

Selected American Psychological Association (APA) Guidelines (5th Edition)

Parts of a Manuscript

- 1.06 Title Page
- 1.10 Results*
- 1.13 References

Writing Style

- 2.01 Orderly Presentation of Ideas
- 2.02 Smoothness of Expression
- 2.03 Economy of Expression
- 2.04 Precision and Clarity
- 2.05 Strategies to Improve Writing Style
- 2.06 Verbs
- 2.07 Agreement of Subject and Verb
- 2.08 Pronouns
- 2.09 Misplaced and Dangling Modifiers and Use of Adverbs
- 2.10 Relative Pronouns and Subordinate Conjunctions
- 2.11 Parallel Construction
- 2.12 Linguistic Devices
- 2.13 Gender
- 2.14 Sexual Orientation
- 2.15 Racial and Ethnic Identity
- 2.16 Disabilities
- 2.17 Age

Punctuation

- 3.01 Period
- 3.02 Comma*
- 3.03 Semicolon*
- 3.04 Colon*
- 3.05 Dash*
- 3.06 Quotation Marks*
- 3.07 Parentheses*
- 3.08 Brackets*
- 3.09 Slash*

Spelling

- 3.10 Preferred Spelling*
- 3.11 Hyphenation (Table 3.1)*

Capitalization

- 3.12 Words Beginning a Sentence*
- 3.13 Major Words in Titles and Headings*
- 3.14 Proper Nouns and Trade Names*

- 3.15 Nouns Followed by Numerals or Letters*
- 3.16 Titles of Tests*
- 3.17 Names of Conditions or Groups in an

Experiment*

- 3.18 Factors, Variables, and Effects*
- 3.19 Italicizing Words*

Abbreviations

- 3.20 Use of Abbreviations*
- 3.21 Explanation of Abbreviations*
- 3.22 Abbreviations Accepted as Words
- 3.23 Abbreviations Used Often in APA Journals
- 3.24 Latin Abbreviations*
- 3.25 Scientific Abbreviations (Units of Measurement and Time)*
- 3.27 Use of Periods with Abbreviations*
- 3.28 Plurals of Abbreviations
- 3.29 Abbreviations Beginning a Sentence

Series

- 3.33 Seriation*

Quotations

- 3.34 Quotation of Sources*
- 3.35 Accuracy
- 3.36 Double or Single Quotation Marks
- 3.37 Changes from the Source Requiring No

Explanations

- 3.38 Changes from the Source Requiring Explanation (i.e., ellipsis, inserting material, adding emphasis)
- 3.39 Citation of Sources*
- 3.40 Citations Within Quotations
- 3.41 Permission to Quote

Numbers

- 3.42 Numbers Expressed in Figures (a-g)*
- 3.43 Numbers Expressed in Words (a-e)*
- 3.44 Combining Figures and Words to Express Numbers
- 3.45 Ordinal Numbers
- 3.46 Decimal Fractions

- 3.47 Roman Numerals
- 3.48 Commas in Numbers
- 3.49 Plurals of Numbers

Metrication

- 3.50 Policy on Metrication
- 3.51 Style for Metric Units
- 3.52 Metric Tables
- Statistical and Mathematical Copy
- 3.53 Selecting the Method of Analysis and Retaining Data

- 3.57 Statistics in Text*

- 3.58 Statistical Symbols*

- 3.59 Spacing, Alignment, and Punctuation

- 3.60 Equations in Text

Reference Citations in Text

- 3.94 One Work by One Author
- 3.95 One Work by Multiple Authors
- 3.96 Groups as Authors
- 3.97 Works With No Author
- 3.98 Authors With the Same Surname
- 3.99 Two or More Works Within the Same Parentheses
- 3.100 Classical Works
- 3.101 Specific Parts of a Source
- 3.102 Personal Communication
- 3.103 Citations in Parenthetical Material

Reference List

- 4.01 Agreement of Text and Reference List
- 4.02 Construction of an Accurate and Complete Reference List
- 4.03 APA Style for Abbreviations and Publisher's Locations (Table 4.1)
- 4.04 Order of References in the Reference List
- 4.05 References Included in a Meta-Analysis
- 4.06 Application of APA Reference Style
- 4.07 General Forms for Periodical, Nonperiodical, and Parts of a Nonperiodical (e.g., book chapter)
- 4.08 Authors
- 4.09 Publication Date
- 4.10 Title of Article or Chapter
- 4.11 Title of Work and Publication Information: Periodicals
- 4.12 Title of Work: Nonperiodicals
- 4.13 Title of Work: Part of a Nonperiodical (Book Chapters)

- 4.14 Publication Information: Nonperiodicals

- 4.15 Electronic Sources

- 4.16 Elements and Examples of References in APA Style

A. Periodicals

B. Books, Brochures, and Book Chapters

C. Technical and Research Reports

D. Proceedings of Meetings

E. Dissertations and Theses

F. Unpublished Work and Publications

G. Reviews

H. Audiovisual Media

I. Electronic Media

General Instructions for Preparing the Paper Manuscript

- 5.01 Paper

- 5.02 Typeface

- 5.03 Double-Spacing

- 5.04 Margins

- 5.05 Order of the Manuscript Pages

- 5.06 Page Numbers and Manuscript Page Headers

- 5.08 Paragraphs and Indentation

- 5.09 Uppercase and Lowercase Letters

- 5.10 Headings

- 5.11 Spacing and Punctuation

- 5.12 Seriation

- 5.13 Quotations

- 5.14 Statistical and Mathematical Copy

Sample Paper and Outlines

- Figure 1. Sample one-experiment paper