

APA Manual Quick Guide -- 2009

Chapter 1

Acquaints readers with the types of articles common in scholarly publications and describes the role of ethics.

- Duplicate and piecemeal publications (p. 14)
- Assuring confidentiality of research participation (p. 16)
- “Self-plagiarism” and guidelines in citing author’s own published work (p. 16)
- Authorship, focusing on student contributions (p. 18)

Chapter 2

Defines parts of a scholarly manuscript, summarizes current reporting standards for journal articles, and includes sample papers.

- Uniform standards for reporting research incorporated into abstract, methods, results, and discussion (pp. 21 & 247)
- Supplemental material for articles (p. 38)
- Sample papers that illustrate key new APA rules (p. 41)

Chapter 3

Offers basic guidance on planning and writing the article, organizing thoughts, choosing effective words, describing individuals with accuracy and sensitivity, and creating headings.

- New heading levels (Note: the title of the paper is NOT a heading and is NOT bolded) p. 62
- Indicating a series using bullets and numbered lists (p. 63)
- Style, tone, clarity, and grammar guidelines (p. 65)
- Reducing bias in language (p. 70)

Chapter 4

Includes instructions in punctuation, spelling, capitalization, abbreviations, numbers, and statistics in text.

- Punctuation guidelines that may conflict with typical handbooks (p. 87)
- APA use of abbreviations and numbers in text (p. 106)

Chapter 5

Describes effective use of graphic elements and data presentation in tables and figures.

- Designing tables and figures (p. 125)
- Sample tables and figures (p. 129)
- Figure checklist (p. 167)

Chapter 6

Provides guidance on citing sources.

- Citation guidelines (p. 169)
- Table of citation types (p. 177)
- Directions for constructing reference lists (p. 180)
- Listing electronic sources (p. 187)
- New requirement to include the DOI (an alphanumeric string) on both print and electronic sources (p. 188)

Chapter 7

Provides Reference examples, including Print, and Electronic forms, and new Media (p. 193).

Chapter 8

Summarizes the journal publishing process with the author’s responsibilities in manuscript preparation.

- Publication process guidelines (p. 225)
- Sample cover letter, APA disclosure of interest form, and APA copyright permission request form (p. 232)
- Checklist for Manuscript Submission (p. 241)