

## AN APPRAISAL OF AMERICAN PSYCHOLOGICAL ASSOCIATION (APA) STYLE: THE NOVICE ACADEMIA IN FOCUS

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### ABSTRACT

*The American Psychological Association started last for 117 years ago as a scientific and professional organization. It is accorded one of the world's largest association with membership of almost 137,000 among include researchers, editors, clinicians, consultants and students. It aims at advancing the creation, communication and application of psychological knowledge globally. As an organization it has officials ranging from council chairman to other executives and members including a students' representative. Membership is free for all scholars not only from the psychology field but other disciplines. As part of their works, is the presentation and dissemination of knowledge from which a manual is produce to guide their operations and publications. This manual becomes a hotcake in the field of academic publications. Other professional organizations, faculties and other academic agencies do borrow it in order to adopt if for their academic deals as well as publication. This paper briefly discusses the manual conspicuously by projecting the APAs historical dimensions, mission objectives, dispositional obligations, organizational proceedings and guidelines and relevance especially to novice academia,*

**Keywords:** APA, Qualitative, Quantitative, Research, Academia

### INTRODUCTION

Academic writing has been an issue of concern since time in memorial. Scholars had been trying quite critically to finding a way of easy but diligent ways and modalities for creating and dissemination of information of the knowledge expansion globally. In a move towards that direction, the American Psychological Association emerged. This Psychological association started for the last 117 years but much modernized 80 years ago. It is the largest scientific and professional organization representing psychology in the United State. APA was developed by such a group of social scientists who wished to established sound standard of communication. It now is the world's largest association of psychologist, with more than 137,000 researches, editors, clinicians, consultants and students as its members (APA, 2012).

It is impossible to divorce the issue of education and academic writing. The two broader perspectives should always be in a romantic relationship for the betterment of each other. Job creation, job security and national security can never do well without education. APA as an educational body has a vital role in cajoling and augmenting these aspects. In this regard considering the superficial mission objectives and guidelines of APA's academic writing, it aims at polishing the psychological and sociological stance of the academia and the entire global society.

### APA MISSION

Its mission is to advance the creation, communication and application of psychological knowledge to benefit society and improve people's lives.

## WORKS OF APA

As parts of its works, APA seeks to advance the psychology as a science, as a profession and as a means of promoting health, education and human welfare. Thus, it encourages the development and application of psychology in the broadest manner. It promotes research in psychology, on the improvement of research methods and conditions and the application of research findings. It also improves the qualifications and usefulness of psychologist by establishing high standards of ethics, conducts, education and achievement. Is of their work as well increasing and disseminating psychological knowledge through meetings, professional contacts, reports, papers, discussions and publications.

## ORGANIZATION OF APA

As parts of its governance the APA has body groups to pilot the activities

- APA President (2012) (Suzanne Bannett Johnson Ph.D.)
- Council of representatives
- Board of Directors (12 Ph.D. members: 5 males 7 females) with President as Chairperson and one students' representative)
- Committees, Boards and Taskforce

## APA MEMBERSHIP

The APA has codes and ethics which apply to all active members. Membership in the APA commits the members and students' affiliates to comply with the standards of the APA's ethics and codes and to the rules and procedures used to enforce on them. Lack of awareness or misunderstanding of an ethical standard is not an excuse of a defense in itself to charge of unethical conduct. The membership is open to all interested fellows. This can be achieve by contacting the organization online via ([www.apa.org/membership/join/index](http://www.apa.org/membership/join/index)).

## APA STYLE MANUAL

APA annually set their styles of writing to guide their publication activities from which other bodies, journals, conferences and faculties borrow to adopt.

This style usually comes in a printed manual a complete resource for writing and publishing in the social and behavioral sciences.

The APA manual (hard and soft) offers a sound guidance for writing with simplicity, power and concision. APA style has been adopted by many disciplines and is being used by writers around the world. The one we are concern with is the 6<sup>th</sup> edition.

