MARUDHAR KESARI JAIN COLLEGE FOR WOMEN (AUTONOMOUS)

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PG Department of Psychology

II M.Sc. Psychology – Semester - IV

E-Notes (Study Material)

SEC - III: SCIENTIFIC REPORT WRITING	**Code: 23PSSY44**
Unit: V – APA Style: Basics of APA, in-text citations, formatting and writing reference. **(12 Hours)**	
Learning Objectives: To comprehend the purpose and significance of the American Psychological Association (APA) style in academic and professional writing and understand how to cite various sources.	
Course Outcome: On the successful completion of the course, the student will be able to recognize the significance of APA style in ensuring clarity, uniformity, and credibility in scholarly writing and accurately cite sources within the text using narrative and parenthetical citation formats.	

Overview:

The American Psychological Association (APA) style is a widely adopted set of guidelines for academic writing, particularly in the social and behavioral sciences. It ensures clarity, uniformity, and credibility in scholarly communication.

Basics of APA Style:

Author–Date Citation System: APA employs an author–date method for in-text citations, where the author's last name and the year of publication are included within the text.

In-Text Citation

Narrative Citations: The author's name is integrated into the sentence, followed by the year in parentheses.

Parenthetical Citations: Both the author's name and the year are enclosed in parentheses at the end of the relevant sentence or clause.

Formatting Guidelines

General Structure: APA recommends specific formatting for manuscripts, including guidelines on margins, font type and size, line spacing, and indentation.

Title Page: Includes elements such as the paper's title, author's name, and institutional affiliation, formatted according to APA standards.

Headings and Subheadings: Utilized to organize content systematically, with specific formatting rules for different levels of headings.

1. APA STYLE

APA (American Psychological Association) style is a set of guidelines for writing and formatting academic papers, particularly in the social sciences. It is widely used in fields such as psychology, education, business, and health sciences.

History of APA Style

APA style was first introduced in 1929, and it has undergone several revisions since then. The most recent edition of the APA Publication Manual is the 7th edition, which was published in 2020.

Key Features of APA Style

1. Clear and Concise Writing: APA style emphasizes clear and concise writing, avoiding unnecessary complexity and jargon.

2. Double-Spacing: APA style requires double-spacing throughout the paper, including the title page, abstract, and body.

3. Margins and Font: APA style requires 1-inch margins on all sides (top, bottom, left, and right) and a clear, legible font, such as Times New Roman, in size 12 points.

4. Headings and Subheadings: APA style uses a hierarchical system of headings and subheadings to organize the paper.

5. In-Text Citations: APA style uses an author-date system for in-text citations, where the author's last name and publication year are included in parentheses.

6. Reference List: APA style requires a reference list at the end of the paper, which includes all sources cited in the paper.

Benefits of Using APA Style

1. Consistency: APA style provides a consistent format for writing and formatting academic papers.

2. Clarity: APA style emphasizes clear and concise writing, making it easier for readers to understand the content.

3. Organization: APA style provides a hierarchical system of headings and subheadings, making it easier to organize the paper.

4. Credibility: Using APA style demonstrates a commitment to academic integrity and credibility.

Common Applications of APA Style

1. Academic Papers: APA style is widely used in academic papers, particularly in the social sciences.

2. Research Reports: APA style is often used in research reports, particularly in fields such as psychology and education.

3. Theses and Dissertations: APA style is commonly used in theses and dissertations, particularly in fields such as psychology and education.

4. Journal Articles: APA style is often used in journal articles, particularly in fields such as psychology and education.

2. BASICS OF APA

APA style is a set of guidelines for writing and formatting academic papers, particularly in the social sciences. It is widely used in fields such as psychology, education, business, and health sciences.

