Volume number are italicized – nothing else is! That's because they're the *source*. Remove italics right after you type the volume.
- Don't write words (like Vol.) for the volume – just the #, and there are no "p." marks for the pages—just list page #s (*remember, it's abbreviated. APA shorthand means we just know those are the page numbers*).
- The doi link is the digital object identifier. *It's unique (like a fingerprint) for each scholarly journal, book, & article published. It allows you to just google that # to directly/quickly find the piece (instead of finding the journal, then the issue, etc.) you're looking for quickly. Nowadays EVERY article (even ones printed in the 1700s!) has a doi b/c they went back & assigned them retroactively. So there's really no excuse for not including this. APA has you put "http://doi.org/" before the number itself (which also makes sure it links w/i the paper - something else that's new to APA 7th ed.)*
- Alternatively (to a doi link), if you cite a magazine article (i.e., non-scholarly) or something not published in an academic journal, you'd include where you got it online. Instead of a doi, after the page number, put the hyperlink (*assuming you got it online. Otherwise, for print versions, just end at the page numbers*). See **green ex.**
- *[We do not care about your EBSCO (or whatever search engine) web link. That's like saying "Retrieved from Barnes & Noble" or "Retrieved from Google" – we don't care. Only put a web address (instead of a doi) if it links you to the FULL article access; don't give a web address that doesn't link directly to the full article (usually html or pdf form) itself.]*

Books

Lastname, i. i. (year). *Title of book*. Publisher.

Eckstein, J. J., & Anderson, L. (2004). *Connecting to others: The theory of interpersonal communication in Texas*. Cool Guy Publishers.

Barrett, L., Lotam, N., & Ableson, T. T. (Eds.). (2009). *Bringing up baby: Math and science in the new age* (3rd ed.). Down Under Publications.

National Institutes of Health. (2012). *The history of our field*. Centers for Disease Control & Prevention. <http://cdc.org/nih>

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The next most common types of scholarly citations are books and chapters in edited books. I'll just cover books on this slide.

The parts are shown in black. Notice:

- It has the same places for spacing, commas, separations as do all other APA citations.
- The book's title is italicized (*b/c it's the source title*), but isn't Title Cased (see red example).
- If you use just part of a book (like a chapter or section) that was all authored by the same people, you still cite just the *entire* book in the Refs – not the chapter or page numbers.
- The Source (Part #4) for a book is the publisher. After the title, you put the name of the company (*in APA 7th, you don't put the location anymore b/c publishers are pretty much all global now anyway*).
- The green ex. also shows how to cite any editions of a book other than the 1st: just remove italics & then stick the ed. in parentheses after the book title.
- Sometimes you'll have a book that was "edited" by someone rather than "authored". *This means they compiled a bunch of stuff & put it all together, but they don't get credit for actually writing everything in the book*. IF you used a chapter in the book AND that chapter was written by someone other than the editor, then that gets cited like a Chapter in an Edited volume (see next slide instead). However, IF you're citing the entire book (that was edited, but not all authored by them), you'd just put (Ed.) after their names – before the date (see green ex.). If there's more than one person who edited, it's obviously (Eds.).
- Another deviation from standard book citations is when you have an organization (rather than a human being) as an author (like with the APA manual, for ex). For that, you'd type out the full name of the organization (See orange ex.). IF the authoring org also published it, you don't have to include them again. You'd just put them as the author, and then put any doi (yes, some books have doi #s, too!) or other web link after the title.

There are other, less-common variations, but they're rare enough that you can look them up in the manual if you come across them.

Chapters in Edited Volumes/Books

Authorlast, i. i. (year). Title of book chapter. In i. i. Editorlast (Ed.), *Title of book* (pp. 34-55). Publisher.

Eckstein, J., & Anderson, L. (2004). How to get shit done: A story of love. In K. Wiss (Ed.), *Connecting to others: The theory of interpersonal communication in Texas* (pp. 99-105). Cool Guy Publishers.

Barrett, L., Lotam, N., & Ableson, T. T. (2009). From coddling to diaper changing. In P. Pippers & N. N. Brule (Eds.), *Bringing up baby: Math and science in the new age* (3rd ed., pp. 234-299). Down Under Publications.

Tompkins, J. (2012). Keeping up with the NBA. In T. Gunderson, J. Brubacker, & M. Milano (Eds.), *The history of our field* (pp. 33-36). Pearson.

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The other most common type of scholarly citation you'll use are chapters in edited books. Edited books usually involve a main topic on which editor/s recruit many people in the field to contribute chapters. The editor puts it all together, but each individual chapter is written by different author/s. These are different from books b/c you cite only the chapter/s you use (if you use multiple Chs. from 1 edited book, list each chapter as its own, separate entry in a Ref page). – not the entire book itself. This means that in the actual citation, you give credit/list the author/s first, followed by the info a reader would need to locate that chapter in that book. This source type has a few deviations from what we'd normally do in all other source-types.

The parts are shown in black. Notice a few things:

- It still has all the same spacing, commas, separations as all other APA source types.
- You don't italicize or Title Case the chapter title (just like you wouldn't with journal article titles).
- The book title is still italicized (b/c it's the main source), but as usual, it doesn't Title Cased.
- After the chapter's title, you're going to actually type the word "In" to indicate where someone could find the chapter (i.e., "In so-and-so's book") and then – **& this is the only time you'll ever do this** – put the editors' initials BEFORE their last names. Identify that they're the (Ed.) or (Eds.) and follow that with a comma to indicate it's their book title you're about to list next.
- After the book title, put in parentheses the page numbers of the chapter - where someone could flip right to if they wanted to read the chapter you're referencing. Indicate that these are *pages* you're talking about (as opposed to edition or something) by putting "pp." in there followed by a space before the #s. Then, close out the reference like you normally would with a book – the publisher (& link/doi if applicable).
- If you also have a later edition you're using, then you'd put that edition in the same parentheses as the page numbers (See [green ex.](#)).
- The [orange ex.](#) shows you what it'd look like with more than 1 or 2 editors.

