

**Print these notes and complete them as you go through the PowerPoint presentation on APA Style Documentation.**

## **APA DOCUMENTATION STYLE NOTES AND EXERCISES**



**This is the documentation style of the American Psychological Association.**

**This style is typically used for papers in (list below)**

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**APA DOCUMENTATION IS MADE UP OF TWO COMPONENTS (list below):**

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**Your IN-TEXT CITATION should include the following (list below):**

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## **Example A:**

**Raymond A. Schroth, (1997) dean of Fordham College and author of *The American Journey of Eric Sevareid*, argues “the rise of advertising coincided with a change in the way we viewed human nature” (p. 62).**

**Let’s break all of that introduction down to its component parts (fill in the blanks):**

- **Author’s name:** \_\_\_\_\_
- **Year of publication:** \_\_\_\_\_
- **Author’s expertise:** \_\_\_\_\_  
\_\_\_\_\_
- **Parenthetical page number:** \_\_\_\_\_

**(Complete the following sentences.) NOTICE the page number in parentheses. Unlike the MLA style, the APA page number is preceded by p. That’s to avoid confusion with the year, which is also in parentheses.**



**The page number in parentheses after the source material serves two purposes:**

- **The page number marks the END of the source material.**
- **The page number indicates where (specifically) someone else could find the passage you used but in the original document.**

**Example B:**

**John E. Calfee, (1998) resident scholar at the American Enterprise Institute, a conservative think tank in Washington D.C., claims that advertising regularly gives consumers “immense amounts of information” that benefits more than just the advertiser (85).**

**Let’s break all of that introduction down to its component parts (fill in the blanks):**

- **Author’s name:** **John E. Calfee**
- **Year of publication:** \_\_\_\_\_
- **Author’s expertise:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- **Parenthetical page number:** \_\_\_\_\_

## **Punctuation and the Parenthetical Page Number (fill in the blanks)**

**Direct Quote:** “. . . coincided with a change in the way we viewed human nature” (p. 62).

- Notice the end quotation makes \_\_\_\_\_ the parentheses and the period \_\_\_\_\_ the parentheses.

**Paraphrase:** that benefits more than just the advertiser (p. 85).

- Notice the period \_\_\_\_\_ the parentheses

## **Internet Sources and Page Numbers (write out the note about the page number for an internet source)**

**For internet sources,**

**Example:** “as human beings altered their way of viewing human nature” (p. 3 of 7).

**The Author's Name should be stated fully the first time you use and introduce a source.**



**(Complete the following note.) In subsequent references to the same source,**

**Example A:**

**First time: Raymond A. Schroth, (1997) dean of Fordham College and author of *The American Journey of Eric Sevareid*, argues . . .**

**Later in the argument: Schroth (1997) argues . . .**

**Author's Expertise needs to be stated in first introduction, and here's why (fill in the blanks):**

- **Author's expertise adds \_\_\_\_\_ to your argument. \_\_\_\_\_ that to your \_\_\_\_\_.**
- **Readers \_\_\_\_\_ when they know that they are reading \_\_\_\_\_. They won't know that unless you tell them, so \_\_\_\_\_.**
- **Author's expertise tells readers that you are using experts for your supporting material, not just anybody.**

**(Complete the following sentences.)**

**TITLES** should be underlined or *italicized* if they are

**TITLES** should be in “quotation marks” if they are

**If you choose NOT to introduce your sources within your text (and you have that option from your instructor), here's what you would do. (Fill in the parentheses.)**

**“The rise of advertising coincided with a change in the way we viewed human nature” ( ).**

## REFERENCES

**EACH source introduced and USED in your paper should have a corresponding entry on your References page.**

### Example A:

**In-text: Raymond A. Schroth, (1997) dean of Fordham College and author of *The American Journey of Eric Sevareid*, argues . . .**

### References Entry:

**Schroth, Raymond A. (1997) "Manic capitalist system fueled by advertising." National Catholic Reporter 7(4), 60-75.**

## **Example B:**

**In-text: John E. Calfee, (1998) resident scholar at the American Enterprise Institute, a conservative think tank in Washington D.C., claims . . .**

## **References Entry:**

**Calfee, John E. "How Advertising Informs to Our Benefit."**

**Consumers' Research Magazine Apr. 1998: 76-90.**

## **NOTICE A COUPLE OF THINGS:**

**(Fill in the blanks.) The title of the article is not \_\_\_\_\_.  
Only the \_\_\_\_\_ letter of the article title is  
\_\_\_\_\_.**

**(Fill in the blanks.) The title of the \_\_\_\_\_, however,  
\_\_\_\_\_ capitalized as any title would be – first letter of the \_\_\_\_\_  
word, first letter of the \_\_\_\_\_ word, and  
\_\_\_\_\_ (two words) between.**

**(Fill in the blanks.) APA documentation requires a \_\_\_\_\_ and  
\_\_\_\_\_ number following the title of the magazine. *That  
information would be available on the magazine or in any  
electronic version of that magazine or its articles.***

**If you want to quote a source WITHIN another source, here's what you do. (Fill in the parentheses):**

**Say that you have an article written by John Johnson. However, what you want to use is a quote by Robert Robertson. Here's what that would look like.**

**Robert Robertson, head of research and development at Hewlett Packard, reports that even the economic slump of the early 21<sup>st</sup> century could not stop the growth in the computer industry ( ).**

**References Entry:**

**Johnson, John. Rapid Development in the Computer Industry in the Early 21<sup>st</sup> Century. New York: Houghton Mifflin, 2008.**

**References: General Page Information  
(Complete the following notes.)**



- **Your title (References) should not be**
- **Your title should be**
- **The entire page should be**
- **The first line of your entry should come**
- **Subsequent lines of your entry**
- **Entries should be arranged by**



## **References**

- Calfee, John E. (1998) "How advertising informs to our benefit."  
Consumers' Research Magazine 5(2), 76-90.**
- Douglas, William and Beth M. Douglas. (1996) "Subversion of the  
American family? An examination of children and parents in  
television families." Communication Research, 7(5), 107.**
- Lieberman, Joseph I. (1996) "Why parents hate tv" Policy Review  
9(6), 98. Retrieved February 14, 2004, from ProQuest Direct  
database.**
- Schroth, Raymond A. (1997) "Manic capitalist system fueled by  
advertising." National Catholic Reporter 5(2), 60-75.**

**There are a variety sources that you could discover. Here are some examples:**

- **More than three authors**
- **Article from a database available through our library**
- **Internet sites**
- **Books**
- **Articles within a book**
- **Book with an editor (or two)**

**What should you do if you don't know how to put your References entry together?**

- **Get yourself a grammar and mechanics handbook. The good ones should contain all the information you need to document correctly. Find an example for the kind of source you have and follow the example.**
- **Use the References features of Microsoft Office 2007. (Be careful, though, because this software is not without its flaws. You still need to know how to make the entries correct.)**
- **Go to APA's website at <http://www.apastyle.org/faqs.html>**
- **Ask your instructor.**