Land & Labor Acknowledgment

We are gathering in virtual space, and in the context of a university built on stolen lands of the Coast Salish peoples. We recognize the Indigenous peoples who have been stewards of this land for millenia, and pledge to do our part to care for the land and waterways.

We recognize the unpaid and underpaid labor of enslaved Africans, the incarcerated, migrant farmers, and many others upon whose work our country was founded, and pledge to support the fight for reparations and fair labor practices around the world.

Morgan Wells
Workshop Guidelines

- Interact through the chat box or unmute yourself
- We will be recording the first part of this workshop for those who could not attend
- The presentation will be followed by a Q & A session
- Please share your full name, program (Day, EDP Weekend, EDP Evening, etc.), and year (1, 2, 3, etc.) in the chat box for us to complete or cross-reference with your registration information
  - You can also rename yourself to include your pronouns
- For closed captioning: Click “Live transcript” → “Show subtitle”
Workshop Overview

- APA General Formatting
- Headings
- In-Text Citation
- Reference Page
- Updates for APA 7
  - Changes from APA 6 are denoted throughout the slides with an asterisk*
- Resources
What words or feelings come to mind when you think about APA style?
General Formatting
General Format of Paper

- Double-spaced
- 1 inch margins
- Header includes a page number (numeral) flush right at the top of every page (including the title page)
  - *Running head with shortened paper title no longer required for student submissions in APA 7*
- Font must be accessible for all readers
  - Sans serif examples (most accessible): 11-point Arial or Calibri
  - Serif examples: 12-point Times New Roman or 11-point Georgia

*Myers et al., 2019.*
Title Page Format*

- Double-spaced and centered on the page
- Header with page number (numeral) flush right
- Title of paper (1-2 lines, 3-4 spaces from the top of the page, bolded typeface, title case, succinct)
  - Skip a line between the title and your name
- Author name (first name, middle initial(s), last name)
- Institutional affiliation (name of department, name of school)
- Course number and name
- Instructor name (title if applicable, first name, last name)
- Assignment due date (month name-date-year)

Myers et al., 2019
Reflection Paper

Kylen M. Brief

School of Social Work, University of Washington

SOC W 504: Social Work for Social Justice

Dr. Stephen Wilson

October 25, 2020
Overview of Headings

- Headings are used to organize your paper into sections
- APA uses 5 levels of headings, with each major section starting with level 1
  - As you create subsections and sections within subsections, you will increase a heading level with each addition
- Special sections always get a level 1 heading and start a new page
  - e.g., abstract, paper title, references, footnotes, and appendices
- Your paper title is the first level 1 heading in the main body of your paper which doubles as a level 1 heading for your introduction
  - As such, there is no need to include a heading labeled “introduction”
# Formatting Headings*

<table>
<thead>
<tr>
<th>Level</th>
<th>Format</th>
</tr>
</thead>
</table>
| 1     | Centered, Boldface, Title Case Heading  
Text starts a new paragraph. |
| 2     | Flush Left, Boldface, Title Case Heading  
Text starts a new paragraph. |
| 3     | Flush Left, Boldface Italic, Title Case Heading  
Text starts a new paragraph. |
| 4     | Indented, Boldface, Title Case Heading Ending With a Period.  
Paragraph text continues on the same line as the header. |
| 5     | Indented, Boldface Italic, Title Case Heading Ending With a Period.  
Paragraph text continues on the same line as the header. |

*Purdue Online Writing Lab, n.d.-a
In-Text Citation
Overview of In-Text Citation

- In-text citations help the reader identify where you got the piece of information in the text.
- Include all in-text citation sources in your reference page.
- “Whether paraphrasing [an idea], quoting the author directly, or describing an idea that influenced your work, you must credit the sources” (APA, 2010, p.170).
Quoting, Paraphrasing, & Summarizing

- **Quoting:** match the original source document word for word, use quotation marks

- **Paraphrasing:** re-tell idea or passage of another source in your own words, usually about a specific portion or idea of text

- **Summarizing:** rewording the main ideas(s)/point(s) of a source into your own concise words. Similar to paraphrasing, but often shorter and includes all main points of a source
In-Text Citation Format: Direct Quotes

- Put the citation in parentheses after the text and before the period of the sentence relevant to the source you’re citing.

- **Direct Quotes (short):** use quotation marks and include the author, year of publication, and page number (preceded by “p.” for a single page and “pp.” for a span of multiple pages separated by an en dash).

- **Example:** “When a society institutionalizes oppression formally or informally, the result is called systematic oppression” (Van Dernoot Lipsky, 2009, p. 29).

