

APA Guidelines for Faculty

Presented by Shannon Arsenault

front

Question 1

What is YOUR RESPONSIBILITY in upholding Academic Integrity?

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front

Question 2

What citation style should you be asking your students to use on assignments? OR What style have you been asking them to use?

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front

Question 3

Why has the college decided to use APA across all programs?

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front

Question 4

Where can you or your students find information about APA?

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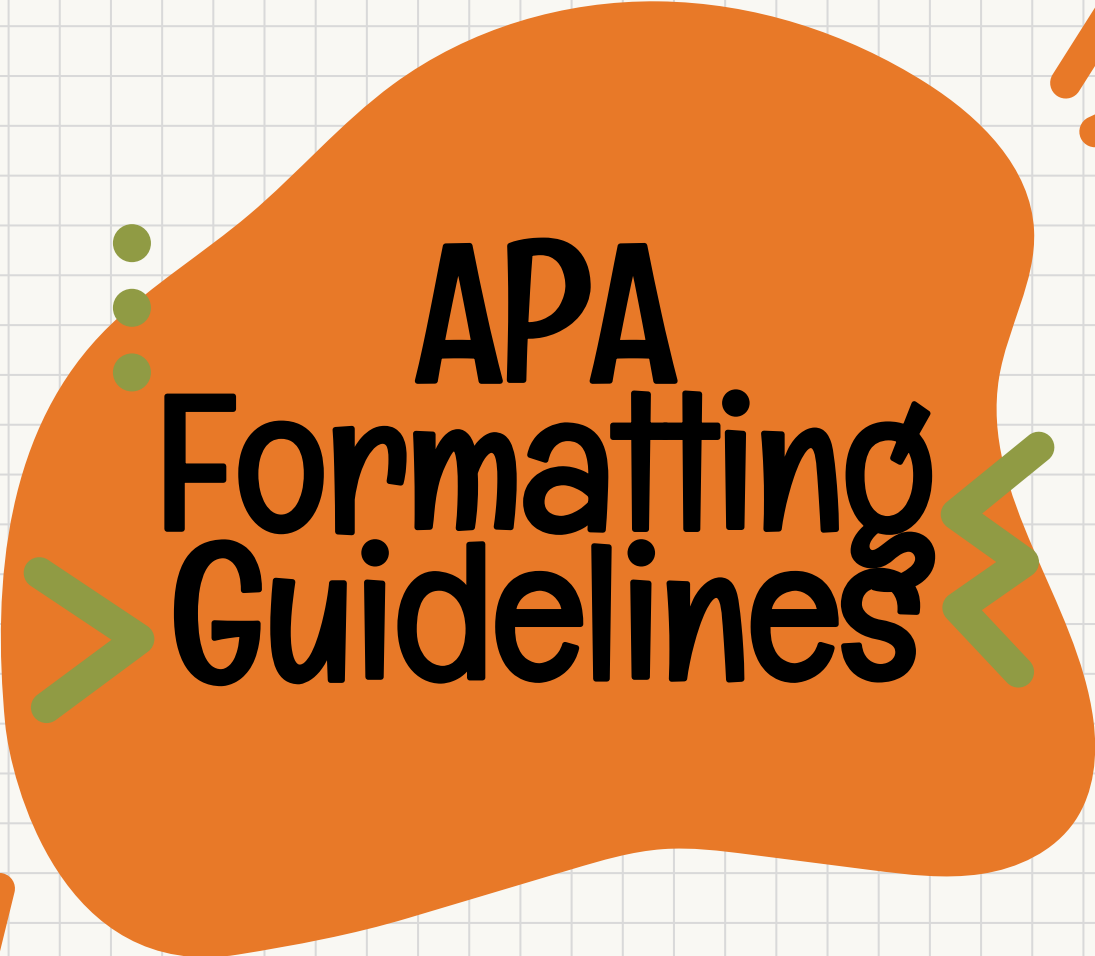
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**APA
Formatting
Guidelines**

The central graphic is a large, irregular orange blob. Inside the blob, the text 'APA Formatting Guidelines' is written in a bold, black, sans-serif font. To the left of the text are three vertically aligned green dots. To the right of the text are two green chevrons pointing towards each other. Surrounding the blob are several orange decorative elements: a zigzag line on the top left, three parallel lines on the top right, three parallel lines on the bottom left, and a zigzag line on the bottom right.

front

Question 5

What are the three (3) required parts of an APA formatted paper?

