One-Shot Instruction Success in Teaching APA Writing Style

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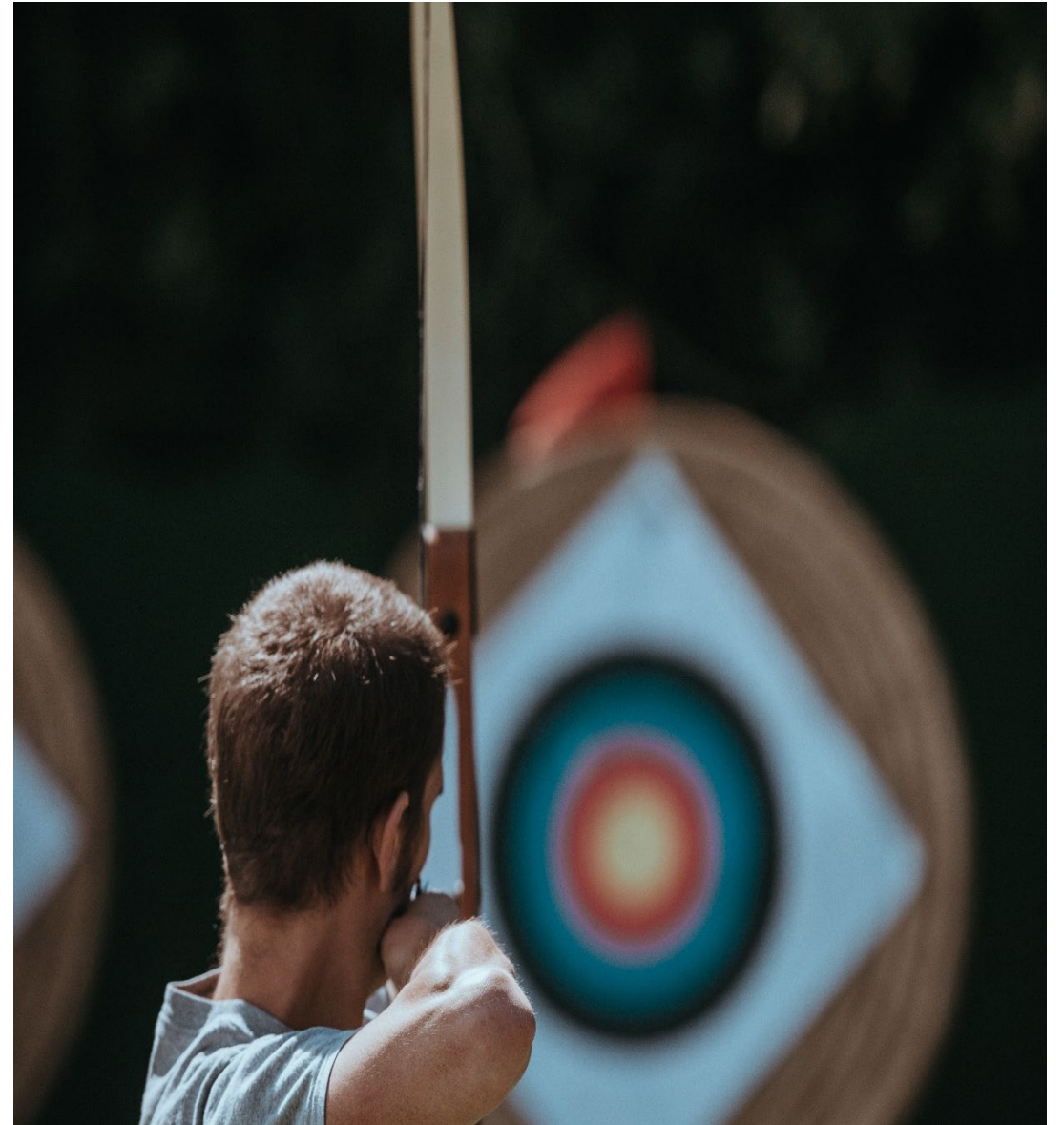6777 Camp Bowie Blvd., Fort Worth, TX 76116

