

Tutor Conference Notes:

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For Student: [Name Removed]

Date: September 12, 2023

Tutor notes/ Observations during the conference:

The student and I discussed:

- APA is used predominantly in academic and professional settings, and it will likely be the style that you will use most in the future. The style isn't too different from any of the others, so don't get discouraged. We'll go through each part of APA in order.
- Cover Page - The cover page is the first part of your document that any reader will see. The page includes the title of your paper, the names of the author(s) of the paper—your name and any additional writers' names—the department name and organization name, which in your case is [Applied Communications, Miami University], the course label and number (i.e., ENG 111), the instructor's name, and the date (i.e., September 12, 2023). Here's an example:

Dawn K. Reedy

Department of Tutoring and Learning, Miami University

APC 401: Applied Communications Capstone

Dr. Angie Day

September 12, 2023

- In-text Citations - APA uses the author's name(s), publication date, and page number. Here are some examples; remember to use commas:
 - n.d.** stands for no date
(Reedy, n.d.)
 - et al.** is used in place of multiple (more than 2) authors—add after the first name
(Reedy et al., 2023, p. 5)
 - pp.** stands for multiple pages
(Reedy, 2023, pp. 5–10)

Here's a quick rundown of different formats you can use for in-text citations using the following formula:

([Author Last Name], [Year], [Page Numbers])

- (Reedy)
 - (Reedy, 2023)
 - (Reedy, n.d.)
 - (Reedy, n.d., p. 5)
 - (Reedy, 2023, p. 5)
 - (Reedy, 2023, pp. 5-6)
 - (Reedy & Day, 2023, pp. 5-6)
 - (Reedy, Marco, & Day, 2023, pp. 5-6)
 - (Reedy et al., 2023, pp. 5-6)
- References - Your reference page is a lot like the typical "Works Cited" page that you'll find in other citation styles. Here is where you include all of your sources—in alphabetical order. The following are examples of what you will need to enter:

- First and foremost, I recommend that you list all of the information you'll need for reference. You'll need to include the following information:

[Author's Last Name], [Author's First and/or Middle Initial]. [(Year of Publication)].
[Chapter Heading]. [Source Title], [(Edition—if applicable)], [Volume
Number(Issue Number)], [Page Number(s)]. [Publisher]. [URL or DOI].

Here are some examples using the formula:

- **One Author**
Reedy, D. K. (2023). Applied Communications. *APC*, (2nd ed.), 6(17), 300-321.
Oxford University Press.
https://apc.org/applied_communications/54782764.476
 - **Two Authors**
Day, A., & Reedy, D. K. (2023). Applied Communications. *APC*, (2nd ed.), 6(17), 300-321. Oxford University Press.
https://apc.org/applied_communications/54782764.476
 - **More than Two Authors - et al. can be used in place of multiple authors:**
Seick, J., et al. (2023). Applied Communications. *APC*, (2nd ed.), 6(17), 300-321.
Oxford University Press.
https://apc.org/applied_communications/54782764.476
 - URLs and DOIs end a citation with no period. If the citation ends with any other information (no URL or DOI), then the citation *does* end with a period.
- Appendix - Your instructor might not require this, so it would be a good idea to check with her before adding this. Appendices include any attachments that exist for your document. Screenshots, graphs, and additional references will be placed here. You can organize your appendix by alphabetical order (i.e., Appendix A, Appendix B, Appendix C, etc.)

Next steps and recommendations, and/ or support documents provided:

- You can add a table of contents to your document by changing the text type of your titles and headers; this is a great way to organize. Here's a guide for how to add a table of contents to your document:
 - Select the text you want to change using your cursor.
 - Locate the button labeled "Normal text" and select it; a menu should drop down.
 - Select the text type you want and reformat the text to look how you want it to. I recommend using a book as a guide for how to set up the format of your titles and headers.
 - Push the text in your document down until the page after your cover page is blank, select the space at the top of the page, and type "Table of Contents."
 - Locate the "Insert" menu item in the toolbar found above the "Normal text" button.
 - Scroll to the bottom where it says "Table of contents," and select any of the listed options.
 - A table should appear where all of your headers can be found (Only Headers).
- Don't forget to include page numbers and your last name in your document. You can do that by:
 - Clicking the "Insert" menu.
 - Scrolling down to find where it says "Page numbers."
 - Selecting the option you prefer.
 - Typing your last name to the left of the number that appears in the header space of your paper—teachers prefer the top right for page numbers and student names.
- I use LibGuides and OWL Purdue for any citation styles I'm unfamiliar with. Here are some links to the LibGuides APA page and the APA sample paper on Purdue's Website:
 - LibGuides: <https://libraryguides.vu.edu.au/apa-referencing/InText>
 - OWL Purdue Sample Paper: https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/apa_sample_paper.html
 - Literature Review: <https://www.miamioh.edu/hcwe/handouts/literature-reviews/index.html>