Welcome!

Please take a seat in the front of the auditorium

Sorry, food & drinks are not allowed in the auditorium.
Take the Plunge!

APA Writing and Citing

2008
Disclaimer

99.9% of this presentation has been wholly or partially stolen, plagiarized, or lifted from other sources. Nothing should be considered the original thoughts of the presenter.
What is **Style**?

- **2 a. mode of expressing thought in oral or written language:**
- **b.** the custom followed (as in a business, editorial, or printing office) in **spelling, capitalization, punctuation, and typographic arrangement and display**

(Merriam-Webster, 2008)
Why APA?

- Predominant style for social sciences.
- Style rules **guide the reader** & help with information processing.
- Establishes **common** usage and form.

The great thing about APA is that there’s a rule for everything!

The bad thing about APA is that there’s a rule for everything!
Why Cite?

- Cite: to refer to for illustration or proof; to point to the evidence.

- Citing the evidence supports the claim you are making in your paper. Shows you’ve done your research, and that you’ve established a foundation for your work.
Why Cite?

- To give credit for the work, words, thoughts of others.
  - Omitting a citation violates copyright law and is plagiarism.
    - All works are automatically covered by copyright laws.

- To let the reader know the original source of the information (the evidence) that you have used.

- To allow the reader to identify and retrieve the original source materials.
Plagiarism

“From the Latin, *plagiarius*, meaning *kidnapper.*”  (Reitz, 2004)

- Whether **intentional** or **unintentional**, plagiarism is a serious violation of the UNC Honor Code, to which both students and faculty are bound to uphold.
The School of Social Work subscribes to the “Turn it In” software service that searches for originality of content in research papers. The degree to which it is used is determined by each professor.
Avoid Unintentional Plagiarism with Better Note Taking

- Record **citation info** for every source
  - Author(s)
  - Date
  - Full Title
  - Publication information
    - City, Publisher, Journal name, vol. & issue no., Page range)

- Include “**quote marks**” in your notes for **any** words you copy from the source.
APA Citation Style

- Parenthetical author-date in-text format
  - Usually placed at **end of sentence**
  - Basic format: *(Last name, Publication Year)*

- A recent study examined stress levels among graduate students *(Slacker, 2004)*.

- The recent work of **Slacker (2004)** examined stress levels among graduate students.
Although a recent study reported a negative association between stress and academic achievement among graduate students (Slacker, 2004), other research has shown a positive association with professional development (Mao & Plant, 2003; Summer, 2001, 2002).
2 Author Citations

- Give names of both authors in each use.
  - Use & (ampersand) to join authors’ names within parentheses and in the reference section
  - In a signal phrase, replace & with “and”

- As seen in the first investigation of social toads (Slater & Sogburn, 1996), warts...

- Slater and Sogburn’s (1996) seminal work on social toads brought focus to
3 to 5 Authors

- On **first use**, include **all** authors.
  - (Glenn, Wilcox, Strum, Ginger, & Boyd, 2000).
- Thereafter, use only **1st author** and **et al.**
- (Glenn et al., 2000)
- **et al.** comes from Latin, *et alia*, meaning “and others” *et* is not an abbreviation but *al.* is and **ALWAYS** uses a period.
6 or More Authors

- Use 1st author + et al. for all citations

Day, Richman, Galinsky, Fraser, Guo, & Kupper, 2006

- 1st use: (Day et al., 2006)

- Signal phrase: Day et al. (2006) showed...
  or

- Day and her colleagues (2006) showed...
But what if I have 2 et al. citations for the same 1st author and same year?

Beck, Worth, Frazier, Kung, Wilkins, & Sage, 2001
Beck, Haj, Worth, Kung, Frazier, & Sage, 2001

- Add 2nd, 3rd, 4th author as needed to distinguish the sources:
What if it’s the **same author(s) & same year**?