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Student's Primary Tools for Success

Research shows student success increases with:

- Direct instruction in APA Writing Style (Mandernach, Zaforte, & Taylor, 2015)

- Using a sample paper (Franz & Spitzer, 2006)

- Including a checklist (Franz & Spitzer, 2006)

Photo by [Annie Spratt](#) on [Unsplash](#)

Getting into Class

- Send an email.
- Talk to the professor personally.
- Visit the department.
- Get professor's referral.
- Take over from previous librarian.
- Students make a request for instruction.

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Support from the Professor

- Tailor instruction to assignment requirements.
- Encourage professor to stay in class.
- Allow professor to contribute. Just don't let them take over the class!
- If prof contributes, inform students about writing for their particular audience.
- For upper level students, inform about editorial requirements for journal submission.

Beginning Your Instruction

- Ask students, "What do you want to learn about APA?"
  - Make a list on the board.
  - Cross through as you cover those topics.

Beginning Your Instruction (continued)

- Ask students, "Why do we use APA?"
  - Most commonly used style for Social Sciences
  - Better reading comprehension of document
  - Creates a standard across all platforms of publications, such as print and electronic
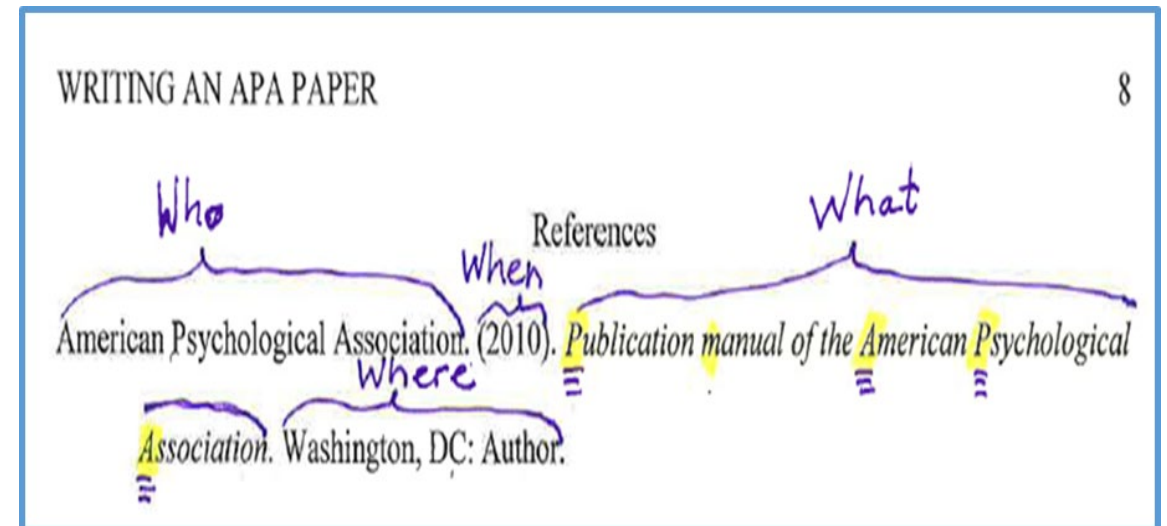 - Consistent standard for scientific experiments

Just the Basics

Teach the basic concepts:

- Title page
- Abstract
- Body
- Levels of Headings
- Writing Style
- Source Citation
- Conclusion
- References

Just the Basics (continued)

- Emphasize format
  - [Headers](#)
  - Double-spacing
  - Times New Roman; pica 12
  - 1" borders
  - [Levels of Headings](#)

- References: 4 parts: Who, When, What, Where

- Avoid advanced concepts

Interject Humor

Cover sheet - take off from WWII British motivational poster

Citation page – Yoda says…

Interject Humor (continued)

Levels of Headings	No anthropomorphism
Remark:	**Ask:**
• What does this even mean?	• What's this "20-dollar" word mean?
• It's "APA speak!	• Who has given their vehicle a name?
😄	• Anyone ever dressed up their pet for a holiday?

