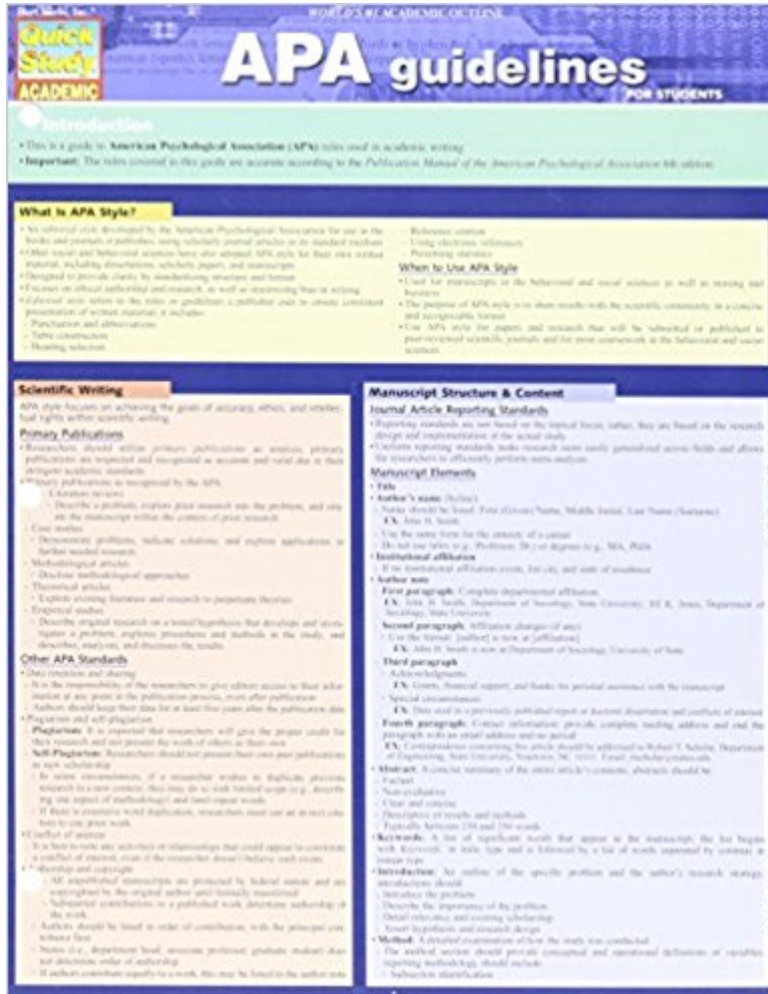


The book was found

Apa Guidelines



APA guidelines FOR STUDENTS

Introduction

- This is a guide to **American Psychological Association (APA)** rules used in academic writing.
- Important:** The rules contained in this guide are accurate according to the *Publication Manual of the American Psychological Association 6th edition*.

What is APA Style?

- An editorial style developed by the American Psychological Association for use in the books and journals of psychology, nursing, behavioral/physical sciences in its standard tradition.
- Other social and behavioral sciences have also adopted APA style for their own tradition.
- Material, including dissertations, scholarly papers, and manuscripts.
- Designed to provide clarity by standardizing structure and format.
- Focuses on ethical authorship and research, as well as ensuring that it is writing.
- Editorial style refers to the rules or guidelines a publisher uses to ensure consistent presentation of written material, it includes:
 - Punctuation and abbreviations
 - Table construction
 - Heading selection
 - Reference citation
 - Using electronic references
 - Presenting statistics

When to Use APA Style

- Used for manuscripts in the behavioral and social sciences as well as teaching and learning.
- The purpose of APA style was to share results with the scientific community in a concise and accessible format.
- Use APA style for papers and research that will be submitted or published in peer-reviewed scientific journals and for some contributions in the behavioral and social sciences.

Scientific Writing

APA style focuses on achieving the goals of accuracy, ethics, and intellectual rights within scientific writing.

Primary Publications

- Researchers should utilize primary publications as sources; primary publications are inspected and accepted as accurate and valid due to their rigorous academic standards.
- Primary publications are recognized by the title:
 - Literature review
 - Describe a problem, explore prior research into the problem, and cite into the manuscript within the context of your research.
 - Case studies
 - Experimental problems, include solutions, and explore applications in further needed research.
 - Methodological articles
 - Describe methodological approaches.
 - Theoretical articles
 - Explore existing literature and research to propose theories.
 - Empirical studies
 - Describe original research on a tested hypothesis that develops and tests together a problem, explains procedure and methods in the study, and describes, analyzes, and discusses the results.

