



otero

@UERA Summer School 2016



Sixth Edition

Publication
Manual
of the American Psychological Association

There are several different styles of referencing:

APA

MLA

Oxford

Harvard

Chicago

Each style has its own rules for properly citing sources.

Example:

Author-date styles (e.g. APA, MLA, and Harvard) put the author's name inside the text of the assignment

Documentary-note styles (e.g. Chicago and Oxford) put the author's name in a footnote at the bottom of each page, or in an endnote at the end of the assignment

APA in-text citation
(Lazar, 2006, p. 52)

MLA in-text citation
(Lazar 52)

APA reference list entry

Lazar, J. (2006). *Web usability: A user-centered design approach*. Boston, MA: Pearson Addison Wesley.

MLA reference list entry

Lazar, Jonathan. *Web Usability: A User-Centered Design Approach*. Boston: Pearson Addison Wesley, 2006. Print.

Retrieved from: <http://owll.massey.ac.nz/referencing/referencing-styles.php>

The best scientific writing is spare and straightforward. ***It spotlights the ideas being presented***, not the manner of presentation. Manuscript ***structure, word choice, punctuation, graphics, and references*** are all chosen to move the idea forward with a minimum of distraction and a maximum of precision.

To achieve this clarity of communication, publishers have developed ***rules of style***. These rules are designed to ensure clear and consistent presentation of written material.

Editorial style concerns uniform use of such elements as

- punctuation and abbreviations
- construction of tables
- selection of headings
- citation of references, and
- presentation of statistics

When editors or teachers ask you to write in *APA Style*[®], they are referring to the editorial style that many of the social and behavioral sciences have adopted to present written material in the field. APA Style was first developed 80 years ago by a group of social scientists who wished to establish sound standards of communication. Since that time, it has been adopted by leaders in many fields and has been used by writers around the world.

<http://www.apastyle.org/about-apa-style.aspx>

Table of contents: <http://www.apastyle.org/manual/table-of-contents.pdf>

Chapter 1: Writing for the Behavioral and Social Sciences

Chapter 1 describes the role of ethics in publishing and offers guidance in following best practices for compliance.

Chapter 2: Manuscript Structure and Content

Chapter 2 defines all parts of a scholarly manuscript, from title to appendix, emphasizing both function and form. It ends with sample papers for users to model.

Chapter 3: Writing Clearly and Concisely

Chapter 3 offers basic guidance on planning and writing the article. It advises readers on how to organize their thoughts, choose effective words, and describe individuals with accuracy and sensitivity.

Chapter 4: The Mechanics of Style

Chapter 4 instructs readers on the nuts and bolts of style: punctuation, spelling, capitalization, abbreviations, numbers, and statistics in text. It demonstrates that consistency in their use is key to clear scientific communication.

Chapter 5: Displaying Results

Chapter 5 describes the effective use of graphic elements in text. It provides readers with guidance on which graphic element is best suited to the data being delivered as well as detailed instruction on table and figure preparation.

Chapter 6: Crediting Sources

Chapter 6 provides guidance on reference citation. It instructs readers on when and how to cite references in text and on how to construct a reference list that contains everything readers need to locate each source.

Chapter 7: Reference Examples

Chapter 7 offers a comprehensive set of reference examples for readers to model. It demonstrates the reference components that readers need to locate the work, with an emphasis on electronic sources.

Chapter 8: The Publication Process

Chapter 8 provides an overview of the journal publishing process. It delineates author and publisher responsibilities in manuscript review, selection, and preparation.

APA (American Psychological Association) style is most commonly used to cite sources within the social sciences.

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

<https://owl.english.purdue.edu/owl/section/2/10/>

<http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx>

The screenshot shows a web browser window displaying the Purdue OWL website. The address bar shows the URL <https://owl.english.purdue.edu/owl/resource/560/02/>. The page has a navigation menu with links for Purdue OWL, Writing Lab, OWL News, Engagement, Research, Contact, and Site Map. Below the navigation menu is a breadcrumb trail: OWL Family of Sites > OWL > Research and Citation > APA Style > APA Formatting and Style Guide. A search bar is visible on the left. The main content area is titled 'In-Text Citations: The Basics' and includes a 'Summary' section, a 'Contributors' list, a 'Last Edited' date, and a 'Reference citations in text' section. The 'Summary' section states that APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. The 'Reference citations in text' section explains that reference citations in text are covered on pages 169-179 of the Publication Manual and provides general guidelines for referring to the works of others in an essay. The 'Contributors' list includes Joshua M. Paiz, Elizabeth Angeli, Jodi Wagner, Elena Lawrick, Kristen Moore, Michael Anderson, Lars Soderlund, Allen Brizze, and Russell Keck. The 'Last Edited' date is 2014-11-11 10:20:40. The 'Reference citations in text' section includes a 'Note' that APA style requires authors to use the past tense or present perfect tense when using signal phrases to describe earlier research, for example, Jones (1998) found or Jones (1998) has found... The 'APA citation basics' section explains that when using APA format, the author-date method of in-text citation should be used, following the author's last name and the year of publication for the source. The 'Note' section explains that if you are referring to an idea from another work but NOT directly quoting the material, or making reference to an entire book, article or other work, you only have to make reference to the author and year of publication and not the page number in your in-text reference. All

