

## SUMMARY OF APA EDITORIAL STYLE

Note: much of the material included in this handout is taken directly from a handout created by and distributed at the University of Texas at Austin School of Social Work and subsequently modified by Catherine Crisp, PhD, Assistant Professor at the University of Kansas School of Social Welfare, in the Fall 2003 semester and updated in the Fall 2007 semester.

The following is a brief presentation of paper organization and major forms of citation in the APA manual for your reference. While you may use this as a reference for academic work in social welfare classes, it *is not intended as a substitute for the APA manual* and you should consult the manual when you have questions or are not clear about how to format something.

### General Guidelines

- You should use non-sexist language in your writing. Often the easiest way to avoid sexist language in your writing is to “pluralize” the referents in a sentence. For example, you may change “The client may want to talk about his or her problem early in the interview” to “Clients may want to talk about their problems early in an interview.”
- Use the active voice whenever possible. Passive voice constructions are generally poor prose. For example, “The experiment was designed by Smith” is weak; “Smith designed the experiment” is better.
- Be certain that a verb agrees in number (i.e., singular or plural) with its subject, despite intervening phrases. Avoid dangling modifiers. An adjective or adverb, whether a single word or a phrase, must clearly refer to the word it modifies. Place an adjective or adverb as close as possible to the word it modifies and you will have fewer problems.
  - **Unclear:** The investigator tested the subjects using this procedure. (It is not clear whether the investigator or the subjects are using “this procedure.”)
  - **Clear:** Using this procedure, the investigator tested the subjects.
- Your writing style should be professional in nature and avoid biases with regard to gender, race, ethnicity, disability status, and sexual orientation. Recommendations on how to avoid these biases can be found at <http://www.apastyle.org/styletips.html> (click on the links for Disabilities, Sexuality, and Race & Ethnicity).

## Preparation of the Paper

Every page and every line of the text should be double-spaced, including every line in the title, headings and quotations. Each page should be numbered in the top right-hand corner. Use one inch margins on all sides (top, bottom, right, and left). The default in Microsoft Word is 1.25" so you will need to change it in Word. Indent the first line of each new paragraph .25" or .5" and set your tabs accordingly. Use 12 point font on all text and use professional fonts such as Times New Roman or Arial.

### DO NOT:

- Insert two returns between a heading and the text that follows it; one return (one double space) is sufficient and is consistent with APA guidelines.
- Single space block quotes. Block quotes, like all other text in the paper, should be double spaced (see below for more info about this).

## Citations of Sources

Whether paraphrasing or quoting an author directly, you must credit the source. For a direct quotation in the text, give the author, year and page number in parentheses (paragraph numbers may be used in place of page numbers for electronic text). Include a complete reference in the reference list. Depending on where the quotation falls within a sentence or the text, punctuation differs. When paraphrasing or referring to an idea contained in another work, authors are not required to provide a page number.

- **In midsentence:** End the passage with quotation marks, cite the source in parentheses immediately after the quotation marks, and continue the sentence. Use no other punctuation unless the meaning of the sentence requires such punctuation. See example below:

She stated that “homophobia in social workers and other human service professionals reduces the effectiveness of the treatment provided” (Crisp, 2005, p. 53), and provided several examples of this.

- **At the end of a sentence:** Close the quoted passage with quotation marks, cite the source in parentheses immediately after the quotation marks, and end with the period or other punctuation outside the final parenthesis. See example below:

Crisp (2005) states that “homophobia in social workers and other human service professionals reduces the effectiveness of the treatment provided” (p. 53).

- **At the end of a block quote:** Cite the quoted source in parentheses after the final punctuation mark. See example below:

Crisp (2002) stated the following:

Thus, social workers' intentions towards gay and lesbian clients may be more highly correlated with their practice than are their attitudes. Social work education about gay and lesbian clients might thus address attitudes, intentions, beliefs about treatment, and behavior in treatment with gay and lesbian clients rather than focusing almost exclusively on the relationship between attitudes and behavior. (p. 113)

### **Citations in the Text**

- When quoting, always provide the author, year, and specific page citation in the text and include the complete reference in the reference list. Place all direct quotes in quotation marks within the ongoing text. For quotes of less than forty words, use either of the following formats:

Van Den Bergh and Crisp (2004) state: "An interest in culturally competent practice emanated initially from directives within the counseling and psychology professions" (p. 222).

