



ADDENDUM TO THE APA MANUAL 4TH EDITION

Effective date: October 1, 2001



Introduction and Purpose

In Summer 2001, the American Psychological Association published the 5th edition of its *Publication Manual*. At that time, Capella University had 3,300 enrolled learners who were using the prior edition of the *Manual*.

This addendum has been assembled to augment the 4th edition and, when used in conjunction with it, will provide the necessary format and style reference to aid learners in preparing 5th edition-compliant written products. The addendum lists only additions or deletions from the 4th edition, and should be consulted each time a learner uses information from it.

A good suggestion would be to review the sections contained in this addendum and mark the equivalent section in the 4th edition with an asterisk ("*"). This will alert the learner using the 4th edition that more recent information is contained herein. Except where noted, chapter and page numbers reported herein refer to the 4th edition.

Learners holding the 4th edition of the *Manual* should supplement the contents of this addendum with material found on the Web at www.apastyle.org.

Learners or faculty who would suggest additional material to be added can contact the undersigned at javella@aol.com.

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CHAPTER 1. CONTENT AND ORGANIZATION OF A MANUSCRIPT

1.01 Designing and Reporting Research

Add the following to "kinds of defects in the design" (p. 3):

- lack of congruence between a study's specific operations (including those related to the design and analysis) and the author's interpretation and discussion of the study's outcomes (e.g., failure to report the statistical test at the level being claimed); and
- failure to report effect sizes (5th edition, p. 5).

1.04 Types of Articles

The 5th edition adds discussion on additional types of journal articles: Methodological Articles, Case Studies, and Other, less frequently published types of articles. As journal articles are not typical course products at Capella University, changes from 4th to 5th edition are not discussed.

1.07 Abstracts

The 5th edition simplifies the maximum word count for abstracts from "960 characters and spaces, which is approximately 120 words" (p. 9) to 120 words.

1.09 Method

When humans participate as subjects of the study, add race/ethnicity, and where possible and appropriate, characteristics such as socioeconomic status, disability status, and sexual orientation to "sex and age" (p. 13) reporting of demographics.

1.10 Results

Note the following in addition to what is reported in the 4th edition under "Statistical presentation" (p. 15-16):

The field of psychology is not of single mind on a number of issues surrounding the conduct or reporting of what is commonly known as *null hypothesis significance testing*. These issues include but are not limited to reporting/interpreting hypothesis test, selection of effect size indicators, the role of hypothesis-generating versus hypothesis-testing studies, and the relative merits of multiple degree-of-freedom tests. ... It is not the role

of the *Publication Manual* to resolve these issues. ... In all cases, accurate and responsible reporting of the results of research studies must guide the research scientist...

The reporting of confidence intervals (for estimates of parameters, for functions of parameters such as differences in means, and for effect sizes) can be an extremely effective way of reporting results. Because confidence intervals combine information on location and precision and can often be directly used to infer significance levels, they are, in general, the best reporting strategy. The use of confidence intervals is therefore strongly recommended. As a rule, it is best to use a single confidence interval size throughout the course of the paper (5th edition, p. 22).

To the section on "Sufficient statistics," (p. 16), add the following:

Because each analytic technique depends on different aspects of the data, it is impossible to specify what constitutes a set of minimally adequate statistics for every analysis. However, a minimally adequate set usually includes at least the following: the per-cell sample size, the observed cell means (or frequencies of cases in each category for a categorical variable), the cell standard deviations, and an estimate of the pooled within-cell variance. In the case of multivariable analytic systems such as multivariate analyses, regression analyses, and structural equation modeling analyses, the mean(s), sample size(s), and variance-covariance (or correlation) matrix or matrices are part of a minimally adequate statistics set (5th edition, p. 23).

The section on "Statistical significance" (p. 17) has been modified to note that since most statistical packages now report p-values, it is this value that is preferred in reports over the "alpha" or "significance" level value.

In the section on "Effect size and strength of relationship" (p.18), the second paragraph (beginning with "You are encouraged...") has been replaced with:

As a general rule, multiple degrees of freedom effect indicators tend to be less useful than effect indicators that decompose multiple degree-of-freedom tests into meaningful one degree-of-freedom effects—particularly when these are the results that inform the discussion. The general principle to be followed, however, is to provide the reader not only with information about statistical significance but also with enough information to assess the magnitude of the observed effect or relationship (5th edition, p. 26).