- In-Text Citations: The Basics
- In-Text Citations: Author/Authors
- Footnotes and Endnotes
- Reference List: Basic Rules
- Reference List: Author/Authors**

- Reference List: Articles in Periodicals
- Reference List: Books
- Reference List: Other Print Sources
- Reference List: Electronic Sources
- Reference List: Other Non-Print Sources

- Additional Resources
- Types of APA Papers
- APA Stylistics: Avoiding Bias
- APA Stylistics: Basics
- APA Headings and Seriation
- APA PowerPoint Slide Presentation
- APA Sample Paper
- APA Tables and Figures 1
- APA Tables and Figures 2
- APA Abbreviations
- Statistics in APA
- APA Classroom Poster
- APA Changes 6th Edition
- General APA FAQs

Giving to the OWL

Anderson, Lars Soderlund, Allen Brizee, Russell Keck
Last Edited: 2012-10-31 09:49:18

The following rules for handling works by a single author or multiple authors apply to all APA-style references in your reference list, regardless of the type of work (book, article, electronic resource, etc.)

Single Author

Last name first, followed by author initials.

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

Two Authors

List by their last names and initials. Use the ampersand instead of "and."

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

List by last names and initials; commas separate author names, while the last author name is preceded again by ampersand.

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.

Zotero

Zotero is, at the most *basic level, a reference manager*. It is designed to *store, manage, and cite bibliographic references*, such as books and articles. In Zotero, each of these references constitutes an item.

Every item contains different metadata, depending on what type it is. Items can be everything from *books, articles, and documents to web pages, artwork, films, sound recordings, bills, cases, or statutes, among many others*.

Zotero *collects all your research in a single, searchable interface*. You can add PDFs, images, audio and video files, snapshots of web pages, and really anything else. Zotero automatically indexes the full-text content of your library, enabling you to find exactly what you're looking for with just a few keystrokes.

Retrieved from: https://www.zotero.org/support/quick_start_guide

Zotero is **free** software which you can use:

- to **record references** *manually* and from *online* searches;
- to **build up a library** as you search online, store references on your computer AND synchronise them online with a free Zotero account;
- to **tag and search references**, store abstracts and notes on your readings;
- to **save your time** on reference lists

Zotero

<http://www.zotero.org/>

http://www.zotero.org/support/quick_start_guide

<http://www.zotero.org/support/kb>

The image shows a screenshot of the Zotero website homepage as seen in a web browser. The browser's address bar shows the URL <https://www.zotero.org>. The page features the Zotero logo in a large, bold, black font. To the right of the logo, there are links for "Log In" and "Register", and a blue button labeled "Upgrade Storage". Below the logo is a navigation menu with tabs for "Home", "Groups", "People", "Documentation", "Forums", and "Get Involved". A search bar for "Search support" is also present. The main content area has a white background with a red button that says "Download Now" and the text "Available for Mac, Windows, and Linux". Below this, there are five icons representing the core features: "Collect", "Organize", "Cite", "Sync", and "Collaborate". A blue banner below these icons reads "Grab your research with a single click." and "A personal research assistant." The text below explains that Zotero automatically senses content in the browser and allows users to add it to their library with a single click. A small inset image shows a browser toolbar with the Zotero extension icon and a "Save to Zotero" button. At the bottom, there is a "Store anything." section with a "Title" input field.

File Edit View History Bookmarks Tools Help

Zotero | Home

<https://www.zotero.org> Search

Most Visited Getting Started Portal Dashboard at C...

zotero

Log In · Register

Upgrade Storage

Home Groups People Documentation Forums Get Involved Search support Search

Zotero [zoh-TAIR-oh] is a free, easy-to-use tool to help you **collect, organize, cite, and share** your research sources.

Download Now

Available for Mac, Windows, and Linux

Collect Organize Cite Sync Collaborate

Grab your research with a single click.

A personal research assistant.

Zotero is the only research tool that automatically senses content in your web browser, allowing you to add it to your personal library with a single click. Whether you're searching for a preprint on arXiv.org, a journal article from JSTOR, a news story from the *New York Times*, or a book from your university library catalog, Zotero has you covered with support for thousands of sites.

Store anything.

Title

How to install Zotero?

The screenshot shows a web browser window at <https://www.zotero.org/download/>. A Firefox notification box is open, asking to install the Zotero add-on. The page content is partially obscured by this box. Below the notification, the website's navigation bar includes links for 'Documentation', 'Forums', and 'Get Involved', along with a search support field. The main content area is divided into two columns: 'Zotero for Firefox' and 'Zotero Standalone'. The 'Zotero for Firefox' section features a large 'Install Zotero for Firefox' button, a link to 'Add a plugin for Word or LibreOffice', and a 'Trouble installing Zotero?' link. Below this is a preview of the Zotero interface in a browser window. The 'Zotero Standalone' section features a large 'Download Zotero for Windows' button, followed by the instruction 'Next, add one of the following browser extensions:' and buttons for 'Firefox', 'Chrome', and 'Safari'. Below this is the instruction 'Plugins for Word and LibreOffice are included' and a preview of the Zotero desktop application window.

