

APPENDIX A

APA Style and Writing Guide

APA STUDY GUIDE SOCIAL WORK PROGRAM

The purpose of this study guide is to assist the student in utilizing APA style in writing academic papers. This guide does not replace the APA manual. Students are responsible for utilizing APA style in all their papers.

FORMATTING

- Margins will be a minimum of one inch on all sides
- The entire paper, including the reference page, will be double spaced. There will be no extra spacing in the paper. Example: Do not double-double space between paragraphs
- Font size will be 12
- Font style should be standard; Times New Roman, Courier, or Arial are recommended
- Headings are **required** in the text of your paper. These headings should be taken from the outline for the paper, usually found in the syllabus. There are many ways to set up headings. Below is one example using three levels of headings but you should check the APA manual if you need additional assistance.

First Level Heading
(centered uppercase and lowercase heading)

Second Level Heading
(flush left, italicized, uppercase and lowercase side heading)

Third level heading.
(indented, italicized, lowercase paragraph heading ending with a period, with two spaces before the beginning of the paragraph)

TITLE PAGE

There are only four things on the title page:

- The running head
- The title of the paper
- The student's name
- The name of the university the student attends

No other identifying information is allowed on the title page.

PAGE NUMBERS

- All pages are numbered consecutively, beginning with the title page and continuing through the reference list
- The actual number "1" is not shown on the title page
- Page numbers are on the upper right corner of the page

WRITING STYLE

- The author (that's you) is not allowed to write in first person. Therefore, the words I, me, mine, or my are FORBIDDEN in APA style.
- There is no such thing as a one sentence paragraph. A paragraph should have a topic sentence and a minimum of one explanatory sentence, with most paragraphs being 3 to 5 sentences in length.
- You must proofread your paper. Careless errors reduce your grade.
- Critical thinking skills in analyzing the information obtained through the research of literature must be included in the paper. Personal opinions are not included in academic papers, unless your instructor specifically requests it.
- As you write, you must write for the reader. Explain the ideas completely (don't assume your reader knows certain information).
- Jargon, including professional jargon, should be avoided. For example, don't assume your reader knows what you are writing about when you refer to NASW, CSWE, SASSI, PTSD, etc. You should spell it out, list the abbreviation in parenthesis the first time, then you may use the abbreviation in the remainder of your paper.
Example: National Association of Social Workers (NASW)
- Plagiarism is representing someone else's work as your own. If you use a quote, you must cite your source. If you summarize information you have read, you must cite your source. If you talk with a representative who gives you information on the topic of your paper, you must cite your source. **Plagiarism is the fatal flaw from which there is no reprieve.**

CITATIONS WITHIN THE TEXT OF THE PAPER

When you decide on a topic for your paper and begin finding sources of information, you will be presenting this information in one of three ways:

- (1) you may quote the source
- (2) you may summarize the source
- (3) you may synthesize information you have learned from the sources by applying your own critical thinking skills.

When you quote or summarize a source, you must cite the source. For example, if you put in your paper that there are 350,000 social workers in the US, then you must cite the source of this information or be able to prove that you personally counted all of them. If you put in your paper that agency XYZ provides services to special needs children, then

you must cite the source of this information. If you state that in Social Systems Theory the conversion operation is divided into structure and function, you must cite the source of this information, unless of course you are the theorist who first hypothesized this theory.

The APA style manual does not define plagiarism by number of words in a row but does define plagiarism in relation to ideas. In writing a student paper for the Social Work Program, the student may not put an entire sentence in their paper which is "lifted" from a source unless it has quote marks around it. Also, be careful in summarizing. Taking an entire sentence and changing a "the" to an "a," is not a summary. In this instance the student should quote the information.

Examples of Citations within the text of the paper:

When citing, you must use the author and date. You CANNOT use the title of the book or article.

Quoting an author

"Reaction times . . ." (Jones, 1998, p. 101).

Jones (1998) found that "reaction times . . ." (p. 101).

Note that the period is **after** the parenthesis, not before it, as the cite is part of the sentence.

A quotation of 40 or more words should be placed in a free standing block.

If the quotation is from an article retrieved online you may not have journal page numbers. If this is the case then use paragraph numbers (yes, that means you have to count and number them yourself).

Summarizing or paraphrasing an author

Jones (1998) compared reaction times . . .

In a recent study of reaction times (Jones, 1998) . . .

Do not list page numbers when summarizing.

Citation from a Secondary Source

In other words Freud did the original work but you read about it in a book or article by Jones.

Freud (as cited in Jones, 1998) found . . .

