PUNCTUATION IN APA 7 STYLE
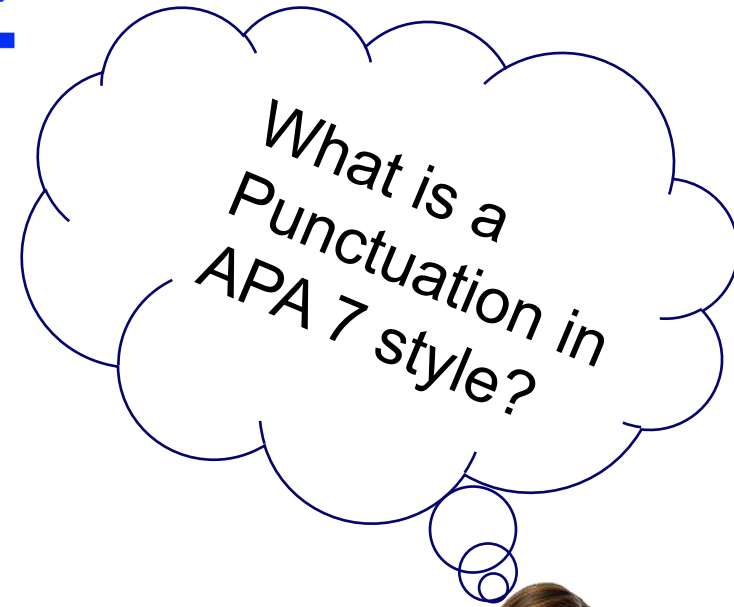
PUNCTUATION IN APA 7 STYLE

Student Learning Support

ACAP Australian College of Applied Professions

PUNCTUATION IN APA 7 STYLE

How to use this recording:

• Watch

• Pause to do activities

• Download the slides from:
https://sls.navitas-professional.edu.au/grammar-and-punctuation-1

What is a Punctuation in APA 7 style?

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GOALS FOR THIS SESSION

Understand how to use punctuation correctly in APA7 style:

1. Commas (,)
2. Periods/Full-stop (.)
3. Apostrophes (')
4. Semi-Colon (;)
5. Colon (:)
6. Quotation marks (" ")
7. Parentheses ( )
8. Square brackets [ ]
9. Dash (-)
10. Slash (/)
11. Italics (*Italics*)
12. Run on & Fragment sentence errors

For information on using **Capital letters**, see this link:

https://sls.navitas-professional.edu.au/sites/default/files/resource/capitalisation_guide.pdf

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Comma

,

COMMAS

1. Breaking up a list

- Professional knowledge refers to the theory, research and experience that guide practice.

2. Beginning a sentence with a conjunction word or phrase

- In addition, nurses need to be competent in a range of interventions and methods.

- For example, Clark (2012) argues that high hospital occupancy levels increases nursing workload.

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COMMAS

3. Separating parts of a sentence

- When assisting a patient, effective communication is essential.

- According to Blanc (2005), nurses need to possess a wide range of skills.

- The Alfred Hospital, which is located in Melbourne, is a major public teaching hospital.

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4. In-text citations

- (Smith, 2019)
- (Johnson, 2015, p. 45)

5. In a reference list entry

- Kalhori, F., Masoumi, S. Z., Shamsaei, F., Mohammadi, Y., & Yavangi, M. (2020). Effect of mindfulness-based group counseling on depression in infertile women: Randomized clinical trial study. International Journal of Fertility & Sterility, 14(1), 10–16. https://doi-org/10.22074/ijfs.2020.5785

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COMMA - ACTIVITY

**Add in commas where necessary.**

1. Medications are manufactured in many forms including tablet liquid powder spray and cream.

2. Prior to hand hygiene protective clothing should be put on as necessary.

3. Writers such as Tronto (2013) a clinical psychologist argue that caring must also be placed within a social context.

COMMA - ACTIVITY

Answers

1. Medications are manufactured in many forms including tablet, liquid, powder, spray and cream.

2. Prior to hand hygiene, protective clothing should be put on as necessary.

3. Writers such as Tronto (2013), a clinical psychologist, argue that caring must also be placed within a social context.