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Question 6

What should be included in the general formatting of an APA style paper?

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Question 7

Every APA reference has 2 components. What are they?

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**Citation
Basics**



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Question 8

What are the two (2) pieces of information required for an in-text citation?

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Question 9

Let's look at some examples of a parenthetical citation.

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Question 10

Now let's look at some examples of narrative citations.

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Question 11

How many components are part of citing a quotation?

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front

Question 12

Here are some examples of direct quote citations:

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Question 13

Where can students find information about summarizing and paraphrasing?

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Reference Basics

front

Question 14

What are some elements of a References page?

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Question 15

How many elements are in a Reference entry?

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Question 16

Let's look at some examples of author entries:

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Question 17

The next element in a reference is the (Date).

Author. (Date). Title. Source.

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Question 18

The third element in a reference entry is the Title.

Author. (Date). **Title OR Title**. Source.

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Question 19

Author. (Date). **Title OR Title.** Source.

To italicize or not to italicize...THAT is the question?!

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Question 20

The final element of a reference entry is the source.

Author. (Date). *Title* OR Title. **Source.**

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Question 21

What's a DOI?

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I don't like
referencing,
not et al.



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Question 22

APA is a complex system of citation that can be time-consuming to learn and difficult to recall when needed.

Following these 4 steps will keep you on the right track.

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**Rubrics &
Resources**

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Question 23

Here's an example of a rubric you can use for APA. You can add it to an existing assessment rubric or use it separately.

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Question 24

Here's an assignment AI checklist that can be included to remind students about the importance of academic integrity and APA formatting.

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Question 25

Here's an APA checklist to share with your students to help them remember to include all elements in their papers.

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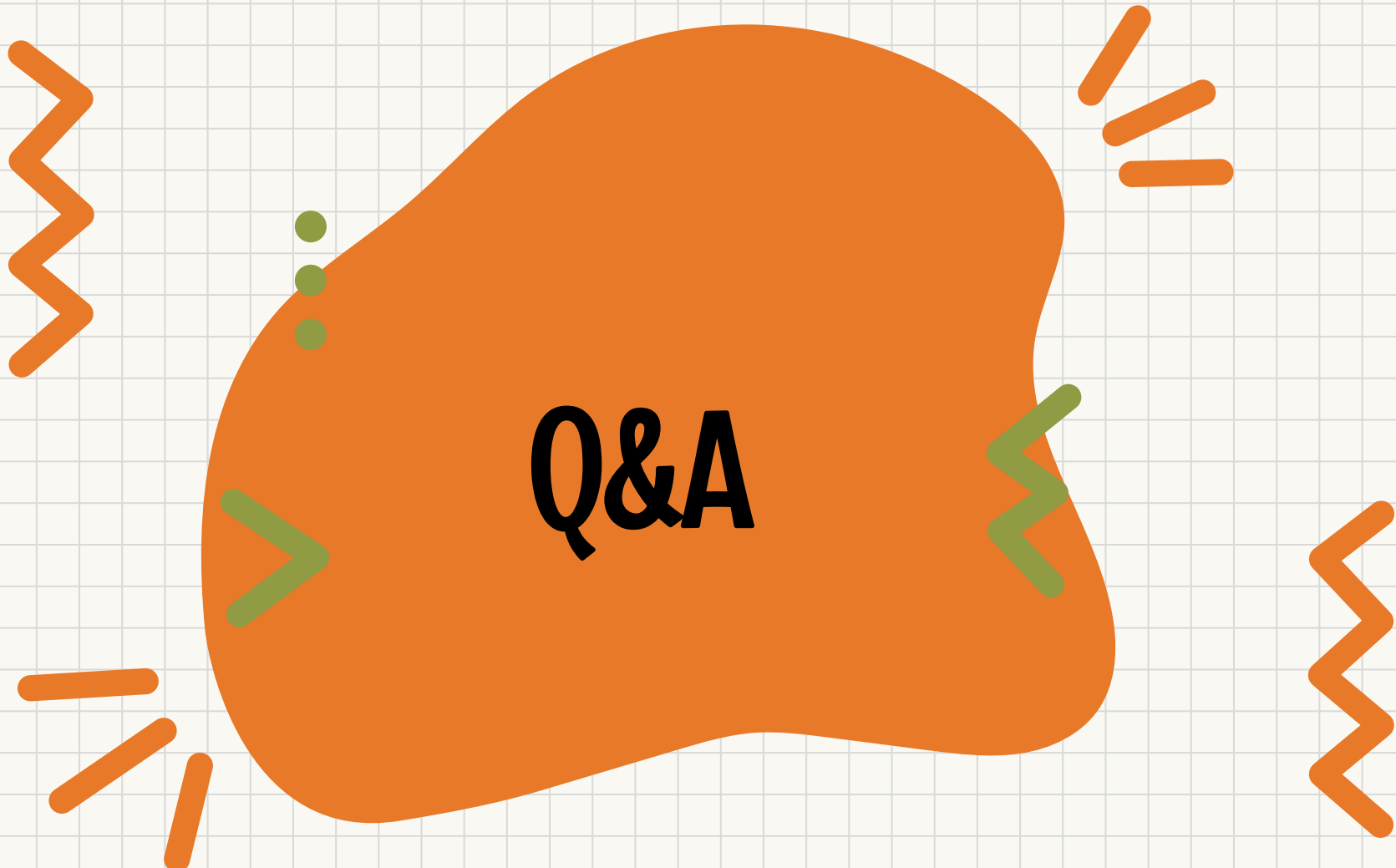
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Q&A