This is rich in clarity of communication where editors set rules and guide to ensure clear and consistent presentation of written material. The editorial board are concern with uniform use such element like punctuations, constructions of tables, selections of headings, citation of references and presentations of statistics.

The *Publication Manual of the American Psychological Association* (6th ed., 2010) and the APA Style web site ([www.apastyle.org/](http://www.apastyle.org/)) provide a comprehensive reference guide to writing by using APA style, organization, and content. One can order and purchase a copy of the *Publication Manual* online, at <http://books.apa.org/books.cfm?id=4200066>.

To view "PDF" documents referenced on this APA Style Essentials page, you need Adobe Acrobat Reader. To download the free Acrobat Reader, you may go to this website <http://get.adobe.com/reader/>.

The purpose of this document is to provide a common core of elements of APA style that all members of an academic department can adopt as minimal standards for any assignment that specifies APA style.

### **APA General Guidelines**

These specific guidelines set to poster adherence in full academic writing from concept to completion as presented by Douglas (2010); Plonsky (2010).

#### ***Margins***

One inch on all sides (top, bottom, left, right)

#### ***Font Size and Type***

12-pt. Times New Roman font

#### ***Line Spacing***

Double-space throughout the paper, including the title page, abstract, body of the document, references, appendixes, footnotes, tables, and figures.

#### ***Spacing after Punctuation***

Space *once* after commas, colons, and semicolons within sentences. Insert two spaces after punctuation marks that end sentences.

#### ***Alignment***

Flush left (creating uneven right margin)

#### ***Paragraph Indentation***

5-7 spaces

#### ***Pagination***

The page number appears one inch from the right edge of the paper on the first line of every page, beginning with the title page

#### ***Running Head***

The running head is a short title that appears at the top of the pages of a paper or published article. The running head is typed flush left (all uppercase) at the top of all pages (including the title page). The running head should not exceed 50 characters, including punctuation and spacing. Using most word processors, the running head and page number can be inserted into a header, which then automatically appears on all pages.

#### ***Active voice***

As a general rule, use the active voice rather than the passive voice. For example, use "We predicted that ..." rather than "It was predicted that ..."

#### ***Order of Pages***

Title Page, Abstract, Body, References, Footnotes, Tables, Figures, Appendixes

#### **Writing an Abstract**

The abstract is a one-paragraph, self-contained summary of the most important elements of the paper. It may be descriptive or informational

#### ***Pagination***

The abstract begins on a new page (page 2).

### **Heading**

“Abstract” (centered on the first line below the running head)

### **Format**

The abstract (in block format) begins on the line following the Abstract heading. The abstract word limit is set by individual journals. Typically, the word limit is between minimum of 150 and maximum of 250 words. All numbers in the abstract (except those beginning a sentence) should be typed as digits rather than words. No citation must include major objective, method and major finding.

### **Example of APA-formatted Abstract**

#### **Abstract**

The paper x-rayed the importance of information and communication technology (ICT) as a tool for teaching, learning and research that is dramatically changing the landscape of educational development since the last two decades. The incorporation of ICT in educational sector is rendering plethora of opportunities for higher institutions to integrate ICTs in teaching, learning and research. However, the purview of literatures indicates that there exists a significant resistance to technology (i.e. technophobia) among academic staff in tertiary institutions in Northern Nigeria. This becomes a deterring factor for successful integration of ICTs in tertiary institutions of Northern Nigeria and the country in general. The paper uses modified Technology Acceptance Model (TAM) and social cognitive theory to ascertain the level of ICT acceptance and utilisation in teaching and learning among academic staff in higher institutions in northern Nigeria. Questionnaire was the only instrument used for collecting relevant data for the study. Stratified random sampling was used and data was analysed using SPSS. The findings of the study indicates a significant relationship between intention to use, perceived usefulness, perceived ease of use, perceived competence, and ICT anxiety, whereas, self-efficacy mediated the relationship. The study concludes that technophobia has been the major problem hindering academic staff to effectively use ICT for teaching and learning process, thus it is hoped that the study will open more gaps for future researches that would enhance efforts in educational development, thus, bridging the digital divide in the country.

