

APA guidelines

FOR STUDENTS

Introduction

- This is a guide to American Psychological Association (APA) rules used in academic writing.
- Important! The rules covered in this guide are accurate according to the *Publishing 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 it publishes, using scholarly journal articles as its standard medium.
- Other social and behavioral sciences have also adopted APA style for their most serious materials, including dissertations, scholarly papers, and manuscripts.
- Designed to give all clarity by standardizing names and format.
- Focuses on ethical authorities and standards, as well as emphasizing concise 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 schemes

- Reference citations
- Using electronic references
- Presenting statistics

When to Use APA Style

- Used for manuscripts in the behavioral and social sciences as well as training and textbooks.
- The purpose of APA style is to share results with the scientific community in concise and recognizable format.
- The APA style for papers and requests that will be submitted or published in peer-reviewed scientific journals and the most prominent in the behavioral and social sciences.

Scientific Writing

APA style focuses on following the goals of accuracy, ethics, and clarity in scientific writing.

Primary Publications

- Researchers attend either primary publications or reviews; primary publications are original and recognized as accurate and valid due to their stringent academic standards.
- Primary publications are recognized by the APA:
 - Literature reviews
 - Describe a problem, explain prior research into the problem, and state the manuscript within the context of prior research.
- Case studies:
 - Document a problem, outline solutions, and explore applications or further needed research.
- Methodological articles:
 - Outline methodological approach
- Theoretical articles:
 - Explore existing literature and research to propose theories
 - Theoretical studies
- Describe original research as a tested hypothesis that develops and improves a problem, explains procedures and methods in the study, and describe, analyze, and discuss the results.

Other APA Standards

- Data accuracy and sharing:
 - It is the responsibility of the researchers to give others access to their data before or at any point in the publication process, even after publication.
 - Authors should keep their data for at least five years after the publication date.
- Plagiarism and self-plagiarism:
 - Plagiarism: It is important that researchers will give the proper credit for their research; authors must provide the credit of others in their work.
 - 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 new aspect of methodology) and acknowledging words.
 - If there is extensive word duplication, researchers must use an in-text citation for the prior work.
- Conflict of interest:
 - It is best to note any potential or relationships that could appear to compromise a conflict of interest, even if the researcher doesn't believe such exists.
- Authorship and copyright:
 - All unpublished manuscripts are protected by federal statute and are unpublished by the original author and formally transferred.
 - Substantial contributions to a published work determine authorship of the work.
 - Authors should be listed in order of contribution, with the principal contributor first.
 - Names (i.e., Department head, assistant professors, graduate students) does not determine order of authorship.
 - If authors contribute equally to a work, they may be listed in the author note.

Manuscript Structure & Content

Journal Article Reporting Standards

- Reporting standards are not based on the typical focus; rather, they are based on the research design and implementation of the actual study.
- Outline reporting standards make research more easily generalized 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)
 - APA lists in three:
 - List the names for the authors of a journal.
 - Do not use titles (e.g., Professor, Dr.) or degrees (e.g., M.A., PhD).
- Institutional affiliation:
 - If an institutional affiliation exists, list city and state of residence.
- Author note:
 - First paragraph: Complete departmental affiliation.
 - APA lists in three: Department of Sociology, State University, 88 E. Jones, Department of Sociology, State University.
 - Second paragraph: Affiliation changes (if any):
 - One the Given (Author) is now at (affiliation).
 - APA lists in three: a Department of Sociology, University of Texas.
 - Third paragraph:
 - Acknowledgments
 - APA Grants, financial support, and thanks for personal assistance with the manuscript.
 - Special acknowledgments
 - APA: Give credit to a previously published report or personal dissertation and authors of interest.
 - Fourth paragraph: Contact information: provide complete mailing address and send the paragraph with an email address and no period.
 - APA: Correspondence concerning this article should be addressed to Robert T. Schacter, Department of Engineering, State University, Syracuse, NY 13210. Email: rtschacter@stateuniv.edu
- Abstract: A concise summary of the entire article's contents; abstracts should be:
 - Concise
 - Non-evaluative
 - Clear and concise
 - Description of results and methods
 - Typically between 150 and 250 words.
- Keywords: A list of significant words that appear in the manuscript, but that begin with keywords in italic type and is followed by a list of words, separated by commas, in roman 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
 - Present rationale and existing scholarship
 - Present hypothesis and research design
- Method: A detailed description of how the study was conducted:
 - The method used should provide conceptual and operational definitions of variables; including methodology should include:
 - Descriptive identification

Apa Guidelines Quick Study Academic

Thomas Smith, BarCharts Inc., Staff

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the author's name.

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