Welcome!

APA Style and Format Essentials

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APA Style and Format Essentials

How confident are you in your APA knowledge?

What tools and/or resources are you currently using to learn about or double-check your APA?

What are you hoping to get help with today?
APA Style and Format Essentials

- APA Basics
- In-text Citations and References
- Tables and Figures
- APA Resources
- Practice!
APA Basics

- What is APA?
- Why APA?
- APA Rhetorical Style
- APA Manuscript Format
- Benefits for the Writer!
What is APA

The American Psychological Association (APA) citation style is the most commonly used format for manuscripts in the social sciences.

APA regulates:

- Manuscript Organization and Format
- Rhetorical Style
- In-text citations + References
Why, Oh, Why APA?

Consistent, Common Style Helps Communities Communicate

1. Rhetorical Style
   Content, Language, Voice, Point-of-View
Why, Oh, Why APA?

Consistent, Common Style Helps Communities Communicate

1. Rhetorical Style
   Content, Language, Voice, Point-of-View

2. Content Organization and Format
   What goes where, section by section, page by page
Why, Oh, Why APA?

Consistent, Common Style Helps Communities Communicate

1. Rhetorical Style
   Content, Language, Voice, Point-of-View

2. Content Organization and Format
   What goes where, section by section, page by page

3. Reference Citation and Documentation
   Ethical and practical applications
Why, Oh, Why APA?

Consistent, Common Style Helps Communities Communicate

1. Rhetorical Style
   Content, Language, Voice, Point-of-View

2. Content Organization and Format
   What goes where, section by section, page by page

3. Reference Citation and Documentation
   Ethical and practical applications

4. Consistency/Standards Within a Profession
   Predictable, reliable, recognizable
Clear and Specific

Concrete nouns and meaningful verbs that convey specific ideas. (Not “people,” “things,” “you,” “get,” “do,” etc.)
APA Rhetorical Style

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Concrete nouns and meaningful verbs that convey specific ideas. (Not “people,” “things,” “you,” “get,” “do,” etc.)

Avoids passive voice.
APA Rhetorical Style

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Concrete nouns and meaningful verbs that convey specific ideas. (Not “people,” “things,” “you,” “get,” “do,” etc.)

Avoids passive voice.

Example:

The study was conducted by Smith and Jones (2010) ...
APA Rhetorical Style

Clear and Specific

Concrete nouns and meaningful verbs that convey specific ideas.
(Not “people,” “things,” “you,” “get,” “do,” etc.)

Avoids passive voice.

Example:

The study was conducted by Smith and Jones (2010) ...

Smith and Jones (2010) conducted a study ...
APA Rhetorical Style

Concise and Direct

Straight-forward language.

Avoid overly complex sentence structures and flowery or verbose writing.

Just say it!
APA Rhetorical Style

Concise and Direct

Straight-forward language.

Avoid overly complex sentence structures and flowery or verbose writing.

Just say it!

And, if it’s someone else’s words or ideas, cite them.
APA Rhetorical Style

Concise and Direct

Straight-forward language.

Avoid overly complex sentence structures and flowery or verbose writing.

Just say it!

And, if it’s someone else’s words or ideas, cite them.

Tip: Pay attention when reading other writers’ writing!
APA Rhetorical Style

Scholarly and Objective

Vocabulary expected in the profession/field.

No contractions.

Okay to use “I” and “we” sparingly.
APA Rhetorical Style

Scholarly and Objective

Vocabulary expected in the profession/field.

No contractions.

Okay to use “I” and “we” sparingly.

Tip: Use “to be” verbs ... am, is, are, was, were ... sparingly, too.
APA Manuscript Format

General Format

- Typed, double-spaced
- 1” margins on all four sides
- 12 pt Times New Roman
- Page header (title) in upper left corner of every page
- Page number in upper right corner of every page
- 5 headings levels
APA Heading Levels

1. **Centered, Bold, Upper and Lowercase**
   The text of your first paragraph begins immediately below the heading. Just like this.

