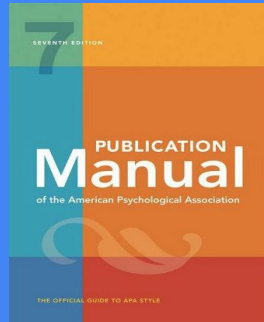


The Graduate Online Writing Studio Presents the Seventh Edition of the APA Manual



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What is the APA Manual?

- provides guidelines for scholarly writing
- used in psychology, nursing, social work, education, business, and other fields
- helps to construct manuscripts and student papers

Why should students use the APA Manual?

- teaches you how to communicate clearly, concisely, and effectively
- provides guidance on formal, scholarly writing
- maximizes your learning experience
- ensures compliance with university guidelines
- helps with academic and professional pursuits

Presentation Objective

To introduce you to new and expanded rules in the *APA Manual Seventh Edition*

Annotated Bibliographies (p. 9)

Annotations contain a list of references followed by brief descriptions of the authors' work. Professors generally provide formatting, focus, and length rules, or refer to p. 307. Sample annotations on p. 308.

- alphabetical order (same as reference list)
- new paragraph for each annotation
- indent 0.5 in from the left margin (same as block quotation)

Elimination of “Running Head:” (p. 31)

THE RISE OF SUSTAINABLE FOOD

- all caps
- not in bold
- left-aligned

Sample Student Title Page (p. 32)

1

The Importance of Personal Protective Equipment (Paper Title)

Wilfred Specht (Author)

Criminal Justice Department (Your KU Program)

NURS 101: The Nature of Nurse Practice (Course)

Dr. Jonas (Instructor)

June 10, 2020 (Assignment Due Date)

Abstract (p. 38)

An abstract is not usually required for students' work unless a professor requests it. Abstracts are most commonly found in published research.

- brief summary of the paper
- typically 250 words or fewer
- place alone on the second page of the paper
- paragraph format; no indent

Acceptable Fonts (p. 44)

Georgia 11

Arial 11

Calibri 11

Times New Roman 12

Lucinda San Unicode 10

Principles of Organization - Headings (p. 47)

Headings

- identify topic and purpose of each section
- present organization of paper for reader
- concise and clear

You can find examples of headings on pp. 51-57.

Bolded Headings (p. 48)

Abstract

References

Appendices

Heading Levels (p. 48)

Centered, Bold

Flush Left, Bold

Flush Left, Bold Italic

Quantitative, Mixed Methods, and Qualitative Research (pp. 71-108)

This chapter explains the information to include in journal articles.

- creates clearer and better organized research
- ensures methodological accuracy
- provides a framework to stay focused on content
- defines the sections of an article (e.g., title page, introduction, method, findings/results, and discussion in detail)

Continuity and Flow (p. 111)

Effective writing presents continuity and flow.

- continuity: consistent and logical writing
- flow: cadence; avoid inconsistencies, contradictions, and omissions
- absence of continuity results in disorganized and confusing writing
- presence of it increases readability

Transitions (p. 112)

- time (e.g., then, next, after, while, since)
- cause-effect (e.g., therefore, consequently, as a result)
- addition (e.g., in addition, moreover, furthermore, similarly)
- contrast (e.g., conversely, nevertheless, however, although)

Conciseness and Clarity (p. 113)

- Proofread and revise to ensure you're considering your audience and only using the words you need to communicate content.
- Avoid the fluff. Tighten language to avoid wordiness.
- Vary sentence length.
- Use a professional tone.

Sentence and Paragraph Length (p. 115)

- no minimum or maximum requirements in APA
- avoid repeating short or long sentences; vary length and stems
- consider reader as you write
- focus on one idea in each sentence
- longer paragraphs may disengage readers
- think critically about paragraph breaks
- give readers time to pause

Tone (p. 115)

- consider audience
- formal, profesional, and concise
- inform and persuade
- avoid embellishments; focus on ideas
- straightforward and direct while engaging

Example: Davidson (2019) did not address...

Non-Example: Davidson (2019) totally failed to talk about...

