Running Head: KEY POINTS FROM APA (5th ED.) STYLE MANUAL

Key Points from the 5th Edition

of the APA Publication Manual

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KEY POINTS FROM THE 5TH EDITION OF THE APA PUBLICATION MANUAL

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I urge you to buy the manual or find it in the library or on line for fuller information.
This information is primarily for manuscripts submitted for publication. In-class papers may differ slightly.
See your faculty and the Appendix for some differences between APA and SSU guidelines.

General Notes

Common sense (mostly)
Consistent way to write
Be concise and organized, and double-check grammar and spelling.
Organize for flow, logic, and clearly link between sections & paragraphs.
It's YOUR work, so use 1st person. Avoid "you" and "the researcher."
Don't state personal belief or opinion as fact; make it clear that it's your perspective.
Use bias-free language: "people with disabilities" not "the disabled." Don't just use "he" in e.g.s.
Don't plagiarize, even by mistake.
Use a printer with enough toner so it's crisp and clear.

All Pages

Use 12 point serif typeface, e.g., Times, Times Roman, Courier.
Make all margins $\geq$ 1 inch.
Left-justify your manuscript.
Have $\leq$ 27 double-spaced lines per page, counting header, page #.
Consistently indent first line of every paragraph 5-7 spaces.
Do not hyphenate last word of page.

Page Numbering

Number all pages with Arabic numerals (1 2 3 etc.) starting w/ Title Page.
Page numbers are 1" from Rt and 1/2" from top (use computer *Header* function).
New sections within body continue on same page.
Abstract, Main body of text, References, Appendix each starts on a new page.

Header

This is the 1st 2-3 words of your title to identify each page in editorial process for submitted articles.
It goes in the upper right corner, 5 spaces to left of page #, or above page #.
Do not cut into the margin.
Use automatic *Header* function on computer. Put Header on ALL pages (Even Title Page).
This Header is not needed on "ready-to-read" papers.

Title Page

Running Head

This is an abbreviated title to capture its essence, and appears on all pages in journal document.
It should be $\leq$ 50 letters & spaces.
Place it below Header level, flush left, all caps. Not needed on "ready-to-read" papers.

Title
Summarize main idea in 10-12 words.
Don't be redundant or include obvious terms: "results," "study," "investigation."
Capitalize key terms.
Center between Right/Left margins. Place in upper 1/2 of page.
If it's 2 lines: double space between them.

Author's Names, Institutional Affiliation
Place these one double-spaced line below Title.
Type names alphabetically or in order of contributions, commas between names except no comma when you say "and": Joe T. Jock Jr., Abe. Q Ball and Liz E. Borden.
Format is 1st name, middle initial(s), last name.
Do not put a comma before Jr., III, etc.
Do not include degrees or licenses.
Type multiple authors on one line if space permits.
Affiliation is on next double-spaced line.

Abstract

Put this as page 2 (in Header), but *write it last.*
The word Abstract = centered, top of page, Capital A ("Level 1" heading).
Use block format, one paragraph, 75-120 words.
This is a brief summary w/ key words, including 4-5 important points.
Be even more concise than in your general paper: double-check for redundancies.
Use active voice w/ few pronouns.
Write all #s as numerals unless they are the 1st word of a sentence.
State: • Topic
        • Who was involved
        • How it was investigated
        • Findings (Probably the biggest section. This is your original contribution)
        • Conclusions, implications, applications
See Appendix for significant differences in SSU Project and Thesis abstracts.

Paper Formats

Formal, Traditional Research Papers
Organize according to the specified section titles.
Introduction starts on p. 3 with title of manuscript centered. No separate "Introduction" heading.
Just write. Start broad & lead to the specifics of your study. Include problem statement, literature review and your work's purpose/rationale.
Method usually has three subsections: Subjects, Materials, Procedures.
Results is the objective findings.
Discussion is where you talk about them, most salient first.

Review Articles
These analyze existing theories, methodologies, or empirical studies in order to advance the theory, design a new methodological approach, or clarify a problem. Include a statement of the issue, discussion of prior research (literature review), identification of "gaps" to fill, and your solutions and next steps.

Case Studies

These draw on material obtained from individuals or organizations to illustrate, clarify or resolve an issue. Consent and confidentiality must be addressed. While the elements of the traditional research paper may be there, the presentation may be less formal.

