



**APA for the
Middle School**



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Where to go for extra help; the 808 section of the library shelves, particularly

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APA (American Psychological Association) style is an author, date system of:

- “in-text” citation – each source you use (paraphrase or quote directly in your essay) must be identified by author (or editor), followed by publication year and often the page number.
- “end of text” reference list – this appears at the end of your essay and includes full details of each information source used (in the text).

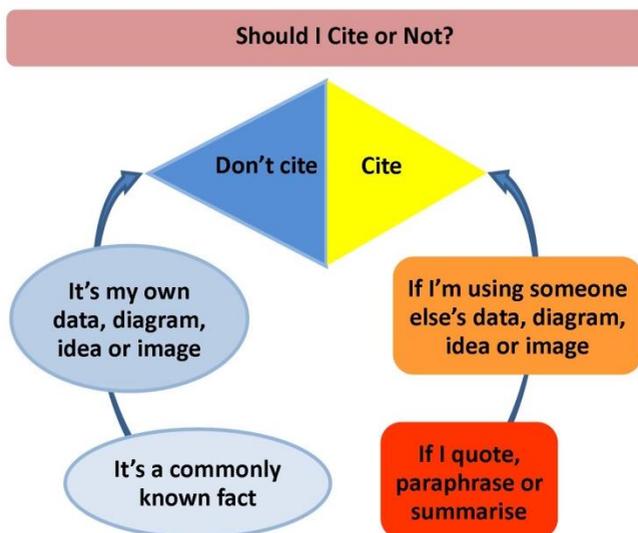


Figure 1 Citation visual guide

Quotes:

- quotes must be accurately copied, word for word, letter for letter. Use quotation marks “. . . .” e.g. The invaders were “. . . far more brutal than the British” (Carroll, 2009, p.122).
- Use 3 spaced ellipses points (. . .) to indicate any omitted material e.g. . “As elsewhere in their new empire . . . they could be far more brutal than the British” (Carroll, 2009, pp.121-2).
- Indent the whole of all long quotes (40 words or more) by 2 tab spaces from the left margin.

In-text citation:

1. **Author(s)**
2. **Publication year**
3. **Page number** (if a direct quote)

An **in-text** citation gives the reader basic information about the source. An **in-text** citation (of a paraphrased text) looks like this:

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“When testing the usability of a website, it is necessary to gather information the demographics of users” (Lazar, 2006, p.73).

Note: use the author’s surname (family name), publication date and a page number; a full stop is required after the closing parenthesis to end the sentence.

The author's name can also be incorporated into a sentence; in this case the authors name is moved outside the parenthesis:

Lazar (2006) notes a fundamental part of usability testing is to understand the demographics of users.

An in-text citation is needed whenever you have used information, ideas, concepts, diagrams, images or facts from another source.

If you have **paraphrased, summarised** or **quoted** another author, provide an in-text citation.

UNNSW guide to examples of citing the idea of another person

<p>To cite a direct quotation</p>	<p>In-text Reproduce the text word for word and place quotation marks at the beginning and end of the quotation. The author, date and page number must be included. "Hong Kong is a society of settlers" (Hudson, 1997, p. 9).</p>
<p>To cite a paraphrase or a short summary of an author's words or ideas</p>	<p>Restate the original words/ideas in your own words. The author, date, and page number(s) must be included. Wartime textile rationing was imposed through a coupon system, which meant garments now had two costs: their value in monetary units and in coupons (McKernan 1995, p. 152).</p>
<p>To reference the overall content of a work</p>	<p>You do not need to include page numbers because it is the entire work you are referring to: Larsen and Greene (1989) studied the effects of pollution in three major cities...</p>

Table 1. Guide to examples of citing

Photos, pictures, illustrations, cartoons, data sets, diagrams, graphs, maps etc.

All must be credited in your work; they each have a special style of in-text citation, all appear in your reference list. Label each illustration (photo, map etc.) as a ‘Figure’; label all data sets or tables as a ‘Table’. As used in this document label them as Table or Figure 1 then the next, Table or Figure 2. and so on.

Rule 1: number them consecutively.

Rule 2: name them or give them a title/description.

Rule 3: don’t include them if you do not refer to them.





Figure 2 Example of a photo:
‘Refuse the shadows of the past’
Source: N Holywell



Figure 3 Example of an art work:
“For @filmhouse – a gift – In support of
Libraries, Books, Words, Ideas...&; All
things *magic*” [Adapted ready-made].
(2011, July 11)

Tools

Collection and organisation of material

To store materials, references, annotations and quotes

- DIIGO.com or
- Zotero.com

Citation and Referencing

Learn the MS Word citation and referencing built in tools. Also use these tools to help build reference lists

- Son of Citation Machine
<http://www.citationmachine.net/apa/cite-a-other>
- Citefast
[\(http://www.citefast.com/\)](http://www.citefast.com/),
- Massey University APA Interactive
<http://owll.massey.ac.nz/referencing/apa-interactive.php>

How your entries should look

‘in-text’ citation

Art work “as shown in his work *Isonicotinoyl Chloride*”
(Hirst, 2005)

Book with one author

"The crux of a team is its leader"
(Hale, 2009, p. 45).

