APA Documentation (6th edition): A Self-Paced Tutorial

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A Self-Paced APA Tutorial

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Abstract

Client requests for APA documentation assistance have been on the rise at The Oakland University

Writing Center (OUWC) since its October 2006 opening. Research and anecdotal evidence suggest that

most faculty direct students to the *Publication Manual of the American Psychological Association*, an

abridged version of its contents, or the writing center in lieu of teaching APA style. In the absence of

direct instruction—and even when it is available in some form—many students struggle to comprehend

the manual much less to apply APA conventions. As such, Wynn Perdue has developed a user friendly

tutorial on APA basics, which is tied to the 6th edition (2009). Designed as a user tool, this tutorial

overviews such concerns as representing authors and punctuating titles in running text and reference

pages; constructing a title page with a running head; and documenting both print and digital texts.

What is the *Publication Manual of the American Psychological Association* (APA)?

In the words of its editors:

> the style manual of choice for writers, editors, students, educators, and professionals in psychology and the behavioral sciences, sociology, business, economics, nursing, social work, criminology and justice administration, and other disciplines in which effective communication with words and data is fundamental.

What is the APA organizational scheme?

An author-date citation and parenthetical documentation system, which is tied to a "References" list that is organized alphabetically by surname.

In text:

Tyler (2007) introduces readers to the efficacy of storytelling in HRD.

"Incorporating Storytelling into Practice" examines the potential of storytelling as HRD tool (Tyler, 2007).

Reference:

Tyler, J. A. (2007). Incorporating storytelling into practice: How HRD practitioners foster strategic storytelling. *Human Resource Development Quarterly,18*(4), 559-587. doi:10.1002/hrdq.1219

Representing Authorship: References

Invert author name and use initials followed by periods (.) for first and middle names. This is done for all authors. Use the comma (,) between authors. Use the comma (,) and the ampersand (&) before the last author surname.

Von Krogh, G., Ichijo, K., & Nonaka, I. (2000).

If the author's name includes a hyphen, include it. If the name includes a suffix like Jr., follow the author's initials with a comma and then add the suffix, as follows:

Swanson, R. A., & Holton, E. F., III. (2005).

Representing Authorship: References

If the document is authored by seven authors, list all seven.

Von Krogh, G., Ichijo, K., Nonaka, I., Foster, Q., Weims, B., Holton, E. F., III, & Jones, M. (2008).

If it is authored by eight or more, list the first six authors followed by a comma, insert three ellipses, and list the last author's name.

Kim, A., Jon, S., Wyn, S., Jake, T., Row, A., Wit, K., . . . Last, M. (2005).

If the author is an organization or a corporation, spell out its full name.

Chartered Institute of Personnel and Development.

authorship is not given) as follows:

References

Organization:

Chartered Institute of Personnel and Development. (2007, January). *Developing senior managers.* [Fact Sheet]. Retrieved from http://www.cipd.co.uk/subjects/lrnanddev/mmtdevelop/devsnrman. htm

No author:

Storytelling for profit. (2007, Dec 1). *Flint Journal*, F06.

Last name of first author:

Swanson, R. A., & Holton, E. F., III. (2005). *Research in organizations: Foundations and methods of inquiry*. San Francisco: Berrett-Koehler.

Last name of first author:

Von Krogh, G., Ichijo, K., & Nonaka, I. (2000). *Enabling knowledge creation: How to unlock the mystery of tacit knowledge and release the power of innovation*. New York: Oxford University Press.

Last name of first author:

Von Krogh, G., Ichijo, K., Nonaka, I, Foster, Q., Weims, B., Holton, E. F., III, . . . Last, N. (2008). Publication Title, etc.

Actual Reference Page

References

Chartered Institute of Personnel and Development. (2007, January). *Developing senior managers.* [Fact Sheet]. Retrieved from http://www.cipd.co.uk/subjects/lrnanddev/mmtdevelop/devsnrman.htm

Storytelling for profit. (2007, Dec 1). *Flint Journal*, F06.

Swanson, R.A., & Holton, E. F., III. (2005). *Research in organizations: Foundations and methods of inquiry*. San Francisco: Berrett-Koehler.

Von Krogh, G., Ichijo, K., & Nonaka, I. (2000). *Enabling knowledge creation: How to unlock the mystery of tacit knowledge and release the power of innovation*. New York: Oxford University Press.

Von Krogh, G., Ichijo, K., Nonaka, I, Foster, Q., Weims, B., Holton, E. F., III, . . . Last, N. (2008). Publication Title, etc.