  *Purdue Online Writing Lab, n.d.-d*
In-Text Citation Format: Paraphrasing

- When paraphrasing/using an author’s ideas in your paper without using direct quotations, you don’t need to include the page number. Just include the author(s) and year of publication in parentheses.

- Example: Social democratic theory argues that a centralized government has the responsibility to use its power to promote a society in which people have equal rights and opportunities (Taylor, 2006).
In-Text Citation Format: Multiple Authors*

- **One source with 2 authors:** separate the authors’ last names with an ampersand (&), followed by a comma, the year of publication, and the page number(s) if quoting directly.
  - (Bernardy & Rodriguez, 2021)

- **One source with 3 or more authors:** list only the first author’s name, followed by “et al.” unless it would create ambiguity between different sources.
  - (Brief et al., 2021)
In-Text Citation Format: Multiple Sources

- **Multiple sources**: if your citation includes ideas or findings from multiple sources, include the author and year of publication for each source, separated by a semicolon (;) and ordered alphabetically (as they would appear on your references page)
  - (Bernardy, 2021; Brief, 2021; Rodriguez, 2021)
Avoiding Plagiarism

- Cite as you write
- Create your reference list as you write
- Use caution when you copy and paste
- When in doubt, cite it
- Remember the rules for quoting, paraphrasing, and summarizing
Reference Page Overview

- The reference list provides the information necessary for readers to retrieve source material.
- Each entry generally includes the author(s), year of publication, title of work, and publishing data.
- Each entry in your reference list must be cited in your text.
- Citation machines such as Zotero or Endnote can save time and help keep your sources organized.

  - *We recommend double-checking machine-generated entries for accuracy*
Reference Page Format & Rules

- Double-spaced with 1 inch margins
- Level 1 heading labeled “References”
  - Special section (starts a new page)
- Entries are ordered alphabetically by the author’s last name
- Indent every line following the first line of text in an entry
  - This is called a hanging indentation and can be formatted in your word processor
- DOIs (digital object identifiers)* should be used over URLs and presented as hyperlinks for electronic source retrieval where available
- Organizations are sometimes included where individual contributors are unknown (listed alphabetically)

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Updates for APA 7
Updates

- Acknowledgement of they/them pronouns and endorsement of singular they over gendered language
- Promotion of bias-free language
  - Person-first language (except where identity-first is preferred)
  - Avoid using adjectives as nouns to describe people
  - Use specific labels to eliminate ambiguity
  - Honor preferences for self-identification while understanding that preferences are not monolithic within groups and language is mutable
- Oral Traditions and traditional knowledge of Indigenous peoples are treated as a distinct source category

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Resources
Resources

- Purdue Online Writing Lab: owl.purdue.edu
  - Check out the APA Sample Student Paper
- APA Style Website: apastyle.apa.org
  - Check out their blog for answers to puzzling questions!
- Grammar Girl: quickanddirtytips.com/grammar-girl
- Title Case Converter: titlecaseconverter.com
- Odegaard Writing & Research Center: depts.washington.edu/owrc/
- SSW Writing Center Support: socialwork.uw.edu/students/services/writing-support
The Writing Team

Kylie Brief (she/they)
- Booking Calendar: go.oncehub.com/KylieBrief
- Services:
  - Virtual 1:1 sessions
  - Virtual drop-in advising (schedule TBD)

Erin Bernardy (she/her)
- Booking Calendar: go.oncehub.com/ErinBernardy
- Services:
  - Virtual 1:1 sessions
  - In-person drop-in advising (Fridays and Saturdays)

Marissa Rodriguez (she/her)
- Booking Calendar: go.oncehub.com/MarissaRodriguez
- Services:
  - Virtual 1:1 sessions
  - In-person drop-in advising (Thursday evening)
SSW Subject Librarian

Lynly Beard (she/her) can help with:

- Focusing a research topic
- Course-specific guides
- Identifying and evaluating sources
- Searching library databases effectively
- Help with citation management tools

guides.lib.uw.edu/hsl/lynly
lynly@uw.edu
Now that you've attended this workshop, how are you feeling about writing in APA style?

ℹ️ Start presenting to display the poll results on this slide.
Q & A

Anonymous feedback link: https://forms.gle/ga7aJbCqqfkm8cuUA
References


Purdue Online Writing Lab. (n.d.). *APA headings and seriation*. Purdue Online Writing Lab. https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/apa_headings_and_seriation.html


Purdue Online Writing Lab. (n.d.). *In-text citations: Author/Authors*. Purdue Online Writing Lab. https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/in_text_citations_author_authors.html

Purdue Online Writing Lab. (n.d.). *In-text citations: The basics*. Purdue Online Writing Lab. https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/in_text_citations_the_basics.html