Preparing text in the APA style

(a student work)

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APA style was created in order to provide a **clear and coherent presentation of writing materials.** Currently, it is recommended for high-scored **journals and scientific publishing houses all over the world.** It constitutes a basis of an effective scientific communication, helping the authors to present research in a coherent and ordered way. Due to it, the readers can focus on the content instead of the format, and **quickly search for key points, results and sources.**

The correct use of the APA style enables a fluent development of thoughts, appropriate assignment of sources, and logical and consequent presentation of the content.

Authors who use the APA style, **respect the ethical aspects** and present key details of the **research methodology**, which allows **readers to evaluate results**, and the other **scientists to potentially repeat the research and deepen the content.** The tables and charts present data in an **attractive and consistent way compliant with the rules.** People who participate in the research are described with the use of **language, which affirms** their dignity and worth.

The APA rules are developed by the **American Psychological Association**, they constitute a basic style of citation and creation of the documents for the:

✓social sciences
✓legal sciences
✓medical sciences
✓engineering sciences
✓business

The origins of the APA style date back to 1929, when in the "Psychological Bulletin" there was published a seven-page writer's guide, the purpose of which was to present standards of procedures to which the authors could refer in case of doubts. Over the years, there have been created subsequent editions of the coursebooks, the content of which has been adjusted to the needs of researchers, students and teachers from different fields of science.

Currently, the 7th edition of the *Publication Manual of the American Psychological Association (2020)* is in force.

What do the authors of the latest edition of the APA (7th edition) manual pay attention to?

➢ **principles of writing and publishing scientific works**
➢**elements and formatting of the document**
➢**Journal Article Reporting Standards (JARS) – scientific standards to conduct high-quality research**
➢**style and grammatical correctness**
➢**inclusive language** (creators of the coursebooks emphasise that one should always pay attention to the **dignity of another human** when conducting the research. Hence, when raising such issues as i.a.: **disability, age or social status, it is recommended to use the inclusive language)**
➢**dokument technicalities (e.g. calculations, numeration, small caps and capitals, abbreviations)**
➢**tables and iconografic materials**
➢**work cited in the text**
➢**bibliography**
➢**examples of bibliographical descriptions**
➢**legal bibliographical descriptions**
➢**publication process**

ATTENTION! Plagiarism!

✓ On the pages of the APA manual, the problem of plagiarism as an unethical phenomenon compared to theft, which is not accepted in the scientific environment, was emphasised many times.
At the same time, the manual pays a significant attention to the guidelines on **avoiding of plagiarism**, emphasising the **need of respecting other authors' efforts** and conducting research in an honest and reliable way.

✓ No matter if a plagiarism is deliberate or accidental, it violates ethical standards in science.

✓ How to avoid plagiarism (selected guidelines from the APA)?

- always provide the author and source when you use somebody's else text, concept, discovery (as well as: data, tables, images); remember to cite correctly following the appropriate guidelines

- paraphrase the sources in your own words, instead of citing them directly (when it is possible)

- if you use the author's words directly, you have to write them in speech marks; when the passage is longer, extract it in the text

- browse literature to find the source of any ideas, facts or arrangements, placed in your work

Formatting of the document's pages

The purpose of maintaining **a coherent order** of individual elements of the document, **the structure and formatting is to attract the receiver attention** to the content itself, not the way of its presentation.

In order to format the work in compliance with the requirements of the APA style, it is worth **using the default settings and automatic formatting tools** of the text editors or one of the bibliography managers, which cooperate with them.

Guidelines concerning the document formatting refer both to **students' works and articles** sent to publication in journals. If we use the APA style to create another type of work (e.g. website, conference poster or PowerPoint presentation), it can be necessary to **format the document differently** to make the Presentation as optymised as possible, e.g. by using different space between lines and print sizes.

To adjust the guidelines of the APA style formatting, follow the requirements of a given institution or publisher.

Students works usually include **a main page, main text and bibliography**. They can own additional elements, such as tables and images (e.g. photographies), as well as attachments containing information, which complement the eduction, but they would distract the attention when placed in the main text. Students works usually do not contain the abstract.

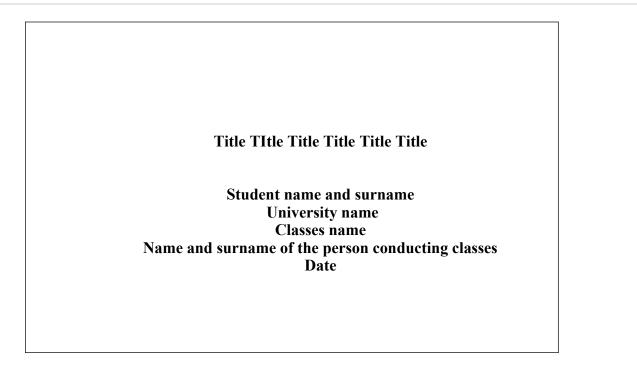Accepted order of the work elements written in the APA style:

✓ Main page

✓ Abstract

✓ Main text

✓ Bibliography

✓ References

✓ Tables

✓ Pictures

✓ Attachments

Each section should be started on a different page.