**--OR--**

"An interest in culturally competent practice emanated initially from directives within the counseling and psychology professions" (Van Den Bergh & Crisp, 2004, p. 222).

- For quotes longer than forty words, 'block' the quote **without** quotation marks, but still include a reference to author, year, and page:

In their discussion of cultural competence, Van Den Bergh and Crisp (2004) note:

By virtue of this broadened perspective on cultural competence, a need has arisen related to the operationalization of that construct to the diverse groups with which a social worker might practice. Moving in that direction, the authors of this article will define the concept of cultural competence as it pertains to work with sexual minority clients (those who are gay/lesbian/bisexual/transgendered) and offer ideas as to how this content can be covered

within the social work curriculum. As a preliminary step in this effort, some attention will be given to the historical development of the cultural competence concept. (p. 222)

- The citation can also be formatted with the full citation at the end of the quote:

In their discussion of cultural competence, the authors note:

By virtue of this broadened perspective on cultural competence, a need has arisen related to the operationalization of that construct to the diverse groups with which a social worker might practice. Moving in that direction, the authors of this article will define the concept of cultural competence as it pertains to work with sexual minority clients (those who are gay/lesbian/bisexual/transgendered) and offer ideas as to how this content can be covered within the social work curriculum. As a preliminary step in this effort, some attention will be given to the historical development of the cultural competence concept. (Van Den Bergh & Crisp, 2004, p. 222)

- In the text of the paper, use the author's name and the year to identify your source. Note that if you are not quoting directly, you do not need to include quotation marks or block it off nor do you need to include a page number. You may do this either of two ways:

Van Den Bergh and Crisp (2004) identified the three components of culturally competent practice with gay, lesbian, and bisexual clients.

**--OR--**

Culturally competent practice with gay, lesbian, and bisexual clients includes three components (Van Den Bergh & Crisp, 2004).

Other things to note when citing references:

- When a work has two authors, always cite both names and the year every time the reference occurs: (Crisp & DiNitto, 2002).
- When a work three, four, or five authors, cite all authors and the year the first time the reference occurs: (Jones, Smith, Williams & French, 1994). After the initial citation, you can cite only the surname of the first author, followed by “et al.” and the year: (Jones et al., 1994)
- When a work has six or more authors, you may cite only the first author and et al. with the initial citation (Jones, et al., 1994).
- In any case where you cite two or more authors, do not use “and” within a citation parenthesis; use the symbol “&”: (DiNitto & Crisp, 2002).. The opposite is true in the text, outside of the parenthesis: DiNitto and Crisp (2002) stated that...
- Within parentheses, use only the authors’ last names, unless there is more than one author with the same last name; then, identify each with first initials: (Williams, B. & Williams, J., 1996).
- For identical multiple references within the same paragraph, omit the year from subsequent citations after the first citation.

## Citations in the Reference List

Every entry in the text except for personal communications must appear on the reference list. Start the reference list on a new page. Type the word “References” (omit quotes) centered at the top (or Reference if there is only one). Arrange the references alphabetically by authors’ last names. If you cite more than one work by an author, arrange the works by dates, listing the *earliest* publication first. Double space between lines of the references. In the following examples, look carefully to see where the commas, colons, periods and spaces belong. All references use a “hanging indent” whereby the first line of the reference is **not** indented but subsequent lines in the reference are indented.

### ▪ **Books:**

Author, A. (1995). *Title of book italicized with only first word and any word following a colon capitalized*. City, State: Publisher.

Okun, B. (1997). *Effective helping: Interviewing and counseling techniques (3rd ed.)*. Pacific Grove, CA: Brooks/Cole Publishing Company.

In reference to an edited book, place the editors’ names in the author position, and enclose the abbreviation “Ed.” Or “Eds.” in parentheses after the last editor’s name.

DiNitto, D. M. & McNeece, C. A. (Eds.). (2007). *Social work: Issues and opportunities in a challenging profession (3rd Ed)*. Chicago, IL: Lyceum Books.

▪ **Periodical articles (e.g., journals, magazines, scholarly newsletters, etc.):**

Author, A., & Author, B. (1995). Title of the article is **not** italicized and only first word of article and any word following a colon is capitalized. The name of the journal is italicized with each major word capitalized. Volume number is italicized but the issue number in parentheses is not; page numbers are listed after the issue number.