Representing Authorship: In-Text

Representing Authorship: In-Text

If the document is penned by two authors, always cite both in text.

First: (Argyris & Schon, 1996)   Thereafter: same

If the document is authored by three to five authors, cite all authors the first time. In subsequent cites, include the first author's surname followed by "et al."

First: (Von Krogh, Ichijo, & Nonaka, 2000)
Thereafter: (Von Krogh et al., 2000)

Representing Authorship: In-Text

If the document has six or more authors, cite the surname of the first author followed by "et al." in all places where it appears in the text.

In the running text, join a multiple author citation with the word "and." In the parenthetical and in the references page, use the ampersand (&).

Running Text: Arayris and Schon (1996) argue

Parentheses/References: (Arayris & Schon, 1996)

Representing Authorship: In-Text

If the document lacks author attribution, cite the first few words of the title, enclosed in or marked with appropriate title punctuation.

("Storytelling Anecdotes," 2007) for an article

(*Narrative Leadership*, 2007) for a book

If the document's indicates the author as "Anonymous," cite authorship parenthetically as follows.

(Anonymous, 2005)

Representing Authorship: In-Text

If two or more works are enclosed within the same parenthetical citation, place the authors in the same order as they occur in the References page (generally, alphabetically by first author's name).

(C.A. Mellon, 1999; N. Mellon, 1992)

If the reference list includes more than one author with the same surname, include the author's initials to differentiate them within the text .

While C.A. Mellon (1999) explores digital storytelling, N. Mellon (1992) defines . . .

Representing Authorship: In-Text

Author (date) and (Author, date) repetition:

I am frequently asked whether or not students need to repeat the date next to the author's name within the same paragraph. In the 6th edition, the rule on this matter has changed from the 5th edition. See 6.11 (p.174):

- Always include the date in **parenthetical citations**, even within the same paragraph.

- After the first use within the **running text** of a paragraph, the date does not need to follow the author if there is no chance that the source can be confused with another.

APA Title Conventions

Entitlement

Capitalize the first word of the chapter title or the article and its subtitle as well as any proper nouns. Do not use additional title punctuation.

Simmons, A. (2006). The six stories you need to know how to tell. In *The story factor* (2nd Rev. ed., pp. 1-26). Cambridge, MA: Perseus Books Group.

Italicize and capitalize the first word of the title and subtitle of all complete works that are not periodicals.

Gabriel, Y. (2000). *Storytelling in organizations: Facts, fictions and fantasies*. New York: Oxford University Press.

Entitlement

Italicize and capitalize all significant words of a periodical. Extend the italics to the volume number, if given, but not the issue number, even if given .

McKenna, S. (1999). Storytelling and "real" management competence. *Journal of Workplace Learning, 11*(3-4), 95-104.

Within the text, use quotation marks around chapter and article titles; italicize the titles of all books and periodicals.

In "Storytelling and 'real' management competence," McKenna (1999) opines

In *The story factor*, Simmons (2006) introduces

McKenna, S. (1999). Storytelling and "real" management competence. *Journal of Workplace Learning, 11*(3-4), 95-104.

Referencing Common Print Texts

Referencing Books

Book with one author: author, date, book title, location, publisher:

Armstrong, D. M. (1992). *Managing by storying around: A new method of leadership.* New York: Doubleday Currency.

Edited book:

Silverman, L. L. (Ed.). (2006). W*ake me up when the data is over: How organizations use stories to drive results*. San Francisco, CA: Jossey Bass.

Chapter in an edited collection: author of chapter, date, chapter title, In name of editor(s) (Eds.), title of book, chapter page range, location, and publisher:

Fear, J. R. (2003). Thinking historically about organizational learning. In M. Dierkes, A. B. Antal, J. Child, & I. Nonaka (Eds.), *Handbook of organizational learning and knowledge* (pp. 162-186). Oxford, UK: Oxford University Press.

Referencing Periodicals

A journal article with one author: author, date, article title, journal title, volume(issue), and page range

Vendeloe, M. T. (1998). Narrating corporate reputation: Becoming legitimate through storytelling. *International Studies of Management and Organization, 28*(3), 120-137.

A magazine article with one author:

Breuer, N. L. (1998, Dec). The power of storytelling. *Workforce, 77*, 36-41.

A newspaper article with an author:

Kitchen, P. (2008, January 27). Change @ work: Telling a good story beats PowerPoint at persuasion. *Newsday,* p. F06.

Just what is a DOI?

