Unless otherwise indicated, all information included in this PowerPoint is taken from apastyle.org, various sample papers available under “Writing Resources” on the MS Counseling Group Page on My Mount Mary, and discussions with several Mount Mary Counseling Department faculty members.
The Basics of APA Style and Formatting
Making sure your work sounds and looks professional
Why do you need APA style?

- APA style is the official paper format of the American Psychological Association (APA).

- APA style is the format most commonly used in scientific and academic documents, including journal articles, case studies, and research reports.

- You will be expected to utilize correct APA style and formatting in each of your classes while in the MS Counseling Program at Mount Mary University.

- Any questions you have can be answered by your professors. You can also go into the MS Counseling Group Page on My Mount Mary and look at the “Writing Resources” tab on the right side of the page. An additional online help site is www.apastyle.org
Basics of APA Style

- For every APA style paper, you will need to use the following format:
  - 8 ½ x 11” white paper
  - Times New Roman font
  - 12 pt., black font
  - Double spaced (unless instructed differently by your professor)
  - Indent the first line of every paragraph ½ inch (1 tab)
  - Align the text to the left of the page with uniform margins at 1” from the top, bottom, right, and left sides of the page
  - Use correct spelling, punctuation, and grammar
    - Do not use contractions unless to indicate ownership or if they are used in a direct quote

- You must always cite your sources and include any sources used in the References page at the end of your paper.

- All APA style research papers are divided into up to 8 sections, including the Title/Cover Page, Abstract, Introduction, Methods, Results, Discussion/Conclusion, References, and Appendices.
  - You may not need to utilize each of these in every paper you write (for example, you may not have any appendices and; therefore, do not need to include this section in your final paper).
Using Numbers in your Paper

- Numbers that are less than 10 should be spelled out in words, the number 10 and numbers greater than 10 can be typed out numerically.
  - Example: “There were 18 total participants, seven men and 11 women.”

- When beginning a sentence with a number, you must spell this number out, regardless of whether it is greater or less than ten.
  - Example: “Seventy-seven participants were included in the final analysis.”

- Exceptions:
  - Decimal points: “The mean age for participants was 17.6 years.”
  - Dosage amounts: “The client was prescribed 3mg of the drug.”
1. Title/Cover Page

- Your title page is the first page of your document.

- Your title page will include the following:
  - Running head (in all CAPS)
  - Page number (upper, right-hand corner)
  - Paper title
  - Your name
  - Your affiliation (Mount Mary University)

- The title of your paper should be centered in the upper half of the first page of your document.

- Brief tutorial
2. Abstract

- The abstract of your paper is a brief description (typically between 150-250 words) of what the paper is about.

- The abstract is not indented and is one paragraph in length.

- If this is a research paper, it will often include brief information about the study’s objective, method, results, and conclusions.
3. Introduction

- Your introduction is the actual beginning of the main content of your paper.

- The introduction describes the background of the topic, any potential need for research, the objectives/hypotheses of the paper, and can include a brief summary of what information will be in the rest of the paper.

- You must include the full title of the paper, centered, at the top of the first page of your paper.

- Brief tutorial
In-Text Citations:

<table>
<thead>
<tr>
<th>Type of Citation</th>
<th>First Citation</th>
<th>Subsequent Citations</th>
<th>Parenthetical Format, First Citation</th>
<th>Parenthetical Format, Subsequent Citations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 work by 3 authors</td>
<td>Bradley, Ramirez, and Soo (1999)</td>
<td>Bradley et al. (1999)</td>
<td>(Bradley, Ramirez, &amp; Soo, 1999)</td>
<td>(Bradley et al., 1999)</td>
</tr>
<tr>
<td>1 work by 6+ authors</td>
<td>Wasserstein et al. (2006)</td>
<td>Wasserstein et al. (2006)</td>
<td>(Wasserstein et al., 2006)</td>
<td>(Wasserstein et al., 2006)</td>
</tr>
</tbody>
</table>

Taken from apastyle.org. Basics of APA Style Tutorial
4. Method

The Method section of your paper describes the different characteristics of the study as a whole. There are often sub-headings used to describe the specifics of the study’s participants, materials, and procedure.

