

ELP FORMATS —

Kolb Model, APA Style, Blooms Taxonomy

What type of format should I consider following when developing the ELP?

Kolb Model Requirements for Experiential Learning

Concrete Experience	Reflective Observation	Abstract Conceptualization	Active Experimentation
Describe your experience - what did you do? What actions did you take?	What did you notice and observe about the experience?	What rules, theories, and concepts apply to this situation?	What happened as a result of your experience, reflection, and learning? How did you apply your learning to future situations?
Common Verbs: worked, created, prepared, implemented, conducted, produced	Common Verbs: observed, watched, noticed, saw, thought, discovered	Common Verbs: concluded, theorized, found, realized, deduced, learned	Common Verbs: used, updated, applied, tried, implemented, changed

What is APA Style?

APA Module One:

This module explains what APA style is and why it is used. It briefly discusses plagiarism and how a structured method, such as APA, can aid the professor in detecting deliberate plagiarism and help the student to avoid unintentional plagiarism. The parts of an APA paper are then identified and reviewed, and APA guidelines for punctuation and mechanics are introduced. Finally, the relationship between citations and the reference list is discussed, and the format and structure for creating the reference list is explained.

APA Style

College professors most often require that students follow either APA (American Psychological Association) or MLA (Modern Language Association) styles when writing papers. MLA style is most commonly used within the areas of liberal arts and humanities. APA style was developed by the American Psychological Association and is frequently used in the social sciences, as well as in science and research fields. The Association uses it in all of its books and publications. Many other publications in the social sciences and other scientific fields use the APA format as well.

Professors require a style that uses a detailed and particular structure for several reasons:

- A method (such as APA) teaches a particular editorial style which ensures a clear and consistent presentation of written material.
- A common format used by all of a professor's students makes it easier and quicker to understand and evaluate many papers.
- Such a format helps students to avoid plagiarism, both intentional and unintended.
- A standard format makes it easier to find the writer's sources, checking their quality and authenticity.

Although each of these reasons is important, the avoidance and elimination of plagiarism is especially significant, since it can have consequences ranging from an 'F' on the submitted paper to failure of the course involved, or worse.

Plagiarism

Plagiarism is the use of someone else's words, ideas, or lines of thought without acknowledgement. It can take several forms, such as: submitting someone else's entire, completed work as a student's own; copying and pasting entire sections of another person's writing into a student's own; or failing to quote or properly acknowledge the distinct phrases, sentences, or even ideas of someone else in one's own work. Plagiarism can be deliberate, such as the submission of someone else's complete work or copying large sections of another's published material or it can be unintended, as a result of a student's failure to understand how to properly cite all material gathered from outside sources.

Usually, plagiarism has been thought of as an academic problem of over-worked, under-taught, or unethical students. It is sometimes referred to as "intellectual theft." Recently, however, it seems to be appearing more often in professional situations. It has appeared as faked newspaper stories in The New York Times, the copying of sentences in best-selling non-fiction books, and the use of

Recommended Reading:

For this module, you should read Chapters 2 – 4 of Pocket Guide to APA Style. Writing research papers, scholarly reports, or papers containing more than simply one's own opinion usually requires following a detailed and specific structure. Although the research process can be either formal or more tailored to suit each student's own style and methods, the organization of the resulting paper that is submitted, and the citation of sources and references within it, often must conform to a precise format.

significantly similar language throughout entire sections of a work of popular fiction. It has even played a role in the world of music. When a musician or band plays a song created by someone else, it is referred to as a "cover"; when a piece of a song is incorporated into another, it is called "sampling." Each of these actions is legal when permission has been granted or when the copyright for the material has expired. If the material is used without permission on copyrighted material, it is a form of plagiarism.

By understanding and following a method such as APA style, a student can write and submit a high-quality, professional paper that contains the proper references and citations. In addition, this format allows a professor to more easily discover when copied work is deliberately turned in. But perhaps the most important reason to use a style such as APA is that it ensures that people are given credit for their work.

ELP Formats continued.

