JPAM Style Guide

JPAM defaults to the *Publication Manual of the American Psychological Association* (6th edition), with the exceptions of the JPAM editor’s preferences listed below.

**SPELLING**
Refer to *Merriam-Webster Collegiate Dictionary*; always use the most up-to-date edition
- Follow hyphenation recommended in dictionary

**PUNCTUATION**

Quotations
- “Double” quotation marks, with closing punctuation inside marks and ‘single’ marks for quotes within quote
- Use quotation marks to introduce a word or phrase used as an ironic comment, as slang, or as an invented or coined expression; use quotation marks the first time a word or phrase is used; do not quote for subsequent use
- **Do not use quotation marks to hedge meaning.** Incorrect: The teacher “rewarded” the students. Correct: The teacher rewarded the students.

Order of parentheses
([ ]): US style

Dashes
- Distinguish between the emdash, endash; use the emdash (—) to denote an abrupt change in thought or emphatic pause; use the endash (–) to indicate a range; do not surround the emdash or endash with spaces
- Do not use an endash within the body of the manuscript to indicate a range of numbers, dates, etc.; it may be used in tables; use text such as “to,” “through,” and so on to indicate ranges within the manuscript body

Colon
- Full sentence following a colon takes an initial cap if it is a question or a complete sentence
- Do not use a colon after an introduction that is not a complete sentence

**ITALICS**
- For variables
- For emphasis; use italics sparingly for emphasis; construct text to convey emphasis on its own merit
- In table legends: italicize Note: and Source:
- To introduce a technical term or label, e.g., the term *backward masking*; box labeled *empty*

**NUMBERS**
JPAM does not follow the rigorous guidelines for numbers, particularly related to statistics, required by APA style; see previous issues of JPAM, particularly tables and figures, for guidance
- Comma used in four-digit number, e.g., 1,000
- 4th, 8th, and so forth (no superscript)

Dates
- 1975; 1960s
- 21st century (no superscript)

Spell Out
- numbers under 10
- eighth grade (n), second graders

Use Numerals
- Numbers 10 and up; Money, e.g., $7 billion
- Grades 1 through 4, grades 5 and 6; 8th-grade, 4th-grade (adj.)
- Ages, e.g., age 3, ages 64 through 70

**SPELL OUT**
- percent, not %
CAPITALIZATION

- Initial capitals on second- and third-level in-text headings, e.g., This Is a Second-Level Heading; This Is a Third-Level Heading, initial capitals mean capitalizing all words that are not prepositions, and prepositions that are comprised of four or more letters
- Table 1, Table 2, etc.
- Model 1, Model 2, etc.
- For second part of hyphenated word when first word is capitalized
- First word of table columns, e.g., Distribution of primary schools in various states
- Initial capitals on figure titles, e.g., Distribution of Primary Schools in Various States

No Initial Cap
- chapter 2
- column 1
- equation (2)
- level 2
- schools 16 and 32

TABLES and FIGURES

Table and Figure Exceptions to APA style
- Capitalize first word on table columns
- Use semi-colon between p-values; end with period
- Italicize Note(s); and Source(s) in figure legends
- Initial capitals on figure titles
- Only first word is capitalized in table titles

For all other stylistic choices default to APA style other than treatment of numbers.

HEADINGS

Do not use more than three heading levels.

- **HEADING LEVEL 1 (ALL CAPS, BOLD)**
- **Heading Level 2 (Initial Caps, Bold)**
- **Heading Level 3 (Initial caps, Italics)**

REFERENCES

References and in-text citations follow APA style (sixth edition) with exceptions listed below.

JPAM-specific reference style

- Do not use italics in references
- Spell out three or fewer authors’ names in manuscript for every appearance; citations with four or more authors are to use et al. on all occurrences in text but should list all available in reference
- Journal references have only volume, not issue, numbers, e.g.: Journal of Policy analysis and Management, 31, 25–75
- Cite month, date, and year retrieved for URLs, e.g., Retrieved January 21, 2012, from http://journal.com
- Do not surround report numbers with parenthesis
- Do not cite DOI numbers

APPENDICES

*Appendices appear in the online version only, and any reference to an appendix should be footnoted with the following footnote text: All appendices are available at the end of this article as it appears in JPAM online. Go to the publisher’s website and use the search engine to locate the article at http://www3.interscience.wiley.com/cgi-bin/jhome/34787.

