CHAPTER II MECHANICS OF STYLE

THE GUIDE TO APA STYLE: 7TH EDITION

NATIONAL TAIWAN NORMAL UNIVERSITY

INTERNATIONAL HUMAN RESOURCE DEVELOPMENT

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(1) Dash

- Two kinds of dash are used in APA Style: the **em dash** (—) and the **en dash** (–). These dashes are different from **hyphens** (-).

1. Em Dash (shift+option/alt+minus)

Use an **em dash** to set off an element added to amplify or digress from the main clause. Do not use a space before or after an em dash.

Example: Social adjustment—but not academic adjustment—was associated with extraversion.

2. En Dash (option/alt+minus)

Use an **en dash** between words of equal weight in a compound adjective and to indicate a numerical range, such as a page or date range. Do not insert a space before or after an en dash.

Example: author–date citation, Sydney–Los Angeles flight, pp. 4–7, 50%–60%

(2) Hyphen

Use hyphen (-) in the following cases:

Guideline	Example
1. A compound with a participle when it precedes the term it modifies	• decision-making behaviour • water-deprived animals • Canadian-born actor
2. A phrase used as an adjective when it precedes the term it modifies	• trial-by-trial analysis • to-be-recalled items • one-on-one interviews
3. An adjective-and-noun compound when it precedes the term it modifies	• high-anxiety group • middle-class families • low-frequency words
4. A compound with a number as the first element when the compound precedes the term it modifies	• six-trial problem • 12th-grade students • 16-min interval
5. A fraction used as an adjective	• two-thirds majority

(2) Hyphen

Use hyphen (-) in the following cases:

Guideline	Example
6. Compounds in which the base word is capitalized	• pro-Freudian • Likert-type • Stroop-like
7. Compounds in which the base word is a number	• post-2020
8. Compounds in which the base word is an abbreviation	• pre-IHRD thesis defence
9. Compounds in which the base word is more than one word	• high-achievement-oriented employees
10. All "self-" compounds, whether adjectives or nouns	• self-report technique • the test was self-paced • self-esteem

(2) Hyphen

Use hyphen (-) in the following cases:

Guideline	Example
11. Words that could be misunderstood	• re-pair (pair again) • re-form (form again) • un-ionized (not ionized)
12. Words in which the prefix ends and the base word begins with "a," "i," or "o"	• meta-analysis • anti-intellectual • co-occur

(2) Hyphen

Do **NOT** use hyphen (-) in the following cases:

Guideline	Example
1. A compound that follows the term it modifies	• behaviour related to decision making • students in the 12th grade • a majority of two thirds
2. A compound including an adverb ending in "-ly"	• widely used test • relatively homogeneous sample • randomly assigned participants
3. A compound including a comparative or superlative adjective	• less informed interviewers • higher order learning • highest scoring students
4. A modifier including a letter or numeral as the second element	• Group B participants • Type II error • Trial 1 performance
5. Fractions used as nouns	• one third of the participants

(3) Quotation Marks

Use double quotation marks (" ") in the following cases:

1. to refer to a letter, word, phrase, or sentence as a linguistic example

Example

The letter "a"

the word "organization"

answered "yes" or "no"

Instead of referring to someone as an "employee," talk about a "full-time employee" or a "part-time employee."

2. to reproduce material from a test item or verbatim instructions to participants

Example

The first item was "The demands of my work interfere with my home and family life."

Participants read, "The interview will be recorded via a digital voice recorder and transcribed verbatim."

(3) Quotation Marks (continued)

3. to set off the title of a periodical article or book chapter when the title is used in the text or in a copyright attribution

Example

- **In text:**

Oyserman's (2015) book, "Pathways to Success through Identity-based Motivation," described . . .

- **In the reference list:**

Oyserman, D. (2015). *Pathways to success through identity-based motivation.* Oxford University Press.

- **In a copyright attribution:**

Adapted from "Aspects of Possible Self that Predict Motivation to Achieve or Avoid It," by C. C. Norman, and A. Aron, 2003, *Journal of Experimental Social Psychology*, 39(5), pp. 500–507. Copyright 2003 by the American Psychological Association.

(3) Quotation Marks (continued)

Do **NOT** use double quotation marks in the following cases:

1. to highlight a key term or phrase; instead, use italics

Example

Correct: *proactive career behaviors*

Incorrect: "proactive career behaviors"

2. Mere emphasis; instead, use italics

Example

Correct: Table 2 presents a list of *myths* that negatively affect women at the workplace or career advancement (Crampton & Mishra, 1999)

Incorrect: Table 2 presents a list of "myths" that negatively affect women at the workplace or career advancement (Crampton & Mishra, 1999)

(4) Parentheses (continued)

Do **NOT** use parenthesis ( ) in the following cases:

1. to enclose text within other parentheses; instead, use square brackets to avoid nested parentheses

Example: (International Labour Organization [ILO]; Leung & Zhang, 2017)

2. to enclose statistics that already contain parentheses; instead, use a comma before the statistics to avoid nested parentheses

Example: were significantly different, $F(4, 132) = 13.62$, $p < .001$.

