Common issues in APA 6th edition writing

* Pay attention to the use of IS/ARE or WAS/WERE
* Pay attention to possessives, especially its versus it’s
	+ The students (plural) versus the student’s (possessive)
* Levels of headings and their placement
	+ Remember there are 5 distinct headings, see Table 3.1, p. 62

**Heading Level 1** (chapter)

**Heading Level 2** (section)

**Heading level 3.** (subsection)

***heading level 4.*** (sub-subsection)

*heading level 5.* (sub-sub-subsection)

* + They must be used sequentially
		- For example you cannot jump from chapter heading (heading level 1) to subsection (third level heading)
	+ You should always have at least a paragraph between headings
		- Correct

**Introduction**

Suicide attacks have become one of the most pervasive and critical security threats. Terrorists are versatile in using various types of tactics to cause the most destruction. These tactics include truck bombings, hijackings, and armed attacks. Over the years, studies have been conducted to provide insight into the motivations of the individuals behind these attacks through the use of theories. Caplan (2006) looks at rational choice theory and claims that suicide attacks have been adopted because it works. Additionally, according to Sprinzak (2000) rational choice theory indicates “terrorists are undeterrable fanatics who are willing to kill millions indiscriminately just to sow fear and chaos belies the reality that they are cold, rational killers who employ violence to achieve specific political objectives” (p. 73). Factors such as Islamic fundamentalism, revenge for personal loss, psychological disposition and retaliation against foreign domination have been proposed as motives behind the use of suicide attacks (Gill, 2007, p. 144).

**A History of Suicide Attacks**

Suicide attacks have been a component of *guerilla warfare* for most of recorded history…

* + - Incorrect

**Introduction**

**A History of Suicide Attacks**

Suicide attacks have been a component of *guerilla warfare* for most of recorded history…

* Naming chapter headings
	+ Do not include *Chapter One:* in the heading, just name the chapter.
		- For example, **Literature Review**
			* In APA 6th ed. the title **Introduction** is replaced with the full length title of the paper
		- Incorrect, **Chapter Two: Literature Review**
* Introduction of concepts or keywords and phrases uses either single quotation marks or *italics*, with italics being preferred for ease of reading
	+ Key to Mezirow’s theory of Transformative Learning is the practice of *critical self-reflection* (p.142), which provides the student an opportunity to cognitively reflect on new information to assess and evaluate its place in the current meaning schema or how to adapt the new information to change the current meaning schema.
		- Yes APA does allow single quotation marks, however this slows the reading down considerably and can create confusion.
		- If the concepts are in a quote where the original uses quotes please maintain the original format.
	+ Do not use double quotation marks except for quotes
* Use of AND or & (see APA 6th, chapter 6) in the citations and references.
	+ In the sentence use **and**

De Long and Fahey (2000) postulate the level of trust between the organization, subdivisions, and its employees, has a major impact on the amount of knowledge transmitted between individuals and from individuals.

* + In the parenthetical citation and in the reference use the **ampersand** **(&)**

The level of trust between the organization, subdivisions, and its employees, has a major impact on the amount of knowledge transmitted between individuals and from individuals (De Long & Fahey, 2000).

* One work by multiple authors, see table 6.1 *Basic Citation Styles* on p. 177 of the APA 6th ed.
	+ Two authors: always list the authors in the sentence or the citation
		- Smith and Jones (2008) or (Smith & Jones, 2008)
	+ Three to five authors the first instance will include all authors in the first instance, whether it is in a sentence or in a citation.
		- Smith, Jones, Martin, Medeski, and Wood (2009) or (Smith, Jones, Martin, Medeski, & Wood, 2009)
	+ Subsequent instances of a work with up to five authors use et al.
		- Smith, et al. (2009) or (Smith et al., 2009)
	+ Six or more authors: use the first author and et al.
		- Smithers et al. (2011) or (Smithers et al., 2011)
* Multiple works in one citation
	+ Always alphabetical when there are multiple authors
		- (Jones, 2011; Smith, 2009; Wood, 2007)
	+ Always oldest to most recent if they are from the same author(s)
		- (Smith, 2007; Smith; 2009; Smith 2010)
* Proper citation in the use of quotations
	+ Your quotation is a full sentence, which ends the sentence - always use a full citation (author, year, page)
		- “Diabetes affects more than 285 million people globally with 90% of the cases diagnosed as type 2 diabetes” (Cantrell, et al. 2010, p. 845).
		- Or
		- Cantrell, et al. (2010) report that 90% of the cases of diabetes diagnosed in the world are type 2 diabetes, which is approximately 285 million people (p. 845).
	+ You introduce a concept or a very brief quotation inside the sentence, and it does not end the sentence – you may use the page reference only, as long as the other elements of a full citation are present in the sentence (author, year)
		- According to Tuchman (2011), “in 1898 a John Hopkins physician stated ‘Diabetes is a rare disease in the colored race’ (p. 24), this notion has now changed because “ninety to ninety-five percent of type 2 diabetes cases” (p. 24) are of people of color.
* Citations must be part of the sentence, after the quotation mark and within the punctuation
	+ Correct –

This research study suggests that neighborhood social cohesion and collective efficacy decrease and disorder increases following the closure of a catholic elementary school (Brinig, et. al, 2010).

* + Incorrect –

This research study suggests that neighborhood social cohesion and collective efficacy decrease and disorder increases following the closure of a catholic elementary school. (Brinig, et. al, 2010).

