APA FORMATTING AND CITATIONS
6th Edition

Learning Support
APA — WHAT IS IT FOR?

- APA stands for the American Psychological Association, and APA format is used by the social sciences, including social work.

- The format is intended as a guide for manuscripts submitted to professional journals for publication, not academic class papers.

- In some situations, APA format does not entirely apply to the format you will use for MSW papers. Always check with your professor if you are unsure about the correct format for a specific paper, as format can vary between assignments and professors.
OVERVIEW

The primary purpose of this presentation is to:

• Introduce you to the overall format of APA papers
• Address common APA issues that students encounter
• Show you how to find and use resources to help you master APA formatting
THE BASICS – SPACING

- Double space **everything** in the paper
- **Do not** add extra space before or after lines, between sections, or before a new heading
THE BASICS – FONTS AND MARGINS

- Use Times New Roman 12 pt. font. While 10 pt. is technically acceptable, it is not recommended.
- Keep margins at standard settings (1 inch on all sides)
- For proper fonts, margins, and spacing you can use the APA Style Template on the Libguide at: http://libguides.usc.edu/SOWKlearningsupport
PAPER STRUCTURE

Whether explicitly stated in your assignment instructions or not, standard APA format requires the following for each assignment (unless your professor states otherwise):

- Cover Page
- Headers
- Abstract (not used frequently in class papers)
- An introduction with a thesis statement
- Topic and concluding sentences for each supporting paragraph
- A conclusion
- In-text citations throughout
- A reference page
HEADERS

Headers go at the very top of the paper and include:

On the cover page:

Running head: SHORTENED VERSION OF TITLE

AND

On every consecutive page:

SAME SHORTENED VERSION OF TITLE
To set up the headers correctly, double-click on the header at the top of the page (before the text begins). A green tab should appear above the drop-down menus at the top of the page titled “Header and Footer Tools.”
Select the box labeled “Different First Page”
You can now enter “Running head:” on the cover page and leave it off of the consecutive pages.
Insert a page number on the second page by tabbing to the right edge...
... and under “Header and Footer Tools,” click on “Page Number” – “Current Position” – “Plain Number.”

Page numbers will appear automatically along with the header on all consecutive pages.
HEADED – PAGE NUMBERS

If your assignment says to begin numbering on the first page of text, select “Page Number” and then “Format Page.” Under “Page Numbering,” select “Start at” and enter “0.” Page number one will now appear on the second page of your paper – the first page of text.
THE COVER PAGE

APA is designed for submitting papers for publication, so the only required information on the cover page is:

Title of Paper
Your Name
Affiliated University

And possibly an ‘author’s note’.

However, for the MSW, an author’s note is not necessary.

*Many professors prefer that you also include the class number, due date, and professor’s name. Read the assignment instructions carefully or ask the professor to see if these are required.*
THE ABSTRACT

The abstract is primarily for experiment reports and literature reviews. Most professors do not require an abstract.

If you are required to include an abstract, begin a new page with the word “Abstract” appearing at the top center in plain text:

Abstract

Do not indent the abstract. Begin writing 150-250 words.

For an experiment report, include your research topic, research questions, participants, methods, results, data analysis, and conclusions.

Other assignments may ask for an abstract – in most cases this refers to a short summary including the main points of your paper.

Key words are not required as they are only useful for publication.
Write the title of your paper, centered, across the top in plain text.

Title of Paper

Begin with your introduction paragraph that ends in a thesis that takes a position on the main purpose of the paper. The introduction and thesis are standard APA format, whether or not they are mentioned in the assignment instructions, and should be incorporated unless your professor says otherwise.

As with all paragraphs, indent the first line of the introduction.

Each of the supporting paragraphs that follow should begin with a topic sentence that takes a position in support of the thesis and explains what the paragraph is about.
HEADINGS

Headings are used to separate the paper into segments according to topic. Often, your assignment instructions will provide the headings, particularly if they are presented in outline format.

First-Level Heading

is centered, bold, first letter of each word capitalized.

Second-Level Heading

is left aligned, bold, first letter of each word capitalized

Third-level heading. Indent one tab from left, bold, lowercase after first word and ending with a period. The paragraph text begins directly after the subheading.
IN-TEXT CITATIONS

- In-text citations are used to avoid plagiarism and give credit.

- The information in the in-text citation should match the first two pieces of information for the same source on the reference list, usually the author and the date published, making locating the original information easier for the reader.

