COMPLETING WRITING ASSIGNMENTS USING AMERICAN PSYCHOLOGICAL ASSOCIATION (APA) STYLE

The University of Texas Health Science Center at Houston
COMPLETING WRITING ASSIGNMENTS USING AMERICAN PSYCHOLOGICAL ASSOCIATION (APA) STYLE

WRITING SUPPORT SERVICES
Writing Support Services (WSS)
Reuel A. Stallones (RAS) Building E-125
713-500-9121

SPHWritingHub@uth.tmc.edu
https://go.uth.edu/SPHWritingSupport
https://uth.mywconline.com
RATIONALE FOR USING APA STYLE

• Format scholarly papers and document sources in them for disciplines within the social, behavioral, and natural sciences.

• Provide a standard way of presenting information in an academic assignment and scholarly paper.

• Organize and prepare the content of an academic paper by the APA rules for page margins, fonts, spacing, indentation, headers, citations of sources, references, tables, and reducing bias in language.
According to the DePaul University Writing Center, there are several common errors made in APA Style:

http://ucwbling.chicagolandwritingcenters.org/top-five-mistakes-of-apa-style/
GENERAL FORMATTING REQUIREMENTS

• **Font:** Use size 12 Times New Roman font and black ink for all pages. This includes the title page, headings, subheadings, references, and any other pages in the document.

• **Paragraphs:** Indent all paragraphs ½ inch, i.e., about 7 spaces from the left margin.

• **Text Alignment:** Align only the left margin.

• **Line Spacing:** Only double space throughout the paper.
GENERAL FORMATTING REQUIREMENTS (cont’d)

• **Page Numbers**: Insert page numbers in the upper right corner of the header.

• **Margins**: Make all margins 1 inch on the top, bottom, and sides.

• **Borders and Graphics**: Support and strengthen the paper with graphs, figures, or other data.

• **Footnotes/Endnotes**: Provide only for copyright permission or supplemental information at the end of the paper or at the bottom of the page for the relevant information.
OVERVIEW OF APA STYLE PAPER

• Focus on the major parts of an academic paper:
  - title page with running head
  - abstract with keywords
  - main body of the paper with five levels of headings/subheadings
  - in-text citations and references list
  - tables, figures, appendices
• Titles should include no more than 12 words.
• The running head is a short form of the title that appears only in the header of the paper and only on the first page of the paper. The running head is only 50 characters long.
  ✓ Capitalize the “R” in the word “Running.”
  ✓ Add a colon after the word “head.”
  ✓ Follow it with the shortened title of the paper.
ABSTRACT AND KEYWORDS

• Type the word “Abstract” in the center at the top of Page 2.

• Summarize the main ideas of your paper in one double-spaced paragraph, but do not indent it.

• The length of your abstract should range between 150 and 250 words.
• Below the abstract, list 3 to 5 keywords related to your topic.

• Start your list of keywords by indenting about 7 spaces.

✓ Capitalize the letter “K” in keywords.

✓ Italicize the word “Keywords”

✓ Add a colon to introduce the list (“Keywords:”)
FIVE LEVELS OF HEADINGS

• APA uses up to 5 levels of headings.

• Purdue Online Writing Lab (OWL) explains how to use the 5 levels of headings:

• https://owl.english.purdue.edu/owl/resourc e/560/16/
• Document all sources used in your paper twice: in-text citations and reference list.

1. Use parentheses to cite the source inside the body of the paper. Provide the author, date, and page number inside the parentheses for each source used in the paper.

2. After the last page of the body of the paper, cite each source used in the paper on an alphabetized list called “References.”
• For both in-text citations and the reference list, be sure to use the citation format that is specific to each kind of source used in the paper (e.g., journal article, book chapter).

• Computerized reference management software (e.g., RefWorks, EndNote) can help with formatting.
TABLES AND FIGURES

• To include tables and figures in your paper, you need to follow the specific APA Style guidelines exactly.

• Purdue OWL provides both general guidelines and checklists:

• [https://owl.english.purdue.edu/owl/resource/560/19/](https://owl.english.purdue.edu/owl/resource/560/19/)
APPENDICES

• Appendices can be included in a paper to provide information that cannot be included in the paper itself.

• One source of information about how to use appendices is as follows:

  • [http://rasmussen.libanswers.com/faq/3309](http://rasmussen.libanswers.com/faq/3309)
APA STYLE FORMATTING HELP

- Find APA Format Templates Online
- Create Microsoft Office Word Template
- Consult the Purdue OWL
- Choose bibliographic generators to create in-text citations and the list of references
RESOURCES FOR APA STYLE


• **E-book:** The *APA Style Guide to Electronic References* (2012).

• **Website:** APA Organization: [www.apa.org](http://www.apa.org)

• **Website:** SPH Writing Support Services: [https://go.uth.edu/SPHWritingSupport](https://go.uth.edu/SPHWritingSupport)
RESOURCES FOR APA STYLE (cont’d)

• The Basics of APA Style Tutorial

http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx
CHECKLISTS FOR APA STYLE

- https://www2.indwes.edu/APA/APAStyleChecklist.pdf
- http://library.devry.edu/pdfs/APA_Checklist.pdf
The University of Southern Mississippi has a website that allows you to review and check your knowledge of APA Style.

http://www.lib.usm.edu/legacy/tutorials/apatutorial/tutorialindex.html
WSS

• WSS aims to improve and enhance the public health communication skills, both oral and written, of all students.

• WSS teaches students to think about writing not only as a product but also as a process.

• WSS engages in a constructive dialogue with students to help them develop their own writing to facilitate future writing.
WSS TEAM

- Mr. Lionel Santibáñez, Scientific Editor
- Dr. Patricia A. McEvoy-Jamil, Training Specialist II
- Dr. Zhiling “Willa” Wu, Training Specialist II
WSS RESEARCH GUIDE

- https://go.uth.edu/SPHWritingSupport
  - Academic Writing
  - Career Writing
  - English as a Second Language (ESL)
  - Writing in the Sciences
  - Writing across Borders / Writing across the Curriculum
Thank You!

KEEP CALM AND USE APA STYLE