2. **Flush Left, Bold, Upper and Lowercase**
   Again the text of your first paragraph begins immediately below the heading.

3. **Indented, bold, sentence case, ending with a period.** The first sentence of your paragraph begins on the same line as the heading.

4. **Indented, bold, italicized, sentence case, ending with a period.** The first sentence of your paragraph begins on the same line as the heading.

5. **Indented, Roman face, italicized, sentence case, ending with a period.** The first sentence of your paragraph begins on the same line as the heading.

Adapted from: Lee, C. (2011, April 14). How to use five levels of heading in an APA style paper. [Blog post].

* See the How to Use the Five Levels of Headings in APA Style handout.
APA Manuscript Format

Five Major Sections

- Title Page
- Abstract (Optional)
- Main Body
- References
- Appendix (Optional)
APA Manuscript Format

All Pages

- Running Head: TITLE in ALL Caps + Page Number

*Except Dissertation
APA Manuscript Format

Title Page

• Title in Upper/Lower Case

• Your Name

• Course Number (e.g. EDLD 6550)

• Western Michigan University
APA Manuscript Format

Optional Abstract

• Abstract Heading Centered

• Summary

• 150- to 250-words

Abstract

Today, women fill nearly 50% of the jobs in the U.S. economy (U.S. Dept. of Labor, 2014). While women are making progress in many careers once considered male only, they are still underrepresented in the male-dominated Science, Technology, Engineering, and Math (STEM) careers, filling only 25% of available STEM jobs (Izard, et al., 2011). The problem is not a lack of interest in STEM subjects, but a “leaky pipeline” that develops early in adolescence. By the eighth grade, half as many girls are interested in STEM careers as boys (National Science Foundation [NSF], 2007). Even after graduation from college, women with STEM degrees are twice as likely to leave a science or engineering job than men with similar degrees (NSF, 2007).

Numerous studies have documented why women avoid or drop out of STEM education and careers, including lack of self-efficacy, lack of role models, lower behavioral persistence, family obligations, loss of self-efficacy, and gender stereotypes. However, there are very few studies about the experiences of women pursuing automotive degrees at a university or careers in the automotive industry.
APA Manuscript Format

Main Body

• Title centered at top of the page, not bold, initial cap large words.

• All other headings and subheads bold.

• Indent each paragraph ½ inch, double-space all text
APA Manuscript Format

Main Body (con’t)

• Sections follow one after the other without a break.

• Identify sources used with parenthetical in-text citations.

• Source direct quotes and paraphrase.

FEMALES IN AUTOMOTIVE CAREERS: CAREER DECISION-MAKING

During World War II, my grandparents moved from the family farm on tribal land in North Carolina to work for the Arsenal of Democracy. My grandfather was a shipbuilder during the war, and my grandmother worked in a factory after the war, up through her retirement. As for my grandmother, she was part of the 27% of the workforce that women comprised during 1945 (Hill, 2013). Her daughter, my mother, worked as the first female school bus driver in our small Midwestern town while I was growing up in the early 1970s. Jobs were scarce for everyone because the local economy was hit hard by a recession. But opportunities for women were even less so because women’s acceptance in the workplace was not as high as it is today. During the 1970s, women accounted for only a little over 36% of the workforce (Bureau of Labor Statistics, 2014).

Since my grandmother’s and mother’s times, many women no longer work only out of necessity; now they also may follow their calling into careers that lead to personal fulfillment. Many have discovered that the pathway to a successful and gratifying career is through post-secondary education. Women’s acceptance in the workplace has also changed significantly since my mother and grandmother started working outside the home. Today, women fill nearly 50% of the jobs in the U.S. economy (U.S. Dept of Labor, 2014). While women are making progress in many careers once considered male only, according to the U.S. Department of Commerce, they are still underrepresented in the male-dominated Science, Technology, Engineering, and Math (STEM) careers, filling only 25% of available STEM jobs (Bhada, Julian, Lengel, McKintick, Khan, & Dutro, 2011).
APA Manuscript Format

References

- Center title at top of page. Do not bold.
- Double-space reference entries.
- Flush left the first line of the entry and indent subsequent lines (“hanging indent”).
- Order entries alphabetically by the author’s surnames.
References (con’t)

- **Tip:** Insert hard page break after final paragraph of the body of your paper.