#### **Keywords:**

Key words are the major players, variables, or constructs that can be use to simplify search for that article especially on the online data bases. The words usually should not be more than six which may include abbreviation or full words e.g.

**Keywords:** APA, Qualitative, Quantitative, Research, Academia

#### **Tables**

A common use of tables is to present quantitative data or the results of statistical analyses (such as ANOVA). See the following

**Pagination**

Each Table begins on a separate page.

**Heading**

Table 1” (or 2 or 3, etc.) is typed flush left on the first line below the running head. Double-space and type the table title flush left (italicized in uppercase and lowercase letters).

**Example of APA-formatted Tables:**

**Table 1:**  
**ICT tools in schools**

<i>Flexible</i>	<i>Laboratory</i>	<i>Fixed/mobile</i>	<i>Mobile</i>
Television	Scientific Tools	Computers	Mobile Phones
Satellite Receivers	Technical Instruments	Storage Devices	Memory Reader
Radio	Medical Apparatus	Internet/email/social media	Ipod
Recorders	Agricultural Implements	Smart Boards /Touch Screens	Ipads
Cameras Video/Picture/CCTV	Engineering Facilities	Plain Screens	Androids
Projectors/Beams	Art Costumes	Robots	Iphone
Video Games	Language Tools	Avatars	Calculators
Mp3-4 Players	Books and Other Devices	Cables	PDA's

**Figures**

A common use of Figures is to present graphs, photographs, or other illustrations (other than tables). See the *Publication Manual* (2010, pp. 150-167) for detailed examples.

**Pagination**

Figures begin on a separate page.

**Figure Caption**

"*Figure 1.*" (or 2 or 3, etc.) is typed flush left and italicized on the first line below the figure, immediately followed on the same line by the caption (which should be a brief descriptive phrase).

**Example of APA-formatted Figure**

*Figure 1. A slide of a paper presented at SOVTE/COE Azare*

## Other guidelines

As I mention already, the APA publication manual refers to its system of citing the author and date of publication as the author-date citation system. As we saw in the last couple of slides, this means that a text citation can have the author's name in the body of the text, immediately followed by the year of publication in parentheses. The other alternative is to have both the author's last name and year of publication included within the parentheses. The important thing to remember is that the author and date of publication always remain next to each other. When the parenthetical text citation is at the end of the sentence, the period goes after the parentheses, not before.

If you are to cite two works by the same author, include the author's name once and both years of publication. Use a comma to separate the two years. If you are to cite two works by two different authors, use a semicolon to separate the two author-dates. If you have a publication such as a website with no date of publication, use n.d. for no date. If the author has not published the study yet, do not include the date of publication, but information such as *in press* should be provided about the status of publication.

The first time you cite one to five authors, name all the authors. After that, you use et al. for three or more authors whether you are citing the authors in the text or enclosed in parentheses. However, when there are six or more authors always use et al.

I also want to point out that a couple of formatting details. When you are to use more than one author's name before quote in the text, the word **and** is spelled out as a word, but when the authors are enclosed in parentheses, use an ampersand **&**. Also, notice the difference in how et al. is punctuated in the text and in the parenthetical citation. There is no comma after et al. in the first example, but we use a comma when the author and date are both enclosed in parentheses.

There are special rules for formatting group authors. Corporations, associations, government agencies, and study groups can serve as group authors. In this paper it shows you can use an abbreviation or acronym, but the first time you do so, provides the acronym in parentheses. This should be enclosed in parentheses immediately after the full name. In subsequent citations, just the acronym can be used alone. It is important to understand that you cannot switch back and forth between the full name and the acronym! Be consistent. Similarly, if you plan to cite a long group name in a text citation and its abbreviation is readily recognizable, you can include the abbreviation in brackets after the name the first time it is used and abbreviate thereafter.

