

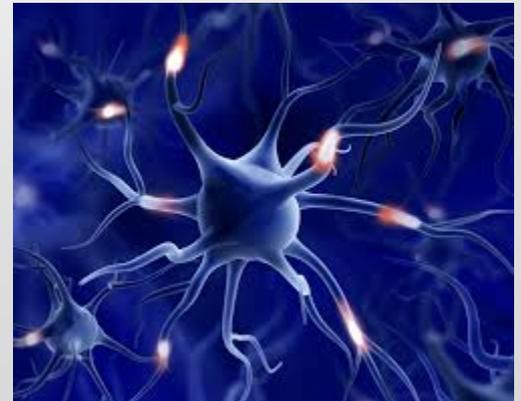


# APPLY YOUR APA!

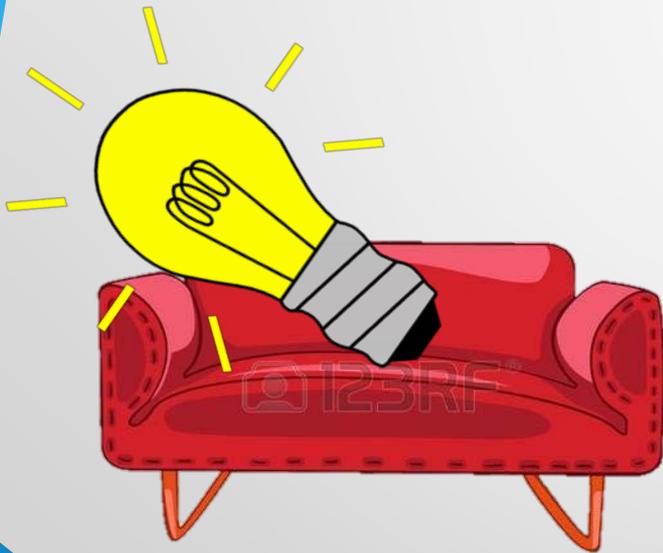
A how-to guide on APA format

# WHAT IS APA FORMAT?

- American Psychological Association
- Formatting guidelines in scientific reports, social sciences, psychological essays, and business.



# HOW MANY PSYCHOTHERAPISTS DOES IT TAKE TO CHANGE A LIGHTBULB?



One ... Just so long  
as the lightbulb  
\*wants\* to change

# Primary and secondary research

- Primary Research -Your own experiment with results
- Secondary research - Somebody else's experiments & results.
- Research should be used to support your own thoughts.

## Guidelines:

- Third person point of view
  - Example: *The study showed...*
- Active voice
  - Example: *Freud designed the study...*



## Avoid:

- First person point of view
  - Example: *I found out that.. or We found that...*
- Passive voice
  - Example: *The study was designed by Freud...*

# APA MUSTS!

## Four basic parts of an APA essay:

1. Title Page
2. Abstract
3. Main Body
4. References



# THE BASICS

- 1 inch margins
- Double space the entire paper
- Use 12 pt. Times New Roman
- Page number in upper right corner
- Title on every page as a header



# 1. TITLE PAGE

Page number

## The running head

- Running head: (this only appears on the title page)
- TITLE (in all capital letters)
- If your title is over 40 characters, shorten it.

Running head: SIGMUND FREUD'S THEORIES

1

## The content

- Center this information
- Press enter 5 times  
Title of Paper  
Your Name  
Institution

Sigmund Freud's Theories  
Danny Freud  
Schoolcraft College

## 2. ABSTRACT

- Overview of the essay or study
- Includes purpose, main points, methods, findings, and conclusions
- Comes after the title page
- Label - Abstract
- 150-250 words
- Double Space
- Define all abbreviations in the essay.
- May include keywords to allow people to easily find the paper's relevance

# 2. ABSTRACT

Header:

