APSAC ADVISOR
Style Guide

(Updated 7-2011)

Reference books and style guides

For items of style not discussed here, refer to the *Publication Manual of the American Psychological Association* (*APA*)(6th edition) and updates, especially concerning references and citations. See also recent APA guidelines to electronic references. Use the *Chicago Manual of Style (CMS)* (16th edition) for information about grammar not covered by the *APA* manual.

Refer as well to style guides, such as Strunk and White's *The Elements of Style* or the *Handbook of Good English* by E. D. Johnson. *Webster's Collegiate Dictionary* (11th edition, available online) is suggested for items such as first preferred spelling, hyphenation, and capitalization.

Reprints in APSAC publications

If an article has been previously published and there is no arrangement with the publisher to update the piece, all text will remain intact in APSAC reprints. Exceptions are the insertion of editorial comment in brackets to amend any errors or omissions or to explain added emphasis, for example. Also, move punctuation to appear within quotation marks when appropriate. Note that authors are usually responsible for requesting permission to reprint.

Paragraph format

To facilitate typesetting, begin each paragraph flush left and space between paragraphs. Do not use tabs to indent the first word of a paragraph. When in doubt, create two shorter rather than one long paragraph. However, avoid one-sentence paragraphs.

Italics and bold

Italicize titles of publications (books, journals, newspapers, magazines), television shows, movies, and plays within the text and in references. Use bold sparingly in text (perhaps for parallel concepts).

Italics (not quotes) are used to emphasize key words and terms, but watch for overuse. Quotes are used to highlight a word or phrase that is used differently from its usual dictionary meaning. Quotes are not used to indicate a sarcastic or ironic intention.

When a word is used as a word, use italics. Example: "The term *healing* is not fully understood."

Court cases are italicized in text citations and accompanied by court date(s). Example: *Rondell v. Indiana* (1955/1972). See *APA* for exceptions, including how to enter as a reference.

Text citations

Use author/date citations in text rather than numbered footnotes. However, numbered notes, whose content will be placed at the end of an article along with the references, may be added for occasional additions peripheral to the text.

Examples:
   (Smith, 2001); (Smith, Jones, & Brown, 1993); (Smith et al., 2000).

Et al. is used for three or more authors after citing all authors (up to six) the first time. However, always include all authors in any Bibliography citation.

Citations in text appear before the end punctuation. Note that the author's name is not repeated in the citation if it appears directly before the quote.

Examples:
The author questioned whether Einstein once said, "Imagination is the most important thing" (Smith, 1999, p. 5).
Brown said it best in his recent lecture: "We have much to do" (2001, p. 5).

Some citations follow an indented quote (extract) that is set apart in the text. Such citations are placed after the punctuation at the end of the quotation.
Example:
And, this was his closing statement:
> Finally, we are not going to do this alone. In the words of our leader, "We have all the help we need in the form of volunteers . . . ." (Brown & File, 1993, p. 55)

(Note: A quote is indented when it is four lines or longer, or is about 40 or more words. An indented quote is set flush left without quotation marks and incorporates double, not single, quotation marks only to indicate another quote within it.)

References list

Everyone cited in the text is listed in the references (except for personal communications and referrals to general knowledge).

APA formatting principles to use consistently include the following:

Comma followed by & between two entry authors; *all* entry authors' last names first (but for "cited in" authors, use first initials first and no comma before &); sentence caps only

with no quotes or italic for journal article titles, italic sentence caps for book titles, and upper case (initial caps) italic for journal titles; period before journal title, comma after journal title, followed by volume number (Arabic numeral) in italic and issue number (if available, even for journals with continuous pagination) in parentheses in plain text (Roman); and so on.

Examples:

Smith, D. A., & Brown, T. (Eds.). (1993). *Top of the world* (3rd ed.). Washington, DC: Huntington Press.

Brown, L. (2001). Finding traces of Johnnie. *Donahue Quarterly*, *35*(9), 225–993.

Jones, L., Jr. (2000, August 3). Into the night: Story of a found child. *Titanic Times*, pp. 14–23.

Include the author's first (and second, optional) initial and the full title of publication, with any subtitles preceded by a colon. References are usually in alphabetical order by last name of the first author listed. For multiple citations by one author, list from the oldest to the most recent publication.

Facts of publication include the place and publisher, respectively, which are separated by a colon. The city only is used unless it is not widely known, in which case the state's 2-letter postal abbreviation is added. Omit the state, however, if it is mentioned as part of the publisher's name. Further, publishers' names are usually shortened consistently.

When the text contains a quote, add the exact page number(s) of the quote to the author/date citation. In the references, *also* use page numbers to indicate the first and last pages of a journal article from which the quote was taken OR the first and last pages of an article within an edited collection from which a quote was taken. Use a short dash (1/en, not a hyphen) for continuous pagination (e.g., 15–25).

Example:

Thomas, T. (1992). With my blessings. In E. M. Andems, Jr., L. van Dough, & T. M. Wade (Eds.), *Tidy up the Conastoga* (pp. 553–558). San Francisco: Tomahawk.

If there is no author's name for a magazine article, the article is alphabetized as the first element in the reference. Example: Current events. (1950). *World Perspectives, 15*(5), 30–33.

If the author is also the publisher, cite as, for example, New York: Author.

<u>URLs and emails</u>

Email addresses and URLs for websites will be set in plain text (with no hyperlinks, underlining, italic, parens, or color shading added). The URL may be preceded by

"Retrieved from:" when the website includes the article or "Available at:" if the website leads one to the source. Use a doi: number when available instead of a URL in references.