- “References” will always automatically bump to the top of the next page.

- Insert → Break → Page Break
Note:

If you are using a PC, your default formatting likely has an extra .8 pt of space between paragraphs.
APA Manuscript Format

Note:

If you are using a PC, your default formatting likely has an extra .8 pt of space between paragraphs.

Please fix this by clicking on:

Format → Paragraph → Space Between Paragraphs → Set this to 0
Another Very Important Tip!

When an instructor notes an APA error, **FIX IT** on the very next draft.

Nothing is more annoying than having to repeatedly mark APA errors!
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Benefits for the Writer

Bonus!

APA helps YOU, the writer:

• Organize your thinking in logical, hierarchical format, so

• You can see what you think and how you came to think it,

• Then guide your reader step-by-step through it.

For example ....
Conventional Outline

I. Major Topic/Theme
   A. Sub-topic
      1. Sub-sub-topic
      2. Sub-sub-topic
   B. Sub-topic

II. Major Topic/Theme
   A. Sub-topic
   B. Sub-topic
      1. Sub-sub-topic
      2. Sub-sub-topic
Conventional Outline with APA Headings

I. Level I Heading
   A. Level 2 Heading
      1. Level 3 Heading
      2. Level 3 Heading
   B. Level 2 Heading

II. Level I Heading
   A. Level 2 Heading
   B. Level 2 Heading
      1. Level 3 Heading
      2. Level 3 Heading
Level 1 Heading (Theme I)

Introduction to set-up/general discussion about your first Level 1 theme. If your Level 1 theme has sub-topics, then name them in the last sentence to alert your reader what is coming next.

Level 2 Heading (Sub-topic A)

Focuses only on Level 2 heading sub-topic A. If sub-topic A has sub-sub-topics, then name them to alert your reader what is coming next.

Level 3 heading (sub-sub-topic 1). Focuses only on sub-sub-topic 1.

Level 3 heading (sub-sub-topic 2). Focuses only on sub-sub-topic 2.

Level 2 Heading (Sub-topic B)

Everything here focuses only on level 2 heading sub-topic B.
Paper Topic

Theme I
- Sub-topic A
  - Sub-sub-topic 1
  - Sub-sub-topic 2
- Sub-topic B
  - Sub-sub-topic 1
  - Sub-sub-topic 2

Theme II
- Sub-topic A
  - Sub-sub-topic 1
  - Sub-sub-topic 2
- Sub-topic B
  - Sub-sub-topic 1
  - Sub-sub-topic 2
Benefits for the Writer

Important Notes:

1. If you have a Level 2 heading (Sub-topic A) then, you **must** have a Sub-topic B, too.

   Just like when creating an outline. You can’t have a I.A. if you don’t have a I.B.
Benefits for the Writer

Important Notes:

2. Likewise for Level 3 headings. You **must** have at least two.

   Again, same as with an outline. You can’t have I.A.1., unless you also have at least I.A.2.
Important Notes:

If you only have one Level 2 sub-topic or Level 3 sub-sub-topic and cannot think of at least one more related one, then either:

A. Combine your single sub-topic with the main theme section or

B. Create another separate theme if the quantity and depth of content warrant it.
APA In-text Citations

- Citation Format
- Direct Quotes
- Single and Multiple Authors
- Finer Points
APA Citation Format

In-text Citations: The Basics

Help readers locate sources in Reference section.

Whenever you use a source, provide in parenthesis:

- Author’s name, comma, date of publication (Smith, 2014).
- Quotations and close paraphrases: author’s name, comma, date of publication, comma, p. # (Smith, 2014, p. 50).
- Use & between two authors (Smith & Jones, 2014, p. 50).
- Final sentence punctuation after close parenthesis.
In-text Citations: The Basics

Special cases:

- **More than two authors**, include all authors on the first mention (**Smith, Jones, & Dwight, 2014**), then just first author + et al. + comma + date on subsequent mentions (**Smith et al., 2014**).