~~Running head:~~ SIGMUND FREUD'S THEORIES

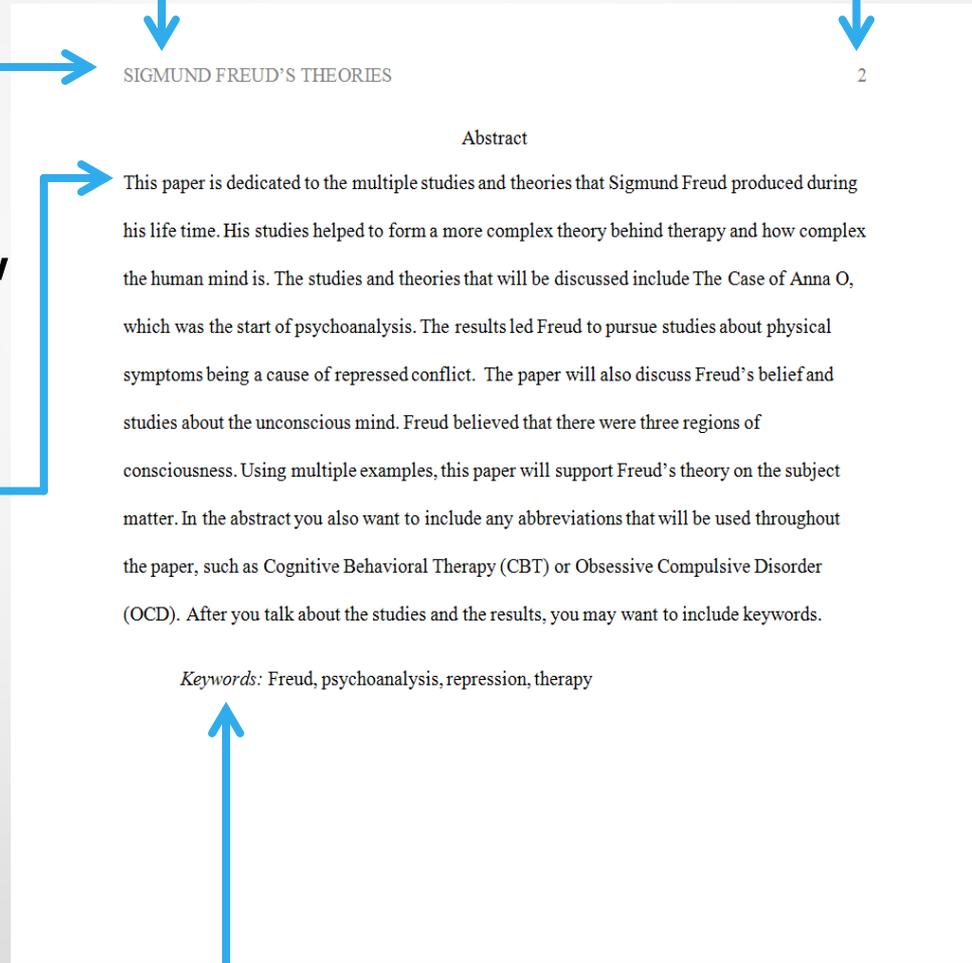
Page #

## Abstract

- Center Abstract
- Do not bold, italicize, or underline

## Content

- Do not indent
- Double space
- 12 pt. font
- Second page



Keywords Italicize keywords

No period

# 3. MAIN BODY

Header:

~~Running head:~~ SIGMUND FREUD'S THEORIES

Page #

## Title

- Centered
- Times New Roman 12
- Do not underline, italicize, or bold
- Only capitalize words that are more than 3 letters.

## Paragraph

- All paragraphs should be indented.
- Continue all other formatting.

The diagram illustrates the layout of an essay page. At the top, the header contains the text "SIGMUND FREUD'S THEORIES" centered and the page number "3" in the top right corner. A blue arrow points from the "Header:" label to the header text. Another blue arrow points from the "Page #" label to the page number. Below the header, the title "Sigmund Freud's Theories" is centered. A blue arrow points from the "Title" label to this title. Below the title, a paragraph is indented. A blue arrow points from the "Paragraph" label to this paragraph. The paragraph text is: "This is an example of the first page of an essay. You should notice that the title still appears in the header without the words 'running head.' Page number 3 is in the top right hand corner. The title also appears at the top of the page on the first line. The title should not be bolded, in italics, or underlined. The entire essay should continue to be in Times New Roman with 12 point font. It should also be double spaced throughout. There should not be an extra space between the title and the start of the paragraph. Unlike the Abstract, all paragraphs should now be indented."

