APA Basics

Library & Learning Services Webinar Series
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Poll #1

• What is your comfort level with APA?

  a. Very Comfortable
  b. Somewhat Comfortable
  c. Not Comfortable
  d. I haven’t tried yet
Questions to Answer

• What is APA citation style?
• Why do I need to use APA?
• What are the three parts of APA?
  – Formatting
  – In-text Citations
    • Direct Quotations, Paraphrases, & Summaries
  – Reference Page
• Where can I find help?
What is APA?

• **APA** (*American Psychological Association*) is a popular citation styles used in academic and professional writing in several academic disciplines.

• It governs the:
  
  – **Format of your paper** in Microsoft Word
  – **Citation of your resources** in the body of your paper and in your References list
Why does Rasmussen use APA?

- It’s a Standard!
  - Consistent
  - Clear and Neat Format
  - Aids the Reader
- Used in your field of study
- Documentation of research
  - Using outside resources in your writing adds to your credibility
- Using an editorial style will help you avoid plagiarism....
General Guidelines

- 1” margins
- Double-spaced
- Paragraphs indented ½”
- Numbered pages
- Major headings centered and bolded

A basic research paper consists of an introduction, body, and conclusion. The introductory paragraph presents the topic of the paper and typically summarizes the main points and ends with a thesis. The body of the paper covers the main points and normally includes citations to sources that support the author’s claims and information. Papers should end with a conclusion. Conclusions normally summarize the main points that were addressed, without introducing new content.

The final portion of the paper is the references list. The references list gives complete information about all of the sources that are cited in the paper. For Rasmussen papers, the references list follows APA formatting rules. For more information on how to write a paper and use proper APA citation and formatting, please see http://guides.rasmussen.edu/writing and http://guides.rasmussen.edu/apa. For information on references in APA style, see https://rasmussen.libanswers.com/faq/32556.
Formatting of an APA Paper

Title Page Guidelines

- Running head: TITLE
- Page numbered
- Title of paper  
  - centered
- Author’s name  
  - centered
- Name of the college  
  - centered
- Author Note  
  - aligned left
When Should I Cite a Source?

Sources **must** be cited whenever you use someone else’s:

- **Words**
  - Quotations
- **Ideas**
  - Summaries
  - Paraphrases
  - In your own words
- **Statistics**
  - Numbers
- **Images, Graphs, Charts**
Written Assignment Example

Use the online library to find two recent articles about the current civil rights movement. Summarize the two articles in a one page paper and make sure to cite your sources.
Steps:

1. Search the online library and select two articles that interest you, read them in full, go back and highlight the important information.
2. Set the articles aside and write your summaries.
3. Create the full article references for your References page.
4. Create the in-text citation for use in the body of your paper.
Reference Page Entries

Each reference contains four pieces of information:

**Author. (Date). Title. Access information.**

Example:

References Pages

• Reference pages contain the information the reader of your paper needs to find the resources you used.

• Reference page is on its own page at the end of your document.

• Entries must be alphabetized.

• Can have one entry or hundreds!

• Every source that you cite in-text should be listed on your Reference Page.
Reference Page Example

References


Author. (Date). *Title*. Access information.
Where do I find the information?
Poll #2

- You need to cite direct quotations but you do not need to cite paraphrases and summaries:

  a. True
  b. False
In-Text Citations

• Cite or credit any idea that is not your own: Quote, Summary, Paraphrase, Image, Data

• In-text citations appear in the body of your paper and give credit to the resource you took the information from.

• Informs the reader that they can locate more information about the source in the References list.
Quotations & Paraphrases

**Quotations:**
*Identical to the original, used word for word*
- Quotation marks
- Author’s last name
- Date the source was published
- Page or paragraph #

**Author – Date - #**

(Smith, 2008, p. 5)

**Paraphrases/Summaries:**
*Putting the original material into your own words*
- No quotation marks
- Author’s last name
- Date the source was published

**Author – Date**

(Smith, 2008)
Citing a Paraphrase/Summary

Even if you are not taking a direct quote from your source, you still need to include an in-text citation.

Author - Date

• It is important for researchers to carefully review sources, because some may contain unreliable information (Berkman, 2004).

• Berkman (2004) reported that it is important for researchers to carefully review sources, because some may contain unreliable information.
Citing Direct Quotations

Author – Date - #

• “We must remain vigilant when encountering even the traditional information sources, which can lead us astray as easily as a website” (Berkman, 2004, p. 3).

• According to Berkman (2004), “We must remain vigilant when encountering even the traditional information sources, which can lead us astray as easily as a website” (p. 3).

TIPS: *Always keep the Author and date together
*Page number is always next to the quote
Poll #3

• Which choice below is an example of a correct APA style in-text citation (falling at the end) of a direct quote?

  a. (Smith, 2012).
  c. (Smith, 2012, p. 2).
  d. (Smith, p. 2).
You can’t have one without the other. They connect.
Remember...

- These are the basic APA elements:

1. Formatting
2. References List
3. In-Text Citations
NoodleTools (Citation Generator!)

- Use NoodleTools to create reference pages.

- Find NoodleTools via the Resources tab in your online classes.

- Plug-in your source’s information.

- NoodleTools will compile your entries to create a reference page – alphabetized, formatted properly, etc.
Need APA Help?

• APA Guide
  – http://guides.rasmussen.edu/apa

• APA Tutoring
  – http://rasmussen.libanswers.com/faq/100663

• Online Writing Lab
  – http://rasmussen.libanswers.com/faq/32588

• Library Chat
  – http://tinyurl.com/RasChat
Learn More! Use the APA Guide

Click on the Resources tab in your online class to access great APA resources!

- **Library Resources**
  - **Navigating the Online Library**
    - Rasmussen College Library Homepage
  - **Search E-Resources and Articles** (Database articles, electronic & eReference books, images and videos.)
  - **Search eBooks** (EBSCO, ProQuest, Safari, GALF, Credo and Cloud Library)
  - **APA Guide** (Sample paper, APA Template, and Annotated Bibliography)
  - **Grammarly** (Grammar, Spelling and Plagiarism checker)
    - Creating an account? Click here for instructions.
  - **NoodleTools Guide**
    - Revalidating your account? The username/school is: rasmussen
    - The password is: student
  - **Writing Guide** (From discussion posts to outlines, PowerPoints, and research papers)
Learn More! Use the APA Guide

http://guides.rasmussen.edu/apa

You can also find the APA guide on the library homepage
APA Guide – Tabs!

Use these **tabs** to navigate through the Guide.

**Download** the APA Word Template and Sample Paper!
We’d like your feedback!

http://rasmussen.libs-surveys.com/webinarsurvey