APA Style and Format 101

Summer Institute 2017
Abraham S. Fischler College of Education

Georgina Argüello, Ed.D. and Gilda Marin, J.D., Psy.D.
Objectives

Goal 1
Review of the basics of APA style and format in writing

Goal 2
Overview on how to structure and format your dissertation

Goal 3
Overview on how to cite references

Goal 4
Discussion of helpful writing resources

APA 101
APA RESOURCES

- SharkWrites
- FCE Dissertation Templates
- AP Style Guide to Electronic Resources

APA help / tutorials:
http://www.apastyle.org/
http://blog.apastyle.org/
http://www.nova.edu/library/dils/lessons/apa/index.htm
Preliminary Pages

• Title page
• Approval Page
• Statement of Original Work
• Acknowledgments (optional)
• Abstract
• Table of Contents

NOTE:
• Use your legal name on the Title Page, Approval Page, Statement of Original Work, and Abstract
• Do not include titles or degree abbreviations
Sample Title Page

Title of the dissertation. The title is in upper and lowercase letters, centered between the left and right margins. Note that the title page does not include a page number.

By

Student’s name

An Applied Dissertation Submitted to the Abraham S. Fischler College of Education
In Partial Fulfillment of the Requirements
For the Degree of Doctor of Education

Nova Southeastern University

Institution name

Year of the dissertation.
This applied dissertation was submitted by >Your name< under the direction of the persons listed below. It was submitted to the Abraham S. Fischler College of Education and approved in partial fulfillment of the requirements for the degree of Doctor of Education at Nova Southeastern University.

Xxxx Xxxxxm, PhD
Committee Chair

Xxxx Xxxxxx, EdD
Committee Member

Kimberly Durham, PsyD
Interim Dean

Preliminary pages must have lowercase Roman numeral (FCE Format Guide, p. 3)
Sample Statement of Originality

I declare the following:

I have read the Code of Student Conduct and Academic Responsibility as described in the Student Handbook of Nova Southeastern University. This applied dissertation represents my original work, except where I have acknowledged the author’s ideas, words, or material of other authors.

Where another author’s ideas have been presented in this applied dissertation, I have acknowledged the author’s ideas by citing them in the required style.

Where another author’s words have been presented in this applied dissertation, I have acknowledged the author’s words by using appropriate quotation devise and citations in the required style.

I have obtained permission from the author or publisher - in accordance with the required guidelines - to include any copyrighted material (e.g., tables, figures, survey instruments, large portions of text) in this applied dissertation manuscript.

____________________
Name >above the line, type your name<
___________________
Date >above the line, type the date, e.g. July 11, 2017)
The first paragraph must contain all of the elements:

- Applied dissertation title
- Author’s name
- Year (identical to the title page)

Include four or five key words (lowercase) that relate to the author’s study

Must be no longer than one page and around 220-270 words

Single-space within each paragraph, but double-space between paragraphs

Refer to section 2.04 from the APA manual for content guidelines

The first paragraph must contain all of the elements shown in this sample. The applied dissertation title, your name (surname last), and the year must be identical to the title, name, and year on the title page.

Single-space within each paragraph, but double-space between paragraphs. Do not indent the first lines of paragraphs. The narrative portion (i.e., after the informational first paragraph) of the abstract should be 220-270 words. The abstract must not exceed one page in length. See section 2.04 of the APA manual for content guidelines.
# Table of Contents

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction</td>
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<td>2</td>
<td>Literature Review</td>
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<td>3</td>
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<td>4</td>
<td>Results</td>
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<td>5</td>
<td>Discussion</td>
<td>57</td>
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<td></td>
<td>Xxxxxxx xx Xxxx</td>
<td>71</td>
</tr>
<tr>
<td></td>
<td>References</td>
<td>74</td>
</tr>
<tr>
<td>Appendices</td>
<td>Title in Initial Caps and Lower Case—Begin a Second Line Directly Below the First Line</td>
<td>81</td>
</tr>
<tr>
<td></td>
<td>B Title in Initial Caps and Lower Case</td>
<td>83</td>
</tr>
<tr>
<td>Tables</td>
<td>1 Title in Initial Caps and Lower Case</td>
<td>47</td>
</tr>
<tr>
<td></td>
<td>2 Title in Initial Caps and Lower Case</td>
<td>51</td>
</tr>
<tr>
<td>Figure</td>
<td>Title in Initial Caps and Lower Case</td>
<td>49</td>
</tr>
</tbody>
</table>
Chapter 1: Introduction

Introduce the proposed topic of study.

