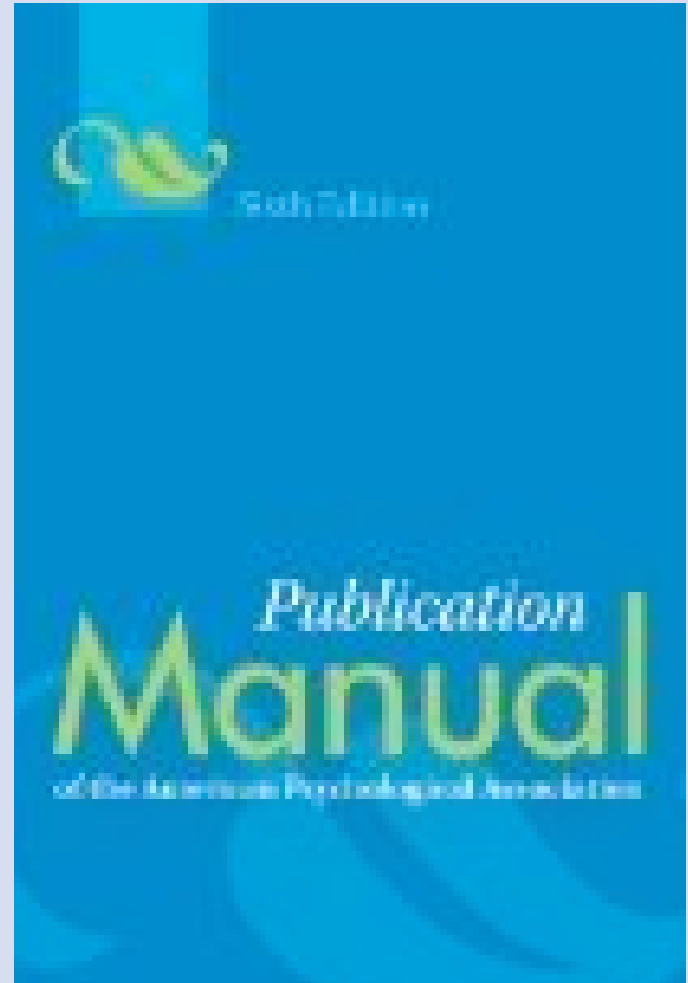# APA 7th Manual
Formatting and Style Guide

University of Sargodha

What is APA?

APA
(American Psychological Association)

is the most commonly used format for manuscripts in the Social Sciences.

Brief History of APA Publication Manual

- **The *Publication Manual* was established in 1929 as a seven-page document with a set of procedures to increase the ease of reading comprehension (APA, 2009a, p. xiii).**

- **In 1952, the booklet was expanded and published as a 55-page supplement in *Psychological Bulletin* with revisions made in 1957 and 1967 (APA, 1952, 1957, 1967). The first edition covered word choice, grammar, punctuation, formatting, and journal publication policies. (APA, Council of Editors, 1952, p. 442).**

Contd….

Brief History of APA Publication Manual

- In response to the growing complexities of scientific reporting, subsequent editions were released in 1974, 1983, 1994, and 2001. Primarily known for the simplicity of its reference citation style, the *Publication Manual* also established standards for language use that had far-reaching effects. The guidelines for reducing bias in language have been updated over the years and presently provide practical guidance for writing about race, ethnicity, age, gender, sexual orientation, and disability status (APA, 2009, pp. 70–77; see also APA, 2009b).

- The sixth edition of the *Publication Manual of the American Psychological Association* was released in July 2009 which incorporates: Bias-Free Language, Ethics, Graphics, Journal Article Reporting Standards, References, Statistics, and Writing Style (APA, 2009, pp. xvii-xviii).

What does APA regulate?

APA regulates:

➢**Stylistics**

➢**In-text citations**

➢**References**

   (a list of all sources

   used in the paper)

