APA Formatting & Style

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JANUARY 2021
What is APA style/formatting?

- Refers to guidelines and style formatting used by the American Psychological Association (APA)
- Current edition – 7th

Image source: https://images.app.goo.gl/9TLYQqnZtntMesTY7
Why APA?

- Uses a structured, consistent format
- Allows focus to be placed on content rather than format
- Used in most academic journals
- It’s what your instructor expects
  - Papers
  - Discussion posts
  - Others – be sure to ask!
APA Resources

APA

• Publication Manual of the American Psychological Association, 7th Edition
• Concise Guide to APA Style, 7th Edition
• APA Style Website - https://apastyle.apa.org/

Others

https://owl.purdue.edu/index.html

Allen College Website - https://www.allencollege.edu/academic-resources.aspx#APA%20Resources
APA Structural Elements

Image source: Pixabay.com
Information that follows is taken from the APA Style Instructional Aids webpage and includes the structural elements of a student paper. A variety of useful resources can be found at the site indicated below.

Check out:  https://apastyle.apa.org/instructional-aids
Student Paper Checklist

Use this checklist while writing your paper to make sure it is consistent with seventh edition APA Style. This checklist corresponds to the writing and formatting guidelines described in full in the Publication Manual of the American Psychological Association (7th ed.). Refer to the following chapters for specific information:

- paper elements and format in Chapter 2
- writing style and grammar in Chapter 4
- bias-free language in Chapter 5
- mechanics of style in Chapter 6
- tables and figures in Chapter 7
- in-text citations in Chapter 8
- reference list and reference examples in Chapters 9 and 10

Information and resources are also available on the APA Style website. If you have questions about specific assignment guidelines or what to include in your APA Style paper, please check with your assigning instructor or institution. If you have questions about formatting your thesis or dissertation, check your institution’s guidelines or consult your advisor.

Student Title Page

- Format (Section 2.3): Double-space the title page. Center each element on its own line. Do not use italics, underlining, or different font sizes.

- Title (Section 2.4): Concise, engaging summary of the paper and its main topic and/or variables. Write the title in title case: Capitalize the first letter of the title, the subtitle, and any major words of four letters or more (plus linking verbs “is,” “are,” and “be”). Double-space, center, and bold the title in the upper half of the title page (three or four lines down from the top).

- Author Affiliation (Section 2.6): Name of the department of the course to which the paper is being submitted and name of the college or university. Use the format: Department, College (e.g., Department of History, Williams College). Do not include the school’s location unless part of its name. Center the affiliation one double-spaced line after the author name(s).

- Course Number and Name (Section 2.2): Number and name of course to which the paper is being submitted. Use the format shown on course materials (e.g., syllabus). Write the number and name on the same line. Center the
Student Title Page

- Format (Section 2.3)
  - Entire page is double-spaced
  - Each element is centered
  - Do not use italics, underlining, or different font sizes

- Title (Section 2.4)
  - Summarizes main idea concisely in an engaging way
  - Title case
    - Capitalize first letter and any major words of four letters or more (plus any linking verbs – Is, Are, and Be)
  - Double-space, center, and bold the title
  - Should be in upper half of title page

- Author Name (Section 2.5)
  - Full name of each author
  - Format – First M. Last
  - Centered, two double-spaced lines after title

- Author Affiliation (Section 2.6)
  - Name of the department of the course and name of college or university
  - Format – Department, College
  - Centered, one double-spaced line after author name(s)

- Course Number and Name (Section 2.2)
  - Include number and name of course on the same line – use format shown on syllabus
  - Centered, one double-spaced line after author affiliation

- Instructor Name (Section 2.2)
  - Include name of course instructor – use format shown on syllabus
  - Centered, one double-spaced line after course number and name

- Due Date (Section 2.2)
  - Include month, day, year (spell out month)
  - Centered, one double-spaced line after Instructor name

- Page Header (Section 2.18)
  - Page number 1 – flush right in header

APA, 2020
Nurturing the Nurses: Reducing Compassion Fatigue Through Resilience Training

Oliver B. Lee
Department of Family and Community Health, University of Pennsylvania

NURS 101: The Nature of Nursing Practice
Dr. Priya C. Agarwal
March 16, 2020
Paper Format

- Page Header (Section 2.18)
  - Page number – flush right of all pages
  - Insert page number using automatic page-numbering function
  - Note: Running heads are not required for student papers

