APA Tip of the Day: Quotes

When you want to use a quote, you must:

1. Include the quote exactly as written (note exceptions for capitalization of first word, final punctuation, and quotes within quotes).

2. Enclose the quote in quotation marks (unless 40 or more words).

3. Provide the page number, either directly before or after the quote.

4. Include the author(s) last name and year of publication.
However!

If you find a quote that is taken from another source, look up the original – do not include quotes that one author has taken from another except in very special cases.

So, whenever possible:

1. Paraphrase the material

2. If the quote is a must, use the original source.

3. Include the page number where you read it.
APA Tip of the Day: Format of citation for quotes

• You start AND end the quote with quotation marks.

• You MUST include the authors’ last names, year of publication, and page number for all quotes – the author and year must go together, but the page number can be apart.

• The page number must be in parentheses and either directly before or after the quote.
Examples

- According to Gomez (2010) “blah, blah and more blah” (p. 27).
- According to Gomez (2010, p. 27) “blah, blah and more blah.”
- Some argue that “blah, blah and more blah” (Gomez, 2010, p. 27).
APA Tip of the Day: Errors in Quotes

“Direct quotations must be accurate. Except as noted here and in sections 6.07 and 6.08, the quotation must follow the wording, spelling, and interior punctuation of the original source, even if the source is incorrect” (APA, 2010, p. 172).
In Addition:

“If any incorrect spelling, punctuation, or grammar in the source might confuse readers, insert the word *sic*, italicized and bracketed, immediately after the error in the quotation.... Always check the manuscript copy against the source to ensure that there are no discrepancies” (APA, 2010, p. 172).
Example:

“Direct quotations must be accurately [sic]. Except as noted here and in sections 6.07 and 6.08, the quotation must follow the wording, spelling, and interior punctuation of the original source, even if the source is incorrect” (APA, 2010, p. 172).
APA Tip of the Day: Ellipsis in quotes

“Use three spaced ellipsis points (...) within a sentence to indicate that you have omitted material from the original source. Use four points to indicate any omission between two sentences. The first point indicates the period at the end of the first sentence quoted, and the three spaced ellipsis points follow” (APA, 2010, pp. 172-173).
NOTE!

“Do not use ellipsis points at the beginning or end of any quotation unless, to prevent misinterpretation, you need to emphasize that the quotation begins or ends in midsentence” (APA, 2010, p. 173).
APA Tip of the Day: Quotations of 40 or more words

Include direct quotations from your primary text only as absolutely needed. Use the minimal amount of text as necessary. When using a quotation of 40 or more words, you must use a special format:

• Block indent the quote
• Do not use quotation marks.
• Include the citation after the final punctuation mark, unless you are putting it just before the quotation starts.
Example:

In describing the first author’s response to educational inequities in the basis of race/ethnicity, SES, and language minority status, de Valenzuela, Green and Hall (2010) wrote that:

In considering appropriate educational responses to these inequities, I follow Nieto’s (1996) distinction between equality of educational opportunities and educational equity.... My work in Bilingual Special Education is directly related to this paradigm and underscored by my desire to improve educational access for all students in way that equalizes power relations and recasts student differences as normal and welcome in my classroom. (p. 192)

With this statement, the authors explicitly linked Universal Design to educational equity.
APA Tip of the Day: Capitalization in quotes

“The first letter of the first work in a quotation may be changed to an uppercase or a lowercase letter” (APA, 2010, p. 172).

• This means that if you insert a quote in the middle of a sentence, but the quote starts at the beginning of the sentence (with a capital letter), you may change it without indicating this change.
APA Example

From: “The first letter of the first work in a quotation may be changed to an uppercase or a lowercase letter” (APA, 2010, p. 172).

To: According to current APA rules, “the first letter of the first work in a quotation may be changed to an uppercase or a lowercase letter” (APA, 2010, p. 172).
APA Tip of the Day: Changing sentence final punctuation in quotes

“The punctuation mark at the end of a sentence may be changed to fit the syntax” (APA, 2010, p. 172).

• This means that you can do things like getting rid of the final period or question mark at the end of a quote without indicating this change.
APA Example

From: The punctuation mark at the end of a sentence may be changed to fit the syntax.

