

Jill S. Eastwood, Editorial Consultant

(650) 355-1717 • Toll-Free: 1-888-610-1717 • Fax: (650) 355-1737

Web: www.jeastwood.com

E-Mail: editor@jeastwood.com

Publication Manual of the American Psychological Association [ISBN 1-55798-810-2]
Supplemental Resource Document to the 5th Edition
4th to 5th Editions—Differences

Content-related issues are in regular text; formatting and other editorial topics are reflected in **boldface text**.

I. Content and Organization

Manual Page #	Section #	Topic Area	5th Edition Change
5	1.01	Designing and reporting research	Failure to report effect sizes and a lack of congruence between the operations and discussion of a study are now listed as defects in research reporting.
7	1.04	Types of articles/studies	Methodological articles and case studies are now described.
12	1.07	Abstracts	In lieu of school requirements, length is now shortened to 120-word maximum. Added content requirements for methodological articles and case studies.
17	1.09	Methods section	Description of subjects to include special mention of issues surrounding informed consent. Race/ethnicity now considered major demographic variables to report.
20	1.10	Results section	<i>Statistical presentation</i> section now notes that the field of psychology is divided in terms of reporting “null-hypothesis significance.” <i>Informationally adequate statistics</i> section has been expanded for added guidance on the reporting of sufficient descriptive statistics.

			<p><i>Statistical significance</i>: In general and where appropriate, the exact probability, p value, should be reported.</p> <p><i>Effect size and strength of relationship</i> section now provides added information on effect indicators and multiple degree-of-freedom effect indicators.</p>
26	1.11	Discussion section	Now encourages the reporting of the importance of findings, a discussion of the problem/topic selection, levels of analysis, and application and synthesis.
29	1.15	Author note section	<p>New requirement of author completion of a conflict-of-interest form [Journal articles only—not a requirement for dissertations].</p> <p><i>Quality of presentation</i> section alerts authors to ensure that data-analysis techniques are presented clearly enough for replication.</p>

II. Expression of Ideas

Manual Page #	Section #	Topic Area	5 th Edition Change
50	2.09	Terminology/Introductory to sentence	Discussion of the usage of <i>importantly</i> , <i>more importantly</i> , and <i>interestingly</i> [<i>Use discouraged</i>].
65	2.12	Terminology/Bias	Guideline now presented to reduce bias in language via the appropriate use of the term <i>subjects</i> to refer to human beings in experimental studies only when no direct consent from the participants is possible (i.e., infants or individuals with severe brain damage or dementia).

III. Editorial Style

Manual Page #	Section #	Topic Area	5 th Edition Change
89	3.10	Preferred spelling	Referral is now made to www.apastyle.org for the latest information on terms not found in the traditionally preferred Merriam-Webster's Collegiate Dictionary (e.g., online terminology).
100	3.19	Use of italics	Preferred to the underlining function whenever possible. This is a change in APA illustration only. Underlining was only intended in the 4 th ed. for copy to be typeset, which reversed underlining to italics in the final print. Use italics for book titles in the reference list or text, appropriate subheadings, introduction of technical or key terms, statistical symbols or variables, journal volume numbers, anchors of a scale, table titles, etc.—virtually everything that was illustrated as underlined in the 4 th ed. for copy to be typeset.
120	3.39	Text citations	Guidelines are now presented for the treatment of citations with quoted material from online sources when no page number is available. If paragraph numbers are visible, the paragraph symbol replaces “p.” For example, (Myers, 2000, ¶ 5). With no visible ¶ markers, cite the heading and number of the paragraph within that section. For example, (Myers, 2000, Conclusion section, ¶ 1). Review Section 3.39 for other scenarios.
128	3.46	Decimal fractions	Rounding to two decimal digits is now recommended.
137	3.54	Selecting presentation of statistical or mathematical copy	Guidelines are now provided as to when to present data in text, tabular, or figure format.
139	3.58	Boldface type	Boldface type is now used for symbols for vectors (V) or a handwritten wavy line can replace this treatment.
147	3.62	Table versus text	Section now advises that table entries to be compared should be placed next to one another and describes and illustrates particular “canonical forms” for reporting tabular data (e.g., for reporting correlations between groups). New table samples are presented.
177	3.77	Types of figures	Expanded section provides added figure samples, describes different types of figures, and suggests optimal usage.
188	3.79	Size & proportion of figure	Revised instructions are provided for figure preparation. Figures should be sized at 100% for the column or page dimension upon which it will reside.