When formatting the journal citation, the author or authors go in the first field. The last name comes first, followed by the initial or initials e.g. Suleiman, A. A. It is to notice that the first and middle name is never used in APA formatting. When there is more than one author, an ampersand (&) is included between the two authors, or between the last two authors if there are more than two, and a comma is included before the ampersand. When an author has two or more initials, be sure to include a space between those initials. The year of publication comes next. It is enclosed in parentheses and followed by a period. Unlike magazines and newspapers, journal articles do not include the month and day or season after the year of publication.

Unlike the article title, the journal title is italicized and all important words in the journal title and subtitle (if there is one) need to be capitalized. If there is a subtitle, also use a colon to separate the title from the subtitle. Use a comma to separate the name of the journal and the volume number. The volume number is italicized. It must also be followed immediately by the issue number with no space between the volume and issue numbers. In contrast, the issue

number is not italicized. To make the issue number easily identifiable, it is enclosed by parentheses and followed by a comma. For journal articles, do not use p. or pp., be sure to list the complete page numbers, and end the citation with a period.

If a *Digital Object Identifier* or DOI is available, this is all that is needed and is the preferred alternative for providing retrieval information. Notice that if you use a DOI number, “doi” is spelled with lower case letters in the retrieval statement and there is no space before or after the colon. Also, do not include a period after the DOI number. If there is no DOI, then provide the exact URL if the document is open access and if the URL links directly to the article.

In this particular example, there is not an individual author. Instead, the book has a corporate or group author so the American Psychological Association is listed in the author field. Notice that there is a period after the name of the association.

The year of publication is enclosed in parentheses and followed by a period i.e. (2012). Even though the book may have come out earlier e.g. 2009, notice the year of its publication as listed e.g. 2012. Always use the date listed in the book as the official date of publication!

For a book title only the first word in the book title and subtitle (if any) as well as any proper names are capitalized. If there is no subtitle then apply on the main title.

Notice that if there is edition number on the book, then, include it in the parentheses with the year of publication. The edition number is not italicized, and APA says to not use superscript so the “th” in 6th should have a normal font size. The period after the book title goes after the parentheses for the edition number.

The title of the proceedings is formatted as being part of a book series so all the important words in the title should be capitalized. Because this is a title for a book, this part of the citation will start with In... and the editors names if the editors are identified. The title of the book is part of a series so it has all the important words capitalized. The book title should also be italicized but not the page numbers. The page numbers are enclosed in parentheses with pp. in front of the complete page numbers. A period ends the citation after the parentheses.

There are also other situations where you need to cite your resources. Any time you use someone else’s exact words in a direct quote, you also need to cite the source. Similarly, if you summarize or paraphrase someone else’s ideas, you need to give that individual or individual’s credit for having first expressed those ideas.

All students are expected to ethically use information. This means citing other people’s words, ideas, and theories. This sometimes is an alien concept for people who come from cultures where it is considered a sign of respect to use someone else’s ideas or words. However, you need to be aware that you must cite these sources in everything from class assignments to capstone projects, theses, and dissertations.

Using other people’s ideas or word without giving them proper credit is considered plagiarism. Also be careful because most universities also consider the use of the same assignment for two different classes as self-plagiarism and an unethical use of your own work.

Example of how a plagiarized article is checked online using a program called Turnitin. There is other much software for plagiarism checking. When properly adopted the words would be placed in blue shading indicating that they are all verbatim from one article, and the other writing may be in red colour words indicating from secondary source but are verbatim also. If there is a few words been changed they would appear normal. It would also show if the author who wrote the plagiarized document provided parenthetical text citations or not.

The bad news for such author of the plagiarize content is that Turnitin can indicate the evidence that the author deliberately set out to cheat. This is because the *hyperlink* to the original document will provide clear evidence that this author actually wrote the words from a copied work, thereby, outlining the original author. So we can see how easy it is to identify this type of plagiarism. Hence, it is even more important for us to be careful when quoting and paraphrasing other people's work!

### Why Credit the Sources?

- Scientific knowledge –
- “A critical part of the writing process is helping readers place your contribution in context by citing the researchers who influence you” (APA, 2010, p. 169).

