Publication Manual

of the American Psychological Association

Fourth Edition

Publication

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Printed in the United States of America.

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Foreword

In 1928 editors and business managers of anthropological and psychological journals met to discuss the form of journal manuscripts and to write instructions for their preparation. The report of this meeting, which was chaired by Madison Bentley and sponsored by the National Research Council, is the forerunner of this book. The report was published as a seven-page article in the February 1929 issue of the *Psychological Bulletin*, a journal of the American Psychological Association (APA). The group agreed that it would not dictate to authors; instead, it recommended "a standard of procedure, to which exceptions would doubtless be necessary, but to which reference might be made in cases of doubt" ("Instructions," 1929, p. 57; see section 7.02 for references cited in the *Publication Manual*).

That first effort was succeeded in 1944 by a 32-page guide authorized by APA's Board of Editors. This guide, which appeared in the *Psychological Bulletin* as an article by John Anderson and Willard Valentine, stated that one of its aims was to encourage young members of the profession who might be writing for the first time.

In 1952, the APA editorial board (now called the Council of Editors) expanded the 1944 article into a 60-page supplement to the *Bulletin*. Laurance Shaffer coordinated the task of revision. This revision, which was the first to carry the title *Publication Manual*, marked the beginning of a recognized APA journal style. Two revi-

sions followed as separate publications: One, in 1957, was done by the Council of Editors, coordinated first by C. M. Louttit and then by Laurance Shaffer. The other, in 1967, was coordinated by Estelle Mallinoff in the APA Publications Office, under the direction of Helen Orr.

In 1974 APA published the second edition of the *Publication Manual* under the authorization of its Publications and Communications Board. The second edition was prepared by a task force, consisting of APA members Charles Cofer, Robert Daniel, Frances Dunham, Walter Heimer, and William Mikulas, and by Susan Bunker, a member of APA's journal staff, working under the direction of Anita DeVivo, Executive Editor of the Publications Division of APA. Arthur W. Melton served as special advisor. Subsequent modifications of the *Publication Manual* were published in two change sheets, one issued in 1975 and one in 1977. The second edition gained wide acceptance among journal publishers as well as many graduate and undergraduate departments of psychology, which adopted the requirements in the 1974 edition for the preparation of dissertations, theses, and student papers.

The third edition of the *Publication Manual* was published in 1983. In preparation for the third edition, APA distributed a questionnaire to authors whose articles were in press in APA journals, to graduate departments of psychology, to editors of non-APA journals, and to APA production staff. The questionnaire asked which sections of the second edition were the most confusing and which were most useful, what specific improvements could be made, and what additional information on manuscript preparation would be helpful.

Preparation of the third edition was initiated in 1978 by Anita DeVivo. Subsequently, Ann Mahoney, Managing Editor of the Publications Division, and Leslie A. Cameron, Coordinator of the *Publication Manual* revision, assumed the direction of the project. Charles Cofer, Robert Daniel, Frances Dunham, and Walter Heimer, members of the task force that served for the second edition, continued to serve for the third edition.

The Publications and Communications Board authorized a revision to the third edition to include expanded sections in the following areas: ethical standards of scientific publication, presentation of statistics, and bias in language. The fourth edition also reflects updated information on preparation of manuscripts and on policies

carried out by the Journals Program of APA. This edition of the *Publication Manual* continues to reflect the maturing of the language of psychology.

Preparation of this edition was initiated in 1991 by Susan Knapp, Executive Editor of APA Publications. Leslie A. Cameron, Director of the Journals Program, was Coordinator of the *Publication Manual* revision, as she had been for the third edition. Demarie Jackson stepped in as Coordinator of the revision in April 1993. Members of the task force for the third edition were Martha Storandt, Susan Knapp, and Earl A. Alluisi.

Many people contributed their time and expertise in order to prepare this fourth edition. Joel R. Levin and his colleagues on the Council of Editors Task Force on Statistics (Martha Storandt, Neal Schmitt, and Gordon G. Gallup, Jr.) contributed to the sections on statistics and table presentation; Martha Storandt contributed the section on the ethics of scientific publication; Peter R. Kohn, Dianne P. Strack, Daniel Jourdan, Katherine Givens, and Anne Stewart provided examples and guidance for the section on referencing legal materials; Jennie Ruby updated the chapters on manuscript preparation; Bill Hayward and Paula Goldberg updated the information on the PsycINFO Department; and Carolyn Gosling and Jennie Ruby advised on the section on references to electronic media.