Publication Manual
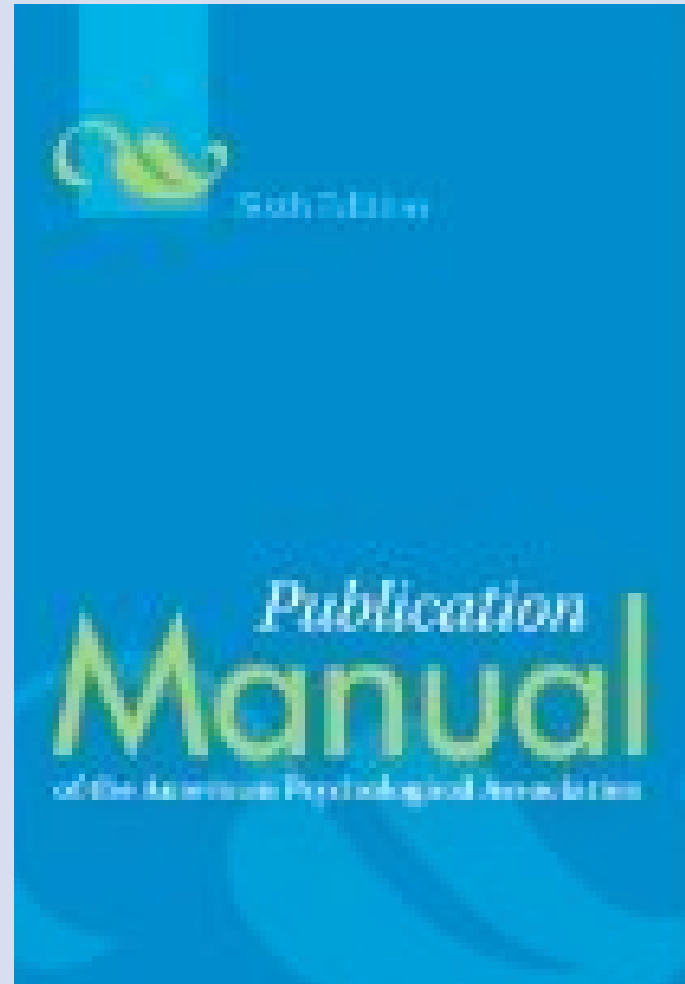
APA stylistics: Basics

Point of view and voice in an APA paper

Use:

➢ **the third person point of view rather than using the first person point of view or the passive voice;**

    **e.g., The study showed that…, NOT
I found out that….**

➢ **the active voice rather than passive voice;**

    **e.g., The participants responded…, NOT
The participants have been asked….**

Ethical Compliance Checklist

➢ Written permission for the use of unpublished

   instruments or data

➢ Proper citation of published / unpublished work

➢ Report institutional review of study in Method section

➢ Ensure informed consent / debriefing / confidentiality

➢ Review by all authors to take responsibility of contents

General Format for Thesis

➢ be typed, 1.5* line spaced and justified*

➢ on standard-sized paper is A4 (8.27"x11.69")*

➢ with 1" margins on all sides for article and 1.5" left margin for thesis.

➢ Use12 pt. Times New Roman or 11 pt. (Calibri, Arial) or 10 pt. Lucida Sans Code

➢ Use 8 to 14 pt. within figures and 10 pt. for Table note & Footnote.

➢ Use chapter separators. Each separator should have chapter titles in bold face, in a font size of 20 points, at the center of the page.*

General Format for Thesis

➢ Use a zero before the decimal point in number that are less than 1 when the statistic can exceed 1.

Example: $t(250) = 0.73)$ or $F(1, 270 = 0.57)$

➢ Do not use a zero before the decimal point when the statistic cannot be greater 1.

Example: $r = .73$ or $p = .57$ or $a = .84$

Contd... General Format for Thesis

- For chapter titles, use 12 points UpperCase* heading.

- Use 12 points before and after paragraph spacing in which the first line of each paragraph is indented five characters for all paragraphs in the manuscript except the titles, table titles, notes, and figure captions.*

General Format for Thesis

Sequence of your initial pages should be:

Use Small Roman Page No
From List of Tables to Abstract

Title pages

List of contents

List of Tables

List of Appendices

Acknowledgement

Abstract

TitleTitle Page/s

- Title page should include:

- Autho Name (Byline)

- Author Affiliation (If all authors share one affiliation don't include superscript numeral).

- Running Head

- Author Note

Abstract Page

- Limited to no more than 250 words

- If submitting an article for publication, check the journal's instructions for authors

- Section label **Abstract** in bold title case.

- May written in [paragraph](#) or structural format (both in single paragraph without indentation).

- [Structural Abstract](#) includes labels (e.g., Objectives, Method, Results, Conclusions in bold italics).

- *Keywords:* One line below the abstract, italicized and indented (0.5 inch). Second line in not indented.

Abstract

- A good abstract should state main objectives (What did you investigate? Why?); describe methods (What did you do?); summarize the most important results (What did you find out?) and report major conclusions and significance. (What do your results mean? So what?)

- Avoid citing references in the abstract.

- Paraphrase rather than quoting.

- Use past tense for procedures and present tense for results.

Main Body (Text)

➢ **Type the title of the paper bold & centered, at the top of the page in title case.**

➢ **Type the text double-spaced with all sections following each other without a break**

➢ **Identify the sources you use in the paper in parenthetical in-text citations**

➢ **Use needed headings to separate sections.**

MAJOR PARTS OF THESIS/DISSERTATION/RESEARCH REPORT (Dept of Psychology, UOS)

➢ **Preliminary and title pages**

➢ **Abstract**

➢ **Introduction**

➢ **Method**

➢ **Results**

➢ **Discussion**

➢ **References**

➢ **Appendices**

Preliminary and Title Pages

- Preliminary and title pages include 2 title pages (first one reporting title, author, department and university, and year whereas the second one reporting the aforementioned information plus the name of degree for which the thesis is being submitted to the university), which are followed by approval page (with the signatures of supervisor, chairman of the department, and external examiner), certificate of submission (certified by the supervisor that the thesis has been approved for the submission to the university), certificate of avoiding plagiarism (signed by the student), content page/s, acknowledgment page, list of tables, list of figures, list of appendices, and abstract page.