Verb Tense (pp. 117-118)

Use the past tense to describe a researcher's work.

Kolk (2019) found...

Use the present tense in a discussion about results, conclusions, limitations, etc.

The results indicate...

Anthropomorphism (p. 117)

Avoid giving human qualities or abilities to inanimate objects.

Incorrect

The theory concludes...

The study found...

Correct

The researchers found...

Active and Passive Voice (p. 118)

Passive (“to be”)

The survey was completed.

Active (subject-verb-object of the verb)

The participant completed the survey.

First- Versus Third-Person Pronouns (p. 120)

I conducted research...

We found that the participants...

Do not use “we” to refer to yourself.

Singular “They” or “Their” as a Gender-Neutral Pronoun (p. 120)

A researcher’s success may depend on how often **they** publish in reputable journals.

Strategies to Improve Your Writing (pp. 125-127)

- Reading to Learn Through Example (e.g., peer-reviewed journal articles, literature reviews, etc.)
- Using an Outline (identify main ideas, subordinate ideas, focuses writing, avoids tangential excursions)
- Rereading the Draft (allow time for a fresh perspective)
- The Writing Studio
- Revising a Paper (clear thesis, organization, satisfy assignment)

Spacing (p. 154)

Use only one space after each period.

Serial or Oxford Comma (p. 155)

Use commas in a list of three or more items as follows:

I bought kale, tomatoes, and apples.

I care about the environment, animals, and nutrition.

Job Titles (p. 166)

President Lincoln...

Registered Nurse Marge Hagen...

Abraham Lincoln was the president of the United States.

The physicians, nurses, professors, psychologists, and staff...

Jennifer Hudson, the executive director of marketing, found...

The social worker stated...

Bulleted Lists (pp. 190-191)

- Use periods at the end of complete sentences.
- Don't use periods if the bullets are sentence fragments.
- If you use sentence fragments, start each bullet in lowercase.
- If the bullets are long and comprise a list, you can use a comma after each bullet instead of a period.

Appropriate Level of Citation (p. 254)

It's considered overcitation to cite the same source throughout a paragraph. If the source remains the same and the content clearly comes from the same source, you only need to cite it at the beginning of the paragraph.

Jones (2020) found that about 80% of Americans eat bananas every week. Bananas most commonly originate from South America. The U.S. imports about 20 billion bananas per year.

Example of Appropriate Level of Citation (p. 254)

If you transition from one source to another, clearly cite each source.

Humor plays an important role in everyday life, from interacting with strangers to attracting friends (Thorpe, 2018). Some people, however, come up with funny ideas much more easily than do others. In this study, I examined the role of cognitive abilities in humor production, a topic with a long past (e.g., Davis, 1990; Franks, 1991) that has recently attracted more attention (Green & Darci, 2016; Kingston & Frederick, 2017).

Personal Communications (p. 260)

- emails, texts messages, interviews, phone calls, speeches, chat rooms, letters, speeches, etc.
- only use when recoverable source unavailable
- not included in reference list since reader can retrieve it for reading or viewing; cite in text only
- use initial and surname of communicator and date

Narrative citation: J. Rawlings (personal communication, July 22, 2019)

Parenthetical citation: (J. Rawlings, personal communication, July 22, 2019)

Elimination of Publisher Location in References (p. 262)

Covey, S. (2013). *The 7 habits of highly effective people: Powerful lessons in personal change*. Simon & Schuster.

Citing Three or More Authors (p. 266)

Davidson et al. (2020) found that...

Use et al. from the first citation.

Paraphrases and Quotations (pp. 269-278)

Example of Paraphrased Content

Fontaine (2019) found that the employees did not want to sign the agreement because they did not trust it.

Example of a Direct Quotation

The item read, "What were the best aspects of the program for you?" (Sykes, 2019, p. 225).

Graduate Online Writing Studio

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<https://www.keiseruniversity.edu/writing-studio/>

- open seven days per week
- typical return time under 24 hours
- research papers, speeches, discussion posts, PowerPoints, letters, etc.
- 2020 student survey results: 97% approval rating