Because digital content is prone to being moved, publishers have started assigning some web content with a Digital Object Identifier (DOI), which the APA website defines as:

a unique alphanumeric string assigned by a registration agency to identify content and provide a persistent link to its location on the Internet. **When a DOI is available, include the DOI instead of the URL in the reference.** Publishers who follow best practices will publish the DOI prominently on the first page of an article. Because the DOI string can be long, it is safest to copy and paste whenever possible. Provide the alphanumeric string for the DOI exactly as published in the article. When your article is published and made available electronically, the DOI will be activated as a link to the content you are referencing. (www.apastyle.org/elecmedia.html)

Referencing an Article with a DOI:

To examine an article with a digital object locator, see http://dx.doi.org/10.1002/hrdq.1219

The above linked article would be cited as follows:

Tyler, J. A. (2007). Incorporating storytelling into practice: How HRD practitioners foster strategic storytelling. *Human Resource Development Quarterly,18*(4), 559-587. doi:10.1002/hrdq.1219

Referencing Academic Digital Sources without a DOI

The source information might be represented in the database as follows. Your task is to standardize the citation format and to supply access information for material whose location has the potential to change:

Developing a Standardized Letter of Recommendation Alyssa M **Walters**; Patrick C **Kyllonen**; Janice W **Plante**

2006 **English** Article (EJ) 10

Journal of College Admission, v191 p8-17 Spr 2006

National Association for College Admission Counseling. 1631 Prince Street, Alexandria, VA 22314-2818. Tel: 703-836-2222; Tel: 800-822-6285 (Toll Free); Fax: 703-836-8015; e-mail: info@nacac.com; Web site: http://www.nacacnet.org.

This is how you translate the above information into an APA citation:

Walters, A. M., Kyllonen, P. C., & Plante, J. W. (2006). Developing a standardized letter of recommendation. *Journal of College Admission, 191,* 8-17. Retrieved from http://www.nacacnet.org

Dissertation/Thesis Retrieval from the Web:

Tyler, J. (2004). *Strategic storytelling: The development of a guidebook for HRD practitioners implementing storytelling as a business strategy for learning and knowledge transfer* (Doctoral dissertation, Teachers College, Columbia University). Retrieved from http://digitalcommons.libraries.columbia.edu/dissertations/AAI3135386/

Title Page Construction

Title Page Guidelines

Running head: INCORPORATING STORYTELLING INTO PRACTICE   1

Instructions: The title (all capped) should generally be no more than 12 words, and it should not contain abbreviations or non-essential words. The title should be placed flush right to the margin; the page number should be flush left to the margin. All pages should have 1" margins all around, but this PowerPoint example could not accommodate that. The first page includes the words "Running head" followed by a comma. Use the header/footer option to create the running head. You need to select different 1st page because subsequent pages will not include the words "Running head."

This section is centered.

Full Title: In upper and lower case letters.

Incorporating Storytelling into Practice

Author: If author's name includes suffixes, insert a space rather than a comma

Jo A. Tyler

Affiliation: Include the institution under the author's name

Pennsylvania State University-Harrisburg

Sample Title Page

Incorporating Storytelling into Practice

Jo A. Tyler

Pennsylvania State University-Harrisburg

Headers

The 6th edition has simplified headings, as follows:

1. Centered, Boldface (Upper- and Lowercase Headings)
2. Flush Left, Boldface (Upper- and Lowercase Headings)
3. indented, boldface. (Lowercase paragraph heading that ends with a period)
4. Indented, boldface, italicized. (Lowercase paragraph heading that ends with a period)
5. Indented, italicized. (Lowercase paragraph heading ending with period)

The next slide demonstrates all five in use

The Significance of APA Headers

       This sample page demonstrates APA headers in use. In very few cases would you find it necessary to include all five levels. While this serves as an introduction to my discussion of APA headers, you should not label introductions. Your first level one header is reserved for the first body section of the paper.

First Level Headers

       First level headers serve as umbrellas for the text's primary talking points. They are reserved for the Literature Review, Methods, ... Don't treat the article title as a level one header.

Second Level Headers

       Second level headers entitle sub-points of the main discussion sections. If your literature review cover four theories, each could be a second level header.

       third level headers.

       Third level headers address sub-points of the second level headers. If the theories were your level twos, different proponents of each could occupy the level threes.

       fourth level headers.

       Fourth level headers further break out the discussion within third level headers as positioned here. Perhaps your literature review looks at different periods in each level three theorist's work.

       fifth level headers.

       Fifth level headers, not often used, break out sub-points within the fourth level headers.

Thank you for viewing my tutorial. I hope you found it helpful. If you would like to offer feedback or if you found an error, please contact me at wynn@oakland.edu.