

UNIVERSITY OF PHOENIX APA FORMAT GUIDELINES (5th Ed.)

(Information referenced from *Publication Manual of the American Psychological Association*, 5th Ed., 2001)

Title Page double-spaced, upper & lowercase, include a page header, number as page 1 (pp. 295-296). APA contents of title page are listed on pp. 10-11. **UOP Title page content differs from APA regarding the order & elements to include on the title page. UOP title page should include the following elements in this order centered on the page:** Title of paper, author's name, University of Phoenix, Course # and title, Group #, Faculty member's name, and date of submission.

Font style preferred is Times Roman or Courier. **Font size** is 12pt. Font for description of figures should be Sans Serif (p. 265, 5.02).

Page Headers first two or three words of the title. Type five spaces to the left of page # (p. 288, 5.05 and 296), sample paper (p.306). **Do not confuse with running head!**

Double space everything including title page and block quotes (p.239, 4.03).

Margins all four sides 1". **This is a UOP guideline.** (APA states at least 1", p. 240, 4.04).

Page numbers 1" from right edge, between top edge & first line of text on **all** pages. **Title page is #1** (p. 241, 4.06).

Running Head not required for APA papers unless specifically assigned. If used, type flush left at top of title page, below page header, in all uppercase letters (p. 296, 5.15). See sample paper (p. 306). **I do not require a running head.**

Table of Contents not utilized in APA. Use headings and introduction paragraph to organize your paper.

Abstracts are **only** used for UOP papers if required by the assignment. When assigned, use p. 296, 5.16. **I do not require abstracts.**

Title of Paper Type in upper & lowercase letters, center on first page of text, double space then start text (p.298, 5.17).

Headings indicate organization of paper and establish importance. Match to complexity of paper. Use at least **Level 1** to better organize paper. Title of paper (centered upper and lowercase) on first page, is not considered a separate heading level. If the paper requires two headings, use levels 1 & 3; if three headings use levels 1, 3, & 4 (pp. 111-115, 3.30-3.32). See manuscript ex. pp. 307-8.

Alignment is flush-left style leaving right margin ragged. Do not divide words or hyphenate at the end of the line (p.287, 5.04).

Paragraphs indented 5-7 spaces or ½ inch. Use tab key for consistency (p. 289, 5.06). Should contain 1 topic. **Do not use** 1 sentence paragraphs or lengthy paragraphs (p. 36). Turn on widow and orphan protection (control).

Punctuation only one space after periods, commas, colons, semi-colons, exceptions (p. 290, 5.11) uses of (pp. 78-88). Hyphenate phrases used as an adjective, all self-compounds, and an adjective-and-noun compound adjective (p. 93, 3.11) Use commas (including before **and** or **or**) in a series of three or more (p. 78, 3.02 and pp. 115-117). Place periods and commas within closing quotation marks but place other punctuation marks inside quotations only when they are part of the quoted material (p. 119, 3.36).

Abbreviations (pp. 103-104, 3.20) First time spell out (p. 104, 3.21). Abbreviations accepted as words (p. 105, 3.22). When to use periods with abbreviations (p. 110, 3.27).

Plurals of abbreviations (pp. 110-111, 3.28) of numbers (p. 130, 3.49) preferred spelling (p. 89, 3.10).

And vs. & (Ampersand) When to use each (p. 209, 3rd example; and 224, third paragraph from bottom of page).

Numbers in general express in words for numbers less than ten, however there are many rules and exceptions to rules (pp. 123-128). In the Reference List, use Arabic numbers (even though the source may have used Roman numerals). Measurements should be in metric units if possible (p. 130, 3.50).

Capitalization & Italics (pp.94-100, 3.13-3.18). Following a colon (p. 80, 3.04). Use italics for titles of books and periodicals and the first time a key word is introduced/used (p. 100 3.14).

Citation of references in text adhere to guidelines (pp. 207-214, 3.94-3.103). General & problematic examples:

- ✓ **When paraphrasing or referring to an author's work:** Cite author(s) and year (pp. 120-121, 3.39) Example: (Smith, 1997).
- ✓ **When quoting directly,** cite author(s), year, & page number (pp. 117-118, 120-121). Ex: "take me home to Kansas" (Smith, 1997, p.2). Quotations of more than 40 words use block quotations (p. 117). If electronic media: cite paragraph or page number (§ 12). The pilcrow symbol (§) is ASCII 0162.
- ✓ **Citing a secondary source** if you do not have primary source (p. 245, #17, p. 247, #22). Example: Orem (as cited in Smith, 1997).
- ✓ **Citing personal communications** (p. 214, 3.102). Example: A. C. Smith (personal communication, February 14, 1997).

Reference list starts on new page, titled Reference(s), centered in upper & lowercase letters, needs a page header and page number. Alphabetize by author name, double space, hanging indent (1st line of each entry flush left, indent subsequent lines 5-7 spaces (p. 216, p. 229, 5.18, & p. 219, 4.04). Citation in text **must** specifically match reference page (p. 215, 4.01). Follow examples on pages 223-281. **UOP guidelines require** more than one reference unless the paper is an article analysis. Number & variety of references should match the complexity of assignment. Use scholarly journals only. Titles of books, periodicals, and microfilm publications are **italicized**. References contain three parts with each part followed by a period and one space. Exception: if the source in part #3 is an Internet URL, do not use a period. (1) Author, A. A. (year). (2) Title of work **-or-** Title of book (pp. ix-ix). **-or-** Title of journal article. Title of Periodical, volume, pages. (3) Publication location: Publisher. **-or-** [nothing in the case of a printed periodical] **-or-** Retrieved month day, year, from source.

Appendix, Tables, & Figures **Appendix:** pp. 205-206, 3.90 and pp. 299-300, 5.19. **Tables:** pp. 147-176, 3.62-2.74. See table checklist on pp. 175-176. **Figures:** pp. 176-201, 3.75-3.86. See figure checklist on p. 201. **I prefer all tables and figures in the body of the text. Please do not use tables or figures for decoration only.**

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Table of Contents Apa Manual 5th Edition

1. Understanding the eBook Apa Manual 5th Edition
 - The Rise of Digital Reading Apa Manual 5th Edition
 - Advantages of eBooks Over Traditional Books
2. Identifying Apa Manual 5th Edition
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Apa Manual 5th Edition
 - User-Friendly Interface
4. Exploring eBook Recommendations from Apa Manual 5th Edition
 - Personalized Recommendations
 - Apa Manual 5th Edition User Reviews and Ratings
 - Apa Manual 5th Edition and Bestseller Lists
5. Accessing Apa Manual 5th Edition Free and Paid eBooks
 - Apa Manual 5th Edition Public Domain eBooks
 - Apa Manual 5th Edition eBook Subscription Services
 - Apa Manual 5th Edition Budget-Friendly Options

6. Navigating Apa Manual 5th Edition eBook Formats
 - ePub, PDF, MOBI, and More
 - Apa Manual 5th Edition Compatibility with Devices
 - Apa Manual 5th Edition Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Apa Manual 5th Edition
 - Highlighting and Note-Taking Apa Manual 5th Edition
 - Interactive Elements Apa Manual 5th Edition
8. Staying Engaged with Apa Manual 5th Edition
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Apa Manual 5th Edition
9. Balancing eBooks and Physical Books Apa Manual 5th Edition
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Apa Manual 5th Edition
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Apa Manual 5th Edition
 - Setting Reading Goals Apa Manual 5th Edition
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Apa Manual 5th Edition
 - Fact-Checking eBook Content of Apa Manual 5th Edition
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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