

Sample Style Sheet

In general, follow the style points below. Use U.S. spelling and punctuation. The author uses passive voice extensively. Maintain unless it is unwieldy (the book of John's should be John's book, etc.)

PROOFER, SEE PAGES 5 & 6 ON THIS STYLE SHEET RE: THE END-OF-MODULE MATERIAL.

NOTE: **Word list** starts on pg 7 with this week's new entries highlighted.

Punctuation/Style, Abbreviation, Capitalization, Italicization

COMMA

- Use serial comma
- In general, do not use comma after short introductory phrases. However, comma is occasionally needed for clarification [to prevent misreading], to separate numbers, or in common usages, such as after "however," "in short," "in fact," finally," etc.
- Use a comma after a "because" or "since" clause: Don't use a comma before a "because" or "since" clause: "Since we were the first to arrive, we were told to set up the classroom." From: "We were told to set up the classroom since we were the first to arrive."

PUNCTUATION AFTER BOLD AND ITAL WORDS

Punctuation (such as a comma or a period) after a **bold** or *ital* word takes the style of the word before it.

According to the *McGraw-Hill Style Guide*, this is....

She is using **perception**.

CAPITALIZATION IN HEADS

CAP Prepositions of five or more letters (examples: About, Between, Under, etc.)

CAP Conjunctions of five or more letters (example: because)

LOWERCASE: Prepositions and conjunctions of 4 letters of less (examples: with, than, that, for, of, in, to, and, the)

CAP: All verbs (examples: Is, Are, Be)

INITIAL CAP: Each element of a hyphenated phrase and after a color: (examples: Cross-Cultural Studies, Psychosis: An Inside Job)

CAP

“Major words” (example: Mind Over Matter)

RESTRICTIVE/NONRESTRICTIVE CLAUSES

Use “that” for restrictive clauses and “which” for nonrestrictive. Author frequently uses *which* when the pronoun s/b *that*.

HYPENS

- Do not use a hyphen after prefixes such as non, pre, re, de, and co. Exception: de-emphasize [two vowels are adjacent—hyphen is needed]. BUT, non-Latino, self-consciousness and all other words with prefix “self”
- Do not hyphenate adverbial compound modifiers [e.g., ‘culturally bound ideas’ – no hyphen after “culturally”....”Jobs should be family friendly.”]

QUOTATION MARKS

Do not use quotation marks after the phrase *so-called*

Use quotation marks when a word is called out as an example: When you hear the word “thirst,” do you actually become thirsty? But...*Habituation* is the decrease in response to a stimulus that occurs after repeated presentations of the same stimulus.

ABBREVIATIONS AND ACRONYMS

Professional Titles: Spell out (Professor, not Prof.; Captain, not Capt.)

Use full term on first mention and acronym throughout rest of chapter. Example: The **zone of proximal development (ZPD)** is the....The ZPD is the first....

CONJUNCTIONS

Use:

such as instead of *like*

Because instead of *as*

PARENTHETICAL IN-TEXT CITATIONS

In-text citations, use “et al.” for 4 or more authors. List citations are in order of date of publication, from earliest to latest. (Lewis et al., 2007; Baker & Taylor, 2009).

REFERENCE LIST

When two or more entries appear with the same author last name, the second entry repeats the author's name instead of using a three em dash. Ex:

West, D. (2007). *Psychology of violence*. New York: Harper.

West, D. (2009). *School violence*. Boston: Allyn & Bacon.

West, D. (2010).....

When material from a website is cited, no retrieval date should be included.

When a chapter in a book is cited, it's not necessary to give the page numbers for the chapter in parens after the title of the book. If you find any in the reference list, delete them. Ex:

Agras, W. S., Berkowitz, R. I. (1996). Behavior therapy. In R. E. Hales & S. C. Yudofsky (Eds.), *The American Psychiatric Press synopsis of psychiatry*. Washington, DC: American Psychiatric Press.

Cite up to six authors. After the 6th author, use et al.