# 4. REFERENCES

## References

Centered

Do not bold, underline, or italicize

SIGMUND FREUD'S THEORIES

4

### References

Cummings, J.N., Butler, B., & Kraut, R. (2002). The quality of online social relationships.

*Communications of the ACM*, 45(7), 103-108.

Hu, Y., Wood, J.F., Smith, V., & Westbrook, N. (2004). Friendships through IM:

Examining the relationship between instant messaging and intimacy. *Journal of Computer-Mediated Communication*, 10(1), 38-48.

Tidwell, L.C., & Walther, J.B. (2002). Computer-mediated communication effects on disclosure, impressions, and interpersonal evaluations: Getting to know one another a bit at a time. *Human Communication Research*, 28(3), 317-348.

Underwood, H., & Findlay, B. (2004). Internet relationships and their impact on primary relationships. *Behaviour Change*, 21(2), 127-140.

Hanging indent

Still double spaced!

# CITE MY SOURCES? WHY BOTHER?

## Avoids Plagiarism

- Not citing sources is plagiarism.
- Plagiarism could make you fail an assignment or get kicked out of school.

## Helps the reader

- It allows readers to follow up on material relating to your essay.

## Gives Credibility

- It shows that you have done your research.



# IN TEXT CITATIONS

CITE PARAPHRASES AND DIRECT QUOTATIONS

## Information to include:

- **Author**
- **Year of publication**
- **Page Number**

### Paraphrase:

The brain has been found to be made up of 97% off-brand Jell-o, which can account for much of human behavior (McDonald, 2015, p. 34).

### Quotations:

According to Dr. Ronald McDonald (2015), "Much of human behavior can be explained by the fact that the brain is made up of 97% off-brand Jell-o" (p. 34).

# In text citations without a signal phrase

If more than one page is referenced, use pp. instead!

**Example: pp. 34-36**

## Direct quotation:

“Freud believed that when we explain our own behavior to ourselves or others...we rarely give a true account of our motivation” (McLeod, 2013, p. 34).

If a page number is not available, don't include it!

**Example: (McLeod, 2013).**

## Paraphrase:

According to Freud, we rarely give a true account of ourselves when telling ourselves and others about our behavior (McLeod, 2013, p. 34).

# In text citations with a signal phrase

## Direct quotation:

According to **McLeod (2013)** Freud had the idea that, “The ego can deploy various defense mechanisms to prevent it from becoming overwhelmed by anxiety” (p. 39).

Don't repeat information you already provided in the signal phrase!

## Paraphrase:

According to **McLeod (2013)**, it was Freud who developed the idea that our ego prevented anxiety with different defense mechanisms (p. 39).

# WHY ARE DATES SO IMPORTANT?

- It avoids using out-of-date information that may have already been disproven.
- Gives **more credibility** to your work.
- Research is being done everyday and **old beliefs are regularly disproved**.

For example, some astronomers believed that the earth was the center of the universe and that our solar system revolved around us. Years later, it was disproven. The solar system orbits the sun!



# What if there isn't a date of publication?

**Be careful! The resource may be outdated and unreliable.**

If you do choose to still use the resource, use **n.d.** in the year's place:

“Freud believed that when we explain our own behavior to ourselves or others...we rarely give a true account of our motivation” (McLeod, **n.d.**).

# What if there isn't an author?

## If the author is an organization:

The first time you use an organization, spell out the full name:

**(American Psychological Association, 2016)**

If it is a well known organization, you can abbreviate it in the rest of your citations:

**(APA, 2016)**



# What if there isn't an author?

## If the author is unknown:

Be careful! The resource may be unreliable.

If you do choose to still use the source, use the article title in the authors place:

("The Theories of Freud," 2015, p. 24).

**Note:** The title of books and reports should be *italicized*, and the title of articles, chapters, and webpages should be in "quotation marks".

# What about multiple authors?

## Two authors:

McDowell and Peters (2015) state, "... for "and others." ... (McDowell & Peters, 2015, p.34)

Et al. is Latin

## Three to five authors:

List all authors the first time you cite the source.