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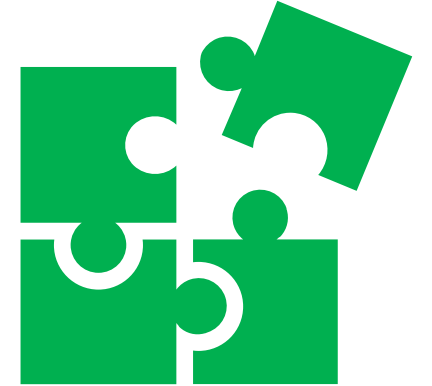
Period / Full stop

PERIOD / FULL STOP

1. To end a complete sentence:

- Smith (2011) have argued otherwise.
- ...this resulting in a rise in crime (Johnson, 2015).

2. With initials in names:

- Smith M. H.

3. To end each element within a reference (except DOI's and URL's):

- Smith M.H. (2011). The Meaning of Life. *Life Journal, 15* (3), 44-53.
  https://doi.org/xxxx

PERIOD / FULL STOP

4. Abbreviations:

- **Country Abbreviations:**
  In the United States and the United Kingdom
  when they are used as adjectives (U.S. Navy)

- **Latin abbreviations:** (a.m. / p.m. / e.g. / i.e. / vs.)

- **Era designations:** (B.C.E. / C.E. / B.C. / A.D.)

- **With reference abbreviations:**
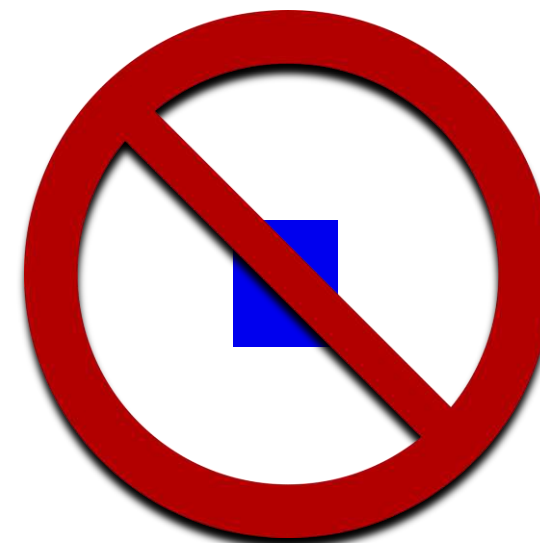 (Vol 1. / 2nd ed. / p. 6 / paras. 4-6)

- **Identity concealing labels in student research:**
  (the participant P.O.T.)

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PERIOD / FULL STOP

DO NOT USE...

1. **in abbreviations of state, province or territory names**
- (NY / CA / Washington DC / NSW / QLD)

2. **in capital letter abbreviations and acronyms:**
- (APA / NDA / ACAP / IQ)

3. **in abbreviations for academic degrees:**
- (PhD / PsyD / EdD / MD / MA / RN / MSW / LCSW)

4. **in metric and nonmetric measurement abbreviations**
- (cm / hr / kg / min / ml / s)

6. **After DOIs and URLs in reference list.**
   Smith M.H. (2011). The Meaning of Life. *Life Journal, 15* (3), 44-53.
   https://doi.org/xxxx

American Psychologist Association. (2020). *Publication Manual of the American Psychological Association* (7th ed.).

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PERIOD / FULL STOP - ACTIVITY

Add in full stops where necessary.

1. Allen (2019) argued for the opposite

2. Allen J T (2019) Research Tips *Psychology 101, 15*

   (3), 23-25 https://doi.org/xxxx

American Psychologist Association. (2020). *Publication Manual of the American Psychological Association* (7th ed.).

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PERIOD / FULL STOP - ACTIVITY

Add in full stops where necessary.

1. Allen (2019) argued for the opposite.

2. Allen J. T. (2019). Research Tips. *Psychology. 101, 15*

   (3), 23-25. https://doi.org/xxxx

American Psychologist Association. (2020). *Publication Manual of the American Psychological Association* (7th ed.).

