APA WORKBOOK

Writing Centre

Abstract

This document will familiarize you with APA vocabulary, with the aspects of scholarly writing that have an APA rule governing them, and with the resources that provide information on APA citation, formatting, and style.

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Last updated February 27, 2020

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Accessing this Workbook Online

For the electronic version of this workbook go to the Writing Centre website under Tools and Resources->Citations->APA Workbook PDF.

What Is APA?

APA refers to the Publication Manual of the American Psychological Association (now in its seventh edition), a style guide that presents a set of rules to standardize writing within certain disciplines. These rules operate much like traffic signs do. If everyone follows the established rules then there will be no misunderstandings.

Purpose of Workbook

If you are new to APA, you will get the best outcomes for your efforts by proceeding through this workbook from beginning to end, section by section. Do not attempt to complete this workbook all at once. There is a lot of detail, and you will become overwhelmed and grumpy!

The larger ideas, concepts, and terminology are introduced first so that you understand how the details of citation fit into a larger whole.

The purpose of this workbook is

- to learn which aspects of your writing have an APA rule governing them
- to get familiar with where and how to find these rules
- to understand the vocabulary of APA
- to provide a resource that will be useful to you as an undergraduate student
- to save you time when writing your essays, since you will already be familiar with APA

List of APA Resources

What follows is a list of resources that you can use to find the answers to the questions posed in this APA workbook:

Camosun library has an APA citation guide that is useful for citing sources unique to Camosun College such as course packs:

http://camosun.ca.libguides.com/apa7

The American Psychological Association's website provides information and answers to questions about format, citation, and style. Explore under the heading "Style and Grammar Guidelines" for a wealth of information.

https://apastyle.apa.org/

The following link provides an excellent general overview on when and how to quote:

http://writingcenter.unc.edu/tips-and-tools/quotations/

Purdue University's Online Writing Lab (OWL) has a built-in search engine, so it is a useful resource for anyone who is new to APA. The first resource is a good place to start for citation information, and the second resource is helpful for essay writing tips and guidelines:

https://owl.english.purdue.edu/owl/resource/560/01/

https://owl.english.purdue.edu/

The Scholarly Conversation

Successful academic writers engage in a process:

- They read extensively on a topic to understand the conversation among specialists in the discipline.
- They engage in the reading by responding with questions, comments, and summary notes.
- They determine the purpose of their writing: to address a problem, answer a question, create new knowledge, or challenge an existing belief, way of thinking, or way of doing something.
- They develop a claim (thesis) based on their reading and their own thoughts on the topic.
- They support their claim with evidence from the specialists who are already engaged in the conversation.
- They show that the evidence they are using supports their claim (thesis) by answering how and why this evidence is relevant to their discussion.

They Say, I Say by Gerald Graff and Kathy Birkenstein presents templates for helping you to introduce sources and to summarize and synthesize the arguments and ideas of others.

The University Writing Center in the School of Liberal Arts at Indiana University has summarized and organized these templates in the following document:

https://www.bgsu.edu/content/dam/BGSU/learning-commons/documents/writing/synthesis/they-say-i-say-link.pdf

Another resource is the University of Manchester Library's Academic Phrasebank, which provides a wide range of templates to help you with the language of scholarly conversation:

http://www.phrasebank.manchester.ac.uk/

Review these templates from Indiana University and University of Manchester to answer the next two questions:

Q1 Verbs *c*ommunicate how writers express their ideas. When you introduce the words of an author, choose a verb that reflects that writer's intent, tone, and stance on the topic. List ten alternate verbs for the verb "argued" in the phrase "Smith (2013) argued that . . ."

Q2 Different style guides such as the *Modern Language Association Handbook* (MLA) and the *Publication Manual of the American Psychological Association* (APA) require you to introduce the words of others using specific verb tenses. Which tense does APA require you to use? (Choose all that apply.)

- o present tense (Smith explains)
- o past tense (Smith explained)
- o present perfect tense (Smith has explained)

What Is Citation?