<https://www.zotero.org/download/>

Zotero for Firefox

Zotero for Firefox lets you capture and organize all your research without ever leaving the browser.

Install Zotero for Firefox

Add a [plugin for Word or LibreOffice](#)

[Trouble installing Zotero?](#)

Zotero Standalone

Zotero Standalone runs as a separate application and plugs into your choice of browser.

Download Zotero for Windows

Next, add one of the following browser extensions:

Firefox **Chrome** **Safari**

Plugins for Word and LibreOffice are included

How to install Zotero?

The image shows a browser window displaying the Zotero website. The address bar shows 'https://www.zotero.org/start'. A notification bubble says 'Click the 'Z' button to open Zotero, or use the Ctrl+Shift+Z keyboard shortcut.' Below the navigation bar, a white box contains the following text:

[Home](#) > Start

Success! You Installed Zotero!

New to Zotero? Read the [Quick Start Guide](#) and learn about everything you can do with Zotero.

Register to Take Full Advantage of Zotero

If you haven't already created a Zotero account, please take a few moments to register now. It's a *free* way to [sync and access your library from anywhere](#), and it lets you join [groups](#) and [back up your all your attached files](#).

Your username

Profile URL: <https://www.zotero.org/>
Letter, numbers, spaces

Email

Start Building Your Library

The screenshot shows an Amazon product page for 'The Printing Press as an Agent of Change (Volumes 1 and 2 in One) (Paperback)'. A red arrow points to the Zotero extension's 'Save to Zotero' button, which is highlighted in yellow.

Quick links

- [Read the Quick Start Guide](#)
- [Add an item](#)
- [Archive a webpage](#)