- Font and Font Size (Section 2.19)
  - Use the same font and size throughout paper
  - Recommendations:
    - 11-point Calibri
    - 11-point Arial
    - 10-point Lucida Sans Unicode
    - 12-point Times New Roman
    - 11-point Georgia
    - 10-point Computer Modern

- Line Spacing (Section 2.21)
  - Double-space throughout
  - Do not add extra lines before or after headings or between paragraphs

- Margins (Section 2.22)
  - 1 in. on all sides

- Paragraph alignment (Sections 2.23-2.24)
  - Left-align text (do not use full justification)
  - Indent first line of each paragraph 0.5 in. (one tab key)

- Paper Length (Section 2.25)
  - Follow assignment guidelines
  - May use word count as a guide

1234567890!"#$%&'()=?: The Quick Brown Fox Jumps Over the Lazy Dog One two three four five six seven eight night ten eleven

APA, 2020

Image source: https://images.app.goo.gl/7VXmwCouYszNwLqF9
**Paper Organization**

- **Introduction (Section 2.11)**
  - Repeat the paper title on first line of first page of text, before opening paragraph
  - Center and bold title
  - Do not include "Introduction" heading
  - Use Level 2 headings for subsections in the introduction
- **Text (Section 2.11)**
  - Use headings as needed to organize
  - Use Level 1 heading for main section after the introduction
- **Page Order (Section 2.17)**
  - Title page
  - Abstract (if needed)
  - Text
  - References
  - Footnotes (if needed)
  - Tables (if needed)
  - Figures (if needed)
  - Appendices (if needed)
- **Headings (Section 2.27)**
  - Start each new section with a heading
  - Write all headings in title case and bold
  - Italicize Level 3 and 5 headings
  - Follow guidelines for alignment of headings (see next slide and link)
- **Section Labels (Section 2.28)**
  - Bold and center, including "Abstract" and "References"
## Headings (Section 2.27)

### APA Headings

<table>
<thead>
<tr>
<th>Level</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Centered, Boldface, Title Case Heading</strong>&lt;br&gt;Text starts a new paragraph.</td>
</tr>
<tr>
<td>2</td>
<td><strong>Flush Left, Boldface, Title Case Heading</strong>&lt;br&gt;Text starts a new paragraph.</td>
</tr>
<tr>
<td>3</td>
<td><strong>Flush Left, Boldface Italic, Title Case Heading</strong>&lt;br&gt;Text starts a new paragraph.</td>
</tr>
<tr>
<td>4</td>
<td><strong>Indented, Boldface Title Case Heading Ending With a Period.</strong> Paragraph text continues on the same line as the same paragraph.</td>
</tr>
<tr>
<td>5</td>
<td><strong>Indented, Boldface Italic, Title Case Heading Ending With a Period.</strong> Paragraph text continues on the same line as the same paragraph.</td>
</tr>
</tbody>
</table>
Writing Style

• Continuity (Sections 4.1-4.3)
  • Check for continuity in words, concepts, and thematic development
  • Clearly explain relationships between ideas
  • Present in logical order
  • Use transitions to connect sentences, paragraphs, and ideas

• Conciseness (Sections 4.4-4.6)
  • Be careful and deliberate with word choices
  • Eliminate wordiness, redundancy, overuse of passive voice
  • No jargon, contractions, colloquialisms
  • Vary sentence length
  • Paragraphs
    • No single-sentence paragraphs
    • Avoid paragraphs longer than one double-spaced page

• Clarity (Sections 4.7-4.11)
  • Clear and precise language
  • Use professional tone and language
  • Avoid anthropomorphisms
  • Make logical comparisons

APA, 2020
Scholarly Voice

• Clear, succinct language
• Follows tools and rules of grammar
• Free from bias

- Depends on purpose of assignment or paper – A.K.A. framing
  - Relationship: cause-effect
  - Comparison: similarity, difference
  - Process: How did it work and how might it work now?
  - Definition: What is involved in the issue?
  - Testimony – authority: What do the experts say? What does the data say?
  - Chronology: How has this evolved over time?

One is not required to write in an expeditious manner with increased facticity. The author should write perspicaciously and avoid obfuscating the central message.

Why use a five-dollar word when a fifty-cent word will do?

