Introduction to APA

APA (American Psychological Association) citation is the standard citation style for the Bachelor of Education program at Tyndale University College.

Which version of APA do I use

For all your assignments in the Bachelor of Education program at Tyndale you will be using the style from 6th Edition of the American Psychological Association.

The manual can be found at both the Education Library and the J. William Horsey Library.

What are the components of a properly formatted APA paper at Tyndale

- Title page
- In-text citations
- Reference List

When should I use in-text citations

- Directly quote from another resource
- Paraphrase another person’s idea
- Summarize another person’s idea
- Cite a little known or contestable fact

Where can I find citation manuals and style sheets

- The print version of the 6th edition of the APA Manual is available in the Education or the J. William Horsey Library Reference Collection at REF BF76 .7 .P83 2010
- The Education Research Guide on the Education Library website (http://libguides.tyndale.ca/education) has links to free electronic tip-sheets on how to properly use APA style
- The Education Library printed research literature section across from the circulation desk contains printed tips sheets on how to properly use APA style

What about the “cite” option in the journals databases

Sometimes you will be able to find the citation information in a record for a journal article. This feature is often found in journals databases such as Education Research Complete and Academic Search premier.

Are there any online citation generators available through Tyndale

The Tyndale Library System recommends the following online citation generators:

- Knight Cite
- Zotero

Are online citation generators and database citations perfect

NO. Online citations and citation generators are not always perfect.

Make sure you proofread your in-text citations and reference list before handing in your essay if you’re using an online citation generator and/or copying before handing in your essay.

Be sure to use the library resources to check the following:

- Personal Names
- Capitalization
- Dates
- Punctuation

Where can I go for additional help

- Tyndale Library System
- Tyndale Writing Center
- Research Help Chat Service
- Research Rescue Service @ the Education Library

PLEASE NOTE: THE EDUCATION LIBRARY AND THE J. WILLIAM HORSEY LIBRARY WILL BE HOLDING ZOTERO WORKSHOPS. CONTACT THE LIBRARY FOR MORE DETAILS.
About this page

The following is a list of elements that should be built into the format of your essays while doing your Bachelor of Education degree at Tyndale University College.

General formatting guidelines

Your essay should have the following elements built into the general format of the essay.

- Page-header with title and page number on each page flushed right (i.e. “Multiple Intelligences 2”)
- Text is in 10 - 12 pt. Times New Roman font
- Text is double-spaced
- All sides are 1 inch margins
- Typed/printed on standard 8.5 x 11 inch paper

Organization of the essay

Your essays should have the following components in the exact order

1. Title page
2. Main text
3. Reference list

Title page

The title page should contain the following elements built into the format:

- Page-header with title and page number (i.e. “Multiple Intelligences 1”)
- Title of the essay
- Name
- Professor’s Name
- Mailbox Number
- Date

Main text

The main text should contain the following elements:

- Title of the research paper, centered at the top, on the first page of main text
- Page-header with title and page number (i.e. “Multiple Intelligences 2”)
- In-text citations for every resource quoted, paraphrased and/or summarized

In-text citations

The following is a list of guidelines for in-text citations

- Use the author-date-page format Example: (Theissen, 2001, p. 56)
- Quotations longer than 40 words should be in a stand-alone paragraph
- Use “and” when citing a source written by multiple authors in the running text Example: Hare and Portelli (2001) argued ……(p. 85)
- Use “&” when citing a source written by multiple authors outside the running text Example: (Hare & Portelli, 20010, p. 85)
- Use “et al” for subsequent citations of resources written by three or more authors Example: (Maich et. al., 2011, p. 45)

Reference List

The following is a list of guidelines for reference lists

- Center the title “Reference” at the top of the first page of the reference list
- Content is double-spaced
- Flush-left the first line of each entry
- Indent (1/2” from left-margin) the second line of each entry
- Order entries alphabetically by first author’s last name
- Order entries by year of publication when citing more than one work written by the same first author
- Order entries by citation when citing more than one work written by the same first author during the same year