Hack, Cho, & Mann, 2002 – *Effects of Stress*

Hack, Cho, & Mann, 2002 – *Influence of Anxiety*

Add lowercase letter after year:

- Hack, Cho, & Mann, 2002\textsuperscript{a}, 2002\textsuperscript{b}
- (Hack et al., 2002\textsuperscript{a}) (Hack et al., 2000\textsuperscript{b})
Citing a Quote

- Citations for direct quotations must include the page number for the quoted material.

- Quotes 39 words or fewer are run in-line with the text and use double quote marks.

- Quotes of 40 words or more are placed in a block quote (indented 5 spaces) and do not use quote marks.

- Warning: Use quotes sparingly!
One research team argued that “professor stress is the worse kind of academic stress” (Holmes & Rahe, 1999, p. 33).

Holmes and Rahe (1999) argued that “professor stress is the worse kind of academic stress” (p. 33).
Holmes and Rahe (1999) contributed the following observation on academic stress:

So-called professor stress is the worse kind of academic stress because it is so unnecessary. When professors fail to stipulate the criteria for achieving classroom success, students are left to founder for weeks trying to gain footing in a new academic arena. However, this is unnecessary. In such a case, it is the student’s responsibility to seek out the professor and ask for information. (pp. 33-34)
Which brings us to ...

- APA Reference Style
The Reference Section...

- **Purpose**: to provide reader with all the information needed to **retrieve** your sources

- **Heading**: Level 1 (centered), **References** (not Bibliography!)

- **Section format**: starts on **separate page**, **double-spaced**, **hanging indent** (5 spaces)

- **Entry format**: **differs** based on type of source (e.g., book, journal, Web site)
The APA Family Motto:

“Every in-text citation shall have a reference entry* & every reference entry shall have an in-text citation.”

* 2 exceptions: secondary sources and personal communications are not included in the Reference section.
APA Reference Formats

There is logic behind APA formats!

- Think of the reference as being composed of different elements:

1. Authors.
2. Publication Date.
3. Title.
4. Publication Information.
5. URL for Internet sources
Reference formats: Journal

Last name, I. I. (Pub Date). Article title with sentence style caps. Journal Name Upper & Lower Italics, vol(issue), page-range.

Page numbers separated with a hyphen - No p. or pp.


Don’t include the issue number for journals with continuous pagination:


Citing Web Sources

- To cite a Web source you must give at least the following information:
  - Title of page or description
  - Date you retrieved the information
    (Note: not “accessed,” not “available on-line at”)
  - The specific URL for the page (i.e., not the home page of site)

- See chapter 4.16 – Citing Electronic Media
Example: Citing the NASW Code of Ethics listed on the NASW Web site

- **In-Text:**
  Social work professionals are held to a “constellation of core values” (National Association of Social Workers [NASW], 2008, preamble).

- **Reference entry:**

↑ No period after the URL
But Citations and References are just a drop in the bucket....
The APA Manual Contains a Flood of Information... 📚
Anatomy of a Long Paper

- Title Page
- Abstract
- Body of paper
  - Background
  - [Note APA does not use heading “Introduction”]
  - Literature Review
  - Methods
  - Results
  - Discussion
- Conclusion
- References
Anatomy of a Short Paper

- Title page
- Body of Paper
  - Background – state the problem
  - Your approach to the problem
  - Your analysis of problem and research
  - Implications for practice or policy
- Conclusion
- References
APA Format Rules

- **Margins** - 1” top, bottom, sides (minimum)
- **Double-spaced** – including references
- **Font**: Times New Roman for text (serif)
- **Courier** for tables and figures (sans serif)
- **Paragraphs**: Indent 5 spaces – avoid one sentence paragraphs
- **One space** after any punctuation mark
- **References**: Start on separate page & use hanging indent (5 spaces).
Format of Title Page

- Title of Paper
- Your Name
- Course Title
- Date

Page Header 1

Place these items just above the center of the page

See rules for page numbering and page header

Centered on page

No bold type, no italics, no illustrations
Heads Up!

- APA uses 5 levels of headings
- Important **roadmaps** for the reader
  - reveals your organization (outline)
  - helps reader process the information
  - But incorrect headings confuse your reader and muddle your information
Heads up!

