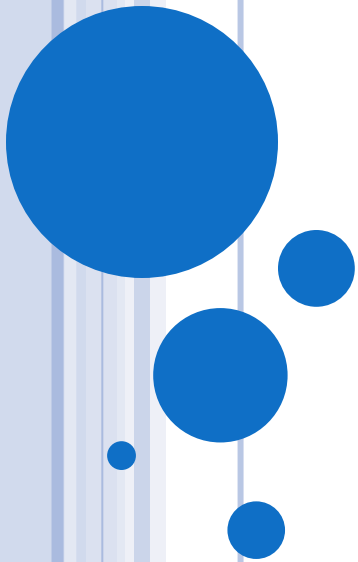


# REPORT WRITING AS PER APA 7<sup>TH</sup>



# WHAT IS APA

## APA

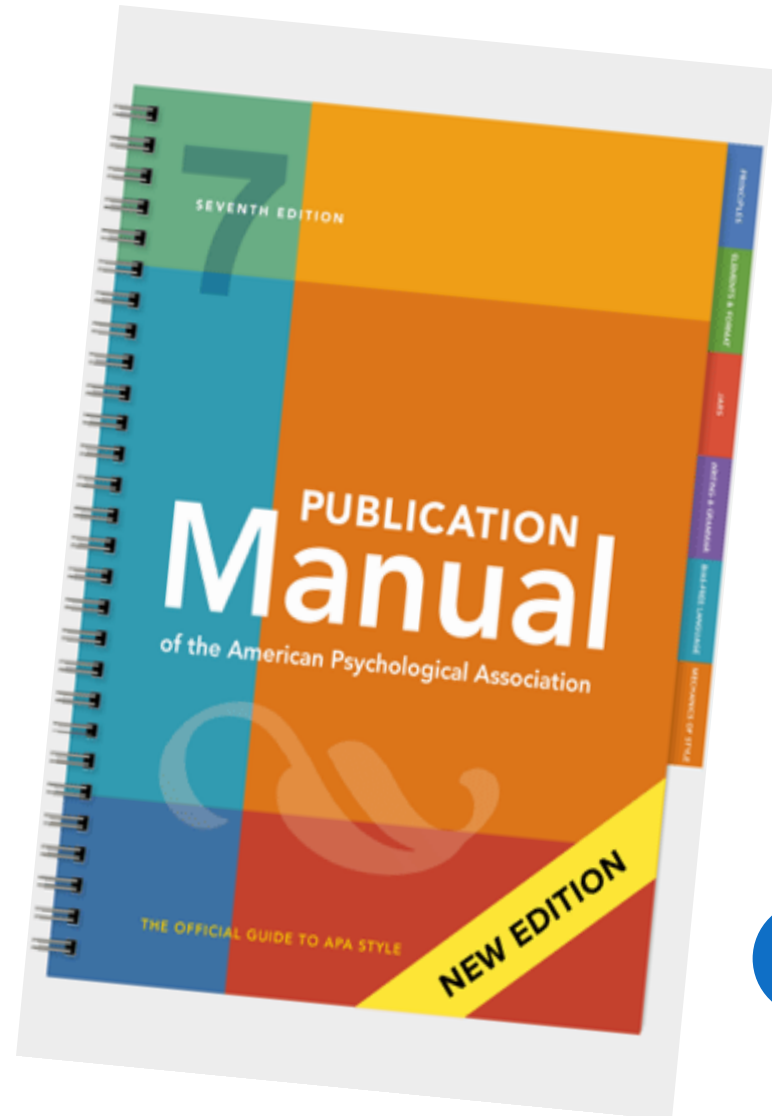
- ✓ stands for American Psychological Association.
- ✓ is the most commonly used format for official writing and publication style of the American Psychological Association (APA) and is commonly used to cite sources in psychology, education, and the social sciences.
- ✓ format is the APA format originated in a 1929, approximately every 10 years updates its publication manual.
- ✓ The new sixth edition was published in 2009.