The following four concepts are critical to selecting, using, and crediting the ideas of others:

i) To cite is to provide information about the authoritative sources (evidence) you use to support your argument including who (author), when (date), where (location), and what (title).

ii) Evidence must be authoritative to be credible and convincing.

iii) Authoritative means that someone who is a specialist on the topic provides the evidence.

iv) Reasons to cite this authoritative evidence are

- to credit the ideas of others that you use to support your argument
- to enable readers to find this evidence if they are interested in learning more about the topic

Q3 Information and ideas can come from a variety of sources (periodicals such as journal, newspaper, and magazine articles; books and book chapters; technical and research reports; audiovisual media; online communities such as blogs, etc.) You need to cite these sources when (choose all that apply):

- O you use an exact quote from a source that refutes your thesis
- O you summarize the main idea of an article that supports your thesis
- O you put someone else's ideas into your own words (paraphrasing)
- O you use someone else's ideas that have influenced your thinking
- O you copy & paste a definition or data from a research source
- O all of the above

Required Information for Citations

Q4 What is a DOI (digital object identifier), where can it be found, and where should you use it? If there is no DOI, what do you use in its place? What is the correct way to format a DOI on your reference page? What is the correct way to format a URL (Uniform Resource Locator)?

Q5 In addition to the DOI, what other information will you want to record for the following resources, so you will be able to create a reference list? Note that learning how to identify the group, category and type of resource that you are using is a critical first step to citation, as each requires unique information and formatting (capitalization, punctuation, and italicization). Note also that how a work is accessed (online, print, interlibrary loan) and how it is formatted (print, PDF, DVD, online streaming video) have little if any impact on the reference list entry.

- Textual Works (group)/Periodicals (category) Journal article with a DOI (type)

- Textual Works (group)/Books and Reference Works (category)/Authored book without a DOI, from most academic research databases or print version (type)

- Textual Works (group)/Books and Reference Works (category)/Authored book with a DOI (type)

- Textual Works (group)/Books and Reference Works (category)/Authored ebook (e.g., Kindle book) or audiobook without a DOI, with a nondatabase URL (type)

- Textual Works (group)/Edited Book Chapters and Entries in Reference Works (category)/Chapter in an edited book without a DOI, from most academic research databases or print version (type)

- Textual Works (group)/Reports and Grey Literature (category)/Report by a government agency or other organization (type)

- Textual Works (group)/Reports and Grey Literature (category)/Code of ethics (type)

- Textual Works (group)/Periodical (category)/Blog post (type)

- Audiovisual Media (group)/Audiovisual Works (category)/TED Talk (type)

- Audiovisual Media (group)/Visual Works (category)/PowerPoint slides or lecture notes (type)

- Online Media (group)/Social Media (category)/Facebook post (type)

- Online Media (group)/Webpages and Websites (category)/Webpage on a website with an individual author (type)

Q6 Not all of the information provided in your reference list is required for the in-text citation. In most cases, only two pieces of information are required for an in-text citation. What are they? What third piece of information is mandatory for a direct quote but optional for a paraphrase or summary?

Q7 When you list author names in the body of your paper, do you use only the last name or do you include the first name or initials of the authors? There is a general rule and an exception to this rule. Note both rules. What about the author names in the entries in your reference list?

Q8 Imagine that you have used evidence in your essay from two different journal articles written by the same author in the same year. Given that you only include the author's name and the date of publication (and possibly location information such as a page number) for an in-text citation, how would your reader know which evidence came from which article? What principle can you derive from this example regarding the link between in-text citations and reference list entries?

Q9 List two strategies that you can use to keep track of the information you need for your in-text citations and your reference list. While a number of online resources are available, low-tech and uniquely personal options are equally effective. How have you kept track up to now? Can you improve on your method? Why is recording the required information for your in-text and reference list citations critical?

