

FAKULTAS SASTRA  
Jl. Pawiyatan Luhur IV/1 Bendan Duwur Semarang 50234  
Telp. (024) 8441555 (hunting) Fax. (024) 8415429 - 8445265  
e-mail: humas@unika.ac.id



## SURAT - TUGAS

Nomor : 0146/B.7/FBS/VIII/2014

Dekan Fakultas Bahasa dan Seni Universitas Katolik Soegijapranata Semarang dengan ini memberikan tugas kepada :

- N a m a : Cecilia T. Murniati, Ph.D
- S t a t u s : Dosen tetap Fakultas Sastra Unika Soegijapranata Semarang
- T u g a s : Menjadi pembicara pada acara Workshop APA
- W a k t u : Rabu, 20 Agustus 2014
- T e m p a t : Fakultas Bahasa dan Seni Unika Soegijapranata Semarang
- Lain-lain : Harap melaksanakan tugas dengan sebaik-baiknya dan penuh tanggung jawab.

Semarang, 12 Agustus 2014

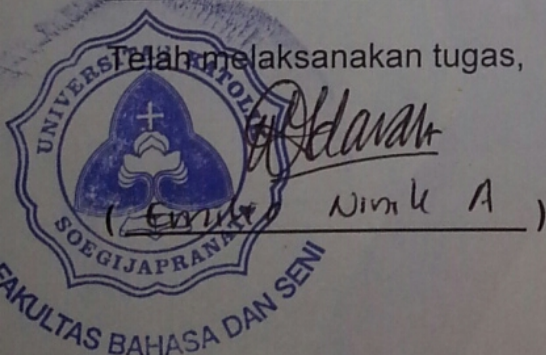
Dekan,

Angelika Riyandari, Ph.D

NPP: 058.1.1996.201



Telah melaksanakan tugas,





## APA

# Formatting and Style Guide

Presentation materials are taken from OWL Purdue  
with slight modifications.

# What is APA?

The American Psychological Association (APA) citation style is the most commonly used format for manuscripts in the social sciences.

APA regulates:

- Stylistics
- In-text citations
- References



# APA Style: Point of View and Voice

Use:

- personal pronouns where appropriate

Try: We conducted an experiment...

Avoid: The authors conducted an experiment...

- the active voice rather than passive voice

Try: We asked participants questions.

Avoid: The participants have been asked questions by the researchers.

# APA Style: Language

Language in an APA paper is:

- clear: be specific in descriptions and explanations
- concise: condense information when you can
- plain: use simple, descriptive adjectives and minimize figurative language

# Types of APA Papers

The literature review:

- Contains a summary of what the scientific literature says about the topic of your research
- Includes a title page, introduction, and list of references

# General Format

**Your essay should:**

- **be typed and double-spaced be printed on standard-sized paper (8.5" x11")**
- **use 1" margins on all sides**
- **use 10-12 pt. Times New Roman**

# In-text Citations: Basics

In-text citations **help readers locate the cited source in the References section of the paper.**

Whenever you use a source, provide in parenthesis:

- the author's name and the date of publication
- for quotations and close paraphrases, provide the author's name, date of publication, and a page number
  - Brown and Levinson (1987) stated that the degree of politeness conforms to the social status, the dominance, and the shared expectations between the hearer and the speaker.

# In-text Citations:

## Formatting Quotations

When quoting, introduce the quotation with a signal phrase. Make sure to include the author’s name, the year of publication, the page number, but keep the citation brief—do not repeat the information.

Murniati (2014) has stated that students who are “persistent and focused are likely to succeed academically” (p.15).

Students who are “persistent and focused are likely to succeed academically”(Murniati, 2014, p.15).

# In-text Citations:

## Signal Words

**Introduce quotations with **signal phrases**, e.g.**

**According to** X. (2008), “.....” (p. 3).

X. (2008) **argued that** “.....” (p. 3).

Use such signal verbs as:

acknowledged, contended, maintained,  
responded, reported, argued, concluded,  
etc.

