Webinar Description

“This webinar will provide students with information on how to correctly cite their academic, student papers and presentations in APA 7th Edition Citation Style. We will cover title pages, headings and subheadings, in-text citations, reference page citations, and presentation slide citations. Attendees will receive helpful links to handouts and sample papers in APA Citation Style.”
Overview of Webinar

- Title Page
- Page Numbers
- Body of your essay
- Headers
- References in-text
- References page
- Presentations

Information from:
- The Purdue Owl:
  http://owl.english.purdue.edu
- APA website:
  http://www.apastyle.org
What is APA and when do you use it?

- APA = “American Psychological Association”
- Usually used for scientific papers, behavioral sciences, or the social sciences
- Other citation styles - MLA, Chicago, Bluebook
- Check your syllabus or ask your professor which style to use
6th Edition vs. 7th Edition

*Note: https://www.mybib.com/blog/apa-style-7th-edition-changes
Basic Citation Terminology

- “Parentheses”
- *Italicized*
- **Bold**
- *Underline*
- Abbreviation (i.e. FDA)
- UPPERCASE and lowercase
  - Indent
Title Page

The title page includes:

- Title of the paper (in bold)
- Author or authors (your name)
- Campus Affiliation
- Course number and name
- Instructor name (use proper title)
- Assignment due date
- Page number in top right

Put these components in the upper half of the page, centered, double-spaced.

Choice of several font options.

Additional space in between title and name.
Headers & Page Numbers

*You do not need a running head/header unless your professor asks for one or if you are submitting the paper for publication

The title page is always page 1; first page of the paper starts on page 2

To add page numbers, click on “Insert” then “Page numbers” (never type them in manually)
Title Page & Headers Practice/Quiz!

1. Which edition of APA are we currently using?

2. What font type and size should your title page be?

3. What are some of the things you include on a title page?
Abstract

● An Abstract is a brief summary of the contents of the paper in 150-250 words
● Goes in between the title page and the main body of the essay (page 2)
● The Abstract section is its own page
● The word Abstract is in bold and centered at the top of the paper
● Following the title is a one paragraph summary (do not indent the paragraph)
● You probably will not have to do this unless your professor asks for it specifically - Visit a Writing Consultant for assistance if you have to do one of these
The “Body” of the Essay

- Typed
- Double-spaced
- 1" margins
- Several font options: 12 point Times New Roman, 11 point Calibri/Arial, etc.
- Begin your paper with the paper title (not the word “introduction”) at the top of the first page of text - centered and bold

<table>
<thead>
<tr>
<th>Level</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Centered, Bold, Title Case Heading</td>
</tr>
<tr>
<td></td>
<td>Text begins as a new paragraph.</td>
</tr>
<tr>
<td>2</td>
<td>Flush Left, Bold, Title Case Heading</td>
</tr>
<tr>
<td></td>
<td>Text begins as a new paragraph.</td>
</tr>
<tr>
<td>3</td>
<td>Flush Left, Bold Italic, Title Case Heading</td>
</tr>
<tr>
<td></td>
<td>Text begins as a new paragraph.</td>
</tr>
<tr>
<td>4</td>
<td>Indented, Bold, Title Case Heading, Ending With a Period. Text begins on the same line and continues as a regular paragraph.</td>
</tr>
<tr>
<td>5</td>
<td>Indented, Bold Italic, Title Case Heading, Ending With a Period. Text begins on the same line and continues as a regular paragraph.</td>
</tr>
</tbody>
</table>
Examples of Section Headings – think “grocery list”

*The title of the paper is a Level 1 heading

Begin your paper with the paper title at the top of the first page of text. The paper title acts as a de facto Level 1 heading: It is centered and in bold title case font. Do not use the heading “Introduction”; text at the beginning of the paper is assumed to be the introduction.

**Level 2 Heading**

Use Level 2 headings for subsections of Level 1 headings. Do not label headings with numbers or letters.

*Level 3 Heading*

Use Level 3 headings for subsections of Level 2 headings. Do not use abbreviations in headings unless they already defined in the text.

**Level 4 Heading**. It is not necessary to add blank lines before or after headings, even if a heading falls at the end of a page. Do not add extra spacing between paragraphs.

**Level 5 Heading**. Use Level 5 headings for subsections of Level 4 headings. In the Publication Manual of the American Psychological Association (7th ed.), Table 2.3 shows how to format each level of heading, Figure 2.4 demonstrates the use of headings in the introduction, and Figure 2.5 lists all the headings used in a sample paper in the correct format. In the Concise Guide to APA Style (7th ed.), this content is found in Table 1.3, Figure 1.3, and Figure 1.4, respectively.

---

**My Grocery List**

Today I am going to the grocery store. I am going to get items from the following categories: dairy, meat, and breads.