1.11 Discussion

The third paragraph, beginning with "Avoid polemics" (p.19) has been replaced by:

You are encouraged, when appropriate and justified, to end the Discussion section with commentary on the importance of your findings. This concluding section may be brief or extensive, provided that it is tightly reasoned and self-contained. In this section, you might address the following sorts of issues:

- Problem choice: Why is this problem important? What larger issues, those that transcend the particulars of the sub-field, hinge on the findings? What propositions are confirmed or disconfirmed by the extrapolation of these findings to overarching issues?
- Levels of Analysis: How can the findings be linked to phenomena at more complex and less complex levels of analysis? What needs to be known for such links to be formed?
- Application and Synthesis: If the findings are valid and replicable, what real-life psychological phenomena might be explained or modified by the results? Are applications warranted on the basis of this research (5th edition, p. 26-27)?

1.15 Author Note

The change involves only a new requirement for authors to complete a conflict of interest form if publishing in an APA journal.

Quality of Presentation

The 5th edition adds the following question: Are the techniques of data analysis clearly enough presented so that an individual with a copy of the data set and the coding system could reproduce your analysis (5th edition, p. 29)?

CHAPTER 2. EXPRESSION OF IDEAS

2.09 Dangling or Misplaced Modifiers

The second paragraph under the heading "Adverbs can be used as introductory or transitional words" (p. 40) should be replaced with:

Some of the more common introductory adverbial phrases are *importantly*, *more importantly*, and *interestingly*. Although *importantly* is used widely, whether its adverbial usage is proper is debatable. Both *importantly* and *interestingly* can be recast to enhance the message of a sentence or simply be omitted without a loss of meaning (5th edition, p. 53)

CHAPTER 3. APA EDITORIAL STYLE

3.07 Parentheses

Add the following to this section (p. 66-67):

- to enclose statistical values.

was significant ($p < .05$)

- to enclose degrees of freedom

$t(75) = 2.19$

$F(2,116) = 3.71$ (5th edition, p. 85).

3.10 Preferred Spelling

The 5th edition notes that authors should consult www.apastyle.org for the latest information.

3.19 Italicizing Words

Table 5 (p. 81-82) requires underlining specific things in order that they might appear as italics when typeset. Each of these should now be italicized. To that list, add the following:

- anchors of a scale

health ratings ranged from 1 (*poor*) to 5 (*excellent*) (5th edition, p. 101)

3.30 Organizing a Manuscript with Headings

Add the following paragraph after the example that concludes on p. 91:

APA's heading style consists of five possible formatting arrangements, according to the number of levels of subordination. Each heading level is numbered (Level 1, Level 2, and so forth), but the specific levels used are not necessarily consecutive. Follow the guidelines in section 3.32 to select the proper heading style according to the levels of subordination within your paper (5th edition, p. 113).

Note that the heading selections (Section 3.32) did not change from the 4th to the 5th edition.

3.31 Levels of Headings

Heading levels formerly underlined in the 4th edition will now be italicized. The new heading level standards are:

CENTERED UPPERCASE (Level 5)

Centered Uppercase and Lowercase Heading (Level 1)

Centered, Italicized, Uppercase and Lowercase (Level 2)

Flush left, Italicized, Uppercase and Lowercase Side Heading (Level 3)

Indented, italicized, lowercase paragraph heading ending with a period. (Level 4)

3.39 Citation of Sources

Add the following after "Include a complete reference in the reference list" (p. 97)

Many electronic sources do not provide page numbers (unless they are ".pdf" reproductions of printed material). If paragraph numbers are available, use them in place of page numbers. Use the ¶ symbol or the abbreviation "para.," as in (Myers, 2000, ¶ 5) or (Myers, 2000, para. 5).

If there are headings in the document and neither paragraph nor page numbers are visible, cite the heading and the number of the ¶ following it, as in (Myers, 2000, Conclusion section, ¶ 5), to direct the reader to the location of the quoted material.

In some cases, it may be necessary to omit a location reference altogether, such as when no page or paragraph number are visible and headings either are not provided or their use would prove unwieldy or confusing. In documents accessed with a Web browser, readers will be able to search for the quoted material (5th edition, p. 120-121).

