



# APA/MLA guidelines

## STYLE MANUAL & EDITION

This is a brief guide to American Psychological Association (APA) and Modern Language Association (MLA) rules used in academic writing.

**Important:** The styles created in this guide are accurate according to the *Publication Manual of the American Psychological Association* 7th edition (2020) and the *MLA Handbook* 8th edition (2016). Each time APA and MLA guidelines are revised, changes and additions must be made to guide this website.

## APA STYLE 7th Edition

### What is APA Style?

• APA style does not refer to a writing style, rather, it is the editorial style developed by the American Psychological Association for use in the fields and journals of psychology. Other social and behavioral sciences have also adopted APA style for their own written material.

• Editorial style refers to the rules or guidelines published when it comes to consistent presentation of written materials. It includes:

- Presentation and abbreviations
- References citations
- Table construction
- Using electronic references
- Handling references
- Presenting statistics

### Writing for the Behavioral & Social Sciences

#### Data Retention & Sharing

- It is the responsibility of researchers to give others access to their information 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 & Self-Plagiarism

• **Plagiarism:** It is expected that researchers will give 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.

#### 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 doesn't believe they exist.

### Manuscript Structure & Content

#### Journal Article Reporting Standards

Reporting standards are not based on typical forms; rather, they are based on research design and implementation of the actual study.

#### Manuscript Elements

1. **Running header:** Titles included for manuscripts being submitted for publication should be no longer than 70 characters.

- A. For student papers: Do not use a running head.
- B. Avoid other terms in the running head.

2. **Page number:** Include at the top of each page on the same line as the running head. Right-align.

3. **Title:**

- A. Author's name, or name of each author

4. **Declaration of authorship:** each author

- A. For student papers: Include the course name and number, instructor name, and due date.

5. **Author notes:** Not required for student papers.

- A. **First paragraph:** Complete supplemental information, include the ORCID iD if available.

ORCID iD: <https://orcid.org/> Department of Psychology, State University

- B. **Second paragraph:** Affiliation changes (if any)

C. **Third paragraph:** Acknowledgments (e.g., grants, statistical support, and thanks for personal assistance with the manuscript) and special acknowledgments (e.g., data used in a previously published report or doctoral dissertation and conflicts of interest)

- D. **Fourth paragraph:** Contact information. Include your complete mailing address and e-mail address with the period at the end of the paragraph.

ORCID: Correspondence concerning this article should be addressed to Robert B. Stoltz, Department of Engineering, State University, Yonkers, NY 10595. E-mail: [rstoltz@stateuniv.edu](mailto:rstoltz@stateuniv.edu)

7. **Abstract:** A brief, concise summary of the article's contents. Not required for student papers.

8. **Keywords:** A list of significant words that appear in the manuscript. The list should begin with the keywords in title type followed by a list of words repeated by lowercase in roman type. Not required for student papers.

9. **Introduction:** A review of the specific problem and the author's research strategy.

10. **Method:** A detailed description of how the study was conducted.

11. **Results:** A summary of the data collected and the author's analysis.

12. **Discussion:** The analysis of the interpretation and meaning of the research results that also draws from other cited sources.

13. **Multiple experiments:** List separately.

14. **Meta-analysis:** A concise synthesis of the research.

15. **References:**

16. **Footnotes:**

- A. A content footnote: appropriate for single supplemental information.
- B. Copyright permission footnote: acknowledges the source of lengthy quotations, tables, and text, figures, and tables that have been requested or adapted.

17. **Appendices and supplemental materials:**

### Writing Clearly & Concisely

#### Headings

• Headings serve two:

- The parts of your paper work together.
- Your paper is organized by indicating which parts are equally important and how each part relates to the others.
- APA uses five heading formats.

Centered, Bold, Title Case Heading

Flush Left, Bold, Title Case Heading

Flush Left, Bold, Title Case Heading

Centered, Bold, Title Case Heading, Centered Within Period

Centered, Bold, Title Case Heading, Ending With a Period

• When using headings:

- Do not use a heading in the introduction of your paper.
- Use the same heading level for topics of equal importance.
- Do not use each heading is followed by at least two subheadings or none at all. Do not create more steps, or substeps, than a single entry.
- Do not label headings with numbers or letters, or as sections.

#### Reducing Bias in Language

• Use the appropriate level of specificity.

ORCID: Using the word *man* to represent humanity is not acceptable as using the phrase *individuals* or *people*.

• Differences of any kind should be described only when relevant.

• Be sensitive to labels.

- Use the singular *they* for a person who keeps their sex identity private.
- Avoid using adjectives or nouns to label people (e.g., *depressed*, *the poor*).
- Call people what they call themselves.
- Preserve first language (e.g., a person with dyslexia), identify first language (e.g., an English person), or make sure the language is appropriate.