In addition, several committees within the Board for the Advancement of Psychology in the Public Interest crafted the resource documents that shaped the section on bias in language. APA considers these specialized guidelines "living documents" and will update them periodically. The full texts of these guidelines are available to the public on request through the Office of Communications.

The *Publication Manual* presents explicit style requirements but acknowledges that alternatives are sometimes necessary; authors should balance the rules of the *Publication Manual* with good judgment. Because the written language of psychology changes more slowly than psychology itself, the *Publication Manual* does not offer solutions for all stylistic problems. In that sense, it is a transitional document: Its style requirements are based on the existing scientific literature rather than imposed on the literature.

Every edition of the *Publication Manual* has been intended to aid authors in the preparation of manuscripts. The 1929 guide could gently advise authors on style, because there were then only about

200 authors who published in the 4 existing APA journals. Today, the editors of APA's 24 primary journals consider close to 6,000 manuscript submissions per year (of which approximately 1,400 reach print). Without APA style conventions, the time and effort required to review and edit manuscripts would prohibit timely and cost-effective publication and would make clear communication harder to achieve.

Earl A. Alluisi, who served on the task force for the fourth edition, died of cancer in July 1993. A brilliant psychologist and longtime member of the APA, Dr. Alluisi was also a man of wit, candor, and great warmth, and those of us who knew him miss him dearly.

MARTHA STORANDT
Chief Editorial Advisor, Publications and
Communications Board
March 1994

Introduction

Rules for the preparation of manuscripts should contribute to clear communication. Take, for example, the rule that some editors consider to be the most important: Double-space everything. A double-spaced manuscript allows each person in the publication process to function comfortably and efficiently. Authors and editors have space for handwritten notes; typists and typesetters can easily read all marks. Such mechanical rules, and most style rules, are usually the results of a confluence of established authorities and common usage. These rules introduce the uniformity necessary to convert manuscripts written in many styles to printed pages edited in one consistent style. They spare readers a distracting variety of forms throughout a work and permit readers to give full attention to content.

The rules provided in the *Publication Manual of the American Psychological Association* are drawn from an extensive body of psychological literature, from editors and authors experienced in psychological writing, and from recognized authorities on publication practices. Writers who conscientiously use the *Publication Manual* will express their ideas in a form and a style both accepted by and familiar to a broad, established readership in psychology.

Early versions of the *Publication Manual* were intended exclusively for American Psychological Association (APA) authors. Recognizing a need for commonly accepted guidelines in psychology as a whole, APA published the 1974 second edition for a much wider au-

dience. The third edition, published in 1983, also was an extensive revision and achieved the goal of becoming a major guide for authors, editors, students, typists, and publishers; it has been used widely by members of graduate and undergraduate departments of psychology.

The revisions in the fourth edition were guided by two principles: specificity and sensitivity. The first principle is that researchers need to describe the details of what they did, with whom they did it, how they measured it, and what they found at an appropriate level of specificity—and one that enables others to replicate the research. The second principle is that evaluative terms and language with pejorative implications are inappropriate in scientific writing. These principles are reflected in new sections on reporting results and statistics (see chap. 1), writing without bias (see chap. 2), and following ethical principles of scientific publishing (see chap. 6). Other sections have been updated and clarified; for example, general forms for references (including legal and electronic references) have been added. In addition, the sections on manuscript preparation and production (see chaps. 4 and 5) have been updated to cover the use of word processors and for electronic processing of accepted manuscripts. The paragraphs that follow briefly describe each chapter and highlight the changes and additions in this new edition.

Organization of the Fourth Edition

Chapter 1, Content and Organization of a Manuscript, describes review and theoretical articles as well as empirical studies. Guidelines have been added on describing participants of a study and on reporting statistics, with the goal of enabling researchers to replicate published studies. Also, instructions on the preparation of abstracts have been updated to meet current database requirements. Part of the third edition's chapter 1 material on authorship is now part of the discussion on the ethics of scientific publishing in chapter 6.

Chapter 2, Expression of Ideas, emphasizes the importance of organizing one's thinking and writing and of making every word contribute to clear and concise communication. An expanded section on reducing bias in language replaces the guidelines for nonsexist language.

Chapter 3, APA Editorial Style, describes many of the mechanical aspects of editorial style in APA journals, including punctuation,

spelling, capitalization, italics, abbreviations, quotations, mathematical copy, headings, tables, illustrations, footnotes, and references. The levels of headings have been renumbered, and principles of organization of headings are explained. The tables and figures sections contain more examples and clearer instructions on preparation. The section on references preceding Appendix 3-A now describes the components of common references; more examples have been added, including some forms for referencing electronic media.

