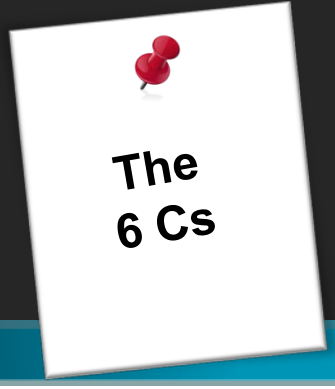
Master of Adult Education Department © July 2010

Introduction to APA 6th Edition Style

Master of Adult Education Department
St. Francis Xavier University

Wendy's Role with Students

- APA resource
- MAdEd Thesis Copy Editor



Academic Writing Style

Concise

Complete

Consistent

Clear

Coherent

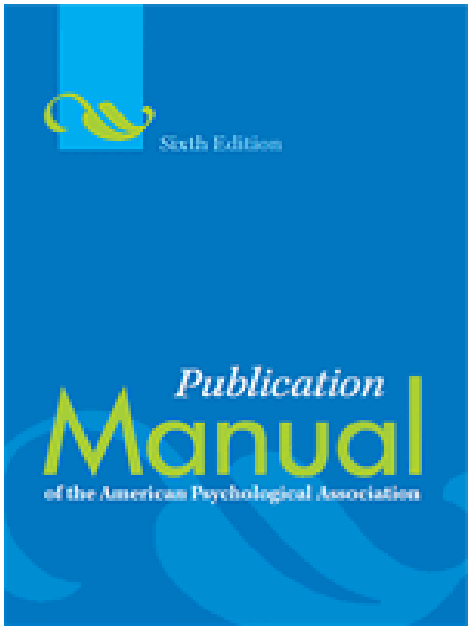
Correct

What do I use?

APA Style

APA 6th Edition (2010)

See www.apa.org



Released July 2009

The Mechanics

- Page margins = 1in (2.54cm). Check your defaults.
- Font is Times New Roman, 12pt
- Double-space the document (including quotations 40 words or more and the References pages)
- Long quotations (more than 40 words) are paragraph-indented 0.5in (1.27cm)
- One space after colons (:) and semi-colons (;); two spaces after a period at the end of a sentence in the body of paper
- Use serial commas (… government officials, work-place literacy practitioners, and learners attended …)
- References are hanging indent 0.5in. Do not use the TAB key
- See Slides 9-10 for heading level examples

APA (2010, pp. 77-78)

Verb Tense

For your literature review and description of procedures:

- Use **past tense** when referring to an occurrence at a specific, definite time in the past

  [Smith and Renquist (2005) **noted** …]
  [Collins (2001) made several recommendations]

- Use **present perfect tense** to refer to an occurrence that did not occur at a specific time or for an action beginning in the past and continuing to the present

  [Since the early 1990s, some researchers (Brookfield, 2008; Cranton, 2005) **have drawn** parallels between …]

APA (2010, pp. 77-78)

Still tense?

- When **presenting results** use **past** tense:

  In three interviews, participants **mentioned** …

- When **discussing results** and **presenting conclusions** use present tense

  The results from an analysis of participant conversations **indicate** an underlying theme of…

  Based on the findings, it **is evident** a disconnect exists between …

APA (2010, pp. 96, 77)

What about spelling and grammar?

- Canadian spelling (exception to the APA-preferred American spelling:

  Examples: behaviours neighbourhood analyse centre

- Active voice, not passive voice:

  Passive: The interview was conducted in a public space.
  Active: I conducted the interview in a public space.

  YES… you can use “I” and “we”

- No contractions, unless contained in a direct quotation:

  it’s = it is don’t = do not

APA (2010, pp. 62-63)

Heading Levels

Table 3.1 Format for Five Levels of Heading in APA Journals

Level of heading	Format
1	**Centered, Boldface, Uppercase and Lowercase Heading**[a]
2	**Flush Left, Boldface, Uppercase and Lowercase Heading**
3	**Indented, boldface, lowercase paragraph heading ending with a period.**[b]
4	***Indented, boldface, italicized, lowercase paragraph heading ending with a period.***
5	*Indented, italicized, lowercase paragraph heading ending with a period.*

[a] This type of capitalization is also referred to as *title case*.

[b] In a lowercase paragraph heading, the first letter of the first word is uppercase and the remaining words are lowercase.

Sample Heading Levels

Chapter 1

Heading Levels Normally Used in a Thesis or Paper[Level 1]

Begin the first chapter with one to three paragraphs that set up the thesis and explains what it is about. Subsequent chapters should begin with a paragraph or two that explains the main focus of that chapter and sets up the major sections in it. The introductory section of a paper does not require a heading. Note there is no extra space between headings or paragraphs (check your defaults).

Major Section Headings [Level 1]

A section consists of paragraphs and possibly subsections. Usually an introductory paragraph is used to set up the main themes in the section before the first subsection heading. If short, there may be no subsection headings. Generally avoid stacking two headings without intervening text.

