

JITP Style Checklist for Authors

Further to the JITP Instructions for Authors (<http://www.jitp.net/files/instructions.pdf>), the following checklist will help ensure that your paper is formatted to the JITP style. Please review it carefully before submitting your final, fully identified manuscript.

As a reminder from the IFA, ". . . the author is fully responsible for reformatting the manuscript in the correct style. . . . Neither the Editor nor the Publisher is responsible for preparing the manuscript copy to adhere to the journal's style." JITP can point you in the direction of hiring a copy editor if so desired.

As JITP follows the APA style, *The Publication Manual of the American Psychological Association (5th Ed.)* is the best and most complete source of information for any style questions. There are only three departures from this style, and these are marked with a series of asterisks (**) below.

_____ The manuscript sections/page numbers conforms to APA's Order of Manuscript Pages:

- Title page: title, byline & institutional affiliation (page 1)
- Abstract (separate page, numbered page 2)
- Text (start on separate page, numbered page 3)
- References (start on separate page)
- Appendixes (start on separate page)
- Author Note (start on a separate page)
- Tables (start each on a separate page)
- Figure captions (list together, start on a separate page)
- Figures (each on a separate page)

_____ **Except for figures/artwork**, all text is in a 12-point font with a serif (e.g. Times New Roman - the font displayed here). There should be no boldface type.

_____ ****ALL FIGURES/ARTWORK** uses the Helvetica font (displayed here) or Helvetica Narrow if necessary (displayed here). If Helvetica does not appear in a list of fonts in your software, typing "Helvetica" into the font box should select an appropriate sans serif approximation (Helvetica does not appear on the system upon which this document was typed).** (This is a departure from the APA style).

_____ ****Page numbers** appear in a footer with a shortened title (This is contrary to the APA 5th edition, but it is at the request of our printer).**

_____ **Except for figures/artwork**, all text is double spaced (including notes, abstract, references, footnotes contact details).

_____ ****Table contents** need not be double spaced, but please do so if it will improve legibility. (This is contrary to the APA 5th edition, because our printer treats tables as artwork and does not typeset them). **

_____ All artwork is being submitted EXACTLY as you wish it to appear on the printed page (including notes). Camera-ready art must contain no grammatical, typographical, or format errors and must reproduce sharply and clearly in the dimensions of the final printed page (6 x 8 1/2 inches). Photos and screen captures must be saved as a TIFF file or other graphic file format such as JPEG or BMP. Artwork should be in black and white or grayscale - not color.

_____ Placement of artwork/tables is indicated within the manuscript on a separate line (e.g., Insert Figure 4 about here).

_____ All artwork/tables are also directly referenced WITHIN the text. (Reason: printers are generally not able to place artwork exactly where the "about here" call out occurs). The reference can be parenthetical: "(See Table 1)."

_____ Section headings conform to APA style and are not enumerated - style examples follow. See APA pp. 289-290 for more:

_____ 1 level: (a) only

_____ 2 levels: (a) then (c)

_____ 3 levels: (a) then (c) then (d)

_____ 4 levels: (a) then (b) then (c) then (d)

_____ 5 levels: (e) then (a), (b), (c), and (d)

(a) Centered Uppercase and Lowercase Heading

(b) *Centered, Italicized, Uppercase and Lowercase Heading*

(c) *Flush Left, Italicized, Uppercase and Lowercase Side Heading*

(d) *Indented, italicized, lowercase paragraph heading ending with a period.*

(e) CENTERED UPPERCASE HEADING

_____ The first line of every paragraph is indented (exception - block quotes - see below for block quote formatting).

_____ Except for the title page and section headings, all text is left justified (ragged right edge). Do not use the hyphenation function to break words at the ends of lines.

_____ Title page is formatted as follows:

_____ Upper left corner, left-justified, dates of submission, revised submission, acceptance, and running head:

First Submission: MM/DD/YYYY

Revised Submission: MM/DD/YYYY

Accepted: MM/DD/YYYY

RUNNING HEAD: SHORTENED TITLE OF 50 OR FEWER CHARACTERS,
IN ALL CAPS.