# WHAT DOES APA REGULATE?

## APA regulates:

- Stylistics
- In-text citations
- References (a list of all sources used in the paper)



# BASIC PAGE SETUP

- ❖ Margins are to be
  - ✓ 1" from top,
  - ✓ 1" from bottom
  - ✓ 1.5" from left
  - ✓ 1" from right sides
- ❖ Sentences are double-spaced in all situations. Acceptable typeface is Times New Roman and in 12-point size (flexible in cover page). Justification is only on the left side of paper. In other words, the text on the right side of the paper should have ragged edges.
- ❖ Page numbers are placed in the header in the top right corner of the page.
- ❖ All pages except the title page are numbered including references and appendices.
- ❖ The title page is not numbered. All other pages (except preliminaries) are numbered sequentially.



# BASIC PAGE SETUP

- ❖ Every new paragraph is indented five spaces, or one-half inch.
- ❖ No extra space between paragraphs or sections (set „Before“ & „After“ to 0 in Paragraph Format)
- ❖ Use chapter separators. Each separator should have chapter titles in bold face, in a font size of 20 points, at the center of the page.
- ❖ Use a zero before the decimal point in number that are less than 1 when the statistic can exceed 1.

Example:  $t(250) = 0.73$  or  $F(1, 270) = 0.57$

- ❖ Do not use a zero before the decimal point when the statistic cannot be greater 1.

Example:  $r = .73$  or  $p = .57$  or  $a = .84$



# BASIC RULES

## PUNCTUATION

- ❖ 2 spaces after the periods that end sentences.
- ❖ Still use 1 space after commas, colons: and semicolons; after periods separating parts of a reference citation, and after periods in a personal name ( D. B. Gurung).
- ❖ Use double quotation (“ ....”) marks to enclose quotations in text.
- ❖ Use Hindu Arabic numerals everywhere except established terminology.

## NUMBERS

- ❖ Numbers below 10 should be presented as words: for e.g., the sample contained five students.....
- ❖ Numbers 10 and above are presented as numerals: The sample consisted of 25 students....
- ❖ Any number that begins a sentence should be presented in words: Twenty-five percent of the sample .....



# LEVELS OF HEADINGS

Level Heading	Correct Format
1	<p style="text-align: center;"><b>Centered, Bold, Title Case Capitalization</b></p> <p>New paragraph begins on next line.</p>
2	<p><b>Flush left, Bold, Title Case Capitalization</b></p> <p>New paragraph begins on next line.</p>
3	<p><b><i>Flush left, Bold, Italic, Title Case Capitalization</i></b></p> <p>New paragraph begins on next line.</p>
4	<p><b>Indented, Bold, Title Case Capitalization, Ends with a Period.</b> Paragraph begins on same line as heading title.</p>
5	<p><b><i>Indented, Bold, Italic, Title Case Capitalization, Ends with a Period.</i></b> Paragraph begins on same line as heading tile.</p>