Parts of the APA Paper

The primary characteristic of APA style is its deliberate structure and specific rules that govern all elements of a report or paper. These guidelines do not apply only to the citation of the words and ideas of others, but also to elements such as the parts of the paper to be included, their order and page layout, and punctuation and language. These guidelines are specific and a professor will require that they be followed and incorporated when specifying that APA style be used. Therefore, it is important to become familiar with them, to understand them and to have a reference guide that is quick and easy to access when writing.

The first area of importance covers the parts of the manuscript (or paper). APA style identifies 10 separate parts that the manuscript can contain. Not all papers will contain all of the sections listed, but the elements or parts that are used must be placed in the designated order. The elements and order of an APA paper are:

- Title Page
- Abstract
- Text
- Reference list
- Appendixes
- Author's note
- Footnotes
- Tables
- Figure captions
- Figures

APA style also specifies what is required in each of these sections, as well as page layout and details such as margin size, spacing and centering. For example, the abstract provides a brief description of the major ideas in a paper, is a single, un-indented, double-spaced paragraph, and can be no more than 120 words.

To further illustrate, the format for the title page also is specific. It will contain a page header, a running head (a short version of the paper's title), the title, and the author's name. The title is centered and has all major words capitalized. The title, author's name and other identifying information is centered on the page horizontally and at least one line of the title must appear in the top half of the page. This is only a sample of some of the precise requirements of the title page. APA style lists requirements to this level of detail for each of the ten identified sections of a manuscript.

Another area of importance is the text section or body of the manuscript. This is the major narrative section of the manuscript and APA style specifies an exact structure for this section based on the purpose of the paper. The manuscript can be classified as either an argumentative paper or review or as a research study and the elements within the text area will differ accordingly. For example, a research study will have a Methods section in place of the Body and two separate sections, Results and Discussion, replace the Conclusion.

Punctuation and Mechanics

In addition to the precise structure of a manuscript and rules for proper source citation, APA style also provides guidelines for punctuation and mechanics. There are many other punctuation requirements to be observed throughout a paper that follows APA style, including the proper use of periods, commas, and italics.

For example, semicolons are used not only to join clauses (when no coordinating conjunction is used), but also to separate elements in a series when the elements themselves contain commas.

The following sentence illustrates this situation:

The students were from Staten Island, New York; Brookfield, Connecticut; and Boston, Massachusetts.

Another area that is addressed is the use of quotation marks. APA style indicates that quotation marks are used in the titles of chapters, articles, songs, and so on within the text. However, quotation marks are not used when these same titles are listed as reference entries in the manuscript.

As you can see from these examples (and the many others within the text), APA style is very precise in the use of punctuation and writing mechanics. Students should be sure to follow these rules when writing and submitting papers according to the APA format.

Recommended Reading:

Chapter 2 of Pocket Guide to APA Style for complete details for all ten elements of a paper or manuscript.

Recommended Reading:

Chapter 3 of Pocket Guide to APA Style for an extensive listing, as well as explanations, of these guidelines.

Recommended Reading:

The complete APA guidelines for ordering, formatting, and alphabetizing the reference list in Chapter 4 of Pocket Guide to APA Style with more detailed explanations in future chapters.

References and Citations

Two of the most important areas for which APA style provides rules are the reference list and in-text citations. These two topics are related in that the reference list is an alphabetical compilation of all sources used in the manuscript. Citations occur in the text of the paper whenever a source is specifically referenced and relates this cited material back to its complete source information. As a result of the correct usage of these two tools, the reader can easily check the writer's accuracy and authenticity.

The reference list is an alphabetically arranged list of the sources used in a paper or manuscript. This section begins on a new page immediately after the last text page, continues the page numbering, and is double-spaced. It is introduced by the word References (centered but not italicized). As in other areas of APA style, reference listings follow a specific format.

ELP Formats continued.

Each entry in the reference list must follow an established order for presenting information. Not all of the information will be available for every entry, but the information that is obtained must be presented in the following order:

1. Authors (and editors). The names are listed in the order in which they appear (not alphabetically) and initials are used instead of first and middle names.
2. Publication dates.
3. Titles. List titles completely, no matter how long they are.
4. Additional information. Include any of the following information in the order that is presented if it is listed on the first page of an article, essay, etc., or the title page of a book.
 - Translator
 - Edition number
 - Volume number
 - Issue number
 - Inclusive pages
5. Facts of publication. For periodicals, take the volume number, issue number and date from the first few pages in journals or magazines. For books, take the publisher's name from the title page and the date (for #2 above) from the copyright page. Include the first city listed with the publisher (if more than one is given) and the most recent date.
6. Retrieval information. For electronic sources, record the date on which you accessed the information, the full name of the source and the URL.