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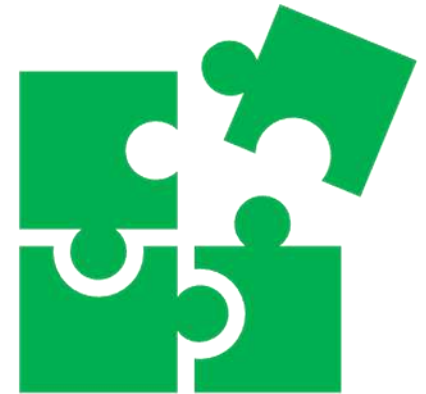
Apostrophe

,

APOSTROPHES

1. To show possession

- The manager's role involves supervising other staff.
- The hospital's report revealed a startling trend.

If the owner is plural, put the apostrophe after the 's'.

- The patient's safety is a priority. (singular – one patient)
- The patients' safety is a priority. (plural – several patients)

American Psychologist Association. (2020). *Publication Manual of the American Psychological Association* (7th ed.).
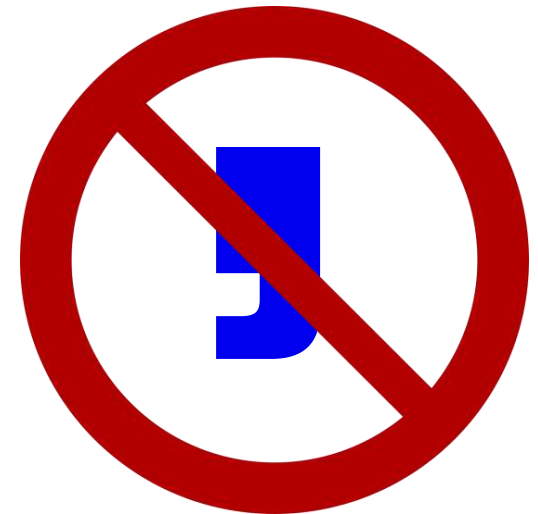
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APOSTROPHES

2. For contractions

However, contractions should be avoided in academic writing.

- The patient will feel more confident if there aren't any interruptions in the procedure.

Don't use apostrophes for plurals!

- five models for decision making (not model's)
- several key theories (not theory's)
- the two therapists that attended (not therapist's)

American Psychologist Association. (2020). *Publication Manual of the American Psychological Association* (7th ed.).

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APOSTROPHE ACTIVITY

Add in an apostrophe where necessary.

1. Care must be taken when sharing a clients personal information.

2. These tools can guide and inform practitioners work

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APOSTROPHE ACTIVITY

Answers

1. Care must be taken when sharing a client's personal information.

2. These tools can guide and inform practitioners' work.

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Semi-colon

;

SEMI-COLON

Use semi-colon…

1. **To separate two independent clauses not joined by a conjunction:**

- Some students failed the test; other students passed.

2. **To separate two independent clauses joined by a conjunctive adverb such as "therefore", "however" or "nevertheless":**

- The students failed the test; however, they were given ' ' another chance to do it again.

3. **To separate items in a list that already contain commas:**

- The colour groupings were yellow, green and gold;black, white and red; or blue, white and red.

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SEMI-COLON

Use semi-colon...

4. to separate multiple parenthetical citations
- (Smith, 2019; Jones, 2017; Fisher & Gills, 2014)

5. to separate different types of information in the same set of parentheses to avoid back-to-back parentheses
- (n = 22; Smith, 2019)

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SEMI-COLON ACTIVITY

Add in a semi-colon where necessary.

1. Some students showed improvement others did not.

2. In several studies, an increase in student engagement was seen however, there was also a decrease in retention (Smith, 2019 Johnson, 2020 Daniels, 2020).

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SEMI-COLON ACTIVITY

Answers

1. Some students showed improvement; others did not.

2. In several studies, an increase in student engagement was seen; however, there was also a decrease in retention (Smith, 2019; Johnson, 2020; Daniels, 2020).

