

COMM1133 APA Formatting Assignment

Instructions: Use the information provided to complete all exercises. When you are finished, create an APA formatted Title Page for your assignment.

APA Citation Basics

- Follow the author-date method of in-text citation. (author's last name, year of publication) The author's last name and the year of publication for the source should appear in the text.
- Examples:
 - (Jones, 1998) or Brown (2010) researched...
 - (Colvin & Block, 1994) or Colvin and Block (1994) found that...
- Always include the publication date. If there is no date, write (n.d.) in place of the date. Do not use first initials or first names in the text citation (unless there is more than one author with the same last name.)

Three types of citations in APA format: paraphrase, short quote, long quote

- *Paraphrase (summary)*: A paraphrase is material from a source which has been simplified and restated in your own words. All paraphrases must be cited, using the author's last name, and year of publication.
 - For all in text citations, if the author's name is part of the sentence, place only the year of publication in parentheses.
 - Examples:
 - Berk (2007) found that children begin to play organized games with rules, once they reach school-age.
 - For all in text citations, when the author's name is not part of the sentence, place both the name and the year, separated by a comma, in parentheses
 - Example:
 - Studies conducted found that children begin to use organized play and games with rules at school-age (Berk, 2007).
- *Short-quote (less than 40 words)*: Must be enclosed within quotation marks and cited using the author's last name, year of publication, and page number. If the author is quoted "word for word," no matter how small, also provide the page number or paragraph number (LaBrie, 2009, p. 100).
 - Example:
 - "Reading makes use of many skills at once, taxing all aspects of our information processing systems" (Berk, 2007, p. 306).
- *Long-quote (40 + words)*: indented 5 spaces and double spaced, include page number (or paragraph number for a web document) and omit quotation marks. Start the quotation on a new line, indented five spaces from the left margin.
 - Example:

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Berk (2007) found the following to be true:

We have seen that middle childhood brings major advances in perspective taking, the capacity to imagine what other people may be thinking and feeling. These changes support self-esteem, understanding of others, and a wide variety of social skills. (p. 336)

Additional Notes regarding citations

- When citing an electronic document, whenever possible, cite it in the author-date style. If the electronic source lacks page numbers, locate and identify paragraph number or paragraph heading
 - Example:
 - Recent research has yielded similar results (Smith, 1997, para. 6).
- When the author's name is designated as "Anonymous" cite in text the word Anonymous followed by a comma and the date. (Anonymous, 1998). In the Reference list, an anonymous work is alphabetized by the word Anonymous as the author with the remaining publication data.
- When a work has no identified author, cite the first few words of the reference list entry (usually the title) and the year. Use quotation marks around the title of an article, a chapter or a webpage; italicize the title of a journal, a book, a brochure or a report.
 - Examples:
 - Recent research reveals ("Six Sites Meet," 2006) significantly...
 - The book *College Bound Seniors* (2008) asserts that...
- When listing this source on the References page, place in alphabetical order according to the title
- Personal Communications: When citing interviews, letters, e-mails, etc., include the communicator's name, the fact that it was personal communication, and the date of the communication. For example: A. P. Smith also claimed that many of her students had difficulties with APA style (personal communication, November 3, 2002) or Example: (E. Robbins, personal communication, January 4, 2001). Do not include personal communication in the reference list

Exercise #1: Citations: Use the following paragraph to write and cite a paraphrase.

Most people start graduate training in psychology with some ideas of how they would like to spend their professional careers. Indeed, to successfully enter graduate training in psychology, one usually must articulate clear professional goals. These goals are generally not set in stone, but they should clearly and specifically point to certain professional activities. These goals also typically include diagnosis of interest for research and treatment, settings for employment, or populations to serve following completion of graduate training.

Source information:

Author: Dean McKay

Chapter title: Specialist versus generalists careers

Book Title: *Your career in psychology: putting your graduate degree to work.*

Published in 2009.

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Pages 175-185. Wiley-Blackwell Publishing, Malden, MA.

Exercise # 1 Your Answer:

Exercise #2: Citations: Write a short quote using the following paragraph, and cite it.

Participate in at least one internship experience if not more. Internships provide you with an opportunity to gain relevant work experiences while you are a student. Often internships are offered for academic credit and are carefully monitored to ensure you receive adequate orientation, training, supervision and evaluation.

Source information: Majoring in psych? Career options for psychology undergraduates. Published 1998. Page 25. Authors: Betsy Levonian Morgan, Ann J. Korschgen

Exercise # 2 Your Answer:

How to Create a Reference List using APA format

- References cited throughout text are listed on a new page in alphabetical order by author's last name.
- The title **References** is centered at the top of the page. Do not bold, underline, or use quotation marks for the title
- Hanging indentation is used for all references. (Author's name is flush left. Each subsequent line of the reference is indented 5 spaces.) ***Tip: Use Ctrl + T in front of the line to be indented
- Entire reference page is double-spaced; remove all hyperlinks from the References page.
- Format follows this basic formula regardless of the type of source.
 - Author's Last Name, First Initial. (Year of Publication). Title, Publication Data. ° Author's last name, first initial (if more than one author include ALL authors). Do not use the author's first name; use only initials. Include a middle initial if the publication includes a middle initial. Do NOT include titles such as M.D. or Ph. D. on the References page.
 - Year of publication
 - Title of the book or title of the journal in italic
 - Volume and issue number of the journal is in this format: volume (issue) for example, Green, R. J., McCord. M., & Westbrook, T. (2005) Student awareness of educational

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requirements for desired careers and the utility of a careers in psychology course. *College Student Journal*, 39(2). 218-222.