_____ Centered in the middle of the page, in Title case, the title - double spaced if longer than one line.

_____ Authors' names and affiliations, each on a separate line, centered and double spaced

Tom Coens

Brandeis University

Jessica Story and Jennifer Spencer

Lesley College

_____ The Abstract appears on page 2, per the order of manuscript pages. It is double spaced, with the word "Abstract" centered at the top of the page.

_____ Acknowledgments & Author bio appear in the "Author Note" (after references & before tables, as per the order of manuscript pages above).

_____ Author Note Formatting: Center the label "Author Note" at the top; start each paragraph with an indent, and include separate paragraphs for the authors' names, affiliations, acknowledgements. For example:

FirstName LastName

University of Pittsburgh

Biographical details (125 words or fewer).

Correspondence concerning this article should be addressed to (add contact details).

_____ Any series of three or more items includes the "Oxford" comma - before the "and" in a series of three or more items (e.g. Joe wanted chocolate, vanilla, and strawberry ice cream).

_____ There is only a single space following any periods or commas. It is recommended to use Word's "Find & Replace" function to delete any extra spaces.

_____ **Block Quotations:** From p. 292 of the APA Manual: "Display quotations of 40 or more words in a double-spaced block of typewritten lines with no quotation marks. Do not single-space. Indent five to seven spaces or 1/2 in. from the left margin without the usual opening paragraph indent. If the quotation is more than one paragraph, indent the first line of second and additional paragraphs five to seven spaces or 1/2 in. from the new margin. "

_____ **In Text Citations:** In parenthetical citations, use a comma to separate the author name and date; separate multiple citations with a semicolon. E.g. (Author, 2007; OtherAuthor, 2001).

- _____ Et al. always takes a period after "al" and page numbers are indicated by the abbreviation "p." or "pp.": (Author1 et al., 1997, p. 93). Any use of the word "and" in a citation should be replaced by an ampersand ("&").
- _____ "Order the citations of two or more works within the same parenthesis in the same order in which they appear in the reference list." (APA, p. 212) In short, they should be in order alphabetically before chronologically: (Allen, 2001; Allen & Coens, 1982; Allen, Day, & Coens, 1999; Brouwer, 1947; Day, 1996).
- _____ JITP uses American English - the dictionary should be set to English (U.S.). Similarly, number notation should follow the American standard: commas separate numbers greater than 999 (1,000,000 instead of 1.000.000 for one million) and periods/full-stops separate decimal figures (£10.27 or 0.365 rather than £10,50 or 0,365).
- _____ **Latin abbreviations:** i.e., e.g., and other abbreviations should only appear in parenthetical notes; in the text, use the English translations "that is," for "i.e." and "for example" for "e.g."
- _____ The word "Web" is always capitalized if referencing the World Wide Web; <http://www.apastyle.org/spelling.html>. "Web sites" should appear thusly without hyphenation.
- _____ When appearing as a noun, Internet requires a preceding "the": "The addresses are publicly available on the Internet..." (and Internet should be capitalized).

APA uses the Merriam Webster dictionary - refer to www.m-w.com or a print edition.

- _____ Lists in the text are be "enumerated" with letters instead of numbers. (E.g., "We turn now to the three types of calendars, (a) wall calendars, (b) desk calendars, and (c) pocket calendars.").
- _____ Appendixes are referenced with letters, not numbers (Appendix A, Appendix B, etc.). See p. 299 of the APA's Manual for Publication (5th Edition).
- _____ **Appendix Formatting:** Double space appendixes and begin each on a separate page (unless the appendix appears as artwork). Type the word *Appendix* and the identifying capital letters (A, B, etc.) in the order in which they are mentioned in text) centered at the top of the page. Double space and type the title of the Appendix.
- _____ See pp. 147-175, and pp. 301-302 of the APA style guide for more specific table formatting guidelines. From page 301:

- _____ (a) Table titles and headings: Type the word **Table** and its Arabic numeral flush left at the top of the table. [Insert a

carriage return] and begin the table title flush left, capitalizing the initial letters of the principal words and italicizing the title.

____(b) Table notes; [Single] space all notes at the end of the table flush left.

____(c) Table rules: Separate the table title from the headings, the headings from the body and the body from the notes using horizontal rules.... Place rules in the body of the table only if necessary to clarify divisions. **DO NOT USE VERTICAL RULES** (emphasis added).