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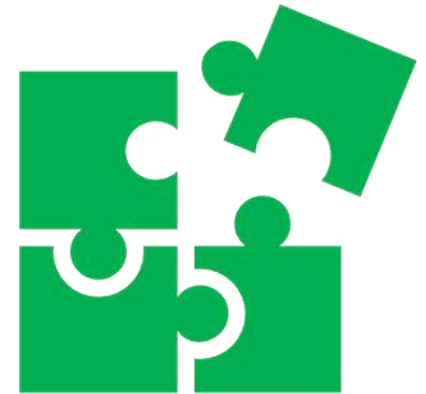
Colon

:

COLON

Use a colon …

1. between a grammatically complete introductory clause and a final phrase or clause that illustrates, extends, or amplifies the preceding thought:

- There are three main areas needing improvement: cohesion in writing, referencing and punctuation.

  Smith (2019) gave confirmation to the previous test results: student engagement was linked to student age.

2. in ratios and proportions:
   The proportion of the dye to water was 1:15.

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COLON ACTIVITY

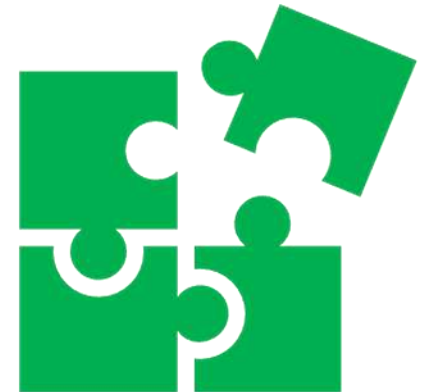**Add in a colon where necessary.**

1. There are 4 main areas to consider the colour, height, width and weight.

2. Johnson (2019) confirmed the experimentation results there was a 1 3 ratio between the two liquids.

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COLON ACTIVITY

Answers

1. There are 4 main areas to consider: the colour, height, width and weight.

2. Johnson (2019) confirmed the experimentation results: there was a 1:3 ratio between the two liquids.

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Quotation marks

" "

QUOTATION MARKS

Use quotation marks...

1. with direct quotations from a source:

- "Cultural competence is defined as a set of skills, attitudes and practices that enable the healthcare professionals to deliver high-quality interventions to patients from diverse cultural backgrounds" (Owiti et al., 2014, p. 814).

American Psychologist Association. (2020). *Publication Manual of the American Psychological Association* (7th ed.).

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QUOTATION MARKS

Use quotation marks...

2. **to refer to a letter, word, phrase, or sentence as a linguistic example or as itself.**
- The letter "m"
- The plural "they"
- They answered "yes" or "no"
- Students wrote "I promise to uphold the honour code" at the top of the page.

3. **to present stimuli in the text (short list):**
- The stimulus words were "blue" and "food".

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QUOTATION MARKS

Use quotation marks...

4. **To reproduce material from a test item or verbatim instruction to participants.**
   - The first item was "How many minutes a day do you check your phone?".
   - Participants read, " You must choose between A, B, C, and D."

5. **To introduce a label (After the label has been used once, do not use the quotation marks for subsequent occurrences)**
   - The cheese brand's label changed from to "Cheer".

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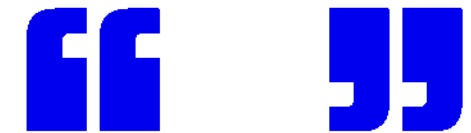
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QUOTATION MARKS

Use quotation marks...

6. To introduce a word or phrase used as an ironic comment as slang, or as an invented or coined expression; use quotation marks only for the first occurrence of the word or phrase, not for subsequent occurrences.

- **First occurrence:**
  ...described as "rare" behaviour...
  ...called a "reliable source"...

- **Subsequent occurrence:**
  ...rare behaviour...
  ...reliable source...

American Psychologist Association. (2020). *Publication Manual of the American Psychological Association* (7th ed.).

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QUOTATION MARKS

Use quotation marks...

7. around the title of a periodical article or book chapter when the title is used in the text or in a copyright attribution. (Do not use quotation marks around the article or book chapter title in the reference list entry):

In text:
Smith's (2011) article, "The Meaning of Life", described...

In the reference list:
Smith M.H. (2011). The Meaning of Life. *Life Journal, 15*(3), 44-53. https://doi.org/xxxx

American Psychologist Association. (2020). *Publication Manual of the American Psychological Association* (7th ed.).