Van Den Bergh, N. & Crisp, C. (2004). Defining culturally competent practice with sexual minorities: Implications for social work education and practice. *Journal of Social Work Education, 40*(2), 221-238.

▪ **A chapter in an edited book:**

Author, A., & Author, B. (1994). Title of chapter. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of Book* (4th ed.) (pp. xxx-yyy). Location: Publisher.

Crisp, C. (1996). Dual diagnosis: Substance abuse and mental health in an inpatient setting. In L. Grobman (Ed.), *Days in the lives of social workers*, (pp. 121-126). Harrisburg, PA: White Hat Communications.

▪ **When the citation does not have a date:**

When the citation does not have a date, you should indicate this with n.d. In the text, the citation would look like this: Crisp (n.d.) or (Crisp, n.d.). The reference in the reference list would look like this:

American Academy of Pediatrics. (n.d.). *Just the facts about sexual orientation and youth: A primer for principals, educators, and school personnel*. Retrieved January 26, 2004, from <http://www.apa.org/pi/lgbc/facts.pdf>

- **Personal communication:**

Personal communications include letters, memos, emails, personal interviews, conversations, lectures and information presented in class, and the like. Because you can not go to a specific source, they are **not** cited in the reference list. However, you must cite them in the text of your paper if you refer to them. The format for citing a personal communication author's first initial, author's last name, personal communication, date. An example is:

C. Crisp (personal communication, August 23, 2007)

(C. Crisp, personal communication, August 23, 2007)

## Citing Electronic Sources

Elements of electronic citations typically include many of the things other citations include such as the author, the year of publication, the title of the article or web page, and the publication source. In addition, electronic references typically include the retrieval date (the date on which the writer accessed the specific web site to obtain the cited information). Given this, the source for an electronic citation should look like this:

American Psychological Association. (2007). *Electronic references*. Retrieved August 24, 2007, from <http://www.apastyle.org/electmedia.html>.

If you are quoting directly from a web site, the citation in the text of the page should include a paragraph number, as indicated by the paragraph symbol ¶ or the abbreviation para. For example, (American Psychological Association, 2007, ¶ 3) or (American Psychological Association, 2007, para. 3).

## Headings

Students are recommended to use headings when writing papers. Headings serve as transitions between different sections of the paper and inform the reader about the general topic of the paragraphs that follow the heading but do not eliminate the need for transition statements to introduce each section. As with the titles of journals, headings should have only the major words capitalized. Most papers written at the undergraduate level will use only one or two levels of headings.

- One level:

When using one level of heading, the heading should be centered with major words capitalized as in the below example. One return (double spaced) after the heading is sufficient; do **not** put two double-spaced lines before or after the heading.

## Levels of Heading

- Two levels:

Two levels of headings may be required in some papers. If you choose to use two levels of headings, the first heading should be as above where there is only one heading and the second level of heading should be flush left, italicized, and have major words capitalized as in the below example:

### Levels of Heading

#### *Two Levels*

## Other Things to Note about APA Style

- Footers are rarely if ever used in APA style. To be safe, avoid using them and you'll be in good shape.
- Before you use an abbreviation in your paper, it must be written out with the abbreviation following in parentheses as in the below example:  
National Association of Association of Social Workers (NASW).....  
Once you have written it out as above, you can use the abbreviation as in this example:  
At their recent meeting, NASW members decided that.....

## Additional Resources

The following web sites may provide additional information about using APA style:

<http://www.apastyle.org>

<http://www.apastyle.org/elecref.html>

<http://www.cwpost.liunet.edu/cwis/cwp/library/workshop/citapa.htm>

[http://owl.english.purdue.edu/handouts/research/r\\_apa.html](http://owl.english.purdue.edu/handouts/research/r_apa.html)

[http://www.dianahacker.com/resdoc/social\\_sciences/sample.html](http://www.dianahacker.com/resdoc/social_sciences/sample.html)

These resources are helpful for questions about grammar:

<http://www.bartleby.com/141/>

<http://andromeda.rutgers.edu/~jlynch/Writing/>

<http://writing-program.uchicago.edu/resources/grammar.htm>