3.46 Decimal Fractions

Add (p. 104) that as a general rule, most data can be effectively presented with two decimal digits of accuracy. Correlations, inferential statistics such as t , F , and chi square, and significance probabilities should be reported to two decimals. There are, however, some circumstances under which more decimals may be reported (e.g., Bonferroni tests, exact randomization probabilities) (5th edition, p. 129).

3.54 Selecting Effective Presentation

The 5th edition provides the following guidelines:

- With three or fewer numbers, use a sentence.
- From 4 to 20 numbers, use a table.
- For more than 20 numbers, consider a graph or figure instead of a table.

3.58 Statistical Symbols

The 5th edition keeps the standard typeface for Greek letters and symbols, removes the restriction from using the boldface function for vector symbols, and removes the restriction from using the italics function for all other variables.

For table 11 (p. 115-119), use the italicized not the underlined versions of the symbols.

3.62 Tabular Versus Textual Presentation

Prior to the final sentence of this section (p. 121), beginning with "Additional information on ways...", insert the following:

Many data tables have certain canonical forms. The advantage of using the canonical form is that the reader generally knows where to look in the table for certain kinds of information. Table 5 [same as 4th edition] presents the canonical form for reporting correlations in two groups. There are situations, however, where presentation in noncanonical form can enhance the reader's understanding of the point being made. Consider, for example, the same data recast into Table Example 6. In this case a number of changes have been made in the form of the table; most noticeably, the order of the variables in rows and columns is not the same. The column order has been rearranged to bring the high positive correlations together, thereby making the structure of the relationships clearer. In addition, the nonmeaningful correlations of the variable with itself have been eliminated, and the number of decimals has been reduced so that the essential features of the data are stressed (but at the cost of some detail and precision). The judicious use of noncanonical forms can be effective but must always be motivated by the special circumstances of the data array (5th edition, p. 148-149).

Table 6, noted above, appears as follows:

Table X

Intercorrelations Between Subscales for Students and Older Adults

Subscale	Goodwill	Elation	Happiness
Students (n=200)			
Tranquility	.9	.7	-.1
Goodwill		.6	-.3
Elation			.1
Older Adults (n=189)			
Tranquility	.4	.5	-.1
Goodwill		.6	-.4
Elation			.5

(5th edition, p. 154)3.77 Types of Figures3.79 Overall Size and Proportion3.80 Preparation of Figures3.84 Figure Legends and Captions3.89 Author Note

These five sections have been revised to reflect new guidelines for submission of journal articles, and will not be discussed here.

3.92 Tables as Appendixes

Add the following (p. 167): Generally, treat multiple tables as separate appendixes. If multiple tables (but no text) are combined into one appendix, number the tables (5th edition, p. 206).

3.93 Tests and Questionnaires

Applies to publishing in APA journals and will not be discussed here.

3.101 Specific Parts of a Source

Add the following to this section (p.173): For electronic sources that do not provide page numbers, use the paragraph number, if available, preceded by the ¶ symbol or the abbreviation "para." If neither paragraph nor page number are visible, cite the heading and the number of the paragraph following it to direct the reader to the location of the material (5th edition, p. 214).

APPENDIX 3-A

Reference List

Information contained in sections 3.104 through 3.117, and Appendix 3-A in the 4th edition have been separated into their own chapter (#4) in the 5th edition. Two specific and significant changes should be noted:

- APA now uses the hanging indent for reference lists. Entries should begin flush left, and the second and subsequent lines should be indented.
- Italics are now preferred over underlining. Where the 4th edition underlines in references, now use italics.

3.106 APA Style, Publishers' Locations

Add the following (p. 176): When the publisher is a university and the name of the state (or province) is included in the university name, do not repeat the name of the state (or province) in the publisher location.

3.110 General Forms

The following general forms have been added for online periodicals and online documents (p. 182):

Online Periodical:

Author, A.A., Author, B.B., & Author, C.C. (2000). Title of Article. *Title of Periodical*, xx, xxx-xxx. Retrieved month day, year, from source.

Online Document:

Author, A.A. (2000). *Title of Work*. Retrieved month day, year, from source.

3.111 Authors

Modify the requirement to list all authors in the reference section (p. 182-183). Now list only up to six authors, and abbreviate the seventh and subsequent authors as “et al.” Follow 3.95 for in text citations.

3.115 Title of Work: Nonperiodicals

“Motion picture” and “videotape” have replaced “film;” and “data file” has been added to the list on p. 186.