Subsection Headings [Level 2]

Subsections typically contain much of the basic data in a paper. Occasionally they also contain secondary order subsections.

Secondary order subsection headings. [Level 3] Secondary subsections contain sub themes within a subsection. These headings are usually part of the first paragraph.

How do I present an author's name?

- **No author first name** (i.e., gender-neutral)

In your text:

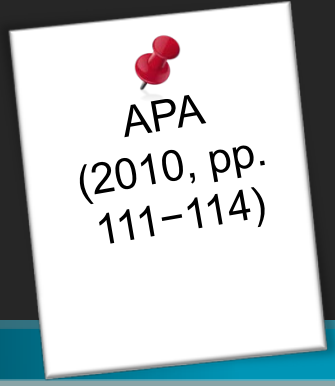
Brown (2006) argued that the growing prevalence of community-based activism is a response to…

In 2006, Brown argued that the growing prevalence of community-based activism is a response to …

The growing prevalence of community-based activism is a response to … (Brown, 2006).

In your references:

Brown, C. (2006). The rise of activism. *The Journal of Communities, 75*(4), 33–45.



How do I write numbers?

- There are many rules, depending on how the number is used
  - Below 10

    In the literature, seven authors …
  - 10 and above: use digits

    12 items In the 1990s, many…

BUT … and there are LOTS of buts …

- Comparisons: 3 of 21 analyzes
- Dates, time, sample size, **specific** numbers of participants:

  Each interview lasted 1 hour and 30 minutes
  Approximately three years ago
  6 participants
  chapter 2

reference
author
Website
initials
press
in-text
http
period
electronic
year
corporate
chapter
headings
em-dash
pp
italics
en-dash
Eds
edition
DOI
journal
publisher
spacing
issue
url
quotation
page
margins
location
retrieved
volume

APA (2010, pp. 172-173)

How do I include a direct quotation?

Direct quotation, reference in text, ellipses:

Miele (1993) noted, “The ‘placebo effect’ . . . disappeared when behaviors were studied in this manner” (p. 276), but does not clarify which behaviours were studied.

Note the following:

- Commas
- Quotation marks
- Ellipsis points
- Page reference
- Verb tense

APA (2010, p. 179)

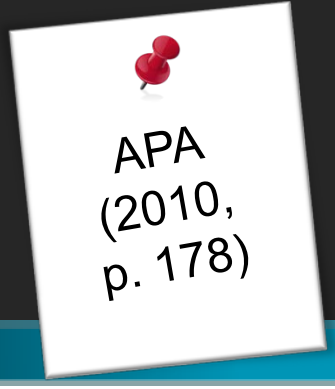
Citing an Interview or Personal Communications

An interview or a conversation is not considered recoverable data, so no reference to it is provided in the reference list. You may, however, cite the material within the text as a personal communication.

Examples:

"Xxxx xxxx xxxx xxxxx," (J. Smith, personal communication, June15, 2010).

J. Smith said, "Xxxx xxxx xxxx xxxxx," (personal communication, June15, 2010)



How do I cite someone else's information from the document I have?

Tough's studies of self-directed learning projects reveal that "it is common for adults to spend 700 hours per year engaged in learning projects" (as cited in Brown & Baxter, 1975, p. 129).

Only Brown and Baxter's (1975) work appears in your References.
Limit secondary sources.
Find the original.

APA (2010, pp. 202-205)

How do I reference:

Entire book, two authors, an edition?

Mitchell, T. R., & Larson, J. R. (1987). *People in organizations: An introduction to organizational behavior* (3rd ed.). New York, NY: McGraw-Hill.

Note the following:
- Spaces between initials
- Use of italics
- Capitalization
- No superscript on ordinals

APA (2010, pp. 202-205)

How do I reference:

A chapter in an edited book?

Dewey, J. (1938). Expectations of students. In S. J. Morey (Ed.), *Education for life* (pp. 35–39). Mobile, AL: Preston Press.

Note the following:

- Use of “In”
- Position of editor initials
- Comma
- Page range using en dash

How do I reference:

New Directions for Adult and Continuing Education (Jossey-Bass Series)?

Wilson, A. L. (2000b). Professional practice in the modern world. In V. W. Mott & B. J. Daley (Eds.), *Charting a course for continuing professional education: Reframing professional practice* (pp. 71–79). New Directions for Adult and Continuing Education, No. 86. San Francisco, CA: Jossey-Bass.

Note the following:

- Use of “b”
  (You have used another reference from Wilson, also published in 2000)
- Use of italics

APA (2005, pp. 231, 257)

How do I reference:

An ERIC document?

Bardine, B. A. (1995). *Using writing journals in the adult literacy classroom. Teacher to teacher.* Washington, DC: Department of Education. Retrieved from ERIC database. (ED386596)

Note the following:
Punctuation

APA (2010, p. 207)

How do I reference:

Conference proceedings published online?