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QUOTATION MARKS

DO NOT USE double quotation marks

1. to highlight a key term or phrase for which you will provide a definition; instead, use *italics*.
   - *Mindfulness* is a term that…

2. to refer to a numeral as itself because the meaning is sufficiently clear without quotation marks:
   - The numeral 4 was displayed on the screen.

3. to hedge or downplay meaning (do not use any punctuation with these expressions)
   - **Incorrect:** The teacher gave a "reward" to the students.
   - **Correct:** The teacher gave a reward to the students.

American Psychologist Association. (2020). *Publication Manual of the American Psychological Association* (7th ed.).

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QUOTATION MARKS- ACTIVITY

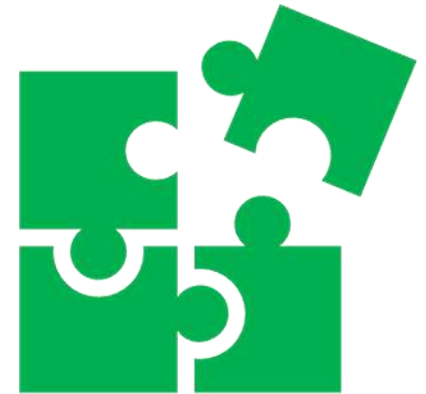**Add in the quotation marks where necessary.**

1. In his article, The Meaning of Happiness, Smith discussed...

2. The stimulus words that Smith (2019) used were the words green and happiness.

3. Barlow et al. (2017) argued that both depressive episodes and mania are more severely impaired than those without concurrent depression and manic symptoms (p. 219).

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QUOTATION MARKS- ACTIVITY

Answers

1. In his article, "The Meaning of Happiness", Smith discussed...

2. The stimulus words that Smith (2019) used were the words "green" and "happiness".

3. Barlow et al. (2017) argued that "both depressive episodes and mania are more severely impaired than those without concurrent depression and manic symptoms" (p. 219).
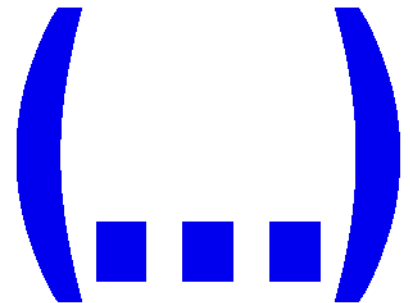
American Psychologist Association. (2020). *Publication Manual of the American Psychological Association* (7th ed.).

Parentheses
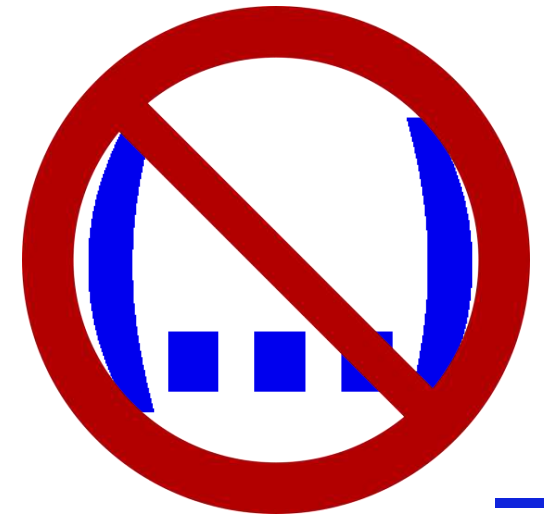
(...)

PARENTHESES

Use parentheses...

1. **around in-text citations as well as the page or paragraph number of a direct quote.**

- Smith (2011) states the experiment was successful.
- The experiment was successful (Smith, 2011).
- Smith (2011) states "the results of the testing were promising" (p. 14).

2. **to introduce an abbreviation in the text the first time only.**

- The Australia College of Applied Psychology (ACAP)
- Cognitive Behavioural Therapy (CBT)

American Psychologist Association. (2020). *Publication Manual of the American Psychological Association* (7th ed.).

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PARENTHESES

DO NOT USE parenthesis

- **around information that could be integrated into the sentence**

- The students (who are from ACAP) showed improvement.
- The students who are from ACAP showed improvement.

