

Guidelines from the Publication Manual of the American Psychological Association

- 1. Abstract** A comprehensive, dense, brief summary of the research. Report, don't evaluate. Use digits and abbreviations to conserve space. It should be no more than 100-120 words or limited to 960 characters. (8)
- 2. Abbreviations** Eliminate unnecessary abbreviations and explain necessary ones the first time they are used. (342)
Ex: American Psychological Association (APA).
- 3. Capitalization** Capitalize proper nouns and all words of four or more letters in headings. (75)
Ex: Boy With an Attitude
- 4. Change From Sources** (97)
Omitting Material Use three ellipsis points (. . .) within a sentence to omit material and four (. . . .) between two sentences.
Ex: I pledge allegiance to . . . the United States of America.
Ex: Students enjoy breaksFaculty do as well.

Inserting Material or Adding Emphasis Use brackets [], not parentheses (), to enclose material inserted in a quotation by some person other than the original source.
Ex: "Those behaviors *were never exhibited again* [italics added] after treatment."
- 5. Citation of Sources** (97)
 1. When quoting an author directly you must credit the source. For a direct quote give author, year, and page number in parenthesis (or paragraph number for electronic text).
Ex: (Houghton, 1994, p. 21)
 2. When paraphrasing it is not *required* to provide a page number but is helpful.
Ex: (Houghton, 1994) or (Houghton, 1994, p. 21)
 3. In midsentence: End the passage with quotation marks, cite the source in parentheses immediately after the quotation marks, and continue the sentence.
Ex: "The placebo effect disappeared when behaviors were studied in this manner" (Miele, 1993, p. 276), but she did not clarify which behaviors were studied.
 4. At the end of a sentence: Close the quoted passage with quotation marks, cite the source in parentheses immediately after the quotation marks, and end with the period or other punctuation outside the final parenthesis.
Ex: Merrill (1998) said "the results were equivocal" (p. 92).
 5. At the end of a block quote. Cite the quoted source in parentheses after the final punctuation mark.
Ex: indented quote of more than forty words. . . .Last word. (Read, 1999, p. 20)

6. Expression Avoid jargon, wordiness, and slang. (27)

Jargon is the use of technical vocabulary where it is not relevant; or substitution of a euphemistic phrase for a more familiar term.

Ex: *monitarily felt scarcity* for *poverty*

7. Format 8.5 x 11” paper, double-spaced, 1” margins, separate pages for title page, abstract, references, tables, and figures. (341)

8. Gender Bias Avoid biased or pejorative language related to gender. (50)

Ex: “the nurse...she” “policeman” “mailman”

Ex: “police officer” “mail carrier”

9. Levels of Headings (91)

CENTERED UPPERCASE HEADING - Level 5

Centered Uppercase and Lowercase Heading - Level 1

Centered, Underlined, Uppercase and Lowercase Heading - Level 2

Flush Left, Underlined, Uppercase and Lowercase Side Heading - Level 3

Indented, underlined, lowercase paragraph heading ending with a period. - Level 4

10. Margins One inch on all four sides. Right margin should be ragged, not justified. (xxviii)

11. Numbers Use figures to express numbers 10 and above. (99) Avoid beginning a sentence with a number. (102)

Ex: There were 13 boys present

Incorrect example: 43 boys came to the party.

12. Paragraph Indent each paragraph with a 5 to 7 space indent. (xxviii) Longer than a single sentence but not longer than a manuscript page. (342)

13. Punctuation

Commas (62-63)

1. Use between elements (including before *and* and *or*) in a series of three or more items

Ex: the height, width, or depth

2. Use to set off a non-essential clause.

Ex: Switch A, which was on a panel, controlled the recording device.

3. Do not use to set off an essential clause

Ex: The switch that stops the recording device also controls the light.

4. Use to set off exact dates only. (63)

Ex: April 18, 1992, was the correct date.

Ex: April 1992 was the correct month.

Dash Indicates an interruption in the flow of a sentence. Type as two hyphens with no space before or after (65, 244)

Ex: Studies—published and unpublished—corroborate this conclusion.

Hyphens Used to compound words. Use no space before or after. (70, 244)

Ex: trial-by-trial

14. Quotation Double space a quotation of more than 40 words. Put in block form and indent ten spaces. Do not use quotation marks. (96)

The “placebo effect,” which had been verified in previous studies, disappeared when behaviors were studied in this manner but she did not clarify what behaviors were being studied. Furthermore, it was decided that. Etc. to 40 words. (Franklin, 1997, p. 3)

15. Quotation Marks

1. When a period or comma occurs with closing quotation marks, place the period or comma before rather than after the quotation marks. Put other punctuation outside quotation marks unless it is part of the quoted materials.
Ex: “This is a new trial.” Did the experimenter forget to say, “This is a new trial”?
2. Do not use quotation marks to hedge. (66)
Ex: The teacher “rewarded” the classes with tokens. (Incorrect)
Ex: The teacher rewarded the class with tokens. (Correct)
3. Use double quotation marks to introduce a word or phrase used as an ironic comment, slang, or coined expression; thereafter, do not use quotation marks. (65)
Ex: ...considered “normal” behavior

16. Reference List

Indent the first line of each reference entry as for a paragraph. Use a continuous underline from periodical titles through volume numbers. (xxviii)

Periodical (182)

Author, A. A., Author, B. B., & Author, C. C. (2000). Title of article. Title of Periodical, xx, xxx-xxx.

Nonperiodical (magazine, reports, brochures, manuals, audiovisual media, certain monographs)

Author, A. A. (2000). Title of work. Location: Publisher.

Electronic Media (218)

Author, I. (date). Title of article. Name of Periodical [On-line], xx. Available: Specify path

If the date is unknown put “n.d.”

17. Researcher Biographies Relate information about the researcher relevant to present pursuits or position.

18. Spacing Double space everything in the manuscript. (xxviii)

19. Table of Contents

Chapter 1 - Purpose, context of the problem, precedents in the literature, procedural overview, population, definition of terms, generalizability, importance.

Chapter 2 - Literature Review

Chapter 3 - Research Population and Procedures

Chapter 4 - Findings

Chapter 5 - Conclusions and Recommendations

References (174-188)

Appendixes (166-167)

20. Title Page (7)

1. Use upper and lower case letters for the title.
2. Authors names go on one line (First, middle initial, last, e.g. Robert L. Titus); Institution name on separate line.
3. The title should be a concise statement of the main topic and fully explanatory when standing alone.
4. Include a “running head,” an abbreviated title at the top of the page (maximum of 50 characters).

21. Verbs Avoid unnecessary shift in verb tense. (25)

1. Use past tense for the literature review (“research has shown”) and for chapters 1-4.
2. Use the present tense in chapter 5 to invite the reader to join you in deliberating the matter at hand.
3. Use active verbs rather than passive verbs. (32)
4. Verbs should agree in number (i.e. singular or plural). Example: “data are important”

22. Voice Use third person instead of first. Only use “we” in referring to multiple authors. (10)

APA Information on the Web

www.wheaton.edu/learnres/library/citation.html (APA information starts on p. 6)

Material adapted from: Publication Manual of the American Psychological Association. (1995)
4th ed. Washington, DC: American Psychological Association.