



TSAILE LEARNING CENTER

APA FORMATTING & CITATIONS

WHAT IS APA?

The American Psychological Association (APA) style establishes standards of written communication concerning: the organization of content, writing style, citing references, and how to prepare a manuscript for publication in certain disciplines.

APA style is most commonly used to cite sources within the social sciences. This resource, revised according to the 6th edition, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page.

APA STYLISTICS:

There are three basic areas of stylistic concerns when writing in an APA field:

Point of View: you can use the first person point of view when discussing your research steps ("I studied ...") and when referring to yourself and your co-authors ("We examined the literature ..."). Use first person to discuss research steps rather than anthropomorphising the work. For example, a study cannot "control" or "interpret"; you and your co-authors, however, can.

It is a common misconception that foregrounding the research requires using the passive voice ("Experiments have been conducted ..."). This is inaccurate. Rather, you would use pronouns in place of "experiments" ("We conducted experiments ...").

APA Style encourages using the active voice ("We interpreted the results ..."). The active voice is particularly important in experimental reports, where the subject performing the action should be clearly identified (e.g. "We interviewed ..." vs. "The participants responded ...").

Clarity/Conciseness: clarity and conciseness in writing are important when conveying research in APA Style. You don't want to misrepresent the details of a study or confuse your readers with wordiness or unnecessarily complex sentences.

For clarity, be specific rather than vague in descriptions and explanations. Unpack details accurately to provide adequate information to your readers so they can follow the development of your study.

Word Choice: you should even be careful in selecting certain words or terms. Within the social sciences, commonly used words take on different meanings and can have a significant effect on how your readers interpret your reported findings or claims. To increase clarity, avoid bias, and control how your readers will receive your information, you should make certain substitutions:

- ✦ Use terms like "participants" or "respondents" (rather than "subjects") to indicate how individuals were involved in your research.
- ✦ Use terms like "children" or "community members" to provide more detail about who was participating in the study.
- ✦ Use phrases like "The evidence suggests ..." or "Our study indicates ..." rather than referring to "proof" or "proves" because no single study can prove a theory or hypothesis.





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TITLE PAGE

The title page should contain a page header, title of the paper, the author's name, and the institutional affiliation.

Page Header: flushed left with the page number flushed right at the top of the page. *Please note that on the title page, your page header/running head should include "Running head:" and remaining pages should not.*

Title: type your title in upper and lowercase letters centered in the upper half of the page. APA recommends that your title be no more than 12 words in length and that it should not contain abbreviations or words that serve no purpose. Your title may take up one or two lines.

Author's Name: beneath the title, type the author's name: first name, middle initial(s), and last name. Do not use titles (Dr.) or degrees (PhD).

Institutional Affiliation: beneath the author's name, type the institutional affiliation, which should indicate the location where the author(s) conducted the research.

Running head: VARYING DEFINITIONS OF ONLINE COMMUNICATION

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Varying Definition of Online Communication and
Their Effects on Relationship Research
Brian A. Chace
Diné College

ABSTRACT PAGE

Your abstract page should already include the page header (described above). On the first line of the abstract page, center the word "Abstract" (no bold, formatting, italics, underlining, or quotation marks).

Beginning with the next line, write a concise summary of the key points of your research. (Do not indent.) Your abstract should contain at least your research topic, research questions, participants, methods, results, data analysis, and conclusions. You may also include possible implications of your research and future work you see connected with your findings. Your abstract should be a single paragraph, double-spaced, and be between 150 and 250 words.

You may also want to list keywords from your paper in your abstract. To do this, indent as you would if you were starting a new paragraph, type **Keywords:** (italicized), and then list your keywords. Listing your keywords will help researchers find your work in databases.

VARYING DEFINITIONS OF ONLINE COMMUNICATION

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Abstract

This paper explores four published articles that report on results from research conducted on online (Internet) and offline (non-Internet) relationships and their relationship to computer-mediated communication (CMC). The articles, however, vary in their definitions and uses of CMC. Cummings, Butler and Kraut (2002) suggest that face-to-face (FtF) interactions are more effective than CMC, defined as "email," in creating feelings of closeness or intimacy. Other articles define CMC differently and, therefore, offer different results. This paper examines Cummings, Butler, and Kraut's (2002) research in relation to three other research articles to suggest that all forms of CMC should be studied in order to fully understand how CMC influences online and offline relationships.

Keywords: computer-mediated communication, face-to-face communication





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BODY

On a new page, the title of your paper should be centered and typed in 12-point Times New Roman font or closely similar fonts. It should not be bolded, underlined, or italicized.

Beneath the title, you may begin typing your paper with a new paragraph (indented). All paragraphs in APA style must be indented.

Headers: APA Style uses a unique headings system to separate and classify paper sections. Headings are used to help guide the reader through a document. The levels are organized by levels of subordination, and each section of the paper should start with the highest level of heading. There are 5 heading levels in APA:

- Lv. 1 **Centered, Boldface, Uppercase and Lowercase Headings**
- Lv. 2 **Flush left, Boldface, Uppercase and Lowercase Heading**
- Lv. 3 **Indented, boldface, lowercase paragraph heading**
- Lv. 4 ***Indented, boldface, italicized, lowercase paragraph heading***
- Lv. 5 ***Indented, italicized, lowercase paragraph heading***

VARYING DEFINITIONS OF ONLINE COMMUNICATION 3

Varying Definitions of Online Communication and
Their Effects on Relationship Research

Numerous studies have been conducted on various facets of Internet relationships, focusing on the levels of intimacy, closeness, different communication modalities, and the frequency of use of computer-mediated communication (CMC). However, contradictory results are suggested within this research because only certain aspects of CMC are investigated, for example, email only. Cummings, Butler, and Kraut (2002) suggest that face-to-face (FtF) interactions are more effective than CMC (read: email) in creating feelings of closeness or intimacy, while other studies suggest the opposite. To understand how both online (Internet) and offline (non-Internet) relationships are affected by CMC, all forms of CMC should be studied. This paper examines Cummings et al.'s research against other CMC research to propose that additional research be conducted to better understand how online communication affects relationships.

