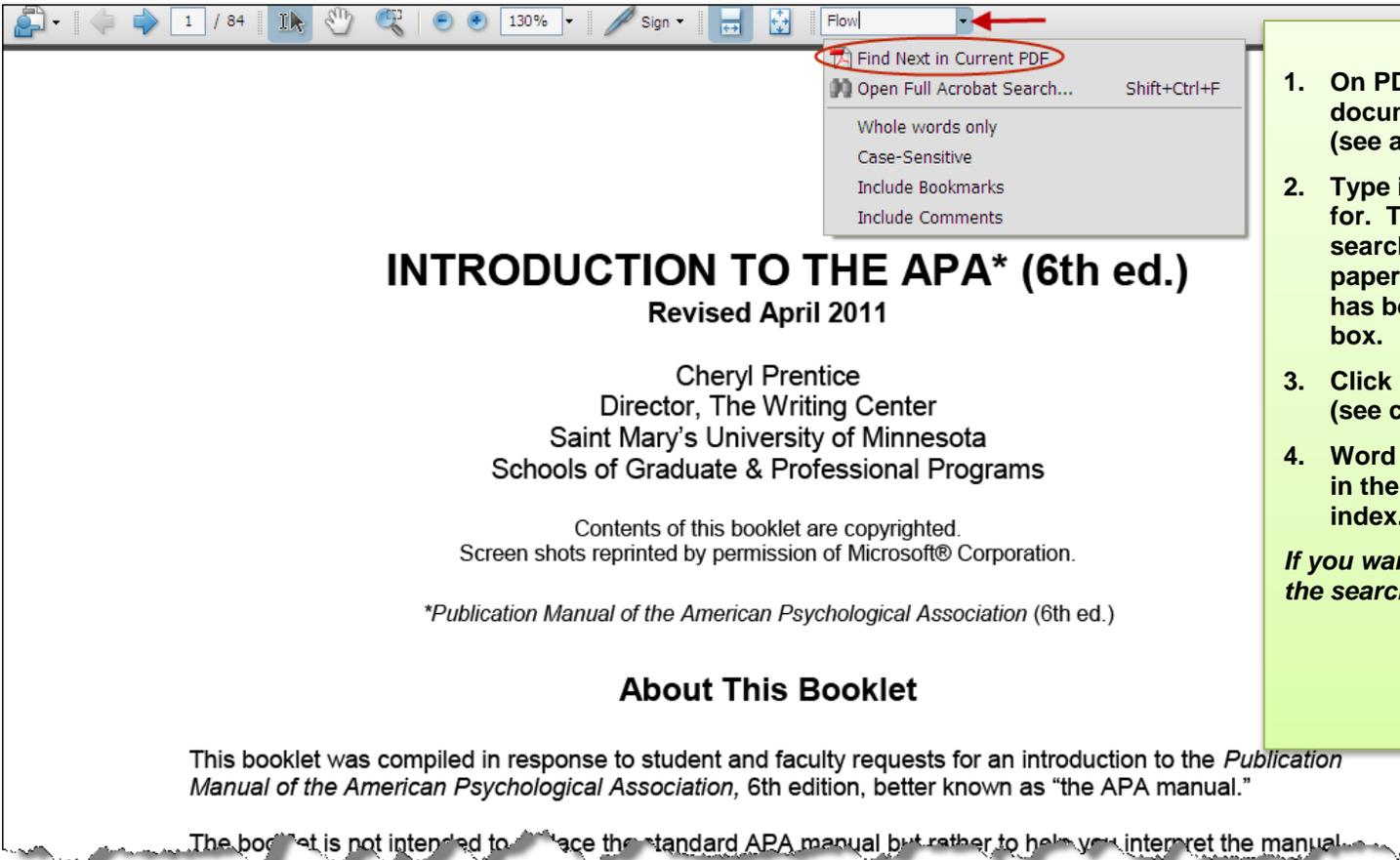


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### INTRODUCTION TO THE APA\* (6th ed.)

Revised April 2011

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*\*Publication Manual of the American Psychological Association (6th ed.)*

