APA Style and Format 101

Summer Institute 2017
Abraham S. Fischler College of Education

Georgina Argüello and Gilda Marin
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

- *Publication Manual of the American Psychological Association (6th ed.)*
- 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
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)
Italics should only be used where required per section 4.2 of the APA manual. No underlining or color.

Exceptions:

1. 12-point Times New Roman.
2. A sans serif typeface (e.g., Arial) should be used in figures.
3. 10- or 11-point type may be used in tables and figures, if necessary to fit material.
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.
Indentation

It is used for:

- The first lines of paragraphs. Use the indentation measurement found in APA section 8.03
- Subheadings and titles in the Table of Contents
- Block quotations
- The first lines of numbered lists
- Second and subsequent lines of a reference-list entry (hanging-indent style).
<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>
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
Sample Title Page

>Insert Title Here<

By
>Insert your Name Here<

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
>Insert Year Here<

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.

Student’s name

Info on Applied Dissertation

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
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)
Sample Abstract

Xxxx xx Xxxxxx Xxxxxx xx Xxxxx Xxxxxxxx xxx xx Xxxxxxxx Xxxx Xxxxxx. [the first element is the applied dissertation title] Xxxxx Xxxxxxxx [student's name], 2016: Applied Dissertation, Nova Southeastern University, Abraham S. Fischler College of Education. Keywords: xxxxxxx, xxx xxxxxx, xxxx xxxxxxx, xxxxxx

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 1: Introduction</th>
<th>Page</th>
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</thead>
<tbody>
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<td>Chapter 2: Literature Review</td>
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<td>Chapter 3: Methodology</td>
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<td>Chapter 4: Results</td>
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<td>References</td>
<td>74</td>
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<td>Appendices</td>
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<td>Tables</td>
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<tr>
<td>2</td>
<td>Title in Initial Caps and Lower Case</td>
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<tr>
<td>Figure</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Title in Initial Caps and Lower Case</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

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**APA Headings should NOT be confused with Word formatting levels (APA 3.03)**

**Level One Heading (APA Manual, p. 62)**

**Level Two Heading (APA Manual, p. 62)**

**Level Three Heading (APA Manual, p. 62)**

**Indent the first line of each paragraph using the tab key.**
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
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

• 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) remark 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.
**Quoting and Paraphrasing (APA 6.04)**

**Block quotation**
- Used for quotes of **40 or more words**
- It is started on a new line
- Indented about ½ in.
- They are double spaced. 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!*
National Academic Advising Association (NACADA)
American Council on the Teaching of Foreign Languages (ACTFL)
Southern Association of Colleges and Schools (SACS)
Fischler College of Education (FCE)
Nova Southeastern University (NSU)

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
  Table 8
  Session 3
  Grade 2

• 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.
Period (APA 4.02)

- 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.
Names (APA 2.02)

• 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.
Using Microsoft Word formatting

Disable Auto-Format

Disable Auto-Format:
- Click on Paragraph
- Select the Line and Page Break tab
- Uncheck first four boxes, OK.
Citing Sources
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 < 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.

- 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.

**APA Manual**, p. 175

- 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

- Journal title should have all important words capitalized.
- It is italicized.
- The journal title is followed by a comma.

**APA Manual, p. 175**

- The volume number is italicized.
- There should be no space between the volume number and issue number.
- Enclose issue number in parentheses and follow by a comma.
- Do not use p. or pp. for journal articles.
- If a DOI has been assigned, include it after the page number.
Articles in Periodicals Pagination (APA 7.01)

• 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.
Order of References in the Reference List (APA 6.25)

- Alphabetizing names – Arrange entries in alphabetical order by the surname of the author followed by the initials of the first name.
- Order of several works by the same first author
  - One-author entries by the same author and arranged by year of publication, the earliest first.
  - References by the same author, with the same publication date, are arranged alphabetically by title. Ex:
    
    Baheti, J.R. (2001b). Roles of …

APA Manual pp.181-183
<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, Ramírez, and Soo (1999)</td>
<td>Bradley et al. (1999)</td>
<td>(Bradley, Ramírez, &amp; Soo, 1999)</td>
<td>(Bradley et al., 1999)</td>
</tr>
<tr>
<td>One work by four authors</td>
<td>Bradley, Ramírez, Soo, and Walsh (2006)</td>
<td>Bradley et al. (2006)</td>
<td>(Bradley, Ramírez, 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>

Source: APA Manual, p. 177

**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://` 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://” and the address for an organization or journal.
Measurement of "g" by Means of the "Improper" Use of Sound Card Software: A Multipurpose Experiment

Ganci, S.

Physics Education; v43 n3 p297-300 May 2008

0031-9120

Descriptors: Physics, Computer Software, Teaching Methods, Computer Assisted Instruction, Science Instruction, Science Experiments, Magnets

New Search Using Marked Terms: Use AND to narrow, Use OR to broaden

Add to Current Search: Use AND to narrow, Use OR to broaden

Abstract
A well-known experiment for the measurement of the acceleration of gravity is carried out on a personal computer using standard software for a sound card in a non-canonical way, which provides an improved, more accurate, result and is a useful teaching method for a traditional classroom experiment. (Contains 3 figures and 1 footnote)

Publisher
Institute of Physics Publishing, The Public Ledger Building Suite 929, 150 South Independence Mall West, Philadelphia, PA 19106. Tel: 215-627-0880; Fax: 215-627-6073; e-mail: info@ioppubusa.com; Web site: http://journals.iop.org

Resource Location
http://dx.doi.org/10.1088/0031-9120/43/3/092
DOIs found in the abstract

- 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>
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<td></td>
<td>• Boston</td>
<td>• Press</td>
<td>• Co. or Company</td>
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<td></td>
<td>• Chicago</td>
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<td>• Inc.</td>
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<td>• San Francisco</td>
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</table>


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:


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-pinch 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
Questions? Comments?
We are happy to help you!