Example (note the Helvetica font):

Table 1

The Title for Table 1

Column Heading 1	Column Heading 2	Column Heading 3
Category	Data	Data
Category 2	Data	Data
Category 3	Data	Data

Notes: Notes for the table

____ **Figure Formatting:** Following the order of manuscript pages above, include each figure on a separate page at the end of the document, each with only the figure number appearing on that page to identify the figure (e.g. "Figure 1"). Contrary to APA instruction, use Helvetica/Helvetica Narrow for all figure text.

____ Group figure captions on a separate page using the following format:

Figure 1. The caption for figure one. Note that the Figure designation flush left is italicized.

Figure 2. The caption for figure two.

If longer than a line, these should be double spaced.

References

The APA style guide devotes pages 215-283 to proper reference formatting. It is highly encouraged that you review that manual for more specific guidance.

The following general forms for references are from *The Publication Manual of the American Psychological Association* (Fifth Edition), page 223:

Periodical:

Author, A. A., Author, B. B., & Author, C. C. (1994). Title of article. *Title of Periodical*, xx, xxx-xxx.

Nonperiodical:

Author, A. A. (1994). *Title of work*. Location: Publisher.

Part of a nonperiodical (e.g., book chapter):

Author, A. A., & Author, B. B. (1994). Title of chapter. In A. Editor, B.

Editor, & C. Editor (Eds.), Title of book (pp. xxx-xxx). Location:

Publisher.

- _____ (a) Aside from proper nouns, only the first letter of a book or article title should be capitalized (and the first letter of a sub-title, if there is one).
- _____ (b) The title and volume number of periodicals should be italicized; the issue number is not necessary *unless* every issue in a volume starts the pagination with page 1 (when in doubt, include it); if included, the issue number should be in parenthesis directly after the volume.
- _____ (c) The following cities in brackets do not require a state/country designation. All other cities must have the state (2 letters only - no periods) or country included (e.g. Oxford, England; Arlington, VA). Also, the location should always precede publisher (City, State/Country: Publisher) [Baltimore, Boston, Chicago, Los Angeles, New York, Philadelphia, San Francisco, Amsterdam, Jerusalem, London, Milan, Moscow, Paris, Rome, Stockholm, Tokyo, & Vienna].
EXCEPTION: if the publisher is a university and the name of the state or province is included in the name of the university, do not repeat the name of the state/province in the publisher location.
- _____ (d) Titles of books, periodicals, reports, symposia, dissertations should be italicized; the titles of articles, chapters, or other smaller works within a published work should not be italicized, and they should not be enclosed in quotation marks.
- _____ (e) In references that include a URL, that URL should be preceded by the phrase "Retrieved month, dd, yyyy from;" if that date is not available, the phrase can instead be "Available from." References ending with a URL should not have a period at the end. (If the website is no longer available/working, it may be worthwhile checking the wayback machine -www.waybackmachine.org). URLs should not be enclosed in parenthesis.
- _____ (f) Anywhere a list of authors/editors appears, the word "and" should be replaced by an ampersand (&); in lists of authors, there should ALWAYS be a comma before the ampersand: LastNameA, A. A., & LastNameB, B. B. In lists of Editors

(but only where the initials precede the last name), commas should appear for three or more editors.

- _____ (g) For a chapter in an edited book, there should be a comma between the "(Eds.)" designation and the title (see example above).
- _____ (h) Articles by the same author should appear in order by date, with the earliest appearing before the most recent.
- _____ (i) Articles by the same author (or group of authors) published in the same year should appear in order by title.
- _____ (j) Unless it is specifically part of the title, months & dates should be moved into the parenthesis & they should follow the year: e.g. (2007, May 7).
- _____ (k) There should be a space between the initials of any author or editor who has two initials: Author, A. A., *not* Author, A.A.
- _____ (l) For references that have a Document Object Identifier (DOI), capitalize "DOI" at the end of the citation: Author, A. (2007). Article title. *Journal Title*, xx, xxx-xxx. DOI: xx.xxxx/y.yyy.xxxx.xx.xxx