Preparation of the work in the APA style

➢ a document should be prepared in the **Microsoft Office Word** programme in standard dimensions
 - **A4– 21×29,7 cm** (i.e. 8,5×11 inches)
➢ all margins of the size **2,5 cm (1 inch)**
➢ preserved indentation in subsequent paragraphs (abt 0,5 inch; beside exceptions e.g. a title page, headlines abstract)
➢ we should start the **numeration of the pages** (each page of the document has its number)
➢ in the APA style there are **allowed different readable fonts**, there are i.a.: 11-points Calibri, 11-points Arial, 12-points Times New Roman and 11-points Georgia
➢ we use the same font in the entire document (beyond exceptions, e.g. in footnotes
➢ **double spacing** (beyond exceptions, e.g. a title page, tables, footnotes)

➢ using **headlines and subtitles** in the main text is recommended**, the hyphenation option should be switched off**
➢ graphic files saved in the **JPG, PNG or PDF format**

Student work– the title page

Title TItle Title Title Title Title

Student name and surname
University name
Classes name
Name and surname of the person conducting classes
Date

Elements of the title page of a student work

Element of a student work	Guidelines
Page number	The title page is numbered as the first one (1). You should use the automatic page numbering function in the text editor. The page number should be placed in an upper right corner.
Document title	The document title should be centered and bold. It has to be concise and fully explanatory. There should be placed from three to four lines from the top of the title page.
Author name and surname	Name and surname are in a separate line, if there is more than one author we use the „and" conjuction, when there are more than two authors, we write names and surnames after the comma, before the last one we put the „and" conjuction.
Affilliation	Student gives a full name of the university in a place of affiliation. The name of the department and institution should be included, separating them with commas. The name and surname are separated from the affiliation by a double spacing.
Title of the classes	You should give a full name of classes in which the work was written.
Name and surname of the person conducting classes	Before the name and surname of the person conducting classes, you should write the title or degree
Date	The date of ordering the work should be given according to the model applicable in a given country

Elements of the main text

➢ You should repeat the title of the article on the top of the first page of the text (page no 2)

➢ Preserved indentation in subsequent paragraphs (approx 0,5 inch)

➢ You should equalise the text paragraphs to the left margin. The right margin should be left unequal. We do not use full justification

➢ We start from the introduction to present the background and context of the raised research problem

➢ We use descriptive headlines to identify subsequent sections (e.g. Method, Results, Discussion)

➢ Sections and headlines differ depending on the kind and complexity of the article

➢ Text can include tables and photographs, citations, headlines and notes

Headlines

**The first headline is centered, bold,
written with capital letters and small letters**

Second headline is left - justified, bold, written with capital letters and small letters

Third headline is left - justified , bold, in italics, written with capital letters and small letters

Fourth headline is indented, bold, written with capital letters and small letters, and ended with a dot. Further part of the main text is in the same line.
Fifth headline is indented, bold, in italics, written with capital letters and small letters. Ended with a dot. Further part of the main text is in the same line

- ✓ <u>five degrees of headlines are allowed in the APA system</u>
- ✓ each section should be started with a first-degree headline
- ✓ the title of the article works as a first-degree headline, it is centered and bold
- ✓ subchapter should be introduced with a second-degree headline
- ✓ using only one subchapter is avoided ; there should be at least two or none if introduced
- ✓ we use the same level of a headline for the session with an equal meaning
- ✓ the number of subchapters should result from the character of the work, and not be artificially created

Literal quotation of the text

If we quote the text **literally,** or we **paraphrase** it, in the annotation in the APA style, we place the following elements in a given order: the author's surname, year of publication, page number, e.g.
(Brown, 2018, pp. 26-27)

When a citation has got **less than 40 words** we do not disclude it from the text, **but we place it in speech marks**

If a literal citation numbers **40 or more words**, we have to disclude it from the text

We start the citation in the **new line with an indentation from the left margin. In the citation we enter**

such a spacing, that we have in the whole text.

