APA ESSENTIALS
Style and format

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The APA Publication Manual

• Journal article in 1929, Last revised 2009
• Sets standards for scientific communication
• Aims to enhance dissemination of knowledge
APA STYLE
Point of View

Use third person point of view rather than using first person or the passive voice

I found out that . . . *(first person)*

The study showed that . . . *(third person)*
Active Voice

Use active voice when possible

Heart disease is considered the leading cause of death in the United States. *(passive)*

Research points to heart disease as the leading cause of death in the United States. *(active)*

Researchers have concluded that heart disease is the leading cause of death in the United States. *(active)*
Language

• Clear: be specific in descriptions and explanations
• Concise: condense information when you can
• Plain: use simple, descriptive adjectives and minimize the figurative language
Precision

In a study of acupuncture, they found that . . .

Better:

In a study of acupuncture, researchers found that . . .

In a study of acupuncture, researchers at UCLA found that . . .
Reducing Bias

• Use preferred terms for race and ethnicity
• Put people first
  – Not: Diabetics
  – But: People with diabetes
• Use sexual orientation rather than sexual preference
• Age
  – Girl, boy for children
  – Young man, young woman for adolescents
  – Older adults instead of elderly
Improving Writing Style

• Outline first
• Put aside the first draft, then
• Check for:
  – An introduction, a body, and a conclusion
  – Thesis sentence and transition sentences
  – Clarity and conciseness
• Proofread aloud!
APA FORMAT
General APA Format

• Double-space throughout, include Reference section
• Use 1” margins on all sides
• Left justify only
• Use 12 pt. Times New Roman or similar font
• Use a page header on the upper left-hand of every page
• Number pages in upper right-hand of each page
  – Title page is page 1
Title Page

Page header: Title flush left
+ Page number flush right

Title upper half of the page, centered
Name (no title or degree)
+ Affiliation
<table>
<thead>
<tr>
<th>Level</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Centered, Boldface, Uppercase and Lowercase Headings</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 period.</td>
</tr>
<tr>
<td>4</td>
<td><em>Indented, boldface, italicized, lowercase heading with period.</em></td>
</tr>
<tr>
<td>5</td>
<td><em>Indented, italicized, lowercase heading with period.</em></td>
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</tbody>
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Sample Headings

Acupuncture: Good for What Ails You

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dolore te feugait nulla facilisi.

History

Antiquity

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dolore te feugait nulla facilisi.

Middle History

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In-Text Citations

- Whenever you use a source, provide the author’s name and date of publication in parentheses.
- For direct quotations, provide a page number or paragraph number.

In-text citations help readers locate the cited source in the References section of the paper.
Caffeine is one of the fastest acting drugs known to man. When we drink it, almost every cell in the body, including the brain, absorbs it within minutes....Caffeine intercepts adenosine, turning [its] "I’m tired" message into "I’m wide awake." The result is an invigorating buzz coffee drinkers crave NOT (Sunday Morning, 2002) BUT ("Caffeine Nation," 2002).

References


Center References at the top of the page

- Double-space reference entries
- Flush left the first line of the entry and indent subsequent lines
- Order entries alphabetically by the author’s surname
APA Reference Examples


APA Reference Examples


APA Reference Examples


APA Reference Examples


If you need help with APA

• OWL website: http://owl.english.purdue.edu


• http://www.apastyle.org
PLAGIARISM
In order to communicate effectively with other people, one must have a reasonably accurate idea of what they do and do not know that is pertinent to the communication. Treating people as though they have knowledge that they do not have can result in miscommunication and perhaps embarrassment. On the other hand, a fundamental rule of conversation, at least according to a Gricean view, is that one generally does not convey to others information that one can assume they already have.

Nickerson (1999) argues that clear communication hinges upon what an audience does and does not know. It is crucial to assume the audience has neither too much nor too little knowledge of the subject, or the communication may be inhibited by either confusion or offense (p. 737).
Nickerson (1999) suggests that effective communication depends on a generally accurate knowledge of what the audience knows. If a speaker assumes too much knowledge about the subject, the audience will either misunderstand or be bewildered; however, assuming too little knowledge among those in the audience may cause them to feel patronized (p.737).
For effective communication, it is necessary to have a fairly accurate idea of what our listeners know or do not know that is pertinent to the communication. If we assume that people know something they do not, then miscommunication and perhaps embarrassment may result (Nickerson, 1999).
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For effective communication, it is necessary to have a fairly accurate idea of what our listeners know or do not know that is pertinent to the communication. If we assume that people know something they do not, then miscommunication and perhaps embarrassment may result (Nickerson, 1999).
Strategies for Avoiding Plagiarism

• Put in quotations everything that comes directly from the text—especially when taking notes
• Paraphrase, being sure not to just rearrange or replace a few words
  – Write out the idea in your own words
• Check your paraphrase against the original text
  – Be sure you have not accidentally used the same phrases or words and that the information is accurate
Welcome to the CSU Channel Islands University Writing Center

The University Writing Center’s mission is to support all members of the CSUCI community with their writing at any stage of the composing process. Our peer writing tutors can assist students with academic projects, helping them to understand and brainstorm, organize their essays, develop and document their ideas, and learn to polish and edit their own papers. We offer a learning resource, not an editing service. Students are also welcome to bring in other types of written work, such as résumés and letters of application. The center’s services are free of charge.

News
We have moved! We are now located in Broome Library 2875 (next to the second floor bridge going towards the Town Center).

Questions about writing at CSUCI? Check out the Campus Writing Guide (PDF, 1.49MB). Nursing and Political Science departments now included.

Hours, Location, and Services

Hours:
We are currently closed for summer break. We will reopen on Tuesday, September 3rd at 9am. Have a wonderful break!

Location:
John Spoor Broome Library, Room 2675* (NEW LOCATION! This is next to the second floor bridge going towards the Town Center.)

Services:

- Walk-in drop-ins are welcome, we encourage you to make an appointment.
  - Students can make up to two appointments per week and are allowed one drop-in tutoring session per day. Students are limited to one appointment and one drop-in per day.
  - For an appointment, you may