CENTERED ALL CAPS (Level 5)

Centered Upper and Lower Case (Level 1)

Centered Upper and Lower Italics (Level 2)

Flush with Left Margin, Upper and Lower Italics (Level 3)

Indented 5 spaces, italics, sentence style caps, paragraph heading with period. (Level 4)

*Note that all levels use the same size font or print height.

But you won’t use all levels
You’ll use Level 1 & 3… maybe 4

CENTERED ALL CAPS (Level 5)

Centered Upper and Lower Case (Level 1)

Centered Upper and Lower Italics (Level 2)

Flush Left, Upper and Lower Italics (Level 3)

Indented, italics, sentence style caps, paragraph heading with period. (Level 4)

*Note that all levels use the same size font or print height.
No Intro heading

Level 1 heading

Centered, ↓↑ case

Level 3 heading

Flush left, ↑↓ Italics

Title of Paper

Method

Study Sample

Measures

Procedures

Results

Level 1 and Level 3 Headings
Level 1, Level 3, and Level 4 Headings
Come on in, the water’s great!

Exercise 1
Enhancing Coping Skills for Managing Stress

Holmes and Raye (Holmes & Raye, 1999) argued that change, especially major change, causes stress. Boyce et al., Jensen, Cassel, Collier, Smith, and Ramey (1977) found that stress mediated by life events reduced individual’s individuals’ resistance to respiratory infections. More recently, other researchers, (Belarus & Blake, 2006; Lake, 2007; Lazarus, 2008), have focused on the more mundane life stressors, the so-called “daily hassles,” that appear to be predictors of illness and depression.
However, research has also suggested that it is one's evaluation of the event as much as the nature of the event in and of itself that affects the degree to which an event is experienced as stressful (Lazarus, 1968, 1995, 2008; Lazarus & Launier, 1988; Lazarus, Speisman, Davison, & Mordkiff, 1996).

Techniques for Managing Stress (Level 3, flush left, italics)

→ Innumerable Numerous techniques have been developed to help one cope with stress. Progressive relaxation techniques (e.g., those developed by Jacob, Kramer, and Agras, 1973) in the 1970s as well as biofeedback methods (e.g., Yates, 1980) have been used to
biofeedback methods (e.g., Yates, 1980) have been used to teach arousal control. In fact, Jacob et al., Kramer and Agras demonstrated that most people could successfully control their high blood pressure after only attending only a few sessions on progressive relaxation. The critical role of cognitive appraisal in stress underlies all stress management programs (Meichenbaum & Jaremko, 1993; Meichenbaum & Turk, 1995). Meichenbaum et al. and Turk (1995) had each participant create a “life forecast” in order to plan ahead and to develop strategies for dealing with stressful situations they were she or he was likely to encounter within the coming months.
Meeting APA Style 
dictates:

It’s not “rocket surgery,” but it requires 
attention to detail.
Precise Language = Clear Communication

APA has specific rules for **signal words**:  
- **While** vs. **Although**, **Whereas**  
- **Since** vs. **Because**, **Given that**  
- **That** vs. **Which**  
- **Between** vs. **Among**

- See chapter 2 of APA Manual for  
  - **Capitalization**  
  - Verb tenses (i.e., when to use **present tense** vs. **past tense** vs. **past perfect** vs. **subjunctive**)
According to APA ….

**While and Since are strictly temporal terms**

- **While** refers to **simultaneous events**
- **Since** refers to a **time span** from one event to another

**Typical Cases of Misuse**

The effects of poverty on academic achievement have been studied extensively, *while* little research has investigated the effect of wealth…

*Since* the effects of poverty are well documented, it is logical to assume…
Correct Use of Signal Words

Although much is known about the effects of poverty, further research is needed to …

The effects of childhood poverty on health issues have been well documented, whereas few researchers have examined the effect…

The mothers participated in a focus group while the art therapist worked with their children …
Correct use of *Since* vs. *Because*

- Because the effects of childhood poverty are well documented, policy makers should ...