General APA Guidelines

1. Font: Use a clear, legible font, such as Times New Roman, in size 12 points.

2. Margins: Set margins to 1 inch on all sides (top, bottom, left, and right).

3. Line Spacing: Double-space the entire paper, including the title page, abstract, and body.

4. Indentation: Use a half-inch indentation for the first line of each paragraph.

APA Headings

1. Title Page: Include the title of the paper, the author's name, institutional affiliation, and date.

2. Abstract: Provide a brief summary (150-250 words) of the paper.

3. Headings: Use headings to organize the paper, including:

   - Level 1: Centered, bold, uppercase, and lowercase headings (e.g., Introduction)

   - Level 2: Left-aligned, bold, uppercase, and lowercase headings (e.g., Methodology)

   - Level 3: Left-aligned, italic, uppercase, and lowercase headings (e.g., Participants)

APA In-Text Citations

1. Author-Date System: Use the author's last name and publication year in parentheses, separated by commas (e.g., Smith, 2020).

2. Multiple Authors: Separate authors' names with commas, using an ampersand (&) before the last author (e.g., Smith, Johnson, & Williams, 2020).

3. No Author: Use the title in parentheses, followed by the publication year (e.g., ("The Impact of Social Media," 2020)).

4. Direct Quotes: Include the page number(s) in parentheses, preceded by "p." or "pp." (e.g., Smith, 2020, p. 12).

APA Reference List

1. Format: List references in alphabetical order by author's last name.

2. Book References: Include author's last name, first initial, publication year, title, and publisher (e.g., Smith, J. (2020). The impact of social media. Routledge.).

3. Journal Article References: Include author's last name, first initial, publication year, title, journal title, volume, and page numbers (e.g., Smith, J. (2020). The impact of social media on mental health. Journal of Social Media Studies, 10(2), 12-20.).

4. Website References: Include author's last name, first initial, publication year, title, and URL (e.g., Smith, J. (2020). The impact of social media. Retrieved from (link unavailable)).

Common APA Mistakes

1. Inconsistent Formatting: Ensure consistent formatting throughout the paper.

2. Incorrect Citation: Verify accuracy of in-text citations and reference list entries.

3. Missing or Incomplete References: Ensure all sources are properly cited and referenced.

4. Incorrect Headings: Use correct heading levels and formatting.

APA Resources

1. APA Publication Manual: The official guide to APA style.

2. APA Website: Offers resources, tutorials, and FAQs on APA style.

3. Purdue Online Writing Lab: Provides detailed guides and resources on APA style.

4. APA Style Guide: A concise guide to APA style, available online or in print.

General Formatting Guidelines:

The American Psychological Association (APA) style is a set of guidelines widely used for academic writing, particularly in the social and behavioral sciences. It ensures clarity, uniformity, and credibility in scholarly communication.

Title Page: Includes the paper's title, author's name, and institutional affiliation. The title should be centered, bolded, and in title case.

Headings and Subheadings: Utilize a structured system of headings to organize content, aiding readability and flow.

In-Text Citations:

Narrative Citations: The author's name is integrated into the text, followed by the publication year in parentheses.

Example: Smith (2020) discusses the implications of...

Parenthetical Citations: Both the author's name and the year of publication are included in parentheses at the end of the sentence.

Example: The study revealed significant results (Smith, 2020).

Reference List:

Formatting: The reference list should start on a new page titled "References," with entries listed alphabetically by the author's last name. Each entry should include the author's name, publication year, title of the work, and source details.

Adhering to APA style guidelines enhances the professionalism and integrity of scholarly writing, facilitating effective communication within the academic community.

Additional Resources:

1. https://apastyle.apa.org/

2. https://www.iup.edu/writingcenter/writing-resources/research-and-documentation/apa-style/what-is-apa.html

3. https://www.enago.com/author-hub/what-is-apa-style

4. https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html

5. https://www.hamilton.edu/academics/centers/writing/writing-resources/how-to-write-an-apa-research-paper

Practice Questions:

1. Define APA style?

2. Mention the significance of reference styles in research?

3. Critically evaluate the applications of APA style?

4. Mention the significance of APA headings?

5. Differentiate between narrative citations and parenthetical citations?

3. IN TEXT CITATIONS

In APA style, in-text citations serve to credit the sources of ideas, research findings, or quotations used within your work. They follow the author–date format, which allows readers to locate the corresponding full reference in the reference list. Below is a comprehensive guide to the various aspects of APA in-text citations

Basic Format:

Parenthetical Citations: When the author's name and publication year are both placed in parentheses at the end of a sentence or clause.

Example: Research indicates that effective stress management can improve cognitive performance (Smith, 2020).