			Minimum type size is 8 points; maximum is 14 points.
188	3.80	Figure preparation	Guidelines are now provided for electronic submittal of figures including file type and resolution for line art, halftones, and combination halftones.
199	3.84	Figures from another source	Written permission must now include permission for print <i>and electronic</i> reuse [No mention is added to source note in figure caption].
203	3.89	Author note	Changes in affiliation presentation and the inclusion of e-mail addresses [Journal articles only—not required with dissertations].
206	3.92	Tables as appendices	If one table is placed in a single appendix, no table number is necessary and the appendix letter is cited. Generally, multiple tables are treated as separate appendices; however, if combined into one appendix, they must be numbered in the appropriate APA format for tables in an appendix (e.g., Table A1, A2, etc. to cite tables in Appendix A). For dissertations, same placement of tables in the text following the first mention of each table is generally accepted practice. Placement differs for long and short tables, as in 4th ed.
206	3.93	Tests & questionnaires	Instructions are now provided for copyrighting a new test or questionnaire. Authors are cautioned on the protected copyrights for many commercial instruments, especially for intelligence and projective tests.
213	3.101	Citing specific sections of a source	Solutions provided for citing material from electronic sources with no page numbers [see change described for Section 3.39].
214	3.102	Citing personal communications	Treatment for citing personal communications now includes nonarchived discussion groups and personal interviews.

IV. Reference List

Manual Page #	Section #	Topic Area	5th Edition Change
		General format	The hanging indent is now illustrated as was the intention of the 4th ed. for final copy not to be typeset such as dissertations. Titles are now also illustrated in the italicized style of final copy rather than the underlining of copy to be typeset and later reversed to italics.
217	4.03	Publisher location	Include provinces for publishers located in Canada and Australia.

223	4.07	Online periodicals and documents	A new online format is provided.
224	4.08	Authors numbering seven or more	Et al. now allowed in Ref. List with entries authored by seven or more authors. The names of the seventh and subsequent authors are replaced with “et al.”
228	4.12	Titles of nonperiodicals	[Motion Picture] replaces “Film and Videotape” as a bracketed descriptor. [Data file] has been added.
231	4.15	Electronic sources	Retrieval clause provided for online sources.
231	4.16	Sample APA References	<p>The following APA reference samples (their manual sample number and type of reference) are either new or altered:</p> <p>#4 [journal article with over 6 authors] – Et al. after first six authors listed</p> <p>#5 [journal article in press] – Now includes those not yet accepted</p> <p>#12 [entire journal issue] – Now includes special sections</p> <p>#17 [abstract from a secondary source] – secondary source now defined and general format provided</p> <p>#39 [English translation] – Now identifies the translator or editors</p> <p>#44, #45 [Government report] – Specific deposit services deleted</p> <p>#46 [University report] – If province or country is in name of univ., it is not repeated in the location of the publishing university</p> <p>#53 [Poster session] – State eliminated</p> <p>#54, #55 [Doctoral dissertation] – “on university microfilm” changed to “from UMI” and deleted references to microfilm and CD-ROM</p> <p>#62 [Publication of limited circulation] – added elements for online sources</p> <p>#63, #64 [Book and motion picture reviews] – Changed “Review of a film” to “Review of a motion picture” and a new example is added for motion pictures with specific examples for feature films, film of limited circulation, and training videotape</p> <p>#68 [Single episode in TV series] – Text & placement regarding scriptwriter, director, and their functions are changed</p> <p>#70 [Cassette recording] – Now referred to as “Audio recording”</p>