Online Sources

Authorlast, i. i. (date). Title of page/entry. *Title of Site or Sponsoring Org.* <http://www.address>

Eckstein, J. J., & Anderson, L. (2004, February 14). How to get shit done: A story of love. *Sports Illustrated Online*. <http://www.si.com/love>

National Institutes of Health. (2002). From coddling to diaper changing. *Parental Health FAQs & Resources*. <http://www.nih.org/phfaq/diapers>

Coca-Cola. (2012). *Company Page*. <http://www.coke.com>

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A final common type of source nowadays is the online site. For journal/magazine/newspaper articles you got online, you still cite those like you would for paper copies. So, “online sources” really means websites/pages not otherwise covered by prior categories. *Just b/c you found something online doesn't mean it's an “online source” in that sense.* There are a LOT of variations for things like YouTube videos, blogs, chat rooms, emails, etc., so check the APA manual if you need to, but for webpages:

- All the same parts (#1-5), spacing, commas, separations as all other APA sources!
- Webpages are different from websites. Pages are sub-addresses of larger sites & for citation purposes, we assume that *pages* change, but sites don't. That means (just like titles of articles in journals), you don't italicize or TitleCase individual PAGE titles if they're part of a larger site.
- But b/c websites stay the same (for our purposes, at least), you DO italicize (b/c it's the Source, part #4) & TitleCase (b/c it comes out repeatedly, like a mag or journal) each main word of the WEBSITE's title. *The site is the Source (part #4) title, the page is the piece (part #3) title.*
- Many times, there won't be a specific human author listed. Just like with books, list out the full name of the org. instead. Sometimes, the site's name may just be the org's homepage, in which case, it'll be the same as the author (See orange ex.).
- Some pages are updated daily/monthly or may just list a “published/updated” date. Just like with pop-press periodicals (i.e., not academic journals), list the full date w/ however much info they give you up to year, month, & day (see red ex.); time posted isn't necessary.
- You ALWAYS list a date for online sources. There is always an option for the date for online sources. In this order of preference: 1st Use the obvious date they list for posting or updating the page/article (usually at top or bottom of the piece). If you can't find that, 2nd look at the bottom of the page or website itself for the “Last Updated” date and use that instead. If it doesn't even have that, 3rd find the (c) copyright date (again, usually at the pages' bottom). Finally, if you can't find ANY of those things (*frankly, you probably shouldn't be using a source that doesn't have ANY of those*) and still need to cite it, then put the date you actually viewed it b/w the words “Retrieved from” prior to the link (this is the ONLY time you'll put n.d. in part #2) like: “Retrieved February 19th, 2002 from www.prc.org”
- It's ok for super-long web addresses to bump down to multiple, different lines on the Refs page.
- In your Refs page, never cite page numbers from screens (e.g., when presented in html-type format) b/c (a) they usually don't have them anyway, and (b) they can change depending on how large I make the font setting in my browser's view. For an *In-text citation* (but not on the References page) in which I use a direct quote from a webpage w/ no p. #s, I'd list the paragraph # or section title (assuming the page has headings in it). That'd look like: (Eckstein, 2020, para. 4).

Other stuff...

- Never underlining
- Never numbers
- Never bullet points
- Never pasted images/figures within text

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I've mentioned some of this stuff w/i other slides, but to make sure you do it right, pay attention to avoid these common mistakes people make.

First, nothing in APA is underlined!! *That was from back in the day when we had typewriters – they couldn't italicize, so underlining was used instead. Nowadays, it's not used at all.*

Next, never number anything in lists. If you have a list, it's delineated with lower case letters (a), (b), etc. *This helps distinguish b/w the numbers we're already using for pages, stats reported within the paper, etc. #s always mean something in APA – parenthesized letters don't; they're just organizational tools.*

Similarly, never bullet-point anything! Use correct spacing and indentation and you have no need for it! *Plus, it's just looks sloppy.*

In APA papers written in word-programs, you put all appendices, tables, figures, etc. at the end of the paper *(that order changes if you ever publish the paper, but while in this written form, student papers (excepting dissertations), always put these extra things at the end):*

- Tables & Figures (if you have them) go **after** the References page.
- Appendices (like copies of your survey, consent forms, etc.) go **after** the References and Tables/Figures.

Each of these “sections” would start at the top of a new page.



References

- American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). <https://doi.org/10.1037/0000165-000>
- Eckstein, J. J. (2017a). American Psychological Association (APA) style. In M. Allen (Ed.), *The SAGE encyclopedia of communication research methods* (pp. 27-28). Sage.
- Eckstein, J. J. (2017b). Writing a literature review. In M. Allen (Ed.), *The SAGE encyclopedia of communication research methods* (pp. 187-188). Sage.

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And because it wouldn't be very good for me to miss my own sources, here's my APA-formatted reference page for this presentation (ignore the obvious font issues that'd be different for a typed paper).

My own pieces can be obtained for free in pdf formats on my website at: www.jessicaeckstein.com/research