

## APA WRITING GUIDELINES

M.Ed. research assignments will be submitted in accordance with the *Publication Manual of the American Psychological Association*, 5<sup>th</sup> ed., 2001, ISBN 10: 1557987912. This is available from booksellers like Amazon.com for approximately \$28.00. A more user-friendly version of this manual is the spiral-bound *Pocket Guide to APA Style*, 2006, by Robert Perrin, ISBN 13: 978-0-618-69119-7, available from booksellers like Amazon.com for approximately \$23.00.

Here is an attempt to make the APA Pocket Guide – 2<sup>nd</sup> edition (and APA manual – 5<sup>th</sup> edition) more “user friendly.” It was intended for use as a reference to the most commonly needed APA formatting questions. The first page numbers refer to the pocket guide; those in parenthesis refer to the manual.

1. Organizing a Manuscript with Headings
  - a. Explanation – p. 37-38 (p. 113-115 – 3.31-3.32)
  - b. Illustration – p. 122-127 (p. 289-290 – 5.10)
2. Tables – 3.74 (p. 175)
  - a. Citing tables in text – p. 27, 32 (p. 155 – 3.63)
  - b. Table numbers – p. 33 (p. 155 – 3.65)
  - c. Table titles – p. 33 (p. 155-156 – 3.66)
  - d. Table headings – p. 33 (p. 156-159 – 3.67)
  - e. Ruling – n.a. (p. 173 – 3.71)
  - f. As appendixes – n.a. (p. 206 – 3.92)
  - g. Samples – p. 129-130 (p. 149-154 – 3.62)
3. In-text citations
  - a. Author named in text – p. 67 (p. 118, Quotation 2 – 3.34)
  - b. Institutional author – p. 68 (p. 209-210 – 3.96)
  - c. Source not cited in text – p. 66 (p. 118, Quotation 1 – 3.34)
  - d. Long quote ( $\geq 40$  words) – p. 70 (p. 118, Quotation 3 – 3.34)
  - e. Punctuating – p. 69-70 (p. 120-121 – 3.39)

4. Reference page
  - a. General forms – p. 62-64 (p. 223 – 4.07)
    - 1) Authors – invert all names; separate initials and authors with commas and/or an ampersand (&); enclose Ed. or Eds. in parenthesis (p. 224-225 – 4.08)
    - 2) Institutions as authors – use full official name alphabetized by first significant word of the name (p. 221 – 4.04)
    - 3) No author – Title moves to author position (p. 222 – 4.04)
    - 4) Titles – capitalize **only** the first word of the title and of the subtitle; italicize book, but not articles (p. 226-30 – 4.10-13)
  - b. Alphabetizing rules – p. 64-65 (p. 219-222 – 4.04)
  - c. Formatting – p. 60 (p. 299 – 5.18)
    - 1) Title – centered, upper and lower case letters
    - 2) Double space
    - 3) Hanging indent
5. Manuscript preparation
  - a. Title page – p. 26 (p. 296-298 – 5.15) – double space 9 times
  - b. Page headers and numbers – p. 26 (p. 288 – 5.06)
  - c. Indentation -- preset tab on computer (1/2")
  - d. Title on first page – p. 29 (p. 298-299 – 5.17)
  - e. Margins – p. 36 (p. 286-287 – 5.04)
6. Index – use the index to find any usual situations not covered in these general notes