Annotations in the text

✓the APA style provides guidelines, which help the authors to avoid plagiarism and auto-plagiarism recommending concrete instructions on the creation of annotations

✓annotations will appear in the main text (also in the table, drawing, attachment) and they briefly identify cited work according to its author and publication date. It allows the readers to localise a relevant entry on a reference list at the end of the work

✓annotations in the text have two forms – they appear in the brackets (author's surname and publication year) and in the narration (the author's surname is included into the text as a part of a sentence, and the year is written in the brackets)

✓ both paraphrases and citations require annotations

✓ we should make sure if the spelling of the authors' surnames and the publication year in the bibliography is compliant with what has been entered to the annotations in the text

✓ it is important to cite the primary sources, not secondary ones

✓ in the case when the text and information about the source appear together in the brackets, we use a semicolon to separate the annotation from the text ; we do not use the brackets in the brackets, an example: (text text text; Kowalski, 2016)

✓if the author's surname appears in the text, the date should be inserted in brackets immediately after it, an example: Kowalski (2016) text text text

✓ if we create an annotation in the brackets concerning many works by one author, we give them in this order: first works without the publication date, then works with publication date chronologically, finally works being in print

✓in the annotations, when we insert many works in the brackets, we should put them in alphabetical order, separating them with a semicolon

✓if the works by the same author published in the same year appear in many annotations, they should be differentiated by entering small, consecutive letters of the alphabet by the date; a order of works from the same year is indicated by their alphabetical order in the bibliography (by the title); a combination year-letter is used both in annotations in the text, and in bibliographical description

✓ when citing directly, we should always provide the author, year and the citation page number (it refers to the brackets and narrative citation in the text); (pp. 34–36), (e.g., pp. 67, 72).

More information in the APA Manual, in the 8th section, and on the website under the *Author-Date Citation System tab:* https://apastyle.apa.org/style-grammar-guidelines/citations/basic-principles/author-date

Annotations in the APA style

Annotations:
- lower (it is recommended for them to be limited)
- in the text:

One author's work, when the surname appears in narration:
Nowak (2008)
One author's work, when the surname appears in brackets:
(Nowak, 2008)

Two authors's work, when the surname appears in narration:
eng. Brown and Johnson (2009)
pol. Nowak, Kowalczyk (2009)
Two authors's works, when the surname appears in brackets:
eng. (Brown & Johnson, 2009)
pol. (Nowak, Kowalczyk, 2009)

Three or more authors's work when the surname appears in narration:
eng. Brown et al. (2005)
pol. Nowak i in. (2019)
Three or more authors's work when the surname appears in brackets:
eng. (Brown et al., 2005)
pol. (Nowak i in., 2019)

Annotations in the APA style

Corporate author's work – Abbreviated name in narration:
first time: Corporate Author's Name (NAK, 2019)
next time: NAK (2019)

Corporate author's work– Abbreviated form in brackets:
first time: (Corporative Author's Name [NAK], 2019)
next time: (NAK, 2019)

Corporate author's work– full proper name in narration:
Full Proper Name (2019)
Corporate author's work– full proper name in brackets:
(Full Proper Name, 2019)

The APA Style. It is worth knowing about..

➢ if we cite a part of the work and there appears an incorrect spelling, punctuation or grammatical mistake, we should write „[*sic*]"

➢ when we cite the utterances of people, which we have examined in our work, we do not include them in the bibliography, but when extracting their words from the text, we do the same in the case of other citations (the 40-word principle); when citing the search participants, we absolutely follow all ethical arrangements concerning confidentiality and/or anonymity

➢ as a rule we should use words to introduce the numbers from 0 to 9 into the text; above 10 a number should be used (except for, e.g. percents- 50% of the number, which directly precede a unit of measurement – a dose of 5 mg; mathematical operations – multiplied by 2; age - 5 years)

➢ use of italics, e.g. titles of books, reports, websites, journals; when we use words, phrases or abbreviations from another language for the first time, but if the term appears in a dictionary of the language in which we are writing, we do not write it in italics

➢ to maintain the clarity of the work we use abbreviations frugally ; to familiarise the reader with a little known abbreviation, it is worth familiarising them with it when introducing it for the first time; as a rule we use an abbreviation if the readers are likely to be more familiar with the abbreviated form of a word than the full one, or we can avoid repetitions in this way

Bibliography

✓ On the new page, at the top, we write **References (centered and bold**)

✓ we remember about double line spacing

✓ the bibliography includes all publications cited in the text

✓ bibliographical addresses should be written in **alphabetical order**, by the surname of the first author

✓ we write **the initials of the name and second name** of the authors (if they have them). We do not write full names

✓ if **the author is not specified in the work** (e.g. a collective work), then we introduce **the first word of the title** to the bibliography, in alphabetical order,

✓ we justify the record of subsequent works **to the left margin** without an indentation. If the description goes to the next line, then this part **should be indented (0,5 inch)**

✓ although some numbers of book volumes and journals are written in Roman numerals, we use **Arabic numerals** in bibliographical descriptions

