

## **APA Module 3**

### **Slide 1**

Italics should be used infrequently in the body of a document. However, there are some instances where italics are always used. For instance, titles of books and periodicals are italicized.

### **Slide 2**

In addition, periodical volume numbers in reference lists, genera, species, varieties, and new technical terms are italicized. For instance, '*e. coli*' is a species of bacteria; '*rosa gallica*' is a species of the rose flower, and '*rezzing*' is a term used in the 3D virtual world community of Second Life.

### **Slide 3**

To format text in italics, first highlight the text to be italicized and then click on the '*I*' indicated by the green arrow.

### **Slide 4**

There are some cases where italics should not be used. For instance, foreign phrases such as '*ad lib*', and '*per se*'; abbreviations that are common in English, such as '*et al.*', '*m.p.h.*', Dr, and Prof.

### **Slide 5**

Do not use italics for chemical terms such as '*Na*' and '*H*', or for Greek letters such as beta, omega, or chi.

### **Slide 6**

The next group of slides will cover how to cite references in the text of your paper. All references used in your paper must be documented. When you reference or paraphrase the work of another author, you must cite the author's last name and date in the text of your paper. Do not include the author's first initial or credentials. Rules for using quotations in text will also be covered. All references cited in the text of your paper must be listed in the reference list and vice versa.

### **Slide 7**

When you are citing a reference in the text of your paper, include the author and year of publication. One way to do this is to document the citation in parentheses after paraphrasing the information. If the author's name is used as part of the narrative, cite only the year in parentheses.

Do not include the month of publication in the text of your paper.

If you use the same source more than once within a paragraph, you do not need to include the year in the second citation in that paragraph.

However, if the source is used again later in the paper (in a subsequent paragraph), you will need to cite the year again.

**Slide 8**

When a reference has two authors, always cite both authors in the text. When the reference has 3, 4, or 5 authors, include all authors the first time the reference is cited. For subsequent citations of the same work, cite the last name of the first author followed by et al. (et al. is not italicized.) Remember to use a period after 'al'. If the citation is in parenthesis, you will need to use a period after 'al.', followed by a comma and the year. There are exceptions to this rule. If two references with the same year shorten to the same citation, include as many authors as needed to differentiate the two references.

**Slide 9**

One work by 6 or more authors. In this case, you will cite only the first author followed by et al. and the year in each citation in text (including the first time the reference is cited) However, in the reference list, you will include the names of the first six authors. If two references shorten to the same citation, include additional names to distinguish the two references. Another important point to remember when there are two or more authors...If you are citing the author as part of the narrative of your paper, you will use '*and*', *spelled out*. If the citation is in parentheses, use an ampersand (&) to join the names.

**Slide 10**

Always write out the full group name the first time the source is cited. You may abbreviate subsequent citations if the name is long, or if the abbreviation is familiar or easy to understand. If the name is short or if it would be difficult to understand if abbreviated, you should write out the group name each time it is used.

**Slide 11**

Use this type of citation if you did not read the primary source for the cited work. In the text of your paper, name the original work and give the citation for the secondary source, as illustrated by the example on the slide. Be sure to cite the secondary source in the reference list.

**Slide 12**

Cite the first few words of the reference list entry in the text. The reference list entry will usually be the title of the book, article, or document. Remember to use quotations or italics appropriately, as shown (Quotation marks around an article or chapter; Italicize the title of a book, journal, brochure, or report). When the author is "Anonymous", the source should be included in the reference list, alphabetized by the word 'Anonymous'.

**Slide 13**

For interviews, letter, e-mails, and other personal communication, cite the person's initials and last name, document that it was personal communication, and the date of the communication. Do not include in the reference list because the data is not retrievable.

**Slide 14**

For electronic material, cite the author, publication year, and the page, or chapter for the specific information. The words page and chapter are abbreviated in text citations (p. or chap.)

If the page or chapter number is not available, use the paragraph number.

As with any other document, if the author is unknown, use the title. If the date is unknown, use the abbreviation n.d. for 'no date'.

The APA website is an excellent resource for information about electronic references.