# LEVEL OF HEADINGS APA 7<sup>TH</sup> ED.

1. Centered Bold Title Case

2. Flush Left, Bold Title Case

3. *Flush Left, Bold Italic, Title Case*

4. Indented Bold Title Case Ending With Period.

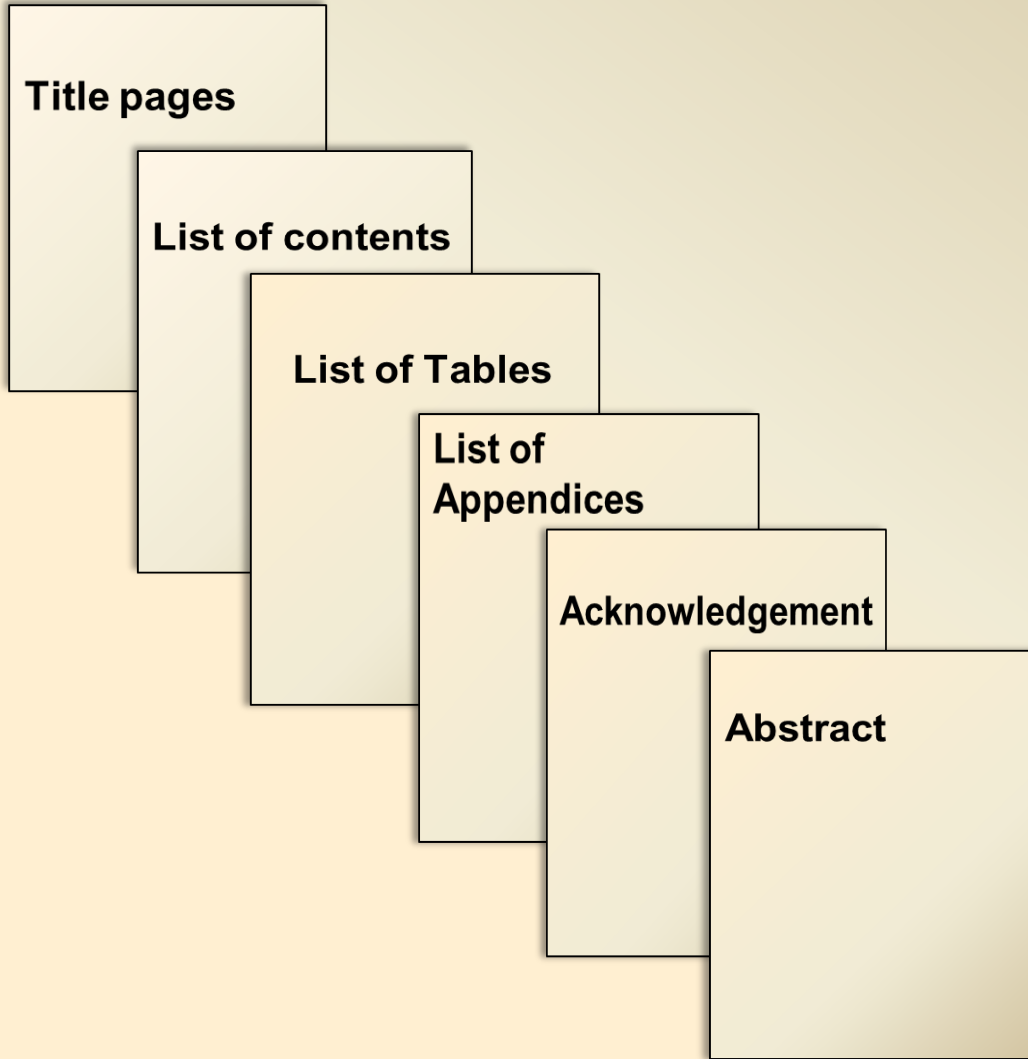
5. *Indented Bold Italics Title Case Ending With  
Period.*





# GENERAL FORMAT OF THESIS

- ❖ Use Small Roman Page No From List of Tables to Abstract
- ❖ **Sequence of your initial pages should be:**



# TITLE PAGE / TITLE

- ❖ Title page should include
- ❖ Author Name (Byline)
- ❖ Author Affiliation (If all authors share one affiliation don't include superscript numeral).
- ❖ Running Head
- ❖ Author Note
- ❖ It should be a concise statement of the main topic
- ❖ It should be fully explanatory when standing alone
- ❖ The words method and results do not normally appear in a title nor should such terms as A study of or An Experimental Investigation of...
- ❖ The recommended length for a title is no more than 12 words



# MAJOR PARTS OF THESIS/DISSERTATION/RESEARCH REPORT

- Preliminary and title pages
- Abstract
- Introduction
- Method
- Results
- Discussion
- References
- Appendices



# PRELIMINARY AND TITLE PAGES

Preliminary title pages include 2 title pages (first one reporting title, author, department and university, and year whereas the second one reporting the aforementioned information plus the name of degree for which the thesis is being submitted to the university), which are followed by approval page (with the signatures of supervisor, chairman of the department, and external examiner),

Certificate of submission (certified by the supervisor that the thesis has been approved for the submission to the university), certificate of avoiding plagiarism (signed by the student), content page/s, acknowledgment page, list of tables, list of figures, list of appendices, and abstract page.

The two title pages, approval page, certificate of submission, certificate of avoiding plagiarism, and content page/s shall not be numbered whereas the other pages shall be numbered in Roman numerals.