(McDowell, Cloud, Smith, Kerry, & Burr, 2015)

Use the first author's last name with "et al." after that. (McDowell et al., 2015)

## Six or more authors:

Use the first author's last name with "et al."

According to McDowell et al. (2016), Freud believed that...

# References page



# References

THE PURDUE OWL'S AWESOME EXAMPLE OF AN APA PAPER

3

## References

Cummings, J.N., Butler, B., & Kraut, R. (2002). The quality of online social relationships.

*Communications of the ACM*, 45(7), 103-108.

Hu, Y., Wood, J.F., Smith, V., & Westbrook, N. (2004). Friendships through IM:

Examining the relationship between instant messaging and intimacy. *Journal of*

*Computer-Mediated Communication*, 10(1), 38-48.

Tidwell, L.C., & Walther, J.B. (2002). Computer-mediated communication effects on

disclosure, impressions, and interpersonal evaluations: Getting to know one

another a bit at a time. *Human Communication Research*, 28(3), 317-348.

Underwood, H., & Findlay, B. (2004). Internet relationships and their impact on primary

relationships. *Behaviour Change*, 21(2), 127-140.

another a bit at a time. *Human Communication Research*, 28(3), 317-348.

Underwood, H., & Findlay, B. (2004). Internet relationships and their impact on primary relationships. *Behaviour Change*, 21(2), 127-140.

# Reference Citations for Books

## What to include:

- Author (Last Name, First initial. Middle initial.)
- Date of publication
- Title of work: Subtitle
- Page Numbers Referenced (if applicable)
- Location
- Publisher

Keen, J. (2010). *The interpretation of dreams* (pp. 53-57). New York, NY: Basic Books.

# Reference Citations for Online Journals

## What to include:

- Author (Last Name, First initial. Middle initial.)
- Date of publication
- Title of article
- Title of journal
- Volume number
- Page number (if applicable)
- URL

**Notice:** Only the first word of the web document title is capitalized. This is also the case for any article title.

McDonald, M.E. (2015). Exploring the human behavior. *Journal of Personal Psychology*, 66. Retrieved from <http://www.journalhomepage.com/full/url/>

# Reference Citations for Websites

## What to include:

- Author (Last Name, First initial. Middle initial.)
- Date of publication
- Title of article
- Title of webpage
- URL

**Notice:** The document title is not in quotation marks in the References.



McDonald, M.E. (2015). Exploring the human behavior.  
*Freud's Thoughts*. Retrieved from  
<http://www.freudsthoughts.com/>

# WHAT'S WRONG WITH THESE CITATIONS?

1. According to McDonald (2015), "Human behavior is absolute" (McDonald, 2015, p. 30).
2. He suggests that human behavior is directly related to physical components of the brain (2015, p. 34).
3. The human brain is the same size and shape as a football. (McDonald, p. 33)
4. One theory states that humans evolved from gelatinous creatures, and the brain maintained this consistency throughout many generations (McDonald).



# TWO TRUTHS AND A LIE

1. I need to cite my sources when quoting someone directly and when paraphrasing something they wrote.
2. When it comes to working with a source for an in-text citation, I am looking for three components: author, date, and page number.
3. This is an example of a proper APA in-text citation: Professor Maria Khedero has devoted her life to the subject of psychology because of her great passion for people. (Helms, Peter, The Life of Khedero, 2007, Penguin: New York, Print, page 637.)

(Helms, 2007, p.637).



Lie!

# TRUE OR FALSE?

- It's okay to use out-of-date research in an essay because research is valid no matter when it was conducted.
- Citations are used primarily to avoid plagiarism and give credit where credit is due.
- There are five main components of an APA style paper.
- APA stands for American Person Association.
- A passive voice is preferred when writing an APA paper.
- The abstract is a short summary of your entire paper.



# WHERE CAN I FIND HELP?



- Citation Help:

- <http://www.calvin.edu/library/knightcite/>
- <http://www.easybib.com/>

- References:

- <http://www.schoolcraft.edu/library>
- <http://www.schoolcraft.edu/a-z-index/learning-support-services/learning-assistance-center/writing-fellows#.VDRP7UtOgWY>



Don't forget about the Writing Fellows,  
located in the LAC, who are always  
ready to help!