- **Six or more authors**, use et al. on first mention.
**APA Citation Format**

**In-text Citations: The Basics**

**Special cases:**

- **More than two authors**, include all authors on the first mention (*Smith, Jones, & Dwight, 2014*), then just first author + et al. + comma + date on subsequent mentions (*Smith et al., 2014*).

- **Six or more authors**, use et al. on first mention.

**Note 1:** Since et al. is short for *et alii*, place a period after al.
APA Citation Format

In-text Citations: The Basics

Special cases:

- More than two authors, include all authors on the first mention (Smith, Jones, & Dwight, 2014), then just first author + et al. + comma + date on subsequent mentions (Smith et al., 2014).

- Six or more authors, use et al. on first mention.

Note 1: Since et al. is short for et alii, place a period after al.

Note 2: No comma between first author’s name and et al.
APA Citation Format

In-text Citations: The Basics

Include author’s name, year of publication, page #, but keep the citation brief. Do not repeat information.

Examples:

Caruth (1996) has stated that a traumatic response frequently entails a “delayed, uncontrolled repetitive appearance of hallucinations and other intrusive phenomena” (p. 11).
In-text Citations: The Basics

Include author’s name, year of publication, page #, but keep the citation brief. Do not repeat information.

Examples:

Caruth (1996) has stated that a traumatic response frequently entails a “delayed, uncontrolled repetitive appearance of hallucinations and other intrusive phenomena” (p. 11).

A traumatic response frequently entails a “delayed, uncontrolled repetitive appearance of hallucinations and other intrusive phenomena” (Caruth, 1996, p. 11).
APA Citation Format

In-text Citations: Direct Quotes

When including the quotation in a summary/paraphrase, also provide a page number in parenthesis after the quotation. End sentence punctuation after close parenthesis.

Example:

According to feminist researchers **Raitt and Tate (1997)**, “It is no longer true to claim that women’s responses to the war have been ignored” *(p. 2).*
APA Citation Format

In-text Citations: Direct Quotes

When including the quotation in a summary/paraphrase, also provide a page number in parenthesis after the quotation.

End sentence punctuation after close parenthesis.

Example:

According to feminist researchers Raitt and Tate (1997), “It is no longer true to claim that women’s responses to the war have been ignored” (p. 2).

Note: Two or more pages is (pp. 3-4).
APA Citation Format

In-text Citations: Two or More Works

When a citation includes two or more works, order them as they appear in reference list—alpha order by author’s name, year of publication—separated by a semi-colon.

For example:

(Kachru, 2005; Smith, 2008)
APA Citation Format

In-text Citations: Two or More Works

Use “and” in between authors’ names in the main text.

But “&” between their names in parenthesis.

For example:

According to feminist researchers Raitt and Tate (1997), “It is no longer true to claim that women’s responses to the war have been ignored” (p. 2).

Some feminists researchers question that “women’s responses to the war have been ignored” (Raitt & Tate, 1997, p. 2).
APA Citation Format

In-text Citations: Three to Five Authors

Identify all authors in the main text or in parenthesis.

Note: Comma after each name.

For example:

Recently, Harklau, Siegal, and Losey (2015) presented compelling evidence to the contrary, however.

(Harklau, Siegal, & Losey, 2015)
APA Citation Format

In-text Citations: Three to Five Authors

In subsequent citations, use only first author's last name followed by "et al." in the main sentence text or in parentheses.

Note: No comma after author’s name.

For example:

(Harklau et al., 2015)
APA Citation Format

In-text Citations: Six or More Authors

When citing a work with six and more authors, identify the first author’s name followed by “et al.”

For example:

Smith et al. (2006) maintained that....

(Smith et al., 2006)

Note: No comma after author’s name.
APA Citation Format

In-text Citations: Signal Phrases

Introduce sources with a signal phrase.

