Sixth Edition

i i Publication I Manual

of the American Psychological Association

Contents

List of Tables and Figures xi			
Foreword xiii			
Preface xv			
Editorial Staff xvii			
Introduction 3			
Organization of the Sixth Edition 4			
Specific Changes in the Sixth Edition 4			
How to Use the <i>Publication Manual</i> 6			
Writing for the Behavioral and Social Sciences 9			
Types of Articles 9			
1.01 Empirical Studies 10			
1.02 Literature Reviews 10			
1.03 Theoretical Articles 10			
1.04 Methodological Articles 10			
1.05 Case Studies 11			
1.06 Other Types of Articles 11			
Ethical and Legal Standards in Publishing 11			
Ensuring the Accuracy of Scientific Knowledge 12			
1.07 Ethical Reporting of Research Results 12			
1.08 Data Retention and Sharing 12			
1.09 Duplicate and Piecemeal Publication of Data 13			
1.10 Plagiarism and Self-Plagiarism 15			
Protecting the Rights and Welfare of Research Participants 16			
1.11 Rights and Confidentiality of Research Participants 16			
1.12 Conflict of Interest 17			

1.

2.

3.

Protecting	g Intellectual Property Rights 18
1.13	Publication Credit 18
	Reviewers 19
	Author's Copyright on an Unpublished Manuscript 19
1.16	Planning for Ethical Compliance 20
Manus	script Structure and Content 21
Journal A	article Reporting Standards 21
	pt Elements 23
	Title 23
	Author's Name (Byline) and Institutional Affiliation 23
	Author Note 24
	Abstract 25
	Introduction 27 Method 29
	Results 32
	Discussion 35
	Multiple Experiments 36
	Meta-Analyses 36
	References 37
2.12	Footnotes 37
2.13	Appendices and Supplemental Materials 38
Sample P	
_	g Clearly and Concisely 61
Organizat	ion 61
3.01	Length 61
3.02	Organizing a Manuscript With Headings 62
3.03	Levels of Heading 62
3.04	Seriation 63
Writing St	tyle 65
	Continuity in Presentation of Ideas 65
	Smoothness of Expression 65
	Tone 66
3.08	, I
3.09	Precision and Clarity 68 Linguistic Devices 70
3.10	
	r · · · · · · · · · · · · · · · · · · ·
_	Bias in Language 70 Guidelines for Reducing Bias 77
	eline 1: Describe at the Appropriate Level of Specificity 71
	eline 2: Be Sensitive to Labels 72
Gurac	
Guide	eline 3: Acknowledge Participation 73
	Pline 3: Acknowledge Participation 73 Bias by Topic 73
	Bias by Topic 73
Reducing 3.12	Bias by Topic 73

	3.15	Disabilities 76
	3.16	Age 76
	3.17	Historical and Interpretive Inaccuracies 76
	Grammar	and Usage 77
	3.18	Verbs 77
	3.19	Agreement of Subject and Verb 78
	3.20	Pronouns 79
	3.21	Misplaced and Dangling Modifiers and Use of Adverbs 81
		Relative Pronouns and Subordinate Conjunctions 83
	3.23	Parallel Construction 84
4.	The M	echanics of Style 87
	Punctuati	
		Spacing After Punctuation Marks 87
		Period 88
		Comma 88
		Semicolon 89
		Colon 90
		Dash 90
	4.07	Quotation Marks 91
		Double or Single Quotation Marks 92
	4.09	Parentheses 93
	4.10	Brackets 94
	4.11	Slash 95
	Spelling	96
	4.12	Preferred Spelling 96
	4.13	Hyphenation 97
	Capitaliza	ation 101
	-	Words Beginning a Sentence 101
		Major Words in Titles and Headings 101
		Proper Nouns and Trade Names 102
	4.17	Nouns Followed by Numerals or Letters 103
	4.18	Titles of Tests 103
	4.19	Names of Conditions or Groups in an Experiment 104
	4.20	Names of Factors, Variables, and Effects 104
	Italics	104
	4.21	Use of Italics 104
	Abbrevia	
	4.22	Use of Abbreviations 106
	4.23	
	4.24	1
		Abbreviations Used Often in APA Journals 108
		Latin Abbreviations 108
	4.27	
	4.28	
	4.29	Plurals of Abbreviations 110

4.30 Abbreviations Beginning a Sentence 111

5.