Thank you!

Contact me if you have any questions about today's session, or any comments or suggestions for teaching and learning material.

Email: arsenaults@northern.on.ca

Phone: 705-235-3211 ext. 6816

Book a meeting with me

back

Answer 1

To promote a sustained culture of academic integrity across the college by preparing engaging course content, lessons, and activities and using consistent rules for citing and referencing.

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Answer 2

All students should be instructed to cite and reference their sources using APA 7th edition regardless of the program they are registered in.

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Answer 3

- Consistency
 - It promotes a culture of integrity
- Takes away the confusion for students
- An equitable learning environment

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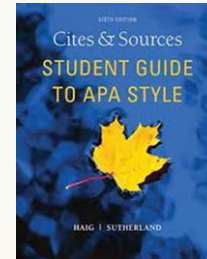
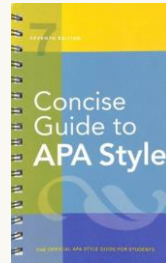
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Answer 4

The Library!

Visit our APA 7th edition Style Guide



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back

Answer 5

The 3 required parts of an APA paper are:

- a title page
- main body (essay itself)
- a References page

Title page

Main Body

References

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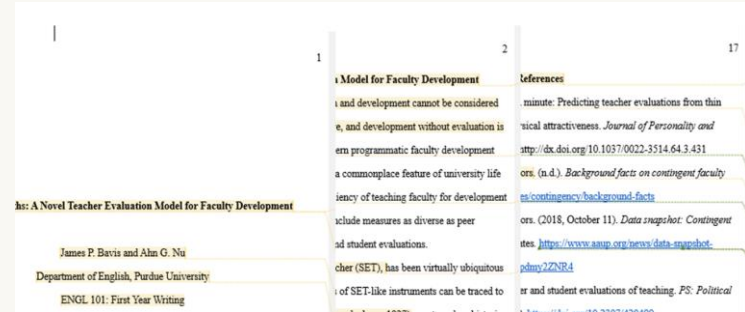
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Answer 6

- Typed
- Double-spaced
- 1" margins
- 10-12 pt standard fonts
- Every page includes page numbers



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Answer 7

There are 2 components to APA.