Wilson, A. L. (2000a). Place matters: Producing power and identity. In T. J. Sork, V. L. Chapman, & R. St. Clair (Eds.), *Proceedings of the 41st Annual Adult Education Research Conference* (pp. 502–506). Vancouver, Canada: University of British Columbia. Retrieved from http://www.edst.educ.ubc.ca/aerc/2000/wilsona1-final.PDF

Note the following:

- Wilson's other 2000 work (alphabetical)
- URL (hyperlink removed)

APA (2010, p. 199)

How do I reference:

Journal article, two authors, without a DOI?

Klimoski, R. S., & Palmer, S. (1993). The ADA and the hiring process in organizations. *Consulting Psychology Journal: Practice and Research, 45*(2), 10–36.

Note the following:
- Comma
- En dash for page range

APA (2010, p. 198)

How do I reference:

A journal article with a DOI?

Robinson, V. M. J., Lloyd, C. A., & Rowe, K. J. (2008). The impact of leadership on student outcomes: An analysis of the differential effects of leadership types. *Educational Administration Quarterly, 44*(5), 635–674. doi:10.1177/0013161X08321509

DOIs refer only to electronic sources; some may not have DOIs
DOIs are not the same as Document ID numbers (i.e. from ProQuest)

APA (2010, p. 199)

How do I reference:

Journal article found online without a DOI?

Hager, M. H. (2007). Therapeutic diet order writing: Current issues and considerations. *Topics in Clinical Nutrition*, *22*(1), 28–36. Retrieved from http://www.topicsinclinicalnutrition.com

Note the following:
- No retrieval date (stable link)
- URL (open access site)

APA (2010, pp. 203-204)

How do I reference:

An electronic book?

O'Keefe, E. (n.d.). *Egoism & the crisis in Western values.* Retrieved from http://www.onlineoriginals.com /showitem.asp?itemID=135

Note the following:
URL (open access site)
URL link broken at /

APA (2010, pp. 207-208)

How do I reference:

A Master's thesis retrieved from a database?

Campbell-Higgins, C. (2000). *The educative process as a contributor to self-efficacy in adult education graduate students* (Master's thesis). Available from Library and Archives Canada. (AMICUS No. 25078157)

Note the following:
"Available from" signifies a jump-off point where the document can be obtained

APA (2010, pp. 207-208)

How do I reference:

An unpublished Master's thesis retrieved from a shelf?

Kraglund-Gauthier, W. L. (2006). *Canadian university writing centres: Defining success and identifying common challenges* (Master's thesis). Saint Francis Xavier University, Antigonish, Canada.

APA (2010, p. 208)

How do I reference:

A corporate website?

Canadian Association for the Study of Adult Education. (n.d.). *Internet resources to research in adult education.* Retrieved September 24, 2009, from http://www.oise.utoronto.ca/CASAE/Research_and_books/casalink.html

APA (2010, pp. 205-206)

How do I reference:

A government document written and published by the same?

Health Canada. (1994). *Abuse & neglect of older adults: Awareness information for people in the workplace*. Ottawa, Canada: Author.

Note the following:
The word “Author” is used when the author and the publisher is the same.

APA (2010, pp. 205-206)

How do I reference:

A government document written and published by the same, found online?

Public Health Agency of Canada. (2006). *How healthy are rural Canadians? An assessment of their health status and health determinants*. Ottawa, Canada: Author. Retrieved June 15, 2010, from http://secure.cihi.ca/cihiweb/products/rural_canadians_2006_report_e.pdf

APA (2010, pp. 214-215)

Blogs, VBlogs, discussion groups, and electronic mailing lists

Blog (Weblog)

Dean, J. (2008, May 7). When the self emerges: Is that me in the mirror [Web log message]? Retrieved from http//www.spring.org.uk/

Video Blog Post

the1sttransport. (2004, September 26). Psychology Video Blog #3 [Video File]. Retrieved from http://www.youtube.com/watch?v=lqM90eQi5-M

Discussion Group Post

Rampersad, T. (2005, June 8). Re: Traditional knowledge and traditional cultural expressions [online forum comment]. Retrieved from http://www.wipo.int /roller/comments/ipisforum/Weblog/theme_eight_how_can_cultural#comments

Electronic Mailing List

Smith, S. (2006, January 5). Re: Disputed estimates of IQ [Electronic mailing list message]. Retrieved from http://tech.groups.yahoo.com/group /ForensicNetwork/message/670

What is a wiki and what do I do with it?

A *wiki* is a website in which the content uploading and editing is done by its own users.

Please note wikis (like Wikipedia, for example) are collaborative projects which cannot guarantee the verifiability or expertise of their entries. A wiki site may be an effective place to start thinking about an idea and understanding concepts, but it should not be considered an academic source.

Deep Cleansing Breaths!

Learning APA takes time.

Start now, “dog-ear” your APA manual,
learn from your errors, and
do not let the tiny details consume you!

Remember you can also access the services of the StFX Writing Centre. See their website at
http://www.mystfx.ca/resources/writingcentre/