Office of Academic Writing and Publishing Support
The APA Workshops: Purpose, Description, and Ground Rules

Purpose:

The APA Workshops is a series intended to assist students in learning the *Publication Manual of the American Psychological Association* (6th ed.).

Description:

Students meet bi-weekly for a 1 hour session. Each session includes explanation of the APA requirements and hands-on activities. The topics of the workshops are centered on the requirements of the APA 6th ed. that present common obstacles for students when writing class papers or publications. The topics of the workshops are the following:

1. What is APA: Overview
2. Manuscript organization (e.g., headings, seriation)
3. Writing style (e.g., economy of expression, clarity)
4. Reducing bias
5. Grammar
6. Punctuation
7. Capitalization and abbreviations
8. Tables
9. Numbers
10. Quoting and paraphrasing
11. Citing references in text
12. Reference list construction and reference components
13. Reference examples: Books and periodicals
14. Reference examples: Reports, dissertations, conference papers, and other media

Ground Rules:

Each participant shows his/her commitment to the APA Workshop series by agreeing to the following Ground Rules:

1. Come to the meetings on time and stay till the end of the session
2. Respond to his/her peers’ and facilitator’s emails in a timely manner
3. Participate in the APA Workshops series evaluation process/provide feedback to the facilitator

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Lori Ann Gionti
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Please return to this form signed and dated to the facilitator at the beginning of the first session.

I understand the purpose of the APA Workshops series and agree to the ground rules.

Signed_________________________________________

Printed Name____________________________________

Date_____________________________________________