

American Journal of Psychology Style Sheet

Updated: 8/1/2007

Copyeditor: Carol Anne Peschke

<p>Tables, Figures, and Equations</p> <p><tbl>Table 1. This is a table title [no end period] <cap>Figure 1. This is a figure caption. This is more figure caption [no end period] <cap>Figure 1. This is a 1-sentence figure caption <cap>Figure 1. (a) Caption. (b) More caption</p> <p>Table column heads initial cap</p> <p>Repeat symbols (% , \$, etc.) throughout column</p> <p>Figure 1a; Experiment 1a; Equation 1; Hypothesis 2, etc.</p> <p>Table footnotes: "Note.", then general footnotes and run-in abbreviation notes, then source line (run in), then roman lowercase superscript letters (closed up) for specific notes (new line), then asterisks for <i>p</i> notes (new line). No "Note." for superscripts and <i>p</i> notes only.</p> <p>Edit art for errors only; most scanned or dropped in</p> <p>Abbreviation note: "CR = conditioned response; UR = unconditioned response." Alphabetize abbreviation notes.</p> <p><i>p</i> notes: "<i>*p</i> < .01. <i>**p</i> < .001." Set on new line; largest probability gets fewest asterisks.</p> <p>Initial cap equation terms; punctuate as part of sentence</p>	<p>Punctuation</p> <p>Serial comma</p> <p>a "yes" response; the "Ctrl" key; "remember" and "know" judgments</p> <p>Punctuate displayed equations as part of sentence</p> <p>Possessives: Jones's (exception: "-eez" names such as Socrates', Yerkes')</p> <p>Avoid brackets or double parens with probability statements; set off with commas and semicolons</p> <p>"A September 21, 1978, letter"; "the Lawrence, Kansas, area"--use second comma</p> <p>John Smith Jr.</p> <p>"The question is, What is long-term memory?"</p> <p>Cross-references: "In the <i>General Discussion</i>, ..." "In chapter 5, "Chapter Title," Jones says . . ."</p> <p>Disease eponyms not possessive</p> <p>URLs: http://www.url.org</p> <p>Use en-dashes to link coequal words</p>
<p>Capitalization</p> <p>Cap all words of 4 or more letters in c/lc</p> <p>Cap both words of hyphenated compounds in c/lc</p> <p>In-text reference to other book: <i>Book Title: Book Subtitle</i></p> <p>Table column heads initial cap</p> <p>Cap sentences after colons</p> <p>Trial 5, Day 3, Participant 1, Group 1, Condition 1, etc.</p> <p>Experiment 1; Experiment 1a</p>	<p>Italics, Bold, and Small Caps</p> <p>Italicize word-as-word</p> <p>Italicize ratings: "Health ratings ranged from 1 (<i>poor</i>) to 5 (<i>excellent</i>)." <i>p</i> < .001 (no 0 before decimal in <i>p</i> values)</p> <p>Small cap acronyms longer than 3 letters: In file, use all-l.c. for all-s.c. (<SC>anova<NM>s); use c/l.c. for c./s.c.</p> <p>A.M., P.M., C.E., B.C.E. (small caps)</p>

Numbers, Measurements, Dates

Rule of nine, except in abstracts, where numerals are used throughout (except at beginning of sentence); units of measure include time; spell out ordinals less than 10th

1992–1993 (but drop second 19 for seasons, fiscal years, academic terms)

Use numerals for scores (e.g., "a 5-point scale")

the 19th century; avoid "the 1910s"

45° 30' angle; 12 °C (use <degree>, <prime>)

10–20%

5,000

pp. 223–224; pp. 1382–1385

$p < .001$ (no 0 before decimal in p values or other values that cannot be >1)

two-thirds (a/n), two thirds (n)

2nd ed., 3rd ed.

\$5

Be sure to mark en-dashes in ranges of roman numerals

7 years old, age 7; fourth grade (n), fourth grader (n), fourth-grade (a/n), but grade 4; people in their 70s

Special Characters

Use mnemonics rather than Word codes for <bullet>, <approx. =>, <prime> (prime), <dblprime> (double prime), <VB> (vert. bar), <degree>, <+> (plus/minus), <m> (minus), <x> (multiplication x), etc.

Use Word codes for multinationals but mnemonics for Greek (e.g., <beta>, <chi>)

Abbreviations and Acronyms

On first use in body of article: spelled out version (SOV); then use abbreviation throughout article

EXCEPT: Reintroduce or spell out in all tables and figures, even if already used in text.