- The educators (counselling) taught the students.
- The counseling educators taught the students.

American Psychologist Association. (2020). *Publication Manual of the American Psychological Association* (7th ed.).

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PARENTHESES - ACTIVITY

**Add in parentheses where necessary.**

1. Cognitive Behavioural Therapy CBT is more effective than....
   Smith, 2011

2. Smith 2011 argued that CBT was "highly effective at......" p. 14.

3. CBT was "highly effective at......" Smith, 2011, p. 14.

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PARENTHESES - ACTIVITY

Answers

1. Cognitive Behavioural Therapy CBT is more effective than....
   (Smith, 2011)

2. Smith (2011) argued that CBT was "highly effective at......" (p. 14).

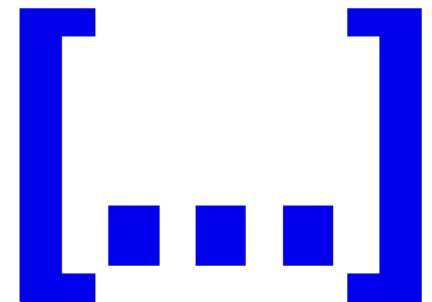3. CBT was "highly effective at......" (Smith, 2011, p. 14).

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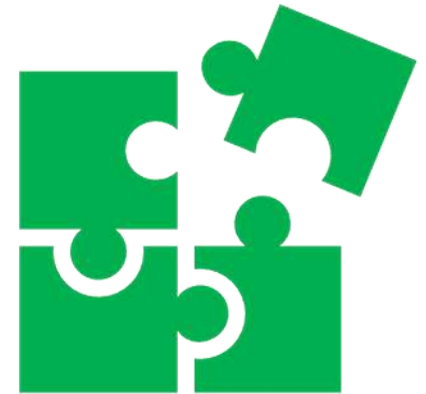
Square brackets

[...]

SQUARE BRACKETS

Use square brackets

1. **around the parenthetical information already found with parentheses.**
- (Cognitive Behaviour Therapy [CBT] results are shown in Figure 1.)

2. **around the first use of an abbreviation if it is parenthetical citation.**
- (The Australia College of Applied Psychology [ACAP], 2021)

American Psychologist Association. (2020). *Publication Manual of the American Psychological Association* (7th ed.).

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Dash

—

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DASH

1. **Use the En-dash (short dash)** –

- In compound adjectives
- author-date citation
- Melbourne–Brisbane flight

- For numerical, page and percentage ranges
- p. 55–63 / 25%–50%

2. **Use the Em-dash (long dash)** —

- To set off an element added to digress or amplify a main clause.
- Student age—not student economic background—was seen as the main cause.

ACAP

Slash

/

SLASH

Use the slash

1. **To specify either of two possibilities**
- and/or
- Latino/a

2. **To separate a numerator from a   denominator**
- x/y

3. **In citations of translated, reprinted, reissued or republished works in the text**
- Smith (1965/2015)

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SLASH

DO NOT USE the slash when a phrase could be clearer

- **Incorrect:** Each student had access to the lecturer/the tutorial teacher.

- **Correct:** Each student had access to the lecturer or the tutorial teacher.

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SLASH / DASH - ACTIVITY

Add a slash or dash where necessary.

1.   The first policy not the second one was seen as the most effective.

2.   The reward of money and or gift card was offered to the participants.

3.   Johns (1995 2015) stated that...

SLASH / DASH - ACTIVITY

Answers

1. The first policy—not the second one—was seen as the most effective.

2. The reward of money and/or gift card was offered to the participants.

3. Johns (1995/2015) stated that...

Italics

I

ITALICS

Use Italics...

1. when first using key terms or phrases, often accompanied by a definition.
- *Mindfulness* is a practice which is defined by Smith (2014) as ...

2. when first using of words, phrases, or abbreviations from another language when not familiar in the reader's own language.
- This was called the *arribista* attitude.

I

American Psychologist Association. (2020). *Publication Manual of the American Psychological Association* (7th ed.).