Other Types of Project

Review style of similar articles in the journal to which you are submitting, follow SSU guidelines for MA theses and projects, and/or check your professor's requirements. APA Manual advises making sure it's "logically and coherently organized."

Headings

Use headings to organize your material.

Main Headings (Chapter Titles) are Centered, Not Underlined or Bold, Key Words Capitalized

Sub-section Headings are Flush Left, in Italics, Key Words Capitalized

> *Next level of heading is indented, italics, lower-case, ending with a period.* Your text continues two spaces after the period at this level of heading.

For more levels, consult APA Manual.

Have > 2 sections at each heading level. (Remember, in an outline, you'd never call something A if there were no B to follow it – you'd just write about it w/o the letter. Same here.)

Double Spacing

• Double-space your whole manuscript for publication, "after every line in the title, heading, footnotes, quotations, references, figure captions, and all parts of tables." (APA-5, p.286)
• Judicious use of triple- or quadruple-spacing around an equation or special term is OK.
• Single- and one-and-a-half-spacing are not allowed in papers for submission to a journal. Ever.
• Ready-to-read documents may single-space figure captions, table titles, footnotes and references.

Quotations

Length/Format

<u>< 40 words</u>: Embed in text, in " ": Fisch and Chipp's (2003) "joyous epiphany" exhilarated me.
<u>40 or more words</u>: Double-spaced block with no " "
Indent *whole block* 5-7 spaces from L margin (same as paragraph indent).
Keep first line at *same* margin level as rest of quote (Don't indent again.).
Do not use more than 500 words from one source. (APA manual is unclear whether this is total, or in one quote. Copyright permissions kick in at 500 words. So assume total.)

Citing Concepts rather than Specific Words

"5-Word Rule": It's plagiarism if you use > 5 direct words w/o citing source. Be conservative!
<u>Paraphrased information</u>: Author & Date = required. Page number = optional.
<u>Commonly used concepts</u>: Give attribution (Author & Source) at 1st mention; no need to cite source after that. Italicize a psychological term (e.g. *collective unconscious*) the 1st time it's mentioned.

Citing Source of Quotes
Direct quotes: Author, Date, Page Number are required.
In-text quotes (<40 words): Citation = **After final " and <u>Before</u> final .** .
          e..g.: "Blah, blah, blah" (Dork & Stint, 2004, p. 1).
Alternates: According to Dork and Stint (2004), "Blah, blah, blah" (p. 1).
              Dork and Stint's concept of "Blah, blah, blah" (2004, p. 1) assumes that life is big.

Long, block quotes (≥40 words): Cite source **After final .** .
              Blah, blah, blah, blah, blah, blah, blah, blah, blah, blah, blah, blah,
              blah, blah, blah, blah. (Dork & Stint, 2004, p. 1)
It is not politically correct to cite a quote within a quote. Not very often, anyway.
    If Jamph cites a great quote by Toste, try to find Toste and use that as your citation.
    Only resort to (Toste, in Jamph, 1952, p. 5) if you absolutely can't find the original. source

If there are over three authors, cite them all the first time, and cite Dork et al. thereafter.
Multiple authors: For citation in Text use "and" before final one; In ( ) use "&." See above.
Multiple citations for one fact: Alphabetize. Separate with **;**
              (Dork, 2004; Dork & Stint, 2002; Jamph, 1952)

Punctuating Quotes
Periods and commas go inside closing quotes. Other punctuation goes outside unless it's part of the
quoted material: Jones said, "Two is yellow"; Smith said, "Two is green."

A sentence needs syntactically correct ending punctuation regardless of what's quoted:
  a. Jones said, "Is two yellow?". The question is part of the quote and we still need the period at
  the end of our statement.
  b. Did Jones say, "Two is yellow"? We wrote the question, so the ? is outside the quotes and we
  don't need a period after yellow.

Changing Initial Letter or Final Punctuation of a Quote
If you change a lower case first letter to upper case, or vice versa, or change the ending punctuation
to fit the syntax, you DON'T need to point that out.

Other changes, such as adding something, = [inside brackets like this].
If you italicize something in a quote for emphasis, immediately after *add* [italics added] like this.