See: https://www.prismnet.com/~hcexres/style_probs/pompous_words.html

Johnson & Rulo, 2019; Schwartz, Landrum, & Gurung, 2021
Anthropomorphism and Logical Comparisons

• Anthropomorphism – attributing human actions to inanimate objects
  • The theory concludes humans have difficulty dealing with change.
  • Acceptable usage, per APA:
    • This section addresses…
    • This paper focuses on…
    • The results suggest…

• Logical Comparisons
  • Illogical comparisons result from poor sentence structure or omitting key words

You have higher odds of being injured by a vending machine than a cat.

Grammar

- **Verb Tense** (Section 4.12)
  - Use consistent verb tense in paragraphs and sections
- **Voice** and Mood (Sections 4.13-4.14)
  - Use active rather than passive voice in most instances
- **Subject and Verb Agreement** (Section 4.15)
  - Use verbs that agree in number (singular or plural) with their subjects
- **Pronouns** (Sections 4.16-4.21)
  - Use first-person pronouns to describe your work and personal reactions
    - I examined…; I agreed with…
  - **Singular “they”**
    - Use it when referring to a person who uses it as their self-identified pronoun or when gender is unknown or irrelevant

Image source: https://images.app.goo.gl/FfBegFYb1qE1ddkd7
Active vs. Passive Voice

- Active voice:
  - Subject (performer) → verb → object (receiver)
  - The boy kicked the ball.

- Passive voice:
  - Object → verb → subject
  - The ball was kicked by the boy.

Example: Patients are killed by heart attacks more often than other conditions. This is passive voice! Patients are killed by zombies (by heart attacks)…

Improved sentence: Heart attacks kill more patients as compared to other conditions.

Image source: https://images.app.goo.gl/Z8vmQyz8kzHijMhS8
Pronouns

• APA does allow using “I” to address yourself
  • Correct: I performed a literature review…
• Check with your instructor to ensure use is appropriate for assignment
• Do not refer to yourself in the third person
  • Incorrect: The author created this presentation.
  • Correct: I created this presentation.
• If referring to a group, “we” is appropriate (if allowed)
  • Correct: We simulated conditions…
• Avoid editorial “we”

Correct: As nurses, we tend to rely on…
Incorrect: We tend to rely on…

APA, 2020
• Eliminate it from your writing and avoid perpetuating beliefs or demeaning attitudes
• Use language with inclusivity and respect in mind
• Considerations:
  • Age
  • Disability
  • Gender
  • Participation in research
  • Racial and Ethnic identity
  • Sexual orientation
  • Socioeconomic status
  • Intersectionality

Bias-Free Language Resource

Image source: Pixabay.com

APA, 2020
Mechanics of Style

• Punctuation (Sections 6.1-6.6, 6.8-6.10)
  • Use punctuation marks correctly including reference list entries
  • Use varied punctuation marks
  • Avoid multiple punctuation marks in same sentence – split into multiple shorter sentences
  • One space after a period or other punctuation mark
  • Use a serial comma before the final element in lists of three or more items
  • Use parentheses to set off in-text citations

• Quotation Marks (Section 6.7)
  • Commas and periods are placed inside closing quotation marks
  • Other punctuation marks (e.g., colons, semicolons, ellipses) are placed outside closing quotation marks
  • Placed around direct quotations
  • Not used in reference list

• Italics (Sections 6.22-6.23)
  • Use to draw attention to text
  • First use of key terms or phrases accompanied with a definition
  • Not used for emphasis

• Spelling and Hyphenation (Sections 6.11-6.12)
  • Matches Merriam-Webster.com or APA Dictionary of Psychology
  • Words with prefixes or suffixes do not include a hyphen

• Capitalization (Sections 6.13-6.21)
  • Use title case and sentence case correctly
  • Capitalize proper nouns
  • Do not capitalize diseases, disorders, theories, others

APA, 2020
STANDARD COMMA

YOU KNOW BOB, SUE AND GREG?
THEY CAME TO MY HOUSE.

OXFORD COMMA

YOU KNOW BOB, SUE, AND GREG?
THEY CAME TO MY HOUSE.

WALKEN COMMA

YOU KNOW, BOB, SUE, AND GREG,
THEY CAME, TO MY HOUSE?
• Abbreviations (Sections 6.24-6.31)
  • Use sparingly and generally when they are familiar to readers, save space, and appear at least three times
  • Define abbreviations on first use
  • Do not use periods – FBI not F.B.I.

