

# Editing Your Own Work and Proper Citations

April 13, 2020

# Outline

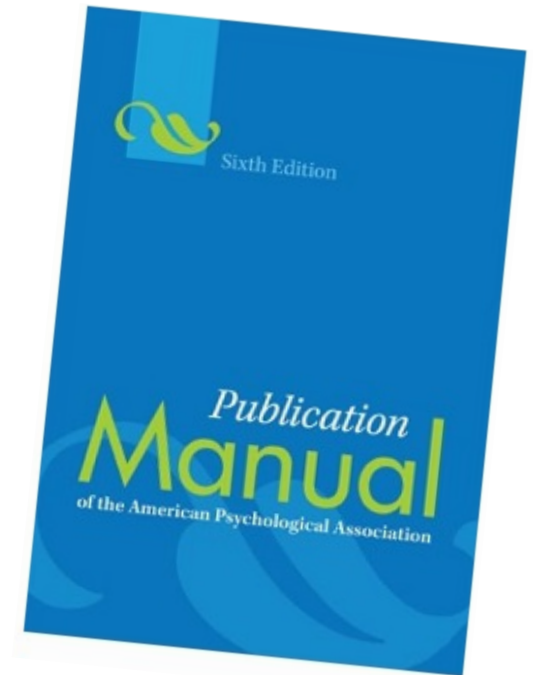
- Citation Styles
- APA Citations in Detail
- Tips for Editing Your Own Work
- Specifics (Tone of Voice and Grammar)

The background of the slide is a white field filled with various geometric shapes in two shades of blue: a vibrant royal blue and a lighter, sky-blue. The shapes include rectangles, circles, and triangles of various sizes and orientations, scattered across the page. A solid dark blue horizontal band runs across the middle of the slide, containing the text 'Citation Styles' in white.

# Citation Styles

# APA Style

- American Psychological Association, used with the social sciences
- Uses in-text citations and a References page
  - In-text citations use Author, Date, Page (Harvey, 1994, p. 25).
- Great reference tool:  
[https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/general\\_format.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html)