No need to spell out TV, ANOVA

Do not introduce abbreviation in abstract unless it's used more than once in abstract

In parens, etc., e.g., i.e., viz., cf., ca., and vs. OK; spell out in text

IQ, ID, PhD, MD, BA, MA, etc.

a.m., p.m.

cm/s

ms = millisecond, s = second

in. = inch

M = mean, Mdn = median

SD = standard deviation

ns = not significant

MSE = mean square error

SE = standard error

SEM = standard error of measurement

df = degrees of freedom

dB = decibel

r_s subscript roman l.c. "s"

LSD = least significant difference (roman)

kHz, mHz

ml = milliliter, dl = deciliter, but L = liter

Use postal codes in references and addresses

$F(1, 1000)$ [no comma in 4-digit number here]; $t(11)$

Tukey's WSD, HSD (roman)

n/a = not available or not applicable; specify

10-ms, 10-s, 10-min, 10-hr, etc. (a/n); spell out "day" and longer units of time

Spell out months in references

Spell out state and province names in text

Author initials: C.W.

No date = n.d.

<p>Spelling and Hyphenation</p> <p>Americanize spellings</p> <p>In general, closed style preferred</p> <p>Avoid contractions</p> <p>Author Affiliations: Edit down to school or institute name; give city only if needed to distinguish university branch (e.g., "University of California, San Diego") or if school or institute could be confused with another</p> <p>List institution where author was when study was conducted; current institution can be added in Notes</p>	<p>Note Style</p> <p>First give grant & author information, then dates accepted & revised, then numbered notes</p> <p>Use underscore between note number (after period) and note text</p> <p>Notes: "Jane Doe is now at XYZ University"; title page states where author worked at time of study</p>
<p>Usage and Tense</p> <p>Past tense to describe published work: "Jones tested...," "Jones wrote..."</p> <p>Past tense to report study results: "Subjects identified...," "We found a correlation...," even in abstracts</p> <p>Present tense for book reviews</p> <p>Present tense for reporting ongoing findings/conditions: "Researchers need to focus on...," "The field is...," "These results suggest..."</p> <p>Follow author's use of <i>subjects</i> vs. <i>participants</i>; be consistent within each article</p> <p><i>Article</i>, not <i>paper</i></p> <p>Patient-first language</p> <p>No "see" in table and figure callouts</p>	<p>Abstracts & Extracts</p> <p>Do not spell out numbers in abstracts, except at beginning of sentence</p> <p>S.b. shorter than 960 characters including spaces; query au to shorten if he/she is concerned about being truncated</p> <p>Do not introduce abbreviation in abstract unless it's used more than once in the abstract</p> <p>Place author/date/page at end of extract after period, not in text before extract</p> <p>Avoid "This article shows..." and similar phrases; focus on the experiment and the results</p>

Reference Callouts

Use ampersand when names are in parens, "and" when outside parens

With pages: (Smith, 1991, pp. 12–13); do not leave page numbers separate at end of quote

Republished work: (1923/1961)

No date: n.d.

Place source at end of extract (after period) rather than in preceding text

2 authors: Smith and Jones (1992) in text
(Smith & Jones, 1992) in parens and tables

2 or more w/same date: Smith (1991a, 1991b)

3–5 authors: list all on first use, then Smith et al.

6 or more: First author, then et al.; if more than one reference reduces to the same author and year, use as many names as needed to distinguish them, followed by et al.

Do not alphabetize callouts, despite APA 3.99

Head Style

AT: Initial cap: Subtitle cap

AA: AUTHOR

Institution

T1HD: ALL CAPS

T2HD: ALL CAPS

T3HD: Initial cap: Subhead

T4HD: **Bold sentence style.**

TBL: Table 1. Initial cap

CAP: Figure 1. Initial cap

APT: Appendix. Initial cap

RT: Cap Lowercase

RPI: **Cap Lowercase Bold**

References

Use postal codes for states

Initial cap subtitles of books and articles

List first 6 authors, then “et al.” in reference

Smith, M. T. (in press). . .; query for update

Alphabetize Mc as Mc, not Mac; alpha by author (letter by letter), then date first to last, then title

stet "20 Vols." rather than "Vols. 1–20" unless it's vols. 1–20 of more than 20 vols.

Author, A. B., & Author, C. D. (Eds.). (1985, October 29).
Article title: Article subtitle. *Journal Name*, 18(3), 121-122.
[Include issue number only if each issue begins on p. 1]

Author, X., Author, Y., & Author, Z. (1992). *Book title: Book subtitle*. City, ST: Erlbaum.