Numbers	7 77	
4.31	Numbers Expressed in Numerals 111	
4.32	Numbers Expressed in Words 112	
4.33	Combining Numerals and Words to Express Numbers 7	112
4.34	Ordinal Numbers 113	
4.35	Decimal Fractions 113	
4.36	Roman Numerals 114	
4.37	Commas in Numbers 114	
4.38	Plurals of Numbers 114	
Metrication		
4.39	Policy on Metrication 114	
4.40	Style for Metric Units 115	
Statistical	arid Mathematical Copy 716	
	Selecting Effective Presentation 716	
	References for Statistics 716	
	Formulas 716	
	Statistics in Text 116	
	Statistical Symbols 777	
4.46	Spacing, Alignment, and Punctuation 718	
Equations		
•	Equations in Text 123	
	Displayed Equations 123	
	Preparing Statistical and Mathematical Copy 124	
	ying Results 125	
General G	Guidance on Tables and Figures 125	
5.01	Purposes of Data Displays 125	
5.02	Design and Preparation of a Data Display 126	
5.03	Graphical Versus Textual Presentation 126	
5.04	Formatting Tables and Figures 127	
5.05	Table and Figure Numbers 127	
5.06	Permission to Reproduce Data Displays 128	
Tables 1	128	
5.07	Conciseness in Tables 128	
5.08	Table Layout 128	
5.09	Standard Forms 129	
5.10	Relation of Tables and Text 130	
5.11	Relation Between Tables 130	
5.12	Table Titles 133	
5.13	Table Headings 133	
5.14	Table Body 137	
5.15	Confidence Intervals in Tables 138	
5.16	Table Notes 138	
5.17	Ruling of Tables 747	
5.18	Presenting Data in Specific Types of Tables 747	
5.19	Table Checklist 150	
Figures	150	
5.20	Principles of Figure Use and Construction 150	

	5.22 5.23 5.24 5.25 Presenting 5.26 5.27 5.28 5.29 5.30	Types of Figures 757 Standards for Figures 152 Figure Legends and Captions 158 Planning Figures 161 Preparation of Figures 161 g Electrophysiological, Radiological, and Other Biological Data 161 Electrophysiological Data 162 Radiological (Imaging) Data 162 Genetic Data 165 Photographs 165 Figure Checklist 167
0.		ing Sources 169
	When to C	
	6.01	Plagiarism 770
	6.02	
	-	nd Paraphrasing 170
		Direct Quotation of Sources 170
		Paraphrasing Material 777
		Direct Quotations of Online Material Without Pagination 777
		Accuracy of Quotations 772
		Changes From the Source Requiring No Explanation 172
		Changes From the Source Requiring Explanation 172
		Citations Within Quotations 773
		Permission to Quote, Reprint, or Adapt 173
	_	Serences in Text 174
	6.11	
		One Work by Multiple Authors 775
		Groups as Authors 176
		Authors With the Same Surname 176
	0.15	Works With No Identified Author or With an
	6.16	Anonymous Author 176 Two or More Works Within the Same Parentheses 777
	6.17	Secondary Sources 178
	6.18	Classical Works 178
	6.19	Citing Specific Parts of a Source 179
	6.20	Personal Communications 179
	6.20	Citations in Parenthetical Material 179
	Reference	
		Construction of an Accurate and Complete Reference List 180
	6.23	
	6.24	Using the Archival Copy or Version of Record 181
	6.25	Order of References in the Reference List 181
		References Included in a Meta-Analysis 183
		•
	6.27 6.28	e Components 183 Author and Editor Information 184 Publication Date 185

Index 259

6.29 Title 185

6.30 Publication Information 186

6.31 Electronic Sources and Locator Information 187

	6.32	Providing Publication Data for Electronic Sources 189
7.	Refere	nce Examples 193
		Variations 193
	Examples	
	-	Periodicals 198
		Books, Reference Books, and Book Chapters 202
		Technical and Research Reports 205
		Meetings and Symposia 206 Doctoral Dissertations and Master's Theses 207
		Reviews and Peer Commentary 208
		Audiovisual Media 209
	7.08	Data Sets, Software, Measurement Instruments, and Apparatus 210
		Unpublished and Informally Published Works 211
		Archival Documents and Collections 212
	7.11	Internet Message Boards, Electronic Mailing Lists, and Other Online Communities 214
	Annendix	7.1: References to Legal Materials 216
		General Forms 216
		2 Text Citations of Legal Materials 217
	A7.03	3 Court Decisions (Bluebook Rule 10) 217
		Statutes (Bluebook Rule 12) 219
		5 Legislative Materials (Bluebook Rule 13) 221
		6 Administrative and Executive Materials (<i>Bluebook</i> Rule 14) 223 7 Patents 224
8.	The Pu	ablication Process 225
		Process 225
		Peer Review 225
		Manuscript Acceptance or Rejection 226
		esponsibilities 228
		Preparing the Manuscript for Submission 228 Complying With Ethical, Legal, and Policy Requirements 231
		Publisher Policy Requirements 236
		Working With the Publisher When the Manuscript
		Has Been Accepted 239
	8.07	Checklist for Manuscript Submission 240
	Appendix	: Journal Article Reporting Standards (JARS), Meta-Analysis Reporting Standards (MARS), and Flow of Participants Through Each Stage of an Experiment or Quasi-Experiment 245
	Reference	s 255