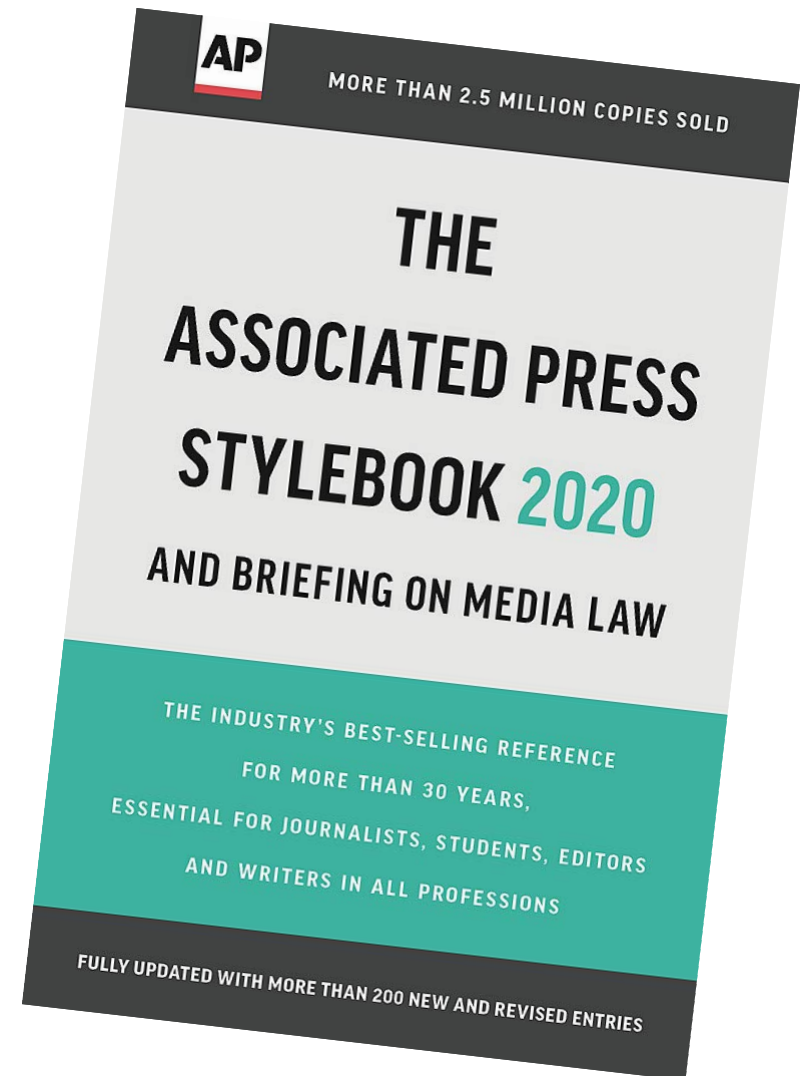
# Chicago Manual of Style

- Most commonly used by those working in literature, history, and the arts.
- Provides two different types of citations:
  - Author-Date (Harvey 1994)
  - Notes-Bibliography (Footnote that contains full citation for first reference and author page for following citations.)
- Great reference:  
[https://owl.purdue.edu/owl/research\\_and\\_citation/chicago\\_manual\\_17th\\_edition/chicago\\_style\\_introduction.html](https://owl.purdue.edu/owl/research_and_citation/chicago_manual_17th_edition/chicago_style_introduction.html)



# AP Style

- Associated Press Style
- Used for newswriting, including press releases and UDaily articles.
- Doesn't use the Oxford comma...
- Visit <https://www.apstylebook.com/> for more info.



# Resources on APA Style

## American Psychological Association

[www.apastyle.org](http://www.apastyle.org)

## Morris Library:

*Concise rules of APA style*

## Purdue University Online Writing Lab

<https://owl.english.purdue.edu/owl/resource/560/01/>

## Pennsylvania State University

<http://guides.libraries.psu.edu/apaquickguide>

## Walden University Writing Center

<http://academicguides.waldenu.edu/writingcenter/apa>





# Connecting the Dots

Source: <https://static.techspot.com/>



# In-text Citation: Contents

## Direct quote

- Author
- Year
- Page number

## Concept/idea

- Author
- Year

## In-text Citation: Placement

According to Jones (1998), “Students often had difficulty using APA style, especially when it was their first time” (p. 199).

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- Since this is a direct quote, the page number is listed with “p.” before the number

# In-text Citation: Placement

According to Jones (1998), “Students often had difficulty using APA style, especially when it was their first time” (p. 199).

- Signal phrase with author
- Date is in parenthesis after author
- Since this is a direct quote, the page number is listed.
- Notice that the citation goes after the quotation mark and before the period.

## In-text Citation: Placement

She stated, “Students often had difficulty using APA style” (Jones, 1998, p. 199), but she did not offer an explanation as to why.

- Example without a signal phrase
- Author, date, and page are inside the parenthesis

## In-text Citation: Placement

She stated, “Students often had difficulty using APA style” (Jones, 1998, p. 199), but she did not offer an explanation as to why.

- Example without a signal phrase
- Author, date, and page are inside the parenthesis
- Again, the citation is after the quotation mark but before the next punctuation

# In-text Citation: Placement

Pupils struggle with implementing APA style  
(Jones, 1998).

- Not a direct quote, so page number isn't required



# In-text Citation: Placement

Jones noted pupils struggle with implementing APA style (1998).

- Not a direct quote, so page number isn't required
- If the author is mentioned in the sentence, then just the year goes in parenthesis

# In-text Citation: Abbreviations

When introducing an abbreviation, use a comma between the abbreviation and the year:

According to the Centers for Disease Control and Prevention (CDC, 2015), people with TBI often have difficulty with memory and concentration, physical symptoms such as headaches, emotional symptoms such as sadness and irritability, and difficulty falling asleep.

# In-text Citation: Unknown Author

- Cite the source by its title in the signal phrase or use the first word or two in the parentheses.

Source: [https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/in\\_text\\_citations\\_author\\_authors.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/in_text_citations_author_authors.html)

# In-text Citation: Titles and Capitalization

- Titles of books and reports are italicized.

Source: [https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/in\\_text\\_citations\\_author\\_authors.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/in_text_citations_author_authors.html)

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- Capitalize important words in titles when they are written in the text (but not when they are written in reference lists).