Republished book: Author, X. (1992). *Book title: Subtitle*.
City, ST: Erlbaum. (Original work published 1814) [no period]

Author, A. (1981). Chapter title. In S. Smith (Ed.), *Book title*
(Vol. 24, 3rd ed., pp. 207–208) . . .

Author, X. Y. (1985). *Dissertation title: Subtitle*. Unpublished
doctoral dissertation, University of City, ST.

Foreign book title [English trans. of title]. City...

Foreign article [English trans. of title]. *Journal*...

Author, A. (2004). Article title: Article subtitle. Retrieved
October 28, 2004, from <http://www.url.org> [no period after
URL]

Author, L. (1935, April 23). Letter to Walter Miles (Miles
Papers, M1185). City, ST: Archives of the History of
American Psychology, University of Akron.

Author as publisher: "...City, ST: Author."

Journal Titles

Aggression and Violent Behavior
Aging, Neuropsychology, and Cognition
Archives of General Psychiatry
Basic and Applied Social Psychology
Behavior Research Methods, Instruments, & Computers
Behavioral and Brain Sciences
Behaviour & Information Technology
Behaviour Research and Therapy
Behavioural and Cognitive Psychotherapy
Biology & Philosophy
Brain and Cognition
Brain and Language
Brain & Mind
British Journal of Mathematical and Statistical Psychology
British Journal of Psychology
Canadian Journal of Psychology
Cognition & Emotion
Cognition and Instruction
Cognitive Psychology
Cognitive Therapy and Research
Color Research and Application
Communications in Statistics: Theory and Methods
Consciousness and Cognition
Contemporary Psychology
Counseling and Values
Counselling Psychology Quarterly
Cultural Diversity & Ethnic Minority Psychology
Culture & Psychology
Development and Psychopathology
Drug and Alcohol Dependence
Educational and Psychological Measurement
Environment & Behavior
Ethology and Sociobiology
Evolution and Cognition
Evolution and Human Behavior
Group Dynamics: Theory, Research, and Practice
Human Perception and Performance
Imagination, Cognition and Personality
Information and Computation
Information and Control
Integrative Physiological and Behavioral Science
International Journal of Aging & Human Development
International Journal of Clinical and Experimental Hypnosis
International Journal of Law and Psychiatry
Journal of Abnormal & Social Psychology
Journal of Abnormal Psychology
Journal of the American Academy of Child & Adolescent Psychiatry
Journal of Behavior Therapy and Experimental Psychiatry
Journal of Child Psychology and Child Psychiatry
Journal of Child Psychology and Psychiatry
Journal of Clinical and Experimental Neuropsychology
Journal of Comparative Neurology and Psychology
Journal of Consulting and Clinical Psychology

Journal of Counseling & Development
Journal of Counseling Psychology
Journal of Developmental and Physical Disabilities
Journal of Educational Psychology
Journal of Experimental Psychology: Animal Behavior Processes
Journal of Experimental Psychology: General
Journal of Experimental Psychology: Human Learning and Memory
Journal of Experimental Psychology: Human Perception and Performance
Journal of Experimental Psychology: Learning, Memory, and Cognition
Journal of Marital and Family Therapy
Journal of Memory and Language
Journal of Nervous and Mental Disease
Journal of Personality and Social Psychology
Journal of Philosophy, Psychology and Scientific Methods
Journal of Police Science and Administration
Journal of Social Behavior and Personality
Journal of Social & Clinical Psychology
Journal of Verbal Learning and Verbal Behavior
Journal of Youth and Adolescence
Language & Communication
Law and Human Behavior
Learning Disabilities Research & Practice
Learning and Individual Differences
Learning and Instruction
Legal and Criminological Psychology
Mathematical Thinking & Learning
Memory & Cognition
Mind & Language
Motivation and Emotion
Newsletter of the American Academy of Psychiatry and the Law
Organizational Behavior and Human Decision Processes
Perception & Psychophysics
Perceptual and Motor Skills
Personality and Individual Differences
Personality and Social Psychology Bulletin
Personality and Social Psychology Review
Pragmatics & Cognition
Prevention & Treatment
Professional Psychology: Research and Practice
Psychological Science
Psychology and Aging
Psychology & Marketing
Psychology, Crime & Law
Psychology & Health
Psychology, Public Policy, and Law
Psychonomic Bulletin & Review
Psychology
Quarterly Journal of Experimental Psychology: Human Experimental Psychology
Rationality and Society
Theory & Psychology