**Dairy**

I am going to get milk, yogurt, and cheese from the dairy section.

**Milk**

I am going to get nonfat milk, 2% milk, and goat milk.

**Nonfat milk**. The nonfat milk is for myself.

**2% milk**. The 2% milk is for my dog.

**Goat milk**. The goat milk is for my children.

**Yogurt**

I am going to pick up only the strawberry Yoplait yogurt; it is my favorite yogurt.

**Cheese**

I am going to pick up sharp cheddar cheese so I can make quesadillas.

**Meat**

I am going to get chicken and steak from the meat section.

**Chicken**

Chicken is my favorite meat and it is on sale this week. I will pick up extra chicken.

**Steak**

Steak is expensive so I am only going to pick up one pound of it.

**Breads**

I am going to get bagels, sandwich bread, and cereal from the bread aisle.
Acronyms

Prior to using an unfamiliar abbreviation, you must type it out in text and place the abbreviation immediately following it in parentheses. Any usage of the abbreviation after the initial description, can be used without the description.

- Example: “While it may not affect a patient’s short-term memory (STM), it may affect their ability to comprehend new terms. Patients who experience STM loss while using the medication should discuss it with their doctor”.

Avoid using too many acronyms, as readers may forget what they mean.

Numbers

Numbers less than 10 are written out as text - i.e. “Seven”, “Nine”, or “Three”. If 10 or higher, use numerals. Examples:

- 14 kilograms
- Seven individuals
- 83 years old
- Fourth grade

But, it is okay to use numbers in a chart, or for the time or date (i.e. September 23).

Avoid using a number as the beginning of the sentence. If you do, write out the full number i.e. “Ninety-two percent of people...”
1. Which of the following could be made into an acronym? What would the acronym be?
   - September, October, and November
   - Pepperdine Graziadio Business School
   - Masters of Business Administration

2. Which of these sentences is correct?
   - “Twenty-three people attended the concert”
   - “My grandmother is 72 years old”
   - “The student scored 80% on his quiz”
   - “My dog ate 7 biscuits”
   - “I am going to the party on October seventeenth”
   - “14 papers fell out of the printer”
PLAGIARISM - when do you have to cite?

- Anything that is not your own words must be cited and directly quoted, paraphrased, or summarized/referenced.
- Facts that are not common knowledge must be credited.
- When you are referencing your own work from a previous assignment.
- Direct quotes should be exactly what the person wrote, even if they spelled something wrong.
- In conclusion - when in doubt, cite it out.
In-Text Citations

- When you use an author’s ideas, provide their last name and year of the work (i.e. Smith, 2007).
- If you used a direct quote, put it in parentheses, and include a page number (Last name, YearXX, p. XX).
  - If it spans two pages, use “pp.” Example: (Gintelli, 2004, pp. 11-12).
- You can put it at the end of a sentence, or incorporate it within.
  - I.e. Smith (1999) states... (p. 11).
- Avoid long quotes - anything 40+ words needs to be an indented paragraph.
- Your entire sentence should not be just a quote - include a lead-in.
- The same thing said by two different articles - (Kachru, 2005; Smith, 2008).
  - Put in alphabetical order separated by a semicolon.
- If multiple authors - use “&” in-text and “and” in the sentence.
  - (Smith & Gintelli, 2004)
  - Smith and Gintelli (2004)
- If one to two authors, include their name(s) in every citation.
- If 3+ authors, include the name of only the first author and et al. in every citation.
In-Text Citations

- If you do not know the author, use the full title in the sentence, or the first word followed by year
  - According to the “Indiana Study of Federal Accountability” (2008)... or (“Indiana”, 2008).
  - Articles and chapters use “”, books and chapters are italicized
- If you do not know the date, put “n.d.” instead, which means “no date”
  - Smith (n.d.) states that...

### In-Text Citations:

<table>
<thead>
<tr>
<th>Author Type</th>
<th>Parenthetical Citation (end of sentence)</th>
<th>Narrative Citation (inside the sentence text itself)</th>
</tr>
</thead>
<tbody>
<tr>
<td>One author</td>
<td>(Smith, 2020)</td>
<td>Smith (2020) argued ...</td>
</tr>
<tr>
<td>Two authors</td>
<td>(Smith &amp; Doc, 2020)</td>
<td>Smith and Doc (2020) expounded on the Black-Scholes model ...</td>
</tr>
<tr>
<td>Three or more authors</td>
<td>(Smith et al., 2020)</td>
<td>Smith et al. (2020) highlighted the accounting principles ...</td>
</tr>
<tr>
<td>Group author with abbreviation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First citation</td>
<td>(National Institute of Mental Health [NIMH], 2020)</td>
<td>National Institute of Mental Health (NIMH, 2020) explained ...</td>
</tr>
<tr>
<td>Subsequent citations</td>
<td>(NIMH, 2020)</td>
<td></td>
</tr>
<tr>
<td>Group author without abbreviation</td>
<td>(Pepperdine University, 2020)</td>
<td>Pepperdine University (2020) noted that ...</td>
</tr>
</tbody>
</table>
In-Text Citation/Quiz!