### When to Cite?

Citation is being done in writing when the cited published works, ideas, theories and researches directly influence one's own current work; otherwise there is no need. These can be done also to intensify one's stands by making the cited work as a tool for justification. It is use:

- As background information
- As support or dispute on write-up (conference., journal, thesis)
- For critical definitions
- As data

### Ethical Consideration

- Scholars/Writers/Authors are responsible for ethically using information.
- If not properly citing the use of other people's **words, ideas, theories, and/or information** are considered plagiarism.

### What is Plagiarism?

Using another person's ideas or words without giving them proper credit is considered plagiarism.

As stated above, using other people's ideas or word without giving them proper credit is considered plagiarism. Also be careful because most universities also consider the use of the same assignment for two different classes as self-plagiarism and an unethical use of your own work. In the following slides, you are going to learn how to use text citations when quoting and paraphrasing sources so that you are using other people's ideas, words, and information ethically.

“Authors present the work of another as if it were their own work” (APA, 2010, p. 16).  
else

- Paraphrase
- Quote directly
- Describe the idea
- Change.....

### How is Self-Plagiarism?

“...presenting one's own previously published work as though it were new” (APA, 2010, p. 170).



### Who Plagiarize

Plagiarism is well known to be committed by writer who are considered as

- Non or un ethical
- Non or un concerned
- Non or un intelligent
- Non or un confident
- Non or in capable

### Why quote?

Quotation can be done in academic writing only

- If word for word (verbatim, dumping, lifting)
- If fewer than 40 words then incorporate the whole writing into text
- Double quotation marks “ ”
- Any quotation that is more than 40 words is not acceptable

### How quote at midsentence

In this case in can be stated in this form

Interpreting the results, Suleiman et al. (2011) stated that the “Technophobia is fear or dislike of an advanced complex device like computers. It generally refers to the sense of an irrational fear, but others contend fears are justified...” (p. 10), It is the opposite of technophile the love for technology.

### How quote at sentence end

Here indicates how the citation would flow and where to place the author's/s' name/s.  
For example:

Learning management system enables the e-learning easier which is performed through a web interface. “One of the most important usage of e-learning systems in higher education is their ability to evaluate or asses the knowledge of a student” (Suleiman & Ahmad, p. 11).

### Quote that is more than 40 words

Example of quotation that is more than 40 words, it should be indented and blocked with page number in quotation marks e.g.

“In Nigeria, such recent developments and awareness of the government on Information and communication technology (ICT) have opened an opportunity for the adoption of e-learning. The LMS provides a collaborative style of learning among users. The sections, such as chat and forum are those places where users do interact, communicate and share view, feelings with their peers. Students would then be able to develop their knowledge through experiencing rather than depending more on their textbook in class.” (Suleiman, 2011 pp. 12-13)

### **APA's Author-Date Citation System:**

Suleiman's (2012) research confirmed the results of cloning.....

Research confirmed the results of cloning (**Sa'ad, 2012**).....

In quantitative studies (**Ahmad, 2011, 2012**) confirmed ...

In a couple of experiments (**Ahmad, 2011; Alhaji, 2012**) found....

The idea on the Website supports the data (**Suleiman, n.d.**).....

Alhaji (**in press**) while is defending the theory, contradicts .....

### **Citations in text:**

At first instance state list the authors' names e.g.: Ahmad, Alhaji, James, and Suleiman (2012).

Thereafter use et al e.g.: Ahmad et al. (2012) observed.....

*\*NB (et al. is used after first use when there are three or more authors)*

### **Parentetical citations in text**

In the first instance make it in ( ): (Ahmad, Alhaji, James, and Suleiman, 2012)

Thereafter use all in ( ): (Ahmad et al., 2012)

### **One work by six or more authors**

Any citation from six and above authors only use et al in all cases

Suleiman et al. (2012)

(Suleiman et al., 2012)

### **Group Authors – abbreviations**

Corporations, associations, government agencies, and study groups can serve as group authors. If the name is long and the abbreviation is readily recognizable, then use the abbreviation the first time and abbreviate thereafter.

