



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: MS 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 31212. 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 boxes, figures, and tables that have been reprinted 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, as in *section 1*.

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 to name or label people (e.g., *the poor*, *the poor*).
 - Call people what they call themselves.
 - Person-first language (e.g., *a person with paraphilia*), identity-first language (e.g., *an autistic person*), or both may be acceptable.
- Avoid false homogeneity
 - Use parallel designations for groups (e.g., *comparative gay men and straight men* or *both men*, 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.

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Michael Rajnik



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