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 Publication Manual 6

1. 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
2. Manuscript Structure and Content 21
   Journal Article Reporting Standards 21
   Manuscript Elements 23
     2.01 Title 23
     2.02 Author’s Name (Byline) and Institutional Affiliation 23
     2.03 Author Note 24
     2.04 Abstract 25
     2.05 Introduction 27
     2.06 Method 29
     2.07 Results 32
     2.08 Discussion 35
     2.09 Multiple Experiments 36
     2.10 Meta-Analyses 36
     2.11 References 37
     2.12 Footnotes 37
     2.13 Appendices and Supplemental Materials 38

3. Writing Clearly and Concisely 61
   Organization 61
     3.01 Length 61
     3.02 Organizing a Manuscript With Headings 62
     3.03 Levels of Heading 62
     3.04 Seriation 63
   Writing Style 65
     3.05 Continuity in Presentation of Ideas 65
     3.06 Smoothness of Expression 65
     3.07 Tone 66
     3.08 Economy of Expression 67
     3.09 Precision and Clarity 68
     3.10 Linguistic Devices 70
     3.11 Strategies to Improve Writing Style 70

Reducing Bias in Language 70
   General Guidelines for Reducing Bias 71
     Guideline 1: Describe at the Appropriate Level of Specificity 71
     Guideline 2: Be Sensitive to Labels 72
     Guideline 3: Acknowledge Participation 73
   Reducing Bias by Topic 73
     3.12 Gender 73
     3.13 Sexual Orientation 74
     3.14 Racial and Ethnic Identity 75
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
3.22 Relative Pronouns and Subordinate Conjunctions  83
3.23 Parallel Construction  84

4. The Mechanics of Style  87

Punctuation  87
4.01 Spacing After Punctuation Marks  87
4.02 Period  88
4.03 Comma  88
4.04 Semicolon  89
4.05 Colon  90
4.06 Dash  90
4.07 Quotation Marks  91
4.08 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

Capitalization  101
4.14 Words Beginning a Sentence  101
4.15 Major Words in Titles and Headings  101
4.16 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

Abbreviations  106
4.22 Use of Abbreviations  106
4.23 Explanation of Abbreviations  107
4.24 Abbreviations Accepted as Words  107
4.25 Abbreviations Used Often in APA Journals  108
4.26 Latin Abbreviations  108
4.27 Scientific Abbreviations  108
4.28 Other Abbreviations  110
4.29 Plurals of Abbreviations  110
4.30 Abbreviations Beginning a Sentence  111
## Numbers 111

4.31 Numbers Expressed in Numerals 111
4.32 Numbers Expressed in Words 112
4.33 Combining Numerals and Words to Express Numbers 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 114

4.39 Policy on Metrication 114
4.40 Style for Metric Units 115

## Statistical and Mathematical Copy 116

4.41 Selecting Effective Presentation 116
4.42 References for Statistics 116
4.43 Formulas 116
4.44 Statistics in Text 116
4.45 Statistical Symbols 117
4.46 Spacing, Alignment, and Punctuation 118

## Equations 123

4.47 Equations in Text 123
4.48 Displayed Equations 123
4.49 Preparing Statistical and Mathematical Copy 124

## 5. Displaying Results 125

### General 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 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 141
5.18 Presenting Data in Specific Types of Tables 141
5.19 Table Checklist 150

### Figures 150

5.20 Principles of Figure Use and Construction 150
5.21 Types of Figures 151
5.22 Standards for Figures 152
5.23 Figure Legends and Captions 158
5.24 Planning Figures 161
5.25 Preparation of Figures 161

Presenting Electrophysiological, Radiological, and Other Biological Data 161
5.26 Electrophysiological Data 162
5.27 Radiological (Imaging) Data 162
5.28 Genetic Data 165
5.29 Photographs 165
5.30 Figure Checklist 167

6. Crediting Sources 169

When to Cite 169
6.01 Plagiarism 170
6.02 Self-Plagiarism 170

Quoting and Paraphrasing 170
6.03 Direct Quotation of Sources 170
6.04 Paraphrasing Material 171
6.05 Direct Quotations of Online Material Without Pagination 171
6.06 Accuracy of Quotations 172
6.07 Changes From the Source Requiring No Explanation 172
6.08 Changes From the Source Requiring Explanation 172
6.09 Citations Within Quotations 173
6.10 Permission to Quote, Reprint, or Adapt 173

Citing References in Text 174
6.11 One Work by One Author 174
6.12 One Work by Multiple Authors 175

Basic In-Text Citation Styles 176
6.13 Groups as Authors 176
6.14 Authors With the Same Surname 176
6.15 Works With No Identified Author or With an Anonymous Author 176
6.16 Two or More Works Within the Same Parentheses 177
6.17 Secondary Sources 178
6.18 Classical Works 178
6.19 Citing Specific Parts of a Source 179
6.20 Personal Communications 179
6.21 Citations in Parenthetical Material 179

Reference List 180
6.22 Construction of an Accurate and Complete Reference List 180
6.23 Consistency 181
6.24 Using the Archival Copy or Version of Record 181
6.25 Order of References in the Reference List 181
6.26 References Included in a Meta-Analysis 183

Reference Components 183
6.27 Author and Editor Information 184
7. Reference Examples 193

Types and Variations 193
Examples by Topic 198
7.01 Periodicals 198
7.02 Books, Reference Books, and Book Chapters 202
7.03 Technical and Research Reports 205
7.04 Meetings and Symposia 206
7.05 Doctoral Dissertations and Master’s Theses 207
7.06 Reviews and Peer Commentary 208
7.07 Audiovisual Media 209
7.08 Data Sets, Software, Measurement Instruments, and Apparatus 210
7.09 Unpublished and Informally Published Works 211
7.10 Archival Documents and Collections 212
7.11 Internet Message Boards, Electronic Mailing Lists, and Other Online Communities 214

Appendix 7.1: References to Legal Materials 216
A7.01 General Forms 216
A7.02 Text Citations of Legal Materials 217
A7.03 Court Decisions (Bluebook Rule 10) 217
A7.04 Statutes (Bluebook Rule 12) 219
A7.05 Legislative Materials (Bluebook Rule 13) 221
A7.06 Administrative and Executive Materials (Bluebook Rule 14) 223
A7.07 Patents 224

8. The Publication Process 225

Editorial Process 225
8.01 Peer Review 225
8.02 Manuscript Acceptance or Rejection 226

Author Responsibilities 228
8.03 Preparing the Manuscript for Submission 228
8.04 Complying With Ethical, Legal, and Policy Requirements 231
8.05 Publisher Policy Requirements 236
8.06 Working With the Publisher When the Manuscript Has Been Accepted 239
8.07 Checklist for Manuscript Submission 241

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

References 255
Index 259