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**Mastering APA Style: Demonstrating How to Implement**

**APA Style Rules (*Publication Manual of the American Psychological Association, 5<sup>th</sup> Ed.*)**

**in Microsoft Word 2007™**

(2008 Instructional Resource Award)

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Psychology students often struggle with the detailed nature of formatting documents in correct APA style. Furthermore, despite the technical savvy of the current college population, many students lack a mastery of the necessary word processing skills to efficiently and effectively implement the APA style rules within an electronic context. To address this dilemma, I created a series of online modules to provide on-demand assistance that simultaneously assists students in mastering APA style and implementing APA style rules in Microsoft Word 2007™. Each flash-based, interactive module provides an audio-visual demonstration of a specific aspect of APA style format, detailed instructions on APA style regulations, directions for formatting in Microsoft Word 2007, a self-check quiz for students to gauge their understanding, and a summary of key points. The APA style modules provide students with an effective, easy-to-use resource to help them apply their understanding of APA formatting style within their electronic documents. The online availability of these flash-based

modules creates a convenient format that encourages students' use of the resources outside of scheduled class time.

**Topics included in this collection:**

- Title Page
- Abstract
- First Page of Body of Paper
- Reference Page
- *References:*
  - *Journal articles*
    - One author
    - Two authors
    - Three or more authors
  - *Books*
    - Entire book
    - Chapter in an edited book
  - *Internet websites*
    - No author
    - Author with no date
  - *Audiovisual media*
    - Movie
    - Single episode of a television series
  - *Unpublished work and publications of limited circulation*

- Personal communications (e.g. letters, e-mail, memos, personal interviews, and telephone conversations)
- *Electronic media*
  - Abstract of a technical report retrieved from a university web site
  - Internet article based on a print source
  - Internet-only journal article
  - Message posted to an online forum or discussion group
- *Technical and research reports*
  - ERIC report
  - Report available from the Government Printing Office (GPO) with government institute as group author

## Reference

American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5<sup>th</sup> ed.). Washington, DC: Author.

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Acknowledgements: I would like to thank Sue Taylor for instructional design support, technical assistance and creation of the online version of the modules.

Technical considerations: A flash player is required to view all modules. Flash players are already installed and available on most computer systems or are available via free download.

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