

AMERICAN PSYCHOLOGICAL ASSOCIATION PUBLICATIONS

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APA Publication Manual: 5th Ed.

- Softcover List Price: \$26.95 USD - Item no 4200060 ISBN: 1-55798-791-2
- Spiral-bound List Price: \$33.95 USD - item no 4200063 ISBN 1-55798-810-2
- Hardcover List Price: \$39.95 USD - Item no 4200061 ISBN: 1-55798-790-4

Description per direct download from APA website - www.apastyle.com

With millions of copies sold, the Publication Manual of the American Psychological Association is the style manual of choice for writers, editors, students, educators, and professionals in psychology, sociology, business, economics, nursing, social work, and justice administration, and other disciplines in which effective communication with words and data is fundamental.

In addition to providing clear guidance on grammar, the mechanics of writing, and APA style, the Publication Manual offers an authoritative and easy-to-use reference and citation system and comprehensive coverage of the treatment of numbers, metrication, statistical and mathematical data, tables, and figures for use in writing, reports, or presentations.

The new edition has been revised and updated to include:

- The latest guidelines and examples for referencing electronic and online sources
- New and revised guidelines for submitting papers electronically
- Improved guidelines for avoiding plagiarism
- Simplified formatting guidelines for writers using up-to-date word-processing software
- All new guidelines for presenting case studies
- Improved guidelines for the construction of tables
- Updates on copyright and permissions issues for writers
- New reference examples for audiovisual media and patents
- An expanded and improved index for quick and easy access

Writers, scholars, and professionals will also find:

- New guidelines on how to choose text, tables, or figures to present data
- Guidelines for writing cover letters for submitting articles for publication, plus a sample letter
- Expanded guidelines on the retention of raw data
- New advice on establishing written agreements for the use of shared data
- New information on the responsibilities of co-authors

New and experienced readers alike will find the 5th Edition a complete resource for writing, presenting, or publishing with clarity and persuasiveness.

Concise Rules of APA Style

February 2005 - Spiral Bound 250 Pages
Item No 4210000 ISBN 1-59147-252-0 \$26.95

Description per direct download from APA website - www.apastyle.com

The Concise Rules of APA Style offers essential writing and formatting standards for students, teachers, researchers, and clinicians in the social and behavioral sciences.

This easy-to-use pocket guide, compiled from the Publication Manual of the American Psychological Association, provides complete guidance on the rules of style that are critical for clear communication. Readers will learn how to avoid the grammatical errors most commonly reported by journal editors; how to choose the appropriate format for statistics, figures, and tables; how to credit sources and avoid charges of plagiarism; and how to construct a reference list through a wide variety of examples and sources.

How does the Concise Rules differ from the Publication Manual of the American Psychological Association? The Publication Manual remains the best source for broad background information about scientific publishing. It provides guidance on designing research, identifying the parts of a scholarly article, understanding the process of journal publication, and submitting articles for publication. The Concise Rules, by comparison, targets only those rules writers need for choosing the best words and format for their articles. It offers a comprehensive list of essential writing standards in a convenient, easily retrievable format.

In addition to guidance on grammar points that have challenged writers in the social sciences, the Concise Rules provides suggestions for reducing bias in language; reviews the mechanics of style for punctuation, spelling, capitalization, abbreviation, italicization, headings, and quotations; examines the preferred use of numbers as well as standards for metrication and statistics; provides guidance for the construction and formatting of tables, figures, and appendixes; and offers clear examples and models for referencing ideas and constructing error-free reference lists. Available in a light-weight, spiral-bound format, the Concise Rules will travel easily from home to school to office. It will be an invaluable reference tool for all social science scholars who are serious about communicating clearly and effectively

Mastering APA Style : Student's Workbook and Training Guide

"Editors: Harold Gelfand, PhD and Charles J. Walker, PhD"
November 2001- Softcover 236 Pages
List: \$24.95 - Item # 4210030 - ISBN: 1-55798-891-9

Description per direct download from APA website - www.apastyle.com

This workbook, updated for use with the fifth edition of the Publication Manual of the American Psychological Association, is the source students need to improve their writing skills. Mastering APA Style is a self-pacing, self-teaching workbook that can be used to learn APA style quickly and effectively. Developed over more than a decade, this workbook has been tested where it counts--in the classroom!

Mastering APA Style: Student's Workbook and Training Guide contains groups of instructional exercises on various aspects and features of the Publication Manual, including references and citations, grammar, headings, serialization, statistical and mathematical copy, italics and capitalization, numbers style, and table formatting. This workbook is an effective learning module for the classroom or independent study.

APA-Style Helper 5

Description per direct download from APA website - www.apastyle.com

Designed to provide fingertip guidance in APA style, APA-Style Helper 5.0 gives clear and straightforward help on how to format references, headings, and more.

System Requirements: Microsoft Word for Windows 2000 or Higher

APA-Style Helper 5.0 is designed to work with the English language version of Microsoft Word 2000 or higher on the Windows platform. APA-Style Helper cannot operate without Microsoft Word 2000 or a higher version of Microsoft Word.

Internet Connection :

While not a requirement for using APA-Style Helper, an Internet connection is strongly advised. This allows you to take full advantage of APA-Style Helper, including obtaining technical support and updates or completing online registration.

Product Details : Designed to provide fingertip guidance in APA style, this program gives clear and straightforward help on how to format references, headings, and more. The program has been updated to conform to the latest standards detailed in the fifth edition of the Publication Manual of the American Psychological Association.