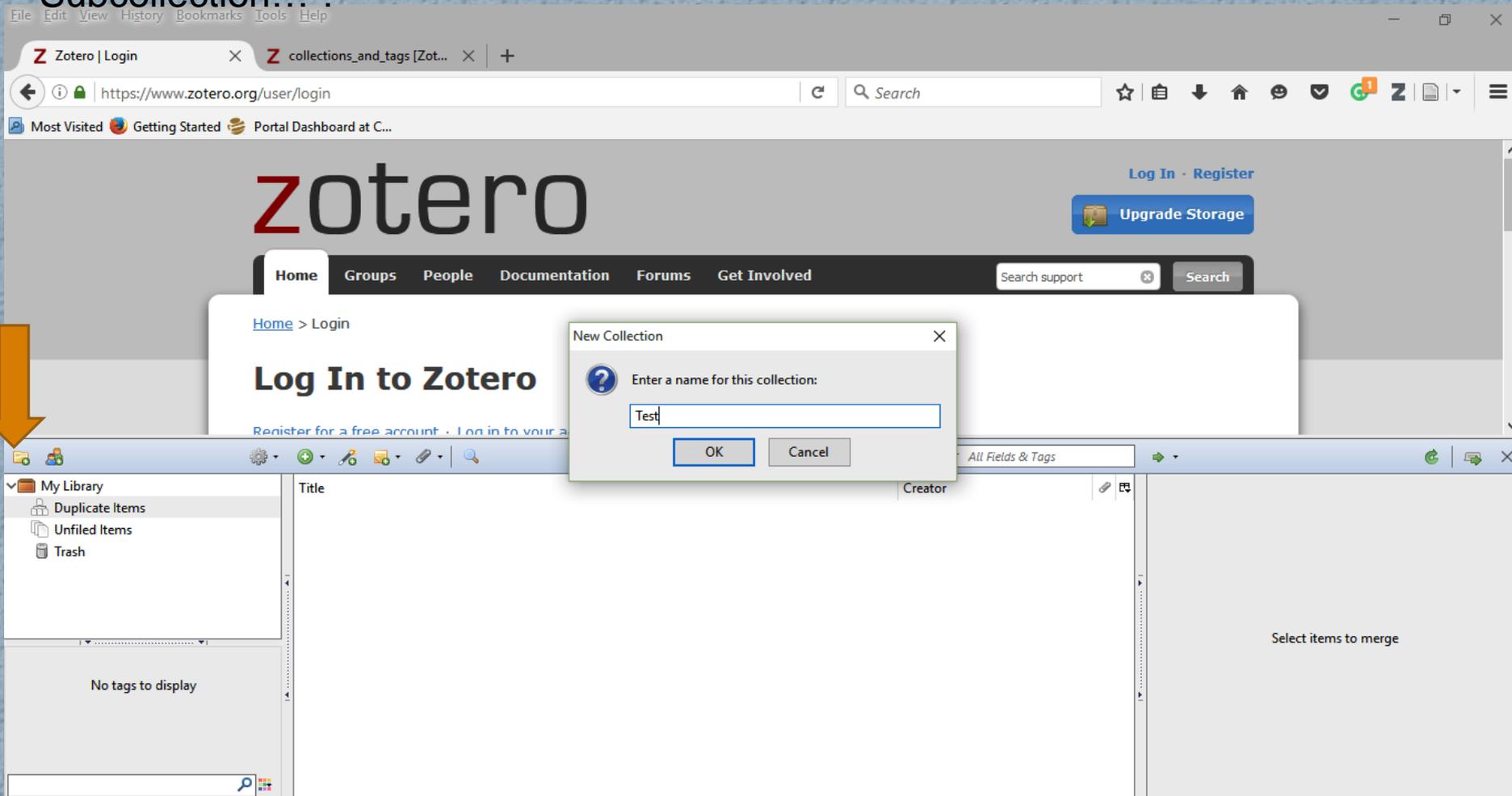
My library

The left column includes My Library, which contains all items. Clicking the button above the left column creates a new collection, a folder into which items relating to a specific project or topic can be placed. Think of collections like playlists in a music player: items in collections are aliases (or “links”) to a single copy of the item in your library.

The image shows a browser window displaying the Zotero website at <https://www.zotero.org/download/>. The browser's address bar and navigation icons are visible. A green arrow points to the Zotero logo in the browser's toolbar, which is circled in green. Below the browser window, the Zotero desktop application interface is shown. The left sidebar contains a tree view with 'My Library' expanded, showing sub-items: 'Duplicate Items', 'Unfiled Items', and 'Trash'. The main pane displays a list of items with columns for 'Title', 'Creator', and 'Tags'. One item is listed: 'Zotero Quick Start Guide' by 'Center for History and New M...'. The status bar at the bottom right indicates '1 item in this view'.

Creating Collections

Click the “New Collection...” button above the left column (or right-click on “My Library” and choosing “New Collection...”), and give a name for the new collection. The new collection will appear as a folder inside “My Library”. Subcollections can be created by dragging and dropping a collection onto another collection, or by right-clicking an existing collection and choosing “New Subcollection...”.



The screenshot displays the Zotero web interface. At the top, the browser address bar shows the URL <https://www.zotero.org/user/login>. The main header features the Zotero logo, navigation links for Home, Groups, People, Documentation, Forums, and Get Involved, and a search bar. A 'Log In to Zotero' dialog box is overlaid on the page. In the bottom-left corner, a sidebar shows the 'My Library' section with options for Duplicate Items, Unfiled Items, and Trash. A 'New Collection' dialog box is open in the center, prompting the user to 'Enter a name for this collection:' with a text input field containing the word 'Test' and 'OK' and 'Cancel' buttons. An orange arrow points to the 'New Collection...' button in the sidebar.

Creating Collections

The image shows a browser window at the top and a desktop application window at the bottom. The browser window displays the Zotero login page with the URL <https://www.zotero.org/user/login>. The page features the Zotero logo, navigation links (Home, Groups, People, Documentation, Forums, Get Involved), and buttons for 'Log In', 'Register', and 'Upgrade Storage'. A search bar is also present.

The desktop application window shows the 'My Library' view with a collection named 'Test'. A context menu is open over the 'Test' collection, listing the following options:

- Duplicate Items
- Unfiled Items
- Trash
- New Subcollection...
- Rename Collection...
- Delete Collection...
- Delete Collection and Items...
- Export Collection...
- Create Bibliography From Collection...
- Generate Report from Collection...

The main content area of the application is empty, displaying the text 'No items in this view'.

In This Issue 

[« Back to Search Results](#)

[TESOL Quarterly](#) > [Vol. 43, No. 4, December 2009](#) > Globalization and En...



Globalization and English Language Teaching in Ukraine

TETYANA SMOTROVA
TESOL Quarterly
Vol. 43, No. 4 (December 2009), pp. 727-732

Published by: [Teachers of English to Speakers of Other Languages, Inc.](#)

Download (\$14.00)

Cite This Item

Journal Info

Access
You are not currently logged in.
Access your personal account or get JSTOR access through your library or other institution:
[Login](#)

My Library Test Duplicate Items Unfiled Items Trash

Title	Creator
Globalization and English Language Teaching in Ukraine	SMOTROVA

All Fields & Tags

Info	Notes	Tags	Related
Item Type: Journal Article Title: Globalization and English Language Teaching in Ukraine Author: SMOTROVA, TETYANA Abstract: Publication: TESOL Quarterly Volume: 43 Issue: 4 Pages: 727-732 Date: 2009 Series:			

Your Library

List of items in Your Library

Information on selected item

Microsoft Word plug in

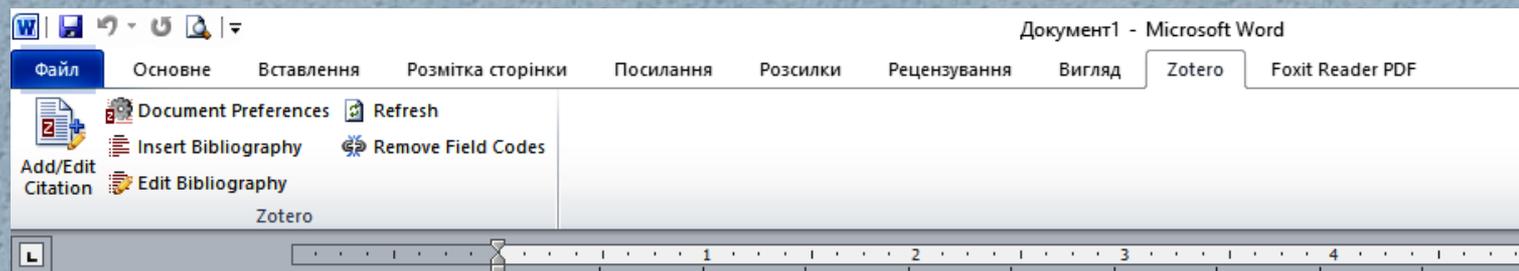
Install *the latest Word plug in* for Mac or Windows depending on your operating system and your version of Word.

