

Important Parts of your 7th Edition APA Manual

If you choose not to read the entire APA Manual when you first get it, at the very minimum you should read these chapters. They have information that you cannot live without:

- Chapter 2, Elements and Format.
 - This chapter outlines the formatting requirements for your APA paper and the different expectations for a student paper vs. a professional paper. Be sure to follow your instructor's assignment requirements if these differ from the manual. If in doubt, ask.
- Chapter 4: Writing Style and Grammar
 - Requirements for a scholarly paper
- All of Chapter 6: The Mechanics of Style
 - Punctuation and hyphenation rules, capitalization, use of numbers and italics, abbreviations, statistical symbols, and more
- All of Chapter 8: Works Cited in the Text
 - This chapter will help you avoid plagiarism; read all of it.
- Chapter 9: Reference List
 - Gives you details about each element of the reference list entry, DOIs, and the order of the reference list
- Chapter 10: Reference Examples
 - Read the chapter introduction to understand how the examples are organized and then familiarize yourself with the templates that are given. You will find corresponding citation examples with each reference example.
 - Bookmark the ones you use most often; for example
 - Journal articles (§10.1)
 - Books and book chapters (§10.2 and 10.3)
 - Presentations (§10.5)
 - Visual Works (§10.14), including PowerPoint and lecture notes (Ex. # 102)
- Chapter 11 gives you guidelines on how to reference legal materials.

Pages to bookmark:

- p. 47 Paper Organization/Heading Levels
- p. 61 Sample Student Paper
- p. 162 Hyphenation
- p. 165 Capitalization
- p. 172 Abbreviations
- p. 178 Numbers
- p. 189 Lists and Seriation
- p. 258 Secondary Sources (8.6)
- p. 266 Table 8.1 Citation Table
- p. 269–270 and Figure 8.4 Long Paraphrases (8.24)
- p. 273 Quotation of Materials Without Page Numbers (8.28)
- p. 284, Table 9.1 Creating a Reference list entry when parts are missing
- Any other pages that you visit—If you need to go there once, you will probably need to return at some point.