APA-Style Helper 5.0 provides you with new organizational and help features, enhanced text processing capabilities, and step-by-step assistance in the creation of your document. APA-Style Helper 5.0 also provides you with a consistent work environment - your word processor. The new design eliminates the need to import your document into Microsoft Word, as previous versions required, saving you time and effort.

Enhanced Text Processing Capabilities: Beginning with this version, text processing starts and ends in your word processor. This means that you can now use APA-Style Helper to create the basic components of your document and take full advantage of Microsoft Word's superior text handling capabilities - spellchecking, capitalization, and other features - to complete and customize your document

Custom Toolbars APA-Style Helper's customized toolbars guide you through every step of the writing process. The Author's Desk, the icon located to the lower right of your computer screen, contains a series of tools that enable you to create a new document or open an existing one, add and organize your document sections, add document elements such as a title and abstract, format your completed document in APA style, and save and store your document. Another APA-Style Helper custom toolbar within Microsoft Word provides the same functions.

The Organizer Tool This new feature, part of the APA-Style Helper document creation process, simplifies the process of organizing your document. You can add or remove any document section with the click of a button. This tool guides you in properly determining the sections you'll need, along with their proper application.

Context-Sensitive Help: Throughout APA Style Helper, you'll find context-sensitive help. Context-sensitive means you get help that's specific to the task you're working on. For example, if you're working on headers, simply click on context-sensitive help, and you'll be taken to a page explaining headers and their proper function within your document. The program has been updated to conform to the latest standards detailed in the fifth edition of the Publication Manual of the American Psychological Association

Presenting Your Findings : A Practical Guide for Creating Tables

Adelheid A.M. Nicol and Penny M. Pexman - August 1999
Softcover 157 Pages Item no 431621A ISBN: 155798-593-6 \$14.95

Description per direct download from APA website - www.apastyle.com

Gone are the days when researchers and students were forced to search through stacks of journals for the best way to construct a table of results. In an engaging and accessible format, this book provides invaluable guidance on the proper table format for a wide range of statistical analyses. Each chapter is devoted to a different statistic and provides a variety of examples of how the information could best be displayed. Included for each statistic is a "Play It Safe" table that illustrates the most comprehensive formatting options. This definitive resource for how to build tables will eliminate editorial drudgery and free up your time for more gainful pursuits.

Displaying Your Findings : A Practical Guide for Creating Figures, Posters, and Presentations

Adelheid A. M. Nicol and Penny M. Pexman - January 2003
Softcover - 195 Pages - Item no 431696A ISBN: 1-55798-978-8 \$14.95

Description per direct download from APA website - www.apastyle.com

READ A SAMPLE CHAPTER

Displaying Your Findings is a comprehensive and accessible resource for creating effective visual materials. Nicol and Pexman have achieved two goals: to clarify APA style for visual presentation and to emphasize the "how to" aspects of presenting research findings. Each chapter is devoted to a different type of figure with examples of variations on each, featuring fictional studies and accompanying figures illustrating the study. Readers will learn everything they need to know about effective line graphs, drawings, scatter plots, photographs, and charts. In addition to providing guidelines and examples of common figures, the book also includes chapters on how to present conference posters and presentations. Every student, researcher, and presenter should have this book shelved next to the APA Publication Manual and Presenting Your Findings: A Practical Guide for Creating Tables. This definitive resource for creating figures will help ensure that every visual display of data is accurate and effective.

ABOUT THE AUTHORS

Adelheid A. M. Nicol is an assistant professor at the Military psychology and Leadership Department at the Royal Military College of Canada. She obtained her BSc from McGill University and her MA and PhD from the University of Western Ontario. Her interests are in the areas of honesty-integrity testing, personality testing, test construction, legal issues in personnel selection, transformational leadership, and emotional intelligence. Dr. Nicol has taught courses in organizational behavior, research methods, social psychology, introductory psychology, and cross-cultural psychology.

Penny M. Pexman is an associate professor of psychology at the University of Calgary. She received her PhD from the University of Western Ontario in 1998. In her research, she investigates the cognitive processes involved in word recognition, reading, and understanding figurative language. Dr Pexman has taught courses in introductory psychology, cognitive psychology, sensation and perception, and educational psychology and is the recipient of two teaching awards.

Mastering APA Style : Instructor's Resource Guide

Editors: Harold Gelfand, PhD and Charles J. Walker, PhD
November 2001 - Softcover - 241 Pages
Item no 4210040 ISBN: 1-55798-890-0 - \$29.95

Description per direct download from APA website - www.apastyle.com

This guide, updated for use with the fifth edition of the Publication Manual of the American Psychological Association, is designed to help improve students' understanding and use of APA style before they begin writing, allowing instructors in academic settings to concentrate more on course material and less on correcting errors in students' papers. This essential resource contains 8 multiple-choice assessment surveys, correction keys, and answer sheets, along with informative instructions on how to incorporate this material into a curriculum. Mastering APA Style: Instructor's Resource Guide also enables editorial trainers to help polish their copy editors' skills as they gain a thorough knowledge of APA style and the Publication Manual. Included are style points for references and citations, grammar, headings, serialization, statistical and mathematical copy, italics and capitalization, numbers style, and table formatting. This guide is an effective learning module for the classroom or for independent study.