



An Introduction to APA 2009 Format

Lucia S. Sigmar, Ph.D.



What is APA?

- The APA (American Psychological Association) is the most commonly used format for manuscripts in the Social Sciences—including business.

Why Use APA?

To regulate and ensure consistency in the way documents are produced:

- Writing Style and Format
- Documentation
- References



Parts of the Business Report

- Title Page
- Letter of Transmittal
- Table of Contents
- Executive Summary or Abstract
- Main Body (Introduction, Methodology, Findings, Conclusions, Recommendations)
- References
- Appendices

Document Guidelines

- 8½ x 11 paper with 1-inch margins.
- Double-space text with 2 spaces after punctuation.
- Use Times New Roman 12-point.
- Pages should be numbered in the upper left-hand corner with a page header (title of report) in the upper right-hand corner.

Writing Style

Use plain language in your writing style.
Get to the point.

- Be Clear
 - Be Concise
 - Be Consistent
-
- Be Objective (Deliver the facts and objective support).



Point of View

- Use objective, third-person point of view (not first-person point of view or passive voice). Stay away from personal pronouns.

Say:

The data indicate a correlation between...

Instead of:

I discovered a correlation between...

Voice

- Use active voice, not passive voice.

Say:

The *Wall Street Journal* published an article on ethics violations in the workplace.

Instead of :

An article on ethics violations in the workplace was published by the *Wall Street Journal*.

General Writing Tips

- Avoid “there is/are” constructions
- Avoid “to be” verbs
- Avoid the personal pronoun “you” or understood you
- Avoid contractions
- Get to the point
- Keep verb tense consistent
- Refer to published sources in present tense

General Writing Tips (Cont.)

- Write out numbers under ten
- Avoid beginning a sentence with a number
- Avoid abbreviations
- Avoid idiom or slang expressions
- Avoid split infinitives
- Use transitions
- Avoid ordinals (January 10th)

Reference Page Guidelines

- Center title at top of page (References)
- Alphabetize entries by author's last name.
- Use hanging indent.
- Double space.
- Capitalize 1) the first letter of first word of title or subtitle, 2) the first word after a colon or dash in the title, and 3) all proper nouns.
- Capitalize all major words in journal titles.
- Italicize longer works like books and journals.
- Do not italicize, underline, or quote titles or shorter works (like journal articles or essays in edited collections).

APA's GOLD STANDARD



**When citing sources in-text and in your
reference list, your sources
MUST BE DISCOVERABLE.**

In-Text Citations

Whenever you use a source in your report, provide in parentheses:

- The author's last name and year of publication (Smith, 2009).
- For quotes, you'll need to provide the page number, too (Smith, 2009, p.14).

In-text Citations: Signal Words

Introduce quotations with **signal phrases**. Like this,

- **According to Smith (2008), “....”** (p. 3).

or

- **Smith (2008) argues that “.....”** (p. 3).

TIP: Use such signal verbs like **acknowledge, contend, maintain, respond, report, argue, conclude**, etc.. Use the past tense or the present perfect tense of verbs in signal phrases

Using Quoted Material

When quoting, you can introduce the quotation with a signal phrase. Make sure to include the author's last name, the year of publication, the page number, and quotation marks and keep the citation brief.

Caruth (1996) states that a traumatic response frequently entails a “delayed, uncontrolled repetitive appearance of hallucinations and other intrusive phenomena” (p.11).

Using Quoted Material

You can also omit the signal phrase when using a quotation. You still need to provide quotation marks, the author's last name, the year of publication, and the page number. Like this:

A traumatic response frequently entails a “delayed, uncontrolled repetitive appearance of hallucinations and other intrusive phenomena” (Caruth, 1996, p.11).

Using Paraphrases

A paraphrase articulates someone else's information or idea in the writer's own words.

The information or idea, however, still belongs to the original source and must be cited.

In-text Citations:

Format for summary or paraphrase

Provide the author's last name and the year of publication in parenthesis after a summary or paraphrase:

Though feminist studies focus solely on women's experiences, they err by collectively perpetuating the masculine-centered impressions (Fussell, 1975).

