

- What if the source I'm using is quoting someone else?

APA has clear guidelines for citing secondary sources (sources quoting other sources). There are 2 steps to this process. First, in the text, name the original work and give a citation for the secondary source. Second, on the Reference page, cite the source from which you obtained your information.

Example:

In the book *Teaching ESL Writing*, J.M Reid quotes Robert Mittan.

In the text, the citation would appear as follows:

Robert Mittan (as cited in Reid, J.M., 1993) suggests "a four-task exercise.

On the Reference page, the citation would be as follows:

Reid, J.M. (1993). *Teaching ESL writing*. USA: Prentice Hall.

Example: In the book *Language Development*, E. Hoff summarizes the work of Sarah Michaels.

In the text, the citation would appear as follows:

Sarah Michaels (as cited in Hoff, E., 2001) studied teacher/child interaction during sharing time.

On the reference page, the citation would appear as follows:

Hoff, E. (2001). *Language development*. USA: Wadsworth Thomson Learning.

- When do I use a page number in my in-text citation?

The APA manual (2001) states "when citing print sources, give the author, year, and page number in parentheses" (p. 120).

Moreover, it is clearly indicated that any direct quotation, regardless of length, must provide a page number, if at all possible (APA, 2001. p. 121). Thus if you are paraphrasing or quoting the article directly, you should include a page number in your parenthetical citation (APA, 2001, p.120)

➤ What if my source does not provide page numbers?

Many electronic sources (online journals, newspapers, websites, government documents, etc.) do not provide page numbers. When possible refer to a paragraph number in the in-text citation (APA, 2001, p. 120).

Example:

"History, which remains primarily though not exclusively the study of written documents, covers only a tiny fraction of the human past" (Encyclopedia, ¶2).

The Paragraph Symbol ¶ cannot be found on the keyboard. Below are instructions for finding and using the ¶ symbol.

Instructions for copying the Paragraph Symbol ¶ into your document

On an IBM formatted computer, go to the start menu

Go to the Accessories Menu

Go to System Tools

Go to Character Map

In Character Map, select the font being used in your document

Click on the ¶ symbol

Click Select

Click Copy

Paste ¶ into your document

➤ What if my quotation occurs in is mid-sentence? Where do I put the citation?

After ending the quotation marks, cite the source in parentheses, and then finish the sentence.

Example:

The APA manual (2001) states, "punctuation around source citations will differ" (p. 121) depending on how one is using the citation within the text.

➤ How do I express numbers in my text?

In general, numbers below 10 are expressed in words (one, two, nine, ten) and numbers above 10 are expressed in figures (11, 25, 89, etc.). However, there are exceptions to this rule. Some common exceptions are figures used to represent: units of measurement, statistical or mathematical functions, dates, population sizes, and a specific place in a series (APA, 2001. pp. 123-125).

Examples:

A 5-mg dose

Multiplied by 5

In about 3 years

At 12:30 a.m.

Trial 3

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➤ When is it appropriate to use abbreviations and how do I use them?

The first time a term to be abbreviated is used, it must be spelled out in its entirety and the abbreviation indicated immediately after in parentheses. Each subsequent time the term is used, the abbreviation should be used. Do not switch back and forth between term and abbreviation (APA, 2001. pp.104-105).

Example:

When comparing the writing styles of Native English Speakers (NES) and second language (L2) speakers, many factors must be taken into consideration. NES students have some advantages that L2 students do not.

➤ When citing titles on the Reference page, I only capitalize the first word. Is that the same for titles in the text?

No. In the body of the paper, capitalize the major words of all books and articles; all words of four or more letters should be

capitalized with the exception of conjunctions, article and short prepositions (APA, 2001, p.95). ONLY ON THE REFERENCE PAGE should you only capitalize the first word of a title and the first word of the subtitle.

- How do I introduce a technical term in the text?

Italicize technical terms used in the text. Also italicize linguistic examples. DO NOT USE QUOTES to indicate these terms (APA, 2001, p. 83).

Example:

The term *zero-base budgeting* appeared frequently in the speech. He clarified the distinction between *farther* and *further*.

- Should I use a comma before the conjugation in a series?

Yes. Use a comma before the and/or in a series (APA, 2001, p.78).

Example:

Complete Exercise A, B, and C before you go.

I do not like pizza, spaghetti, or garlic bread.

- What if my source is not exactly like one listed? For instance, I have an Internet article with no author and no date! What do I do?

In some instances you will have sources that do not fit into one of the examples. In those cases, look over the general forms of the citations, choose an example most like your source, and follow that format. When in doubt, provide more information instead of less information (APA, 2001, p. 323).

Thus for an article with no author, begin the citation with the article or website title. For a citation with no date, the proper format is (n.d.).

- Where can I go for more information?

Online: www.apastyle.org

Book: *Publication Manual of the American Psychological Association*