Getting Ready

APA: Transition to the Sixth Edition
APA Guidelines
Argosy University

APA is the university style manual for all programs and is essential for dissertations, CRPs, Comprehensives, and formal end of session papers. With regard to discussion boards, student assignments, faculty syllabi, and posted lectures, APA is necessary in bibliographies, references, footnotes, and text listings.
The Objectives

- Highlight the major changes in the APA sixth edition to guide student writing and instructor grading
- Provide examples of changes organized to align with the APA manual chapters
Chapter 1: Ethics

- Self-plagiarism acknowledged
  - “Using previously submitted work as new scholarship” is a form of plagiarism (p. 16)
  - Limited duplicated words are allowed with no self-citation
- Ethical checklist for compliance in research (p. 20)
  - Obtained permission for use of unpublished material
  - Proper citations
  - Prepared to answer questions?
  - Confidentiality upheld
Chapter 2: Manuscript Structure and Content

- Abstract contents described (p. 25)
- Description of introduction content (p. 27)
- *Sample papers with key rules of APA style (p. 41)
- General information on reporting data (p. 36)
- Change in Title Page (p. 23, 229):
  - Running head (up to 50 characters of title and page number starting with 1 for the Title Page) in header of document.
  - Title of paper
  - Author
  - Institutional affiliation
  - Author note (if needed)
Change in Headings (p. 62)

- Five heading levels as before, but change in order
- Topics of equal importance should be the same level
- Title of paper is centered in upper and lower case, at the top of the first page of text and not bolded.
  - NOTE: Title of the paper is not considered a section heading and should not be confused with a Level 1 heading.
Chapter 3: (cont.) Writing Style

Headings: The Five Levels

Level 1
Centered, Bold, Upper and Lower Case Heading

Level 2
Left Justified, Bold, Upper and Lower Case Heading

Level 3
Indented, bold, lower case, paragraph heading ending with a period.

Level 4
*Indented, bold, italics, lower case paragraph heading ending with a period.*

Level 5
*Indented, italics, lower case paragraph heading ending with a period.*
Chapter 3: Writing Clearly and Concisely

- Editorial we restricted to self and co-authors (p. 69)
- Revised guidelines on reducing bias (p. 73)
  - Subjects vs. participants (subjects is accepted now)
  - Gender is cultural; sex is biological
  - Definitions of sexual identity terms
  - Race—use parallel designations
- Age
  - Older person is preferred to elderly
  - Under 12 can be boy or girl
  - 13-17 use young man, young woman, or female adolescent, male adolescent
Chapter 3: (cont.) Writing Style

- **Word choices**
  - Be specific: Avoid the five “T” words—this, that, these, them, those (p. 68)
  - Think vs. Feel (p. 68)
  - Data (plural) (p. 79)
  - That vs. Who (p. 79)
  - That vs. Which (p. 83)
  - While vs. Although (p. 84)
  - Because vs. Since (p. 84)

- Bulleted lists allowed to signify nonordered lists (p. 64)

- Paragraph length more than one sentence, generally at least three sentences and not longer than a page
Chapter 4: The Mechanics of Style

- Change in punctuation—two spaces after end of sentence (only one space in elements of a reference; no spaces in abbreviations or after colons in ratios; p. 87)
- Do not use back to back parentheses (p. 94)
- Appendixes now is Appendices (p. 96)
- Numbers—use a word rather than a numeral to express a number below 10 when grouped with a number above 10 (p. 111)
Approximation of days and months uses words not numerals (p. 112)

Report exact $p$ values to two to three decimal places (e.g., $p = .031$), but $p < .001$ is reported as $p < .001$. (p. 114)

When reporting statistics, must also provide effect sizes and confidence intervals (p. 116)
New table guidelines and examples (ANOVA removed, added hierarchical multiple regression and multilevel model; p. 145)

Use of figures is explained more clearly, but explanation is more succinct (p. 150)

Information on presenting other kinds of data in figures (p. 162)

Warnings about manipulating data in photographic images (p. 165)

Checklist for figures (p. 167)
Chapter 6: Crediting Sources

- Clear definition of when to cite
  - “Cite . . . those individuals whose ideas, theories, or research have directly influenced your work . . . background information . . . support . . . definitions . . . data” (p. 169)
- Another reminder about self-plagiarism (p. 170)
- Encouraged to use page or paragraph number for paraphrased material (p. 171)
- Clear explanation for citing quoted online material (p. 171)
Chapter 6: Crediting Sources (cont.)

- When citing a source more than once in a single paragraph, the year is retained for parenthetical citations. When author’s name is in text of sentence, do not provide year the second time in a single paragraph (p. 174)
- Six or seven authors—list all in the reference citation (p. 175)
- For references with eight or more authors (p. 175),
  - list the first six authors,
  - then insert ellipses, and
  - add the last author’s name.
- Table of basic citation styles (p. 177)
Chapter 6: Crediting Sources (cont.)

- Reference list (p. 181)
  - Citing the archival version or version of record
  - New examples
- Citing electronic sources with no page numbers (p. 187)
- Change in retrieval statements. No date is required in the retrieval statement unless the date is likely to change. The digital object identifier (DOI) is used if there is one. If there is no DOI, then the homepage URL is provided for the journal. (No period after the URL and the hyperlink is removed; p. 191)
Publisher information in book references now includes the state for all cities (p. 186)
Print and electronic formats illustrated in the manual together for each form of reference (p. 193)
Examples for blogs, message boards, email (p. 214)
Legal material referencing information increased (p. 217)
Chapter 8: The Publication Process

- Peer review discussed (p. 225)
- Editorial decision-making process discussed (p. 226)
- Author responsibilities & publication criteria (p. 228)
- Ethical, legal, and policy guidance (p. 231)
- Checklist for manuscript submission (p. 241)
- Appendix—journal reporting standards (p. 247)
Recap of Key Changes* (Basic Formatting)

- Running head now appears in the header, left justified, and on the same line as the page number (p. 41)
  - The term “Running head:” appears only on the title page in the header.
  - The running head title appears in all capital letters.

- Headings simplified to five sequential levels. Note the title of the paper appears on the first page (centered and in upper and lower case letters), but does not count as a level of heading (p. 62)

- Terminal punctuation (e.g., period, question mark) is now followed by two spaces. One space is used between elements in references, initials, abbreviations, and with commas, colons, and semicolons (p. 87)
Repeated citation of same source in same paragraph if the name of an author appears as part of the narrative (i.e., in-text) then the year follows in parentheses. Additionally, it is unnecessary to include the year when the author’s name is repeated in the narrative of the same paragraph and cannot be confused with any other citations in the same paragraph (pp. 174-175)

- Parenthetical references (i.e., the citation appears in parentheses) in the same paragraph should include the year. If the full citation appears in parentheses first, subsequent citations should always present the year along with the author’s last name.

- See Table 6.1 Basic Citation Styles(p. 117).
Recap of Key Changes (Reference List)

- Sources with six or more authors in the reference list (p. 184):
  - References with six or seven authors: list all of them in the reference.
  - References with eight or more authors: list the first six authors, then insert three ellipses, and add the last author’s name.

- Electronic sources in reference list include digital object identifiers (DOI), where available. If no DOI, provide the url to the journal’s homepage (p. 187)
  - No date is required in the retrieval statement unless the date is likely to change

- Publisher information in book references now includes the state for all cities (p. 186)