Retrieval Information: Electronic Sources

A new section has been added after 3.117 (p. 188) but before Appendix 3-A. Contents as follows:

The retrieval statement provides the date the information was retrieved, along with the name and/or address of the source.

Electronic reference formats recommended by the American Psychological Association. (2000, October 12). Retrieved November 19, 2000, from

<http://www.apa.org/journals/webref.html>

Eid, M., & Langeheine, R. (1999). The measurement of consistency and occasion specificity with latent class models: A new model and its application to the measurement of affect. *Psychological Methods*, 4, 100-116. Retrieved November 19, 2000, from the PsyARTICLES database.

- If information is obtained from a document on the Internet, provide the Internet address for the document at the end of the retrieval statement.
- If information is retrieved from an aggregated database, providing the name of the database is sufficient; no address is needed.
- Use “available from” to indicate that the URL leads to information on how to obtain the cited material, rather than to the material itself.
- Finish the retrieval element with a period, unless it ends with an Internet address. (5th edition, p. 231)

Periodicals

4. Journal Article, Six or More Authors

After the sixth author’s name, use “et al.” to indicate the remaining authors of the article. In text, use the first author and “et al.” each time the work is cited, including the first.

5. Journal Article in Press

In press is defined as submitted to a journal and accepted for publication. Use example 60 for articles submitted but not yet accepted.

12. Entire Issue of a Journal

The definition has been expanded to include “special sections.”

17. Abstract from a Secondary Source

The term “secondary source” has been defined as abstracts, article summaries, book reviews, and so forth. These are derived from “primary sources” (journal articles, books), often by someone other than the original author(s). In scholarly research, it is preferable to read and cite primary sources whenever possible (5th edition, p. 245).

Books, Brochures, and Book Chapters

39. English Translation of an Article, etc.

When the editor is also the translator, identify both roles in parentheses after the editor’s name.

Technical and Research Reports

45. Report from a University

Add to the existing text that if the name of the province or country is included in the name of the university, it should not be repeated in the publisher location.

Proceedings of Meetings and Symposia

53. Poster Session

The second bullet indicating the need to include the state name has been eliminated.

Doctoral Dissertations and Master’s Theses

54. Doctoral Dissertations Abstracted, etc.

Replace “on university microfilm” with “from UMI,” and eliminate any CD-ROM references.

Unpublished Work and Publications of Limited Circulation

62. Publication of Limited Circulation

Add that a Web address may be given in place of or in addition to a mailing address if the publication can be obtained via the Web.

Reviews

64. Review of a Film

Change to “Review of a Motion Picture.”

65. Review of a Video

Has been eliminated.

69. Single episode from a television series

Change the placement to both script writer and director appearing in the author position, with the script writer appearing first.

Electronic Media

This section has been completely rewritten in the 5th edition. Information in the 4th edition should be disregarded in favor of the following:

There is a variety of information available over the Internet and an equal variety of ways it can be presented as useful and usable references. Regardless of the format, however, the following two guidelines should be observed:

1. Readers should be directed as closely as possible to the information being cited. Whenever possible, reference specific documents rather than home or menu pages.
2. Provide addresses that work.

At a very minimum, reference to an Internet source should provide a document title or description, a date (either date of publication, date of update, or date of retrieval), and an address (in the form of a uniform resource locator, or URL). Whenever possible, identify the authors as well.

Test URLs that are used for reference regularly. At the very least, they should be tested when the paper is first drafted, again when editing is near complete, and again just before submission. Note: all URLs listed as examples are fictitious.

Periodicals

71. Internet Articles Based on a Print Source

If the electronic version is an exact duplicate of the print version, cite it as you would the print version, but insert “Electronic version” in brackets after the article title. Example:

VandenBos, G. (2001). Role of reference elements in selection of resources [Electronic version]. *Journal of Bibliographic Research*, 5, 110-116.

If the article is not an exact duplicate, e.g., the format or the page numbers are different, use the retrieval date instead of the above. Example:

VandenBos, G. (2001). Role of reference elements in selection of resources. *Journal of Bibliographic Research*, 5, 110-116. Retrieved June 1, 2001, from <http://www.jbr.org/articles.html> (Note: When a URL ends a reference citation, the period is omitted.)

72. Article in an Internet-only Journal

VandenBos, G. (2001, April 15). Role of reference elements in selection of resources. *Journal of Bibliographic Research*, 5, Article 002. Retrieved June 1, 2001, from <http://www.jbr.org/articles.html> (Note: When a URL ends a reference citation, the period is omitted.)

