

# UNIVERSITY OF PHOENIX APA FORMAT GUIDELINES (5<sup>th</sup> Ed.)

(Information referenced from *Publication Manual of the American Psychological Association*, 5<sup>th</sup> Ed., 2001)

**Title Page** double-spaced, upper & lowercase, include a page header, number as page 1 (pp. 296-296). APA contents of title page are listed on pp. 10-11. **UOP Title page content differs from APA regarding the order & elements to include on the title page. UOP title page should include the following elements in this order centered on the page:** Title of paper, author's name, University of Phoenix, Course # and title, Group #, Faculty member's name, and date of submission.

**Font** style preferred is Times Roman or Courier. **Font size** is 12pt. Font for description of figures should be Sans Serif (p. 265, 5.02).

**Page Headers** first two or three words of the title. Type five spaces to the left of page # (p. 266, 5.06 and 296), sample paper (p.306). **Do not confuse with running head!**

**Double space** everything including title page and block quotes (p.239, 4.03).

**Margins** all four sides 1". **This is a UOP guideline.** (APA states at least 1", p. 240, 4.04).

**Page numbers** 1" from right edge, between top edge & first line of text on **all** pages. **Title page is #1** (p. 241, 4.06).

**Running Head** not required for APA papers unless specifically assigned. If used, type flush left at top of title page, below page header, in all uppercase letters (p. 296, 5.15). See sample paper (p. 306). **I do not require a running head.**

**Table of Contents** not utilized in APA. Use headings and introduction paragraph to organize your paper.

**Abstracts** are **only** used for UOP papers if required by the assignment. When assigned, use p. 296, 5.16. **I do not require abstracts.**

**Title of Paper** Type in upper & lowercase letters, center on first page of text, double space then start text (p.298, 5.17).

**Headings** indicate organization of paper and establish importance. Match to complexity of paper. Use at least **Level 1** to better organize paper. Title of paper (centered upper and lowercase) on first page, is not considered a separate heading level. If the paper requires two headings, use levels 1 & 3; if three headings use levels 1, 3, & 4 (pp. 111-115, 3.30-3.32). See manuscript ex. pp. 307-8.

**Alignment** is flush-left style leaving right margin ragged. Do not divide words or hyphenate at the end of the line (p.267, 5.04).

**Paragraphs** indented 5-7 spaces or ½ inch. Use tab key for consistency (p. 269, 5.06). Should contain 1 topic. **Do not use** 1 sentence paragraphs or lengthy paragraphs (p. 36). Turn on widow and orphan protection (control).

**Punctuation** only one space after periods, commas, colons, semi-colons, exceptions (p. 290, 5.11) uses of (pp. 78-88). Hyphenate phrases used as an adjective, all self-compounds, and an adjective-and-noun compound adjective (p. 93, 3.11) Use commas (including before **and** or **or**) in a series of three or more (p. 78, 3.02 and pp. 115-117). Place periods and commas within closing quotation marks but place other punctuation marks inside quotations only when they are part of the quoted material (p. 119, 3.36).

**Abbreviations** (pp. 103-104, 3.20) First time spell out (p. 104, 3.21). Abbreviations accepted as words (p. 105, 3.22). When to use periods with abbreviations (p. 110, 3.27).

**Plurals** of abbreviations (pp. 110-111, 3.28) of numbers (p. 130, 3.49) preferred spelling (p. 89, 3.10).

**And vs. & (Ampersand)** When to use each (p. 209, 3<sup>rd</sup> example; and 224, third paragraph from bottom of page).

**Numbers** in general express in words for numbers less than ten, however there are many rules and exceptions to rules (pp. 123-128). In the Reference List, use Arabic numbers (even though the source may have used Roman numerals). Measurements should be in metric units if possible (p. 130, 3.50).

**Capitalization & Italics** (pp.94-100, 3.13-3.18). Following a colon (p. 80, 3.04). Use italics for titles of books and periodicals and the first time a key word is introduced/used (p. 100 3.14).