			<p>NEW “ELECTRONIC MEDIA” SECTION INCLUDING DETAIL RELATED TO INTERNET SOURCES</p> <p>New Format Samples:</p> <p>#71 [Internet articles based upon print sources]</p> <p>#72 [Articles in an Internet-only journal]</p> <p>#73 [Articles in an Internet-only journal, retrieved via file transfer protocol (ftp)]</p> <p>#74 [Article in an Internet-only newsletter]</p> <p>#75 [Multiple-page document created by private organization, no date]</p> <p>#76 [Chapter or section in an Internet document]</p> <p>#77 [Stand-alone document, no author identified, no date]</p> <p>#78 [Document available on a university program or department Web site]</p> <p>#79 [University report available on a private organization Web site]</p> <p>#80 [Government report available on government-agency Web site, no publication date]</p> <p>#81 [Report from a private organization available on organization Web site]</p> <p>#82 [Abstract of a technical report retrieved from university Web site]</p> <p>#83 [Paper presented at a symposium, abstract retrieved from university Web site]</p> <p>#84 [Paper presented at a virtual conference]</p> <p>#85 [Message posted to a newsgroup]</p> <p>#86 [Message posted to online forum or discussion group]</p> <p>#87 [Message posted to an electronic mailing list]</p> <p>OTHER ELECTRONIC SOURCES:</p> <p>#88 [Electronic copy of a journal article, three to five authors, retrieved from a database]</p> <p>#89 [Daily newspaper article, electronic version available by search]</p>
--	--	--	--

			<p>#90 [Electronic copy of an abstract obtained from a secondary database]</p> <p>#91 [Electronic version of government report available by search from GPO Access database on the Web]</p> <p>#92 [Computer software]</p> <p>#93 [Computer software and manual available on university Web site]</p> <p>#94 [Data file, available from government agency]</p> <p>#95 [Data file available from NTIS Web site]</p>
--	--	--	--

V. Manuscript Preparation and Sample Papers Submitted for Publication

Manual Page #	Section #	Topic Area	5 th Edition Change
285	5.02	Typeface	Discusses APA preference for a “serif” typeface for text and “sans serif” for figures.
286	5.04	Margins	Now states “at least” 1” margins.
289	5.08	Paragraph indents	Now approves of normal default of computer tabs for paragraph indents.
291	5.11	Dashes	Definition, use, and manner of input described for keyboard hyphen, em dash, en dash, minus sign, and negative value.
296	5.15	Title page	Clarifies treatment of page centering and new guidelines for names with suffixes (e.g., Jr. and III with no preceding commas).
299	5.18	Reference List formatting	Specifies hanging indent format.
300	5.20	Footnotes and notes	Cautions against footnoting or endnoting.
303	5.26	Cover letter	New paragraph requirement on the responsibilities of the corresponding author [Journal articles only].

VI. Manuscripts Other Than Journal Articles

Manual Page #	Section #	Topic Area	5 th Edition Change
326	6.03	Converting the dissertation into a journal article	New section on trimming the dissertation.
330	6.06	Material published in abbreviated form	Section now includes letters to the editor and comments on published articles.

VII. Journal Article Acceptance and Production

Manual Page #	Section #	Topic Area	5 th Edition Change
332	7.01	Copyright transfer, certification of authorship, disclosure of interests, and permissions	[Journal articles only] Authors now need to complete a “disclosure of interests form” and must convey print and electronic rights to APA. The section also explains APA’s use of the rights conveyed and what authors are still permitted to do.
333	7.02	Preparing the word-processing file	[Journal articles only] Provides new information on file preparation for text (including footnotes) and graphics.
336	7.05	Electronic manuscripts	[Journal articles only] New instructions on how to respond to changes and queries are provided for authors receiving files online.

VIII. APA Journals Program

Manual Page #	Section #	Topic Area	5 th Edition Change
348	8.05	Ethics of scientific publication	Provides data surrounding duplicate publication and data verification.

Appendices

Manual Page #	Section #	Topic Area	5 th Edition Change
379	Appendix A	Checklist for manuscript submission	Updated with checklist for students added to that for journal-article authors.
385	Appendix B	Checklist for transmitting accepted manuscripts for electronic production	Completely updated to include new electronic advances.
387	Appendix C	Ethical standards for the reporting and publishing of scientific information	New appendix providing APA ethical principles relevant to publishing.
397	Appendix D	References to legal materials	Formerly in Chapter 3 of the 4th Ed., these references have been updated to conform to <i>The Bluebook: A Uniform System of Citation</i>. The examples have also been numbered and titled to make them easier to find. A reference section has been added with examples for patents.
411	Appendix E	Sample cover letter	[Journal Articles Only] New appendix providing a sample cover letter for submittal with journal manuscripts.

Jill S. Eastwood, Editorial Consultant

(650) 355-1717 • Toll-Free: 1-888-610-1717 • Fax: (650) 355-1737

Web: www.jeastwood.com

E-Mail: editor@jeastwood.com