To: “The punctuation mark at the end of a sentence may be changed to fit the syntax” (APA, 2010, p. 172).
APA Tip of the Day: Quoting on-line sources

• Include the author – if a person is not listed, use the name of the organization (e.g. Council for Exceptional Children)

• Include the year – look carefully – often a year is listed at the bottom of the page in small print.

• Include the page number, paragraph number, or, if neither of these are available, the section heading for the quoted text.

See APA manual, 2010, pp. 171-172
1. In their study, Verbunt, Pernot, and Smeets (2008) found that “the level of perceived disability in patients with fibromyalgia seemed best explained by their mental health condition and less by their physical condition” (Discussion section, para 1).

   **Note:** *Discussion* is the complete section heading.

2. “Empirical studies have found mixed results on the efficacy of labels in educating consumers and changing consumption behavior” (Golan, Kuchler, & Krissof, 2007, “Mandatory Labeling Has Targeted,” para. 4).

   **Note:** *Mandatory Labeling Has Targeted* is NOT the complete section heading, therefore, it has quotation marks.
APA Tip of the Day: Quotation marks inside quotes

“Use single quotation marks within double quotation marks to set off material that in the original source was enclosed in double quotation marks” (APA, 2010, p. 92).
Using disrespectful words, such as “retard”, “idiot”, or “moron”, can be hurtful and contribute to the disempowerment of individuals with disabilities.

According to de Valenzuela (2014, p. 89), “using disrespectful words, such as ‘retard’, 'idiot’, or 'moron’, can be hurtful and contribute to the disempowerment of individuals with disabilities.”
APA Tip of the Day: Citations in topic sentences

• Students often learn in English 101 classes to start a paragraph with a topic sentence that provides a general idea of your topic and/or your argument (thesis statement).

• While this is helpful, avoid “blanket statements” that (a) may be so general they are untrue and (b) that you cannot provide support for from the professional literature.
Example of ‘blanket statements’

- Teachers enter the field because they care about the learning of their students.
- Assessments are an ever growing part of students’ lives.
APA Tip of the Day: Bibliographies

A bibliography is not the same as a reference list. A reference list provides the complete citation for all sources cited in the text of your paper. A bibliography is a listing of all of the sources you consulted in the preparation of your paper, regardless of whether or not you cited them in the text (you should, however, be very diligent to give credit where credit is due). Unless specifically requested to do so, you should not provide a bibliography for academic papers. (Common exception: annotated bibliography.)
APA Tip of the Day: Format of reference list

• Your reference list should start with a heading – centered, with upper and lower caps.
• Your references are organized alphabetically, by last name of first author.
• The references are double spaced, no extra lines above or below each reference.
• Use hanging indent for the references in the reference list – the first line starts at the left margin and all other lines in a reference are indented ½".
APA Tip of the Day: Type Style

APA Example

*Serif* Type Style examples:
- Times New Roman
- Courier

*Sans Serif* Type Style examples:
- Arial
- Century Gothic
APA Tip of the Day: Paragraph and page formatting

• Your page margins should be 1” all around.
• You should NOT have any extra spaces before or after each paragraph.
• You should indent the first line of each paragraph ½”.
• Justify the left margin of your text, but leave the right ragged (see following example).
Example of text justification

**Correct:** You want to make sure the text lines up on the left hand margin, this is called left justified. You do not, however, want the text to also line up on the right hand margin – you want it to be left “ragged.”

**Incorrect:** You want to make sure the text lines up on the left hand margin, this is called left justified. You do not, however, want the text to also line up on the right hand margin – you want it to be left “ragged.”
APA Tip of the Day: Page numbers

• Page numbers should start on the title page, starting with #1.
• The page number should be at the top of the page, in the page header (don’t enter it manually).
• The page number should be flush right, with the running head on the same line, flush left.
• Do not write “page” or “#”, just include the number.
A Review of the Research Literature in Bilingual Special Education
J. S. de Valenzuela
University of New Mexico

Author Note
APA Tip of the Day: Running heads

The running head is an abbreviated title that is printed at the top of the pages of a manuscript or published article to identify the article for readers. The running head should be a maximum of 50 characters, counting letters, punctuation, and spaces between words. It should appear flush left in all uppercase letters at the top of the title page and all subsequent pages. (APA, 2010, p. 229)

Note: Don't include the words “Running head:” after the first page.
A Review of the Research Literature in Bilingual Special Education

J. S. de Valenzuela

University of New Mexico

Author Note
APA Tip of the Day: Headings

• Headings are very useful in helping your reader understand the organization of your paper – think of them as highway road signs.

