**Know Your Rights**

**APA Manual Breakdown**

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| **Chapter Title** | **What You Need to Know** |
| **1. Writing for the Behavioral and Social Sciences** | * Types of articles you might come across in your research.
* Ethics and standards related to academic writing, research, and reporting.
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| **2. Manuscript Structure and Content** | * A breakdown of what is included in different sections of an academic article.
* **Sample papers (p. 41).**
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| **3. Writing Clearly and Concisely** | * Tips on organizing your paper/article
* **How to format the section headings in your paper/article (3.03)**
* Tips for writing clearly, smoothly, and without bias
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| **4. Mechanics of Style** | * **Rules related to punctuation, spacing, spelling, capitalization, italics, abbreviations, and numbers.**

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| **5. Displaying Results** | * Formatting guidelines for data and results.
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| **6. Crediting Sources** | * **Formatting guidelines for citation in text.**
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| **7. Reference Examples** | * **Examples of reference list citations by item type (Hint: Before looking up an example, identify what type of item you are creating a reference for. Remember the egg.)**
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| **8. The Publication** | * **Formatting guidelines for your paper/article including font preference, line spacing, margins, indentation, page order and numbering of pages.**
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