Use the **past tense** or the **present perfect tense** of verbs  
in signal phrases when they discuss past events.

# In-text Citations:

## Two or More Works

When the parenthetical citation includes two or more works, order them in the same way they appear in the reference list—the author’s name, the year of publication—separated by a semi-colon.

(Kachru, 2005; Smith, 2008; Wierzbicka, 2013)

# In-text Citations:

## A Work with Two Authors

When citing a work with two authors, use “and” in between authors’ name in the signal phrase yet “&” between their names in parenthesis.

According to feminist researchers **Raitt and Tate** (1997), “It is no longer true to claim that women’s responses to the war have been ignored” (p. 2).

Some feminists researchers question that “women’s responses to the war have been ignored” (**Raitt & Tate**, 1997, p. 2).

# In-text Citations:

## A Work with Three to Five authors

When citing a work with three to five authors, identify all authors in the signal phrase or in parenthesis.

(Harklau, Siegal, & Losey, 1999)

In **subsequent citations**, only use the first author's last name followed by "et al." in the signal phrase or in parentheses.

(Harklau et al., 1993)

# In-text Citations:

## A Work with Six and More Authors

When citing a work with **six and more authors**, identify the first author's name followed by “et al.”

Smith et al. (2006) maintained that....

(Smith et al., 2006)

# In-text Citations:

## A Work of Unknown Author

When citing a work of **unknown author**, use the source's full title in the signal phrase and cite the first word of the title followed by the year of publication in parenthesis. Put titles of articles and chapters in quotation marks; italicize titles of books and reports.

According to "Indiana Joins Federal  
Accountability System" (2008), ...

Or,  
("Indiana," 2008)

# In-text Citations:

## Organization

When citing an organization, mention the organization the first time when you cite the source in the signal phrase or the parenthetical citation.

The data collected by the World Health Organization (2008) confirmed that...

If the organization has a well-known abbreviation, include the abbreviation in brackets the first time the source is cited and then use only the abbreviation in later citations.

World Health Organization (WHO) confirmed ... WHO's experts tested...

# In-text Citations:

The same last name/the same author

When citing **authors with the same last names**, use first initials with the last names.

(**B.** Kachru, 2005; **Y.** Kachru, 2008)

When citing two or more works by the same author

published in the same year, use lower-case letters (a, b, c) with the year of publication to order the references.

Smith's (**1998a**) study of adolescent immigrants...

# In-text Citations:

## Personal communication

When citing interviews, letters, e-mails, etc., include the communicator's name, the fact that it was personal communication, and the date of the communication. Do not include personal communication in the reference list.

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

Or,

(E. Robbins, personal communication, January 4, 2001).

# In-text Citations:

## Electronic sources

**When citing an electronic document, whenever possible, cite it in the author-date style. If electronic source lacks page numbers, locate and identify paragraph number/paragraph heading.**

**According to Smith (1997), ... (Mind over Matter section, para. 6).**

# References: Basics

- **Invert authors' names (last name first followed by initials)**
  - Aydawati, E.N.
  - Hartanto, W.
- **Alphabetize reference list entries the last name of the first author of each work**
  - Aydawati, E.N. (2014). *An analysis of ...*
  - Hartanto, W., Murniati, C.T., Riyandari, A. (2013). *Students' attitudes...*

# References: Basics

- Capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns.

Do not capitalize the first letter of the second word in a hyphenated compound word.

- Aydawati, E.N. (2014). *An analysis of ...*
- Hartanto, W., Murniati, C.T., Riyandari, A. (2013). *Students' attitudes...*
- Hartono, H. (2000). Economically-  
disadvantaged children ...

# References: Basics

- Capitalize all major words in journal titles
- Italicize titles of longer works such as books and journals
  - Blum-Kulka, S. (1987). Indirectness and politeness in requests: Same or different? *Journal of Pragmatics*, 11(2), 131-146.
  - Wierzbicka, A. (1991). *Cross-cultural pragmatics: The semantics of human interaction*. New York, NY: Mouton de Gruyter.