In-text Citations:

Format for summary or paraphrase

OR: Include the author's name in a signal phrase followed by the year of publication in parenthesis:

Recently, the history of warfare has been significantly revised by Higonnet, et al. (1987), Marcus (1989), and Raitt and Tate (1997) to include women's personal and cultural responses to battle and its resultant traumatic effects.

In-text Citations:

Format for summary or paraphrase

OR: When including the quotation in a summary/paraphrase, also provide a page number in parenthesis after the quotation:

According to feminist researchers Raitt and Tate (1997), “[i]t is no longer true to claim that women's responses to the war have been ignored” (p. 2).

In-text Citations: Two or more works

When the parenthetical citation includes two or more works, order them in the same way they appear in the reference list—the author’s name, the year of publication—separated by a semi-colon:

(Kachru, 2005; Smith, 2008)

In-text Citations:

A work with two authors

HOW: When citing a work with two authors, use “and” in between authors’ name in the signal phrase; use the ampersand (“&”) between their names in parenthesis:

According to feminist researchers Raitt and Tate (1997), “It is no longer true to claim that women's responses to the war have been ignored” (p. 2).

Some feminists researchers question that “women's responses to the war have been ignored” (Raitt & Tate, 1997, p. 2).

In-text Citations:

A work with 3 to 5 authors

HOW: When first citing a work with three to five authors, identify all authors in the signal phrase or in parenthesis:

(Harklau, Siegal, & Losey, 1999)

In subsequent citations, only use the first author's last name followed by "et al." in the signal phrase or in parentheses:

(Harklau et al., 1993)

In-text Citations:

A work with 6 and more authors

HOW: When citing a work with six and more authors, identify the first author's name followed by "et al.":

Smith et al. (2006) maintained that....

(Smith et al., 2006)

In-text Citations:

A work of unknown author

HOW: When citing a work of unknown author, use the source's full title in the signal phrase and cite the first word of the title followed by the year of publication in parenthesis. Put titles of articles and chapters in quotation marks; italicize titles of books and reports:

According to "Indiana Joins Federal Accountability System" (2008), ...

Or

("Indiana", 2008)

In-text Citations:

Organization

HOW: When citing an organization, mention the organization the first time when you cite the source in the signal phrase or the parenthetical citation:

The data collected by the Food and Drug Administration (2008) confirmed that...

If the organization has a well-known abbreviation, include the abbreviation in brackets the first time the source is cited; you may then use only the abbreviation in later citations:

Food and Drug Administration (FDA)

In-text Citations:

Same last name/same author

HOW: When citing authors with the same last names, use first initials with the last names:

(B. Kachru, 2005; Y. Kachru, 2008)

When citing two or more works by the same author published in the same year, use lower-case letters (a, b, c) with the year of publication to order the references:

Smith's (1998 a) study of adolescent immigrants...

In-text Citations:

Personal communication

When citing interviews, letters, e-mails, etc., include the communicators name, the fact that it was personal communication, and the date of the communication. Do not include personal communication in the reference list:

Paula Smith also claims that many of her students have difficulties with APA style (personal communication, November 3, 2002).

Or,

Many students have difficulties with APA style (P. Smith, personal communication, November 3, 2002).

In-text Citations:

Electronic sources

HOW: When citing an electronic document, whenever possible, cite it in the author-date style. If your electronic source lacks page numbers, locate and identify paragraph number/paragraph heading:

According to Smith (1997), ... (Mind over Matter section, para. 6).

Sample Paragraph

According to Malachowski (2005), surfing the Internet for personal use is the top time-wasting activity for employees. In addition to wasting time, such activity can have **devastating consequences** for employers. Thirteen percent of companies have been entangled in lawsuits because of inappropriate and offensive employee e-mail communication (Flynn, 2004). Eighty-four percent of companies fired employees for Internet misuse for accessing inappropriate content (Half, 2008). In fact, it only takes one employee who is accessing inappropriate content to cause a company to be liable for the behavior (Cohen, 2001) .