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ITALICS

Use Italics

3. **for the title of a book in the reference list**

    Van Deurzen, E., & Arnold-Baker, C. (2018). *Existential therapy: Distinctive features*. Routledge.

4. **for the name of a published Journal in the reference list**

    Kalhori, F., Masoumi, S. Z., Shamsaei, F., Mohammadi, Y., & Yavangi, M. (2020). Effect of mindfulness-based group counseling on depression in infertile women: Randomized clinical trial study. *International Journal of Fertility & Sterility, 14*(1), 10–16.

I

American Psychologist Association. (2020). *Publication Manual of the American Psychological Association* (7th ed.).

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ITALICS

Use Italics

5. **for the title of webpage in the reference list**

    Ackerman, C. E. (2020, April 16). *Positive psychology & why is it important.* PositivePsychology.com. https://positivepsychology.com/what-is-positive-psychology-definition

6. **for the title of a report or policy in the reference list**

    Department of Aboriginal and Torres Straight Island Partnerships. (2016-2017). *Annual bulletin for Queensland's discrete Indigenous communities.* Queensland Government. https://www.datsip.qld.gov.au/publications-governance-resources/discrete-indigenous-communities-key-indicator-reports

I

American Psychologist Association. (2020). *Publication Manual of the American Psychological Association* (7th ed.).

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ITALICS- ACTIVITY

**Add *italics* where necessary.**

1. Geldard, D., Geldard, K., & Yin Foo, R. (2016). Basic personal counselling: A training manual for counsellors (8th ed.). Cengage Learning.

2. The practice of mindfulness has been studied for its effectiveness in reducing stress.

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ITALICS- ACTIVITY

Answers

1. Geldard, D., Geldard, K., & Yin Foo, R. (2016). *Basic personal counselling: A training manual for counsellors* (8th ed.). Cengage Learning.

2. The practice of *mindfulness* has been studied for its effectiveness in reducing stress.

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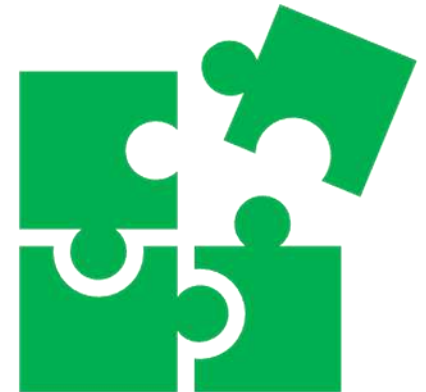
Fragment & Run-on sentence errors

COMMON SENTENCE ERROR #1: SENTENCE FRAGMENTS

1. Some more comments about the procedures.

2. Patients were asked to sign consent forms. After the doctor made a final decision.

3. By not carefully preparing ahead of time run the risk of not knowing what to do.

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COMMON SENTENCE ERROR #1: SENTENCE FRAGMENTS

Problem	Solution
Missing a verb *Some more comments about the procedures.*	**Add a verb** *Some more comments* were made *about the procedures.*
Unconnected fragment *Patients were asked to sign consent forms. After the doctors made a final decision.*	***Join the parts to make one sentence*** *Patients were asked to sign consent forms* after *the doctors made a final decision.*
Missing subject *By not carefully preparing ahead of time run the risk of not knowing what to do.*	**Add the doer of the action** By not carefully preparing ahead of time, the student *runs the risk of not knowing what to do.*

FRAGMENT ERROR ACTIVITY

Correct the sentence fragments below.

1. Different treatments available at hospitals.

2. Because they made the wrong decision.

3. In the end decided to go for a coffee.

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FRAGMENT ERROR ACTIVITY
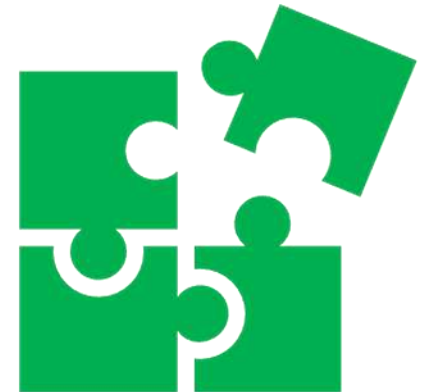
Answers

1.   Add a verb:

Different treatments `are` available at hospitals.