- The decline in participation rates was not surprising given that a bus strike started during Week 2 of the program.

- Since 1993, when *Making Choices* was introduced, more than 13,000 sixth graders have received the intervention.
Check Your Plurals

Irregular plural nouns include

- data, phenomena, criteria, curricula
  – and require plural verbs
  – The **data were** analyzed …
  – All **criteria have** been met ..
  – The **criterion** for inclusion **was** breathing.
  – The aura**ura was a phenomena** phenomenon
  – The **phenomena** of puberty **include** acne, mood swings, distancing from parents …
Learn A Little Latin

- **i.e.** = abbreviation of *id est* = “that is”
  refers to specific examples

- **e.g.** = abbreviation of *exempli gratia* = for example, or such as
  refers to a few among many examples.

Both abbreviations are **always** followed by a **comma** and restricted to use within parentheses.
Academic Tone

- **Formal, objective tone** - places emphasis on the research and the findings

- Most academic writing uses **3rd person**
  - It’s okay to use **1st person sparingly**

- **Don’t use 2nd person**
  - “You can see from the results....”
  - “One’s judgement may be ...”
Informal
- Hand in
- Look into
- Put off
- Run across

Formal
- Submit
- Investigate
- Delay
- Encounter

Avoid the jargon pitfall !!
Social work research rarely produces incontrovertible results. Therefore, an important feature of academic writing is conveying the “strength of claim” of your findings or your stance on a topic. This use of cautious language is called “hedging.”
<table>
<thead>
<tr>
<th><strong>Introductory verbs</strong></th>
<th>seem, tend, look like, appear to be, think, believe, doubt, be sure, indicate, suggest, feel</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Certain lexical verbs</strong></td>
<td>believe, assume, suggest, appear</td>
</tr>
<tr>
<td><strong>Certain modal verbs</strong></td>
<td>will, must, would, may, might, could</td>
</tr>
<tr>
<td><strong>Adverbs of frequency</strong></td>
<td>often, sometimes, usually, generally</td>
</tr>
<tr>
<td><strong>Hedge Words</strong></td>
<td></td>
</tr>
<tr>
<td>-----------------</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Table</strong></th>
<th><strong>Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Modal adverbs</strong></td>
<td>certainly, definitely, clearly, probably, possibly, perhaps, conceivably,</td>
</tr>
<tr>
<td><strong>Modal adjectives</strong></td>
<td>certain, definite, clear, probable, possible</td>
</tr>
<tr>
<td><strong>Modal nouns</strong></td>
<td>assumption, possibility, probability</td>
</tr>
</tbody>
</table>
| **That clauses** | It could be the case that …  
It might be suggested that …  
There is every hope that …  |
| **To-clause + adjective** | It may be possible to obtain …  
It is important to develop …  
It is useful to study …  |
Numbers – one easy rule

- Numbers **less than 10** are written out (i.e. one through nine).
- Numbers **10 and greater** are expressed in Arabic numerals (10, 1,100, 99,999).

**With a few exceptions...**
Use Arabic numerals for all numbers …

- that refer to a **specific unit or measure**
  - The BIQ questionnaire consists of seven items that are measured on a 7-point Likert scale.

- that refer to **time** (minutes, hours, days, weeks, months, years).
  - Each of the nine attempts to engage the child lasted approximately 3 minutes.
Use Arabic numerals for all numbers …

- **less than 10** that are used in proportions
  - Study eligibility was set at **3 times** the federal poverty level. Participants completed the questionnaire **two times** …

- **less than 10** that are used in conjunction with **numbers greater than 10**.
  - Results showed that **7 of the 15** participants had smoked cigarettes more than **8 years**.
BUT...

- **Never** use numerals to start a sentence
  - spell out the number — better yet, rephrase the sentence so it doesn’t start with a number.

- **WRONG:** 32% of participants were from single-parent households.

- **Okay:** Thirty-two percent of participants were from single-parent households.