Literature Review

In Cummings et al.'s (2002) summary article reviewing three empirical studies on online social relationships, it was found that CMC, especially email, was less effective than FtF contact in creating and maintaining close social relationships. Two of the three reviewed studies focusing on communication in non-Internet and Internet relationships mediated by FtF, phone, or email modalities found that the frequency of each modality's use was significantly linked to the strength of the particular relationship (Cummings et al., 2002). The strength of the relationship was predicted best by FtF and phone In-text citations that are direct quotes should include the author(s) name(s), the publication year, and page number(s). If you are paraphrasing a source, APA encourages you to include page numbers: (Smith, 2009, p. 76). If an article has three to five

In-text citation: follow the author-date-location method of in-text citation. This means that the author's last name, the year of publication, and the location for the source should appear in the text, for example, (Jones, 1998, p. 87). All sources that are cited in the text must appear in the reference list at the end of the paper.

(Author's Last Name , Year , Page #) .

Citing Situation	Example
Author is not mentioned in sentence.	He states that "a dream is the fulfillment of a wish" (Freud, 1994, p. 154).
Author is mentioned in sentence.	Freud (1997) states that "a dream is the fulfillment of a wish" (p. 154).
No author/date: use first few words from title of source and "n.d." for no date.	Random testing for use of steroids by athletes is facing strong opposition by owners ("Steroids," n.d., pp. 132-135).
Two authors	Psychologists hold that no two children are alike (Gesell & Dement, 2001).
Three or more authors; use "et al" (Latin) meaning "and others" after first author.	Child psychology is not a new field, but it is a difficult one due to the nature of the subjects (Rosenburg et al., 2013).

Direct Quotations:

Less than 40 words: include the quote in a sentence.

It has been argued that "the advent of doubt could not but have a major effect on ethical thinking" (Watson, 2005, p. 525).

More than 40 words: include indentation.

It is also emphasized that Voltaire took a great deal of inspiration from the life of Sir Isaac Newton:

During the time that Voltaire spent in England, the most significant episode for him was almost certainly the death of Sir Isaac Newton... (Watson, 2005, p. 527).





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REFERENCE PAGE

Your reference list should appear at the end of your paper. It provides the information necessary for a reader to locate and retrieve any source you cite in the body of the paper. Each source you cite in the paper must appear in your reference list; likewise, each entry in the reference list must be cited in your text.

Your references should begin on a new page separate from the text of the essay; label this page "References" centered at the top of the page (do NOT bold, underline, or use quotation marks for the title). All text should be double-spaced just like the rest of your essay.

VARYING DEFINITIONS OF ONLINE COMMUNICATION

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References

- Cummings, J. N., Butler, B., & Kraut, R. (2002). The quality of online social relationships. *Communications of the ACM*, 45(7), 103-108.
- Hu, Y., Wood, J. F., Smith, V., & Westbrook, N. (2004). Friendships through IM: Examining the relationship between instant messaging and intimacy. *Journal of Computer-Mediated Communication*, 10, 38-48.
- Tidwell, L. C., & Walther, J. B. (2002). Computer-mediated communication effects on disclosure, impressions, and interpersonal evaluations: Getting to know one another a bit at a time. *Human Communication Research*, 28, 317-348.
- Underwood, H., & Findlay, B. (2004). Internet relationships and their impact on primary relationships. *Behaviour Change*, 21(2), 127-140.

AUTHOR(S) FORMATTING

SINGLE AUTHOR

Berndt, T. J. (2002). Friendship quality and social development. *Current Directions in Psychological Science*, 11, 7-10.

TWO AUTHORS

Wegener, D. T., & Petty, R. E. (1994). Mood management across affective states: The hedonic contingency hypothesis. *Journal of Personality and Social Psychology*, 66, 1034-1048.

THREE TO SEVEN AUTHORS

Kernis, M. H., Cornell, D. P., Sun, C. R., Berry, A., Harlow, T., & Bach, J. S. (1993). There's more to self-esteem than whether it is high or low: The importance of stability of self-esteem. *Journal of Personality and Social Psychology*, 65, 1190-1204.

BASIC REFERENCE FORMATS

BOOKS

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Location: Publisher.

PERIODICALS

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical*, volume number(issue number), pages. <https://doi.org/xx.xxx/yyyy>

WEBPAGES

Author, A. A. & Author B. B. (Date of publication). Title of page [Format description when necessary]. Retrieved from <https://www.someaddress.com/full/url/>

INTERVIEWS, EMAIL, AND OTHER PERSONAL COMMUNICATION

No personal communication is included in your reference list; instead, parenthetically cite the communicator's name, the phrase "personal communication," and the date of the communication in your main text only:

A. P. Smith also claimed that many of her students had difficulties with APA style (personal communication, November 3, 2002).