- The download and install only takes a minute. You can access the plug-ins here:

http://www.zotero.org/support/word_processor_plugin_installation

After installing the Word plug-in, **open** Word:

- you should see this row of icons in your Microsoft Word toolbar (in Word



How does it work?

The image shows a screenshot of the Microsoft Word interface. The title bar reads "Документ1 - Microsoft Word". The ribbon is set to "Zotero", with the "Add/Edit Citation" tab selected. The ribbon options include "Document Preferences", "Refresh", "Insert Bibliography", "Remove Field Codes", and "Edit Bibliography". A tooltip for "Add/Edit Citation" is visible on the left, stating: "Insert a new citation, or edit the citation at the current cursor position. Zotero. Для отримання довідки щодо надбудови натисніть клавішу F1." The main document area contains two lines of text: "The project was concerned with factors that affect pupils' progress between the ages 7 and 14." and "As mentioned by Smotrova, we start considering the primary side of the transfer divide, ...". The text "14" and "divide" are underlined with red and green dashed lines, respectively. The status bar at the bottom shows "Page: 1 of 1" and "Zoom: 100%".

Документ1 - Microsoft Word

Файл Основне Вставлення Розмітка сторінки Посилання Розсилки Рецензування Вигляд Zotero Foxit Reader PDF

Add/Edit Citation Refresh Remove Field Codes Insert Bibliography Edit Bibliography Zotero

Add/Edit Citation
Insert a new citation, or edit the citation at the current cursor position

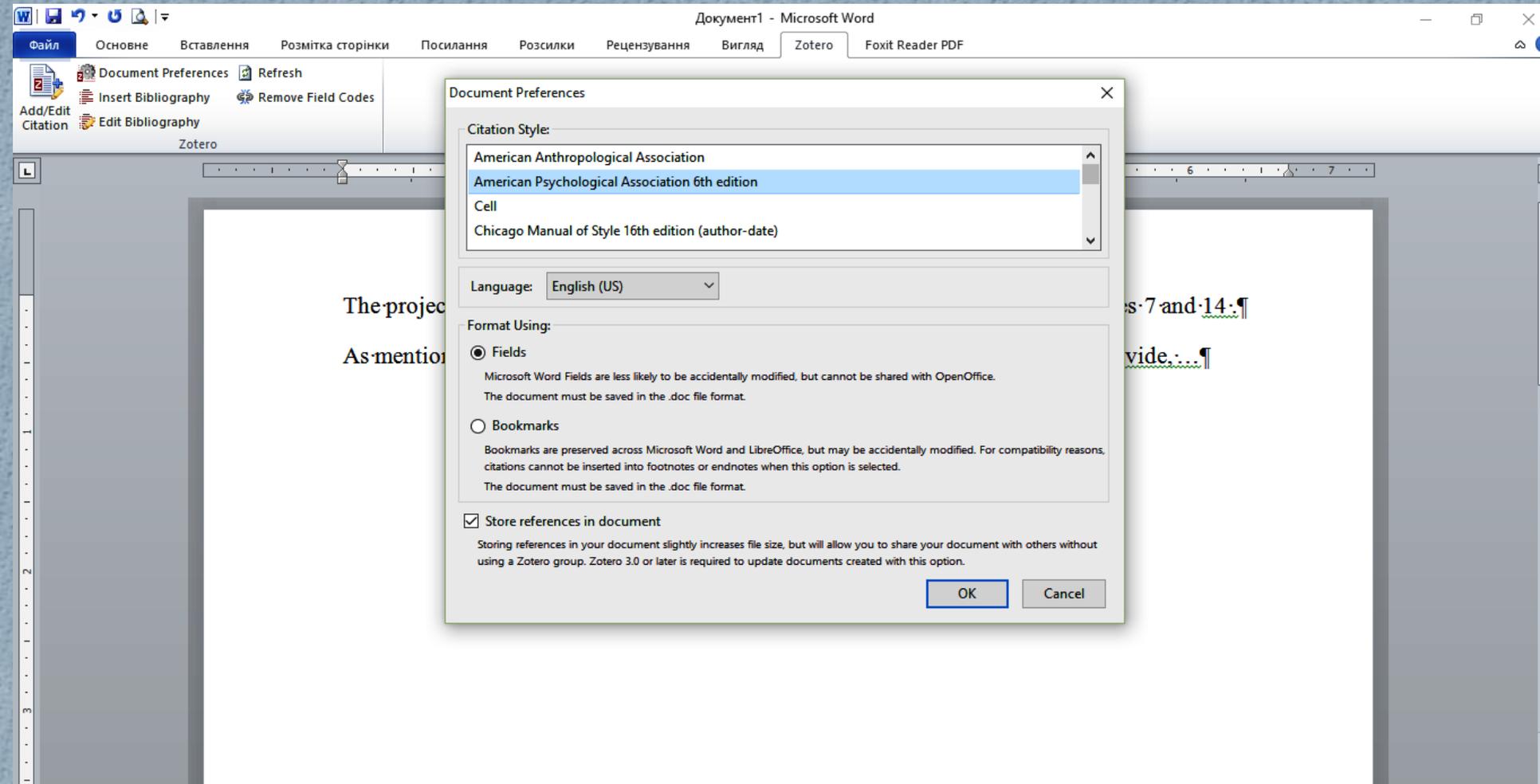
Zotero
Для отримання довідки щодо надбудови натисніть клавішу F1.