Show Usefulness of Various Resources

- APA Manual: Show Table 6.1: Basic Citation Styles chart to help increase understanding of in-text citation concepts. Emphasize usefulness of ready availability.

- APA Style Central: Show Plagiarism tutorial & Sample References tab.

- Mention another primary source: APA Style Blog.

- Mention secondary source: Purdue Online Writing Lab – APA section.

- Gives opportunity to talk about difference between primary and secondary sources.

Source Citation and Plagiarism
Ask students these questions:

What can happen if you plagiarize?

What is plagiarism?

What is para-phrasing? How do you do it?

When is it appropri-ate to use quotes?

------Connect through Relatable Concepts------

APA Concept	Relatable Concept
Abstract	Book cover description
Levels of Headings	Outline or inverted pyramid
Writing Style	Different high school essays
Concise Writing	Pretend that words cost $1/each
Templates	Create your own, then reuse
Editing tactics	Rest-Revisit; Read aloud; Peer-review

Follow Through

- At end of presentation, invite students to seek you out for further help.

- Give students your name and contact information.
  - Write on the whiteboard
  - Include on any handouts

- Let professor know that you could be embedded in their class through Blackboard or other online class media.

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Exercises and Handouts

- [Sample Paper](), includes Appendix of Author's Tips

- [Bias Writing Exercise]()

- [Research Ethically and Avoid Plagiarism]()

- [DOI Flowchart]()

- [Ulrich's Periodicals]()

- [Microsoft Tips]() – contains Tarleton website links

- Checklist (https://ae610summer.wikispaces.com/file/view/APA+STYLE+CHECKLIST+5-20-10-5-1.doc)

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Have Fun!

Addendum

Slides Linked to Previous Slides

Title Page
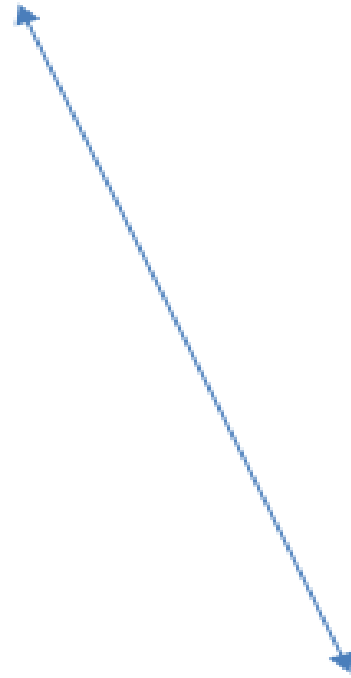
Writing a Paper in APA Style

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Abstract

Abstract

The abstract should be a paragraph or two that describe the paper much as a product description in a catalog tells you about an item. Let your reader know the major points that are in your paper without going into detailed descriptions, without using new terminology, and without critiquing your topic or research. This is not another introductory paragraph; rather it is a way to objectively report about your paper. In order to write a good description of the paper, you should write the abstract after you have completed your paper. A well-written abstract will allow the potential reader to determine what your paper is about and whether or not they want to read it. The abstract begins at the left margin, without indentation. The word "Abstract" is written without quotation marks, centered on the first line of the second page of the paper, and is not formatted in any other manner. The abstract should be at least 150 word long, but not more than 250 words long.

First Page of the Body

Writing a Paper in APA Style

An APA-styled paper begins with the title of the paper on the third page (American Psychological Association [APA], 2010). The title is centered, is not in bold-faced type, and uses title case style capitalization (similar to the capitalization of a book title) for the important words of the title (Lee, 2012). An APA paper always begins with an introduction. The word "introduction" is not used as a heading. The introduction is simply the beginning paragraph(s) of the body of the paper where you introduce your research. It is not an objective description, such as the one you used in the abstract, but rather a preliminary description of your research. You should describe your hypothesis, i.e., the reason that you wrote this paper (APA, 2010). That does not mean that you will say that you wrote this paper as part of a class assignment. It means that you will let your reader know what you expected to find through your research, then you will describe in your paper what you found using your resources. You will tell the reader about the different parts of your paper and conclusion(s). You will structure your paper using the APA structure style.

