



Appendix C

A Few Rules of the Game

When editors refer to style, they usually do not mean writing style; they mean editorial style—the rules a publisher follows to provide clear, consistent dissemination of the printed word (American Psychological Association, APA, 2010, p. 87). The following information summarizes a few generalizations regarding selected functional and technical aspects of APA style.

Abbreviations

Use abbreviations (see APA, 2010, pp. 106-111) sparingly throughout your paper. Always spell out what the abbreviation means the first time it is used and thereafter use the abbreviation. For example, the Behavior and Reading Improvement Center (BRIC) conducted interventions in seven elementary schools; BRIC personnel provided ongoing professional development to administrators, teachers, and other professionals. Abbreviations widely recognized as words (e.g., IQ, AIDS, HIV) may be used without explanation (APA, 2010, p. 107).

Latin Abbreviations

Use English translations of standard Latin terms in nonparenthetical text. Use the following Latin abbreviations in parenthetical material:

cf.	compare	i.e.,	that is,
e.g.,	for example	viz.,	namely,
etc.,	and so forth	vs.	versus, against (APA, 2010, p. 108).

Numbers

Use Arabic numerals with numbers 10 and above (12, 50, and so on) and use words to express numbers 10 and below and use Arabic numerals for all numbers in your abstract and figures (see APA, 2010, pp. 111-114). Note the exception (see APA, pp. 112-113) when combining numerals and words to express back-to-back modifiers in which you use combinations of written and Arabic numerals (e.g., six 2-point scales).. For example, Students in 25 schools

participated and all but 5 fourth-grade and 23 eleventh-grade students took the test ($N = 2345$). Spell out the number when beginning a sentence and numbers below 10. To make plurals out of numbers add “s” with no apostrophe (e.g., the 1990s).

Quotation Marks

Use quotation marks to set off the title of an article or chapter in a periodical or book when the title is mentioned in text, to introduce a word or phrase considered slang, an ironic comment, or as an invented or coined expression (see APA, 2010, pp. 91-92). Generally, quotation marks are not needed after the initial use of special terms. For example, the researchers identified age as a “high tolerance” variable, but nothing in the demographic section of the instrument other than age required the high tolerance designation.

Spacing

Use a single space after colons, commas, and semicolons; after periods that separate parts of a reference citation; and, after the periods of the initials in personal names (e.g., R. U. Wright, I. M. Ready); however, do not include a space after internal periods (e.g., A.M., i.e.) in abbreviations (APA, 2010, pp. 87-88).

Underlining and Italics

Use italics infrequently. Use italics for titles of books, periodicals, films, and videos; introduction of new terms and labels (the first time only); statistical symbols (*t*-test); and, volume titles and volume numbers in reference lists (APA, 2010, pp. 104-106).

Source. Adapted from American Psychological Association (APA). (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.