• Numbers (Sections 6.32-6.39)
  • Use words to express numbers zero through nine in text
  • Use numerals to express numbers 10 and above in text
  • Use numerals with:
    • Statistical or mathematical functions
    • Units of measurement
    • Others – fractions, decimals, ratios, percentages and percentiles, times, dates, ages, scores, and points on a scale, sums of money, and numbers in a series

• Statistics (Sections 6.40-6.45)
  • Include enough info for readers to fully understand analyses
  • Space mathematical copy the same as words
  • Use statistical terms in text
    • The means were; not
    • The Ms were
  • Use statistical symbols or abbreviations with mathematical operators
    • (M = 6.62); not
    • (mean = 6.62)

• Lists (Sections 6.49-6.52)
  • Ensure items are parallel
  • Use commas to separate items in simple lists
  • Use semicolons to separate items already containing commas
Tables and Figures

- General Guidelines (Sections 7.1-7.7)
  - Use standard format – no shading or decorative flourishes
  - In text, refer to each table or figure by its number
  - Either embed table or figure in text after first mentioned or place on a separate page after the reference list
    - If embedded, place either at top or bottom of page with extra double-spaced line between table or figure and any text

Image source: https://images.app.goo.gl/LEhRsFZaoMzxL1Tf7

APA, 2020
Tables

(Sections 7.8-7.21)
- Use word-processor
- Number tables in order they are mentioned
- Include borders only on top and bottom of table, beneath column headings, and above column spanners
- Do not use vertical borders
- Basic components
  - Number
  - Title
  - Column headings
  - Body

Sample Tables

Sample Analysis of Variance (ANOVA) Table

Table 1

<table>
<thead>
<tr>
<th>Measure</th>
<th>Urban</th>
<th>Rural</th>
<th>F(1, 294)</th>
<th>η²</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>M</td>
<td>SD</td>
<td>M</td>
<td>SD</td>
</tr>
<tr>
<td>Self-esteem</td>
<td>2.91</td>
<td>0.49</td>
<td>3.35</td>
<td>0.35</td>
</tr>
<tr>
<td>Social support</td>
<td>4.22</td>
<td>1.50</td>
<td>5.56</td>
<td>1.20</td>
</tr>
<tr>
<td>Cognitive appraisals</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Threat</td>
<td>2.78</td>
<td>0.87</td>
<td>1.99</td>
<td>0.88</td>
</tr>
<tr>
<td>Challenge</td>
<td>2.48</td>
<td>0.88</td>
<td>2.83</td>
<td>1.20</td>
</tr>
<tr>
<td>Self-efficacy</td>
<td>2.65</td>
<td>0.79</td>
<td>3.53</td>
<td>0.92</td>
</tr>
</tbody>
</table>

***p < .001.
Figures

- (Sections 7.22-7.36)
  - Use word-processor or appropriate program to create
  - Number figures in order they are mentioned
  - Ensure images are clear, lines are smooth and sharp, font is legible and simple
  - Label figure elements
  - Basic components
    - Number
    - Title
    - Image
- Sample Figures

Sample Bar Graph

Framing Scores for Different Reward Sizes

Low Risk

High Risk

Note. Framing scores of adolescents and young adults are shown for low and high risks and for small, medium, and large rewards (error bars show standard errors).

Image source: https://apastyle.apa.org/style-grammar-guidelines/tables-figures/sample-figures
Citations (Chapter 8)

Incredible Hulk  
Credible Hulk

I always cite my sources

Always in the APA format

Image source: https://images.app.goo.gl/GmcxM8CcNX6C4KJ7
Plagiarism

- Reasons it occurs:
  - Students don’t know what it is or what constitutes it
  - Lack of confidence in writing
    - Don’t want to say something wrong
    - Don’t know how to convey ideas
  - Lack of time
    - Perspective issues
    - Procrastination
  - Students don’t see value in assignment
  - Students don’t think they will get caught

Bailey, 2017
What is plagiarism?

Original Thinking
When someone submits assignments that are their own work, composed of original ideas built on attributed sources.

Student Collusion
Working with other students on an assignment meant for individual assessment.

Word-for-Word Plagiarism
Copying and pasting content without proper attribution.

Self Plagiarism
Reusing one's previously published or submitted work without proper attribution.

Mosaic Plagiarism
Weaving phrases and text from several sources into one's own work. Adjusting sentences without quotation marks or attribution.

Software-based Text Modification
Taking content written by another and running it through a software tool (text spinner, translation engine) to evade plagiarism detection.

Contract Cheating
Engaging a third party (for free, for pay, or in-kind) to complete an assignment and representing that as one's own work.

Inadvertent Plagiarism
Forgetting to properly cite or quote a source or unintentional paraphrasing.