# Electronic Sources

- **Website**
  - Heuristic. (n.d.). In *Merriam-Webster's online dictionary* (11th ed.). Retrieved from <http://www.m-w.com/dictionary/heuristic>
  - Epp, Roger. (n.d.). New student welcome. *University of Alberta Augustana Campus*. Retrieved from <http://www.augustana.ualberta.ca/offices/dean/studentwelcome.html>

# APA Tables

Label tables with an Arabic numeral and provide a title. The label and the title appear on separate lines above the table, flush-left and single-spaced.

**Cite a source in a note below the table.**

Table 2

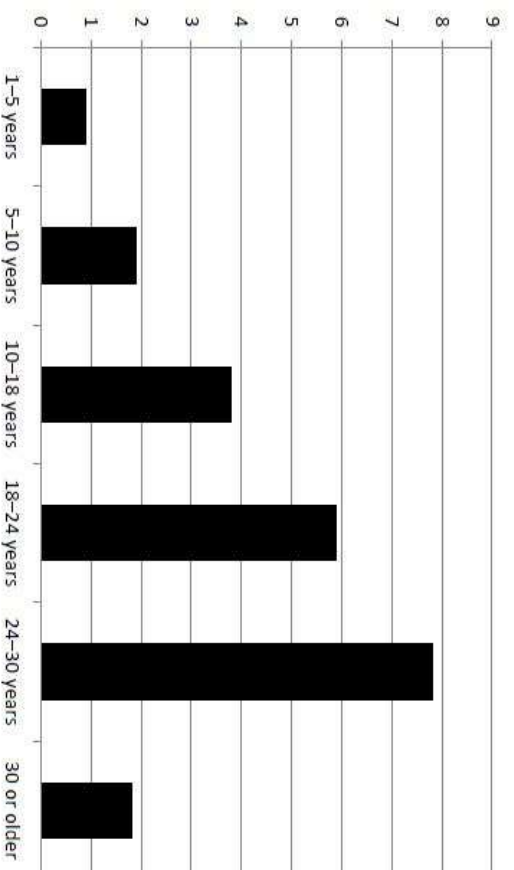
*Chezy Poofs and South Park Watching Liking Means for Males and Females*

	Gender		<i>t</i>	<i>df</i>
	Females	Males		
Chezy Poofs Liking	3.33 (1.70)	3.75 (1.79)	-2.05*	170
South Park Watching	4.28 (.7509)	3.87 (.9280)	4.40***	179

*Note.* \* =  $p \leq .05$ , \*\*\* =  $p \leq .001$ . Standard Deviations appear in parentheses below means.

# APA Figures

Label figures with an Arabic numeral and provide a title. The label and the title appear on the same line below the figure, flush-left. You might provide an additional title centered above the figure. Cite the source below the label and the title.



*Figure 1.* Bar graph showing hours of television watched per week by age group. From "Impact of television on teenagers," by A. B. Alphabet, 2010, *Journal of Television*, 4(1), p. 145.

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# Additional APA Resources

- The Purdue OWL <http://owl.english.purdue.edu>
- *Publication Manual of the American Psychological Association*, 6<sup>th</sup> ed.
- APA's website <http://www.apastyle.org>
- Cornell University Library  
<https://www.library.cornell.edu/research/citation/apa>



The End

# Research Interests

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Teaching Approaches/Methods

Technology

and

Competency-Based

Learning

Subjects

Grammar

Speaking

in HE

Reading

Policies

Institutional

National

Curriculum and  
Instruction

Competency-Based Curriculum

# Research Interests

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Linguistics

## Pragmatics

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Speech Acts

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Cross-cultural pragmatics

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Request/apology/compliment strategies

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Gricean's Maxims

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Politeness

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Word formation

## Morphology

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Inflection

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