Chapter 4, Manuscript Preparation and Sample Paper, now provides instructions on preparing manuscripts with a word processor. The sample paper and outlines illustrate the format and application of APA style. Labels on the sample paper give more specific cross-references to relevant parts of the *Publication Manual.*

Chapter 5, Manuscript Acceptance and Production, provides instructions to authors on preparing the accepted manuscript for production, covering both traditional and electronic methods. Ways to review copyedited manuscripts and typeset proofs of articles are also explained. A sample manuscript is provided to demonstrate how a manuscript should be coded for electronic processing.

Chapter 6, Journals Program of the American Psychological Association, discusses the general policies that govern all APA journals and now includes discussion of the ethical principles of the APA that apply to publishing. The chapter also explains the editorial review process and the management of submitted manuscripts. In addition, the chapter describes each APA journal and related publications and their fields of coverage.

Chapter 7, the **Bibliography,** lists works on the history of the *Publication Manual,* references cited in the *Publication Manual,* and annotated references for further reading.

Appendix A to this volume describes material other than journal articles: theses, dissertations, student papers, material for oral presentations, and brief reports. A new section provides guidance on how dissertations may be readied for publication as journal articles. **Appendixes B** and **C** are checklists that authors should review to ensure that they have met the criteria for submitting manuscripts for publication and for transmitting accepted manuscripts for electronic production, respectively.

The **Index** has been expanded and now includes section numbers as well as page numbers.

Specific Style Changes in the Fourth Edition

Readers who are familiar with the third edition of the *Publication Manual* will find, besides the revisions and additions outlined in the previous section, the following specific changes in style requirements introduced with the fourth edition. Numbers following the entries refer to relevant sections.

Typing the Manuscript

- Type every page of a manuscript with a minimum of a 1-in. (2.54-cm) margin on all sides (4.04).
- Do not justify the right margin, and do not break words at the end of a typed line (4.04).
- If you use a word processor, use the <u>underlining</u> function, not the *italics* function, to indicate what should be typeset in italics (4.02, p. 239).
- Indent each paragraph with a five- to seven-space indent (use the tab function if you are using a word processor; 4.08).
- Place the running head for publication before the title of the article instead of after the byline (4.15).
- Place institutional affiliations in the byline and departmental affiliations in the author note (4.15, pp. 249, 252).
- References: Indent the first line of each reference entry as for a paragraph. Use a continuous underline from periodical titles through volume numbers (underline the commas before and after volume numbers; 4.18).
- It is no longer necessary to indicate in text the positioning instructions for figures and tables.
- Type horizontal rules in tables instead of drawing them in pencil (4.21, p. 254).

Preparing an ASCII File and Disk

- Begin all parts of a manuscript with a tab indent, and end them with a hard return (5.02, p. 275).
- Label headings with a generic code (5.02, p. 276).
- Separate tables from text: Name the text file with your surname.ASC; name the tables file with your surname.TAB (5.02, p. 275).

Parts of a Manuscript

- Abstract: Use no more than 960 characters (including spaces; 1.07, p. 9).

Guidelines to Reduce Bias

- Note additional guidelines on avoiding language that can be construed as biased or pejorative (pp. 46–60).

APA Editorial Style

Abbreviations
- Use a lowercase *l* for fractions of a liter (e.g., 5 dl; 3.51, p. 110).
- Express percentage concentrations in terms of weight, volume, or weight-per-volume ratio (3.25, p. 87).
- Abbreviate routes of administration without periods, and use them only with numerical values (3.25, p. 88).

Statistical and mathematical copy
- State the alpha level you used for statistical tests (1.10, p. 17).
- When reporting means, always include an associated measure of variability, such as standard deviations, variances, or mean square errors (1.10, pp. 15–16).
- Report correlations, proportions, and inferential statistics (F, t, and chi-square) to two decimal places; report percentages in whole numbers (3.46).

Tables
- Use the same number of asterisks for a given alpha level across tables (3.70, pp. 136–137).
- Analysis of variance tables: Report degrees of freedom, F ratios, and mean square errors (3.69, p. 130).
- Regression tables: List unstandardized and standardized regression coefficients, and specify the type of analysis (3.69, p. 130).
- Linear structural relations tables: Report means, standard deviations, and intercorrelations of all variables (3.69, p. 130).

Figures
- Vary the size of lettering by no more than 4 points within a figure (3.80, p. 153).