**Citation of references in text** adhere to guidelines (pp. 207-214, 3.94-3.103). General & problematic examples:

- ✓ **When paraphrasing or referring to an author's work:** Cite author(s) and year (pp. 120-121, 3.39) Example: (Smith, 1997).
- ✓ **When quoting directly,** cite author(s), year, & page number (pp. 117-118, 120-121). Ex: "take me home to Kansas" (Smith, 1997, p.2). Quotations of more than 40 words use block quotations (p. 117). If electronic media: cite paragraph or page number (§ 12). The pilcrow symbol (§) is ASCII 0162.
- ✓ **Citing a secondary source** if you do not have primary source (p. 245, #17, p. 247, #22). Example: Orem (as cited in Smith, 1997).
- ✓ **Citing personal communications** (p. 214, 3.102). Example: A. C. Smith (personal communication, February 14, 1997).

**Reference list** starts on new page, titled Reference(s), centered in upper & lowercase letters, needs a page header and page number. Alphabetize by author name, double space, hanging indent (1st line of each entry flush left, indent subsequent lines 5-7 spaces (p. 216, p. 229, 5.18, & p. 219, 4.04). Citation in text **must** specifically match reference page (p. 215, 4.01). Follow examples on pages 223-261. **UOP guidelines require** more than one reference unless the paper is an article analysis. Number & variety of references should match the complexity of assignment. Use scholarly journals only. Titles of books, periodicals, and microfilm publications are **italicized**. References contain three parts with each part followed by a period and one space. Exception: if the source in part #3 is an Internet URL, do not use a period. (1) Author, A. A. (year). (2) Title of work **-or-** Title of book (pp. ix-ix). **-or-** Title of journal article. Title of Periodical, volume, pages. (3) Publication location: Publisher. **-or-** [nothing in the case of a printed periodical] **-or-** Retrieved month day, year, from source.

**Appendix, Tables, & Figures** **Appendix:** pp. 205-206, 3.90 and pp. 299-300, 5.19. **Tables:** pp. 147-176, 3.62-2.74. See table checklist on pp. 175-176. **Figures:** pp. 176-201, 3.75-3.86. See figure checklist on p. 201. **I prefer all tables and figures in the body of the text. Please do not use tables or figures for decoration only.**

# Apa Manual 5th Edition

**Gerontological Society of America**



## **Apa Manual 5th Edition:**

An EasyGuide to APA Style Beth M. Schwartz,R. Eric Landrum,Regan A.R. Gurung,2014 This clear and concise book is designed to demystify the process of writing in APA style and format With precise examples both writing examples and Microsoft Word screenshots An EasyGuide to APA Style 2e points out common APA style and formatting mistakes and how to avoid them The book also provides an overview of the style and formatting changes for the 6th edition of the APA Publication Manual providing detailed examples and complete sample student papers written to conform to APA format The authors illustrate not only how to write using APA style but also what writing in APA style really looks like when your paper is complete Written in a conversational and clear style this guide will help anyone find their way through the maze of rules in the APA Publication Manual and become proficient in learning the fine points of APA style The second edition of the EasyGuide contains additional writing tips and expanded discussions in each chapter In particular chapter 5 on plagiarism has been expanded to include more detail on topics like when and how to paraphrase appropriately and when to quote directly from a source Also the new edition provides examples from the latest version of Microsoft Word Word 2010

*Quality Research Papers* Nancy Jean Vyhmeister,2009-06-26 Nancy Vyhmeister s Quality Research Papers is fast becoming a standard reference textbook for writing research papers in the field of religion and theology It takes the student from the beginning assignment of a paper through the research phase to the finished paper This second edition gives improvements and added material for such things as the expanding field of online research and doing church related research in a professional manner Resources for doing research are updated throughout the book *An EasyGuide to APA Style* R. Eric Landrum,Regan A. R. Gurung,2025-10-29 Your Clear Path to Mastering APA Style This accessible and student focused guide demystifies APA Style and formatting making it easier than ever to write with confidence Fully aligned with the Publication Manual of the American Psychological Association Seventh Edition this updated guide is designed to help students avoid common mistakes and apply APA rules accurately and efficiently Written in a conversational tone the guide includes real world examples an annotated sample student paper and practical tips that simplify even the most complex APA guidelines Whether used alongside the Publication Manual or on its own An EasyGuide to APA Style Fifth Edition helps students quickly become proficient in APA Style *Student Standpoints about Access Programs in Higher Education* ,2015