Include author’s name followed by year of publication in parenthesis.

Example:

Critical theorists such as Higonnet et al. (1987), Marcus (1989), and Raitt and Tate (1997) have significantly revised the history of warfare to include women’s personal and cultural responses to battle and its resultant traumatic effects.
In-text Citations: Signal Phrases

Introduce quotations with signal phrases.

For example:

According to X (2008), “....” (p. 3).

Y (2010), on the other hand, argued that “......” (p. 25).

Signal verbs: acknowledged, contended, maintained, responded, reported, argued, concluded, etc.

**Note:** Use past tense (argued) or present perfect tense (has argued) for verbs in signal phrases when they discuss past events.
APA Citation Format

In-text Citations: Unknown Author

For unknown authors, use full title of source in signal phrase.

Cite the first word of title followed by year of publication in parenthesis.

For example:

According to “Indiana Joins Federal Accountability System” (2008), ...

(“Indiana,” 2008)

Note: Put titles of articles and chapters in “quotation marks” and italicize titles of books and reports.
APA Citation Format

In-text Citations: Organizations

If organization has well-known abbreviation, include with the first mention. Then use only the abbreviation in later mentions.

For example, first mentions:

Food and Drug Administration (FDA, 2008) confirmed ...

(Food and Drug Administration, 2008)

Subsequent mentions:

The FDA’s experts tested ...

(FDA, 2008)
APA Citation Format

In-text Citations: Same Author, Two Works, Same Year

When citing two or more works by same author published in same year, use lower-case letters (a, b, c). Use year of publication to order references.

For example:

Smith’s (1998a) study of adolescent immigrants ...
APA Citation Format

In-text Citations: Two Authors, Same Last Name

When citing first authors on two different articles with same last names, use each author’s first initial with their last name.

For example:

(B. Kachru, 2005; Y. Kachru, 2008)
In-text Citations: Two Authors, Same Last Name

When citing interviews, letters, e-mails, etc., include communicator’s name with first initial, the fact that it was personal communication, and date of communication.

For example:

P. Smith also claimed that many of her students had difficulties with APA style (personal communication, November 3, 2002).


Note: Do not include personal communication in reference list.
APA Citation Format

In-text Citations: Electronic Sources

When citing an electronic document, whenever possible, cite in “author-date” style.

If electronic source lacks page numbers, locate and identify paragraph number/paragraph heading.

For example:

   According to Smith (2017), ... (“Mind Over Matter,” para. 6).

**Note:** In this case, both the specific webpage title and paragraph number are needed, so your reader can easily find the exact location of the quote.
APA Reference Section

- Basics
- Strategies for Compiling References
APA Citation Format

References

• Invert authors’ names (last name followed by initials: Smith, J. Q.)

• Alphabetize reference list entries by last name of first author of each work.

• Capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns.

• Do not capitalize the first letter of the second word in a hyphenated compound word.
APA Citation Format

References

- Capitalize all major words in journal titles, but not book titles.
- Italicize titles of “parent” works, such as books and journals.
- Do not italicize, underline, or put quotes around titles of “child” works, such as journal articles or essays in edited collections.
APA Citation Format

Compiling Reference List Strategy A: Build Your Own

1. Identify the type of source: Is it a book? A journal article? A webpage?

2. Find the “recipe” for citing this type of source in the APA Style Book or in an on-line APA guide, like apastyle.org or owl.english.purdue.edu, or the Recipes for APA References handout.

3. “Mirror” the sample.
APA Citation Format

Compiling Reference List Strategy B: Google Scholar, for example

1. Enter article name + author + date into scholar.google.com.
2. Locate entry.
3. Click on “Cite”.
4. Select APA formatted entry.
5. Cut and paste.

Example ...
APA Citation Format

Compiling Reference List Strategy B: Google Scholar, for example


APA Citation Format

Compiling Reference List Strategy B: Google Scholar, for example

**Note:** Always double-check ...

Citation generating sites **not** perfect!!

