APA FAQs and Quick Tips

Title Page

  Just the running head description, header (includes the running head and page number), Title, Name, School (instead of school you can put the class and date). Pages 41-59 show examples and refer you to the sections for each element on the page.

Running Head and Page Number

  ALL CAPS are typed in the top left corner (flush with margin) to show the abbreviated title (50 characters) that will mark each page. In the header, type the running head, then 5 spaces and the page number, which are flush to the right margin. See page 229.

Margins

  Generally, there is a 1-inch all the way around the pages (page 229).

Font and Size

  12-pt Times New Roman is the preferred font size and typeface. If you have to use a 10-pt font, to make the paper fit the page requirements, go back and see what you have said that is not relevant or needed for this assignment.

Reference Page

  Chapter 6 in the APA manual (begins on page 169) has the answers to all of your questions about references. You may have to do some work and reading in this chapter to determine exactly how to list your reference, (e.g., is it a journal? In press or electronic? Conference proceedings? Personal communication?, etc).Look at page 193 for examples to help identify your sources. Hint: Some of the more obscure publications actually tell you how to cite them on the title page of the document).

References within the Body of Your Text

  There are rules for citing articles the first time and then subsequent citations in your paper. See page 174 for citations within the paper. I have another handout that covers citations as well.

(p. #)

   This is used when there is a direct quote when you use quotation marks or a block quote. There may be a few other specific instances for this type of citation as well. The p. # can be used within the complete in-text citation or you can just use the (p. #) if you have already cited the author (2000) in that sentence, or possibly the paragraph. There is an excellent example on the top of page 171 about citing the author and the quote. Chapter 6 beginning on page 169 provides more information on citation of sources.

Headings

  These are good. Use them. They help break up the paper and provide so many cues to the reader that you don't have to spend time explaining. The heading says Literature Review so we know that's what we are reading. Without the heading, you have to say, "a review of the literature supports the fact that people generally have two ears." See page 62 for the levels and

use of the headings. I used a level 1 heading at the beginning of this document and then each section is a level 3 heading (I added the bolding for emphasis and the aesthetics of this document). Consult page 62-63 of the APA Manual for examples on how many levels and appropriate headings for your paper. Additionally, there is not an extra return between sections it is double spaced congruent with the rest of your document.

When to Use i.e. or e.g.

These actually mean something and have a place in your writing. This information is great for winning bets at cocktail parties or a good game of Trivial Pursuit. To begin, i.e. in Latin is *id est* it means "that is" and could be used to say "in other words". You would use e.g. when you want to provide examples, it is from the Latin *exempli gratia,* which means "for the sake of an example."

Punctuation

All those rules you learned in grammar school…they work here too. But if you need a refresher these helpful hints start on page 87. Remember, learning to space twice after a period or colon? Well APA has redefined this habit of hitting the space bar twice…it is only ONE SPACE in APA.

Capitalization

There are rules for this too. All those general English class (*circa* eighth grade) still apply. Since you will likely be writing about theories and models it is important to know that they are generally not capitalized, unless of course they are at the beginning of the sentence. I have found that sentence case is the general rule of thumb. Pages 101-104 provide the rules and examples.

Contractions

These are not APA. I set my *Word* grammar and spell checker to identify contractions with the red squiggly line.

Abbreviations

Generally, do not create and use your own acronyms and abbreviations. It is much easier for the reader and comprehension when you just type it out. It gets tedious remembering what the author's shorthand means while also trying to comprehend the data and discussion. See pages 106 −111 for a full explanation. The generally accepted abbreviations are acceptable, (e.g., a.m., p.m., FAQ, MBTI, HIV, IQ, etc).

Words LIKE THAT JUST may not be needed, or proper

We all have words that creep into our language, and writing that might not be needed or appropriate. I tend to use *just* and *that* quite a bit. I needed to cut an article to a specific number of words. I was LIKE going mad trying to cut the article down. Finally, I searched and replaced THAT for THAT it showed 80 uses of THAT in the document. In 78 of those cases, I could eliminate the word that and not sacrifice meaning. JUST check your writing to see if you use THAT words that take up space but do not add to the meaning. LIKE, see what I mean by eliminating the capitalized words?

Air Quotes or Setting Off Words with "Quotes"

You probably never have to use this *cutsey* way of talking in your writing. If the word is *that* important and you feel the need to use *air quotes* then use italics, and put [italics added] after the word. If your source italicizes a word for emphasis, you do not need the brackets. See page 173 *Adding emphasis*. Generally when we see " " we want to see (p. #) close by so we know who said it. See pages 91-92, sections 4.07 and 4.08 about quotation marks.

