

# 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*

**Protecting Intellectual Property Rights 18**

1.13 Publication Credit 18

1.14 Reviewers 19

1.15 Author's Copyright on an Unpublished Manuscript 19

1.16 Planning for Ethical Compliance 20

**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

**Sample Papers 40****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 |
| <b>Grammar and Usage 77</b> |   |    |
| 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**

|                           |  |     |
|---------------------------|--|-----|
| <b>Punctuation 87</b>     |  |     |
| 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  |
| <b>Spelling 96</b>        |  |     |
| 4.12                      | Preferred Spelling                             | 96  |
| 4.13                      | Hyphenation                                    | 97  |
| <b>Capitalization 101</b> |  |     |
| 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 |
| <b>Italics 104</b>        |  |     |
| 4.21                      | Use of Italics                                 | 104 |
| <b>Abbreviations 106</b>  |  |     |
| 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
- 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
- 6.28 Publication Date 185

- 6.29 Title 185
- 6.30 Publication Information 186
- 6.31 Electronic Sources and Locator Information 187
- 6.32 Providing Publication Data for Electronic Sources 189

## **7. Reference Examples 193**

### **Types and Variations 193**

#### **Examples by Type 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 240

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