For example ...
APA Citation Format

Compiling Reference List Strategy B: Google Scholar, for example


**Note** that the first letters of the words in the journal title are not capitalized. They should be according to APA style.
APA Citation Format

Compiling Reference List Strategy C: Lift from Original Source

1. Many article have an APA reference citation on the first page.

2. Locate it.

3. Cut and paste!

Compiling Reference List Strategy C: Lift from Original Source

1. Many article have an APA reference citation on the first page.

2. Locate it.

3. Cut and paste!


5. Again, double-check. Not all publishers follow APA for that first page citation information.
Compiling Reference List Strategy D: Lift from a Secondary Source

1. Find the reference in a peer-reviewed source that uses APA format. (“Cited by”)

2. Cut and paste!

3. Most reliable. 😊

4. Say it with me ... “Double-check.” Not all publishers follow APA in their reference section.
Compiling Reference List Strategies:

**Tip 1:** No matter which compiling strategy you use, you should still compare the sample to the correct APA standard.

*(See Recipes for APA References.)*
APA Citation Format

Compiling Reference List Strategies:

Tip 1: No matter which compiling strategy you use, you should still compare the sample to the correct APA standard. *(See Recipes for APA References.)*

Tip 2: Collect references as you go. Don’t wait until the final draft. You will hate yourself.
APA Tables and Figures

- Table and Figure Basics
- APA Tables
- APA Figures
Tables and Figures Basics

What is a Table vs. a Figure?

- Data presented in rows and columns = Table.
- Data in chart, graph, photo, or illustration = Figure.
- Only Table or Figure.
- APA does not allow for the words “graph,” “illustration,” or “chart.”
Tables and Figures Basics

Placing Tables and Figures

• Insert into narrative as close to text introducing them as practical.

• Refer to the specific table number (not page number) or as “the table below.”

• Do not split table unless too large to fit on entire page.

• If table extends beyond one page, type (table continues) flush right at bottom of table.

• Repeat column headings on each new page.
APA Tables

Table Labels and Titles

• Label tables with an Arabic numeral sequentially as they appear in text (Table 1, Table 2, etc.).

• Titles appear on separate line, above table, flush-left, single-spaced, in italics.

• When appropriate, use title to explain an abbreviation parenthetically.

For example:

Table 1

Comparison of Median Income of Adopted Children (AC) v. Foster Children (FC)
APA Tables

Table Labels and Titles

- Keep headings and subheads clear and brief.
- Not much wider than widest entry in column.
- All columns must have headings.

For example ...
### APA Tables

#### Table Labels and Titles

Example ...

<table>
<thead>
<tr>
<th>Study</th>
<th>N</th>
<th>Cohen's $d$</th>
<th>SD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atashin (2013)</td>
<td>384</td>
<td>0.86</td>
<td>0.63</td>
</tr>
<tr>
<td>Dumile &amp; Jackson (2015)</td>
<td>176</td>
<td>1.21</td>
<td>0.95</td>
</tr>
<tr>
<td>Garcia, Homme, Oliveri, &amp; Bjork (2014)</td>
<td>231</td>
<td>0.72</td>
<td>0.64</td>
</tr>
<tr>
<td>Iyer, Lehman, &amp; Sorey (2014)</td>
<td>406</td>
<td>1.14</td>
<td>0.97</td>
</tr>
<tr>
<td>Onuki, Agata, &amp; Hamamoto (2014)</td>
<td>127</td>
<td>0.63</td>
<td>0.41</td>
</tr>
</tbody>
</table>

**APA Tables**

Another example ...

<table>
<thead>
<tr>
<th>Breed</th>
<th>Male</th>
<th>Female</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dachshund</td>
<td>123</td>
<td>234</td>
<td>17.6</td>
</tr>
<tr>
<td>Terrier</td>
<td>456</td>
<td>567</td>
<td>31.1</td>
</tr>
<tr>
<td>Siberian Husky</td>
<td>789</td>
<td>891</td>
<td>51.3</td>
</tr>
<tr>
<td><strong>Totals (N = 3060)</strong></td>
<td><strong>1368</strong></td>
<td><strong>1692</strong></td>
<td></td>
</tr>
</tbody>
</table>

Note: Average score = 150. No animals were harmed during testing.