The project was concerned with factors that affect pupils' progress between the ages 7 and 14.

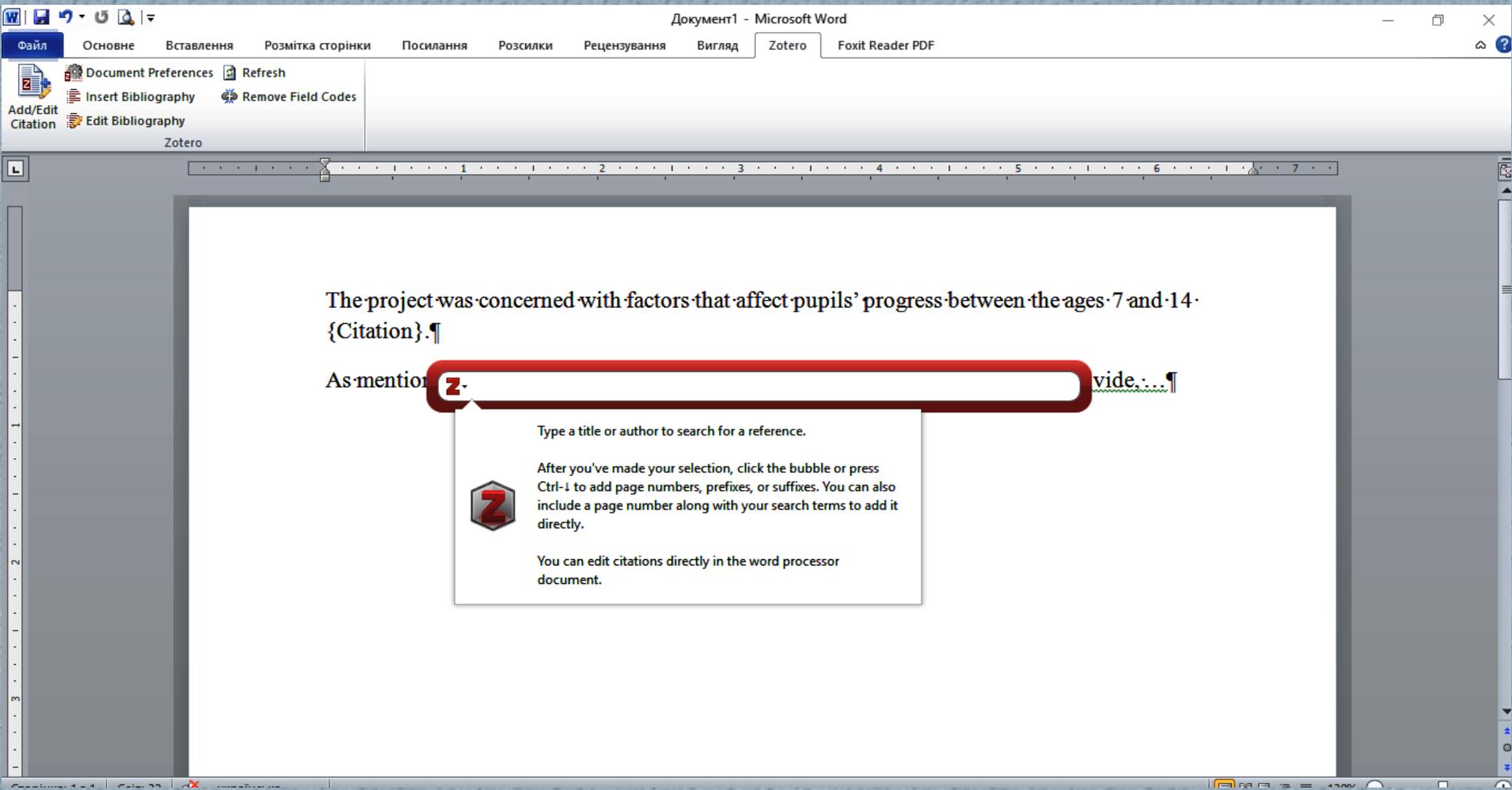
As mentioned by Smotrova, we start considering the primary side of the transfer divide, ...