# WHAT IS ABSTRACT

- A good abstract should state main objectives (What did you investigate? Why?); describe methods (What did you do?); summarize the most important results (What did you find out?) and report major conclusions and significance. (What do your results mean? So what?)
- Avoid citing references in the abstract.
- Paraphrase rather than quoting.
- Use past tense for procedures and present tense for results.



# ABSTRACT PAGE

- Limited to no more than 250 words
- If submitting an article for publication, check the journal's instructions for authors
- Section label Abstract in bold title case.
- May written in paragraph or structural format (both in single paragraph without indentation).
- Structural Abstract includes labels ( e.g., Objectives, Method, Results, Conclusions in bold italics).
- *Keywords*: One line below the abstract, italicized and indented (0.5 inch). Second line in not indented.



# INTRODUCTION

- The introduction begins on Page 1 and it must not exceed 50 typed pages (font 12, line space 1.5 and paragraph spacing 12pt).\*
- Start this page by typing the chapter title (level 1 heading), then begin typing the section using normal (5 space indented) paragraphs.
- Ended with Rationale, Conceptual Model, Objectives, Hypotheses, Operational Definition.



# METHOD

- The purpose of this section is to describe in detail how you performed the study. Someone should be able to replicate your study based on the information you provide in this section.
- Make it sound professional, that is, do not make it sound like a class project. Assume you are writing for submission to a scientific journal.
- This chapter should be divided into Research Design Sample, Instrument/s, and Procedure.





# RESULTS

- Look carefully at the results. That is, take a good hard look at all those numbers you collect. Think of different ways to summarize them (describe), as well as to make sense of them (analyze). This section will be easier to write if you make any tables and/or figures you intend to use first.
- Briefly state the main findings in words. That is, first give a general description and then go into the details.
- When presenting the results of statistical tests, give descriptive statistics before the corresponding inferential statistics. In other words, give means, frequencies, percentages, before talking about the results of any statistical tests you performed.
- Report two digits after the decimal point.
- Do not discuss the implications of the results in this section.



# DISCUSSION

- The purpose of this section is to evaluate and interpret the results, especially with respect to the original research question.
- Start off with a brief, non-technical summary of the results. In other words, tell the reader about the main findings without using statistical terminology.
- Do the results support the hypothesis or not? Restate your hypothesis and state whether your results support the hypothesis or not. (Never use the words prove or disprove in relation to a hypothesis).
- While discussing your findings, try to cite some research evidence in support of your findings. The rationale or the logical reasoning you are employing in the explanation of a particular finding should also have empirical support.



# DISCUSSION CONT.

- Finally, you need an ending paragraph in which you make a final summary statement of the conclusions you have drawn. You are also encouraged, when appropriate, to comment on the importance and relevance of your findings. In other words, you should discuss the research as well as practical implications of your study.
- At the end of this section, you should also mention any limitations of the study and any suggestions for future research.



- **Appendices**
- **APA Table**
- **APA Figures**
- **References**



# APPENDICES

- After References place each Appendix on separate page with label.
- Give each Appendix title and label (e.g., Appendix A).
- Each appendix should be mentioned at least once in the text.
- Title of Appendix should be **Bold** and Centered.



# ETHICAL COMPLIANCE CHECKLIST

- Written permission for the use of unpublished instruments or data
- Proper citation of published / unpublished work
- Report institutional review of study in Method section
- Ensure informed consent / debriefing / confidentiality
- Review by all authors to take responsibility of contents



# APA TABLES

- Label a table with an Arabic numeral and provide a title. The label and the title appear on separate lines above the table, flush-left and single-spaced.

Table does not contain any vertical line type the table number (**Table 5**) in **bold** font and then (on the next line) type the italicized table title flush left. Note that there are no periods used after the table number or title. Use 10 points font for table note.

- Line space within the tables should be set at 1, 1.5 or double .



# APA FIGURES

- 'Figures' is the technical term for graphs, charts, drawings and pictures.

Label a Figure with an Arabic numeral and provide a title. The title appear on separate lines (Double line space) above the graph, flush-left and single-spaced.

- Type the table number (Figure 5) in bold font and then (on the next line) type the italicized table title flush left.
- Figure notes include (General, Specific and Probability Note).
- Figure includes legend or key to explain symbols used in the image.