Narrative Citations: When the author's name is incorporated into the sentence, followed immediately by the publication year in parentheses.

Example: Smith (2020) demonstrated that effective stress management improves cognitive performance.

Direct Quotations

When quoting directly, include the page number (or paragraph number for non-paginated sources) along with the author and year.

Example (parenthetical): "Effective stress management is linked to improved cognitive performance" (Smith, 2020, p. 45).

Example (narrative): Smith (2020) stated, "Effective stress management is linked to improved cognitive performance" (p. 45)

Multiple Authors:

Two Authors: Include both names every time, joined by an ampersand in parenthetical citations or "and" in narrative citations.

Example (parenthetical): (Smith & Jones, 2020)

Example (narrative): Smith and Jones (2020) reported that...

Three or More Authors: List only the first author's name followed by "et al." and the year.

Example (parenthetical): (Smith et al., 2020)

Example (narrative): Smith et al. (2020) found that...

Group or Corporate Authors:

Use the full name of the organization as the author. If the name is lengthy, you may abbreviate it in subsequent citations if the abbreviation is well known.

Example (first citation): (American Psychological Association [APA], 2020)

Example (subsequent citation): (APA, 2020)

No Author:

When no author is available, use a shortened version of the title in quotation marks along with the year.

Example: ("Effective Stress Management," 2020)

Multiple Works in One Citation

When citing multiple works within the same parentheses, separate each citation with a semicolon and list them in alphabetical order by the first author's last name.

Example: (Jones, 2019; Smith, 2020)

Citing Specific Parts of a Source

When referring to a specific part of a source (such as a figure, table, or chapter), include the appropriate locator (e.g., p., pp., para., or section).

Example: (Smith, 2020, pp. 22–23) or (Smith, 2020, para. 4)

Paraphrasing

Even when you are paraphrasing (restating information in your own words), it is essential to include an in-text citation to credit the original source.

Example: According to Smith (2020), effective stress management has a significant impact on cognitive performance.

Key Points to Remember:

Consistency: Ensure that every in-text citation has a corresponding full reference entry.

Clarity: Use clear and concise citations to avoid confusion and maintain the credibility of your work.

Accuracy: Double-check that all citation details (author names, publication years, page numbers) match the information provided in the reference list.

By mastering these guidelines, you will be able to integrate source material seamlessly into your writing while upholding academic integrity and providing your readers with the means to locate your sources for further study.

In-text citations are brief references to sources that are included in the text of a paper. They provide a way to credit the original authors of ideas, research, and quotes, and to allow readers to locate the sources.

APA In-Text Citation Guidelines

1. Author-Date System: APA uses an author-date system, where the author's last name and publication year are included in the in-text citation.

2. One Author: Include the author's last name and publication year, separated by commas (e.g., Smith, 2020).

3. Multiple Authors: Separate authors' names with commas, using an ampersand (&) before the last author (e.g., Smith, Johnson, & Williams, 2020).

4. No Author: Use the title in parentheses, followed by the publication year (e.g., ("The Impact of Social Media," 2020)).

5. No Date: Use "n.d." (no date) in parentheses (e.g., Smith, n.d.).

6. Direct Quotes: Include the page number(s) in parentheses, preceded by "p." or "pp." (e.g., Smith, 2020, p. 12).

Examples of APA In-Text Citations

1. One Author:

  - (Smith, 2020)

  - Smith (2020) found that...

2. Multiple Authors:

   - (Smith, Johnson, & Williams, 2020)

   - Smith, Johnson, and Williams (2020) discovered that...

3. No Author:

   - ("The Impact of Social Media," 2020)

   - The impact of social media on mental health is a growing concern ("The Impact of Social Media," 2020).

4. Direct Quote:

   - (Smith, 2020, p. 12)

   - According to Smith (2020, p. 12), "The impact of social media on mental health is a complex issue."

Common In-Text Citation Mistakes

1. Missing or Incomplete Citations: Ensure that all sources are properly cited and referenced.

2. Incorrect Citation Format: Verify that citations are in the correct format, including author names, publication years, and page numbers.