If the reference to the appendix appears within a footnote, please add the above statement at the end of the footnote. Every reference to the appendix should include the above statement as a footnote.
ADDITIONAL POINTS ON STYLE

1. The passive voice is weaker than the active, often making sentences wordy and unnecessarily complex. Try to avoid excessive use of "be" as your main verb. Also avoid starting sentences with "There are..." and "It is..."; these structures make reading tedious and decrease the impact of your work.

2. "This" and "it" without clear referents will confuse a reader.

3. Don't use "he/she," or "his/her," or "and/or." Use "and" or "to" instead of slashes or endashes ("3 and 4" instead of "3–4").

4. Limit the use of "we" where it has ambiguous implications. Do you mean the authors? The author's affiliation? Society at large? Feel free to use "we" and "I," however, when you are clearly writing in the active voice of the first person.


6. Acronyms: On first appearance spell out the words the acronym represents, followed by the initials in parentheses; thereafter you may use the acronym alone. Avoid, if at all possible, acronyms that are not widely known.

7. Distinguish between "that" and "which." "That" belongs in restrictive clauses ("He stopped the first car that contained two people"); "which" occurs in nonrestrictive clauses, usually for description ("He stopped the first car, which contained two people").

8. Generally choose English over Latin words and phrases: "about" rather than "circa"; "all things being equal" rather than "ceteris paribus. Also avoid ending a list with "and so on" or "etc."

9. Do not provide emphasis by underlining words or using quotation marks; usually you can find a better way to emphasize your point.

10. "Decisionmaker" and "decisionmaking", "policymaker" and "policymaking" are each one word. This should be maintained consistently throughout the articles.

Common abbreviations that do not need to be spelled out

etc.
vs.
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<th>continuous-time</th>
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<td>co-payment</td>
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<td>after-school</td>
<td>cost-benefit</td>
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<td>after-tax</td>
<td>cost cutting (n)</td>
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<tr>
<td>agreed-upon</td>
<td>cost-cutting</td>
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nonelective
nonexact
nonexistent
nonexperimental
nonexperts (n)
non-health
non-institutionalized
non-intact
nonlinear
nonnegligible
nonmarital
nonmaternal
nonminority (n)
non-missing
nonmonetary
non-nested
nonobservable
nonparametric
nonparental
nonparticipants (n)
nonpoor (n)
non-price
nonprofit
non-program
non-qualified
nonrandomized
nonrandomness (n)
nonreceipt (n)
nonregular
non-relatives (n)
non-repeaters
nonresponse (n)
non-rich
nonsignificant
nonsmoker
nonstarter (n)
nonstatistical
nonsystematic
non-targeted
non-teacher
nontechnical
nontraditional
nontrivial
nonuniform
non-vaccine
nonwhite
nonworking
nonzero
norm-formation
no-shows (n)
nursing home-level
one standard deviation
change (n)
one-time
ongoing
out-of-pocket
out-of-state
overcompensated
overdispersion (n)
overemphasized
overinterpret
oversample (n)
oversampling
p
pair-level
pair-wise
part-day
part-time
part-week
pass-through
past-due
patient-centered
patient-centeredness (n)
pay-as-you-go
person-months (n)
PhD [degree]
pickup (n)
piece-wise
place-based
play-dough (n)
policymaker (n)
policymaking
policy-relevant
poor-quality
post-matching (n)
post-measure (n)
postpartum
post-reform
post-secondary
posttax
posttest
post-retirement
posttreatment
post-trust fund
post-W-2
poverty-relief
pre-application (n, adj)
pre-assignment
pre-assistance
pre-certification
preexisting
pre-experimental
pre-pregnancy
pre-intervention
pre-K
pre-kindergarten (n)
preliteracy
pre-math (n)
pre-(measure) (n)
prepublication
pre-random
pre-reading
pre-reform
pre-school
present-value
preservice
pretax
pretest
pre-transfer
pretreatment
pre-vaccination
pre-W-2
pre-writing (n)
undersecretary (n)
unweighted
update (v)
upper-class
V
value-added
value-neutral
videotaped w
wait-listed
Web site (n)
welfare-to-work
well-being (n)
well-established
well-run
whites (n)
wide-ranging
willingness-to-pay
within-school
workforce (n)
working-age
work-oriented
work-related
work-welfare
worldwide
worst-case x y z
year effects (n)
year-round
year-to-year
yea-saying (n)
zeros (n)