Structure

Types of Papers

APA papers are written using a specific structure. The structure will be slightly different depending on whether you are presenting experimental research or a research assignment. Most,

Levels of Headings & Writing Style

Levels of Headings

The paper that you write for your research assignment should be organized hierarchically through the use of headings. Major points should be level one headings. Subtopic ideas within the major points may be organized into level two headings. Follow this pattern with all subsequent levels of headings. Name the headings by using a few significant word(s) (APA, 2010). A chart of the five possible levels of headings is located on page 62 of the *APA Manual* (APA, 2010). The main headings used are levels one, two, and three (APA, 2010).

Level one headings. Level one headings are centered, bold-faced, and title capitalized (APA, 2010). The word "structure" on the previous page is an example of a level one heading.

Level two headings. Level two headings are left justified, bold-faced, and title capitalized. Never use a level two heading unless you have more than one point to make about your level one heading (APA, 2010). An example of a level two heading is the heading with the words "Levels of Headings."

Level three headings. Level three headings are indented and bold-faced with only the first word, proper nouns, and acronyms capitalized. Wording follows directly after the period without dropping down a line (APA, 2010). An example of a level three heading is the heading with the words "Level three headings." Headings frame the writing within your paper.

Writing Your Paper

Style

The style of writing used in an APA-styled paper is clear and concise (APA, 2010).

Writing Style & Source Citation

APA writing style is objective, not familiar, and does not anthropomorphize. ==Avoid bias== by writing objectively. Also, ==avoid wordiness==; use as few words as possible to convey your meaning (==APA, 2010==). ==Write your paper in third person== meaning that you never write using "I"; instead you might refer to yourself as "the author" (without the quotation marks). The familiar style is used in this paper to help you better understand; however, do not write a paper for your class using "you." Another required stylistic point is to ==never anthropomorphize==. This means that you do not attribute human characteristics to inanimate objects or to animals (APA, 2010). An example of anthropomorphism would be: "This paper describes the conflict between good and evil." A paper is incapable of describing. The correct sentence would be: "The conflict between good and evil is described in this paper," although this conflict could not actually be described in a single paper! To produce a well-crafted APA-styled paper, you will have to practice these writing skills, edit your paper numerous times, and consult the *APA Manual* for citation rules.

Source Citations

The basis for your paper is what you learned through reading published articles, books, and other resources. As a result, your paper is a blend of your own words and thoughts with those from your sources. ==In order to avoid plagiarism and to properly acknowledge your sources, you must give credit to the author(s) when you incorporate information from their publications in your paper== (APA, 2010). ==Table 6.1 on page 177== of the *APA Manual* shows exactly how to cite ==various numbers of authors with in-text and parenthetical formatting== (APA,

Paraphrasing, Quoting, Ending, & References

Paraphrasing. Paraphrasing is done by using your own words to describe the information you gleaned from a resource. Paraphrasing should be used frequently throughout your paper and is preferred to quoting (Parrish, 2006). Always cite paraphrased knowledge, otherwise you will have used someone else's idea and/or work and misrepresented it as your own (APA, 2010) which could get you in big trouble with your professor and the university.

Quoting. Quotes should only be used if your source uses a unique term, has a particularly expressive manner of conveying knowledge, or when citing statistics (APA, 2010). When quoting, use exactly the same words as the author. Use a block quote if the quote contains 40 or more words. To block a quote, drop down one line from the text and indent one-half inch from left margin, still using double spacing. Credit the source by enclosing the author(s)' name(s), date of publication, and pagination (abbreviated by using "p.") within parentheses at the end of the quote. Do not use quotation marks with a block quote (APA, 2010).