73. Article in an Internet-only Journal, Retrieved via File Transfer Protocol (ftp)

VandenBos, G. (2001). Role of reference elements in selection of resources. *Journal of Bibliographic Research*, 5. Retrieved June 1, 2001, from <ftp://ftp.jbr.org/articles/volume5/0007.html> (Note: When a URL ends a reference citation, the period is omitted.)

74. Article in an Internet-only Newsletter

Whitton, J. (1998, July). Videocounseling for families-Project update. *Videohealth News*, 3(5). Retrieved from http://www.videohealth.net/subscribe/nwsltr_2.html#5

General notes:

- Use the complete publication dates given for articles.
- Note that for Internet-only periodicals, there are no page numbers.

- In an Internet periodical, volume and issue numbers may not be used. If they are not, the name of the periodical may be all that can be provided.
- Whenever possible, the URL should link directly to the article.
- Break a URL that goes to a second line after a slash or before a period. Turn off the automatic hyphenation on the word processor.

Nonperiodical Documents on the Internet

75. Multipage Document Created by Private Organization, No Date

Greater New York Business Council, Task Force on White Collar Crime (n.d.). *Who has the time to monitor employees?* Retrieved July 1, 2001, from <http://www.gnybc.org>

- When a document has multiple URLs, link to the home or entry page for the document.
- Use “n.d.” when a publication date is not available.

76. Chapter or Section in an Internet Document

Benton Foundation. (1998, July 7). Barriers to closing the gap. In *Low income communities in the information age* (chap. 2). Retrieved from <http://www.benton.org/library/lowincome/two.html>

- Use a chapter number or section identifier (if available) in place of page numbers.
- Provide a URL that links directly to the chapter or section if available.

77. Stand-alone Document, No Author Identified, No Date

Capella University’s 3rd WWW Learner Survey (n.d.). Retrieved August 8, 2001 from <http://www.capellauniversity.edu/learners/survey3/>

- If the author of a document is not identified, begin the reference with the title.

78. Document Available on University Program or Department Website

Francis, J., & Rossman, M. (2000). *Technology and Education*. Retrieved December 22, 2000, from Capella University administration publications Web site: <http://www.capellauniversity.edu/publications/teched.html>

- In large and complex Web sites, such as universities or government agencies, identify the host organization and program or department before giving the URL. Precede the URL with a colon.

Technical and Research Reports

79. Report from a University, Available on Private Organization Web Site

Francis, J., & Rossman, M. (2000). *Technology and Education*. Retrieved from December 22, 2000, from the North Central Association of Colleges and Schools Web site:
<http://www.nca.org/publications/capella5.html>

- When the author's organization is different from the provider's, explicitly identify the latter in the retrieval statement.
- If the document is no longer available at this second site, the reference should either be updated or deleted.

80. US Government Report available on Agency Web Site, No Publication Date Indicated

United States Department of Defense. (n.d.). *2000 defense review*. Retrieved March 31, 2001, from <http://www.usdod.gov/2000/dr00.htm>

81. Report from a Private Organization, Available on Organization Web Site

Capella Computer Corporation. (2001, March 27). *Annual Report 2000*. Retrieved May 5, 2001, from <http://www.capella.com/reports/2000annual.doc>

82. Abstract of a Technical Report Retrieved from a University Web Site

Francis, J., & Rossman, M. (2000). *Technology and Education*. Abstract retrieved December 22, 2000, from Capella University administration publications Web site:
<http://www.capellauniversity.edu/publications/teched.html>

- If an abstract is retrieved, begin retrieval statement with "Abstract retrieved."

Proceedings of Meetings and Symposia

83. Paper Presented at a Symposium, Abstract Retrieved from University Web Site

Francis, J., & Rossman, M. (2000). *Technology and Education*. Paper presented at the North Central Association of Colleges and Schools 2001 Symposium on Innovation in Education, Chicago, IL. Abstract retrieved December 22, 2000, from Capella University administration publications Web site:

<http://www.capellauniversity.edu/publications/teched.html>

84. Paper Presented at a Virtual Conference

Francis, J., & Rossman, M. (2000). *Technology and Education*. Paper presented at the CyberEd 2001 virtual conference. Retrieved December 22, 2000, from

<http://www.cybered.org/2001conference/papers/teched.htm>

- Note that no locations are specified for virtual conferences.

