# APA Module 4

**Slide 1**
Follow these guidelines when you directly quote from another work (another author's or your own). The quotation should be written word for word.

**Slide 2**
Enclose a quotation of less than 40 words in double quotation marks. Be sure to include the page number (preceded by the letter "p."), along with the authors surname and year of publication. You may also introduce the quotation with the author's last name followed by the date of publication in parentheses. The page number should be in parentheses at the end of the quotation. A quotation of 40 words or more should be displayed in a double spaced block, indented ½ inch or 5 spaces from the left margin. Do not use quotation marks.

**Slide 3**
Direct quotations must be written exactly as they appear in the original source, even if there are errors. If incorrect spelling, grammar, or punctuation might confuse the reader, insert the word [*sic*], italicized and in brackets after the error in the quotation.

**Slide 4**
The first two examples on this slide involve incorrect usage of words that sound alike. The third example uses italics to provide emphasis. When adding emphasis, insert the words 'emphasis added' in brackets immediately after the italicized words. In this example, the author wants to emphasize the fact that all the evidence <u>*was not*</u> presented before the voting occurred.

**Slide 5**
Plagiarism is representing the words or ideas of another person as one's own. Writers should give credit to the work of others. This is done through the use of quotation marks and/or paraphrasing. Consider how this paragraph could be reworded as in example # 2. When the addressing the work of others, the author should be cited. This includes ideas the original author conveyed. Quotation marks can be used to attribute this material. If the writer uses a direct quote rather than paraphrasing, the format in the third paragraph can be used. Note the quotation marks are positioned around all of the material from the original source and the page number is included at the end of the direct quote.

**Slide 6**
Anthropomorphism is the attribution of human characteristics to inanimate objects, animals, forces of nature, natural phenomena, or abstract concepts. The word comes from two Greek words meaning 'human' and 'shape'. It is not uncommon for people to think of inanimate objects as having human-like characteristics. For example, naming one's car or begging one's computer to work. In formal writing, however, anthropomorphism is to be avoided.

**Slide 7**
In formal writing, do not attribute human characteristics to animals or inanimate objects. In the example on this slide, a study cannot *report*. The use of the word 'researchers' is an appropriate alternative.

**Slide 8**
APA publishes references in a *hanging indent* format, meaning that the first line of each reference is set flush left and subsequent lines are indented".  Formatting of hanging indents can be done using Microsoft® Office Word 2007. After the first reference is formatted, all subsequent entries in the reference list will position in hanging indent after use of the 'enter' key.

**Slide 9**
Use hanging indent for each entry in a reference list. To set your word-processor to automatically format a hanging indent, go to the Paragraph dialog box. Click on the small arrow on the lower right corner of the Paragraph group.

**Slide 10**
In the Paragraph dialog box, click on the Drop Down box next to Special, click on Hanging, click on OK. The text you have chosen will now be formatted with a hanging indent.

**Slide 11**
Double space ALL LINES between and within entries. Remember to include the page number in the upper right-hand corner. The word 'References' should be centered at the top of the page, typed in uppercase and lowercase letters.

**Slide 12**
Information in the reference list enables readers to retrieve the sources used in your work. Therefore, it is essential that the reference list be complete and accurate.

**Slide 13**
Follow the rules listed on this slide for alphabetizing the reference list. If the author is a group, alphabetize it by the name of the group, for example, University of Wisconsin-Green Bay. If there is no author, alphabetize by title. If the author is listed as 'Anonymous', the work should be alphabetized using 'Anonymous' as the author name.

**Slide 14**
This list, which is found on page 180 of the APA Publication Manual, shows abbreviations that can be used in a reference list.

**Slide 15**
The names of U.S. states  should be abbreviated in the reference list using the official U.S. Postal Service two-letter abbreviations (APA, 2010).

**Slide 16**