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# In-text Citation: Block Quote

Another student asked how to format block quotes. The Writing Lab and The OWL at Purdue and Purdue University have the answer:

Place direct quotations that are 40 words, or longer, in a free-standing block of typewritten lines, and omit quotation marks. Start the quotation on a new line, indented 1/2 inch from the left margin, i.e., in the same place you would begin a new paragraph. Type the entire quotation on the new margin, and indent the first line of any subsequent paragraph within the quotation ½ inch from the new margin. Maintain double-spacing throughout. The parenthetical citation should come after the closing punctuation mark.

(<https://owl.english.purdue.edu/owl/resource/560/02/>)



# In-text Citation: Online Sources

- Refer to the paragraph number from which you are citing where you would usually insert a page number by using “para.”
- “The Purdue University Writing Lab and Purdue Online Writing Lab (OWL) assist clients in their development as writers—no matter what their skill level—with on-campus consultations, online participation, and community engagement” (Purdue OWL, 2010, “Mission,” para. 1).
- “Mission” is used here to refer to the section in which this quote was found.

# APA Citations: Reference List

- Includes all the references cited in your paper.
- Alphabetized by the last name of the first author of each work.
- “For multiple articles by the same author, or authors listed in the same order, list the entries in chronological order, from earliest to most recent.”

Source:

[https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/reference\\_list\\_basic\\_rules.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/reference_list_basic_rules.html)

Two sharpened pencils, one slightly larger than the other, are positioned diagonally on a bright yellow background. The pencils are light grey with visible wood grain at the tips. A dark blue horizontal band is overlaid across the middle of the image, containing the title text in white. The overall composition is clean and minimalist.

# Editing Your Work

# Editing Cues

- Original Prompt/Goal
- Grammar and Typos
- Flow and Structure
- Argument

# Editing: First Step

- Take a break
- Remove distractions
- Focus on your work

## Editing: Original Prompt

- Re-read the prompt.
- Identify all of the expectations.
- Did you meet each one?
- What might you need to improve?

# Editing: Grammar and Typos

- Read your work backwards.
- Run spell check.
- Like a word search, look for specific issues.
  - Missing punctuation
  - Capitalization
  - Author spelling

# Editing: Flow and Structure

- Read your work aloud.
- Correct for places that you stumble through.
- Create a reverse outline.
- Do you have the basics?
  - Intro with thesis statement
  - Three supporting paragraphs with topic sentence and evidence
  - Conclusions



## Editing: Argument

- Do your topic sentences support your thesis?
- Do you use evidence to back up your claims?
- Do you stay on topic?



# Tone of Voice

Source: Kiyotaka Okami, Flickr

# Tone of Voice: Avoid Bias

- Avoid bias with respect to gender, race, disabilities, sexuality, etc.
- Use “they” instead of generic pronouns he and she, or he/she
- Avoid loaded language
  - Example: Herman and Dean (2003) surveyed 500 *junkies* in Southern California.
- Use “people first” language

## Tone of Voice: Active

- Use active voice for clarity
  - I researched health disparities in Delaware's three counties.

**NOT**

- Research was conducted on health disparities in Delaware's three counties.

# Tone of Voice: Tenses

- Past tense (*researchers presented*) or the present perfect (*researchers have presented*) for past events and literature review.
- Past tense to describe the results (*test scores improved by 20 percentage points*).

# Tone of Voice: Tenses

- Present tense to discuss implications of the results and present conclusions (*the study requires additional analysis*).
- Avoid the **third-person editorial we** (including *us, our, and you*).

# Avoid Vague Language

- Very
- Really
- Some
- A long time
- More affordable (compared to what?)
- *Instead use quantitative and qualitative descriptions!*

# Avoid clichés, platitudes, jargon

- cutting-edge company
- early bird always gets the worm
- Left wing and right wing



# Grammar Class

Source: Monika Hoinkis,  
Flickr

## Punctuation: Commas

There are conflicting guidelines about the use of the “serial” or “Oxford” comma—a **comma before the word “and” in the last item of a list.**

APA requires the use of the serial (or Oxford) comma in lists of three or more items. The rationale is that it removes any potential for ambiguity.

# Punctuation: Lists

Elements in a series may be identified by the use of lowercase letters:

Each child was seated at a separate station and given one of the following: (a) an elephant, which all children could see but not touch in Experiment 1; (b) a kangaroo, which half of the children could see but not touch and half of the children could both see and touch in Experiment 1; or (c) both the elephant and the kangaroo.