E-mail

E-mail from one individual to another should be cited as personal communication. See 4th edition, section 3.102.

Newsgroups, Online Forums and Discussion Groups, and Electronic Mailing Lists

Care should be taken when citing these sources as they are generally not peer-reviewed, are not regarded as having scholarly content, and are not archived for a significant length of time. At best, these can be cited as personal communications.

85. Message Posted to a Newsgroup

Chalmers, D. (2001, August 19). Visualizing sound [Msg12]. Message posted to <news://sci.physics.audiooptics>

- If the author's full name is available, list the last name followed by the first initial. If only a screen name is available, use it.
- Provide the exact date of the posting.
- Follow the date with the subject line of the message (also known as the "thread"); do not italicize it. Provide any identity for the message in brackets after the title.

- Finish the reference with “Message posted to” followed by the address of the newsgroup.

86. Message Posted to Online Forum or Discussion Group

Simons, D. (2001, September 3). New resources for research [Msg 22]. Message posted to <http://groups.yahoo.com/group/research>

87. Message Posted to an Electronic Mailing List

Jessup, J. (2001, December 7). Pearl Harbor again. Message posted to MILHIST discussion list, archived at <http://www.ecu.edu/mail-archive/milhist/msg1011.html>

- Provide the name of the mailing list and the address for the archived version of the message.

Other Electronic Sources – Aggregated Databases

When referencing material obtained by searching an aggregated database, follow the format appropriate to the work retrieved and add a retrieval statement that gives the date of retrieval and the proper name of the database. An item or accession number may also be provided (in parentheses at the end of the retrieval statement) but is not required.

88. Electronic Copy of a Journal Article, Three to Five Authors, Retrieved from Database

Borman W., Hanson, C., & Oppler, T. (1997). Early supervisory experience as a predictor of executive competence. *Harvard Business Review*, 32, 227-232. Retrieved November 13, 2000, from HBRArticles database.

89. Daily Newspaper Article, Electronic Version Available by Search

Jones, C. (2000, December 15). Why can't our kids write? *Washington Post*. Retrieved January 27, 2001 from <http://www.washpost.com>

90. Electronic Copy of an Abstract Obtained from a Secondary Database

Borman W., Hanson, C., & Oppler, T. (1997). Early supervisory experience as a predictor of executive competence. *Harvard Business Review*, 32, 227-232. Abstract retrieved November 13, 2000, from BIZArticles database.

90. Electronic Version of US Government Report Available by Search from GPO Access Database on the Web

United States Department of Defense. (n.d.). *2000 defense review*. Retrieved March 31, 2001, from Department of Defense Reports Online via GPO Access:
http://www.access.gpo.gov/su_docs/aces/aces160.shtml?dod/index/html

- The retrieval statement should provide a URL that links directly to the search screen for the database.

Other Electronic Sources – Computer Programs, Software, and Programming Languages

Reference entries are required for specialized software or computer programs with limited distribution. References are not required for standard, off-the-shelf software and programming languages.

92. Computer Software

Miller, M. (1999). *APA Format Compliance Tester (Version 6.2)* [Computer Software]. Bronx, NY: Format Services, Inc.

93. Computer Software and Manual Available on University Web Site

Shank, S. (2000). *Statistics software for surveys* [Computer Software and Manual]. Retrieved from <http://www.capellauniversity.edu/learnercenter/tools/shank/stat.htm>

- Do not italicize names of programs, software, or languages.
- If an individual has proprietary rights to the software, name him or her as the author; otherwise treat references as unauthored work.
- Identify the type of source (software, programs, etc.) in brackets after the title. Do not use a period between the title and the brackets.
- Give the location and name of the organization that produced the work in the publisher position.
- Give the same information in referencing a manual, but note the source as a manual in brackets after the title.

Other Electronic Sources – Raw Data

94. Data File, Available from Government Agency

National Health Interview Survey—Current health topics: 1991—Longitudinal study of aging (Version 4) [Data file]. Hyattsville, MD: National Center for Health Statistics

- Give a description of the material in brackets after the title (and before the period).

95. Data File, Available from NTIS Web Site

Department of Health and Human Services, National Center for Health Statistics. (1991). *National Health Provider Inventory: Home health agencies and hospices, 1991* [Data file]. Available from National Technical Information Services Web Site, <http://www.ntis.gov>

- Use “available from” to indicate that the URL leads to information on how to obtain the cited material, rather than to the material itself.