In addition, reference entries in APA style must, of course, follow a precise format.

For example, the first line of each entry is begun at the left margin; subsequent lines for the same entry are indented five spaces. All authors' names are inverted (Robert M. Johnson is listed as Johnson, R. M). For books, only the first words of titles and subtitles, as well as proper names and adjectives, are capitalized; all other words are lower case. The title is italicized. Separate major sections of entries with periods. Separate the place of publication from the publisher's name with a colon.

An example of a standard textbook entry follows:

Johnson, R.M. (1992). Success for college students. Boston:Houghton.

Finally, the reference list must be in alphabetical order. This seems simple enough, but in reality can become complicated. The APA method provides clear guidelines for the order that should be used. For example, nothing precedes something! That is, Wood, T. S. comes before Woodman, K. Works by the same author appear in chronological order, so Roberts, T. M (2000) appears before Roberts, T. M. (2004). An authorless work is alphabetized by the first significant word in its title (other than a, an, or the). Therefore, *The price of poverty* precedes Stewart, R. P.

APA Module Two:

This module discusses in-text citation and quotation. It also covers how to cite periodicals, books, audiovisual and electronic sources.

In-Text Citation

The reference list, arranged alphabetically, provides comprehensive information on each of the sources used in a paper. By listing the author, publication dates, full titles, and publisher information, the writer ensures that readers (and professors) can locate sources for further study and verification.

An in-text citation (or parenthetical note) always corresponds to some entry in the reference list near the end of the paper. The purpose of a citation is first to clearly indicate that a sentence(s), study, idea, or thought originated with someone other than the writer of the paper. Second, the citation identifies exactly whose work or ideas are used and links back to the complete information found in the reference list. Remember that if a source is contained in the reference list, information from that source must be used somewhere within the text of the paper.

APA style specifies that when a writer incorporates information from an outside source into a paper, the writer must provide an in-text citation that usually contains the author's last name and the year of publication. This pattern is commonly called author-date style. The complexity of some sources may require the inclusion of additional or other information. The information in an entry for the reference list determines what items appear in the citation, creating parallel correspondence between the two.

Here is an example of parallel correspondence: if a reference-list entry for a book begins with the author's name, then the author's name appears in the in-text citation. However, if a reference-list citation for a book begins with the title, then the title appears in the citation. When these correlated entries between citations and references are made clearly and consistently in this way, it is easy for the reader to turn from in-text citation to reference list and readily locate the full entry for the source.

Recommended Reading:

For this module, you will read Chapters 2 – 4 of Pocket Guide to APA Style. APA style establishes detailed and specific rules for the structure, format, mechanics, and punctuation that students (and others) should follow when writing papers and manuscripts. APA methods also clearly address two other important areas of writing: the reference list and in-text citation, thought of together as documentation. These two areas are distinctly connected and the rules that govern them are likewise related, as well as extensively detailed.

ELP Formats continued.

Example 1

Reference List:

Johnson, E. T. (2006). *How to build a business*. Boston: Houghton.

In-text Citation

(Johnson, 2006)

Example 2

Reference List:

The National Business Society's economic outlook for the next decade (2007). New York: NBS Publishing.

In-text Citation

(National Business Society's economic outlook, 2007)

Quotation

When the writer of a paper uses someone else's exact words, the passage is quoted in the text of the paper. To avoid plagiarism, quoted material must be reproduced word for word, including exact spelling and punctuation. It must be properly separated from the text and, of course, accurately cited.

A quotation of fewer than 40 words appears within a normal paragraph, with the author's words enclosed in quotation marks. In addition to the normally required information, the in-text citation also will include a specific page reference.

For example:

Some small business experts point out that the first step in setting up a business is deceptively simple: "First, figure out what you are good at and what you like doing. That's it. That's as complicated as it gets to start out." (Johnson, 2005, p. 24).