‘end of text’ reference list entry

Hirst, Damien. *Isonicotinoyl Chloride*. New York: Gagosian Gallery, 2005. Print.

Hale, P. (2009). *Teamwork that works*. Auckland: Freewheel Press.

Note: The first letter of the first word of the main title, subtitle and all proper nouns have capital letters.

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Book with two to five authors

Referencing is accepted as the key to academic success (Mill, Chan & Tamahere, 2007).

Mill, H., Chan, L., & Tamahere, M. (2007). *Skills for success*. London: Pearson Education.

Note: If there are six or seven authors, cite only the first author followed by et al.

Electronic book - from a library database.

The essence of teamwork is communication (Parker, 2008).

Parker, G. M. (2008). *Team players and team work: New strategies for developing successful collaboration* (2nd ed.). Retrieved from Ebsco eBook collection database.

Note: Rather than entering the Location: a publisher details statement is added to indicate the database you accessed the ebook from.

Magazine article - popular/general interest (from database)

(Wane, 2012).

Wane, J. (2012, February). Band of brothers. *North & South*, 311, 56-64. Retrieved from Australia/New Zealand Reference Centre database.

Music

“Shadow and the Frame” (Lang, 2008, track 10).

Lang, K.D.. (2008). Shadow and the frame. On *Watershed* [CD]. New York, NY: Nonesuch Records

Newspaper article (from website)

Fonterra will be the third largest player in the yoghurt and dairy dessert business in Australia (Hembry, 2008).

Hembry, O. (2008, June 25). Fonterra boosts Aussie presence. *The New Zealand Herald*. Retrieved from www.nzherald.co.nz

Newspaper article (print version)

(Cumming, 2004).

Cumming, G. (2004, April 5). Investment and risk. *The New Zealand Herald*, p. B5.

Note: Include p. or pp. before the page number. This is used for newspapers only, not magazines or journals. p. = one page, pp. more than one page. If page numbers are discontinuous, separate page numbers with a comma. e.g. pp. A1, A4-5.

Webpage

(Statistics New Zealand, 2009).

Statistics New Zealand. (2009). *New Zealand in profile 2009*. Retrieved from <http://stats.govt.nz>

Note: Key fields to include with a webpage are author (often an organisation), date (where available - otherwise put n.d.), title and url.

Table 2. APA basics – In-text citation and end-of text referencing examples

- Resources by the same author are identified by the date of publication

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Other Essential Elements of an APA submission

Paper size	A4	Font Size	12	
Margins	left = 25mm	right = 25mm	top = 25mm	bottom = 25 mm
Font (typeface)	a serif font	Times Roman or Garamond. The same font across the total work for ease of reading.		
Paragraphs	indent 1st line	indent 1st line of each paragraph 15mm (usually 1 tab space)		
Line spacing	double	lines are left aligned (never use justified text)		
Header	yes	contains the ‘Running Head’ (a short title, not more than 50 characters including spaces, on each page), also the page numbers (it may also include your name and class)		
Page number	in header	at top right, in header, use auto page count functions of the software (i.e. Insert, Header)		
Footer	no	could be used for your name, class & student number if these are not in your header		

Table 3. Format of paper

Ordering your assessment sections

1. **Title page**
2. **Table of Contents** (optional)
3. **Your writing**
4. **References**
5. **Appendices** (optional)

Table 4. Order in your submission package

Reference list

Details information about each source that you have **cited** in the assessment; every source mentioned with an in-text citation should be listed in the reference list (except personal communications). It appears at the end of your work.

Note: sources without an in-text citation should not appear in your References.

Reference list format

- The title ‘References’ is centered (plain font i.e. not bold).
- Entries are in alphabetical order according to the family name.

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- Every entry in an APA reference list has a hanging indent. This means that every line after the first is moved 1 cm to the right.
- Different types of sources do have different formats, and everything about each entry (from the punctuation to the capitalisation of words) is strictly controlled by the APA style guide 6th edition.
- Getting it exactly right takes time, plan for it, and get it right in the end!

References [example]

Blake, D. (2001). *Skroo the rules: What the world's most productive workplace does differently*. Melbourne: Information Australia.

Donovan, B. (2008, August 7). New childcare laws threaten gym creches. *New Zealand Herald*, p. A03. Retrieved from Newztext Plus database.

Drucker, P.F. (2004, December 30). Management today: The American CEO. *Wall Street Journal*, pA8. Retrieved from ABI/Inform database.

Mankiw, N.G., Bandyopadhyay, D. & Wooding, P. (2009). *Principles of macroeconomics in New Zealand* (2nd ed). South Melbourne, Vic.: Cengage Learning.

Table 5. Example of a Reference List

References

APA Referencing: A Guide for Business Students - BEIS - The University of Auckland Library. (2014, October 24). Retrieved from http://www.library.auckland.ac.nz/subject-guides/bus/topicguides/apa_for_business.htm

Citefast automatically formats citations: APA 6th edition, MLA 7th ed. and Chicago 16th ed. (2015). Retrieved from http://www.citefast.com/#_Webpage

Concise Rules of APA Style, Sixth Edition. (2015). Retrieved from <http://www.apastyle.org/products/4210004.aspx>

Publication Manual of the American Psychological Association. 6th ed. Washington, USA: American Psychological Association, 2012. Print.

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