Source: McAdoo, Timothy. *Lists, part 3: lowercase letters*. 2010. <http://blog.apastyle.org/apastyle/2010/02/lists-part-3-lowercase-letters.html>

# Punctuation: Lists

Each child was seated at a separate station and given

- an elephant,
- a kangaroo, and
- a giraffe.

Each child was seated at a separate station and given

- an elephant, which all children could see but not touch in Experiment 1;
- a kangaroo, which half of the children could see but not touch and half of the children could both see and touch in Experiment 1; and
- a giraffe, which was new to all children in this experiment.

Source: McAdoo, Timothy. *Lists, part 5: bulleted lists*. 2010. <http://blog.apastyle.org/apastyle/2010/03/lists-part-5-bulleted-lists.html>

# Usage: Lack of Parallelism

- Incorrect usage in a series
  - Please bring paper, pencils, and mapping your community for the meeting.
- Correct usage
  - Please bring paper, pencils, and area maps to the meeting.

# Usage: Lack of Parallelism

- Incorrect usage by mixing verbals
    - The meeting agenda includes discussing the new park plan and to determine the wage increase.
  - Correct usage
    - The meeting agenda includes discussing the new park plan and determining the wage increase.
- OR
- The meeting agenda includes discussing the new park plan and the wage increase.

## QUIZ QUESTION

## *Persons vs. Entities*

Fill in the blank with “which,” “that,” or “who.”

The commissioners who presided over the meeting...

The commission that presided over the meeting...

The commission, which presided over the meeting,...

## Usage: Persons vs. Entities

Be sure not to confuse persons with entities.

Persons take **who** and **whom**; entities **that** and **which**.

Watch your verb number agreement with respect to persons vs. entities.



## Usage: That vs. Which, etc.

- That vs. Which

“Which” is to be used only as the beginning of a non-essential clause modifying a preceding noun. It is always preceded by a comma. An essential clause begins with “that” and does NOT take a comma.

# Usage: Pronouns

Avoid subject confusion:

- Dr. Goff and Dr. Farr studied the effect of Aspirin on mice. **They** were dizzy, confused, and slept most of the day. ....The doctors or the mice?

Consider replacing the pronoun with a noun such as person, individual, child, researcher, etc.

Or in this case, animals.

## *Hyphens and Dashes*

Choose the correct punctuation to use with each phrase below: em dash, en dash or hyphen.

Jan. 25–27 en dash

Pages 45–46 en dash

up-to-date hyphens

land-development proposal hyphens

structure—parts—of a sentence em dash

# Usage: Hyphens and their Kin

- Hyphen (-)
  - Commonly used to link a *necessary* group of two or three (or, in rare cases, more) nouns as a compound adjective (e.g., *land-development* proposal, *water-resources* management, *passenger-rail* corridor).
  - Commonly *misused* where an *en* or *em* dash belongs.
  - Use en dash with numbers
  - Use em dash to set off a break in a sentence

# Usage: Hyphens

- Used to join words that work together to modify another word (**evidenced-based practice**)
- Used to join “self” compounds (**self-esteem**)
- *Not* used with prefixes such as non, semi, pre, post, anti, multi, and inter

# Usage: Numbers and Percentages

- Numbers 10 and higher appear as numerals; nine and lower are written out.
- Exceptions that always appear as numerals unless at the start of a sentence:
  - Precise elements of time (**10 minutes**)
  - Age (**40 years old**)
  - Distance (**50 feet**)
  - Ratios (**1:2**)
  - Percentages (**20%**)

- ✓ One percent
- ✓ 20%
- ✓ The percent decreased

# Usage: Latin Abbreviations

- Do not use Latin abbreviations (like e.g., i.e., and etc.) within the text of the sentence, only allows within parentheses.
- In the text of the sentence, write out the abbreviation's English translation.
  - E.g. = For example
  - Etc. = and so forth

## Usage: United States and U.S.

United States should always be spelled out when used as a noun or location.

- In the **United States**, 67 percent reported this experience.

United States can be abbreviated as U.S. when used as an adjective.

- **U.S. population, U.S. Census Bureau, U.S. senator**



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