• Most students will not use more than three levels of headings.

• Follow the table on page 62 of your APA manual for the format of each level of heading. Your major sections take level one, subsections of level 1 take level 2. Subsections of level 2 take level 3, etc.

• Although your first section (Introduction) would be a level 1 heading, do not include it:
  – “The introduction to a manuscript does not carry a heading that labels it as the introduction. (The first part of a manuscript is assumed to be the introduction)” (APA, 2010, p. 63).
APA Tip of the Day: Double spacing

Everything in an academic paper should be double spaced. This includes:

• Block indented quotes (those that are 40 words or more) AND

• Your reference list.

Do NOT put extra lines in between paragraphs, before or after headings, or between citations. Double space only and exactly.
APA Tip of the Day: Where to find help for formatting references

The APA handbook provides examples of just about every kind of reference that you might cite in a paper. You might need to look at several different examples to figure out exactly what you need to do (single author, multiple authors). Do not rely on the reference list that some faculty give you – you are expected to learn to use the manual.
Steps in using your manual:

1. Figure out what kind of a reference you are using (e.g. authored book, edited book, journal article).

2. Use chapter 7 (‘reference examples’) to find an example that is similar to the one you are going to cite.

3. Follow the specified format carefully – look for periods, italics, and spacing.

4. For clarification, look at chapter 6 (‘reference components’).
APA Tip of the Day: Emphasis

Use italics (not bold or single or double quotation marks) for emphasis with:

– “titles of books, periodicals, films, videos, TV shows, and microfilm publications” (APA, 2010, p. 104)

– “introduction of a new, technical, or key terms or label (after the terms has been used once, do not italicize it)” (APA, 2010, p. 105),

– A letter, word, or phrase cited as a linguistic example” (APA, 2010, p. 105), and

– “words that could be misread” (APA, 2010, p. 105).
APA Tip of the Day: Past Tense

When you describe what an author wrote, use past tense:

• Sleeter (1986) argued that...
• When defining disability, Jones (1996) stated that “...”
• Rosenblum and Travis (2006) defined

NOTE: Not all disciplines in education and psychology follow this norm. It is not an APA rule.
However!

Do not make all of the verbs in the sentence in past tense:

- Sleeter (1986) argued that learning disabilities are socially constructed.

NOTE: Not all disciplines in education and psychology follow this norm. It is not an APA rule.
APA Tip of the Day: Contractions

Academic papers use a formal writing style, this including avoiding the use of contractions. While contractions are not specifically prohibited in APA, this is a well-agreed upon general convention in academic writing. So, you should not use them in your papers.
APA Tip of the Day: Common Errors

• **it’s** is a contraction of **it + is**.
• **its** is the possessive (e.g. “its roots…”)

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• **they’re** is a contraction of **they + are**.
• **their** is the third person possessive (e.g. “their bags…”).
APA Tip of the Day: Which hunting

“Which” and “that” are often used interchangeably and “which” is often over-used.

According to Strunk and White (2000), “*that* is the defining, or restrictive, pronoun, *which* the nondefining, or nonrestrictive” (p. 59). They provide these examples (p. 59):

- “The lawn mover that is broken is in the garage. (Tells which one.)
- The lawn mover, which is broken, is in the garage (adds a fact about the only mover in question.)”
Further Explanation

• According to ‘Grammar Girl’ (2010) “when a restrictive element is left out, it changes the meaning of the sentence.” These are not surrounded by commas. Grammar girl provides this example: **Dogs that howl** make me crazy.

• So ask yourself, does the additional information I am providing ("is broken") help define what I am talking about? Is it necessary? If the answer is yes, use “that” for objects or “who” for people (e.g. “The student on the end who is giggling...”).

http://grammar.quickanddirtytips.com
A quick and dirty tip

According to Grammar Girl (2009) “nonrestrictive elements [which] are surrounded by commas”, providing this example:

“Dogs, **which make great companions**, are usually furry.”