Other APA Standards

- Data retention and sharing**
 - It is the responsibility of the researchers to give others access to their data unless it is in the public domain, even after publication.
 - Authors should keep their data for at least five years after the publication date.
- Plagiarism and self-plagiarism**
 - Plagiarism:** It is expected that researchers will give the proper credit for their research and not present the work of others as their own.
 - Self-plagiarism:** Researchers should not present their own past publications as new scholarship.
 - In some circumstances, if a researcher wishes to duplicate previous research in a new context, they may do so with limited scope (e.g., describing the impact of methodology) and must report words.
 - If there is extensive word duplication, researchers must use at least one line to cite prior work.
- Conflict of interest**
 - It is best to note any activities or relationships that could appear to constitute a conflict of interest, even if the researcher does not believe such exists.
- Ownership and copyright**
 - All copyright of manuscripts are protected by federal statute and are copyrighted by the original author and/or legally assigned.
 - Substantial contributions in a published work determine authorship of the work.
 - Authors should be listed in order of contribution, with the principal one written first.
 - Master's, department level, associate professor, graduate students do not determine order of authorship.
 - If authors contribute equally to a work, this may be listed in the author note.

Manuscript Structure & Content

Journal Article Reporting Standards

- Reporting standards are set based on the typical focus, rather than based on the research design and implementation of the actual study.
- Uniform reporting standards make research more easily generalizable across fields and allows for researchers to efficiently perform meta-analysis.

Manuscript Elements

- Title**
- Author's name (Initials)**
 - Names should be listed: First (Given) Name, Middle Initial, Last Name (Surname).
 - EX:** John D. Smith
 - Use the same name for the article, if a name.
 - Do not use titles (e.g., Professor, Dr.) or degrees (e.g., MEd, PhD).
- Institutional affiliation**
 - If no institutional affiliation exists, faculty and state of residence.
- Author note**
 - First paragraph:** Complete departmental affiliation.
 - EX:** John D. Smith, Department of Psychology, State University, 300 E. Street, Department of Psychology, State University.
 - Second paragraph:** Affiliative changes of note.
 - Use the format: (affiliated to now at affiliation).
 - EX:** John D. Smith is now at Department of Psychology, University of Iowa.
 - Third paragraph:**
 - Acknowledgments
 - EX:** Grants, financial support, and thanks for personal assistance with the manuscript.
 - Special circumstances
 - EX:** This study is a previously published report of doctoral dissertation and conflicts of interest.
- Fourth paragraph:** Contact information: provide complete mailing address and e-mail paragraph with an email address and no period.
- EX:** Correspondence concerning this article should be addressed to Robert T. Schuler, Department of Engineering, State University, Department No. 1000, Email: rtschuler@stateuniversity.edu.

- Abstract:** A concise summary of the entire article's contents; abstracts should be:
- Factual
- Non-evaluative
- Clear and concise
- Descriptions of results and methods.
- Typically between 100 and 150 words.
- Keywords:** A list of significant words that appear in the manuscript, the list begins with **Keywords:** in bold type and is followed by a list of words separated by commas in lower type.
- Introduction:** An outline of the specific problem and the author's research strategy; introductions should:
- Introduce the problem
- Describe the importance of the problem
- Detail relevance and existing scholarship
- State hypothesis and research design
- Method:** A detailed statement of how the study was conducted.
- The method section should provide conceptual and operational definitions of variables; reporting methodology should include:
 - Selection standardization


Synopsis

Rules of punctuation, reference citation, structure and format for these commonly used guidelines. Different guidelines will be used depending on the subject area or the professor or teacher. Having a quick reference handy can speed the writing and editing process allowing the writer to focus on the quality of the paper rather than the structure. Suggested uses:

- o Students – Handy reference while writing papers, collect the set of guides you need for your classes to easily switch between styles
- o Professors/Teachers – Keep handy while writing for academic journals in your subject area

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Customer Reviews

These guidelines are a perfect reference guide for making sure any research papers are in the APA format. The trifold reference is laminated and can easily be inserted into a 3 ring binder as the holes have already been pre-punched. The colors are bright and it is easy to follow.

Great tool for students to have as a quick reference /overview when writing papers.

This APA guideline has saved my papers so many times it is not funny so many rules it is hard to remember them all I know just as it helped me achieve my Bachelors it will also help me in my quest for my Masters. Thank you for having such great educational products.

Looks small, but its a big 3 fold manual with all APA rules and styles, separated by sections. It has more information than it appears in the sample picture here. Portable enough to carry and durable too.

Clear, concise, and an easy quick-reference guide. After I actually read the book I will determine how accurate/consistent the two are to one another. Daniel

It is not a substitute for the complete APA book, which contains more detailed and less commonly used tools for citations in various fields of study.

It's a little hard to find detailed info on this due to the way it's organized. But the info it has is extremely helpful.

This is the perfect chart to use instead of the book, when you need the information quickly and easily.

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