Sample Paragraph

Companies are taking steps to discourage such activity. Sixty-five percent of companies block websites on their employees' computers (Half, 2008). Some of the websites blocked are adult, shopping, game, entertainment, and sports sites (Half, 2008). Companies also monitor employees to prevent sexual harassment in the workplace (Martin & Freeman, 2003). Courts hold companies accountable for sexual harassment even if the company had no knowledge of the act (Martin & Freeman, 2003). Monitoring helps employers reduce the liability by stopping the act as soon as it occurs.

References Must be Discoverable

Include complete information (alphabetically):

- Author's name (s)
- Publication date
- Complete Titles and Subtitles
- Additional Information (translator, edition number, volume number, issue number, inclusive pages, etc.)
- Facts of publication
- Retrieval information

References: Electronic Sources

- Easy to find but challenging to cite!
- Provide retrieval information after basic info (author, date, title, etc.):
 - Follow patterns for print sources when possible
 - Include DOI if available
 - Present URL carefully (source must be discoverable)
 - Distinguish between changing and unchanging sources

References Must be Discoverable

Include complete information (alphabetically):

- Author's name(s)
- Publication date
- Complete Titles and Subtitles
- Additional Information (translator, edition number, volume number, issue number, inclusive pages, etc.)
- Facts of publication
- Retrieval information

References: Alternate Sources

When citing Magic 8-Balls:

1. List the questions asked in quotes.
2. Identify the location where you consulted the Magic 8-Ball
3. List the manufacturer of the Magic 8-Ball (in italics)
4. List the date that you consulted the Magic 8-Ball.

Example: “Reply Hazy, Try Again Later.” [“Will I pass this course?” Shennanigan’s, 5400 11th Street, Huntsville, TX: *Tyco Toys, Inc.*, February 12, 2010.]

Just kidding. Are you still awake?



References: Alternate Sources

When citing Epithets Hollered Out Car Windows:

1. Describe the vehicle from which epithet emanated (approximations are acceptable in cases of great speed).
2. Identify the location where the incident occurred in italics.
3. List the date incident occurred.

Example: “Hey Buddy, wake up and move.” Large Delivery-Type Truck, Near Main and Chicago Streets; Evanston. IL: March 5, 1999.]

HA! Got you again! We’re almost done.



APA's Heading System

APA Headings	
Level	Format
1	Centered, Boldface, Uppercase and Lowercase Headings
2	Left-aligned, Boldface, Uppercase and Lowercase Heading
3	Indented, boldface, lowercase heading with period.
4	<i>Indented, boldface, italicized, lowercase heading with period.</i>
5	<i>Indented, italicized, lowercase heading with period.</i>

APA Tables

HOW: Label a table with an Arabic numeral and provide a title. The label and the title appear on separate lines above the table, flush-left and single-spaced. Cite a source in a note below the table:

Table 1

Internet Users in Europe

COUNTRY	REGULAR USERS
France	9 million

Note. The data are adapted from “The European Union and Russia”(2007). Retrieved from <http://epp.eurostat.ec.europa.eu>

APA Figures

HOW: Label a figure with an Arabic numeral and provide a title. The label and the title appear on the same line below the figure, flush-left. Cite the source below the label and the title:

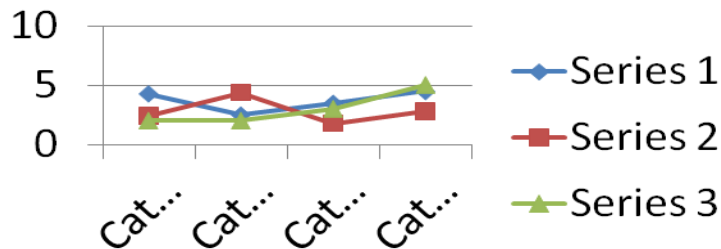


Figure 1. Internet Users in Europe

Note: Eurostat Statistical books. (2007) *The European Union and Russia Statistical comparison*. 2007 edition. Retrieved from <http://epp.eurostat.ec.europa.eu>

You might also provide an additional title centered above the figure.

For More Help with APA STYLE:

- SHSU Writing Center, 111 Farrington
- *Publication Manual of the American Psychological Association*, 6th ed.
- <http://www.apastyle.org>
- <http://owl.english.purdue.edu>