Agenda for Today

• Introduction to APA (American Psychological Association Style)
• Identifying and collecting information for citations
• Learn to correctly cite for the References page
• Troubleshoot problems with formatting issues
APA Rules Caveat

- Not Always Prescriptive
- Can Be Ambiguous
- Always Room for Interpretation
- May Have to Adapt Examples Given to Fit Your Situation
APA Style General Style

- Course papers use 1 inch margins on all sides.
- Bold and underline are NOT used in citations; Italics are.
- All parts of the paper are double spaced
  - Including the References page
- Double space after periods at end of sentences in the text; Single space after punctuation in references on the References page
Why Cite a Source in the References Page

• Cited within the text of the paper
  – Every reference in the text must be cited on the References Page

• Refer reader back to the original source used
  – Document facts presented
  – Support research statement

• Avoid plagiarism
Reference Page General Rules

- Starts on a new page called References
- Uses Hanging Indent format for all citations
- Citations are listed in alphabetical order by last name of first author of work
- Do not re-order authors listed. Use order given in work.
  - Do not include degrees or affiliations or titles
More Reference Page General Rules

- Authors are cited last name first with their initials
- List up to seven authors
- With eight or more authors list the first 6, use an ellipses (three spaced periods [ . . . ] ), and then list the last author

Sample:
Common Mistakes

- Books: In U.S. need city with postal state abbreviation. Internationally, include city and country.
- Journals: Use of DOI or journal main page URL for identification rather than database name for journal articles found electronically.
  - Issue number used only when journal is not paged continuously within the volume.
- Retrieval date unnecessary unless information could change, such as in a wiki.
Common Mistakes

-Capitalization-

In the Titles of Articles, Books, and Web Reports and Other Documents:

- First Word of the Title and First word of the Subtitle
- All Proper Names
  - Geographic Locations – Mississippi River
  - Cultures and Races – Native Americans
  - Legislation – Affordable Care Act
Specific Types of Materials: Journals
Special Rules for Journal Articles

- When citing articles found in scholarly journals only use year in citations
  - Do not use the month (June) nor the season (Summer)
- If publication is weekly, use full date year, month & day (2007, February 28) in the Reference page; only the year in the text
Special Rules for Journal Articles

• Always include the volume number
• Issue numbers are not necessary if the journal is paged continuously in the volume
• Issue numbers are needed for magazines since each issue normally starts on page 1
  – Some professional journals are paged this way and will need issue numbers in these cases
Search for Journal
To Cite Full-Text Journal Articles from a Database Include---

- Name(s) of article’s author(s)
- Year of publication in parentheses
- Complete title of article
- Name of Journal in italics
- Volume number in italics
- Issue number in parentheses (if issue is paged individually). Use regular type, not italics
- Page number range
- DOI string assigned to article or journal main page URL if no DOI
What is a DOI?

- DOI = Digital Object Identifier
- Unique alphanumeric code assigned by journal publisher to article
- Will stay the same no matter the database in which article resides; a persistent link
- Some DOI are included in print version of article. Need to use the DOI only when citing electronic versions
- DOI can be searched at CrossRef.org Has more than 4,500 publishers & societies on board
Where Do I Find the DOI for My Article?

• Check citation in database before accessing article
• Look at header/footer of the first page
• Some articles have a title page with the DOI before the first page of text
• Search CrossRef.org
  – DOI Example – doi:10.1080/106656808021794444
  (Yes, the acronym is in lower case)!
Cannot Locate the DOI!

- Do NOT Panic
- Some older articles will not have a DOI
- Some journal publishers are not yet using
- If no DOI, use the journal’s home page web address (aka URL). Perform a web search to locate the home page. Retrieval date is not necessary

Child Abuse & Neglect
Volume 28, Issue 9, September 2004, Pages 917-923

Understanding the plight of foster youth and improving their educational opportunities

Andrea G. Zethin and Lois A. Weinberg

Charter College of Education, California State University, Los Angeles, 5151 State University Drive, Los Angeles, CA 90032, USA

Received 13 February 2003; revised 21 February 2004; accepted 5 March 2004. Available online 17 September 2004.