Her quick and dirty tip is: “If you think of the Wicked Witch (*Which*) of the West from *The Wizard of Oz*, you know it’s okay to throw her out. You won’t change the meaning of the sentence without the *which* phrase. So, you can throw out the *which* (or witch) clause, commas and all.”
APA Tip of the Day: Numbers as words

Write numbers out as words in the following situations:

1. When the number is 9 or less.
2. When the sentence, title, or text heading starts with a number.
3. When you refer to common fractions, in non-statistical usage.
4. When the number is a “universally accepted usage” (APA, 2010, p. 112).
Examples:

1. There were eight boys and five girls in the class.

2. Twenty-three percent of the participants reported...

3. More than half of the boys and more than two-thirds of the girls...

4. The twelfth night of Christmas... (“the Twelve Apostles” and “Five pillars of Islam” (APA, 2010, p. 112).
APA Tip of the Day: Seriation

“Within a paragraph or sentence, identify elements in a series by lowercase letter in parentheses” (APA, 2010, p. 64).

Separate sentences or paragraphs should be listed either by “an Arabic numeral followed by a period but not enclosed in or followed by parentheses” (APA, p. 63) or bullets.
Example #1

When writing for academic purposes in education, three things are vital: (a) using your APA manual, (b) re-reading and carefully checking your work for errors, and (c) being patient and diligent with your learning process.
Example #2: Rank ordered list

When writing for academic purposes in education, I suggest the following:

1. Use your APA manual frequently. Check it whenever you have a question about format or writing style.

2. Re-read your papers several times before you turn them in, carefully checking your work for errors.

3. Be patient with your learning process and diligent in practicing these aspects of writing.
Example #3: No particular order

When writing for academic purposes in education, I suggest the following:

• Re-read your papers several times before you turn them in, carefully checking your work for errors.

• Use your APA manual frequently. Check it whenever you have a question about format or writing style.

• Be patient with your learning process and diligent in practicing these aspects of writing.
APA Tip of the Day: Punctuation in seriation within sentences

“Within a sentence, use commas to separate three or more elements that do not have internal commas; use semicolons to separate three or more elements that have internal commas” (APA, 2010, p. 64).
Example #1: Commas

When writing for academic purposes in education, three things are vital: (a) using your APA manual, (b) re-reading and carefully checking your work for errors, and (c) being patient and diligent with your learning process.
Example #2: Semicolons

When writing for academic purposes in education, three things are vital: (a) using your APA manual; (b) reading, re-reading, and carefully checking your work for errors; and (c) being patient and diligent with your learning process.
APA Tip of the Day: *Who* vs. *that*

Who refers to people:
- The student WHO...

That refers to objects:
- The assignment THAT...
APA Tip of the Day: Spaces

There are several places where students often either don’t put in any/enough spaces or they put in too many. Here are a few rules:
1. Put only one space in between sentences.
2. In your reference list, if an author has two+ initials, put a space between them.
3. When listing pages numbers, put one space in between “p.” and the actual number.
Examples

1. The old rule was two spaces between sentences. The new rule is only one.


3. “Insert one space after
   • commas, colons, and semicolons;
   • periods that separate parts of a reference citation; and
   • Periods of the initials in personal names (e.g., J. R. Zhang)” (APA, 2010, p. 87-88).
APA Tip of the Day: Plurality of ‘data’

“Data” is a plural noun. Therefore:

• The data are...
  NOT: The data is...

• The data were collected...
  Not: The data was collected...
APA Tip of the Day: Reference Lists

• Your reference list comes at the end of your paper and starts on a new page.
• The heading at the top of the page should say References and should be centered, and start with a capital letter.
• Your references should be double spaced, with no extra spaces in between. There should not be any extra space or lines between the heading and your first reference.
Reference Lists, cont.

- Your references should be ordered alphabetically and, in the case where there are two citations by the same exact author(s), by year, with the earliest first.
- You must use “hanging indentation” for references in your reference list.
- There should be an exact concordance between your in-text citations and your reference list, except for:
  - In-text references to classical works (e.g. the bible)
  - References to personal communications.
APA Tip of the Day: Author initials in reference list

• Include initials for all first and middle names provided on the title page of the article, chapter or book.