APA style requires that a quotation of 40 words or more be set off from a normal paragraph in an indented block paragraph. After introducing the quotation, start the actual quotation on a new line, indented five spaces. Quotation marks do not appear at the opening and closing of a block quotation.

See Chapter 4 of *Pocket Guide to APA Style* for examples of long quotations.

Periodicals

There are several common types of periodicals that are often cited in papers and manuscripts. Journals are scholarly or academic publications (often associated with professional organizations) that present ideas and information developed by scholars and specialists – and reviewed by scholars – for an audience of scholars. They would be considered the most "formal" of the periodicals described here. Magazines are commercial publications that present ideas and information for general readers who are non-specialists. Newspapers provide recent news and opinions and are published daily or weekly.

The reference list entries for journals, magazines, and newspapers follow a basic format that is similar to that used for books (described in both Module #1 and the following section that corresponds to Chapter 6 in the *Pocket Guide*) but includes some additional information. The entry for a journal contains author and title information, but omits a publishing company and location. It will, however, need the issue and/or volume number, publication date and, most importantly, the page numbers clearly identifying from where the specific source information was taken.

Example

Reference List:

Reitzes, D. C., & Mutran, E. J. (2004). The transition to retirement: Stages and factors that influence retirement adjustment. *The International Journal of Aging and Human Development*, 59, 63-84.

In-text Citation

(Reitzes & Mutran, 2004)

APA style requires a comparable format for magazine articles. The reference list will need to indicate a volume number if any, as well as a date with a month (and day if published weekly) and year. Page numbers must also be included in this type of periodical. Newspapers also follow this format with specific dates and page numbers required. The basic in-text citations for referenced periodicals are simple: the author's name and publication date.

Example

Reference List:

Hoff, R. D. (2007, February 12). Google steps into Microsoft's office. *Business Week*. 62.

In-text Citation

(Hoff, 2007)

Recommended Reading:

Chapter 5 of *Pocket Guide to APA Style* for detailed explanations of citations for newspapers and other less common periodicals, as well as additional examples.

ELP Formats continued.

Books

The reference list entry for a book by a single author is fairly simple. It begins with the author's name (last name, followed by the initial of the first name), followed by the year of publication in parenthesis, the title, the city (and state, if required), and the publisher. Only the first word and proper nouns and proper adjectives of a book title are capitalized and the title is italicized.

Books with multiple authors or an organization as author, edited collections, multivolume collections, government documents (which are often extensive and of book length), pamphlets, and other similar publications follow this basic format for the reference list with edition, volume, page number, and other information included as required. The in-text citation for these books and variations follow the same format: the author's name and publication date.

Recommended Reading:

Chapter 6 of the Pocket Guide to APA Style contains detailed explanations and examples of the reference list entries and citations for books, the variations described above, and other related sources that might be encountered.

Recommended Reading:

Chapter 7 of Pocket Guide to APA Style for additional explanations and examples, as well as guidelines for other types of audiovisual sources.

Audiovisual Sources

Audiovisual sources include motion pictures, recordings, speeches, works of art, and other visual images. They are used less frequently than some of the other sources that have been described previously, but their occasional inclusion requires an understanding of how they are cited in a paper. APA style, of course, requires specific guidelines for their listing and citation. Several examples are given to illustrate their use.

A reference list entry for a motion picture or movie begins with the producer's or director's name followed by the word Producer or Director in parentheses. The entry continues with the year of the motion picture's release, its title in italics following the same capitalization rules as a book listing, and a descriptive title, such as motion picture, in brackets. The contributions of other people can be included here after the title in brackets with brief phrases, such as With or Written by to clarify their roles. The entry ends with the country of origin and the name of the motion picture company.

Example

Reference List:

Cameron, J. (Director). (1997). *Titanic*. [Motion picture]. [With Leonardo DiCaprio, Kate Winslet & Gloria Stuart]. United States: 20th Century Fox & Pictures.