• Avoid false generalizations.

- They are false generalizations for groups (e.g., *average person*), with straight and/or lesbian, over the general public.
- When referring to multiple social groups, don't put groups in order of social dominance (e.g., *poor and middle class*, *middle and lower income*, *lower and middle income*).

#### Reducing Bias by Topic

- Consider cultural norms to a person's role, not their biological sex.
- Use the singular *they* for individuals whose identified genders are not known.
- Do not use terms that imply bias (e.g., *opportunity*).
- **Sexual orientation:** A pattern of attractions, behaviors, identity, and sexual conduct—different from sexual preference.

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**ML Yell**



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*Apa/MLA Guidelines - 7th/8th Editions* Kaitlyn McNamee, Ma,2020-05 Quick reference guide to the essentials of two of the most highly used writing style guides for college level students The 7th edition of the American Psychological Association's publication manual combined with reference to the 8th edition of the Modern Language Association's rules of punctuation reference citation structure and format in 6 laminated handy pages filled with the answers you need for these commonly used guidelines APA is used largely in academics psychology communications business nursing social sciences criminology education economics and more MLA is used for language and literature foreign language literary criticism and cultural studies Having a quick reference handy can speed up the writing and editing process allowing the writer to focus on the quality of the paper ensuring a better grade if you are a student or a more professionally clean article or paper if writing for publication in your field For the convenience and benefit of increasing the quality of your writings the price makes it easy to add this to your writers toolbox 6 page laminate guide includes APA STYLE 7th Edition What is APA Style Writing for the Behavioral Social Sciences Manuscript Structure Content Writing Clearly Concisely The Mechanics of Style Statistics in Text Paper Format Citing Sources in the Text with Examples Reference List with Formatting Samples MLA STYLE 8th Edition What is MLA Style Research Writing Reference Works Plagiarism Academic Integrity Research Paper Format Citing Sources in the Text Mechanics of Writing with Examples Works Cited List with Examples Suggested uses Students Handy reference while writing papers easily switch between styles Professors Teachers Keep handy while writing for academic journals in your subject area Professionals Use while writing academic articles or papers for publication *APA/MLA guidelines for students : brief guide to American Psychological Association and Modern Language Association rules used in academic writing* BarCharts, Inc,2009 Anyone writing a paper will need to use one of these two forms of documentation Two main documentations forms in this guide Modern Language Association and American Psychological Association [APA/MLA Guidelines](#) Thomas Smith,BarCharts Inc., Staff,2005 This is a brief guide to Modern Language Association and American Psychological Association use in academic writing Important This is not an exhaustive list of APA MLA rules each new APA MLA edition contains changes and additions not found in previous editions Always check the most recent version for proper style **APA/MLA Guidelines - 7th/9th Editions Style Reference for Writing** Kaitlyn McNamee,2022 Quick reference guide to the essentials of two of the most highly used writing style guides for college level students The most frequently used elements of the 7th edition of the American Psychological Association's publication manual are combined with elements of the 9th edition of the Modern Language Association's rules of punctuation reference citation structure and format This concise 6 page colorfully organized guide is filled with the answers you need APA is used largely in academics psychology communications business nursing social sciences criminology education economics and more MLA is used for language and literature foreign language literary criticism and cultural studies Having a quick reference handy can speed up the writing

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**APA/MLA Guidelines - 7th/9th Editions Style Reference for Writing** Kaitlyn McNamee,2022-05 Quick reference guide to the essentials of two of the most highly used writing style guides for college level students The most frequently used elements of the 7th edition of the American Psychological Association s publication manual are combined with elements of the 9th edition of the Modern Language Association s rules of punctuation reference citation structure and format This concise 6 page colorfully organized durably laminated guide is filled with the answers you need APA is used largely in academics psychology communications business nursing social sciences criminology education economics and more MLA is used for language and literature foreign language literary criticism and cultural studies Having a quick reference handy can speed up the writing and editing process allowing the writer to focus on the quality of the paper ensuring a better grade for students and professionally formatted articles when writing for publication in your field For the convenience and benefit of increasing the quality of your writings the price makes this an easy add to your writer s toolbox 6 page laminate guide includes APA STYLE 7th Edition What is APA Style Writing for the Behavioral Social Sciences Manuscript Structure Content Writing Clearly Concisely The Mechanics of Style Presentation of Statistics in Text Reference List with Examples MLA STYLE 9th Edition What is MLA Style Research Writing Plagiarism Academic Integrity Research Paper Format Citing Sources in the Text Inclusive Language Principles Mechanics of Writing with Examples Works Cited List with Examples Suggested uses Students Handy reference while writing papers easily switch between styles Professors Teachers Keep handy while writing for academic journals in your subject area Professionals Use while writing academic articles or papers for publication

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