APPENDIX 3-B. REFERENCES TO LEGAL MATERIALS

Unpublished Cases

This section (p. 226) has been expanded to include information in citations for text retrieved from LEXIS or Westlaw (5th edition, p. 400). It is found in Appendix D of the 5th edition.

Sample reference to an unreported decision:

Gilliard v. Oswald, No. 76-2109 (2d Cir. March 16, 1977)

Explanation: The docket number and the court are provided. The opinion was announced on March 16, 1977. To cite a particular page of a slip opinion (opinion that is not published in a case reported but is separately printed), use the form "slip op. at [page number]."

Alternative: You may cite unreported cases found on electronic databases such as LEXIS or Westlaw (WL), instead of citing them to slip opinions. Give the name of the database, a record number if available, and enough information for the reader to find the case. Precede screen page numbers, if assigned, with an asterisk to distinguish them from the page number of the slip opinion; paragraph numbers, if assigned, should be preceded by a paragraph symbol.

CHAPTER 4. MANUSCRIPT PREPARATION AND SAMPLE PAPERS

This chapter has been revised on the assumption that most manuscripts will be prepared using a word processor. It appears as Chapter 5 in the 5th edition.

4.02 Typeface

The 5th edition eliminates American Typewriter as an acceptable typeface, retains Times New Roman and Courier, and specifies 12-point font.

4.11 Spacing and Punctuation

The 5th edition clarifies the “dash” as follows:

- An “em” dash is typed as two consecutive hyphens with no space before or after. Used to set off an element added to amplify or to digress from the main clause.
- An “en” dash is a single hyphen with no space before or after. Used between words of equal weight in a compound adjective.

4.18 References

The 5th edition acknowledges single-spaced references (w/double space between) in theses and dissertations. Requirements to double space for journal article or book submissions remain.

NEW 5th EDITION CHAPTER

The 5th edition adds a new chapter (Chapter 6–Material Other than Journal Articles) prior to "Manuscript Acceptance and Production," which is Chapter 5 in the 4th edition. The material is updated from Appendix A in the 4th edition.

Chapter 6 (5th ed.) discusses academic papers and their differences from those manuscripts prepared for journal publication. The *Manual* acknowledges and even encourages academic institutions to set their own guidelines, even if those guidelines depart from the style in the *Manual*. The following text from the 5th edition applies:

"The author of a thesis, dissertation, or student paper produces a "final" manuscript; the author of a journal article produces a "copy" manuscript (which will become a typeset article). The differences between these two kinds of manuscripts help explain why the requirements for theses, dissertations, and student papers are not necessarily identical to those for the manuscripts submitted for publication in a journal" (p. 321).

"A number of variations from the requirements described in the *Publication Manual* are not only permissible but also desirable in the preparation of final manuscripts" (p. 322).

Effective January 1, 2002, Capella will publish its own *Writing Guide*, to include a listing of all approved variances from strict compliance with APA. In the interim, learners should consult *The Manual of Form and Style for Theses and Dissertations* found on the Capella web site for approved variations.

CHAPTER 5. MANUSCRIPT ACCEPTANCE AND PRODUCTION

This chapter (Chapter 7 in the 5th edition) focuses exclusively on activities associated with the preparation, submission, reviewing, proofreading, altering, and printing of journal manuscripts. As such, it is not applicable to academic papers produced at Capella, and is not discussed.

CHAPTER 6. JOURNALS PROGRAM OF THE AMERICAN PSYCHOLOGICAL ASSOCIATION

This chapter (Chapter 8 in the 5th edition) focuses exclusively on policies and practices related to APA journal manuscripts. As such, it is not applicable to academic papers produced at Capella, and is not discussed.

APPENDICES

Appendix A (p. 331) in the 4th edition has been made a separate chapter (5) in the 5th edition. Appendix B, "Checklist for Manuscript Submission" (p. 341), and Appendix C, "Checklist for Transmitting Accepted Manuscripts for Electronic Production" (p. 347), appear as Appendices A and B respectively in the 5th edition.

As both refer to journal publication, changes are not discussed herein.

Appendix C in 5th Edition

APA has added a new appendix that discusses the Ethical Principles relevant to publishing. As its content does not address learner work products at Capella, it is not discussed here.