**APA Feedback Playbook for**

**University of Arizona Global Campus Faculty**

**Instructions:** We recommend that you add these comments to your WayPoint Comment Library in order to give consistent APA feedback throughout your courses.

**Step 1**: Create a new comment on a student’s paper. Copy APA feedback from the Playbook.



**Step 3**: Click on “Add.” This comment will save to your Comment Library for future use.

**Step 2**: Click on “Add.”

**Title Page Feedback:**

Correct your page number by using the step-by-step instructions under Title Page and Headers found on the Writing Center’s [APA Formatting](http://writingcenter.uagc.edu/apa-formatting-word-2013) resource.

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Correct the information you’ve included on your title page by using UAGC’s title page requirements found on this [sample title page](https://content.bridgepointeducation.com/curriculum/file/cf0945ad-0997-4ff6-bf41-8bb56f86725c/1/Ashford%20University%20Sample%20Title%20Page.pdf).

**In-Text Citations Feedback:**

Apply this feedback throughout your paper.

I noticed in your paper that you have a lot of great information and facts, but you don’t cite where you got this great information from. To properly cite, add quotation marks around sentences that are word-for-word from a source and add an in-text citation. For example: (Author’sLastName, Year, p.#). See the Writing Center [APA:Citing](http://writingcenter.uagc.edu/apa-citing-within-your-paper) guide.

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Apply this feedback throughout your paper.

An **in-text citation** should include the author’s last name, the year, and if citing a direct quote, a page number. (Author, year, p. #). *If no author is provided,* you would have the title of the piece instead: (“Title of article,” year, p. #). *If no year is provided,* you will include n.d. for no date: (Author, n.d., p. #). *If no page numbers are provided,* you will use the paragraph number: (Author, year, para. #).

Here are two ways that you can set up a citation, which works for quoting or for summarizing and paraphrasing:

1) As LastName (year) states, “quote” (p. #) or paraphrase.

2) “Quote” (LastName, Year, p. #) or paraphrase (LastName, Year).

For more help with this, use the Writing Center [APA: Citing](http://writingcenter.uagc.edu/apa-citing-within-your-paper) guide.

**In-text Citations Feedback (No Page Numbers):**

Apply this feedback throughout your paper.

When quoting your e-textbook that has no page numbers, your in-text citation needs to go: (Author, Year, Section Number, “Title of Subsection,” para. #). For example: As chapter 2 in *Adult Development and Learning* states, “the microsystem refers to the daily environment” (Mossler, 2013, Section 0.0, “Title of the Subsection,” para. #).

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When using a quote from an online journal article with no page numbers, the citations need to go: (Author, Year, “Title of Section,” para. #). For example: (Smith, 2012, “Nature vs. Nurture,” para. #). See the Writing Center [APA:Citing](http://writingcenter.uagc.edu/apa-citing-within-your-paper) guide.

**References List Feedback:**

Please properly format your References page. Your citations need to be in alphabetical order and it needs to be double spaced with hanging indents. Also, be sure that your sources are cited properly, because many of them are incorrectly formatted. For help, see the Writing Center [Formatting Your References List](http://writingcenter.uagc.edu/format-your-reference-list) guide.

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This may be a source that has an **organization or institution as the author**. Pay special attention to the type of source used. This guide gives examples of how to format different types of sources: [Formatting Your References](http://writingcenter.uagc.edu/format-your-reference-list)