- Publication data refers to where the source material is located.
 - For example: Book publishing company information, full website address, journal name, newspaper name, or magazine name. Include issue and page numbers for journals, newspapers and magazines.

Examples:

Books:

Paloutzian, R. F. (1996). *Invitation to the psychology of religion* (2nd ed.). Boston: Allyn and Bacon.

Journals and periodicals:

Journal articles with DOI (Digital Object Identifier):

Murzynski, J., & Degelman, D. (1996). Body language of women and judgments of vulnerability to sexual assault. *Journal of Applied Social Psychology*, 26, 1617-1626. doi:10.1111/j.1559-1816.1996.tb00088.x

Journal articles without DOI, print version:

Colvin, C.R., & Block, J. (1994). Do positive illusions foster mental health? An examination of the Taylor and Brown formulation. *Psychological Bulletin*, 116, 3-20.

Journal articles without DOI, online version:

Aldridge, D. (1991). Spirituality, healing and medicine. *British Journal of General Practice*, 41, 425-427. Retrieved from <http://www.rcgp.org/publications/bjgp.aspx>

- For articles retrieved from databases, such as ProQuest, include ALL of the journal information including the *author (s) names, title of article, journal name, volume, page number*. DO NOT include the web address (i.e: <http://ezproxy.canyons.edu...>) **Why don't you include the web address?** Library databases such as ProQuest are a subscription service the college pays a fee to use. Readers of your paper may not have access to ProQuest, so including the url of the ProQuest site doesn't help the reader locate the source without also including all of the journal information.

Articles or chapters in an edited book:

Shea, J. D. (1992). Religion and sexual adjustment. In J. F. Schumaker (Ed.), *Religion and mental health* (pp. 70-84). New York: Oxford University Press.

Informally published Web document: Do not include the date of retrieval. **Remove all hyperlinks.**

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Degelman, D. (2011). APA style essentials. Retrieved from <http://psychology.vanguard.edu/faculty/douglas-degelman/apa-style/>

Articles from magazines:

Kanchier, C. (2000, March/April). Dare to Change. *Psychology Today*, 33. 64-67.

Exercise # 3 –References formatting

Place the information below in the correct order for the reference page, according to APA guidelines.

Book title: The psychology major: career options and strategies for success

Edition: 4th

Author: R. Eric Landrum & Stephen Davis Published in 2010

Publisher Information: Boston: Prentice Hall

Exercise #3 - Your Answer:

Exercise # 4--References formatting

Place the information below in the correct order for the reference page, according to APA guidelines.

Author: American Psychological Association, no date listed on page

Web page title: Non-academic careers for scientific psychologists

Web address: <http://www.apa.org/careers/resources/profiles/index.aspx>

Exercise #4--Your Answer:

Exercise # 5-- References formatting

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Place the information below in the correct order for the reference page, according to APA guidelines.

Source information: Author: Diane F. Halpern Date of publication: 2008

Journal Name: Educational Psychology Review Volume Number: 20 Issue 1

Article Title: Nurturing Careers in Psychology: Combining Work and Family

Page numbers: 57-64 DOI: 10.1007/s10648-007-9060-5Psych 100-LaBrie

Exercise #5 Your Answer:

Exercise 6: APA Formatting Quiz

Instructions: Circle the correct answer.

1. A paraphrase is cited using the following:

- a. Quotation marks, authors last name, and page number
- b. Authors last name, and year of publication
- c. Authors last name, and page number
- d. None of the above

2. Are quotation marks used in a paraphrase?

- a. Yes
- b. No

3. What is included in a direct quote citation?

- a. Quotation marks are used, and the authors last name is included
- b. Quotation marks are used, the authors last name and year of publication is included
- c. Quotation marks are used, the authors last name, the year of publication, and page number are included.
- d. A direct quote does not need to be cited

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4. What is one difference between citing a short quote and a long quote?
 - a. A long-quote should not be longer than 40 words
 - b. A long-quote follows block quoting formatting, and a short-quote is not block formatted
 - c. A long-quote does not need to be cited
 - d. A short-quote does not need to be cited
5. If you are including a book on your reference page, what is the correct order of information?
 - a. Author, title, publication data
 - b. Author, page number, title, publication data
 - c. Author, year of publication, title, edition, publication data
 - d. None of the above
6. What is not required on the reference page?
 - a. Hanging indent
 - b. Double-spacing
 - c. Authors place of birth
 - d. Publication data
7. What is the difference between a paraphrase and a direct quote?
 - a. They are the same
 - b. A direct quote is summarizing information from a source, while a paraphrase is using the exact words of the author.
 - c. A paraphrase is summarizing information from a source, while a direct quote is using the exact words of the author.
 - d. Paraphrases are not used in APA papers.
8. True or False: When creating a reference page for a website used, APA format requires that you place the date you accessed the website in the references.

Other helpful resources:

<http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx>

<http://psychology.vanguard.edu/faculty/douglas-degelman/apa-style/>