**A Research Guide to Psychology** Deborah Dolan,2018-06-08 This authoritative research guide uses a problem solving approach to presenting print and electronic resources Coverage includes Definition and deep background sources Specialized dictionaries encyclopedias and handbooksCurrent research Journal Articles and Annual ReviewsTests and MeasuresBibliographiesU S Government ResourcesBiographical ResourcesDirectories and OrganizationsStyle GuidesDiagnostic MeasuresCareer Path and Educational ResourcesBook ReviewsMajor Museums and Archives **The**

**Technical Communication Handbook** Laura J. Gurak,Mary E. Hocks,2009 The Technical Communication Handbook a life

long companion for technical communicators is a comprehensive reference guide for technical communication students at all levels as well as by practicing technical communicators and others writing in the technical workplace The handbook boasts a full color design extensively annotated model documents and coverage of current topics in intellectual property digital communication collaboration and accessibility issues

**Best Practices for Access and Retention in Higher Education**, 2015

**The World's Easiest Guide to Using the APA** Carol J. Amato, 2009 Presents essential information for students using the American Psychological Association style guide in a report thesis dissertation or project Covers topics from placing graphics to punctuating a document

*The Aims of Argument* Timothy W. Crusius, Carolyn E. Channell, 2002-10 Offers a process oriented introduction to argumentation with coverage of the aims or purposes of argument to inquire to convince to persuade and to mediate This work focuses on aims that provide rhetorical context to help students write as well as read arguments

Writing Research Papers James D. Lester, James D. Lester (Jr.), 2002 This money saving package includes the 12th edition of Insurance Handbook for the Medical Office Text and Workbook

Aims of Argument Timothy Crusius, Carolyn Channell, 2003 Provides an introduction to argumentation with coverage of the aims or purposes of argument to inquire to convince to persuade and to mediate This work focuses on aims to provide rhetorical context that helps students write as well as read arguments It reflects the format of the Modern Language Association documentation style

*Adapted Physical Activity Quarterly*, 2004

Custom Guide to Writing, 2005

SF Express John J. Ruskiewicz, Maxine Hairston, Christy Friend, 2001 With the SF Express the authors have created a pocket handbook unique in its treatment of issues frequently not covered in a book of its size including a sound introduction to critical thinking and the writing process document design and writing for the web SF Express breaks new ground in Part I Writing and Thinking where it presents writing as a dynamic activity grounded in practical choices and familiar genres Also innovative is its coverage of document design and writing for the Web Two full chapters devoted to these subjects feature fresh material and relevant illustrations Uniquely SF Express treats the design of print and electronic documents as a process like writing itself Yet SF Express doesn't forget its responsibilities as a guide to grammar mechanics usage and documentation Its coverage in these areas is unsurpassed in the pocket handbook format A concise but thorough reference the SF Express is the perfect tool for student writers needing a handy resource to help them meet the challenges of today's classes

*Research Methods for Massage and Holistic Therapies* Glenn Hymel, 2005 This comprehensive resource covers a broad array of research strategies available to massage therapists to give them the tools they need to be knowledgeable readers of research literature as well as active researchers The primary focus of the book is on the quantitative aspect of research that encompasses the principal types of studies most extensively used in the various health care professions specifically massage therapy Extensive coverage is also given to the qualitative and integrative research categories that are progressively gaining recognition among researchers in various health science disciplines and professions Accommodates the March 2003 mandate

