# Style Manuals

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# What is a style guide?

- Style guides are formalized standards for writing documents
- Generally are set by specific fields, organization or publications
- Create consistency in adhering to writing and design rules
- Provide formatting styles for citation and bibliographies
- Receive periodic review to ensure they address contemporary trends

# Types of style Manuals

**AAA**:  Stands for American Anthropological Association - Anthropology

- **APA**:  Stands for American Psychological Association - Business, Education, Psychology, and other Social Sciences
- **ASA**:  Stand for American Sociological Association - Sociology
- **Chicago** (Documentary-Note Style):  Literature, History, and the Arts
- **Chicago** (Author-Date System):  Physical, Natural, and Social Sciences
- **CSE**:  Stands for Council of Science Editors - Science
- **MLA**: Stands for Modern Language Association -  Literature, Arts and the Humanities
- **Turabian**:  History

# What style guide do I use?

- The students will be asked to use the particular style guide by their teachers.
- The publishers will give guidelines as which style guide is to be used
- Most of the time the determination of the style guide depends on the document as we have seen in the previous slide

# Inside a Style Manual

- Style Manuals are your best resources
- They contain suggestions and rules for:
  - ✓ Manuscript structure and writing suggestions
  - ✓ Clear and concise writing
    - ✓ Reducing bias
    - ✓ Preventing plagiarism
  - ✓ Mechanics of writing
    - ✓ Punctuation, spelling, abbreviations, and numbers
  - ✓ Results
    - ✓ Table and data display rules
  - ✓ Citation guidelines
    - ✓ Reference rules

# APA Style Guide

- This styles's latest manual is the 6th edition of the publication Manual of the American Psychological Association
- Online resource : https://apastyle.apa.org/
- APA is generally used by the social and behavioral sciences.
- Created by the United States National Research Council
- In text citation (Author, Year, pp. ##-##)
- "References of all cited documents in alphabetical order at the end of the manuscript

# MLA Style guide :

- MLA style has two style manuals
  - MLA Style Manual  and Guide to Scholarly Publishing (3rd edition – 2008)
  - MLA  handbook for Writers of Research Papers (7th edition – 2009) \largely used for documentation in the humanities, specifically languages and literature, including English, Modern Languages and Comparative Literature
- Basic citation characteristics
- Minimized in-text citation (Author,#)
  - "Works cited" of all cited documents in alphabetical order at the end of manuscript