Citation Punctuation

Q10 Parentheses (…) and square brackets […] are punctuation that serve different purposes. You cannot use them interchangeably. In the following chart, identify the correct punctuation (parentheses or square brackets) for each purpose listed:

For each purpose select either parentheses or square brackets	( )	[ ]
Introduce an abbreviation in the text		
To set off in-text citations		
Change verb tense or pronouns within a quote to ensure grammatical consistency with the rest of the sentence (material inserted into quotation by someone other than the original author)		
Include, within the quote, supplemental information necessary to contextualize a quotation (material inserted in a quotation by someone other than the original writer)		
Enclose parenthetical material that is already within parentheses such as an abbreviation within an in-text citation		

Q11 When do you use ellipses (those three spaced periods) in the body of your paper? When would you use a period before using ellipses? Provide one example using only ellipses and one using a period with ellipses. In your examples, be sure to note the spacing between text and period and between text and ellipses; between period and ellipses; and between the ellipsis marks.

Q12 Scholars use the colon (:) in several situations in their writing. Provide an example for each of the following situations:

Between a grammatically complete introductory sentence and a word, a group of words (phrase or list), or a complete sentence (independent clause) that illustrates, extends, or amplifies the introductory sentence

After a grammatically complete sentence that introduces a block quote

Rules for In-text Citations

Q13 In-text citations have two formats: (a) parenthetical format uses parentheses around the author, date, and location information and (b) narrative format incorporates the author and date information into your sentence. Place location information (always required with a direct quote but optional for summaries and paraphrases) at the end of the sentence within parentheses. Although you can use either format for different citations within your essay, never use both for a single citation. Provide an example for each using the following information: Harry Potter, 2018, page 5.

Q14 When listing two or more authors in an in-text citation, use the word *and* with a narrative format and an "&" (ampersand) with a parenthetical format. Create one citation example with a narrative format and one with a parenthetical format using the following information: Harry Potter, Ron Weasley, and Hermione Granger; 2018; pages 21–22.

Q15 Determining the author of a work can be complicated. While the author is often one or more individuals, sometimes there are group authors such as an organization, an association, an institution, or a government agency. Provide one example using each format (parenthetical and narrative) of the first in-text citation of a group author with an abbreviation.

Q16 Sometimes the context will be a clue as to the author. For example, the author of a document from a government agency could be an individual author, or the author could be the agency. For websites, you may have to look on the "about us" or on an acknowledgement page to locate the author. However, sometimes you will not be able to locate an author. What information do you use in the author position when there is no individual(s) or group author? In your answer, note the different formatting (double quotation marks or italics) depending on the type of resource.

Q17 APA always requires information in the date position in both an in-text citation and in your references, whether there is a date or not. What do you put in place of the date if the source has no date? APA also requires location information in an in-text citation for any direct quotes. What other types of location information can you use if your source document has no page numbers?

Q18 Use direct quotes (exact wording from a source) and paraphrases (someone else's idea stated in your own words) to integrate sources (evidence) into your paper. You need to use direct quotations when (choose all that apply):

- o you don't understand the source material well enough to paraphrase it
- o exact wording is required for technical accuracy such as for statistics
- o you're short of content and need to include some extra quotes to meet the page requirement
- o you write a scholarly essay (you should always use lots of direct quotations with very few of your own words)
- o the exact words of an authority lend weight to your argument
- o the language of the quote is particularly vivid or expressive

(Question adapted from Hacker and Sommers', *A Canadian Writer's Reference,* 6th edition)

Q19 A paraphrase captures a single idea that an author expresses in your source and that you write in your own words after you understand the full meaning of a passage. You will find it easier to paraphrase if you do not look at the original while you write. You are also less likely to plagiarize. Note that you must cite any paraphrased information from a source.

Select the best example of a paraphrase of the following original passage (Exercise from Purdue University's Online Writing Lab [OWL]).

The original passage:
Students frequently overuse direct quotation in taking notes, and, as a result, they overuse quotations in the final [research] paper. Probably only about 10% of your final manuscript should appear as directly quoted matter. Therefore, you should strive to limit the amount of exact transcribing of source materials while taking notes. (Excerpt from James D. Lester, *Writing Research Papers*, 2nd ed. (1976): 46–47)

- In research papers, students often quote excessively, failing to keep quoted material down to a desirable level. Since the problem usually originates during note taking, it is essential to minimize the material recorded verbatim (Lester, 1976, pp. 46–47).
- Students should take just a few notes in direct quotation from sources to help minimize the amount of quoted material in a research paper (Lester, 1976, pp. 46–47).
- Students often use too many direct quotations when they take notes, resulting in too many of them in the final research paper. In fact, probably only about 10% of the final copy should consist of directly quoted material, so it is important to limit the amount of source material copied while taking notes.