from the Commission on Massage Therapy Accreditation COMTA that massage therapy schools incorporate into their curricula provisions to ensure a research literate profession Examples and techniques for interpreting research guide practitioners and students to be knowledgeable readers of massage therapy research allowing application to practice Relies heavily on concept maps flowcharts tables and illustrations and excerpts of published studies to augment the book s narrative development of topics by providing pictorial displays and summaries of the material Literature based and hypothetical research examples illustrations from several manual therapy professions employing therapeutic massage make the material pertinent to real life settings An introductory section at the beginning of each chapter reviews the material covered in the previous chapter and how it relates to the new material Chapter coverage spans the quantitative qualitative and integrative research categories and affiliated research strategies and methods are considered in detail Review summary tables give an overview of the narrative development of topics Boxes provide the essential features of a given topic Relies on multiple examples of possible research scenarios and illustrative excerpts from the published research literature Content is cross referenced for use with the Massage Therapy Foundation s Massage Therapy Research Curriculum Kit to provide both instructors and students in the 6 15 and 24 hour options levels an extensively developed resource in one place Each chapter includes recommended web sites and software application packages for further information

#### **The Inquisitive Writer**

Richard Hanson,2005      **The New Century Handbook** Christine A. Hult,Thomas N. Huckin,2008 The New Century Fourth Edition provides the answers today s students need as writers and researchers in an electronic age This handbook shows students how to use new technologies to make appropriate rhetorical choices and to become more successful college writers in all of their courses while also providing clear comprehensive coverage of handbook basics writing grammar and usage research and documentation Authors Christine Hult and Tom Huckin bring their expertise in research computers and writing grammar and linguistics and their extensive experience in teaching first year composition to this remarkable handbook a handbook that is accessible flexible comprehensive and current and that speaks to students in today s language More than any other handbook The New Century addresses the primary concerns of composition students how to understand and avoid plagiarism how to write for courses beyond English how to make correct grammatical and stylistic choices and how to use technology to help them become better writers

#### **Multidisciplinary Guidebook for Clinical Geriatric Research**

Gerontological Society of America,2006      Business Communication at Work Marilyn L. Satterwhite,Judith Olson-Sutton,2003 Business Communication at Work 2e by Satterwhite is a newly revised 18 chapter four color text that provides more writing activities more examples more technology and more instructor support than any other text of its kind Students learn to develop effective sentences and paragraphs to compose letters memos news releases and reports      **The Portable Business Writer** William Murdick,1998 This brief inexpensive guide for business writers offers experience based instruction as well as strong pedagogy emphasizing case studies assignments and models of business writing The text covers

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## **Table of Contents Apa Manual 5th Edition**

1. Understanding the eBook Apa Manual 5th Edition
  - The Rise of Digital Reading Apa Manual 5th Edition
  - Advantages of eBooks Over Traditional Books
2. Identifying Apa Manual 5th Edition
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Apa Manual 5th Edition
  - User-Friendly Interface
4. Exploring eBook Recommendations from Apa Manual 5th Edition
  - Personalized Recommendations
  - Apa Manual 5th Edition User Reviews and Ratings
  - Apa Manual 5th Edition and Bestseller Lists
5. Accessing Apa Manual 5th Edition Free and Paid eBooks
  - Apa Manual 5th Edition Public Domain eBooks

- Apa Manual 5th Edition eBook Subscription Services
- Apa Manual 5th Edition Budget-Friendly Options
- 6. Navigating Apa Manual 5th Edition eBook Formats
  - ePub, PDF, MOBI, and More
  - Apa Manual 5th Edition Compatibility with Devices
  - Apa Manual 5th Edition Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Apa Manual 5th Edition
  - Highlighting and Note-Taking Apa Manual 5th Edition
  - Interactive Elements Apa Manual 5th Edition
- 8. Staying Engaged with Apa Manual 5th Edition
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Apa Manual 5th Edition
- 9. Balancing eBooks and Physical Books Apa Manual 5th Edition
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Apa Manual 5th Edition
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Apa Manual 5th Edition
  - Setting Reading Goals Apa Manual 5th Edition
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Apa Manual 5th Edition
  - Fact-Checking eBook Content of Apa Manual 5th Edition
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks



## 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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