Smith, J., Sharon, T., Myers, F., Tonkin, J., Leigh, L., Kaplan, D., et al. (1998). *Reflections*....

BUT

Alonso, A., Alonso, S., & Piper, W. (2003). Group psychotherapy. In G. Stricker & T. A. Widiger, et al. (Eds.), *Handbook of psychology: Clinical psychology* (Vol. 8). New York: Wiley.

SOURCE LINES FOR FIGURE CAPTIONS

When complete source is given in a figure caption, use APA style—unless it looks like the source note was contractually negotiated to be worded in a particular way. In this case, leave the source language as is.

Sample: Book

FIGURE 4 Although many psychology majors pursue employment in social services, a background in psychology can prepare one for many professions outside the social services field. **What is it about the science of psychology that makes it such a versatile field?** (Source: From *The Psychology Major's Handbook*, Tara L. Kuther, 2003, 1st ed., p. 114. © 2003 Wadsworth, a part of Cengage Learning, Inc. Reproduced by permission. www.cengage.com/permissions)

Sample:Journal

FIGURE 3 Connections from the amygdala, seen here in red, allow it to mediate many of the autonomic expressions of emotional states through the hippocampus (blue) and visual cortex (orange). (Source: Line art from “Emotion, Cognition, and Behavior” by R. J. Dolan, 2002, *Science*, 298(5596), 1191–1194. Figure 1, p. 1192.)

When only the publisher and year of publication are given, end the source with a period.

(Source: American Psychological Association, 2007.)

NUMBERS

One–nine, 10 and above in general expository text. BUT “Of all of the women surveyed, 6 in 10.... “
Use Arabic numbers for money, measurements, time, age, statistics, tables, and percentages such as 12%.

3 years, 3 hours, 5 days, 4 minutes, 2 miles, 3 o’clock, 8-year-old, 20 years old, 6 months old

BUT “Twelve percent of those surveyed....”

12–20% (use end dash to show range)

25–44 years of age (use en dash)

100–150 cells (use en dash)

mid-30s

50-50 chance; 1 in 4 chance (in Chapter 12)

two-dimensional, three-dimensional objects (Chapter 12)

“Babies’ perceptual ability is three to four times greater....” (Chapter 12)

Money: 80¢; \$5.00 BUT, “For every dollar men make.....

5 million people

20th century; 21st-century landscape

use comma in 4-digit numbers [1,000], except dates

hyphenate fractions: one-half, one-quarter, one-third

2-D / 3-D

Ordinal numbers: 10th (not tenth)

Telephone numbers: (800) 622-2255 (use parens for area code)

grade 2, grade 11, grades 2 through 11

In the Appendix: Use an en dash for the minus sign in equations. Insert a space on either side of the minus sign: (96 – 49 = 47) and the plus sign (5 + 6 = 11). But, "It ranges in value from +1.00 to –1.00..." (no space after the plus or minus sign). Also, "Correlation coefficients that range between zero and +/-1.00...."

URLS

www.google.com, www.yahoo.com (no ital or UL, but use www.)

NOTE TO PROOFER FOR THE **RECAP / EVALUATE / RETHINK** SECTIONS

Evaluate section

In addition to a straight question that is punctuated as it would be in the text, there are 3 types of quiz elements in this section: a matching challenge, fill-in-the-blanks, and multiple choice.

MATCHING: Initial cap lead-in sentence and all options below [use a numbered list (1-3) and an alpha list (a-c) even if it's a one-word option; end the lead-in sentence with a colon (or the occasional question mark). When a NL or AL is a complete sentence, end with a period; if a NL or AL is a word or phrase, no end-punctuation.

5. Match each of the following research methods with its primary disadvantage:

1. Archival research
2. Naturalistic observation
3. Survey research

6. Case study
 - a. The researcher may not be able to generalize to the population at large.
 - b. People's behavior can change if they know they are being watched.
 - c. The data may not exist or may be unusable.
 - d. People may lie in order to present a good an acceptable image.

