

APA essentials (6th edition)

Write the number as a numeral:

1. Numbers 1-9: one, two three...
2. Never start a sentence with a number or a percent. Spell it out.
3. Common fractions (two-thirds majority)
4. Ordinal numbers (fourth graders; first item)

Write a number

1. 10 or greater.
2. If has units after it (25 years old, 5 cm wide, 10th-grade students 5-mg dose, 1:30 p.m.)
3. Scales, points (7-point scale, scores ranged 0-34)

Decimals

1. Use zero before decimal if number can exceed one (0.23 cm; 0.48 seconds; Cohen's $d=0.70$)
2. Do not use zero for correlations or p -values since can't be larger than one ($r = -.43$, $p = .028$; Cronbach's α was .76).

p values

1. p is lower case and italicized. So is t test. F test is italicized and capital letters.
2. Report exact p values ($p = .03$) to two or three decimal places. If p value is less than .001, write $p < .001$
3. Can report both p value and 95% CI, but one or other is fine and 95% CI is preferred.

Confidence intervals

1. OR 3.02 [95% CI: 2.03-4.06]
2. $M = 30.5$ cm, 99% CI [18.6, 43.0]

Subjects

1. N for total subjects in study ($N = 135$) italicized
2. n for part of the study participants (control group $n = 35$)

Means, etc.

1. If you write the mean, percent, number, etc and the study gives you the standard deviation (SD) or standard error or the mean (SE), state them both:
2. mean (standard deviation) = 35 years (5); the mean age was 35.6 years (SD = 5.4)

Verb tenses (be consistent)

1. Past tense for lit review, description of study and results
2. Present tense to discuss implications and conclusions.
3. Active tense "There were several conclusions that can be drawn from this study" to "The authors provide several conclusions".
4. Brevity.

Miscellaneous

1. Spell it all out the first time (with abbreviation) American Dietetic Association (ADA)
2. Don't use too many abbreviations in your review, esp if unus.
3. 6+ authors write "First author, et al."
4. <6 list them all out first time
5. Follow rules for repeated citations in rest of paper.
6. One inch margins, double-spaced, 12-point font (Calibri, Arial, Times New Roman).

APA, sixth edition

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