3. to enclose back-to-back parenthetical information; instead, place the information in one set of parentheses, separated with a semicolon

Example:

Correct: (i.e., Scandinavia; Sandbakken et al., 2021)

Incorrect: (i.e., Scandinavia) (Sandbakken et al., 2021)

(5) Square Bracket

Use square bracket [ ] in the following cases:

1. to enclose parenthetical material that is already in parentheses

Example: (The results for the control group [n = 5] are also presented in Figure 4.5.)

2. to enclose abbreviations when the abbreviated term appears in parentheses

Example: (Academy Human Resource Development [AHRD]; Bierema, 2021)

3. to enclose material inserted in a quotation by someone other than the original author

Example:

Tien, Lin, and Chen (2005) reported that "about two-thirds of [Taiwanese] college students were undecided about their career futures" (p. 163).

(5) Square Bracket (continued)

Do **NOT** use double quotation marks in the following cases:

1. to set off statistics that already include parentheses

Example:

Correct: in the second study, $F(2, 24) = 3.96$, $p = .045$

Incorrect: in the second study, $(F[2, 24] = 3.96$, $p = .045)$.

Incorrect: in the second study, $[F(2, 24) = 3.96$, $p = .045]$.

2. around the year in a narrative citation when the sentence containing the narrative citation appears in parentheses; instead, use commas

Example:

Correct: (as Bezos, 2021, explained . . .)

Incorrect: (as Bezos [2021] explained . . .)

(6) Capitalization

1. Job Titles and Positions

Capitalize	Do not capitalize
President Tsai Ing-wen was elected in 2016.	Tsai-Ing wen was president of Taiwan.
Director of IHRD Dr. Jane Lin led the meeting.	Dr. Jane Lin, director of graduate program, led the meeting.
Dr. Aisha Singh, Dr. John Watson, Dr. Eva Tsai	Professor, instructor, faculty, dean, counselor, doctor

(6) Capitalization (continued)

2. Theories, Concepts, Hypotheses, Principles, Models, and Statistical Procedures

Capitalize	Do not capitalize
1. Capitalize ==personal names== that appear within the names of theories, concepts, hypotheses, principles, models, and statistical procedures. • McClelland's theory of need • Myers-Briggs type indicator • Hofstede's five value dimension • Pearson's chi-squared test • Cronbach's alpha validity test • Tucker-Lewis index	• behavioral anchored rating scale (BARS) • confirmation factor analysis (CFA) • root mean square error of approximation (RMSEA) • comparative fit index (CFI) • incremental fit index (IFI) • parsimony normed fit index (PNFI)

(6) Capitalization (continued)

3. Noun Followed by Numerals or Letters

Capitalize	Do not capitalize
Capitalize nouns followed by numerals or letters that denote a specific place in a series. • Figure 1 • Appendix B • Participant 4 • Chapter 2 • Table 3 • Research Question 5 • Item 5 • Section 7 • Factor 11 • Year 2021 • Version 23.0	• page 599 • paragraph 10 • the numeral 9 • the letter "c" • item x

(7) Italics (continued)

5. Periodical volume numbers in reference lists

Example: *Neuropsychology, 30*(5), 525–531.

6. Anchors of a scale (but not the associated number)

Example:

ranged from 1 (*poor*) to 5 (*excellent*)

rated using a Likert scale (1 = *strongly disagree* to 5 = *strongly agree*)

7. Some test scores and scales

Example: t(177) = 3.51, p < .001, d = 0.65

(7) Italics

Use italics for the following:

1. Key terms or phrases, often accompanied by a definition

Example: *Perceived control* is a set of beliefs of being effective to produce a desired and avoid an undesired outcome. In the context of this study, perceived control represents individuals' beliefs that attaining a future work self is within their reach (Norman & Aron, 2003).

2. Titles of books, reports, webpages, and other stand-alone works

Example: *Pathways to success through identity-based motivation*

3. Titles of periodicals

Example: *Cultural Diversity & Ethnic Minority Psychology*

4. Letters used as statistical symbols or algebraic variables

Example: *p* value, Cohen's *d* = 0.084, *SE* = .035

(7) Italics (continued)

Do **NOT** use italics in the following cases:

1. punctuation between elements of a reference list entry

Example:

Morrison, E. W., & Phelps, C. C. (1999). Taking charge at work: Extra role efforts to initiate workplace change. *The Academy of Management Journal*, 42(4), 403–419.

2. words, phrases, and abbreviations of foreign origin that appear in a dictionary for the language in which you are writing

Example: et al., per se

3. Greek letters

Example: β, α, χ2

(7) Italics (continued)

4. letters used as abbreviations

Example:

comparative fit index (CFI), incremental fit index (IFI)

5. Mere emphasis

- Italics for emphasis are acceptable if emphasis might otherwise be lost or the material misread.