Numbers

Numbers under 10 are spelled out. Round even numbers are also often spelled out if desired. Numerals are usually used when referring to age (3-year-old boy), time (15 hours, March 15, 1990, 12:30 a.m.), percentages (15% is preferred), parts of a book (Grade 8, Table 5), or numbers under ten in the context of numbers 10 or over (2 of the 20 responses). See exceptions listed by *APA*.

Always spell out centuries (nineteenth century) and use figures for decade reference (1880, 1990s). Only the first word of double-digit numerals in headings is capitalized (e.g., Twenty-first Century Musings).

Lists and tables

Please send a hard copy of any lists or tables in your electronic manuscript.

Numbered and bulleted lists may be preceded by a colon after complete sentences (except not following a verb without an object) or by a comma or no punctuation after incomplete sentences.

Examples: Please note the following special features:
1.   Fire hydrant.
2.   Safety ramp.

   The animals we saw included
     *monkeys,
      *tigers, and
      *elephants.

   For example,
     *cars (3)
     *trucks (5)

Be consistent within each list in terms of punctuation (e.g., periods, dashes, commas), numerals, percentages, abbreviations, capitals, indentations, spacing, and so forth.

Initial caps

This is a style used for titles (i.e., of chapters, tables, figures) and headings. All nouns, verbs (even if fewer than four letters: *Is, Be, Am*), adjectives, and adverbs are capitalized. Articles, conjunctions, and prepositions are capitalized only if they are the first word of the

title or head, the first word after a colon, the last word of a title, or four or more letters in length.

Examples: Finding a Rainbow for Us: Lessons From the Field of Sociology

For hyphenated compound titles, if the word would ordinarily be hyphenated, in general do not cap the second part (Drive-by, Son-in-law, Self-inquiry). However, a hyphenated compound that is the last word in a title should be in caps (e.g., Avoiding a Run-In).

Hyphenated compound modifiers, in contrast, usually have all elements in caps (e.g., Short-Story Writers, Street-Gang Leaders). See *Chicago Manual of Style* for details.

Preferred format for three levels of headings

The following levels of headings are typically used. Note that neither italics nor bold case is to be used in your manuscript. Typeface for all headings should be the same as for the rest of the text (i.e., plain text or roman). The typesetter will add further formatting at the time of page layout.

1st level: centered, initial caps, space between head and text

2nd level: flush left, initial caps, space between head and text

3rd level: flush left, sentence caps rather than title style, followed by a period on the same line as continuing text

Examples:

<div align="center">State Champions and the School System</div>

Rewarding the Champions

Time off for good behavior. The primary type of reward for champions is . . .

Miscellaneous style considerations

When using prefixes, such as *non-* or *anti-*, do not hyphenate. That is, close up most words (*nonabusing, pretest, posttramatic*). Words with repeating vowels are considered on a case-by-case basis (e.g, *reedit, reexamine, coordinate, preempt* but *co-opt, anti-intellectual*). Use the dictionary to determine spelling.

Only single, not double, quotes should appear in any title or heading.

Use a serial comma before *and* or *but* (e.g., dogs, cats, and birds).

Use a long dash (1/em, — with text closed up on either side) for a break in text.

Typically, use a comma in compound sentences (between the first subject/verb and the second subject/verb). Do not use a comma in a simple sentence with just two subjects and only one verb or with two verbs but one subject.
Example: You need to walk the dog in the evening, and later you can visit with Fred.
        You can walk the dog in the evening and later visit with Fred.
         You or Fred can walk the big dog but not the little one.

Exceptions are occasionally made in very long, hard-to-read sentences, in which an added comma may help the context to be better understood.

Omit the capital *T* and italics from the word *the* preceding official titles of newspapers, magazines, publishers, and universities. In references, *the* is dropped altogether (unless its use is specified by a copyright holder when citing permissions).

Example: According to the *New York Times*, . . .
        Jones, L. (1993). He said so. *New York Times*, A4, p. 3.

Spell out *United States* when it is a noun; *U.S.* is used as the adjective form. Also be careful with the use of "in this country" or "nation" and "in America."

Black and *white* are preferred as lowercase when describing races, although we will follow any strong preference if indicated.

Ellipses should have four dots at the end of a sentence (one dot is the period) and three dots in the middle of a sentence. Space between dots should be uniform and all dots should be on one line—or mark for typesetter to check.

Sentences containing *he/sh*e or *(s)he* should be changed to a plural construction; or use *he and she*, *him and herself*, and so on. Also, alternate the use of *he* and *she* in examples if possible.

Check that "Section," "Part," and "Chapter" are used consistently (preferably along with Arabic numerals not words).

In formal text, avoid the passive voice, contractions (*don't, can't),* a slash (/) for *and* or *or*, the phrase *there is/are* to begin a sentence, and so on. Make special note of how to apply the following:

Comprise; compose	Percentage
Data	Since; because; as; while
Effect; affect	Use; utilize
Farther; further	While; although

Hopefully	In order to; to
That; which	Neither/nor; either/or
Impact; influence; affect	On the basis of; based on
Less; fewer	email (without hyphen ok); website (one word ok)
More than; less than	e.g.,; i.e.,; et al.; etc.; and so forth; and so on
Compared with; compared to	

Use numbers for dollar amounts without additional zeroes (e.g., These sell at $10, $14.94, and $29.95, respectively. The bookmark sells for 35 cents. The store had a profit of $3 million.

Possessive (singular) examples are as follows: Tricia's key, Dave Jones's locker, Charles's car.

Check proper university names (e.g., University of Wisconsin—Madison; University of California, Los Angeles; University of North Carolina at Chapel Hill).