Ending Your Paper

Your paper will end with your concluding paragraph(s). Do not use a heading for the conclusion (unless your professor instructs you to do so). Use this paragraph(s) to summarize your research. The conclusion is the only place within your paper that you may give your outlook on your research (APA, 2010). References page(s) follow the end of the body of your paper.

Reference(s) Page(s)

According to the APA (2010), the reference(s) section must include, in alphabetical order, all of the sources cited within the paper, but may also include other resources used in

References & Conclusion

hanging indent. ==Chapter seven of the *APA Manual* is entirely devoted to examples of references (APA, 2010).==

==The author wrote this paper== with the intention of helping students learn how to write in APA style in order to meet the requirements of their classes and to produce excellent papers in the APA style.

Learning to write using APA style is a task that requires attention to detail, adhesion to the latest edition of the APA manual, and repeated editing. Structure your APA paper through the use of headings. Remember that APA-styled writing is clear, concise, and without bias. Give credit to paraphrased and quoted material through the use of citation, and list all cited references, except personal communications, on the reference(s) page (APA, 2010).

Reference Page

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Appendix

Appendix

Author's Tips

Use these tips to make the writing of your APA paper easier.

1. Make sure that the running head, shortened title, and page numbers are in Times New Roman font and 12 pica since Microsoft Word defaults to Calibri font and 11 pica.

2. To format for double spacing: Click on the lower right-hand corner in the "Paragraph" dialog box, and set your line spacing to double. Then, do one of the following:

   a. Check the box in front of "Don't add space between paragraphs of the same style."
   b. Reduce the spacing before and after the paragraph to 0 (zero).

3. To set up a different first page header and page numbers, follow these steps exactly:

   a. From your current document, select the "Insert" tab.
   b. Click on "Page Number."
   c. Select "Top of Page," then "Plain #3."
   d. In the Header/Page number area type "Running head: YOUR TITLE."
   e. Highlight "Running head: YOUR TITLE, and the page number" then right click to change the fount to Times New Roman and the font size to 12 pica. Once these are changed, copy this information, including the page number.
   f. In the Design tab, check the box for "Different First Page." All your previously typed header information will disappear. Do not fear!
   g. Click the mouse in the left-hand corner of the header area and paste in previously copied information. Your header and page number will appear again.
   h. Place the mouse in between the word "TITLE" and the page number, then tap the "Tab" key to align the page number to the right.

Appendix (continued)

  i. Go to page 2 of your document and delete the words "Running head."

  j. Place your mouse between the word "TITLE" and the page number, then press the "Tab" key to align the page number to the right side of the paper.

  k. Finally, press the "X" in the command ribbon for "Close Header and Footer."

4. After setting up your paper with tips one through three, make writing papers for all your classes easier by creating a simple four page template which includes: title, abstract, body, and references. To create a new paper simply copy of this template into a new document and type your paper using your new document.

5. To locate DOIs (Digital Object Identifiers) for articles on the Reference page:

  a. Go to http://www.crossref.org/guestquery. Fill in the form with citation information (author, first page number, journal title, and ISSN).

  b. Click "Search."

    i. If the response is "No DOI found," check for any spelling errors or mistakes, then resubmit.

    ii. If the response remains the same, follow the guidelines given in the *APA Manual* or on the APA Style Blog (http://blog.apastyle.org/apastyle/2009/09/a-doi-and-url-flowchart.html) regarding what retrieval information to include and additional guidelines.

*Addendum: This paper was written after viewing a similar model written by Mark Parton, a graduate student assistant for the Dean of Student Success at Tarleton State University.