American Psychological Association (**APA**)

(American Psychological Association [**APA**], 2012)

Subsequent text citations use (APA, 2012)

### **Group Authors – short names**

Corporations, associations, government agencies, and study groups can serve as group authors. If the name is long and the abbreviation is readily recognizable, then use the abbreviation the first time and abbreviate thereafter.

American Psychological Association (**APA**)

(American Psychological Association [**APA**], 2001)

Subsequent text citations use APA (2001)

If the name is short or not readily understandable, then write out the name each time it occurs.

Bauchi State University Gadau (2006)

Subsequent text citations use BSUG (2006)

### Citing Online Journal

Suleiman, A. A., & Sa'ad, T.U., (2012). E-learning in Nigerian Universities: A Fit Model. *African Journal of Education*, 24(3), 34-47.

\*NB:

- Initials, not first names. No title
- Ampersand (&), not the word *and*
- Comma before the ampersand.
- Space between initials
- Enclosed in parentheses
- Period after the parentheses
- No month or day if the publication is a journal, not a magazine, newsletter, or newspaper article.
- Only first word in title and subtitle should be
- Be capitalized as well as any proper names.
- A period at the end of the title.
- Include one spaces after the period, not two.

### Citing Journal Articles

Suleiman, A. A., & Sa'ad, T.U., (2012). E-learning in Nigerian Universities: A Fit Model. *African Journal of Education*, 24(3), 34-47.

\*NB

- The volume number is italicized
- There should be no space between the volume number and issue number
- Enclose issue number in parentheses and follow by a comma
- Do not use p. or pp. for journal articles.

\*See APA manual (6th ed.), p. 186

### Online Journal Articles with DOI:

Suleiman, A. A., & Ahmad, A. S. (2012). E-learning in Nigerian Universities: A Fit Model. *African Journal of Education*, 24(3), 34-47. doi:10.1037/0002-9432.76.4.482 \*NB

- Preferred: If the database has a Digital Object Identifier that functions as a unique identifier of the content and a link to the content, then use that. The doi numbers is provided and manage by IDF international doi foundation ([www.doi.org/](http://www.doi.org/)). The doi numbers can be copied and paste on the browser which will directly go to the link of the document.
- Do not capitalize **doi**, and do not include a space before or after the colon.
- Do not put a period at the end of the doi number.

### Group author

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

- Period after the group author
- Year of publication
- Book title

In this particular example, there is not an individual author. Instead, the book has a corporate or group author so the American Psychological Association is listed in the author field. Notice that there is a period after the name of the association.

The year of publication is enclosed in parentheses and followed by a period. Even though the book came out in 2009, notice that the year of publication is listed as 2010. Use the date listed in the book as the official date of publication!

Only the first word in the book title and subtitle (if any) as well as any proper names are capitalized. The word “publication” is capitalized because it is the first word in the book title, but the word “manual” should not be capitalized. There is no subtitle in this example, but the American Psychological Association is a proper name that does need to be capitalized.

Notice that the edition number is included in parentheses. The edition number is not italicized, and APA says to not use superscript so the “th” in 6th should have a normal font size. The period after the book title goes after the parentheses for the edition number.

\*See APA (6th ed.), p. 184

### More than 7 Authors / Article / Retrieved journal home URL

Bueno, H., Ross, J. S., Wang, Y., Chen, J., Normand, S.-L., Curtis, J. P., Drye, E. E. (2010, June 2). Trends in length of stay and Short-term Outcomes Among Medicare Patients Hospitalized for Heart Failure, 1993-2006. *Journal of the American Medical Association*, 303(21), 2141-2147. Retrieved from <http://jama.ama-assn.org/cgi/reprint/303/21/2141>

### Anonymous Author / Newsletter

Anonymous. (2010, July). Education and early childhood education; New education and early childhood education study findings have been published by scientists at University of Pretoria. *Education Letter*, 50.

### Magazines, Newsletters, and Newspapers:

Kandel, E. R., & Squire, L. R. (2000, **November 10**). Neuroscience: Breaking down scientific barriers. *Science*, 20, 1113-1120.