[note that in the reference section you list only Jones, not Freud]

Citation from a personal communication/interview

Personal communications may be interviews, phone conversations, emails, letters, memos, etc. Because they do not provide recoverable data, personal communications are not included in the reference list. Cite personal communications in text only. Give the initials as well as the surname of the communicator, and provide as exact a date as possible.

T. Jones (personal communication, November 23, 2005) reported that the majority of clients at the XYZ agency . . .

REFERENCES

References for an academic paper must be professional references. You can use other sources in your paper, but only professional references will count toward the number of references required for the assignment. For your information *The Reader's Digest*, *Psychology Today*, and *The Family Networker* are not professional references.

References must be within the last 10 years, unless they are a classically recognized work. An example of a classical work would be *Social Diagnosis* by Mary Richmond.

Rules for the Reference List

- The Reference List must be in alphabetical order.
- The authors must be listed in the order they appear on the title page of the book or in the heading of the journal article.
- Author's names must be listed last name first, followed by a comma, then the author's first initial. Use of the first name of the author in the reference list means you are incorrectly using APA style and points will be deducted from your grade.
- When there are multiple authors, use & not the word and, before the last author is listed
- For titles of books or articles, capitalize the first letter of the first word of the title, capitalize proper names, capitalize the first letter of the first word following a colon, do not capitalize the other words in the title.
- For titles of journals, capitalize the first letter of each word in the title.
- Italicize the names of books and the names of journals, do not italicize the title of journal articles.
- If a book has an edition number, the edition is required to be shown.
- For books, the city and state of publication is required, as is the name of the publisher.

Examples for the Reference List:

Book, which has been authored

Hepworth, D., Rooney, R., & Larsen, J. (2002). *Direct social work practice: Theory and skills* (6th ed.). Pacific Grove, CA: Brooks/Cole.

Chapter in an edited book. [Look on the title page of the book. If after the title is shown it states "Edited By" then it is an edited book, otherwise it is an authored book. Also, an edited book has chapters by different authors, that is why you will be listing the chapters separately and you will be listing the page numbers of the entire chapter.]
Gilchrist, L. (1990). Themes in the discussion of epistemology. In L. Videka-Sherman & W. Reid (Eds.). *Advances in clinical social work research* (pp. 405-408). Silver Spring, MD: NASW Press.

Journal article [in APA style you never use the words Volume or Page in the listing,

instead, the volume number comes first, followed by the page numbers. Note that if pages are consecutively numbered in a journal you do not have to list the issue number: 37, 210-214 vs. 37(3), 10-14]

Zippay. A. (1992). Corporate funding of human services agencies. *Social Work*, 37, 210-214.

Journal article obtained online.

Simpson, B. (1999). Cartooning and casework. *Journal of Multimedia Social Work*, 2, 220- 227. Retrieved March 5, 2005, from <http://www.naswdc.org/simpson.html>.

Information obtained from a webpage.

Salvation Army. (2006). Homepage. Retrieved January 5, 2006 from <http://www.salvationarmy.com>.

National Association of Social Workers. (2006). Homepage. Retrieved January 9, 2006 from

<http://www.naswdc.org>.

Pamphlet or Agency produced information

Department of Human Services. (2006). *Child Welfare policy manual*. Oklahoma City, OK:

Author.

Planned Parenthood. (2005). *Directory of services*. Tulsa, OK: Author.

Personal communication/interview

Although cited within the text of the paper, personal communications are not included in the reference list.

The following is an excerpt from a doctoral dissertation. The purpose here is to give you a sample paragraph with appropriate citation, followed by a reference list of the citations.

The reluctant social work research student has been well documented in the literature (Fraser, Jenson, & Lewis, 1993). "All I want to do is to learn how to help people. Why do I have to study research?" (Dawson, Lasss, Guy, & Edgley, 1991, p.1). This is a common complaint heard from social work students (Royse, 1991). Social work students are people- oriented and often have difficulty incorporating the idea of research activities into their perception of their chosen profession (Taylor, 1990). However, "social work education is responsible for the production and application of research and scholarship aimed at advancing social work practice" (Council on Social Work Education, 1992, M3.2). The educational component of research is a reality which must be dealt with by the social work student.

References

- Council on Social Work Education. (1992). *Curriculum policy statement for master's degree programs in social work education*. Alexandria, VA: Author.
- Dawson, B., Klass, M., Guy, R., & Edgley, C. (1991). *Understanding social work research*. Boston: Allyn & Bacon.
- Fraser, M., Jenson, J., & Lewis, R. (1993). Research training in social work: The continuum is not a continuum. *Journal of Social Work Education*, 29(1), 46-62.
- Royse, D. (1991). *Research methods in social work*. Chicago: Nelson-Hall.
- Taylor, F. (1990). The numerate social worker. *Journal of Social Work Education*, 26(1), 25- 35.