In-text Citation

(Cameron, 1997)

The entry for a television broadcast follows a similar format. The city (and state, if necessary) is used in place of the country and the name of the network is used and written out completely. When referring to an individual episode of a television series, insert its title after the specific broadcast date without special punctuation. Later in the entry, use the word In to introduce the program title.

An entry for a selection from a recording begins with the writer or composer's name, the date of the recording (in parentheses) and the selection title. If the recording artist is not the writer/composer, then place his or her name next (in brackets), using the phrase Recorded by. Then include the album/CD title in italics, introduced by the word On (not italicized in the entry). The recording format is placed in brackets, followed by the city (and state or country, if necessary) and the company name.

Example

Reference List:

Lennon-McCartney. (1967). [Recorded by The Beatles]. *A day in the life*. On Sgt. Pepper's Lonely Hearts Club Band. [Album]. United States: Capitol-EMI.

In-text Citation

(Lennon-McCartney, 1967)

The in-text citation for all of these audiovisual sources uses the producer's, director's, or writer/composer's name followed the year of release.

ELP Formats continued.

Electronic Sources

More and more often writers and researchers are turning to electronic sources – websites (newspaper, magazine and general), scholarly projects, blogs, etc. – because of their prevalence and accessibility. Writers should be aware that although these information sources can be easy to find and access, they could be challenging to cite in a paper.

Many websites are developed without the rigid standards that exist for print sources; therefore, it can be difficult to locate the information that is required for standard reference list entries. For example, posting (or revision) dates might be located at the top or the bottom of the homepage; might be found on the “About This Site” subpage; or may not be included at all. In addition, the author of information on a website or part of a website might not be given. As a result, writers must thoroughly explore online sites and sources in order to secure as much necessary information as possible.

Writers should also remember that the quality, accuracy, and reliability of information presented on websites vary from site to site. Every effort should be made to verify these aspects of an online source before using the cited material in a paper or manuscript.

In response to these conditions, APA has developed a relatively simple and flexible strategy for citing the wide variety of electronic sources. First, for reference list entries, follow the same patterns that exist for comparable print sources, collecting as much of the usual identifying information as possible. Second, information about electronic access is added. APA style calls this type of information a retrieval statement.

The retrieval statement (without italics) follows this pattern:

Retrieved Month day, year from electronic address

The retrieval statement has no ending punctuation, because a closing period could be misread as part of the electronic address.

Remember that when gathering information needed to cite electronic sources, the goal should be to collect the most complete information possible for each electronic source. This helps to assure the reader that the most trustworthy and reputable sources and sites are used for one's paper.

When referring to an entire online information database or professional website, a reference list entry is not needed. However, the title of the source must be clearly identified in the text of the paper (capitalized but without special punctuation) and a basic in-text entry (the electronic address) must be provided.

For example:

The UNICEF website provides links to a variety of useful sources that discuss the welfare of children around the world (<http://www.unicef.org>).

A reference list entry must be used when citing a source – an article, illustration, or other element – from an online database or website. The entry should include the name of the author, compiler or editor of the individual source, if available; the posting or revision date; the title of the source, without special punctuation; the name of the database or website; and the retrieval statement. The in-text citation simply contains the author's name (or the article or source name, if no author or editor is given) and the posting or revision date.

Example

Reference List:

Pofeldt, E. (2006, October 12). Best bosses [Electronic version].

Fortune Small Business. Retrieved February 1, 2007, from

<http://money.cnn.com/2006/09/25/>

In-text Citation

(Pofeldt, 2006)

Recommended Reading:

Chapter 8 of Pocket Guide to APA Style for complete details and additional examples of reference list entries and citations for electronic and online sources.

Levels of Critical Thinking - Blooms Taxonomy

Level	Description	Understanding	Application	Analysis	Evaluation	Innovation
Knowledge	What you recall or describe, such as facts, terms, or concepts.	Describing, clarifying, and explaining facts or ideas.	Demonstrating how the concepts, facts, or ideas can be used.	Examine in more detail your decision and actions.	Judge the validity of the decision or action.	Create or change something based on your previous experience.
Key Words	what, where, when, which, how	demonstrate, compare, interpret, clarify	apply, experiment, do	explain, categorize, deduct, problem solve, ask why	evaluate, judge, make, recommendations	plan, change, create, innovate