
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