

7
SEVENTH EDITION

PUBLICATION
Manual

of the American Psychological Association

THE OFFICIAL GUIDE TO APA STYLE



CONTENTS

List of Tables and Figures ix

Editorial Staff and Contributors xiii

Acknowledgments xv

Introduction xvii

1 Scholarly Writing and Publishing Principles 3

Types of Articles and Papers 4

ETHICAL, LEGAL, AND PROFESSIONAL STANDARDS IN PUBLISHING 11

Ensuring the Accuracy of Scientific Findings 11

Protecting the Rights and Welfare of Research Participants and Subjects 21

Protecting Intellectual Property Rights 24

2 Paper Elements and Format 29

Required Elements 29

Paper Elements 30

Format 43

Organization 47

SAMPLE PAPERS 50

3 Journal Article Reporting Standards 71

Overview of Reporting Standards 72

Common Reporting Standards Across Research Designs 73

Reporting Standards for Quantitative Research 77

Reporting Standards for Qualitative Research 93

Reporting Standards for Mixed Methods Research 105

4	Writing Style and Grammar	111
	EFFECTIVE SCHOLARLY WRITING 111	
	Continuity and Flow 111	
	Conciseness and Clarity 113	
	GRAMMAR AND USAGE 117	
	Verbs 117	
	Pronouns 120	
	Sentence Construction 123	
	Strategies to Improve Your Writing 125	

5	Bias-Free Language Guidelines	131
	General Guidelines for Reducing Bias 132	
	Reducing Bias by Topic 135	

6	Mechanics of Style	153
	Punctuation 153	
	Spelling 161	
	Capitalization 165	
	Italics 170	
	Abbreviations 172	
	Numbers 178	
	Statistical and Mathematical Copy 181	
	Presentation of Equations 188	
	Lists 189	

7	Tables and Figures	195
	General Guidelines for Tables and Figures 195	
	Tables 199	
	SAMPLE TABLES 210	
	Figures 225	
	SAMPLE FIGURES 234	

8	Works Credited in the Text	253
	General Guidelines for Citation 253	
	Works Requiring Special Approaches to Citation 259	
	In-Text Citations 261	
	Paraphrases and Quotations 269	

9 Reference List 281

Reference Categories 281
Principles of Reference List Entries 283

REFERENCE ELEMENTS 285

Author 285
Date 289
Title 291
Source 293

Reference Variations 301
Reference List Format and Order 303

10 Reference Examples 313

Author Variations 314
Date Variations 315
Title Variations 315
Source Variations 316
Textual Works 316
Data Sets, Software, and Tests 337
Audiovisual Media 341
Online Media 348

11 Legal References 355

General Guidelines for Legal References 355
Legal Reference Examples 357

12 Publication Process 371

Preparing for Publication 371
Understanding the Editorial Publication Process 376
Manuscript Preparation 381
Copyright and Permission Guidelines 384
During and After Publication 390

Credits for Adapted Tables, Figures, and Papers 397

References 401

Index 407