• Initials should take the form of the first letter of that name, capitalized, followed by a period, then a space. If there are two initials, make sure there is a space between them!

  e.g. de Valenzuela, J. S.
APA Tip of the Day: et al.

“When a work has three, four, or five authors, cite all authors the first time the reference occurs; in subsequent citations, include only the surname of the first author followed by *et al.* (not italicized and with a period after *al*) and the year if it is the first citation of the reference within a paragraph” (APA, 2010, p. 175).
Examples of et al.

According to de Valenzuela, Copeland, Qi, and Park (2006), blah, blah, blah. Blah is also blah (de Valenzuela et al.).

Blah, blah, blah (Gomez, Smith, & Wen, 2010). Gomez et al. (2010) additionally argued that...
APA Tip of the Day: Year in citations

“Omit the year from subsequent citations after the first nonparenthetical citation within a paragraph. Include the year in subsequent citations if the first citation within a paragraph is parenthetical” (APA, 2010, p. 175).
Examples of year in citations

Blah, blah, blah (Gomez, Smith, & Wen, 2010). Gomez et al. (2010) additionally argued that... Gomez et al. further stated that...
“Regardless of the number of subheadings within a section, the heading structure for all sections follows the same top-down progression. Each section starts with the highest level of heading, even if one section may have fewer levels of subheading than another section. The introduction to a manuscript does not carry a heading that labels it as the introduction. (The first part of a manuscript is assumed to be the introduction)” (APA, 2010, pp. 62-63).
APA Heading levels - example

First Level is Centered, Bold, Upper and Lowercase

Second is Flush Left, Bold, Upper and Lowercase

Following text starts on a new line with regular paragraph indentation.

Third is indented, bold, lowercase, end with a period and have text follow. Like this and you don’t enter in a paragraph return, just keep typing after the final period of the heading.

Fourth is indented, bold, lowercase, italics, end with a period and have text follow. Like this…

Fifth is indented, not bold, lowercase, italics, end with a period and have text follow. Like this…
APA Tip of the Day: Passive voice

“Verbs are vigorous, direct communicators. Use the active rather than the passive voice.... The passive voice is acceptable... when you want to focus on the object or recipient of the action rather than on the actor. For example, ‘The speakers were attached to either side of the chair’ emphasizes the placement of speakers, not who placed them – the more appropriate focus in the Method section” (APA, 2010, p. 77).
Other problems with passives:

“Passive voice suggests individuals are \textit{acted on} instead of being actors (‘the students \textit{completed} the survey’ is preferable to ‘the students \textit{were given} the survey’ or ‘the survey was \textit{administered} to the students’)” (APA 2010, p. 73).

It is important to accurately attribute action in technical writing – if you are the actor, you should acknowledge it directly with “I”.
APA Tip of the Day: Attributing action – third person

“Inappropriately or illogically attributing action in an effort to be objective can be misleading. Examples of undesirable attribution include use of the third person, anthropomorphism, and use of the editorial we” [emphasis added] (APA, 2010, p. 69).

• Use I or we instead of the author or the authors, when referring to yourself.
APA Tip of the Day: Attributing action – anthropomorphism

“Inappropriately or illogically attributing action in an effort to be objective can be misleading. Examples of undesirable attribution include use of the third person, anthropomorphism, and use of the editorial we” [emphasis added] (APA, 2010, p. 69).

“Do not attribute human characteristics to animals or to inanimate sources” (p. 69)
To avoid anthropomorphism, ask yourself – can X actually do Y?

“An experiment cannot attempt to demonstrate, control unwanted variables, or interpret findings, nor can tables or figures compare (all of these can, however, show or indicate). Use a pronoun or an appropriate noun as the subject of these verbs. I or we (meaning the author or authors) can replace the experiment” (APA, 2010, p. 69).
APA Tip of the Day: Attributing action – use of the editorial we

“Inappropriately or illogically attributing action in an effort to be objective can be misleading. Examples of undesirable attribution include use of the third person, anthropomorphism, and use of the editorial we” [emphasis added] (APA, 2010, p. 69).

• Note: This is sometimes referred to as use of the “royal we.”
“For clarity, restrict your use of *we* to refer only to yourself and your co-authors (use *I* if you are the sole author of the paper). Broader uses of *we* may leave your readers wondering to whom you are referring; instead substitute an appropriate noun or clarify your usage” (APA, 2012, p. 69).