- **Better:** The majority of participants lived with both parents, with only 32% of participants residing in a single-parent household.
APA Uses the Serial Comma

- **Serial Comma:**
  - in a list of items, the serial comma precedes the conjunction that joins the last item of the list.
  - ...such as books, journals, and films.
  - Important signal to the reader
    - Without it reader can get list whiplash
  - Serial comma carries over to citation and reference formats
Acronyms & Abbreviations

- First use: Spell out & put abbreviation in parentheses
  - the Child Welfare Services (CSW)

- Only 7 acronyms accepted as words:
  - IQ, AIDS, HIV, ESP, REM, NADP, ACTH

- No flip-flopping! Once defined, you must use the acronym

- Use sparingly! Overuse turns your paper into alphabet soup.
Don’t hyper-hyphenate

Which hyphenated forms are correct?

anti-social  post-treatment  meta-index
socio-demographic  counter-balance
self-image  pro-war  non-profit  well-being
non-Latino  mid-term  sub-group
re-evaluate  pre-experimental  multi-phase
over-eager  semi-darkness  non-significant
ONLY THREE!

Remember: APA is stingy with hyphens
Ignore Word’s hyphenation

antisocial     posttreatment     metaindex
sociodemographic     counterbalance
self-image     prowar     nonprofit     well-being
non-Latino     midterm     subgroup
reevaluate     preexperimental     multiphase
overeager     semidarkness     nonsignificant

SEE Table 3.2 on page 92 of APA Manual of Style
Avoid Bias in Language:

- **Don’t label by diagnosis**
  - persons with schizophrenia, not schizophrenics;
  - women with mental illness, not mentally ill women
  - children with disabilities, not disabled children
  - typically developing children rather than normal children

- **People** in social work studies are participants; Lab rats are subjects.
Racial and Ethnic Groups

There are no hyphenated people
- African American, not African-American
- Mexican American, not Mexican-American

Capitalize all racial or ethnic groups
- Black, Whites, Latinos, non-Hispanic

Note: Hispanic, Latino, Chicano are not inclusive
- Try to be specific: Cuban American, Central American, Mexican, Brazilian

Both American Indian & Native American are acceptable
- Native American is broader designation and includes Hawaiians and Samoans
Come on in, the water’s great!

Exercise 2
We reviewed and performed a meta-analysis of the sixty 60 studies published over the last twenty 20 years (1988 to 2008) that reported evaluations of interventions designed to address people’s extreme anxiety and fear reactions to fictional characters from a book, TV television, (add serial comma) or film.

The study subjects participants across the different studies included males and females that who ranged in age from three 3 to 96-years-old (no hyphens) who had reported a phobic reaction to at least 1 one fictional character. The majority of the sample participants were was White (65% percent), 15% percent African-American, 10% percent Asian, and 10% percent native Native American.
None of the studies involved populations with household-incomes (no hyphen) at or below the FPL federal poverty level (FPL). As assessed by self-report (add hyphen) (in 40 of the studies), the mean duration of exposure to the fictional character was four 4 minutes for subjects participants who were under younger than 12 years of age, while whereas, for those over 25 older than 25 years, the mean duration doubled to eight 8 minutes of exposure. Since Because only two studies looked at examined phobic reactions to more than 5 five characters, only the three most frequently cited mentioned characters were used for the comparison among studies.
There were six characters reported as eliciting a severe fear response from 10 or more clients participants in each of the studies. These characters included: (no colon) the Wicked Witch of the East, the Phantom of the Opera, Dr. Frankenstein’s Monster, Jaws, the Big Bad Wolf, and Cookie Monster. 28 Twenty-eight of the studies (including a total of 1,823 study subjects) reported additional phobia data, with those participants reporting a mean of 1.6 additional phobias. No data was available on the origin of these additional fears.

Adapted from (Add hanging indent format)

A final tip to help you get the best grades possible on your papers...
Hold the Presses!

- Free 30-day trial of ENDNOTE
- Go to
Thank You for Your Attention!