1. An in-text citation
2. A Reference

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back

Answer 8

Two (2) pieces of information for an in-text citation are:

- Author's last name(s) (this could also be an organization)
 - Publication date

A page number is required for direct quotes and encouraged for paraphrasing.

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Answer 9

- Most college students are limited in their research experience to using Google and struggle to learn how to effectively navigate and use the wide variety of resources available to them (Head, 2013).
- Researchers have cautioned that flipped instruction needs to be carefully designed, both in overall pedagogical design (Banks & Henderson, 2019) and in the design of instructional videos (Obradovich et al., 2015).
- Moreover, Standard II.5.2 explains that school psychologists "do not promote or condone the use of restricted psychological and educational tests...by individuals who are not qualified to use them" (NASP, 2010, p. 9).

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back

Answer 10

- According to the Centers for Disease Control and Prevention (2011), rates for pregnancy, STDs and abortion are much higher in the US than in other industrialized countries (para. 1).
- Pink (2009) explains that "rewards, by their very nature, narrow our focus. That's helpful when there's a clear path to a solution" (p. 42).
- Valenas et al. (2017) explored the impact of attentional bias and rumination on test anxiety in first-year university students.

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Answer 11

Direct quotes include the author, date of publication, and page number at the end of the quote.

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back

Answer 12

If using the parenthetical citation, include the author, date of publication, and page number at the end of the quotation.

EX: As scientific knowledge advances, “the application of CRISPR technology to improve human health is being explored across public and private sectors”(Hong, 2018, p. 503).

If using the narrative-style citation, include the author’s last name in the signal phrase, with the page number at the end of the quote.

EX: Hong (2018) stated that “the application of CRISPR technology to improve human health is being explored across public and private sectors” (p. 503).

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back

Answer 13

Students learn about summarizing and paraphrasing:

- In Communications class
- When they complete the AI modules
 - In the APA guide

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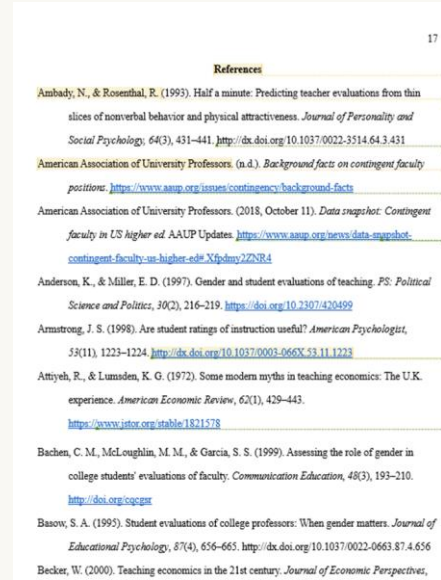
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Answer 14

A References page should contain:

- A title (**References**) at the top of the page.
 - Double-space reference entries
- Flush left the first line of the entry and indent subsequent lines
- Order entries alphabetically by the surname of the first author of each work



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Answer 15

All References should contain the following four (4) elements:

Author. (Date). Title. Source.

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Answer 16

Single Author:**Ahmed, S.** (2012). (Date). Title. Source.**Two Authors:****Smith, J., & Miller, W. C.** (Date). Title. Source.**Three to Twenty Authors:****Smith, J., Jones, B. E., Brown, K. E., & Doe, J.** (Date). Title. Source.**21+ Authors:**

**Smith, J., Jones, B. E., Brown, K. E., Doe, J., Chan, L., Garcia, S. M., White, C-G.,
 Fernández, J., Ahmed, A. J., Zhào, L., Cohen, D., Watanabe, K., Kim, K., Del Rosario,
 J., Yilmaz, P. K., Nguyễn, T., Wilson, T. H., Wang, W., Kahale, A. ... Zhang, Z. Z.** (Date).
 Title. Source.

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back

Answer 17

- Ahmed, S. (2012). Title. Source.
- Valinsky, J. (2019, October 8). Title. Source.
- Northern College. (n.d.). Fifty years to first. <https://www.ncollege.edu/about/50/>
- E-cigarette use, or vaping. Retrieved October 8, 2019 from https://www.cdc.gov/tobacco/basic_information.html

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back

Answer 18

Author. (Date). **Title OR Title.** Source.