Which of the following sentences do you have to cite?:

1. The sky is blue
2. About 88% of people believe that the sky is blue
3. For this personal reflection, I will tell you about my background and my reasons for pursuing a business degree
4. Henry Smith says marketing is one of the best concentrations of business
References Page

- Center and bold “References” at the top of the page
- Double-space all entries (auto); no extra space between entries
- Flush left the first line and auto-indent (.5 inches) subsequent lines
- Order entries alphabetical by last name of the first author
- Identify the work - is it a book? A journal article? A webpage?

References


References Page - Book Example

Invert names so that the last name comes first, followed by a comma and the initials. Leave a space between initials. Retain the order of authors’ names.

Place the copyright year in parentheses. End with a period.

Capitalize only the first letter of the first word. For a two-part title, capitalize the first word of the second part of the title. Also capitalize proper nouns. Italicize the title. End with a period.

Author, A. A., & Author, B. B. (Copyright Year). Title of the book (7th ed.).

Include the name of the publisher, followed by a period. Do not include the publisher location. Are there multiple publishers? If so, separate them with a semicolon.

Does the book have a DOI? Include a DOI if available. Do not include a URL or database information for works from academic research databases. Include a URL for ebooks from other websites. Do not put a period after the DOI or URL.

Does the book have an edition or volume number? If so, include the number in parentheses after the title but before the period. If both, show edition first and volume second, separated by a comma. Do not put a period between the title and the parenthetical information.
References Page - Journal Article Example

Invert names so that the last name comes first, followed by a comma and the initials. Leave a space between initials. Retain the order of authors’ names.

Place the year in parentheses. End with a period.

Capitalize only the first letter of the first word. For a two-part title, capitalize the first word of the second part of the title. Also capitalize proper nouns. Do not italicize. End with a period.

Author, A. A., & Author, B. B. (Year). Title of the article.

Name of the Periodical, volume(issue), #–#. https://doi.org/xxxx

Capitalize all major words in the periodical name. Follow with a comma. Italicize the periodical name (but not the comma after).

Italicize the volume number. Do not put a space between the volume number and the parentheses around the issue number.

Do not italicize the issue number or parentheses. Follow the parentheses with a comma. No issue number? That’s okay. Follow the volume number with a comma.

Include the article page range. Use an en dash; do not put spaces around the en dash. End with a period.

Does the article have a DOI? Include a DOI for all works that have one. Do not put a period after the DOI.
Author, A. A. & Author, B.B. (Date of publication). Title of page. Main webpage name.

Woodyatt, A. (2019, September 10). Daytime naps once or twice a week may be linked to a healthy heart, researchers say. CNN. https://www.cnn.com/2019/09/10/health/nap-heart-health-wellness-intl-sci/index.html
References Page Sources

What type of resource is this (i.e. article, book, or webpage)? How can you tell?

Presentation Slides Guidelines

- The APA manual does not have a section on formatting presentation slides specifically, BUT you can still follow APA guidelines:
  - Title page information can go on the title slide
  - Include in-text citations on the slide with the content
  - The last slide can be your references list

https://goodwin.libguides.com/c.php?g=29109&p=7298502
Presentation Slide Images

- You do not need citation/permission/attribution for clip art from Microsoft Word or PowerPoint
- Do not use images without permission from the creator/owner
- See section 12.15 of the APA manual for more information
- Some websites provide free, high-quality, copyright-free images:
  - Unsplash - unsplash.com
  - Pexels - pexels.com

https://goodwin.libguides.com/c.php?g=29109&p=7298502
Reminders

ALWAYS go with what your professor says

- Read the syllabus - if your professor asks for 11.5 font, use that!
- If your professor asks for MLA style, use that instead!
- Some professors may not know there is a new edition and/or a difference between student paper style and professional paper style

If you have something in your in-text citations, it must be on your references page, and vice versa.

- [https://owl.purdue.edu](https://owl.purdue.edu)
- [https://www.mybib.com/blog/apa-style-7th-edition-changes](https://www.mybib.com/blog/apa-style-7th-edition-changes)
- [https://libguides.csudh.edu/citation/apa-7](https://libguides.csudh.edu/citation/apa-7)
Still have APA questions or want APA help? Come see a writing consultant!

Make an appointment at PGBSWriting.Youcanbook.Me

Quick APA Question? Email us at pgbs.ses@pepperdine.edu

Thank you!