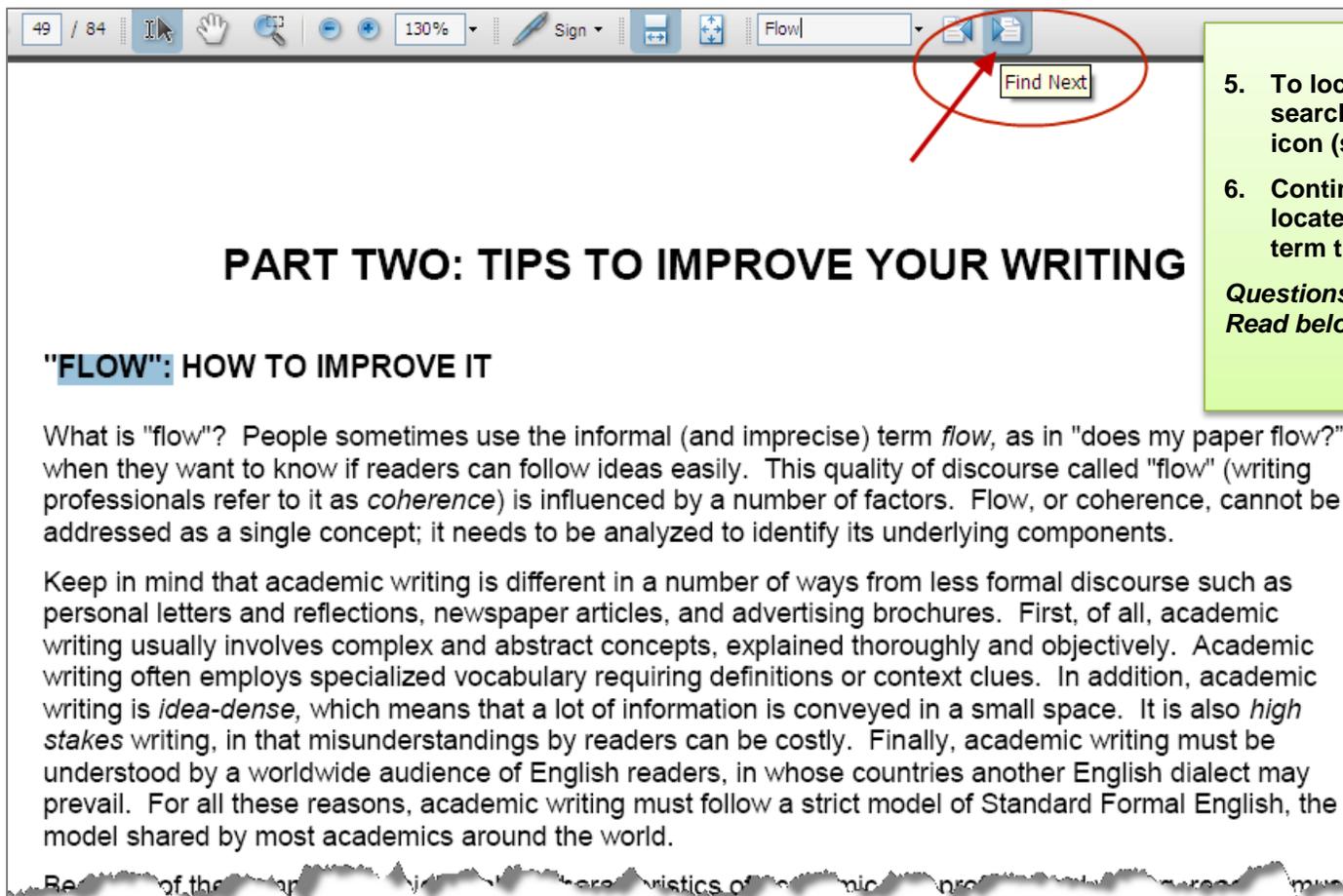
### About This Booklet

This booklet was compiled in response to student and faculty requests for an introduction to the *Publication Manual of the American Psychological Association*, 6th edition, better known as "the APA manual."

The booklet is not intended to replace the standard APA manual but rather to help you interpret the manual.

1. On PDF toolbar at the top of the document, find the search box (see arrow at left).
2. Type in the topic you are looking for. The example below is a search for help on improving the paper's flow, so the work "flow" has been typed into the search box.
3. Click "Find Next in Current PDF" (see circled text at left)
4. Word will first find the search term in the word first in the document index.

***If you want to find other instances of the search term, see directions below.***



49 / 84 I [hand icon] [magnifying glass icon] [back icon] [forward icon] 130% Sign [document icon] [document icon] Flow| [document icon] [document icon]

**PART TWO: TIPS TO IMPROVE YOUR WRITING**

**"FLOW": HOW TO IMPROVE IT**

What is "flow"? People sometimes use the informal (and imprecise) term *flow*, as in "does my paper flow?" when they want to know if readers can follow ideas easily. This quality of discourse called "flow" (writing professionals refer to it as *coherence*) is influenced by a number of factors. Flow, or coherence, cannot be addressed as a single concept; it needs to be analyzed to identify its underlying components.

Keep in mind that academic writing is different in a number of ways from less formal discourse such as personal letters and reflections, newspaper articles, and advertising brochures. First, of all, academic writing usually involves complex and abstract concepts, explained thoroughly and objectively. Academic writing often employs specialized vocabulary requiring definitions or context clues. In addition, academic writing is *idea-dense*, which means that a lot of information is conveyed in a small space. It is also *high stakes* writing, in that misunderstandings by readers can be costly. Finally, academic writing must be understood by a worldwide audience of English readers, in whose countries another English dialect may prevail. For all these reasons, academic writing must follow a strict model of Standard Formal English, the model shared by most academics around the world.

Be... of the... here... istics of... nic... pro... must

5. To locate other occurrences of the search term, click the "Find Next" icon (see arrow at left).
  6. Continuing to click "Find Next" will locate all occurrences of the search term throughout the document
- Questions about page numbering?  
Read below.*

### PDF Page Numbers—A Mismatch?

Sometimes the page number printed on the document page (see circle below) and in the document's index do not match the page number shown on the word processor's page indicator (see arrow below) or on the page number thumbnail image (not shown here).

The mismatch occurs when the document author decides, for one reason or another, not to print page numbers on every page. In the example below, what the document author *marked* as page 31 is actually the 35<sup>th</sup> page of the document. (The author probably did not show a page number on the title page or table of contents, but still wanted to start the body of the document with page "1.")

For purposes of citing pages or locating pages from the document index, use the *printed* page numbers. For printing (if you want to print only a page or a few pages), use the page number shown on the word processor's page number indicator on the task bar at the bottom of the screen (or on the thumbnail image.)

Type 3. *Italicize.* Capitalize major words (or follow capitalization of publisher).

Examples: (a) *New England Journal of Medicine*, (b) *COMbusiness*

Note: When the first word or two of a title is used to replace a missing author in a text citation, follow the formatting for in-text titles.

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C. MORE ON CAPITALIZING WORDS IN TITLES

The general rule for capitalizing words in titles used in your text is *capitalize major words*. But what are *major words*? *Major words* are all words except (a) coordinating conjunctions, (b) articles, and (c) short prepositions. However, capitalize these words as well if they appear as the first word in the title: *The Logic and Rhetoric of Exposition* (book)

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