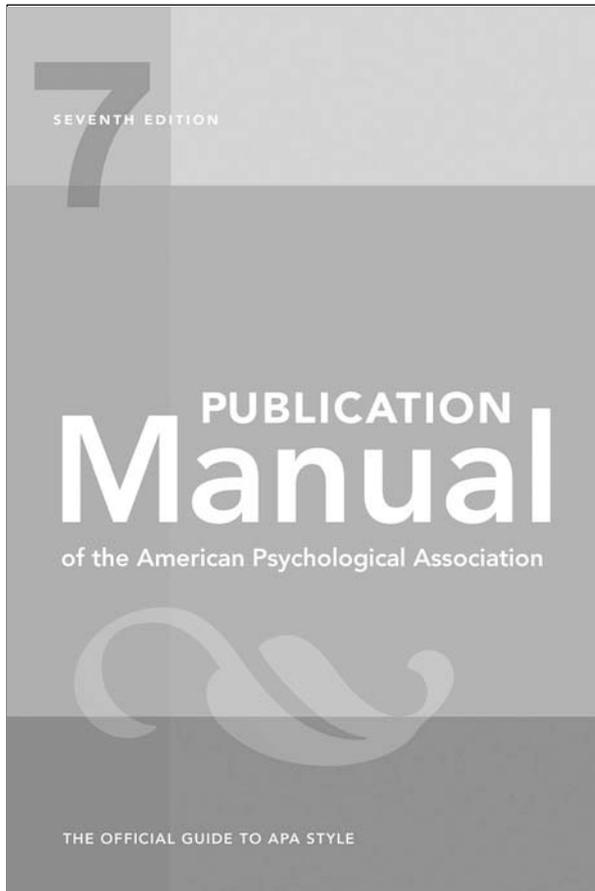


## Book Review

**PUBLICATION MANUAL OF THE AMERICAN PSYCHOLOGICAL ASSOCIATION Seventh Edition. American Psychological Association, Washington, DC : American Psychological Association, 2020. xxii,427p. ISBN: 978-1-4338-3216-1. Hard bound – Rs.4245/-, Paper back – Rs.2000/-.**



Excellence in writing is critical for success in academic and professional pursuits. APA Style is a set of guidelines for clear and precise scholarly communication. The Publication Manual of the American Psychological Association, seventh edition comes with a lot of new and updated contents. This manual offers guidance on choosing the headings, tables, figures, language and tone that will result in powerful, concise and elegant scholarly communication. It guides users through the scholarly writing process—from the ethics of authorship to reporting research. The seventh edition is an indispensable resource for students and

professionals to achieve excellence in writing and make an impact with their work. This manual contains 12 chapters and brief descriptions of new and updated content are provided on a chapter-by-chapter basis.

Chapter one titled Scholarly Writing and Publishing Principles begin with overview of different types of articles and papers professional and student authors write and is followed by a discussion of ethical, legal and professional standards in publishing and ends with an ethical compliance checklist guiding for ensuring compliance with ethics requirements. The second chapter titled Paper Elements and Format is designed to help novice users of APA Style select, format and organize paper elements. Sample APA Style papers are included at the end of this chapter. Chapter three named journal Article Reporting Standards (JARS) orient users and includes tables outlining standards for reporting quantitative, qualitative and mixed methods research. These standards provide guidelines for authors on what information should be included, at minimum, in journal articles. Chapter four titled Writing Style and Grammar guide achieving the four qualities of effective scholarly writing: continuity, flow, conciseness and clarity. This chapter gives the rule for grammar and usage and suggests strategies for improving writing.

Chapter five presents bias-free language guidelines to encourage authors to write about people with inclusivity and respect. This chapter contains general guidelines for writing without bias that apply across a range of issues and additional guidelines that

address specific topics, including age, disability, gender, participation in research, race and ethnicity, sexual orientation, socioeconomic, status and intersectionality. Chapter six titled Mechanics of Style provides essential style guidelines for scholarly writing, including punctuations, spelling, capitalization, italics, abbreviations, numbers, statistical and mathematical copy and lists. Chapter seven titled Tables and Figures presents guidance on creating tables and figures. This chapter discusses the purpose of tables and figures, principles for designing, preparing, placing and reproducing them and guidelines for creating and formatting tables and figures in APA Style, with examples of various types. Chapter eight named Works Credited in the Text provide the ground rules for in-text citation, including how to provide an appropriate level of citation and avoid plagiarism and self-plagiarism in writing. Specific guidance for in-text citation follows, including formats for interviews, classroom and intranet sources and personal communication, in-text citations in general and paraphrases and direct quotations.

Chapter nine reference list provides guidelines for creating reference list entries, with specific sections focusing on each reference element (author, date, title, source) and the format and order of an APA Style reference list. Chapter ten reference examples provides more than 100 examples of APA Style references, each with accompanying parenthetical and narrative in-text citations. The reference examples are organized first by the group, then by category and then by type. Chapter eleven titled Legal References provides information on how APA Style references differ from legal style references; general guidelines for creating APA Style legal references; in-text citation forms for legal materials and examples of common legal references used in APA Style papers, including

court decisions, statutes, legislative materials, administrative and executive materials, patents, constitutions and charters and treaties and international conventions. The final chapter twelve titled Publication Process provides authors with guidance on preparing for publication, including how to adapt a dissertation or thesis into a journal article, prepare a manuscript for submission, select an appropriate and reputed journal for publication and navigate the editorial publication process. This chapter also has sections on copyright and permission guidelines for reprinting or adapting certain kinds of copyrighted works, the format for writing copyright attributions and the steps to take during and after publication.

The seventh edition of the Publication Manual is created with the practical needs of users in mind. Within chapters, the content is organized using numbered sections to help users to quickly locate answers to their questions. This ease of navigability and depth of content means that the manual can be used as both a reference work and a textbook on scholarly writing. This edition promotes accessibility for everyone, including users with disabilities. The following features are new to this edition.

- Resources for students on writing and formatting annotated bibliographies, response papers and other paper types as well as guidelines on citing course materials
- Sample papers for both professional authors and student writers
- New chapter on journal article reporting standards, bias-free language guidelines and legal references
- More than 100 new reference examples covering periodicals, books, audio-

visual media, social media, webpages and websites and other resources.

- More than 40 new sample tables and figures
- Guidelines that support accessibility for all users, including simplified reference, in-text citation and heading formats as well as additional font options.

Different colours are used throughout the book to make it attractive. The book has 427 pages with detailed contents, an introduction, twelve chapters, credit for adapted tables and figures, references and an index. As this guide is writing about writing, the creators have used font, colour and other design elements to distinguish between explanatory text and examples. The creators have endeavoured to demonstrate APA Style while writing about it wherever possible and to present the information in a way that is accessible for many users around the world.

As Library and Information Science discipline is considered, Publication Manual seventh edition acts as both a reference work and a textbook for students, research scholars, professionals and teachers to achieve excellence in writing. With more than 15 million copies sold worldwide in multiple languages, it's the style manual of choice for writers, researchers, editors, students and educators in the social and behavioural sciences, natural sciences, humanities, nursing, communications, education, business, engineering and other fields. The Publication Manual of the American Psychological Association seventh edition is the authoritative resource for APA Style and is a set of guidelines for clear and precise scholarly communication.

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