


Writing Sheet (3)

- Writing style which we use: APA style


#ALIGNMENT:

- The alignment of each paragraph should be equal , and the preferred alignment is to start from the LEFT .why ? cause it's more accurate and more beautiful with exceptions :
 - 1- Headline
 - 2- Abstract/ subtitle  both are at the middle (central)
- At the beginning of each paragraph you should leave small space called “ indent” , and should be equal through all the paragraphs = 5 spaces = TAB button on the keyboard

#FONT:


- Standard font : TIMES NEW ROMAN , most common type and accepted by all the journals
- Font size : some of the journals accept size 10 , but the most standard size is 12
- The type and size of the font should be the same in the whole article with some exceptions that is allowed to use (ITALIC , BOLD , REGULAR FONT) :
 - 1- Headings
 - 2- Subheadings

SPACES

- 1- Period “ full stop “
 - 2- Comma
 - 3- Semicolon
- 
- After them we should put a space (only one space)

ABBREVIATIONS:

- We shouldn't use abbreviations in the following situations :
 - For the first time in the article : in the first time we should use the whole term followed by it's abbreviation, after that in the other paragraphs in the article it's allowed to use the abbreviation with 2 exceptions :
 - 1- The abbreviations shouldn't be at the beginning of paragraph, even if it's in the other paragraph
 - 2- Shouldn't be at the beginning of a sentence

Example: catheterization  for the 1st time it's written: catheterization (CATH), after that it's allowed to write the abbreviation (CATH) in the following paragraphs with the 2 exceptions mentioned above.

#AUTHORS:

- Et al : more than one author
- Author name: we write the family name of the author not the initial name
- According to APA, the maximum number of authors to write them in a single paper is 6

- The authors between brackets should be ordered alphabetically, between the references within the same brackets, we use semicolon

- Citing an Author or Authors

A Work by Two Authors: Name both authors in the signal phrase or in the parentheses each time you cite the work. Use the word "and" between the authors' names within the text and use the ampersand in the parentheses.

Research by Wegener and Petty (1994) supports...
(Wegener & Petty, 1994)

A Work by Three to Five Authors: List all the authors in the signal phrase or in parentheses the first time you cite the source. Use the word "and" between the authors' names within the text and use the ampersand in the parentheses.

(Kernis, Cornell, Sun, Berry, & Harlow, 1993)
In subsequent citations, only use the first author's last name followed by "et al." in the signal phrase or in parentheses.

(Kernis et al., 1993)

In et al., et should not be followed by a period.

Six or More Authors: Use the first author's name followed by et al. in the signal phrase or in parentheses.

Harris et al. (2001) argued...
(Harris et al., 2001)

#REFERNECE LIST:

- Journal :

Family name, 1st name initial. Title of the article. The name of the article (italic font), volume no (issue no.) → italic font , page no. (normal font).

Example:

Berndt, T. J. (2002). Friendship quality and social development. *Current Directions in Psychological Science*, 11, 7-10.

So, the reference is written in times new roman except: 1- Name of the journal, 2- The volume number

- **DOI: DIGITAL OBJECT IDENTIFIER** , it has been used since 5 years ago. This is achieved by binding the DOI to metadata about the object, such as a URL, indicating where the object can be found. In some of the journals it's a must to put the DOI in the reference list

- **Book :**

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle (ITALIC FONT)*. Location: Publisher.

Note: For "Location," you should always list the city and the state using the two letter postal abbreviation without periods (New York, NY).

Example:

Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication*. Washington, DC: American Psychological Association.

- Article From an Online Periodical: Online articles follow the same guidelines for printed articles. Include all information the online host makes available, including an issue number in parentheses.
- Author, A. A., & Author, B. B. (Date of publication). *Title of article. Title of Online Periodical, volume number* (issue number if available). Retrieved from <http://www.someaddress.com/full/url/>

We use the italic font for: 1- Title of the article, 2- volume number

Example: Bernstein, M. (2002). *10 tips on writing the living Web. A List Apart: For People Who Make Websites, 149*. Retrieved from <http://www.alistapart.com/articles/writeliving>

- Types of abstracts: 1- structured, 2- unstructured
To use wither structured on unstructured abstract is determined by the JOURNAL
- Elements of the structured ABSTRACT :
 - 1- Objectives
 - 2- Methods
 - 3- Results
 - 4- Conclusion
- UNSCTURED ABSTRCAT : it is only a paragraph without these elements(subheadings)

SORRY FOR ANY MISTAKES

REFERENCES OF THE SHEET:- LECTURE

- <https://owl.english.purdue.edu/owl/section/2/10/>

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