

## Appendix A: APA Style

In Unit 3 of this course, you will learn about APA referencing in more depth, but some basic tips here will help you complete your assignments. When writing formally (and even informally for that matter), it is important to have structure to your work, and recognize the original authors of work that is referenced. There are two main formatting standards used in academic settings, one set by the American Psychological Association (APA), and the other set by the Modern Language Association (MLA). Yorkville University has adopted the APA style for its programs.

APA includes both formatting style guides and referencing style guides. In the BBA program, formatting styles will not be strictly monitored. The formatting guide has really been developed to ensure consistency in formal academic documents including graduate level dissertations, and the parameters are quite specific. For the purposes of the BBA though, all assignments should include basic components (title page, introduction, body, conclusion and references page), emphasis on writing will focus on critical thought, creativity, and communication skills, and not on the specific formatting components of APA.

However, you will be expected to use APA referencing within your written work. This is a systematic approach to ensuring that original authors are properly credited as well as protecting yourself from perceived incidences of academic dishonesty. The referencing standard involves two steps: a short citation within the body of the paper, and a references page with full detailed references following at the end of the paper. Citations should be used when referencing others' ideas, paraphrasing or quoting directly from their work.

The Purdue University Online Writing Lab has become a standard reference library for most universities.

For basic guidelines regarding citations (incorporated into body of paper), please visit:

Purdue Online Writing Lab. (n.d.). *In-text citations: The basics*.

<https://owl.english.purdue.edu/owl/resource/560/02/>

For basic guidelines regarding full referencing for final reference page, please

visit: Purdue Online Writing Lab. (n.d.). *Reference list: Basic rules*.

<https://owl.english.purdue.edu/owl/resource/560/05/>

You will find even more APA guides and resources in the following section in the Learning Success Centre: [Basics of APA](#).