Page: 1 of 1 Zoom: 100%

How does it work?



How does it work?



Документ1 - Microsoft Word

Файл Основне Вставлення Розмітка сторінки Посилання Розсилки Рецензування Вигляд Zotero Foxit Reader PDF

Document Preferences Refresh
Add/Edit Citation Insert Bibliography Remove Field Codes Edit Bibliography
Zotero

The project was concerned with factors that affect pupils' progress between the ages 7 and 14.
{Citation}.

As mentioned in the literature, the results of the study provide evidence that...

Type a title or author to search for a reference.

After you've made your selection, click the bubble or press Ctrl-I to add page numbers, prefixes, or suffixes. You can also include a page number along with your search terms to add it directly.

You can edit citations directly in the word processor document.

How does it work?

The screenshot shows the Microsoft Word interface with the Zotero ribbon tab active. The ribbon includes options like 'Document Preferences', 'Refresh', 'Insert Bibliography', 'Remove Field Codes', 'Add/Edit Citation', and 'Edit Bibliography'. The main text area contains the sentence: 'The project was concerned with factors that affect pupils' progress between the ages 7 and 14. {Citation}.' Below this, the text 'As mentioned in' is followed by a Zotero search bar containing 'smotro' and a 'Provide...' button. A dropdown menu is open, showing a search result: 'Globalization and English Language Teaching in Ukraine' by SMOTROVA (2009), *TESOL Quarterly*, 43(4), 727-732.

Документ1 - Microsoft Word

Файл Основне Вставлення Розмітка сторінки Посилання Розсилки Рецензування Вигляд Zotero Foxit Reader PDF

Document Preferences Refresh
Insert Bibliography Remove Field Codes
Add/Edit Citation Edit Bibliography
Zotero

The project was concerned with factors that affect pupils' progress between the ages 7 and 14.
{Citation}.

As mentioned in smotro Provide...

My Library
Globalization and English Language Teaching in Ukraine
SMOTROVA (2009), *TESOL Quarterly*, 43(4), 727-732.

How does it work?

The screenshot shows the Microsoft Word interface with the following elements:

- Title Bar:** "Документ1 - Microsoft Word"
- Menu Bar:** "Файл", "Основне", "Вставлення", "Розмітка сторінки", "Посилання", "Розсилки", "Рецензування", "Вигляд", "Zotero", "Foxit Reader PDF"
- Zotero Ribbon:** "Document Preferences", "Refresh", "Add/Edit Citation", "Insert Bibliography", "Remove Field Codes", "Edit Bibliography"
- Text:** "The project was concerned with factors that affect pupils' progress between the ages 7 and 14. {Citation}." and "As mentioned in SMOTROVA, 2009 provide..."
- Field Code:** A red rounded rectangle highlights the field code `Z- SMOTROVA, 2009` in the text "As mentioned in SMOTROVA, 2009 provide..."

How does it work?

Документ1 - Microsoft Word

Файл Основне Вставлення Розмітка сторінки Посилання Розсилки Рецензування Вигляд Zotero Foxit Reader PDF

Document Preferences Refresh
Add/Edit Citation Insert Bibliography Remove Field Codes
Edit Bibliography
Zotero

The project was concerned with factors that affect pupils' progress between the ages 7 and 14 (Smotrova, 2009). As mentioned by Smotrova {Citation}, we start considering the primary side of the transfer divide.