Q20 Sometimes the author(s) of your source is (are) quoting someone else. You want to use the quote but cannot find the work from where the quote originated. How should you cite this secondary source also known as an indirect source in the body of your paper? Do you need to include the author(s) of the quote in the reference list? Which author(s) must you include in your reference list? What about the year for each source?

Q21 You have read a number of articles, and you realize that several researchers have taken a similar position on a topic. You want to show this synthesis of ideas in your essay, since it provides evidence for one of your supporting points and, therefore, for your thesis; however, you wonder how you are going to include all of the authors from all of the articles in a single citation. You can do this. Explain how. Order matters. What are some of the rules for how you order this list? What is the exception to the rule about order?

Q22 Circle the letter of the APA in-text citation that is correct. (Hint: location of the period)

A. Mathieson (2010) believed that “customer insights are culled from painstaking research.”(p. 3)

B. Mathieson (2010) believed that “customer insights are culled from painstaking research” (p. 3).

Number of Author Rules for In-text Citations and for Reference List

Q23 Sometimes, there are several authors for a work. There are rules about how many authors you include in an in-text citation and how you format the citation, depending on whether you are using a parenthetical format or a narrative format and whether you abbreviate a group author. Provide one example for each format (parenthetical and narrative) for each author type.

Author type	Parenthetical citation	Narrative citation
One author		
Two authors		
Group author with abbreviation-first citation Subsequent citations		

Q24 There is also a rule for the maximum number of authors you should list in a single reference entry. What is the rule? Be sure to talk about ellipses in your answer. Provide an example and show correct punctuation throughout (commas and periods).

Block Quotes

Q25 When you use a direct quotation from a source, there is a rule for the maximum number of words that a quote can be before you have to set off the entire quote (known as a block quote or setting off long quotations) from the rest of the text.

(a) What is the maximum number of words?

(b) What is the rule for use of quotation marks?

(c) What are the rules for indentation?

(d) What is the correct spacing for a block quote?

(e) You must place the period after the parenthetical citation when a direct quote is fewer than 40 words. Where do you place the period for block quotations?

Q26 Provide an example of a block quote with a suitable introductory sentence and correct formatting and punctuation.

Rules for Capitalization

Q27 For courses in Health and Human Services disciplines, capitalize terms for diseases, disorders, therapies, and theories only when personal names appear within the term and then capitalize only the proper name. Provide two examples of terms that contain no capital letters and two terms that require capitalization.

Q28 Define title case. List the words that you capitalize in title case. List the types of works that use title case.

Q29 Define sentence case. List the words that you capitalize in sentence case. List the types of works that use sentence case.

Formatting Your Essay: Running Head and Levels of Heading

Q30 There are guidelines for how you must format your overall essay, including the title page, abstract, reference list, and appendix. (An appendix may not be required.)

(a) What font options does APA style allow? Note that you must use the same font style and size throughout your paper, including titles and headings.

(b) What line spacing must you use throughout your entire document including headings, the title page, block quotations, and the entries in your reference list?

(c) What is the margin on all sides of each page?

(d) What are the rules for paragraph alignment?

(e) What are the rules for paragraph indentation? Note the many exceptions to paragraph indentation requirements.

Q31 Your essay includes a title, section labels, headings (sections and subsections within your essay that help to organize the material) and a running head (not required unless requested by your instructor). Each appears in different places in your essay and each has its own specific format. Complete the chart to learn about each of these elements.

Note that at the college level, elements such as the appendix and the abstract are assignment and instructor determined and are required only if requested.