.A	.B	.C
<p>above-chance (a/n) above chance (pa) abrupt-onset (a) absentminded, absentmindedness acoustic ad hoc (a/n, pa) advisor aesthetic African American (n, a) after-school (a/n) age-mate (n) agreed-upon (a/n) agreed upon (pa) alternate-forms stability analog analogical analysis of covariance (ANCOVA) analysis of variance (ANOVA) anatomic anti-intellectual anti-log apparatus (s), apparatuses (pl) appendixes <i>article</i>, not <i>paper</i> artifact, artifactual asymmetric attention deficit hyperactivity disorder (ADHD) audio cassette audiotape auditorily avant-garde (n, a) Axis I, Axis II, etc.</p>	<p>baby boomer babysit backpropagation backup (n) bandwidth baseline base rate (n, a) benefited bestseller Black (people) black-and-white photo blindfold Boolean brain stem broadband buildup (n), build up (v) button press (n) byproduct bystander</p>	<p>callback (n), call back (v) caregiving (n, a), caregiver carryover (n, a) catalog, cataloged cause-and-effect (a/n) center of gravity (n) center-of-gravity (a/n) chatroom checkerboard checklist check mark child-rearing (n) chinrest chi-square (in text; use χ^2 with =) classroom clear-cut (a/n) clear cut (pa) co-actor coauthors co-chairs co-construction co-editor Cohen's d collinear, collinearity color word (n, a) common-object (a/n) common-sense (a/n) confidence-recall accuracy Congress, congressional co-occur, co-occurrence cooldown (n, a) co-opt corrected-to-normal vision counterargument counterbalanced counterintuitive coursework coworker Cronbach's alpha (0-1) crossover (n) Mihaly Csikszentmihalyi cued recall (n, a) cuing cutoff (n), cut off (v)</p>

.D	.E	.F
<p>data are database data point dataset day care (n, a/n) daylight decision making (n) decision-making (a/n) decision theoretic (a/n, pa) Deese–Roediger–McDermott (DRM) déjà vu delayed recall (n, a) dependents <u>Diagnostic and Statistical Manual of Mental Disorders (4th ed.), DSM–IV</u> dialog the Digit Symbol test (Wechsler) disc (computer); disk (spine) discernible distractors doubt-scaling model dual-coding (a/n) dual-mode (a/n) dual representation theory dual task (n, a) Émile Durkheim</p>	<p>Earth Eastern (world), the East eigenvalue e-mail endgame endpoint English-language (a/n) the "Enter" key epidemiologic European American (n, a) event-related potential (ERP) extroversion, extrovert eyewitness</p>	<p>fairy tale false memory (n, a/n) false positive, false negative (n, a/n) feedforward (n, a) feeling of knowing (FOK) (n, a/n) fieldwork filmmaker fine-tuning (n, a) firsthand flashbulb flashcard flowchart folktale folk tune follow-up (n, a), follow up (v) foot-candle forced-choice (a/n) forced recall (n, a) forebrain foreign language (n, a) formulas framework free recall (n, a)</p>

<p>.G</p> <p>game theoretic (a/n, pa) gamma correlation general knowledge (n, a/n) geometric Gestalt go/no-go goodness of fit good will (n) grade point average grand master graphic; graphical user interface grass roots (n, a) gray groundbreaking groundwork</p>	<p>.H</p> <p>hand-held (a/n) handout (n), hand out (v) handwriting, handwritten hardwired Hashtroudi health care (n, a/n) high school (n, a) hyphenate "high-" compounds (a/n) higher order learning homebound homolog hydrologic hypothesis-testing (a/n) hypothesis testing (n)</p>	<p>.I</p> <p>ID number impostor indices Individual Education Program (IEP) the Industrial Revolution information processing (n, a) ingroup (n) in-service the Internet interrater interstimulus interval (ISI) IQ item-by-item (a/n)</p>
<p>.J-K</p> <p>judgment judgment of learning (JOL)</p> <p>keyboard key press (n) key word Kučera</p>	<p>.L</p> <p>language processing (n, a) latencies are long or short, not slow or fast Latin square (n, a) layperson left-hand (a/n) left-handed (a/n), left handed (pa) left handedness left hemisphere (n) left-hemisphere (a/n) lie detection (n, a) life cycle life form lifelong life span (n, a) life stage (n, a) lifestyle</p>	<p>.L</p> <p>lightbulb light meter light pen likable, likability close up "-like" unless more than 3 syllables result linear order (n, a) lineup (n) lipreading log transformation (n) log-transformed (a/n) longhand longstanding (a/n) long-term memory (LTM) longtime (a/n) hyphenate "low-" compounds (a/n) lowercase low-pass (a/n)</p>

