



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. Keep in mind: The rules covered in this guide are accurate according to the *Publication Manual of the American Psychological Association*, 7th edition (2020) and the *MLA Handbook*, 9th edition (2021). Each new APA and MLA edition contains changes and additions not found in previous editions.

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 books and journals it publishes. Other social and behavioral sciences have also adopted APA style for their own written material.
- **Editorial style** refers to the rules or guidelines a publisher uses to ensure consistent presentation of written material. It includes:
 - Punctuation and abbreviations
 - Reference citations
 - Table construction
 - Using electronic references
 - Heading selection
 - Presenting statistics

Writing for the Behavioral & Social Sciences

Data Retention & Sharing

- It is the responsibility of researchers to give editors 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** 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 publication 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 topical focus; rather, they are based on research design and implementation of the actual study.

Manuscript Elements

1. **Running heads:** Only include for manuscripts being submitted for publication; should be no longer than 50 characters.
 - A. For student papers: Do not have a running head.
 - B. Avoid abbreviations in the running head.
2. **Page numbers:** Include at the top of each page on the same line as the running head, flush right.
3. **Title**
4. **Author's name,** or name of each author
5. **Institutional affiliations** of each author
 - A. For student papers: Include the course name and number, instructor name, and due date.
6. **Author note:** Not required for student papers.
 - A. **First paragraph:** Complete departmental affiliations, include the ORCID ID if available.

EX: AS Jones, Department of Sociology, State University
 - B. **Second paragraph:** Affiliation changes (if any)
 - C. **Third paragraph:** Acknowledgments (e.g., grants, financial support, and thanks for personal assistance with the manuscript and special circumstances (e.g., data used in a previous published report or doctoral dissertation and conflicts of interest))
 - D. **Fourth paragraph:** Contact information. Include your complete mailing address and e-mail address with no period at the end of the paragraph.

EX: Correspondence concerning this article should be addressed to Robert T. Scholten, Department of Engineering, State University, Yourtown, NC 31115. Email: rscholten@stateu.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 *Keywords:* in italic type, followed by a list of words separated by commas in roman type. Not required for student papers.
9. **Introduction:** An outline of the specific problem and the author's research strategy.
10. **Method:** A detailed examination of how the study was conducted.
11. **Results:** A summary of the data collected and the subsequent analysis.
12. **Discussion:** An analysis of the importance and meaning of the research results that also draws from other cited sources.
13. **Limiting experiments** (if applicable)
14. **Main conclusion:** A concise synthesis of the research.
15. **References**
16. **Footnotes**
 - A. Content footnotes supplement or simplify significant information.
 - B. Copyright permissions for text or acknowledge the source of lengthy quotations, table and text items, figures, and tables that have been reported or adapted.
17. **Appendices and supplemental materials**

Writing Clearly & Concisely

Headings

- Headings show how:
 - 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 Italic, Title Case Heading

Indented, Bold, Title Case Heading, Ending With a Period.

Indented, Bold Italic, Title Case Heading, Ending With a Period.

Organizing Headings

- Do not use a heading for the introduction of your paper.
- Use the same heading level for topics of equal importance.
- Be sure that each heading is followed by at least two sub-headings or none at all. Do not divide your topic or subtopic into a single entry.
- Do not label headings with numbers or letters, or in sentence form.

Reducing Bias in Language

- Use the appropriate level of specificity.

EX: Using the word *man* to represent humanity is not as accurate 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 whose name they do not know.
 - Avoid using adjectives as nouns to label people (e.g., *the poor*, *the poor*).
 - Call people what they call themselves.
 - Person-first language (e.g., *a person with paraplegia*), identity-first language (e.g., *an autistic person*), or both may be acceptable.
- Avoid false homonyms.
 - Use parallel designations for groups (e.g., *comparing gay men with straight men or lesbians*, not *the general public*).
 - When referring to multiple social groups, don't put groups in order of social dominance by default (e.g., *men and women*, *white Americans and racial minorities*).
- **Reducing Bias by Topic**
 - **Gender:** Cultural, refers 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 binaries (e.g., *opposite genders*).
 - **Sexual orientation:** A pattern of attraction, behavior, identity, and social contact—different from sexual preference.

Apamla Guidelines Quick Study Academic

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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 - 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 *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 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 digital PDF 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 *APA + MLA Guidelines in Tables* Creativecloud Publications,2020-01-24 Quick and easy to understand guidelines on APA and MLA formatting in tables for students Quick reference tables can speed up your academic writing process allowing you to focus on the quality of the paper to succeed in studying Guidelines include introduction to APA and MLA general rules header running head title page paper layout table of contents abstract page body introduction discussion conclusion footnotes and endnotes abbreviations headings in text citations and references works cited list general formatting guidelines with examples **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 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,2011-12-31 Introduction This is a brief guide to American Psychological Association APA and Modern Language Association MLA rules used in academic writing Important The rules covered in this guide are accurate according to APA 6th edition 2009 and MLA 7th edition 2009 each new APA MLA edition contains changes and additions not found in previous editions P 1 **Apa/Mla Guidelines (Speedy Study Guides)** Speedy Publishing,2014-06-21 APA MLA Guidelines provide writers with the information that they need to present their research findings correctly in APA MLA formatted papers Because both styles require in text citations confusion may set in when writing a paper in MLA The use of the Guideline will allow you to decide quickly between APA Johnson 2010 or MLA Johnson 25 Such information at your fingertips will end the waste of time searching for information and allow you to present a strong credible paper *Your Super Quick Guide to Learning Online* Janet E. Salmons,2020-11-25 Learn how to successfully adapt to online remote learning with this super quick guide Packed with pragmatic applied tips on how to adjust to a digital learning experience this handy resource will instil you with the confidence and know how needed to succeed Set up an effective workplace and stay motivated Work well with tutors and get the support you need Get the most out of different forms of learning from lectures to field work Make the best use of materials such as online databases and open access content Collaborate effectively with peers and create your best work An invaluable guide to get you through university cool calm and in control **Know it All, Find it Fast for Academic Libraries** Heather Dawson,2012 A comprehensive and easy to use version of the best selling Know it All Find It Fast developed specifically for information professionals working in academic libraries this will help you to tackle the questions most commonly asked by students academics and researchers A broad cross disciplinary A Z of themes including topics such as literature searching plagiarism and using online resources are covered helping you to address anquery confidently and quickly Each topic is split into three sections to guide your response typical questions listing the common enquiries you ll encounter points to consider exploring the issues and challenges that might arise where to look listing annotated UK and international resources in print and online including key organisations scholarly bodies digital libraries statistical data and journal article indexes Readership This will prove an indispensable day to day guide for anyone working with students academics and researchers in an academic library

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