Italics in General

You probably do not want too many italicized words, as it will diminish the meaning of the words you do want to emphasize. If you are explaining the stages of a theory then putting the stage in italic (e.g., *developing competence*) will help the reader distinguish between the theorists work and your explanation. There are other cases of when to use italics but to cover every *what if* would be laborious. Greek symbols for mathematics and statistics are italicized. Page 104-106 provides all the rules you could want or need about italics.

Roadmap Sentences and Paragraphs

I have a great short article, by Dr. Janet Frost, that explains how and why to use these helpful guides within your writing. It may seem redundant and/or superfluous but they help and your readers will love you.
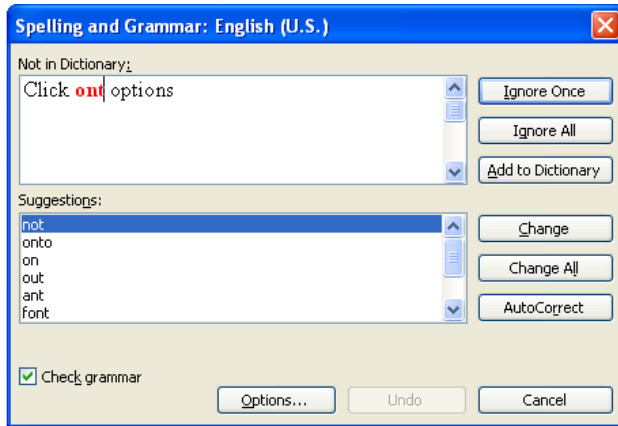
Transition Sentences

These help alleviate the feeling of reading your *to do* list or bullet points strung out in prose format. It helps to connect the dots between your sentences. I have provided another handout on transition sentences.

Model Paper

In the APA manual on page 41-59 you will find sample papers that are a great reference. Look through the papers and find the element of the paper you are questioning. I start here every time and then go to the section indicated in the bubbles. Mark this section in your book so you can find it quickly. I mark my APA manual with post-it notes for those things I will go back to in the future. When a new edition comes out I remark the new edition according to my notes in the old edition. It may seem geeky or like too much work…but a little work now saves me tons of time in a virgin book with no marks or post-its. Chapter 8, section 8.03 in the APA Manual explains how to prepare your papers for submission.

Settings in Word

Your margins are set under the *Page Layout* tab. Then you can set your spell check to catch your grammar, contractions, one space after the period and all sorts of super cool things. On the last page of this document, I have provided some screen shots to help you set your grammar and style settings. You can also add words (like homoscedasticity) to your dictionary to free you of the burden of those red squiggly lines.

Spelling and Grammar: English (U.S.)

Not in Dictionary:

Click **ont** options

Ignore Once
Ignore All
Add to Dictionary

Suggestions:

not
onto
on
out
ant
font

Change
Change All
AutoCorrect

☑ Check grammar

Options...   Undo   Cancel

- Click the *Review* Tab.
- Then press the *ABC Check* button
- Click *Options.*

- Clicking *Options…* produces this dialogue box
- Check the boxes you want your Word program to do to help you with writing
- Under *Grammar* if you click *readability statistics* it will provide number of words, reading levels and all kinds of useful information
- Click the *Settings* button next to Writing Style

Word Options

Popular
Display
Proofing
Save
Advanced
Customize
Add-ins
Trust Center
Resources

Change how Word corrects and formats your text.

AutoCorrect options

Change how Word corrects and formats text as you type.   AutoCorrect Options...

When correcting spelling in Microsoft Office programs

☑ Ignore words in UPPERCASE
☑ Ignore words that contain numbers
☑ Ignore Internet and file addresses
☑ Flag repeated words
☐ Enforce accented uppercase in French
☐ Suggest from main dictionary only

Custom Dictionaries...

French modes: Traditional and new spellings

When correcting spelling and grammar in Word

☑ Check spelling as you type
☑ Use contextual spelling
☑ Mark grammar errors as you type
☑ Check grammar with spelling
☐ Show readability statistics

Writing Style: Grammar Only   Settings...

Recheck Document

Exceptions for: APA FAQs and Quick Tips - Revised 6th...

☐ Hide spelling errors in this document only
☐ Hide grammar errors in this document only

OK   Cancel

Grammar Settings

Writing style:

Grammar & Style

Grammar and style options:

Require
Comma required before last list item: don't check
Punctuation required with quotes: don't check
Spaces required between sentences: 1

Grammar:
☑ Capitalization
☑ Fragments and Run-ons
☑ Misused words
☑ Negation
☑ Noun phrases
☑ Possessives and plurals
☑ Punctuation
☑ Questions

Reset All   OK   Cancel

- Select *Grammar & Style*
- Then just go to town selecting things you want squiggled and caught as you type
- Clicking OK along the way keeps your selections forever.