- In-text citations use the author-date format: (Author, year). If you were to cite this PowerPoint presentation, you would use: (Mor-Barak, 2016).
IN-TEXT CITATIONS

In-text citations use the same format for quotes or paraphrased ideas, but quotes include page numbers or section and paragraph numbers, as well (e.g., Williams, 2014, p. 55).

**Quote** - “Standard micro-economic labour supply models relate utility or happiness positively to wages and negatively to hours of work” (van der Meer & Wielers, 2011, Happiness and Work section, para. 1).

**Paraphrase** - Micro-economics indicate that happiness and usefulness are greater with higher wages and lower with more work hours (van der Meer & Wielers, 2011).
IN-TEXT CITATIONS AT THE BEGINNING OF THE SENTENCE

Paraphrase - According to van der Meer and Wielers (2011), people are happy when they are employed.

Quote - According to van der Meer and Wielers (2011), “employment makes people happy” (Introduction section, para. 2).
IN-TEXT CITATIONS AT THE END OF THE SENTENCE

**Paraphrase** - Research into the topic shows that income level isn’t important to happiness, but relative income is (van der Meer & Wielers, 2011).

**Quote**: Researchers also state that “…absolute income level hardly affects happiness. The relative income level is much more important” (van der Meer & Wielers, 2011, Introduction section, para. 3).
IN-TEXT CITATIONS IN THE MIDDLE OF THE SENTENCE

Sometimes, part of your sentence is information from a source and some is your analysis. In that case, cite in the middle of a sentence so as not to attribute your ideas to a source.

If you choose to cite a preceding phrase of the sentence, the citation should be entirely parenthetical:

**Paraphrase** – People are happy when they earn more than their neighbors (van der Meer & Wielers, 2011), and the client was unhappy because he did not.

**Quote** – “Earning a higher income than one’s neighbor positively affects happiness” (van der Meer & Wielers, 2011, Introduction section, para. 3), and the client was unhappy because he did not.
IN-TEXT CITATIONS IN THE MIDDLE OF THE SENTENCE

If you choose to cite the second phrase of the sentence, use the name of the author outside of the parentheses using this format:

Paraphrase: Even when working in a low-paying job, the client was happier, which van der Meer and Wielers (2011) explain by stating that something in work inherently makes people happy.

Quote: Even when working in a low-paying job, the client was happier, which van der Meer and Wielers (2011) explain by stating that “work is intrinsically rewarding” (Introduction section, para. 3).
IN-TEXT CITATIONS: THE ORGANIZATION AS AUTHOR

If you cannot find the author, use the publishing organization with the abbreviated form in brackets. Thereafter, you may use the abbreviated version in citing:

• First citation - (University of Southern California [USC], 2011)

• Following citations – (USC, 2011)

If the date published is not available, use “n.d.” for “no date”: (Mor-Barak, n.d.). Remember that you are looking for the publishing date and not the copyright date!

In the rare occasion that neither organization nor author is available, the first item on the reference page may be the title – use a shortened version in quotes for an article (“APA Format,” 2011), or italicized for a book or report (APA Format, 2011).
IN-TEXT CITATIONS: MULTIPLE AUTHORS

Two Authors

List both authors every time. If the authors are mentioned in the text, use “and”: van der Meer and Wielers. If the authors are mentioned in the parenthetical (in-text) citation, use “&”: (van der Meer & Wielers, 1999).

Three to Five Authors

List all authors the first time: (Carter, Smith, & Jones, 2011); use et al. for each consecutive citation: (Carter et al., 2011).

Six or More Authors

Use et al. every time: (Carter et al., 2011)
IN-TEXT CITATIONS: SPECIAL CASES

Electronic Sources (Websites)

Follow the standard format for a print source as closely as possible. Often, this means using the publishing organization in place of the author. Do **not** include the URL in any in-text citation:

(Purdue Online Writing Lab, n.d.)

**Two or More Works Cited for the Same Information**

Place both citations in the same parentheses, separated by a semi-colon.

(Carter, 2011; Smith et al., 1990)
IN-TEXT CITATIONS: INDIRECT SOURCES

If citing a source that was quoted or paraphrased in a text you are reading, name the original source in your sentence (no year) and then cite the text in which you found the source in the parenthetical (in-text) citation:

**Quote** - Hackman and Oldham argue that “a job increases motivation and thereby satisfaction when a job requires skill variety…” (as cited in van der Meer & Wielers, 2011, Introduction section, para.4 ).

**Paraphrase** – Hackman and Oldham argue that people enjoy jobs more when they must utilize a variety of skills (as cited in van der Meer & Wielers, 2011).
IN-TEXT CITATIONS: PERSONAL COMMUNICATION

Interviews, Emails, and Other Personal Communication

Use this format: (A. Author, personal communication, date).

