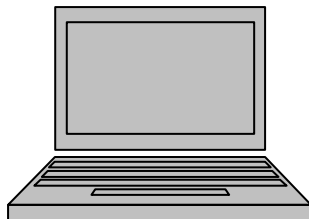


Tip Sheet: Writing and Using APA for Graduate Students/Candidates



Tip #1- Know the difference between paraphrasing material, and using direct quotes. When in doubt, cite your reference. It is easier to do so while you are writing than to go back later, and add-in citations later.

Tip#2- When using a direct quote in your writing/research, HAVE THE PAGE NUMBER(S) available to use in your citation.

Tip #3- If available, use the tools in your word processing program to help create citations, and to store your references. However, even though this is convenient, ALWAYS make sure your reference pages have correctly formatted citations.

Tip #4- Use programs such as *Evernote*, *Dropbox*, *Google Drive* to SAVE all references—even if you are not sure that you will use the reference. The *Evernote* program allows you to create various electronic notebooks which you can download an app or use any web browser which contains their *Web Clipper* to save key quotes, websites, charts, pictures, and articles (many different file formats). Evernote will also allow you to tag keywords to make it easier to find topics later. You can categorize sources in the following manner:

- 1) Create folders to store references by chapter
- 2) Creates folders to store references by usage (used, considering, or rejected)

Tip #5- If you are not sure about how to cite something LOOK IT up. As difficult and time consuming it is, you cannot afford to be lazy when working on a thesis or dissertation. It could come back to bite you if you don't properly cite sources.

Places to seek help on using correct APA format:

- 1) Purdue OWL APA website (Google it)
- 2) The actual, physical APA Manual/book (6th Edition)
- 3) Search and look at other theses or dissertations
- 4) Your chairperson, committee members, and editor or grammarian
- 5) *YouTube* has many demonstrations of how to properly cite, as well as use technology tools to help you create reference lists.