And vs. &
• If you mention authors in body of text, use "and": "Smith and Jones (2004) found that . . . ."
• Multiple authors (a) in References section and (b) in Parenthetical Citations always use "&"

Use Italics for the Following
• FIRST mention of a key or technical term or label, and do NOT italicize it thereafter. Don't put it
  in quotes.
• Letters, words or phrases cited as examples.
• Foreign terms NOT common in English. If they're found as main entries in *Webster's Collegiate*
  Dictionary, do NOT use italics.

• Titles of books, journals and microfilm publications.
• ONLY resort to italics for emphasis if there's absolutely NO way to show it with syntax.

Periods
• ONE space after <u>periods</u> at ends of sentences, after people's initials, and everywhere in the References page.
• Et al**.** has a period after al. because al. is a contraction of alia. (Just as etc**.** = et cetera) Et has no period because it's a whole word. Check Latin phrases.
• There is a period after the author and date in the References: Bird, B., & Monster, C. (2004).
• Strange quirk: If you end an Internet reference with a url, do NOT include a final period.

Ellipses
• Use three dots, with one space before and after each one . . . to indicate something left out mid-sentence in a quote.
• Use four dots with a space before and after each to indicate something left out at the end of a sentence. . . . Or between sentences.
• Do NOT generally use ellipses to show you're omitting the beginning or end of a sentence UNLESS it would lead to a misunderstanding without them.
• Do NOT generally use ellipses in the body of your text.

References
Start a new page.
Only list material <u>actually cited</u> in the paper. All that you ever read won't show up here!!!
The title is the simple word,   References,   centered. Do NOT call it Bibliography.
Hanging indent (reverse of normal paragraphs – 1st line sticks out to left.).

General order is: Author, publication year, title, publication data.
Alphabetize by last name of author.
If you cite more than one source for same author, put oldest first
If 2 from 1 author = same year, call them (1989a) and (1989b). Cite alphabetically by title.
If there is no author, cite alphabetically by name of institution affiliated with the material.
Never use et al. in References section.
Titles of references have initial Capital and capital after colon; all else is lower case. (But titles and headings in your paper have key words capitalized!)

See *APA Publication Manual* or material put out by Schulz Library for many details of form.
SSU Theses and Projects require single spaced references with double spacing between: APA generally is all double spaced.

Tables

Use to simplify crucial and complex data if inclusion in text would be more confusing.

Tables may be used for quantitative data or words.

Organize for clarity – make sure it can be understood on its own.

Explain abbreviations and include other notes under the table.

For publication, label everything large enough to be read if table is reduced for printing.

Keep all lettering approximately the same size, within 4 points of each other.

Title is flush left.

Table number is in text font, Arabic numerals (Table 1, 2, 3…).

Title in *Italics.*

Include horizontal dividing lines but NOT vertical ones.

Make sure every column has a heading.

Add notes parenthetically or below. General notes go before specific ones below.

In a ready-to-read paper, Tables go in the text right after 1st mention of them (if they will fit) or on the next page. You may single space headings or notes.

Do NOT split a Table in half on two pages. Position it in text so it fits on one page.

In a paper for submission to a journal, Tables go after the body of the paper, and everything is double-spaced.

Table 1

*Frequency of Food Motifs in Kindergarteners' Free Drawing*

Type of food [a]	Gender	
	Girls (n = 47)	Boys (n = 53)
Dairy	.67	.92
Fruit	.21	.90
Protein [b]	.35	.63
Vegetable	.27	.29

Note. Percentages add up to over 100% because children included several food motifs in each

drawing.

[a] Sugary foods are omitted in this analysis. [b] Soy products are considered protein, not vegetable.