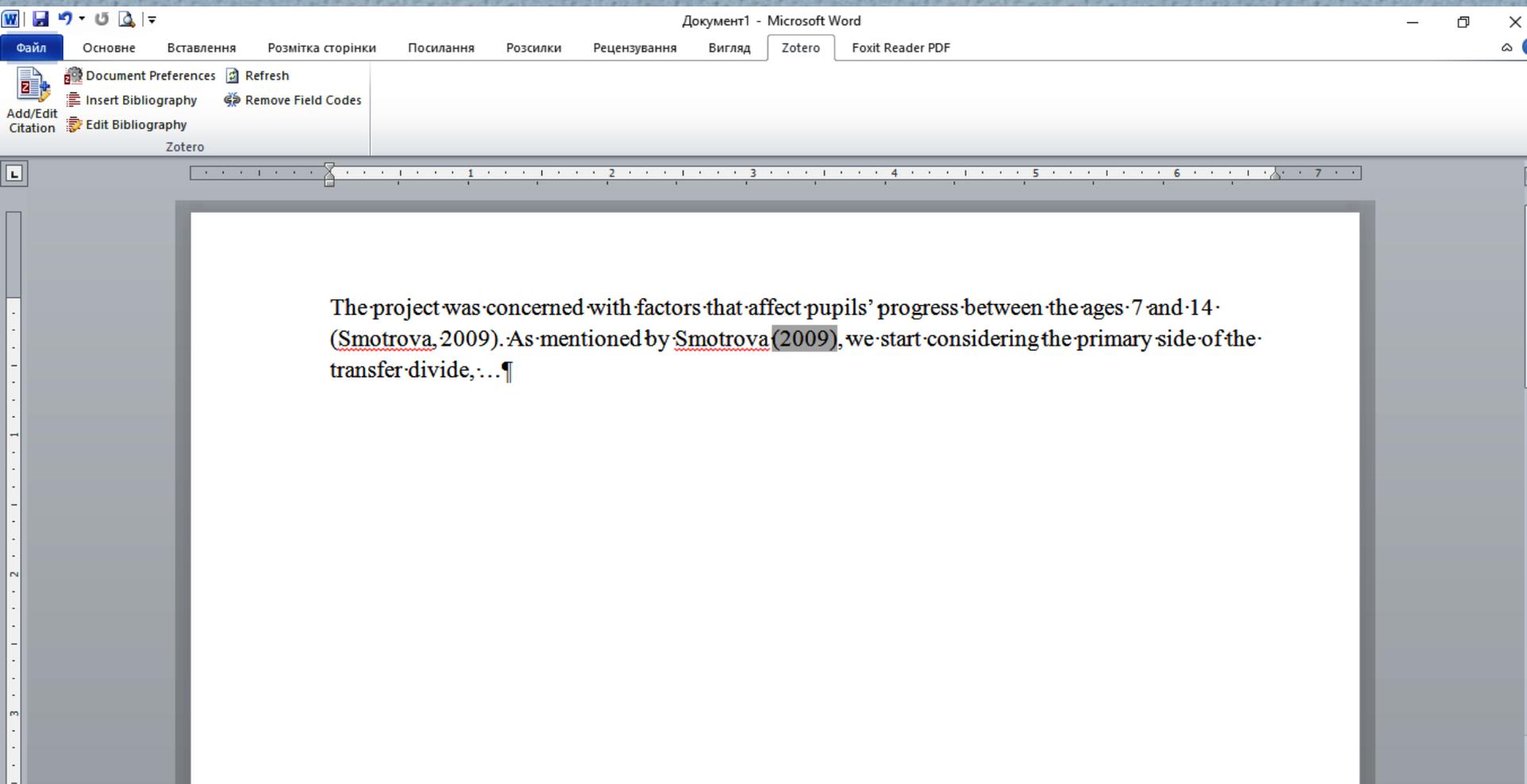
Z

How does it work?

The screenshot shows the Microsoft Word interface with the Zotero ribbon active. The document text reads: "The project was concerned with factors that affect pupils' progress between the ages 7 and 14 (Smotrova, 2009). As mentioned by Smotrova {Citation}, we start considering the primary side of the transfer divide." A red rounded rectangle highlights the citation "SMOTROVA, 2009" in the text. A Zotero citation dialog box is open over this citation, displaying the following information:

- Title:** Globalization and English Language Teaching in Ukraine
- Author:** SMOTROVA (2009), *TESOL Quarterly*, 43(4), 727-732.
- Page:** A dropdown menu set to "Page" and an empty input field.
- Prefix:** An empty input field.
- Suffix:** An empty input field.
- Suppress Author
- Open in My Library:** A button.

How does it work?



How does it work?

The screenshot shows the Microsoft Word interface with the Zotero ribbon active. The ribbon includes options like 'Document Preferences', 'Refresh', 'Insert Bibliography', and 'Remove Field Codes'. A tooltip for 'Insert Bibliography' is visible, explaining that it inserts a bibliography at the current cursor position and that the F1 key provides more information. The document content includes a paragraph with red underlines under 'Smotrova, 2009' and 'Smotrova (2009)', followed by two paragraph marks and a centered 'References' section with a paragraph mark below it.

Документ1 - Microsoft Word

Файл Основне Вставлення Розмітка сторінки Посилання Розсилки Рецензування Вигляд Zotero Foxit Reader PDF

Document Preferences Refresh
Insert Bibliography Remove Field Codes
Add/Edit Citation Edit Bibliography
Zotero

Insert Bibliography
Insert a new bibliography at the current cursor position

Zotero
Для отримання довідки щодо надбудови натисніть клавішу F1.

The project was concerned with factors that affect pupils' progress between the ages 7 and 14 (Smotrova, 2009). As mentioned by Smotrova (2009), we start considering the primary side of the transfer divide, ...¶

¶

¶

References¶

¶

How does it work?

The screenshot shows the Microsoft Word interface with the title bar "Документ1 - Microsoft Word". The ribbon includes tabs for "Файл", "Основне", "Вставлення", "Розмітка сторінки", "Посилання", "Розсилки", "Рецензування", "Вигляд", "Zotero", and "Foxit Reader PDF". The Zotero ribbon is active, showing options like "Document Preferences", "Refresh", "Insert Bibliography", "Remove Field Codes", "Add/Edit Citation", and "Edit Bibliography".

The main text of the document reads: "The project was concerned with factors that affect pupils' progress between the ages 7 and 14 (Smotrova, 2009). As mentioned by Smotrova (2009), we start considering the primary side of the transfer divide, ...".

Below the text are two paragraph marks. A section titled "References" is centered. The reference list contains one entry: "Smotrova, T. (2009). Globalization and English Language Teaching in Ukraine. *TESOL Quarterly*, 43(4), 727-732." The text "43(4), 727-732" is highlighted in grey.

QUESTIONS?