The new health-care lexicon. (2013, **COEA newsletter**). *Copy Editor*, 4, 1-2.

New drug appears in market extending the risk of death from poor usage. (2013, **July 15**). *The Daily Trust*, p. A12.

\*See APA manual, pp. 241-243

### Two Authors / Book

Suleiman, A.A., & Sa'ad, T.U., (2010). *Why Are you so angry: A guide to dealing with the emotions* (Rev. ed.). Azare City, A.A: Iyani.

**Corporate Author / Book**

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

**No Author / Book**

*The Alternative inclusive Education handbook*. (2012). Azare: Nigeria: Jimust Books.

**Book Chapter**

Ahmad, S.A. (2012). *Historical Background of Western Education*. In A.A. Suleiman et al (Eds.), *Issues in General Education: Vol. 1*. (pp. 100-108). Azare, COEA Press. doi:10.1385/0-89603-399-6:163

**Book Chapter / Edited Book**

Ahmad, A. S., Alhaji, S. A., & Suleiman, A. A. (2008). Primary Education Studies: An introduction and review of the Nigerian Education System. in A. A. Suleiman, A. Ahmad, & A. A. Suleiman, *The Iyani Handbook of Educational Theory and Assessment: Vol. 1*: (pp. 145-173). Iyani Press, Azare.

**Proceeding**

Usman, I., Garba, B., Rufus, K., & Gamdi, B. (2012). Assessment of Teacher/Student Relationship as panacea for educational development. In *Proceedings of the SASS/COE Azare 9th National Conference on National Issues Nigeria @ 51*(pp. 1057-1066). doi:10.1145/1645953.1646088

\*NB

- The title of the proceedings is part of a book series so all the important words in the title are capitalized. Start with “In...”
- Italicize the title of the proceedings but not the page numbers.
- Enclose page numbers using parentheses, and use pp.
- A period ends the citation after the parentheses.

The title of the proceedings is formatted as being part of a book series so all the important words in the title should be capitalized. Because this is a title for a book, this part of the citation will start with In... and the editors names if the editors are identified. The title of the book is part of a series so it has all the important words capitalized. The book title should also be italicized but not the page numbers. The page numbers are enclosed in parentheses with pp. in front of the complete page numbers. A period ends the citation after the parentheses.

**E-book**

Alhaji, S.A. (2006). *Education and Technology the crisis in Nigerian Education System*. Retrieve from <http://www.ebookstore.tanddiff.co.uk/html/index.asp>

**Dissertation from e.Database**

Suleiman, A.A. (2011). *Social Networking Sites Usage in Nigeria: The Northern Nigerian Universities as a case study* (Doctoral dissertation). Available from ProQuest Dissertations & Theses database. (UUMI No. 101010)

**Web Citation**

Survey: More Nigerians get news from the Internet than newspapers or radio. (n.d.). Retrieved March 16, 2012, from <http://www.cnn.com/2010/TECH/03/01/social.network.news/index.html>

### Podcast and Blog

Suleiman, A.A. (Producer). (2012, July 15). Providing reference services in a school media center [Video podcast]. Retrieved from <http://www.slaas.shajsu.edu>

Ahmad, S.A (2012, July 17). RenewBot vs. Library Elf [Web log message]. Retrieved from <http://iyanicom.blogs.com/technonic/>

*\*See APA (6th ed.), pp. 210, 215*

### When to Cite:

Citation can be done when the writer wants to express: Opinions, Beliefs, Ideas, and Theories from any source. It can be done in various ways especially if there is the need to enhance the backing.

- Any information obtained that is **not a common knowledge**
- **Direct quotes** of the words used verbatim
- Summarized or **paraphrased ideas**

*\*See APA (6th ed.), p. 169*

On the other hand, if the report that is writing was for the school board, the same statistics would be considered common knowledge for this particular audience. There are also other situations where you need to cite your resources. Any time you use someone else's exact words in a direct quote, the writer also need to cite the source. Similarly, if you summarize or paraphrase someone else's ideas, you need to give that individual or individual's credit for having first expressed those ideas.

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

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