Capitalize:

- The first word of the title
- The first word of the subtitle, usually directly after a colon :
- Any proper nouns (places, people, organizations, etc.)
- All significant words in a journal/website title

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[back](#)

Answer 19

Works that stand alone use the italic title format pattern.

Tompkins, M. A., Owen, D. J., Shiloff, N. H., & Tanner, L. R. (2020). *Cognitive behavior therapy for OCD in youth: A step-by-step guide*. American Psychological Association. <https://doi.org/10.1037/0000167-000>

Works that are part of a greater whole use the italic source format pattern.

Wray, C. M., Arora, V. M., Hedeker, D., & Meltzer, D. O. (2018). Assessing the implementation of bedside service handoff on an academic hospitalist service. *Healthcare*, 6(2), 117–121. <https://doi.org/10.1016/j.hjdsi.2017.06.002>

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back

Answer 20

Hain, P. (2018). *Mandela: His essential life*. Rowman & Littlefield.

Steckler, R. A., & Bartkowski, J. P. (2018). The negotiation of health and illness among Christian Scientists. *Journal for the Scientific Study of Religion*, 57(3), 585-603.

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back

Answer 21

17. Strategies for Managing Smart Pump **Alarm** and Alert **Fatigue**: A Narrative Review.  



Academic

By: Shah, Parth K.; Irizarry, Jamie; O'Neill, Sean. Pharmacotherapy. Aug2018, Vol. 38 Issue 8, p842-850. 9p. DOI: 10.1002/phar.2153.

Subjects: DRUG infusion pumps; MEDICATION error prevention; MEDICAL care;

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back

Answer 22

1. Identify the type of source: Is it a book? A journal article? A webpage?
1. Find a sample citation for this type of source: Check the APA Manual, the library's APA guide, Cites & Sources manual...
 1. "Mirror" the sample.
1. Make sure that the entries are listed in alphabetical order and that the subsequent lines are indented.

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back

Answer 23

APA Assignment Rubric

Criteria	Exceeds Expectations (4)	Meets Expectations (3)	Approaches Expectations (2)	Does Not Meet Expectations (1)
APA Format	Entire paper is double-spaced with 1" margins, 12pt font, New Times Roman (or another acceptable font). Title page is formatted with Title, name, school name, course code, instructor name, and date centered and double-spaced. All pages include page numbers.	Paper is double-spaced with 1" margins and 12pt font. Title page is mostly correct with minor formatting issues (e.g., one element slightly off-center). Page numbers are present but may have a minor error in placement.	Paper is mostly double-spaced, with some minor spacing or font errors. Title page is incomplete or incorrectly formatted (e.g., missing one or two required elements). Page numbers are present but not formatted consistently.	Paper has major formatting issues (e.g., incorrect spacing, margins, or font size). Title page is missing several required elements or formatted incorrectly. Page numbers are missing or inconsistent.

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[back](#)

Answer 24



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Checklist for Assignments

1. I understand my professor's expectations for this assignment. I understand his/her specifications regarding collaborating with other students.
2. I completed this assignment independently. It was not written by another person or AI Bot, nor did I use another student's work.
3. I used the APA 7th edition citation style recommended by my professor consistently throughout this assignment.
4. When including direct quotations, I have acknowledged the use of others' words by including quotation marks around the quoted material and I have provided full and accurate citations.
5. For paraphrased material, I put the original author's ideas into my own words, and I have

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back

Answer 25



Checklist for APA Format

General Formatting:

- Entire document is double-spaced
- All extra spaces have been removed
- Margins are 1 inch
- Font is Times New Roman 12
- Title page, References, Appendices are on separate pages
- All pages are numbered in sequence, beginning with the Title Page
- The title of your paper is no more than 12 words
- Each paragraph is longer than a single sentence but no longer than one page
- Unnecessary abbreviations are eliminated; necessary ones are explained

Title Page includes:

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