* + Correct –

Further underling this importance, the report authors state, “Multiple voices lead to new ideas, new services and new products and encourage out-of-the-box thinking” (Hastings, 2011).

* + Incorrect –

Further underling this importance, the report authors state, “Multiple voices lead to new ideas, new services and new products and encourage out-of-the-box thinking.” (Hastings, 2011).

* Use of block quotes when there are more than forty words
	+ Please use word count to check their length
	+ Correct –

Senior research specialist with Pew Internet Research, Aaron Smith, suggests that the divisions among those who use the Internet and those who do not are narrowing,

The nature of that divide is changing as internet access goes from something that just occurs at home or on a big screen with a dedicated high-speed connection to something that's much more mobile and much more transient -- something that stays with you wherever you are (Pewinternet, 2010, para 12).

* + - Note that APA does allow for reducing the line spaces to make a block quote, a list, or data in a table more readable.
	+ Incorrect –

Senior research specialist with Pew Internet Research, Aaron Smith, suggests that the divisions among those who use the Internet and those who do not are narrowing, “The nature of that divide is changing as internet access goes from something that just occurs at home or on a big screen with a dedicated high-speed connection to something that's much more mobile and much more transient -- something that stays with you wherever you are” (Pewinternet, 2010).

* Reduce your dependence or addiction to quoting
	+ The idea of a literature review is to summarize in your own words, voiced as a scholar and an academic, what is known and said in the scholarly community, not to regurgitate this information
	+ Preferred –

The rapid growth of healthcare information technology and provider systems in the United States might be used to provide better access and lower costs for individual service recipients (Crilly, Keefe, & Volpe, 2011).

* + Also acceptable –

Crilly, Keefe, & Volpe, (2011), state that the “ United States has experienced a rapid growth of electronic health information technology in hospital and health care provider systems to enhance access and quality fir service recipients” (p. 1163). They believe that if measures are put in place then individuals will have better access to health care and decrease costs for health promotion.

* The use of the Ellipsis
	+ Chapter 6 section 6.08
		- Use 3 ellipsis points to show the omission of original materials

They are studying, from an evolutionary perspective, to what extent [children’s] play is a luxury that can be dispensed with when there are too many other competing claims on the growing brain…” Henig, 2008, p. 40).

* + - Use of 4 ellipsis points to show an omission between two or more sentences
			* This is less preferable since it is easy to misrepresent or take out of context when so much material is missing.

Four score and seven years ago our fathers brought forth on this continent a new nation, conceived in liberty, and dedicated to the proposition that all men are created equal…. It is for us the living, rather, to be dedicated here to the unfinished work which they who fought here have thus far so nobly advanced. It is rather for us to be here dedicated to the great task remaining before us—that from these honored dead we take increased devotion to that cause for which they gave the last full measure of devotion—that we here highly resolve that these dead shall not have died in vain—that this nation, under God, shall have a new birth of freedom—and that government of the people, by the people, for the people, shall not perish from the earth (Lincoln, A., 186.

* Use of internet addresses (URLs) in *citations*
	+ Use the agency or organization as the author of web site or document if there is no author acknowledged- never use the URL in a citation
		- Correct – Specialists in the field postulate that companies should be using social technologies to enhance the effectiveness and increase the reach of diversity (SHRM, 2011).
		- Incorrect – Specialists in the field postulate that companies should be using social technologies to enhance the effectiveness and increase the reach of diversity [(shrm.org/hrdisciplines/Diversity](http://www.shrm.org/hrdisciplines/Diversity/Articles/Pages/WhenSocialMediaMeetsDiversity.aspx)).
* Use of internet addresses (URLs) in *references.* Please use hanging indent!
	+ Use only if there is no Document ID (doi) or database name; this is the generally accepted form for an online only journal article.
		- Chartered Institute of Personnel and Development (CIPD), Working Life: Employee Attitudes and Engagement 2006 Research Report, 2006, retrieved from [www.cipd.co.uk/subjects/empreltns/general/\_wrkglfe.htm](http://www.cipd.co.uk/subjects/empreltns/general/_wrkglfe.htm).
	+ For a physical journal with no Document ID (doi)
		- Piderit, S. K. (2000). Rethinking resistance and recognizing ambivalence : A multidimensional ... *The Academy of Management Review*, *25*(4), 783–794.
	+ For a physical journal or an online journal with a Document ID (doi)
		- Self, D. R., & Schraeder, M. (2009). Enhancing the success of organizational change: Matching readiness strategies with sources of resistance. *Leadership & Organization Development Journal*, *30*(2), 167–182. doi:10.1108/01437730910935765
* Presentation of numbers (see APA 6th, chapter 4)
	+ If it is a number below ten (-9 to 0 to 9) use the word
		- One, three, minus six
	+ If it is a number above 10 use the numeral
		- 22, 15, -98
	+ If it is a percent use the numeral and the percent sign
		- 35%, -43%
		- In regard to characteristics of those who use the Internet, survey results show that both men and women use the Internet frequently. 79% of White people, 67 % of Black people and 78% of English speaking Hispanics use the Internet.
		- Alternatively; you may use words, although this should be for limited statistical data or the start of a sentence
			* Fifteen percent
	+ If it is a decimal, use the numeral
		- 12.5, 68.99
	+ There are many other rules for the presentation of numbers so please look to the APA 6th Manual, chapter 4.