.M	.N	.P
<p>mainstream makeup (n), make up (v) manic–depression manikin mapreading master's degree matrices Mendelian meta-analysis meta-image metaphysics midpoint the Midwest, Midwestern mindset Mini–Mental State Examination (MMSE) mirror image (n) mirror-image (a/n) morphological multiple choice (pa) multiple-choice (a/n) multiple-item (a/n) multivariate analysis of covariance (MANCOVA) multivariate analysis of variance (MANOVA)</p>	<p>naive, naiveté National Science Foundation (NSF) natural kind (n) natural-kind (a/n) the Net neurological Newman–Keuls test newsgroup nomological non-mnemonic nonnative nonword the North, Northern the Northern Hemisphere notecard noticeboard</p> <p>.O</p> <p>Ockham offline ongoing online outgroup (n)</p>	<p>paired-associate learning (PAL) pairwise change <i>paper</i> to <i>article</i> paperwork paradoxical partialling payoff (n) Pearson's <i>r</i> (-1 to 1) pencil-and-paper (a/n) pharmacologic phonological physiologic pixilated (as a photo) placeholder playlist plexiglass Henri Poincaré policy making, policy maker (n) policy-making (a/n) positron emission tomography (PET) post hoc (a/n, pa) poststimulus posttest posttraumatic stress disorder (PTSD) close up "pre-" preactivation predictor preexisting preretrieval preschool principal component analysis problem solving (n) problem-solving (a/n) pseudoword PsycLit push-button (n) <i>p</i> value</p> <p>.Q</p>

<p>.R</p> <p>rainforest random number generation (RNG) random walk (n, a/n) reality monitoring (n, a) real-world (a/n) redintegrate reexamined repeated-measures (a/n) re-presentation (presenting again) re-resolution (solving again) reuptake rhesus monkey right-hand (a/n) right-handed (a/n), right handed (pa) right handedness right hemisphere (n) right-hemisphere (a/n) roadmap RT (reaction or response time); RTs are long or short, not slow or fast ruleout (n, a) rule out (v)</p>	<p>.S</p> <p>scatter plots schema (s), schemata (pl) schoolchildren schoolwork second-language (a/n) hyphenate "self-" compounds <i>except</i> self psychology self narratives serial order (n, a) setup (n), set up (v) shortcut side effect (n, a) sidestep (n) sign-up (n, a), sign up (v) simultaneous learning (n, a) simultaneous task (n, a) sizable sketchpad small group (n, a) social psychological (a/n) Society for the Psychological Study of Social Issues (SPSSI) soundproof (adj, v)</p>	<p>sound wave (n, a) source monitoring (n, a) the South, Southern spacebar Spearman rank correlation (<i>r</i>) species' (s. or pl. possessive) speechreading (n) speed–accuracy trade-off (SAT) speed emphasis (n, a) speedup (n) spill over (v) spillover (n) standalone (a/n) standard social science model (SSSM) statewide stem completion task stimulus onset asynchrony (SOA) stopwatch storybook, storytelling straightforward Student's <i>t</i> test study–test (a/n) supersede symmetric</p>
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<p>.T</p> <p>tabletop tape recorder taskforce teamwork test–retest reliability textbase third-person (a/n) timbre time-consuming (a/n, pa) time course (n, a/n) time line time scale timetable toolkit toolset trade-off (n) trade off (v) <i>t</i> test (n) <i>t</i>-test (a/n) TV two-alternative forced-choice (2AFC) hyphenate "-type" compounds (a/n) Type I error, Type II error typographic</p>	<p>.U</p> <p>underconfidence with practice (UWP) uppercase</p> <p>.V</p> <p>very high stress (a/n) videodisc videotape viewpoint visual analog scale (VAS) visuospatial voiceover (n)</p>	<p>.W</p> <p>warmup (n) warm up (v) waveform wayfinding (n) Web page Web site Wechsler Adult Intelligence Scale<EN>-Revised (WAIS-R) well-being (n) well-known (a/n) well known (pa) Western (world), the West whistleblowing White (people) whole-language (a/n) whole word (n, a) Wilcoxon Williams's word monitoring (n, a) word naming (n, a) work group working memory (n, a) workload workplace wordplay word stem (n, a) worksheet workspace work station worldview</p>
<p>.X-Z</p> <p><i>x</i>-axis (n, a)</p>	<p>.Y</p> <p><i>y</i>-axis (n, a)</p>	<p>.Z</p> <p><i>z</i>-axis (n, a) zeitgeist (rom) <i>z</i> score (n, a)</p>