✓ **we provide surnames and initials of a maximum of 20 authors inclusively.** If the work has from 2 to 20 authors, we insert an ampersand (&) [ang. APA] before the last author's surname;

✓ if the work owns **21 or more authors,** we should give surnames of **the first 19**, insert an **ellipsis,** and then write the last author's surname [APA

✓ according to the latest edition of the APA manual, **we do not provide the localisation of the publishing house**

✓ If we download an **online file**, we always define what type of document it is. We can only enter a page or website in the bibliography if no other category fits

✓ we attach a **DOI or URL address** at the end of the reference for each work, which has them (after DOI or URL address we do not insert a full stop)

Styl APA

A book by one author
Wójcik, A. (2017). *Zasady sporządzania bibliografii w stylu APA*. Publishing house X.

A book by two authors
Wójcik, A., & Kowalczyk, B. (2018). Bibliografia w stylu APA. Publishing house X.

A book written under the editorship
Lewandowski, A. (Ed.). (2018). APA styl. Najważniejsze ustalenia. Publishing house X.

An article or chapter published in a publication
Wójcik, A. (2017). Zasady sporządzania publikacji w stylu APA. In B. Kowalczyk (Ed.), Bibliografia w stylu APA (pp. 123-149). Publishing house X.

An article in a journal
Wójcik, A. (2019). Styl APA. Sporządzamy bibliografię. Bibliografia a styl APA, 2(23), 47-59.

A description of a document download from the Internet
Wójcik, A. (1999). Styl APA. Bibliografia. Journal *XYZ, 2(6), 214-226*. https://doi.org/xxxxx

If a document does not own DOI, we provide the URL address.

Wójcik, A. (2017). APA styl. Najważniejsze informacje. Style cytowania. 3(9), 12-34. http://xxxxx

Table and graphic materials

It is recommended that tables and illustrations are:
- readable
- clear
- good quality
- clearly marked
- individual elements should be esy to read and interpret

❑ When we use materials from the sources which have been copyrighted, we have to obtain the consent of the owner of the rights to the materials and add information about the author and the owner of the rights next to the given element. We put such a notation under the table or at the end of the illustration caption.

Summary – basic elements of the table:

✓ Table number – appears above the table and is written in bold (e.g. **Table 1**)

✓ Title - appears under the table (double spacing) and is written in italics. After the title, we do not place a full stop (e.g. *Table title created in the APA style)*

✓ Headlines – all tables should contain the column with headlines. The headlines can differ from each other depending on the character and data layout

✓ Table corpus – includes all table lines and columns (possible spacing: 1; 1,5; 2)

✓ Comments – under the table there can appear three types of comments (main, detailed and probabilities). Data should be presented in a way understandable to all receivers. However, if necessary additional explanations can be included in the comments (e.g. information about abbreviations, copyright, definitions). Not every table contains comments.)

Comments under the table:

main – they are preceded by the word *Note*. They include basic information concerning the content of the table, at the end there are provided explanations of abbreviations and symbols

detailed – they should be placed in a new line under the main comments. They concern individual columns, rows or units. Detailed comments should be marked by an upper index with superscript letters of the alphabet (such indications should also appear with the text in the specified table cell).

probabilities – we place them on a new line under the detailed annotation (they are separated by semicolons). They explain the use of all indications (p values) with an asterisk.

Basic elements of illustration description

➢ Illustration number – appears above the illustration and is written in bold
➢ title – appears under the illustration number (double spacing) and is written in italics (after the title we do not place a full stop)
➢ illustration – e.g. chart, photograph, map, drawing
➢ legend – is an integrall part of an ilustration and should be posted inside it (or under it, if there is no place for it). It includes ecplications of all used symbols
➢ comments – under the illustration there can appear three kinds of comments (general, detailed and probabilities). If the illustration comes from a different source, the information about it should be found in general comments

+

Attachements

➢ Attachments can be found at the end of the document,
  we enter them on a separate page

➢ At the top of the page we write **Appendix** –bold and centered
  (if we have many attachments, we write them in the plural)

➢ In the case of many attachments we use "Appendix" and
  subsequent letters of the alphabet e.g. **Appendix A, Appendix B,
  Appendix C**

➢ Below we write the title of the attachment (it has to be compliant with the

  attached content)

Bibliography and citations management programmes

Bibliography managers help to:
- gather bibliographic data
- manage data
- create documents in selected citation styles

Selected bibliography managers:
✓**Zotero** (www.zotero.org)
✓**Citavi** (www.citavi.com)
✓**Mendeley** (www.mendeley.com)

• In the presentation there were used information published in the latest edition of the
Publication Manual of the American Psychological Association (7th edition, 2020)
and information published on the APA website:
https://apastyle.apa.org

Thank you for your attention