2. Add in second part of sentence:

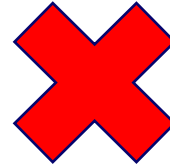Because they made the wrong decision, `the patient was put at risk.`

3. Add in the subject (the 'doer'):

In the end, `she` decided to go for a coffee.

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# COMMON SENTENCE ERROR #2: RUN-ON SENTENCES

1. Regular physical activity can help slow down the ageing process, it will also give the elderly a chance to be independent citizens for a lengthier period.

   ❌

   Regular physical activity can help slow down the ageing process. It will also give the elderly a chance to be independent citizens for a lengthier period.

   ✅

2. Empathy involves considering the patient's perspective this includes understanding their priorities might be.

   ❌
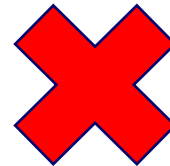
   Empathy involves considering the patient's perspective. This includes understanding their priorities might be.

   ✅

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ACTIVITY

Correct these run-on sentences.

1. Nurses need to be culturally sensitive and anti-racist, these issues must be addressed in nurse education and practice.

2. The rapidly ageing population has increased the demand for healthcare, the number of hospital beds has also decreased.

ACTIVITY

1. Nurses need to be culturally sensitive and anti-racist, so these issues must be addressed in nurse education and practice.

   OR

   Nurses need to be culturally sensitive and anti-racist. These issues must be addressed in nurse education and practice
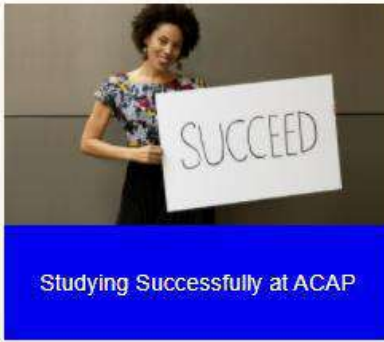
2. The rapidly ageing population has increased the demand for healthcare, and the number of hospital beds has also decreased.

   OR

   The rapidly ageing population has increased the demand for healthcare. The number of hospital beds has also decreased.
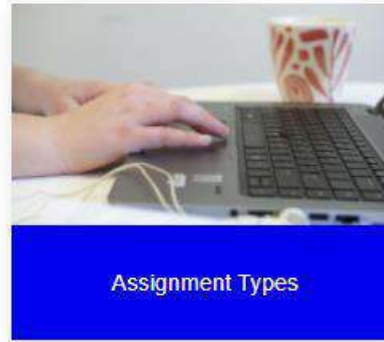
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Studying Successfully at ACAP

Referencing and Academic Integrity

Assignment Types

Enhance Your Writing

Preparing Your Assessments

Presentation Skills

Making The Technology Work For You

Being a Critical and Reflective Thinker

Essential Skills For Your VET Diploma Studies

Peer Assisted Study Sessions (PASS)

Test and Exam Skills

English Language Support

http://sls.navitas-professional.edu.au/

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WHO CAN HELP ME?

Questions about my assignment and class content	Questions and advice about how to develop study skills and improve my academic writing	Timetable, Attendance, Enrolment, Course Planning, Extension, Special Consideration, Accessibility, Counsellor	Class Space, Login, Email, Office 365	Fees
Your educator	Your local SLS advisor	The Student Engagement Team	IT support	Fees & Loans
• Q/A Discussion forum • Direct message • In the class space • Email educator	Click here to find your local SLS contact details	Email: studentcentral@acap.edu.au Virtual Reception Desk: https://acap.zoom.us/j/660235497 Phone: 1800 061 199	Email: helpdesk@my.navitas-professional.edu.au Phone: (02) 9964 6322.	feesandloans@acap.edu.au

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Assignment Types

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Essential Skills For Your VET Diploma Studies

Peer Assisted Study Sessions (PASS)

Test and Exam Skills

English Language Support

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CONTACT

Your friendly Student Learning Support (SLS) team

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Brisbane students

SLSBrisbane@acap.edu.au

Melbourne students

SLSMelbourne@acap.edu.au

Adelaide students

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Perth students

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