Figures

- Present data in visual format, e.g., art work, graph, diagram, photograph, calligraphed poetry.
- Words within Figure (e.g. Labels & Legends) use an 8 – 14 point sans serif font (e.g.: Arial, Helvetica, Geneva, Futura, Optima)
- Label each Figure flush left underneath it: *Figure 1* (*2, 3*, etc.), and include a Caption in regular font with first word capitalized, on the line next to the Figure number. It may be a few lines long.
- Follow normal Margin indent guidelines (5-7 spaces) for Figures and Tables.
- If submitting an article for publication, Figures are submitted separately, not included in the text, with captions numbered on a separate page.
- In a ready-to-read manuscript, Figures are included in the text, and the caption may be single spaced. See the Appendix for SSU Thesis and Project guidelines.
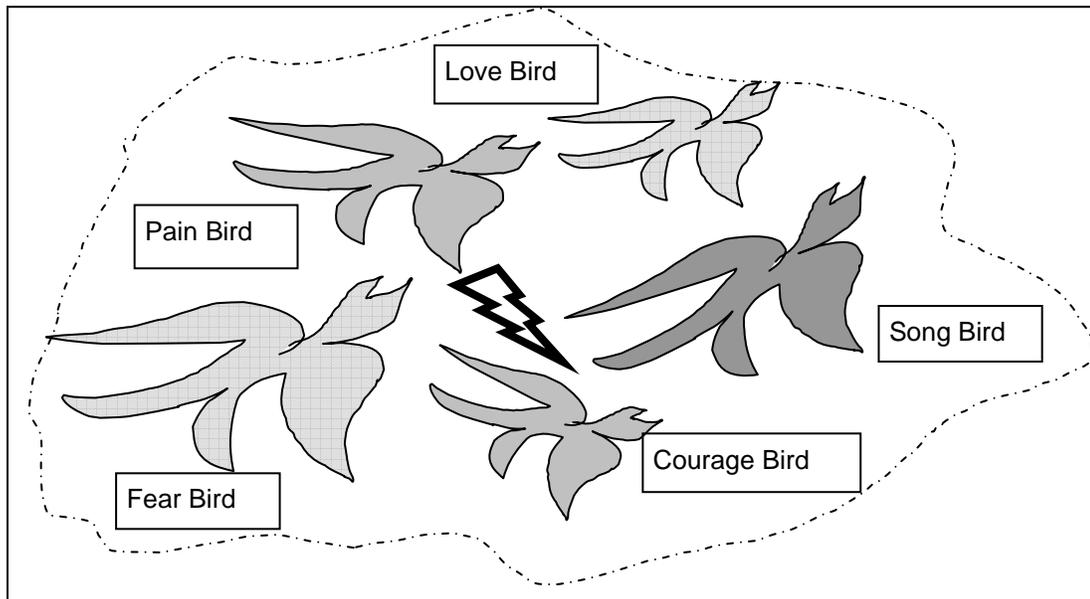
Figure 1. Birds in my soul. Each bird is identifiable by its color and size, and all are identical in shape.

Poetry and Journal Entries

- Poetry should be set off from the text, in same font. Indented and/or centered is best.
- If it's in a fancy font, or hand-lettered, treat it as a Figure.
- Journal entries should be blocked and indented, following the rules for long quotes.

Footnotes

Try to avoid them – it's poor form to have a lot of them and they're a hassle to format.

Content Footnotes

Avoid these if possible. They are distracting.
If you must use them, keep them short – one idea per footnote.
Alternatives are to include the material in the text or in an Appendix.

Copyright Permission Footnotes

These acknowledge the source of reprinted Tables and Figures.

Number all footnotes[1] sequentially in text with superscript[2] numerals like this[3] -- following any punctuation except a dash.[4]
For publication, attach a separate page of sequentially numbered footnotes at end of submitted manuscript, labeled   Footnotes   (centered), with each footnote indented 5-7 spaces.
In ready-to-read papers, footnotes are typed at foot of page.

Author Note

This is only needed on manuscripts submitted for publication.
It is 4 short statements: 1. Name(s) and departmental affiliation.
                            2. Changes of affiliation.
                            3. Acknowledgments of financial support and special circumstances.
                            4. Contact information.
On a blind-review manuscript, it goes on the title page; otherwise it goes at the end.

Appendices

• Your Appendix is after your References, with the heading, Appendix, centered, in normal heading style.
• If you have several Appendices, label them Appendix A, Appendix B, Appendix C, etc., in the order in which they appear in the manuscript.
• Each Appendix starts on a new page.

Order of Manuscript Pages for Submission

1. Title Page
2. Abstract
3. Text
4. References
5. Appendices

6. Author note
7. Footnotes
8. Tables
9. Figure Captions
10. Figures

All pages are numbered consecutively except that Figures have no page numbers.
In a ready-to-read manuscript, #s 6. 7. 8. 9. and 10 are embedded in the document.

Caveat 1: I am human. It is possible that I made a mistake here. You are responsible for the final check of your manuscript for APA format.