3. Failure to Use Parentheses: Use parentheses to enclose citations, unless the citation is part of the sentence structure.

4. Incorrect Use of Commas and Ampersands: Use commas to separate authors' names, and an ampersand (&) before the last author.

Tools for Managing In-Text Citations

1. Citation Management Software: Tools like Zotero, Mendeley, and EndNote can help manage citations and format them correctly.

2. Online Citation Generators: Tools like Citation Machine and EasyBib can help generate citations in the correct format.

3. Grammar and Writing Guides: Resources like the APA Publication Manual and online writing guides can provide guidance on in-text citation formatting.

Additional Resources:

1. https://www.scribbr.com/citing-sources/in-text-citation-styles/

2. https://guides.library.unr.edu/apacitation/in-textcite

3. https://www.scribbr.com/apa-style/in-text-citation/

https://guides.lib.monash.edu/citing-referencing/APA-In-text

5. https://www.scribbr.com/apa-style/in-text-citation/

Practice Questions:

1. What do you mean by in - text citation?

2. Mention the common in – text citation mistakes?

3. Critically evaluate the significance of paraphrasing?

4. Compare and contrast narrative and parenthetical citations?

5. Enlist the tools for managing in text citations?

5. FORMATTING AND WRITING REFERENCES

APA Reference List Guidelines

1. Organization: List references in alphabetical order by author's last name.

2. Indentation: Use a half-inch indentation for the first line of each reference.

3. Spacing: Double-space the entire reference list.

4. Font: Use a clear, legible font, such as Times New Roman, in size 12 points.

Formatting References for Different Source Types

1. Book References:

  - Author's last name, first initial. (Publication year). Title of book. Publisher.

  - Example: Smith, J. (2020). The impact of social media. Routledge.

2. Journal Article References:

  - Author's last name, first initial. (Publication year). Title of article. Title of Journal, Volume(Issue), pp. Page numbers.

  - Example: Johnson, K. (2020). The effects of social media on mental health. Journal of Social Media Studies, 10(2), 12-20.

3. Website References:

  - Author's last name, first initial. (Publication year). Title of webpage. Retrieved from (link unavailable)

  - Example: Williams, J. (2020). The impact of social media on society. Retrieved from (link unavailable)

4. Newspaper Article References:

- Author's last name, first initial. (Publication year, Month Day). Title of article. Title of Newspaper, pp. Page numbers.

- Example: Smith, J. (2020, February 10). The effects of social media on mental health. The New York Times, pp. A1-A3.

Common Reference List Mistakes

1. Missing or Incomplete References: Ensure that all sources are properly referenced.

2. Incorrect Reference Format: Verify that references are in the correct format, including author names, publication years, and page numbers.

3. Failure to Use Hanging Indents: Use hanging indents to format references correctly.

4. Incorrect Use of Commas and Ampersands: Use commas to separate authors' names, and an ampersand (&) before the last author.

Tools for Managing References

1. Citation Management Software: Tools like Zotero, Mendeley, and EndNote can help manage references and format them correctly.

2. Online Citation Generators: Tools like Citation Machine and EasyBib can help generate references in the correct format.

3. Grammar and Writing Guides: Resources like the APA Publication Manual and online writing guides can provide guidance on reference formatting.

Best Practices for Writing References

1. Use a Consistent Format: Use a consistent format for all references.

2. Verify Accuracy: Verify the accuracy of all references.

3. Use Hanging Indents: Use hanging indents to format references correctly.

4. Use Commas and Ampersands Correctly: Use commas to separate authors' names, and an ampersand (&) before the last author.

Additional Resources:

1. https://writingcenter.uagc.edu/format-your-reference-list

2. https://libguides.wpi.edu/citingsources/apa_examples

3. https://academicguides.waldenu.edu/writingcenter/apa/references/example

4.https://scientific-publishing.webshop.elsevier.com/manuscript-preparation/how-to-write-your-references-quickly-and-easily/

5. https://www.youtube.com/watch?v=XKR3U549Ob4

Practice Questions:

1. What do you mean by news paper article references?

2. How are journal article references written?

3. Critically evaluate the significance of website references?

4. Write a note on APA reference list guidelines?

5. Mention some of the best practices for writing references?

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