Background and Justification

Provide evidence from the literature and experience showing that the problem exists and the relevance. Include at least two references.

The research problem. This is an area of conflict, concern, or controversy (a gap between what is wanted and what is observed).

Deficiencies in the evidence. Include a brief discussion that details the area of need in relation to the problem and the deficiency or lack of evidence in the literature.

Audience

Discuss who is affected and who benefits.

Definition of Term

Provide complete scientific definitions and appropriate references, if necessary.

Purpose of the Study

Follow the recommendations from the FCE Format Guide, p. 1
Chapter 2: Literature Review

The literature review should include the following elements: (a) a discussion of the theoretical or conceptual framework within which the study will be grounded; (b) a synthesis of the findings in a “state of knowledge” summary in regards to the problem area; (c) a clear discussion of how further research should extend, differ from, or replicate past studies; (d) an indication of shortcomings that should be avoided in the design of prior research; and, (e) a critique of the literature as a basis for any controversial methodological decisions.

Research Questions

The research questions are based on the problem or area of need and on the research reviewed. They should adhere to: (a) formation of question(s) based on theory, previous research, and experience; (b) stated in the form of a question; and (c) focused and clear (FCE Format Guide).
Chapter 3: Methodology

Participants

The following elements should be included in this section: (a) target population or sample; (b) the population from which the sample will actually be drawn; and, (c) outline the procedures for selecting the sample.

Instruments

This section will detail each data-collection instrument. Include: (a) source of the instrument; (b) validity and reliability information; and, (c) other salient information.

Procedures

Design. The design is the actual framework that provides the time in which data will be collected.

Data analysis. Indicate the appropriate data analyses that will be used in the investigation.

Limitations

Include any limitation.
Chapter 4: Results

1. Results presented in sequence and relative to each research question.
2. Only the results are presented without rationale or discussion.
3. Appropriate use of statistical or qualitative language to present data.

Example of seriation (APA Manual, p. 64)
Chapter 5: Discussion

1. Introductory paragraphs provide overview of the study.

2. Results are elaborated and interpreted in sequence and relative to each research question.

3. Conclusions and summaries regarding findings

4. Findings are linked to relevant research.

5. Implications of findings

Limitations

Recommendations for future research


Nova Southeastern University (2006). *Strategic Plan 2005: Enhancing diversity relative to students, faculty, administration, staff, services, and community involvement*. Ft. Lauderdale, FL: Author. Retrieved from:


Margins for the Applied Dissertation: 1.5 in. on the left side and 1 in. on the top, bottom, and right

Use the flush left style and ragged right margin

Page numbers are placed within the top or bottom margins (see p. 3 of the FCE Format Guide)

Bottom margin should be as close as 1-in. (Remove the widow/orphan control in your word-processing program so that each page has text to the bottom margin)
12-point Times New Roman. Exceptions:

- A sans serif typeface (e.g., Arial) should be used in figures

- 10- or 11-point type may be used in tables and figures, if necessary to fit material

- Italics should only be used where required per section 4.2 of the APA manual. No underlining or color

FGAD, p. 2
Double Space between all lines, in block quotations, between paragraphs, between headings and subheadings, between headings and text, between tables and text, and between all lines of the reference list.

Single-spacing is required in some sections of the preliminary pages (see sample in this presentation). Single-spacing is permissible in multiple-line table titles, table notes, figure captions, and text headings. Consistency is required.
Preliminary pages must have a lowercase Roman numeral centered between the left and right margins.

The title page is assigned a number (i) that is not placed on the page.

For all pages use Arabic numerals, which are to be placed on the right margin and two line spaces above the 1-in. top margin line.

Typeface and size of page numbers should be Times New Roman 12-pt.
Use the tab key for consistency. It should be set at five to seven spaces, or ½ in.