Caveat 2: While there are many APA Style Guides on line, I have found some to contain misinformation, especially regarding Reference Citations. Be warned. Go to the source.

Editorial Note: This is intended as a general (and brief) overview of APA style. If you are submitting an article for publication, please check the APA Style Manual for details. However, if you find APA details that seem important to be included in the next version of these notes, PLEASE send me the information. Your colleagues will appreciate it.

APPENDIX

How SSU Projects and Theses Differ from APA Style

SSU Theses, Projects and Portfolios
• SSU requires that all **Master's Theses and Projects** follow the specific format described in Chapters V and VI, and Appendix A of the current *Guidelines for Master's Theses and Projects*, available in the Office of Graduate Studies, Stevenson 1041. They recommend the APA Style Manual (current edition) for general format, but **differ from APA requirements** in some clearly specified ways.

• For **Master's Portfolios** format, please check your program's Director and individual *Information Manual*, available from the Psychology MA Program secretary, Stevenson 3092.

• It is your responsibility to know both APA style and the variants required by your program.

SSU Thesis & Project Preliminary Pages
1. Un-numbered blank page in very front.

2. Title Page
    ☞ No running head or header needed.
    ☞ Follow Grad Studies guidelines to indicate if it's a thesis or project and include Committee signatures.
    ☞ Optional – omit page number from title page and chapter heading pages.

3. Copyright Page (not included in articles for submission or regular papers)
    ☞ Center the following: Copyright 2005
                                       By Alfred E. Newman

4. Authorization for Reproduction
    ☞ Follow model on p. 22 of 2004 Grad Guidelines

5. Abstract (differs significantly from articles for publication)
    ☞ Main heading is in all caps.
    ☞ Each section is single spaced, indented block style, with a heading
    ☞ Headings: Use headings appropriate to your work.
        - Purpose of the Study, Procedure, Findings, Conclusion.
        - Intent, Scope of Project, Approach.
    ☞ It may be 2 pages – up to 350 words
    ☞ See sample to include Chair's signature, date, and type of SSU program.

6. Acknowledgments (Optional, but a nice touch)

7. Table of Contents
    ☞ See Grad Studies Manual for model. Make sure all headings are exactly reproduced.

8. List(s) of Tables, Figures, Illustrations (As needed.)

Page Numbering
    ☞ Use lower case Roman numerals (i, ii, iii, iv …) centered, 1/2'' above bottom of page for Preliminary Pages.
    ☞ Use Arabic numerals (1, 2, 3, 4…) in upper right, 1/2" down, 1/2" from right margin for ALL other pages.

Further Assorted Requirements

• Include page numbers but no running head on manuscript pages.

• Left margin of Thesis is 1 1/2 inches (10 spaces), not 5-7 spaces, to allow for binding.

• Indent and single-space block quotes 10 spaces from left margin, not 5-7 spaces.

• Treat journal entries as block quotes.   They may be written in italics, Keep them short – just enough to make the point.

• Avoid proportional spacing (unless your computer ONLY justifies, in which case you MUST use proportional spacing)

• Comas and periods go inside quotes. Always. "Even 'double quotes.'"

• Do not carry less than 1/2 a line over to the next page. You may go one line lower or cut off last line to accommodate.

• You may underline instead of using *italics*.

• Single space footnotes, captions, tables.

• Single space each Bibliography entry; double space between them. Use hanging indent.

• Usually cite original sources, NOT information already distilled in text books, encyclopedias or other theses.

• List of Footnotes, and then Appendices, go BEFORE Bibliography (Call it Bibliography, NOT References)

• TITLES of Title Page, Chapters, Appendix, etc. are in ALL CAPS

• Chapters of the Thesis usually contain the following components, although you can be creative with how you organize them, and with your titles:
- Introduction
- Personal history (Optional but strongly encouraged in the Psychology Department)
- Literature Review
- Methodology
- Findings
- Analysis/Discussion
- Conclusion

• You may scan your original art and embed it in the text (with Figure Number and Caption). See your particular Program's guidelines for specifics.

Portfolio papers APA style with in-text citations each time you refer to texts used in class.

That's all folks!

Hold your highest intention for your writing
and see your perfectly conceived, perfectly organized,   perfectly formatted,
perfectly written,
perfectly awesome   portfolio, paper, thesis or project
complete,
and yourself enjoying the process of creating it.