- Prepare line art for reduction to column width whenever possible, with reduced lettering no smaller than 8 points (3.79; 3.80).

References
- Citations: Precede text citations to nonempirical work with a phrase to indicate that you are citing background information (1.13).
- Provide volume numbers for magazines and newsletters (3.114).
- Provide an availability statement for electronic references, consisting of the protocol, directory, and file name for on-line retrieval (p. 219).

Author note
- State your departmental affiliation at the time the work was conducted (and current department if your affiliation has changed) in the first paragraph (1.06, p. 8; 3.89).
- State whether your article is based on previous work (3.89, p. 165; 6.05, p. 296).
- Explain relationships that raise the possibility of being perceived as a conflict of interest (3.89, p. 165).

Changes in requirements for manuscript preparation may initially be inconvenient and frustrating to authors submitting papers. Such changes arise because of changes in APA policy, in production technology, in the economy, or in the state of science. Should future changes in requirements occur before the preparation of another edition of the *Publication Manual,* they will be published in the *American Psychologist* and keyed to this edition. The announcements of changes will be listed in the table of contents of the *American Psychologist* and in its annual index.

Although the *Publication Manual* provides some specific rules of usage and grammar, it does not address general problems of writing and language, which are adequately dealt with elsewhere. The *Publication Manual* does not cover exceptional writing situations in psychology in which style precedents may need to be set. When you are without a rule or a reference and the answer to a question can be narrowed to several reasonable choices, aim for simplicity, plain language, and direct statements.

How to Use the *Publication Manual*

The *Publication Manual* describes requirements for the preparation and submission of manuscripts for publication. Chapters in the *Publication Manual* provide substantively different kinds of information and are arranged in the sequence in which one considers the elements of manuscript preparation, from initial concept through publication. Although each chapter is autonomous, each chapter also develops from the preceding chapter. For example, chapter 1 explains how to organize the parts of a manuscript, and chapter 2 describes how to express specific ideas within the manuscript. Chapter 4, which concerns preparing a manuscript, provides information you will use only after you have reviewed the first three chapters; that is, you will not type your manuscript until you have organized and written it. To use the *Publication Manual* most effectively, you should be familiar with the contents of all its chapters before you begin writing.

The design of the fourth edition provides specific aids that allow you to locate information quickly. Format aids, such as changes in typeface, will help you easily locate and identify the answers to questions on style and format. Organizational aids, such as checklists and cross-references to other sections, will help you organize and write the manuscript and check major points of style and format when you have finished. Do not use these aids independently of the explanatory text; they highlight important information, but they do not include everything you need to know to prepare your manuscript. Lists of some of these format and organizational aids follow.

Format aids

• The examples of points of style or format that appear in chapters 3 and 4 are in a typeface that looks like that produced on a word processor or on a typewriter. This typeface not only helps you locate the examples quickly but shows how material appears when typed:

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This is an example of the word processor
typeface.
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(Note that manuscript examples are not fully double-spaced. Authors should, however, follow the instructions in chap. 4 for manuscript preparation.)

- A detailed table of contents, which lists the sections for each chapter, helps you locate categories of information quickly.
- A list of tables and a list of figures, which appear in the table of contents, help you locate specific tables and figures.
- Separate lists of sample tables and figures give you guidance on preparing your own tables and figures in what the APA considers ideal forms.
- The comprehensive index helps you locate section and page numbers for specific topics quickly.
- The tabs and key (see inside back cover) help you easily locate frequently used sections.

Organizational aids

- A section on evaluating content (section 1.02) lists questions you can use—before you begin writing—to decide whether the research is likely to merit publication.
- A section at the end of chapter 1 on the quality of presentation lists questions you can use to evaluate the organization and presentation of information in the manuscript.
- Table Examples 1–11 show how tables should be prepared. A table checklist (section 3.74) provides a final review of major points of table style and format.
- Figure Examples 1–8 show how figures should be prepared. A figure checklist (section 3.86) provides a final review of major points of figure style and format.
- Sample papers and outlines (Figures 1–4) are provided: The sample one-experiment paper shows how a typical manuscript looks as prepared on a word processor or typewriter (Figure 1). A sample one-experiment paper with three levels of heading has been added to show how an ASCII file is formatted and coded for electronic processing (Figure 4). The outlines for a sample two-experiment and a sample review paper (Figures 2 and 3) show the typical organization of these kinds of papers.
- Section 7.03 of the Bibliography lists publications that provide more information on topics discussed in the *Publication Manual.*

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