- In general, however, use syntax to provide emphasis.

Example:

De Backer and Fischer (2012) emphasized that "it is important to remember that *gossip helped our ancestor survived* [emphasis added], and thus by accessing gossip, one is faced with an opportunity to vicariously learn solution [sic] to adaptive problems" (p. 421).

(8) Latin Abbreviations

1. Use the following standard Latin abbreviations only in parenthetical material; in the narrative, use the translation of the Latin term. In both cases, punctuate as if the abbreviation were spelled out in the language in which you are writing.

Latin abbreviation	Translation
cf.	compare
e.g.,	for example,
, etc.	, and so forth
i.e.,	that is,
viz.,	namely,
vs.	versus or against

(8) Latin Abbreviation (continued)

Exceptions:

Latin Abbreviation	Description
v.	Use the abbreviation "v." (for "versus") in the title or name of a court case in the reference list and in all in-text citations
et al.	Use the Latin abbreviation "et al." (which means "and others") in both narrative and parenthetical citations

(9) Others

1. Number

- In general, use numerals to express numbers 10 and above and words to express numbers below 10.

2. Decimal Fractions

- Most data can be effectively presented with two decimal digits of accuracy.

- Report correlations, proportions, and inferential statistics such as t, F, and chi-square to two decimals.

- When reporting data measured on integer scales (as with many questionnaires), report means and standard deviations to one decimal place (as group measures, they are more stable than individual scores).

- Report exact p values (e.g., $p = .031$) to two or three decimal places. However, report p values less than .001 as $p < .001$.

(9) Others (continued)

3. Currency

- Use the percent symbol and currency symbols only when they are accompanied by a numeral

- Use them in table headings and in figure labels and legends to conserve space.

- Use the word "percentage" or the name of the currency when a number is not given. Repeat the symbol for a range of percentages or quantities of currency.

Example:

NT $1,000,000, US $2,000, £10, €9.95, ¥100–¥500

in Australian dollars, in U.S. dollars

(9) Others (continued)

3. Spacing

Correct	Incorrect
(β = .45, p < .001)	(β=.45, p<.001)
(B = .05, SE = .05, t = 8.30, ns)	(B=.05, SE=.05, t=8.30, ns).
Low = -.895	Low=-.895
The coding was private = 0, public = 1.	The coding was private=0, public=1.
The coding was associated bachelor = 1, bachelor = 2, master = 3, doctor = 4.	The coding was associated bachelor=1, bachelor=2, master=3, doctor=4.
The coding was less than 1 year = 1, 1 to 5 year = 2, more than 5 years = 3.	The coding was less than 1 year=1, 1 to 5 year=2, more than 5 years=3.
The coding was below NT $19,000 = 1, from NT $20,000 to 40,000 = 2, from NT $40,001 to 60,000 = 3, from NT $60,001 to 80,000 = 4, from NT $80,001 to 100,000 = 5.	The coding was below NT $19,000=1, from NT $20,000 to 40,000=2, from NT $40,001 to 60,000=3, from NT $60,001 to 80,000=4, from NT $80,001 to 100,000=5.

(9) Others (continued)

5.1 Lists

- **When a list within a sentence contains three or more items, use a serial comma before the final item**

Example: Participants were similar with respect to age, gender, and ethnicity.

- **If any item in a list of three or more items already contains commas, use semicolons instead of commas between the items**

Example:

We were interested in how students describe their gender identities and expressions; their perceptions of emotional and physical safety on campus, including whether and how such perceptions impact their gender expression; and their perceptions of trans-affirming versus trans-negative reactions among fellow students and faculty.

(9) Others (continued)

5.2 Lettered Lists

- Use a lettered or bulleted list rather than a numbered list if the items are phrases.

Example:

Our sample organization used a waterfall model that featured the following sequential stages: (a) requirements analysis, (b) specification, (c) architecture, (d) design, and (e) deployment.

(9) Others (continued)

5.3 Numbered Lists

- Use a numbered list to display complete sentences or paragraphs in a series (e.g., itemized conclusions, steps in a procedure)

- Select the option for an Arabic numeral followed by a period but NOT enclosed in or followed by parentheses.

- Capitalize the first word after the number (and the first word in any subsequent sentence), and end each sentence with a period or other punctuation as appropriate.

Example:

We addressed the following research questions:

1. What research methodologies are used to examine the effects of cultural competency training?

2. How are psychologists trained to be culturally competent?

(9) Others (continued)

5.4 Bulleted Lists

5.4.1 Items That Are Complete Sentences.

■   If bulleted list items are complete sentences, begin each sentence with a capital letter and finish it with a period or other end punctuation.

Example:

There are several ways in which psychologists could apply social-media-driven methods to improve their work:

■   Social psychologists could use these methods to improve research on emotional experiences.

■   Community psychologists could use these methods to improve population assessment at the city level.

■   Clinical psychologists could use these methods to improve assessment or treatment.