Paraphrase Plagiarism
Rephrasing a source's ideas without proper attribution.

Computer Code Plagiarism
Copying or adapting source code without permission from and attribution to the original creator.

Source-based Plagiarism
Providing inaccurate or incomplete information about sources such that they cannot be found.

Manual Text Modification
Manipulating text with the intention of misleading plagiarism detection software.

Data Plagiarism
Falsifying or fabricating data or improperly appropriating someone else's work, putting a researcher, institution, or publisher's reputation in jeopardy.

Turnitin, 2020
Academic Integrity Is Important

Policy on Academic Integrity

Students sign the academic integrity policy upon admission.

In-Text Citations (Chapter 8)

- Cite only works you read and ideas you incorporate
- Include all sources cited in the text in the reference list
- Spelling of author names and publication dates in in-text citations must match corresponding reference list entries
- **Paraphrase** when possible
- Cite appropriately
  - Do not repeat same citation in every sentence when source and topic do not change
- Formats:
  - Parenthetical – place author name and publication year in parentheses
  - Narrative – incorporate author name into text with year in parentheses

Basic Principles

- Include author (or title if no author) and year
  - One author – use author surname in all in-text citations
    - (Smith, 2020)
    - Smith (2020) suggested...
  - Two authors – use both author surnames in all in-text citations
    - (Smith & Jones, 2019)
    - Smith and Jones (2019) suggested...
  - Three or more authors – use only the first author surname and then “et al.” in all in-text citations unless it would create ambiguity
    - (Smith et al., 2018)
    - Smith et al. (2018) suggested...

Note: OWL provides different instructions

APA, 2020
In-Text Citations (Chapter 8), cont.

- Multiple works
  - Place citations in alphabetical order
  - Same authors, order years chronologically and separate with commas (Smith, 2018, 2020)
  - Different authors, separate citations with semicolons (Jones, 2020; Smith, 2020; Tanner, 2019)

- Direct quotes
  - Limit use
  - Include author (or title if no author), year, and specific part of work (page number(s), paragraph number(s), section name)
  - Short quotation (less than 40 words) – use double quotation marks around the quotation
  - Block quotation (40 words or more) – use the block format:
    - Indent the entire quotation 0.5 in. from the left margin and double-space it

Image source: Pixabay.com

APA, 2020
References (Chapters 9 and 10)

- **General Considerations:**
  - Start the reference list on a new page after the text
  - Center and bold the section label “References” at the top of the page
  - Double-space the entire reference list, both within and between entries
  - Hanging indent is used for each reference entry
    - First line of the reference is flush left
    - Subsequent lines are indented by 0.5 in.
    - Use the paragraph-formatting function to apply the hanging indent

- **Match in-text and reference list entries**
  - All reference list entries should have a corresponding in-text citation
  - Author name (or entity if no author) and year should match corresponding in-text citation
  - References are listed in alphabetical order
  - Use examples of reference entries from the APA manual or other sources according to the type of work being cited
  - Reference entries are not needed for personal communications and secondary sources
References (Chapters 9 and 10)

• Elements of a reference entry:
  • Author – Who?
  • Date – When?
  • Title – What?
  • Source – Where?

• Punctuation groups information and separates reference elements

• Authors are listed in the same order as the original source
  • Use initial for authors’ first and middle names
  • Put a comma after the surname and a period and space after each initial
  • Put a comma after each author (even if only two authors)
  • Use an ampersand before the last author

• Capitalize titles in sentence case
  • Capitalize only the first word of the title, the subtitle, and any proper nouns
  • Format titles according to the type of work
  • Works that stand alone (e.g., books, reports, dissertations) – italicize the title
  • Works that are part of a greater whole (e.g., periodical articles, edited book chapters) – do not italicize or use quotation marks around the title

• Database Information
  • Do not include database information for works retrieved from academic research databases
  • Do include database information for works retrieved from proprietary content

APA, 2020
Figure 9.1 Example of Where to Find Reference Information for a Journal Article

Reference list entry:


Image source: https://apastyle.apa.org/style-grammar-guidelines/references/basic-principles
DOIs and URLs

- If a source has a DOI, include it
- If there is no DOI, include a URL if it was retrieved online
- Copy and paste DOIs and URLs directly from your browser
- Do not write “Retrieved from” or “Accessed from” before a DOI or URL
- Do not add a period after a DOI or URL

DOI format:

https://doi.org/xxxxx

Hot tip:
For long or complex URLs and DOIs, use a shortener after ensuring the shortened URL works!
OK...now what?!?!?!
Writing With Confidence

Writing Process

Pre-writing
- Planning
- Generating content
- Organizing

Drafting
- Fleshing out ideas
- Creating your first draft

Revision
- Re-conceiving
- Scrubbing
- Creating new draft

One does not simply sit down to write a paper…
(with apologies to Boromir)

Johnson & Rulo, 2019
Tools

- Outlines
  - PPT
  - Post-it notes
- Drafts – zero, spew, thought vomit

Image source: Pixabay.com
### Example!

