



APA Top 10 Tips



Fresno State Graduate Writing Studio



1 SOURCES

Each source referenced must appear in both the text and reference list.

In other words, if you don't cite a source, don't include it in the reference list; if you don't include a source in the reference list, don't cite it within the document. Pay attention to details – spelling matters and so does date accuracy (see p. 174).



The term "Data" is plural; therefore, data should be rendered as "data were..." or "these data..."

"DATA" 2

ETC...

3

APPENDICES

The appendices appear at the end of the document and are ordered alphabetically based on how they are mentioned in the text. Appendix A is referenced first, followed by Appendix B, Appendix C, and so on (see p. 39).

APA

4

ABBREVIATIONS

* According to APA, the full text is written out the first time followed by the abbreviated term in parentheses. After this initial reference, use abbreviation throughout – do not switch between the full text and abbreviation. Some writers get confused and think they need to repeat this process at the beginning of a new chapter or section.

* Don't go "abbreviation crazy"! – APA suggests that writers use abbreviations sparingly, and if the abbreviation will be used fewer than three times, don't abbreviate (p.107).



5

CITATIONS

APA uses the author, date citation format when referencing sources within the text. Parenthetical citations always use "&" when referring to more than one author whereas non-parenthetical citations retain the word "and". There is some variation depending on number of authors and whether the citation is an initial or subsequent reference. Based on page 177, in the APA Manual (6th ed.), for author groups of one or two, all authors are always included in the citation. For author groups of three to five, all authors are included in the initial citation, but the first author name plus et al. is used in all subsequent citations. For author groups of six or more, the first author name plus et al. is used for all citations (see p.177).



6

PARENTHETICAL CITATIONS

When using more than one source in a parenthetical citation, they are ordered alphabetically (not by year) and are separated by a semicolon (see p. 178).

(Banks, 2010; Jones, 2001; Smith, 2012)

7

QUOTES

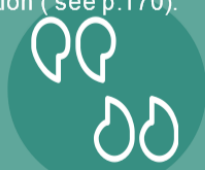
When quoting material (word for word), please keep the following in mind:

* Double quotation marks should be used to mark the beginning and end of the quoted material.

* Use a block quote when the quoted material is more than 40 words.

* Always incorporate the quote into your text (don't drop it in as its own sentence).

* When using quotes, always include the page number as part of the citation (see p.170).



8

VERB TENSE

Select verb tense carefully. The past tense is used to express action that has already happened at a specific time. This applies when including information about other researchers' work or results from your own study (see p. 70).



9

REFERENCES

Full bibliographic information for each source is included in the reference section. Sources used in the document are ordered alphabetically by author (see p. 181).



10 TABLES

Every column of a table needs to have a heading. Lines are used sparingly in APA tables. For the majority of tables, there are no vertical lines included at all. Most tables will have only three or four horizontal lines. These lines are usually found at the top and bottom of the table, below headings, and may appear above a row that includes totals (see p. 129).