- The two title pages, approval page, certificate of submission, certificate of avoiding plagiarism, and content page/s shall not be numbered whereas the other pages shall be numbered in Roman numerals.

Introduction

- The introduction begins on Page 1 and it must not exceed 50 typed pages (font 12, line space 1.5 and para spacing 12pt).*

- Start this page by typing the chapter title (level 1 heading), then begin typing the section using normal (5 space indented) paragraphs.

- Ended with Rationale, Conceptual Model, Objectives, Hypotheses, Operational Definition.

Method

- **The purpose of this section is to describe in detail how you performed the study. Someone should be able to replicate your study based on the information you provide in this section.**

- **Make it sound professional, that is, do not make it sound like a class project. Assume you are writing for submission to a scientific journal.**

- **This chapter should be divided into Research Design Sample, Instrument/s, and Procedure.**

Results

- Look carefully at the results. That is, take a good hard look at all those numbers you collect. Think of different ways to summarize them (describe), as well as to make sense of them (analyze). This section will be easier to write if you make any tables and/or figures you intend to use first.

- Briefly state the main findings in words. That is, first give a general description and then go into the details.

- When presenting the results of statistical tests, give descriptive statistics before the corresponding inferential statistics. In other words, give means, frequencies, percentages, before talking about the results of any statistical tests you performed.

- Report two digits after the decimal point.

- Do not use zero (0) prior to decimal points in coefficients.

- Do not discuss the implications of the results in this section.

Discussion

- The purpose of this section is to evaluate and interpret the results, especially with respect to the original research question.

- Start off with a brief, non-technical summary of the results. In other words, tell the reader about the main findings without using statistical terminology.

- Do the results support the hypothesis or not? Restate your hypothesis and state whether your results support the hypothesis or not. (Never use the words prove or disprove in relation to a hypothesis).

- While discussing your findings, try to cite some research evidence in support of your findings. The rationale or the logical reasoning you are employing in the explanation of a particular finding should also have empirical support.

Contd…

Contd...   Discussion

- Finally, you need an ending paragraph in which you make a final summary statement of the conclusions you have drawn. You are also encouraged, when appropriate, to comment on the importance and relevance of your findings. In other words, you should discuss the research as well as practical implications of your study.

- At the end of this section, you should also mention any limitations of the study and any suggestions for future research.

Appendices

- After References place each Appendix on separate page with label.

- Give each Appendix title and label (e.g., Appendix A).

- Each appendix should be mentioned at least once in the text.

- Title of Appendix should be **Bold** and Centered.

APA-6 Headings

APA uses a system of five heading levels

APA Headings	
Level	**Format**
1	**Centered, Boldface, Uppercase and Lowercase Headings**
2	**Left-aligned, Boldface, Uppercase and Lowercase Heading**
3	**Indented, boldface, lowercase heading with period.**
4	***Indented, boldface, italicized, lowercase heading with period.***
5	*Indented, italicized, lowercase heading with period.*

APA-7 Headings' Levels

Centered Bold Title Case

Flush Left, Bold Title Case

Flush Left, Bold Italic, Title Case

Indented Bold Title Case Ending With <u>Period.</u>

Indented Bold Italics Title Case Ending With Period.

APA Tables

➢ Label a table with an Arabic numeral and provide a

   title. The label and the title appear on separate

   lines above the table, flush-left and single-spaced.

➢Table does not contain any vertical line

➢Type the table number (**Table 5**) in **bold** font and then (on the

   next line) type the italicized table title flush left. Note

   that there are no periods used after the table

   number or title. Use 10 points font for table note.

➢Line space within the tables should be set at 1, 1.5 or double Table 1

APA Figures

➢ *'Figures' is the technical term for graphs, charts, drawings and pictures.*

➢ Label a Figure with an Arabic numeral and provide a title. The title appear on separate lines (Double line space) above the graph, flush-left and single-spaced.

➢ Type the table number (**Figure 5**) in **bold** font and then (on the next line) type the italicized table title flush left.

➢ Figure notes include (General, Specific and Probability Note).

➢ Figure includes legend or key to explain symbols used in the image.

Figure

If you need help with APA

There are several reference sources to get an answer to your specific question about APA:

➢ **OWL website: http://owl.english.purdue.edu**

➢ **Purdue Writing Lab @ HEAV 226**

➢ **composition textbooks**

➢ *Publication Manual of the American Psychological Association,* **6th ed.**

➢ **http://www.apastyle.org**

The End