<table>
<thead>
<tr>
<th>First Draft – Spew Draft</th>
<th>Second and Other Drafts</th>
<th>Final Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Section from APA EasyGuide book</td>
<td>• Section on plagiarism and elevating writing</td>
<td>• Integrated</td>
</tr>
<tr>
<td>• Section from APA checklist</td>
<td>• Checklist section</td>
<td>• Sources included</td>
</tr>
<tr>
<td>• Section from a different presentation</td>
<td>• Writing tips</td>
<td>• Graphics added</td>
</tr>
<tr>
<td></td>
<td>• Several slides were deleted, combined, and/or separated</td>
<td>• References complete</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Total of 5 drafts - minimum</td>
</tr>
</tbody>
</table>
Some things are best left to the end…

SUMMARIES AND CONCLUSIONS AND…

INTRODUCTIONS!
Writing With Confidence

- Writing Mechanics
  - Grammar
  - Rules
  - Voice

Contains templates!
Example Sentence:
Leaders who lack emotional and social competence undoubtedly can become a liability to organizations, directly leading to employee disengagement, absenteeism, stress-disability claims, hostile-workplace lawsuits, and increased health care expenses.

My version:
Work settings can be stressful for employees, and leaders who lack emotional and social competence can negatively affect the work environment (Smith, 2019).
Example Sentence:
Leaders **who lack emotional and social competence** undoubtedly can become a liability to organizations, directly leading to employee disengagement, absenteeism, stress-disability claims, hostile-workplace lawsuits, and increased health care expenses.

First version:
Work settings can be stressful for employees, and leaders **who lack emotional and social competence** can negatively affect the work environment (Smith, 2019).

Revised version:
Work settings can be stressful for employees, and leaders who can’t sense when others are upset may negatively affect the work environment (Smith, 2019).
Try this!

• Read a passage or article
• Think about it
• Turn to your (imaginary) neighbor and discuss the main points you want to convey

• That’s paraphrasing!
• It takes practice, so don’t get discouraged if this is difficult when you first try it

More practice here:
https://apastyle.apa.org/instructional-aids/paraphrasing-citation-activities.pdf

Schwartz, Landrum, & Gurung, 2021
There’s no simple method to determine how much time it takes to write a paper. A rough estimate of the time involved in writing a 5-page paper: 10-48 hours.
Distractions

If only this, I could do that…

However, we are our own worse enemy!

• Silence your phone
• Shut off email
• Stay off social media
• If tasks pop into your head, make a list and stay on task

Image source: Pixabay.com
Those “P” Words

- Procrastination leads to…
- Anger which leads to…
- Anxiety which leads to…
- A shift in our attention and an increase in…
- Tension so we…
- AVOID

- Perfectionism
  - Imposter Syndrome
  - Past bad writing experiences
  - My work defines me

- All lead to AVOIDANCE

Allen, 2019; Hassed & Chambers, 2014

Image source: Pixabay.com
Eat the toad!

Image source: Pixabay.com
Maintaining Motivation

• Another “P” word – Perspective
  • Stress causes us to lose it – everything is important, so nothing is important

• What can we do?
  • Exercise
  • Practice mindfulness
  • Talk to:
    • Trusted friend
    • Classmate
    • Instructor or advisor

Image source: Pixabay.com
The Last 5 Minutes

- Make a list of your next steps
- State your ideas for going forward
- Stream-of-consciousness writing – the purge
- All of these can help you avoid the 15- to 20-minute warm-up during your next writing session

Allen, 2019
<table>
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<th>Writing Resources at Allen College</th>
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<td><strong>Turnitin</strong></td>
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<td>Provides a similarity index</td>
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Link: [https://www.allencollege.edu/academic-resources.aspx#Allen%20College%20Resources](https://www.allencollege.edu/academic-resources.aspx#Allen%20College%20Resources)
And, finally…