Indent:
The first line of every paragraph

Subheadings and titles in the Table of Contents

Block quotations and the first lines of numbered lists

Second and subsequent lines of a reference-list entry (hanging-indent style)

FGAD, p. 3
<table>
<thead>
<tr>
<th>Level</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Centered, Boldface, Uppercase and Lowercase Heading</td>
</tr>
<tr>
<td>2</td>
<td>Left-aligned, Boldface, Uppercase and Lowercase heading</td>
</tr>
<tr>
<td>3</td>
<td>Indented, boldface, lowercase heading, with a period.</td>
</tr>
<tr>
<td>4</td>
<td>Indented, boldface, italicized, lowercase heading with a period.</td>
</tr>
<tr>
<td>5</td>
<td>Indented, italicized, lowercase heading with a period.</td>
</tr>
</tbody>
</table>

Levels of Heading (APA 3.03)
Seriation (APA 3.04)

- Helps the reader understand the organization of main points
- Identified by an Arabic numeral followed by a period
- Within a paragraph or sentence, identify elements in a series by lowercase letter parentheses
According to the APA Manual (2010), it is important to "Cite the work of those individuals whose ideas, theories, or research have directly influenced your work" (p. 169).

When using ideas, theories or research, from other individuals, that have influenced your work, it is imperative to cite the sources (APA Manual, 2010).
Direct quote - Short Quotation

• If the material directly quoted is fewer than 40 words, the quotation should be enclosed with double quotation marks.

• The quote should mirror the exact words from the material. Example: Hulse and Herszenhorn (2009) remarked that “Democrats and some Republicans said the tax on bonuses for traders, executives and bankers earning more than $250,000 was the quickest way to show angry Americans that Congress intended to recoup the extra dollars” (¶ 2).

• Single quotation marks are only used to set apart quoted material within another quotation.
Block quotation

• Used for quotes of **40 or more words**
• It is started on a new line
• Indented about ½ in.
• Double spaced. The period comes BEFORE the citation

Example:

Use quotes around an article title or book chapter, but italicize the title of a book, journal, brochure, or report when used in the body of the paper. Use a short title in the parenthetical citation or complete title if the title is short. NOTE Non-periodical titles like books and book titles have all the important words capitalized in the text citations, but these same book titles do not have all the important words capitalized in the reference list. (p. 342)

*Note where the periods go!*
Once defined, you must use the abbreviation throughout the rest of your paper.

NOTE: If possible, do not start a sentence with an abbreviation or acronym.

Use abbreviations sparingly. Do not start a sentence with an abbreviation (APA Manual, pp. 106-110)
• Use figures for numbers **10** and above:
  210 students in 15 classes
• Numbers between **one** and **nine** should be spelled out:
  A total of six books were found in the library.

**Exceptions**
• Numbers above and below 10 grouped for **comparison**:
  6 of 12 books
  The department needs 8 administrators and 15 staff people.
• Use figures for all times – years, months, days, hours, minutes

The students take 2 hours to complete the exam.
4 months ago 3 weeks later 10:45 a.m.

• Numbers representing dates, age, exact sums of money
July 16, 2017 5-year-olds reimbursed $15

• Exception --Use word when a number is the first word in the sentence.
Three hours is more than enough time.

• Exception -- school years
The students spent five years in school.
More exceptions:

- Numbers denoting a specific place in a series, book, or table
- Use words for numbers below 10 that do not represent precise measurements:
  - eight items
  - nine pages
- Percentages, fractions, ratios, percentiles, quartiles
  - Fifty-four percent replied but 26% did not.

APA manual, pp. 111-114
• In Grade 1, the students … (APA, p. 112f)
• In first grade, the students… (APA, p. 113)
  but
In 12th grade, the students …
  (Note: Do NOT use superscript -- 12th grade)
  Twelfth grade presents…..
• The first-grade students …
  (hyphenated compound adjective APA, p. 98)
  but
  The 12th-grade students (APA p. 98, 4.13)

• The 5th graders did better than the 9th graders.
• Periods at the end of a sentence:

  Students’ scores improved. The study demonstrated that …

• Between initials in citation in reference list

  Brown, J. D. (2013). The…

Exception – internal periods in abbreviations

  7 a.m.  e.g.  i.e.  U.S.
Use commas:

- Series of three or more (including before *and* and *or*): the height, width, and depth

In a study by Johnson, Smith, and Hackman (2015)

- Nonessential or nonrestrictive clauses: The lamp, which was on the table, was knocked down

- To separate two independent clauses: Omar went to school, *but* his sister stayed home.