- The Participants section includes demographic information about the participants in the study as well as the amount of participants.

- The Materials and Procedure section(s) includes information describing the measures, materials, and any other items used to complete the goal of the study and test the study’s hypotheses.

The Method section often includes more than one level of heading. APA style utilizes five different levels of headings, each with their own formatting style. A table with this information is included on the following slide.
# Formatting for Heading Levels:

<table>
<thead>
<tr>
<th>Level of Heading</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Centered, Boldface, Uppercase and Lowercase Heading</td>
</tr>
<tr>
<td>2</td>
<td>Flush Left, Boldface, Uppercase and Lowercase Heading</td>
</tr>
<tr>
<td>3</td>
<td>Indented, boldface, lowercase paragraph heading ending with a period.</td>
</tr>
<tr>
<td>4</td>
<td><em>Indented, boldface, italicized, lowercase paragraph heading ending with a period.</em></td>
</tr>
<tr>
<td>5</td>
<td><em>Indented, italicized, lowercase paragraph heading ending with a period.</em></td>
</tr>
</tbody>
</table>

Taken from apastyle.org, Basics of APA Style Tutorial
In this example, you can see a sample of how three different heading levels are used in a research paper. The blue labels for each heading are included for your convenience to clearly demonstrate the heading level being shown.

The previous slide indicates how each heading must be formatted in order to be APA compliant.

As seen, you can go from one heading level (level 3) back to a previous heading level (level 2) when beginning a new section of the paper.
5. Results

- The Results section is where you indicate and describe the outcomes of the study.
  - Include how measures were used and how data was collected and analyzed.
  - Statistics for the study are listed and significance (or lack of significance) is stated.

- The rationale behind each step of the procedure is stated and the connection to the study’s hypotheses are indicated.
6. Discussion/Conclusion

- The Discussion section is where the conclusions of the study are disclosed.
  - The initial hypotheses should be restated.

- It is in this section where there is a clear statement on whether the research conducted supports or does not support the researchers’ initial hypotheses (thesis statement).

- Potential limitations to the study can be listed in the Discussion section as a level 2 sub-heading.

- Brief tutorial

---

Taken from “Sample Papers” on My Mount Mary
7. References

- The References section is where all sources of research are included.
  - This specifically includes all sources which were cited within your paper.
  - Only one reference is needed for each source, even if you cited the source multiple times throughout your document.

- The references are listed in alphabetical order by author’s last name. Only the last name of each author should be spelled out; first and middle names are initialed. Do not reorder authors’ last names within individual citations.

- The first line of each reference is flush to the left-hand margin. All other lines of that citation are indented 5-7 spaces (1 tab).

- For a quick guide on how to include different types of references, click on the “APA Quick Style Guide” under the MS Counseling Group Page Writing Resources.

- Brief tutorial
8. Appendices

- The Appendix/Appendices page(s) of the document are where any tables, figures, charts, or other visual aids would be provided for the reader’s information.

- There may not always be an appendix if providing visual aids would not be helpful to the reader or if it would not be ethical to do so (such as if it disclosed participant identifying information).

- The appendix is always the last section of the paper and is displayed following the reference page(s).
Resources

- Basics of APA Style Tutorial (apastyle.org)
- Sample Papers (from My Mount Mary)
- LYNDATutorial (Lynda; available through Mount Mary)
- Your professors! 😊
Plagiarism
The do’s, the don’ts, and how not to do it
Mount Mary University’s Plagiarism Policy

- Counselors and counselors-in-training are called by the American Psychological Association (APA) to act with integrity. This includes not taking part in plagiarism.
  - The APA Code of Ethics (2014) states in Section 8.11:
    
    **8.11 Plagiarism:** Psychologists do not present portions of another’s work or data as their own, even if the other work or data is cited occasionally.”