“Some alternative to consider to *we* are *people, humans, researchers, psychologists, nurses,* and so on.” (APA, 2010, p. 70).
Caution!
However, when referencing a group of people (e.g. “people, humans, researchers”) be very careful that you can support whatever statement you are making about that large group. Unless you have a citation to back up your statement, be careful about making blanket statements about groups, even if it sounds obvious.

Example: Teachers care more about their students’ learning than earning a big paycheck.
APA Tip of the Day: Sources

1. Whenever possible, use primary sources – the original work, not what someone wrote about that work.

2. It is a really bad idea to cite or quote what one author wrote about another’s work, unless there is an important reason for doing this (using ‘secondary citations’).

3. If you do use a secondary citation, you MUST make it explicit that you did not read the original source.
Example of citing a secondary source

• According to Smith (2011), Millar’s (2002) translations of Vygotsky’s original works, although still flawed, are much superior to earlier translations.

• Smith (2011) cited Millar’s (2002) translation of Vygotsky’s famous theorem as “blah, blah, and blah” (p. 21). This contrasts with earlier translations of this well-known quote as “blah, blah or blah” [emphasis added] (Smith, p. 20).
APA Tip of the Day: Past Tense

When you describe what an author wrote, use past tense:

• Sleeter (1986) argued that...

• When defining disability, Jones (1996) stated that “…”

• Rosenblum and Travis (2006) defined
However!

Do not make all of the verbs in the sentence in past tense:

• Sleeter (1986) argued that learning disabilities are socially constructed.
APA Tip of the Day: Multiple cites in parentheses

“Order the citations of two or more works within the same parentheses alphabetically in the same order in which they appear in the reference list (including citations that would otherwise shorten to *et al.*)” (APA, 2010, p. 177).
The APA manual is an invaluable resource for graduate students in education (Copeland & Griffin, 2012; de Valenzuela, 1998; Keefe, 2009; Luckasson, 2010; Qi, 2013).
APA Tip of the Day: Book chapters

• If you are citing a chapter in an edited book, don’t forget to include in the reference:
  – Names of book editors: e.g. S. R. Copeland & E. Keefe (Eds.)
  – Name of book: italicize this
  – The range of pages for the specific chapter you are citing: e.g. (pp. 45-81).
  – City and state where published, followed by a colon.
  – Name of publisher
APA Tip of the Day: e.g. vs i.e.

• e.g. means “for example”
• i.e. means “that is”
• cf. means “compare”
• , etc. means “and so forth”
• vs. means “versus, against”
• viz., , means “namely”

(information from APA, 2010, p. 108)
APA Tip of the Day: Ampersand

When there are two authors for a reference you cite, you need to cite both of them every time. When you cite them in a sentence, but not within parentheses, use “and.” When you put the citation within a parenthesis, use an ampersand (“&”).
Examples of ampersand and *and*

- According to Gomez and Garcia (2012), “this is very interesting” (p. 107).
- “This is very interesting” (Gomez & Garcia, 2012, p. 107).
APA Tip of the Day: Publishing companies in reference list

“Give the name of the publisher in as brief a name as is intelligible. Write out the names of associates, corporations, and university presses, but omit superfluous terms, such as Publishers, Co., and Inc., which are not required to identify the publisher. Retain the words Books and Press” (APA, 2012, 187).
APA Tip of the Day: Punctuation in seriation within sentences

“Within a sentence, use commas to separate three or more elements that do not have internal commas; use semicolons to separate three or more elements that have internal commas” (APA, 2010, p. 64).
Example #1: Commas

When writing for academic purposes in education, three things are vital: (a) using your APA manual, (b) re-reading and carefully checking your work for errors, and (c) being patient and diligent with your learning process.
APA Tip of the Day: Plurality of ‘data’

“Data” is a plural noun. Therefore:

• The data **are**...
  **NOT**: The data is...

• The data **were** collected...
  **Not**: The data was collected...
Example #2: Semicolons

When writing for academic purposes in education, three things are vital: (a) using your APA manual; (b) reading, re-reading, and carefully checking your work for errors; and (c) being patient and diligent with your learning process.