- Parenthetical reference citations: (Patrick, 2015)
• No first person – I, we, my
• No second person – you, your
• Use the plural with the word “data”: Data are available on a variety of topics. These data can be found ....
• Use exact dates rather than relative phrases like three years ago, in 2017, or the last five years.
• Do NOT (don’t) use contractions.
• Do not include titles
Leigh, J., Dr. (2015).
• If author’s first name is hyphenated, retain hyphen
  Blue, E.-F., Pearlman, B., & Mead, H. W.
• Use comma to separate initials and suffices
  Johnson, R. M., Jr.  Jackson, J.
Using Microsoft Word formatting for Hanging Indent

- Select the text
- Click on Paragraph
- Indents and Spacing
- Under Indentation in the Special Box, click on Hanging and OK.
Disable Auto-Format:
- Click on Paragraph
- Select the *Line and Page Break* tab
- Uncheck first four boxes, OK.
Citing Sources
Quoting and Paraphrasing (APA 6.03)

Direct Quotation of Sources

- Reproduce word for word material directly quoted from another author’s work, from your own published work, test items, or instructions.
- If the quotation has < than 40 words, enclose the quotation with double quotation marks, and cite the source in parenthesis immediately after the quotation marks, and end with a period. Example:
  Johnson and Smith (2011) reported that “the results of the test were accurate” (p. 129).
- If the quotation has 40 words or more, omit the quotation marks and start the quotation in a new line. Double-space the entire quotation.
One Work by One Author (APA 6.11)

• Include the last name of the author and the year of publication, separated by a comma, in the appropriate point of the text. **Example:** (Smith, 2017)

• If the name of the author appears as part of the narrative, cite only the year of publication in parentheses. **Example:** Smith (2017) found that standardized testing was necessary to improve the quality of the school.

• If the same author is used within a paragraph (example above), do not include the year in subsequent nonparenthetical references

• Exception: When both the name and the year are in parentheses, include the year in subsequent citations within the paragraph

Purdue OWL, 2017
One Work by Multiple Authors (APA 6.12)

- List all the authors in the signal phrase or in parentheses the first time the source is cited.
- Use the word “and” between the authors’ names within the text and use the ampersand (&) in the parentheses.
  
  **Examples:**
  - Research by Minkin, Grasheim and Collet (2009) supports ... 
  - Minkin, Grasheim, & Collet, 2009)

- In subsequent citations, only use the first author’s last name followed by "et al." in the signal phrase or in parentheses.
  
  **Example:**
  - (Minkin et al., 2009)

- When the work has six or more authors, use the first author’s name followed by et al. in the signal phrase or in parentheses.
  
  **Example:**
  - Jacobson et al. (2015)argued...
If the author is an organization, association, government agency or study group, mention the group in the parenthetical citation or signal phrase the first time the source is cited. **Example:**
According to the American Psychological Association (2000), ....

If the organization has a well-known abbreviation, include the abbreviation in brackets the first time the source is cited and then use only the abbreviation in later citations.

**Example:**
First citation: (Mothers Against Drunk Driving [MADD], 2008)
Second citation: (MADD, 2008)
### Table 6.1. Basic Citation Styles

<table>
<thead>
<tr>
<th>Type of citation</th>
<th>First citation in text</th>
<th>Subsequent citation in text</th>
<th>Parenthetical format, first citation in text</th>
<th>Parenthetical format, subsequent citations in text</th>
</tr>
</thead>
<tbody>
<tr>
<td>One work by three authors</td>
<td>Bradley, Ramirez, and Soo (1999)</td>
<td>Bradley et al. (1999)</td>
<td>(Bradley, Ramirez &amp; Soo, 1999)</td>
<td>(Bradley et al., 1999)</td>
</tr>
<tr>
<td>One work by four authors</td>
<td>Bradley, Ramirez, Soo, and Walsh (2006)</td>
<td>Bradley et al. (2006)</td>
<td>(Bradley, Ramirez, Soo, &amp; Walsh, 2006)</td>
<td>(Bradley et al., 2006)</td>
</tr>
<tr>
<td>One work by six or more authors</td>
<td>Wasserstein et al. (2005)</td>
<td>Wasserstein et al. (2005)</td>
<td>(Wasserstein et al., 2005)</td>
<td>(Wasserstein et al., 2005)</td>
</tr>
</tbody>
</table>
Reference List
(APA 6.22-6.32 and 7.01-A7.07)

- Begin the reference list on a new page
- Double-space between entries and within each entry
- Use the hanging-indent style
- The reference list must be titled as “References”
- Hyperlinks should be used for all URLs
- The hyperlink should be:
  (a) The same typeface and type size as the text
  (b) In black
  (c) Not underlined
- Follow the guidelines of the APA manual (sections 6.22-6.32 and 7.01-A7.07)
- Reference list entries should be alphabetized by the last name of the author of each work
  APA manual pp.181-183; FGAD, p. 4