Category	**Location**	**Formatting**
	Be sure to include the following information: • location in your essay • location on the page • whether centred • whether aligned at the left margin or indented	Choose all that apply: • title capitalization • sentence capitalization • all capital letters • bold • italics
Title of essay		
Section label-paper title at the top of the first page of text		
Section label-"References"		
Section label-"Appendix" or "Appendix A" (and other appendix labels		
Heading level 1*		
Heading level 2*		
Heading level 3*		
Running head		
Section label-"Abstract"		

*There are five levels of heading. As an undergraduate student, you will likely use only the first three levels.

Q32 In what order must you arrange the various sections of your essay?

Q33 What is the maximum number of characters allowed in a running head? If your title is longer than the maximum number of characters allowed in the running head, what do you do?

Q34 You do not use a heading before your introductory paragraph. What should appear above your introductory paragraph instead?

Rules for Reference List

Q35 Your reference list has a section label.

(a) What is it?

(b) How must you format the reference list label? (Choose all that apply.)

- O centred
- O **boldface**
- O *italics*
- O same font style and size as the body of your paper
- O Capitalized

Q36 Some sources require special approaches to citation. In question five, you saw the example for PowerPoint (Intranet resource) or classroom notes. Two other sources requiring special approaches to citation are personal interviews and personal interviews that involve traditional knowledge or oral traditions of Indigenous Peoples.

(a) Are personal communications included in the reference list? Provide an example of the correct format for both a narrative and a parenthetical citation for personal communication.

(b) To describe Traditional Knowledge or Oral Traditions that are not recorded (personal communication) requires additional details including correct capitalization of terms, description of content, and contextualization of the origin of the information. Provide an example of a citation that contains all of these details.

Q37 What is a hanging indent and where do you use it?

Q38 Although there are exceptions, what is the general rule for the order of your entries in your reference list?

- O alphabetical by title
- O alphabetical by author
- O most recent to oldest
- O oldest to most recent

Q39 Most online sources do not require you to include a retrieval date. However, some online sources note when they have updated specific content. This date is not the same as the date for the overall website. Other online sources, such as dictionary entries, Twitter profile, or Facebook page update regularly. Population clocks and dynamically created maps such as Google maps have information that changes over time. In any of these cases, include a retrieval date before the URL. Provide two examples, correctly formatted, for information that requires a retrieval date.

Q40 Number in order (1–6) the reference entry parts for the following database article citation with two authors Note the space between the two initials for each author's name, the journal title capitalized and in italics, and the journal article title with only the first word of the title and subtitle capitalized:

_____https://doi.org/10.1037/rev0000126

_____1–51.

_____McCauley, S. M., & Christiansen, M.H.

_____*Psychological Review, 126*(1),

_____Language learning as language use: A cross-linguistic model of child language development.

_____(2019).

Rules Governing the Use of Numbers

Q41 What is the general rule for numbers according to APA? Which numbers must you write as words? Which numbers must you express as numerals?

Q42 There are exceptions to this rule. One exception is the rule about beginning a sentence with a number. What does APA say about this?

Q43 What should you do if you have back-to-back numbers modifying one word?

Q44 How do you represent numbers as percentages? When do you use the symbol for percent and when do you use the word *percentage*?

Q45 How do you represent numbers that refer to time, dates, ages, scores and points on a scale, exact sums of money, and numerals as numerals? Provide an example for each.

Q46 How do you represent common fractions?

Q47 How do you form the plural of numbers?

Bias-Free Language

Q48 APA defines bias as "the implied or irrelevant evaluation of the group or groups [authors] are writing about" (Publication Manual of the American Psychological Association [APA], 2020, p. 131). People can base bias on "age, disability, gender, participation in research, racial or ethnic identity, sexual orientation, socioeconomic status . . . or other personal factors (marital status, immigration status, religion)" (APA, 2020, p. 131). Students must make every effort to use bias-free language in their writing. Identify bias-free language for each of the biased terms listed.

she, he, his, her	
seniors, elderly, the aged, aging dependents	
the poor, the homeless, ghetto, inner city	
the learning disabled	
drug users, drug addicts	
normal	
males and females	
homosexual, homosexuality	