*a* Three huskies (one male, two female) escaped before testing was completed and are therefore not included in the table.

Table 2

*Standardized beta coefficients for predictors of writing anxiety, among a sample of graduate students at a research-intensive university, according to different regression models.*

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$\beta$</td>
<td>$p$</td>
<td>$\beta$</td>
</tr>
<tr>
<td>Gender</td>
<td>.162</td>
<td>.037*</td>
<td>.158</td>
</tr>
<tr>
<td>Degree Level</td>
<td>-.153</td>
<td>.040*</td>
<td>-.049</td>
</tr>
<tr>
<td>Language</td>
<td>.297</td>
<td>.031*</td>
<td>.007</td>
</tr>
<tr>
<td>International Status</td>
<td>.093</td>
<td>.504</td>
<td>.025</td>
</tr>
<tr>
<td>Prior Exposure</td>
<td>-.013</td>
<td>.864</td>
<td>.107</td>
</tr>
<tr>
<td>Writing self-efficacy</td>
<td>-.747</td>
<td>.0001***</td>
<td>-.722</td>
</tr>
<tr>
<td>Emotional Intelligence</td>
<td></td>
<td></td>
<td>-.065</td>
</tr>
</tbody>
</table>

*p < .05.
**p < .01.
***p < .001.

APA Figures

Figure Labels and Titles

• A figure may be a chart, drawing, graph, map, or photograph.

• Label figures with an Arabic numeral sequentially as they appear in text (Figure 1, Figure 2, etc.).

• Label and title appear on same line below figure, flush-left, with “Figure X” in italics and title in plain type. (Opposite of tables.)

• Cite or include copyright information below the figure.

For example ...
Figure X. Mean clinician’s rating of phobia severity for participants receiving the education treatment and the exposure treatment. Error bars represent standard errors.
Figure X. Relationship between scores on the Rosenberg self-esteem scale taken by 25 research methods students on two occasions one week apart. Pearson's $r = .96$. 
Another example ...

Other Tools That Rule

- APA Sources
- APA Sample Paper
- APA Checklist
- Coming Soon: APA Webpage!
APA On-line Resources

- APA Style Blog
- Purdue On-line Writing Lab - OWL
- Purdue OWL APA Videos
- Walden University APA Overview
APA Style Blog and APA Manual are most trusted sources.

Example APA Style Blog entry for, “How to Write Grade Numbers in APA Style”:

APA Sample Paper

This is an excellent guide with some of the most commonly used APA formatting and style issues.

Recommendation:

1. Change Dr. Poppink’s name and paper title to yours.

2. Delete most everything from the second paragraph on.

3. Save this new template ... your personal APA template ... at the top-level folder for your school work, so it’s always handy.

4. In other words, start every paper using APA!
This checklist will catch 95% of the most common APA errors.

Use it to review every paper before turning in.

Literally check off each item as you confirm it.

Soon APA will become second nature with practice!
APA Webpage!

https://wmich.edu/leadership/apa-style-resources
Final Thought

- APA is incredibly tedious (we know!), but a necessary skill to learn.
- Much like correct spelling and grammar, you’re expected to know and use it well.
- You will find that everyone has some APA issues that are more or less important to them than others.
- Don’t be surprised if one instructor focuses on formatting, while another focuses on reference citations, for example.
- Consider these differences in emphasis as opportunities to build your APA mastery step-by-step over time! 😊
Time to Practice!

How Many APA Mistakes Can You Find?
Final Thought

How Many Can You Find?

1. Pair up into groups of two.

2. First, on your own, see how many mistakes you can find. You can use the Sample APA Paper & Checklist. (10 mins)

3. Then, compare answers with your partner. (5 mins)

4. All together, let’s see how you did!
Thank you!

What questions do you have?

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