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Apa Guidelines



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 models.
- Most social and behavioral sciences have also adopted APA style for their own written communication, including documents, websites, papers, and manuscripts.
- APA style is also used in the sciences, engineering, and technology fields.
- Focuses on ethical authorship and research, as well as encouraging clear writing.
- Editorial style relies on the editor or publisher to facilitate rules to ensure consistent presentation of written material, as follows:

 - Placing and abbreviations
 - Table construction
 - Heading selection

Reference citation

- Using electronic references
- Preserving citations

When to Use APA Style

- Used for manuscripts in the behavioral and social sciences as well as nursing and education.
- The purpose of APA style is to share results with the scientific community in a concise and accessible format.
- Use APA style for papers and research that will be submitted or published in peer-reviewed scientific journals and for most communication in the behavioral and social sciences.

Scientific Writing

APA style focuses on achieving the goals of accuracy, ethics, and validity. Full rights within scientific writing.

Primary Publications

- Researchers should utilize primary publications as sources, primary papers, and cite them and interpret them as accurate and valid due to their stringent academic standards.
- Primary publications are recognized by the APA.
- **Publication review:**
 - Describe a problem, explore prior research on the problem, and cite sources that the manuscript relates the content of prior research.
- **Cave notes:**
 - Document problems, indicate solutions, and explore applications in further related research.
- **Methodological article:**
 - Describe the methodological approach.
 - The results of article.
 - Explore existing literature and research to perpetuate theories.
 - Empirical studies.
- **Describe original research on a causal hypothesis that develops and integrates a problem, explores procedure and methods in the study, and describes, analyzes, and discusses the results.**

Other APA Standards

- Data collection and sharing
- It is the responsibility of the researcher to give sufficient access to their data collection 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:**
 - It is expected that researchers will give the proper credit to the original author and not provide the work of others as their own.
 - Self-Plagiarism: Researchers should not present their own past publications as new scholarship.
 - In some circumstances, if a researcher writes an duplicate previous research in a new context, there may be no such labeling required (e.g., describe the same aspect of methodology) and limit repeat words.
 - If there is a case of cited plagiarism, researchers must use an in-text citation to the prior work.
- **Credit of author:**
 - It is best to note any activities or relationships that could appear to contribute a conflict of interest, even if the researcher doesn't believe such exists.
 - **Copyright and copyright:**
 - All original contributions are protected by federal statute and are copyrighted by the original author and formally registered.
 - Substantial contributions to a published work determine authorship of the work.
 - Authors should be listed in order of contribution, with the principal one first.
 - Books, articles, department head, associate professor, graduate student, does not determine order of authorship.
 - If authors contribute equally to a work, this may be listed in the author note.

Manuscript Structure & Content

Journal Article Reporting Standards

- Reporting standards are set based on the topical focus; often, they are based on the research design and implementation of the actual study.
- Reporting standards make research results easily generalized across fields and allow for researchers to effectively perform meta-analyses.

Manuscript Elements

- **Title**
- **Author's name (below)**
 - Author should be listed. **John H. Smith, PhD, Smith, John, Last Name (abbreviated)**
 - JK, John H. Smith**
 - Use the same form for the entirety of a journal.
 - Use the same form for all authors (e.g., MA, PhD)
- **Institutional affiliation**
 - If no institutional affiliation exists, list city and name of institution.
- **Author note:**
 - First paragraph: Complete departmental affiliation.
 - Use the format: [Author] is now at [affiliation]
- **Third paragraph**
 - Acknowledgments
 - Note: Government support, and funds for personnel assistance with the manuscript.
 - Note: Institutional support.
 - JK, John H. Smith is now in Department of Sociology, University of State.**
- **Fourth paragraph:** Contact information, provide complete mailing address and visit the paragraph with an email address and no period.
- **JK, Correspondence concerning this article should be addressed to Robert T. Schuler, Department of Psychology, State University, Spokane, WA 99253. Email: rtschuler@wsu.edu**
- **Abstract:** A concise summary of the entire article's contents, abstracts should be:
 - **First:** One sentence.
 - **Second:** One sentence.
 - **Third:** One sentence.
 - **Fourth:** One sentence.
- **Keywords:** A list of 5-10 words that appear in the manuscript, the first begins with a capital, in italic type and is followed by a list of words separated by commas in regular type.
- **Introduction:** An outline of the specific problem and the author's research strategy.
- **Method:** A detailed examination of how the study was conducted.
- **Results:** A section that provides conceptual and operational definitions of variables, reporting methods, should include:
 - Subsections identification.



Synopsis

Rules of punctuation, reference citation, structure and format for these commonly used guidelines. Different guidelines will be used depending on the subject area or the professor or teacher. Having a quick reference handy can speed the writing and editing process allowing the writer to focus on the quality of the paper rather than the structure. Suggested uses: o Students â “ Handy reference while writing papers, collect the set of guides you need for your classes to easily switch between styles o Professors/Teachers â “ Keep handy while writing for academic journals in your subject area

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Customer Reviews

These guidelines are a perfect reference guide for making sure any research papers are in the APA format. The trifold reference is laminated and can easily be inserted into a 3 ring binder as the holes have already been pre-punched. The colors are bright and it is easy to follow.

Great tool for students to have as a quick reference /overview when writing papers.

This APA guideline has saved my papers so many times it is not funny so many rules it is hard to remember them all I know just as it helped me achieve my Bachelors it will also help me in my quest for my Masters. Thank you for having such great educational products.

Looks small, but its a big 3 fold manual with all APA rules and styles, separated by sections. It has more information than it appears in the sample picture here. Portable enough to carry and durable too.

Clear, concise, and an easy quick-reference guide. After I actually read the book I will determine how accurate/consistent the two are to one another. Daniel

It is not a substitute for the complete APA book, which contains more detailed and less commonly used tools for citations in various fields of study.

It's a little hard to find detailed info on this due to the way it's organized. But the info it has is extremely helpful.

This is the perfect chart to use instead of the book, when you need the information quickly and easily.

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