**Figure**





# REFERENCES

- The purpose of using citations is to let the reader know where you obtained information so sources can easily be located and consulted.
- You must cite a reference when you:
  - Discuss, summarize, or paraphrase the ideas of an author
- Provide a direct quotation
- Use statistical or other data

## Why we use references

- Ethics of the author
- Regards/acknowledge to the scholars
- Respect for intellectual property (Avoid plagiarize).
- Validated/ Authenticated to your writings



# TYPES OF REFERENCES

## In text citation

- The first indicating within your thesis sources of the information you have used to write your thesis. This demonstrates support for your ideas, arguments and views.

## Reference (at the end of page)

- The reference list shows the complete details of everything you cited and appears in an alphabetical list on a separate page, at the end of your thesis.



# PARAPHRASING (IN-TEXT CITATION)

- Even though you have put someone else's ideas or information in your own words, you still need to show where the original idea or information came from.

Example:

The folk knowledge of the indigenous people was not captured and stored in a systematic way by Eurocentric educational system (Battiste,2002). {Parenthetical format}



# DIRECT QUOTING (IN TEXT CITATION)

## More than 40 words...

- In this connection Cangelosi (2003) says: “Of course, mathematics is a powerful tool for addressing problems, explaining phenomena, discovering relationships ... communicating and organizing ideas. However, mathematics was developed and continues to be developed by imperfect, fallible human beings who sometimes operated under political or religious pressures that influenced the nature of mathematics” (p.134).

## Less Than 40 words...

- “Cultural safety is based on attitudes which are difficult to measure. It needs to be considered alongside other equally important safety requirements such as clinical, ethical, legal and physical safety”(Wepa, 2005, p. 25).



# MULTIPLE AUTHORS <6 (IN TEXT CITATION)

- When a work has two authors, always cite both authors every time the reference occurs.
- When a work has three to five authors, cite all authors the first time the reference occurs.
- After that, cite only the first author's surname followed by the abbreviation "et al." (and others).
- First citation: Burns, Menendez, Block, Smith, and Philips (2001) / (Burns, Menendez, Block, Smith, & Philips, 2001) found . . .
- Subsequent citation within the same paragraph: Burns et al. found . . .
- Subsequent first citation per paragraph thereafter: Burns et al. (2001) found . . .



# AUTHORS >6 (IN TEXT CITATION)

- When a paper has six or more authors, cite only the surname of the first author followed by “et al.” and the year of publication for the first and subsequent citations.
- Example

(Mosimege et al., 2000) did an ethnographic study of mathematical concepts in the cultural activities at the Basotho Cultural Village, reported on the indigenous mathematical knowledge as used by the inhabitants of the village.



# REFERENCE

## Reference page

- The references section starts on a new page [end of thesis/paper but before appendices] and provides details of the literature that was referred to in your report.
- Do not include other background material that you may have read but did not refer to specifically in your literature review.
- The references are presented in alphabetical order by author. Multiple entries by the same author are ordered according to the year of publication, with the earliest listed first.

## Reference basic rule

- Use “&” instead of “and” when listing multiple authors of a source.
- Do not create separate lists for each type of information source. Books, articles, web documents, brochures, etc. are all arranged alphabetically in one list.



# BASIC RULES FOR REFERENCES

- Author/s or Editor/s last name (surname) appears first, followed by initials (Rai, R. B.).
- Year of publication in brackets (2010).
- Full title of the book.
  - Capitalise only the first word of the title and the subtitle, if any, and proper names. Italicise the title. Use a colon (:) between the title and subtitle.
- Include the edition number
  - if applicable, in brackets after the title or subtitle (3rd ed.) or (Rev. ed.). Note: No full stop, after the title, if there is an edition.
- Place of publication.
  - Always include the city and 2-letter state code when published inside the USA, and the city & country, if published outside the USA (Fort Bragg, CA or Auckland, New Zealand or Benalla, Australia or Weybridge, England). If there are two or more places included in the source, then use the first one listed.



# REFERENCE (BOOK)

Publisher's name. Provide this as briefly as possible. Do not use terms such as Publishers, Co., or Inc. but include the words Books & Press. When the author and the publisher are the same, use the word Author as the name of the publisher.