APA Manual, page 177

Table 6.1. Basic Citation Styles

Type of citation	First citation in text	Subsequent citations in text	Parenthetical format, first citation in text	Parenthetical format, subsequent citations in text
One work by one author	Walker (2007)	Walker (2007)	(Walker, 2007)	(Walker, 2007)
One work by two authors	Walker and Allen (2004)	Walker and Allen (2004)	(Walker & Allen, 2004)	(Walker & Allen, 2004)
One work by three authors	Bradley, Ramirez, and Soo (1999)	Bradley et al. (1999)	(Bradley, Ramirez, & Soo, 1999)	(Bradley et al., 1999)
One work by four authors	Bradley, Ramirez, Soo, and Walsh (2006)	Bradley et al. (2006)	(Bradley, Ramirez, Soo, & Walsh, 2006)	(Bradley et al., 2006)
One work by five authors	Walker, Allen, Bradley, Ramirez, and Soo (2008)	Walker et al. (2008)	(Walker, Allen, Bradley, Ramirez, & Soo, 2008)	(Walker et al., 2008)
One work by six or more authors	Wasserstein et al. (2005)	Wasserstein et al. (2005)	(Wasserstein et al.,2005)	(Wasserstein et al., 2005)
Groups (readily identified through abbreviation) as authors	National Institute of Mental Health (NIMH, 2003)	NIMH (2003)	(National Institute of Mental Health [NIMH], 2003)	(NIMH, 2003)
Groups (no abbreviation) as authors	University of Pittsburgh (2005)	University of Pittsburgh (2005)	(University of Pittsburgh, 2005)	(University of Pittsburgh, 2005)

Bias Writing Exercise

Find what is bias in the sentence and eliminate it, making a new unbiased sentence.

1. The participants were asked to think of their favorite teacher from elementary school and to rate her on the 20 evaluative dimensions.

2. The experimenter can decide when he should provide the debriefing

3. Typically, the department chairmen must give his approval for each traineeship that is awarded.

4. The participants where 20 male students and 20 coeds.

5. A psychological test battery was given to gay men and women and to normal men and women to determine whether there would be a relation between childhood sexual abuse and sexual identity.

Ulrich's Periodicals Directory

Microsoft Tips for APA Style Papers

By Lisa Wan, Tarleton State University, wan@tarleton.edu

Authoritative sources for APA information:

1) *Publication Manual of the American Psychological Association* (*APA Manual*) – primary source
2) APA Style CENTRAL, online database published by the American Psychological Association - primary source; Available from the Tarleton Libraries' webpage under Database A-Z: http://apastylecentral.apa.org/ Use LEARN tab.
3) APA Style Blog, by the American Psychological Association, - primary source; http://blog.apastyle.org/apastyle/
4) Purdue Owl – secondary source; Available at: https://owl.english.purdue.edu/owl/

Header:

Font: Make sure that you change the header font to Times New Roman, pica 12. *Even if you have already set the font for your paper,* the header font will still be Calbri, pica 11 until you change it. You must change it to Times New Roman, pica 12.

Paging: See #3 in Appendix of the sample paper, *Writing a Paper in APA Style*, for instructions on setting up the paging properly. The sample paper may be found on the University Libraries homepage, at +Get Help, under Citing Sources, APA 6th ed. – Sample paper with format, citation and style tips (https://www.tarleton.edu/library/documents/writing-apa-style.pdf).

Double-spacing

See #2 in Appendix of the sample paper, *Writing a Paper in APA Style*, for instructions on how to get rid of extra line, even after you have set your paper to double-spacing.
Getting rid of extra space: http://www.techrepublic.com/blog/microsoft-office/how-to-remove-the-spacing-between-paragraphs/

Words Fill Page Completely

To get your words to completely fill the page without having EXTRA LINES at the bottom of the page: Uncheck the box in front of "Widows/Orphans control", found by pressing button in lower, right-hand corner of Paragraph box (located in the ribbon). Select Line and Paging Breaks tab, then locate "Widows/orphans control" under "Pagination" and uncheck the box.

Punctuation Spacing

View APA Style Mechanics: Periods in the database APA Style CENTRAL.
Also, read *APA Manual*: Chapter 4 – The Mechanics of Style, pp. 87-88.