

Appendix A

A Baker's Dozen Style Tips

Style refers to the way in which something is expressed. In writing, it is the way in which a writer conveys meaning or addresses a topic using accepted and appropriate punctuation, spelling, capitalization, and other conventions of print. The following style tips reflect some expected ways to write in research articles guided by APA style (for more information refer to referenced pages and related sections [e.g., Chapter 4] in the *Publication Manual of the American Psychological Association*, 6th ed., 2010).

1. Use brackets to enclose parenthetical material within parentheses (p. 94).
2. Use a single space after punctuation marks in text, reference citations, and initials in names (pp. 87-88).
3. Use data as plural for datum and remember that plural nouns take plural verbs (pp. 78-79).
4. Use Arabic numerals followed by a period to separate paragraphs or sentences (with first word capitalized and last word followed by a period) in a series (pp. 63-65).
5. Use tables to organize and display numerical values or text efficiently in columns and rows (pp. 125-150).
6. Use figures to display information efficiently in graphs, charts, or images other than tables (pp. 150-167).
7. Use direct quotes and reference citations to credit sources for your research (pp. 169-192).
8. Use Times New Roman, with 12-point font size, as preferred typeface (pp. 228-229).
9. Use uniform margins of 1" at top, bottom, and sides of each page (pp. 229).

10. Use double-spacing between all lines of text (p. 229).
11. Use flush-left paragraphs and leave the right margin uneven with a “ragged” edge (p. 229).
12. Use five to seven spaces for indentation of paragraphs (p. 229).
13. Use consecutive numbers for each page of the manuscript, beginning with the title page (p. 230).

Source. Adapted from American Psychological Association (APA). (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.