MidCentral District Health Board. (2008).

District annual plan 2008/09. Palmerston North, New Zealand: Author.

## ❖ Book: One Author, First Edition

Hunt, M. (1993). The story of psychology

New York: Doubleday.

## ❖ Book: Multiple Authors, Second or Later Edition

Bordens, K. S., & Abbott, B. B. (1999). Research design and methods: A process approach (4th ed.). Mountain View, CA: Mayfield.

## ❖ Edited Book

Sternberg, R. J., & Barnes, M. L. (Eds.). (1988). The psychology of love. New Haven, CT: Yale University Press.

## ❖ Chapter or Article in an Edited Book

Massaro, D. (1992). Broadening the domain of the fuzzy logical model of perception. In H. L. Pick, Jr., P. van den Broek, & D. C. Knill (Eds.), Cognition: Conceptual and methodological issues (pp. 51–84). Washington, DC: American Psychological Association.

# REFERENCE JOURNAL ARTICLES

## BASIC RULES

- **Author/s last name** (surname) first, followed by initials.
- **Year of publication** in brackets. (2012)
- **Title of article.** Capitalize only the first word of the title and the subtitle, if any, and proper names. Use a colon (:) between the title and subtitle.
- **Title of the serial/journal** in full in italics.
- **Volume number**, in italics. Do not use “Vol.” before the number.
- **Issue number.** This is bracketed immediately after the volume number but not italicized.
- Month, season or other designation of publication if there is no volume or issue number.
- Include all **page numbers**.
- Include (if any) **Digital Object Identifiers [DOI]**.



# JOURNAL ARTICLES

## ONLINE

- **With DOI (Digital Object Identifiers).**

Gabbett, T., Jenkins, D., & Abernethy, B. (2010). Physical collisions and injury during professional rugby league skills training. *Journal of Science and Medicine in Sport*, 13(6), 578-583.

doi:10.1016/j.jsams.2010.03.007

- **Without DOI-**

Consider providing the home page URL of the journal. If you are accessing the article from a database, you may need to do a quick web search to locate this URL.

- Jungic, V., Kent, D. & menz, P. (2006). Teaching large math classes: Three instructors, one experience. *International Electronic Journal of Mathematics Education*. 1(1), 1-15. Retrieved from [www.iejme.com](http://www.iejme.com)

## PRINTED

- Pradhan, J. B. ( 2012). Psychological perspective of learning mathematics. *Mathematics Education Forum*, II(32), 52-59.
- Karau, S. J., & Williams, K. D. (1993). Social loafing: A meta-analytic review and theoretical integration. *Journal of Personality and Social Psychology*, 65, 681–706.

# REFERENCE

## CONFERENCE PAPER

- Williams, J., & Seary, K. (2010). Bridging the divide: Scaffolding the learning experiences of the mature age student. In J. Terrell (Ed.), Making the links: Learning, teaching and high quality student outcomes. Proceedings of the 9th Conference of the New Zealand Association of Bridging Educators (pp. 104- 116). Wellington, New Zealand.

## PRESENTED PAPERS

- Paper Presented at a Meeting  
Roediger, H. L., (1991, August). Remembering, knowing, and reconstructing the past. Paper presented at the annual meeting of the American Psychological Association, San Francisco.



# REFERENCE

## DISSERTATION/ THESIS

- Pradhan, J. B. (2010). Uncovering frozen knowledge of Chundara: An ethno mathematical perspective (Unpublished M. Phil. Thesis). FOE, Tribhuvan University, Kathmandu.

## DOCTORAL THESIS from University other than US

- Mann, D. L. (2010). Vision and expertise for interceptive actions in sport (Doctoral dissertation, The University of New South \Wales, Sydney, Australia). Retrieved from <http://handle.unsw.edu.au/1959.4/44704>



# IF YOU NEED HELP WITH APA

- There are several reference sources to get an answer to your specific question about APA:
  - OWL website: <http://owl.english.purdue.edu>
  - Purdue Writing Lab @ HEAV 226
  - composition textbooks
  - *Publication Manual of the American Psychological Association*, 6<sup>th</sup> ed.
  - <http://www.apastyle.org>