Article Outline

Educational effects of abuse or neglect
Foster care placement and leaving school
Mobility effects on school performance
Foster youth with special needs
The Personal Is Political: The Cuban Ethnic Electoral Policy Cycle

Personal Author: Eckstein, Susan
Journal Name: Latin American Politics and Society
Source: Latin American Politics and Society v. 51 no. 1 (Spring 2009) p. 119-48
Publication Year: 2009

Abstract: This article documents a U.S. Cuban foreign policy cycle that operated in tandem with the presidential electoral cycle between 1992 and 2004. During these post-Cold War years, when Cuba posed no threat to U.S. national security, influential, well-organized Cuban American leaders pursued political objectives and voted to benefit the interests of Cuban and other, especially -

Exercise: Finding the DOI or URL
Specific Types of Materials: Web Resources
Web Sites

If you use a document of any type from a web site (report, article, fact sheet, etc.)…

You must cite it correctly in the list of references

Web documents are inconsistent with the citation elements
For Documents Used from a Website Include ---

- Author(s) of document (may not be a person)
- Year of publication in parentheses, if available. If no date use (n.d.)
- Complete title of document in italics
- Report number in parentheses, if given, in regular type
- Retrieval date is unnecessary unless the content may be changed, such as a wiki
- Identify the publisher (could be an organization) unless it’s also the author
- Full web address (aka URL)
This year's America's Children in Brief: Key National Indicators of Well-Being report continues the tradition of cooperation and commitment by agencies across the Federal Government to advance our understanding of children today and indicate what may be needed to bring them a better tomorrow. The Forum is already busy planning its next full report, scheduled for 2009.

Katherine K. Wallman, Chief Statistician, Office of Management and Budget

Each year since 1997, the Federal Interagency Forum on Child and Family Statistics has published a report on the well-being of children and families. The Forum alternates publishing a detailed report, America's Children: Key National Indicators of Well-Being, with a summary version that highlights selected indicators. This year, the Forum is publishing America's Children in Brief; it will publish the more detailed report in 2009. The Forum updates all indicators and background data on its website (http://childstats.gov) every year.

The Forum fosters coordination and integration among 22 Federal agencies that produce or use statistical data on children and families. The America's Children series provides an accessible compendium of indicators drawn from the most reliable official statistics across topics; it is designed to complement other more specialized, technical, or comprehensive reports produced by various Forum agencies.

The indicators and background measures presented in America's Children in Brief all have been used in previous reports by the Forum. Indicators are chosen because they are easy to understand, are based on substantial research connecting them to child well-being; vary across important areas of children's lives; are measured regularly so that they can be updated and show trends over time; and represent...
Correct APA Format for Documents Found on Websites


(Note: The Forum is both author and publisher in this example)

Adrian E. Raftery  Le Bao
University of Washington  University of Washington

Technical Report no. 560
Department of Statistics
University of Washington
Seattle, WA 98195-4322, USA.

August 15, 2009
Specific Types of Materials:
Books
For Books include the following information …

- Name(s) of authors or editors
- Year of publication in parentheses
- Complete title of book including subtitle, if given (both in italics)
- Edition (only if 2nd ed. or later)
- Place of publication (city & state; if non-USA use city & country)
- Publisher’s name (without Co. or Inc.)
The Non-Designer's Design Book

SECOND EDITION

design and typographic principles for the visual novice

Robin Williams
Peachpit Press
Berkeley, California
For a Chapter in a Book Include …

- Name(s) of chapter’s author(s)
- Year of publication of the book in parentheses
- Complete title of chapter
- Name(s) of editor(s)
- Complete title of book including subtitle, if given (both in italics)
- Edition, if applicable with chapter’s pages in parentheses
- Place of publication
- Publisher’s name
Chapter Five


David H. Kaplan and Bessie House-Soremekun

Compared to several other populations, African Americans have lower rates of business ownership (Boyd 1990; Light and Gold 2000). This gap has been attributed to many factors, such as financial capital, education and training, and social capital (Light 1972; Fratone 1998; Butler 1991; Bates 1997; House-Soremekun 2002b, 2002c). While all of these factors play a significant role, scholars have tended to neglect the immediate neighborhood environment in which Black businesses operate and how this may help or hinder their overall business success.

Of interest to this chapter is the issue of crime—both in regard to the reality and the perception of crime. Crime can affect businesses in several ways. First, it can result in damage or property loss to the business itself. Second, it can require increased overhead through expensive security measures and higher insurance rates. Third, it can deter people from shopping in an establishment. These factors and others can make the operation of a business in a high-crime neighborhood problematic (House-Soremekun 2002a). Therefore, geographic location, and the crime-related aspects attributed to particular locations, plays a substantive role in shaping the experiences of African American entrepreneurs.

This chapter explores the linkage between Black business success, crime rates, and perceptions of crime at the neighborhood level. We argue that business success must be understood contextually in relationship to the attributes of the neighborhoods within which they operate. Most Black businesses exist within a context of spatial segregation, and many operate within communities that are economically and socially challenged. We address the issue of how the neighborhood context, particularly in relation to crime, influences business success.
Landscapes of the Ethnic Economy

Edited by
David H. Kaplan and Wei Li
Format for a Chapter in a Book

Page Set-Up, Exercises and Solutions