- Merriam Webster defines plagiarism as “the act of using another person’s words or ideas without giving credit to that person”.

- The MS Counseling 2015 – 2017 Graduate Student Policy and Procedure handbook states that a student will receive a zero for any assignment on which plagiarism occurs. In addition, a Documentation of Concern form will be completed and the Counseling Program Director and University Administration will be notified of the plagiarism incident.

(Mount Mary University MS in Counseling Policy and Procedure Handbook [PDF]. (n.d.).)
Paraphrasing is defined as “summarizing a passage or rearranging the order of a sentence and changing some of the words” (APA, 2010, p. 15).

- You must cite your source every time you paraphrase another author’s work or ideas.
  - If possible, include the paragraph/page number for the paraphrased material

- Anytime you use a direct quote from an author or publication, you must use quotation marks around it.
  - When in doubt, use a direct quote!

Example of how to correctly paraphrase:

As stated in the sixth edition of the *Publication Manual of the American Psychological Association* (APA, 2010), the ethical principles of scientific publication are designed to ensure the integrity of scientific knowledge and to protect the intellectual property rights of others. As the *Publication Manual* explains, authors are expected to correct the record if they discover errors in their publications, they are also expected to give credit to others for their prior work when it is quoted or paraphrased.

(APA, 2010, p. 15-16)
Direct/Exact Quotations

- Using direct or exact quotations is defined as “reproducing word for word material directly quoted from another’s work or from your own previously published material, replicated from a test item, and verbatim instructions to participants” (APA, 2010, p. 170).

- When directly quoting something, give the author’s name, the year (if available), and the paragraph or page number from which the quote was taken.

- If the quote is < 40 words, incorporate it into the regular text formatting surrounded by quotation marks.

- If the quote is ≥ 40 words, it is made into a block quotation
  - Do not include quotation marks
  - Begins on a new line and is indented 1 tab space (same position as a new paragraph)

Example of how to use direct quotes (underlined):

When the quote is less than 40 words:

Interpreting these results, Robbins et al. (2003) suggested that the “therapists in dropout cases may have inadvertently validated parental negativity about the adolescent without adequately responding to the adolescent’s needs or concerns” (p. 543), contributing to an overall climate of negativity.

Confusing this issue is the overlapping nature of roles in palliative care, whereby “medical needs are met by those in the medical disciplines; nonmedical needs may be addressed by anyone on the team” (Calkai & Chain, 2006, p. 112).

When the quote is 40 words or more:

Others have contradicted this view:

Co-presence does not ensure intimate interaction among all group members. Consider large-scale social gatherings in which hundreds or thousands of people gather in a location to perform a ritual or celebrate an event.

In these instances, participants are able to see the visible manifestation of the group, the physical gathering, yet their ability to make direct, intimate connections with those around them is limited by the sheer magnitude of the assembly. (Parcell, pp. 111-112)

Secondary Sources

- Secondary sources are works that are not the original source of information (University of Illinois, 2006).

- Secondary sources should only be used “when the original work is out of print, unavailable through usual sources, or is not available in English” (APA, 2010, p. 178).

- To record secondary sources in your references, indicate the name of the original document and give the citation for the secondary source.
  - Example from the *Publication Manual of the American Psychological Association* (APA, 2010): “if a piece of work by Allport is cited in Nicholson, include the Nicholson reference in the reference list.” To cite a secondary source in the text, use the following format:
    Allport’s diary (as cited in Nicholson, 2003)

The main purpose of citations when using a single source is to help the reader determine which statements, findings, and ideas are original to the author and which are inspirations from previously published works.

The best way to avoid accidental plagiarism is to surround an idea or statement taken from another author in quotation marks (“ ”).

You must cite every idea, conclusion, or statement that is not original to you.
- This can involve citing the same work numerous times.

As with any of the previous information, if you are unsure about something, contact your professor and ask for help. They are here for your success!