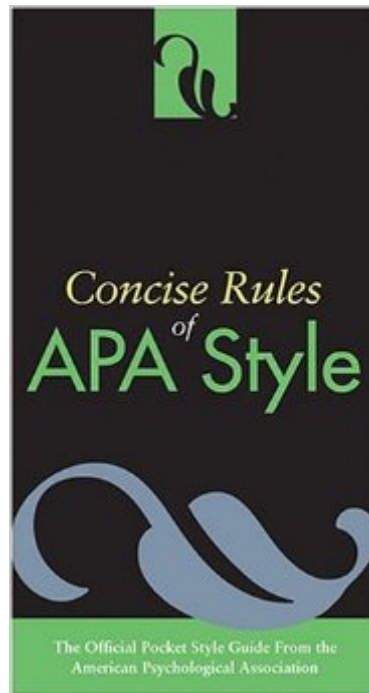


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# Concise Rules Of APA Style (Concise Rules Of The American Psychological Association (APA) Style)



## Synopsis

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.

## Book Information

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There's no rules for title pages, no examples of manuscript pages, no rules for pagination. It doesn't even tell you if the reference list belongs on a separate page or what its heading looks like. I consider these glaring omissions, particularly if you are expected to use pure APA and have no departmental style guide (like me). This book is basically a glorified guide to citation and syntactic rules. Avoid it and pay the extra five bucks for the complete book. Getting the cheap book as some kind of protest won't significantly hurt the APA and it will just make things harder for you.

While this is a great condensation of the main rules needed to write in APA style, this book lacks one major thing -- the practical examples of how to apply APA style in a document or manuscript. The book would be greatly enhanced if in future editions the editors added the examples that are found in the full APA guidelines handbook.

Hopefully this statement will help those of you who are trying to decide what to buy: If you do not own a full copy of the APA Publication Manual, then do not buy this book. This book is meant to be a pocket-sized reference guide that you can carry with you. It is meant as a supplement, but it is not the primary resource -- the APA Publication Manual is the primary resource. Now that I have gotten that out of the way, here is my review: This book may have omitted a few things that I would have preferred they left in (you won't know what you need until you need it). But by and large they did a good job of condensing a large book into a pocket guide.

I thought this would be a more helpful book than the APA Publication Manual, but I was wrong. This small volume does not cover enough items that I need to write a graduate level paper. I suggest purchasing only the Publication Manual.

This is probably a useful book for someone who is familiar with APA style. For someone like myself who had no knowledge of the style rules it was of little use. I'd suggest buying the full version of

APA style rules if you're just learning the format.

There is not much rating that can be done with a reference book such as this. It gives the APA Rules in concise fashion just like it promises. The Reference citing examples are very thorough. It gives the rules on headings as well as how things like numbers, abbreviations, quotes, and other rules of citing in text should be done. It is small and handy enough to keep near the computer. I love it and don't see any reason why anyone needs the big manual if they have this. It lists all the rules only, so if you are looking for a sample of a whole paper, you will not find it here.

Some people may find this book useful. I am just beginning to learn the APA format and I did not find this book to be user friendly. I have had better information given to me from handouts from other books.

The first question you'd have to ask about this book is Why would the American Psychological Association have a style guide. The answer is that the APA Style is the definitive guide to the style that the APA wants to see in their publications and this style is also used by a number of other publications that have adopted the APA Style. Among the critical points of the APA Style is how to construct an error-free reference list crediting all sources properly and avoiding all charges of plagiarism. This has become extremely critical in today's world where any research seems subject to actively looking for any way they can discredit someone else rather than do their own work. In addition the style book is an authoritative guide to how best to present the ideas and data that is so hard to gather. Being able to present data in a way that is understandable to the reader is perhaps the most difficult yet the most important part of writing a paper. This book is the concise version. It is a small format book designed to be convenient, portable and yet complete.

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