If the person you were communicating with is mentioned in the text, include only (personal communication, date).

Alice Parks, director of the agency, stated that 50% of the clients are children (personal communication, January 1, 2012).

or

Fifty percent of the clients are children (A. Parks, personal communication, January 1, 2012).

Do not include an entry for this in the reference page unless your professor or the assignment state otherwise.
THE REFERENCES PAGE – BASICS

Begin a new page and write “References” across the top in plain text:

References

All sources listed in the reference page should correspond to in-text citations and vice versa.

Try to limit researched articles to five years old or newer, if possible, and avoid commercial websites. Never use Wikipedia, blogs, or other unreliable sources.
THE REFERENCES PAGE – BASICS

Alphabetize entries by last name. Names are inverted – last name first, then first initial. The first line of each entry is not indented, but each subsequent line is indented. This format is called a hanging indent.


THE REFERENCES PAGE – BOOKS

Books

Author, A. A. (Year). *Title of work italicized: Capital letter after colon*. Location: Publisher.

Examples:


THE REFERENCES PAGE – JOURNAL ARTICLES

Journal Articles

doi: 00.0000/0000/00000

Examples:


LOCATING THE DOI

Every journal article reference should have a DOI number at the end. If this number is not readily available, a couple of resources can help you locate it.

The APA style blog provides an instructional video about how to locate DOIs:
http://blog.apastyle.org/apastyle/2009/12/how-to-find-a-doi.html

The website CrossRef.org allows users to search for the DOI. On the homepage, place the name of the author(s) and/or the article title in the search field.
LOCATING THE DOI – CONTINUED

When you do a search on CrossRef.org, the following will appear:
LOCATING THE DOI – CONTINUED

The URL containing the DOI number will be located below the reference entry:

Problems Faced by Mexican Asylum Seekers
Journal Article published 2014 in Journal on Migration and Health
Authors: J. Anna Cabot

http://dx.doi.org/10.14240/jmhs.v2i4.40

The DOI for this reference will be written as:
doi: 10.14240/jmhs.v2i4.40
THE REFERENCES PAGE - BASICS

Websites

Author, A., or Organization. (Date of publication or n.d. for “no date”). Title of page or document. Retrieved from http://Web address

Examples


SOURCES WITH THE SAME AUTHOR AND YEAR

If you use two or more pages of the same SOURCE, use one reference entry for each. Use “a” and “b,” etc. after the year to signify which is which in the in-text citations.

References entry:


In-text:
(Child Welfare Information Gateway [CWIG], n.d.-a) and (CWIG, n.d.-b).

Note: If the resource has a publication year listed, omit the hyphen in both the references entry and the in-text citation:
(Bryant, 2014a).
THE REFERENCES PAGE – BASICS

Brochures/Pamphlets

Publishing Organization. (Year). Title of brochure or pamphlet [Brochure].

City, state: Author.

Government Documents

Government Department or Organization. (Year). Title of document

(DHHS Publication No. ADM 90-1679). City, State: Publisher

For more specific examples, see Westfield State College page on Citing Legal Materials in APA Style:
http://lib.westfield.ma.edu/c.php?g=354010&p=2387828
CENSUS REFERENCES

Basic Format:

U.S. Census Bureau. (year data was published). Name of data or report. Retrieved from [URL]

Example (from American FactFinder):


http://factfinder2.census.gov/faces/tables/services/jsf/pages/productview.xhtml

Example (from Social Explorer):

THE REFERENCES PAGE – BASICS

Interviews
Do not include personal communications on the references page, only in-text (see Slide 28) unless your professor or assignment instructions state otherwise.

Online lecture notes and presentation slides - provide the file format in brackets after the lecture title (e.g., PowerPoint slides, Word document).

RESOURCES

Special formatting applies to edited books, articles or chapters out of books, movies, TV shows, and much, much more. You can find the answers to most of your questions at:

- The OWL at Purdue - http://owl.english.purdue.edu/owl/resource/560/01/
- The APA Style Blog - http://blog.apastyle.org/
- The MSW Libguide APA page - http://libguides.usc.edu/content.php?pid=26798&sid=2160414
- Our wonderful librarians and their webinars - http://libguides.usc.edu/content.php?pid=26798&sid=193754
- The *Publication Manual of the American Psychological Association, Sixth Edition*

For basic APA formatting in MSWord, try the YouTube video by peakdavid, but keep in mind that the citation information is incomplete:
http://www.youtube.com/watch?v=9pbUoNa5tyY