- Initials, not first names. No title
- Ampersand (&), not the word *and*
- Comma before the ampersand
- Space between initials

- Enclose in parentheses
- Period after the parentheses
- No month or day if the publication is a journal, not a magazine, newsletter, or newspaper article.
Citing Journals (APA 6.30)


- Only first word in title and subtitle should be capitalized, as well as any proper names.
- A period at the end of the title
- Only one space after the period, not two

APA Manual, p. 175

• Journal title should have all important words capitalized.
• It is italicized
• The journal title is followed by a comma
• Include the digital object identifier (DOI) if there is one assigned to it

• If the journal does not have a DOI, include the home page URL for the journal. Use the format: Retrieved from http://www.apa.org

• Journals that are paginated by volume begin with page one in issue one, and continue numbering issue two where issue one ends. If pagination is continuous, do NOT include issue number.

• Journals paginated by issue: If pagination starts with page one in each issue, include issue number in parentheses.

Retrieval statement

- The retrieval date is not included because this article is not likely to be changed or updated. However, changeable documents should include the retrieval date.
- Include the word “database” after the proper name of the database.

**Retrieval URL**

- The retrieval date is not included because this article is not likely to be changed or updated. However, changeable documents should include the retrieval date.
- Include the hypertext transfer protocol [http://”](http://”) and the address for an organization or journal.
doi:10.1017/S1049096512000819

- The retrieval date is not included because this article is not likely to be changed or updated. However, changeable documents should include the retrieval date.
- Include the hypertext transfer protocol [http://”](http://) and the address for an organization or journal.

- Insert period after the corporate author

See APA manual, p. 202

See APA manual, p. 202

- Only the first word in a book title and subtitle should be capitalized, as well as any proper names.

See APA manual, p. 202

**Place and Publisher**

- Use DC, not D.C. (U.S. postal abbreviation for states)
- Use Author if the name of the publisher is the same as the author

See APA manual, p. 202
### Location and Publisher Info

<table>
<thead>
<tr>
<th>Use state abbreviations</th>
<th>Cities that do not include state abbreviation</th>
<th>Retain the words</th>
<th>Leave off superfluous terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>• FL, TX, MN, DC</td>
<td>• Baltimore</td>
<td>• Books</td>
<td>• Publishers</td>
</tr>
<tr>
<td></td>
<td>• Boston</td>
<td>• Press</td>
<td>• Co. or Company</td>
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<tr>
<td></td>
<td>• Chicago</td>
<td></td>
<td>• Inc.</td>
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<td>• Los Angeles</td>
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<td>• Philadelphia</td>
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<td></td>
<td>• San Francisco</td>
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<td></td>
</tr>
</tbody>
</table>
When citing a specific part of a source, be sure to give:

a. The authors’ names
b. The year of the publication
c. A page number, paragraph number, or nearby heading and paragraph
d. All of the above

Answer: d
A reference list
a. Cites all works supportive of contradictory to the text.
b. Is a synonym for bibliography.
c. Should include only the references cited anywhere in the article.
d. Should never be used in short articles.

Answer: c
A reference list entry should have:

a. The author’s surname and initials in inverted order (e.g. McMahon, P.M.)
b. The journal article DOI if available
c. The author’s surname only
d. Only a and b

Answer: d
Which of the following examples contains incorrect capitalization?

a. During Trial 4, Group B performed at criterion
b. Column 4, Row 3

c. The animals ate Purina Lab Chow after tail-pinching administration

d. In his book, *History of Psychology*, the author describes Small’s first use of the white rat

Answer: b

APA Codes: L4.14-4.20
Order the citations of two or more works within the same parentheses in order of their:

a. Appearance in the reference list
b. Importance
c. Dates of publication
d. Status as printed or electronically published works

Answer: a
APA RESOURCES


 NSU Abraham S. Fischler College of Education Format Guide for the Applied Dissertation

 SharkWrites

 FCE Dissertation Templates

 AP Style Guide to Electronic Resources

 APA help / tutorials: 
  http://www.apastyle.org/
  http://blog.apastyle.org/
  http://www.nova.edu/library/dils/lessons/apa/index.htm
References


Questions?
We are happy to help you!