APA Writing Style (7ᵗʰ Edition)

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▸ APA Style uses a unique headings system to separate and classify paper sections. Headings are used to help guide the reader through a document. The levels are organized by levels of subordination, and each section of the paper should start with the highest level of heading.

▸ There are **5 heading levels** in APA. Regardless of the number of levels, always use the headings in order, beginning with level 1. The format of each level is illustrated on the next slide. You will have no reason to use Level IV or Level V headings. Therefore, **we will focus on only Level I-III headings**.

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Use of Level I-III Headings

▸ If your **case study analysis** has three sections, some of which have subsections and some of which don't, you must use **headings** depending on the **level of subordination**. Section headings receive level one format. Subsections receive level two format. Subsections of subsections receive level three format. * **See example on next slide**

Level	Format
1	**Centered, Boldface, Uppercase and Lowercase Headings**
2	**Left-aligned, Boldface, Uppercase and Lowercase Heading**
3	**Indented, boldface, lowercase heading with a period.**

Example of Level I-III Headings

▶ **Risk Management (RM): The Case for the Progressive Law Enforcement Leader** (Level1)

　◦ **Note: Centered, Boldface, Uppercase and Lowercase Headings**

▶ **Risk Management and Police Leadership** (Level II)

◦ **Note: Left-aligned, Boldface, Uppercase and Lowercase Heading**

- Human. (Level III)

- Environment. (Level III)

- Machine. (Level III)

- External factors. (Level III)

- **Note: Indented, boldface, lowercase heading with a period.**

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Examples of "in-text" referencing

▸ Normore and Javidi (2019) state, "leadership and management are two different concepts oftentimes misused interchangeably" (p. 17)

◦ **Note:** the use of <u>"and"</u> at the beginning of a statement (not <u>"&"</u>)

◦ **Note:** the use of quotation marks & page number because the statement is a <u>direct quote</u>

▸ Leadership is frequently used in place of management; yet, the two concepts are very different in nature (Normore & Javidi, 2019).

◦ **Note:** the use of "&" at the end of a statement (not the beginning)

◦ **Note:** the statement is paraphrased and therefore not need to use quotation marks or page number.

▸ If statement is from an electronic source with no page number for a "direct quote", you must use "para. #" instead. (e.g., Normore & Javidi, 2019, para. 9).

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Appropriate use of Reference List

▶ **Book**

Normore, A.H., Long, L., & Javidi, M. (2019). *The handbook of research on strategic communication, leadership, and conflict management in modern organizations.* IGI Global Publishers. doi.??

▶ **Professional Article**

Zoller, K., Normore, A.H., & Harrison, E. (2013). Leadership thinking: A discipline of the mind for the effective law enforcement supervisor. *Journal of Authentic Leadership in Education, 2(*4), 1-10.

▶ **Book Chapter**

Javidi, A., Long, L., Javidi, M., Brooks-Hill, L., & Normore, A.H., & Klopovic, J. (2019). Credible

• negotiation leadership: Using principled negotiation to improve international negotiation. In, A.H. Normore, M. Javidi & L. Long (Eds.), *Handbook of research on strategic communication, leadership and conflict management in modern organizations* (86-104). IGI Global. doi.??

▶ **Electronic/Internet Source**

Primicerio, J., & Normore, A.H. (2018). *Historical context of policing and community relations: An American perspective.* Retrieved May 10, 2021, from http://www.policechiefmagazine.org/transformation-   of-community-police-relations-through-history/

APA Writing Style (7ᵗʰ Edition)
from within a course Module

▸ **Citing a presenter/lecturer/video**

Long, L. (2019). *Effective communication.* (notice italicized title, and only first word is in upper case). Insert Module # here, Insert Week # here. National Command and Staff College.

Normore, A.H. (2019). *Approaches to leadership.* (notice italicized title, and only first word is in upper case). Insert Module # here, Insert Week # here. National Command and Staff College.

Note: Alphabetical order.