FILL-IN-THE-BLANK: Make sure there is a space on either side of the writing line and also that there is end punctuation.

MULTIPLE CHOICE: The lead-in query is a complete sentence or question that should be punctuated as in text. Initial cap the four a-d answer options. When answer options are one word or a phrase, make sure they don't end with a period. If answer options are complete sentences, however, end with a period.

EXAMPLE

5. "It is behavior that can be observed that should be studied, not the suspected inner workings of the mind." This statement was most likely made by someone with which perspective?
- a. Cognitive perspective
 - b. Neuroscience perspective
 - c. Humanistic perspective
 - d. Behavioral perspective

ANSWERS TO EVALUATE SECTION

All answers should be lower case with a semi-colon separating the numbered list. For matching answers, OK to separate linked NL/AL elements with a hyphen, not an en. In the rare cases when complete sentence answers are given, punctuate like in text (i.e., initial cap and end-punctuation) except use a semi when it butts against another answer.

EXAMPLE

1. d; 2. (1) We can study some phenomena in animals more easily than we can in people, because with animal subjects we have greater control over environmental and genetic factors. (2) Large numbers of similar participants can be easily obtained; 3. true; 4. placebo; 5. 1-b, 2-c, 3-a, 4-d; 6. 1-c, 2-b, 3-d, 4-a; 7. We can look at generational effects much more easily in animals because of their shorter life span than we can with people.

A

AC electricity
acknowledgment (acknowledgement is technically okay, too, but this is generally British usage)
African Americans [but hyphen in compound modifiers: African-American groups] (but black person)
Alzheimer's disease
a.m./p.m.
American Indian
amygdala
analogy solving (n)
anorexia nervosa
anorgasmia
antianxiety (drugs)
antidepressant (drugs), antidepressive medication
anti-immigration
antiracist
antismoking (adj)
Asian American(s)
assumed-similarity bias
attention-deficit hyperactivity disorder (ADHD)
autonomy-versus-shame-and-doubt stage
azithromycin (an antibiotic)

B

BA, MA, BS degrees
Babinski reflex
B.C.E. / C.E. [not B.C. /A.D.]
benefited
Bible (cap, no ital)

biculturalism, bicultural, bilingual
B. F. Skinner (note space between initials)
binge-eating disorder
birthweight
black/white [persons] [no caps]
brainteaser(s)
breakup (n)
bulimia
bungee jumping
by-product
bystander
byway

C

Cannon-Bard theory of emotion
caregiver
careprovider(s)
caretaker
carjacking
caseworker
Caucasian (but white person)
cellphone
Chaz (Bono), Chaz's
checklist(s)
central route processing
child care (n) child-care (adj)
child rearing (n) child-rearing (adj)
chlamydia
circumcision, circumcise
coauthor
cognitive-affective processing system (CAPS)
cognitive-behavioral approach

cognitive dissonance

color-blindness (but color blind as pred. adj.—

Should Therapists Be Color Blind?)

commisure

common sense (n), commonsense views (adj)

consensus

co-occur

correlated

coworker (but leave it co-worker in a direct

quote, as in chapter 14, p. 48)

cross-cultural

cross-sectional (research)

counterproductive

cupcake(s)

D

data = plural

day care (n) day-care center (adj)

debriefing

decision making; decision-making process

decision makers

de-emphasize

deoxyribonucleic acid) (DNA)

dopamine-4 receptor

Down syndrome

Doxycycline (an antibiotic)

E

easygoing

ego-integrity-versus-despair stage

e-mail

emotion-focused coping

European Americans

even-tempered (pred adj.)

everyday [*adj and adverb*]

exsmoker(s)

eye-hand coordination

F

face blindness

facial-affect program

facial-feedback hypothesis

factoring out (verbal phrase) Factoring Out (cap

Out in heads)

fairy tale

firefighter

first aid

firsthand

flashbulb (memories)

forgo

full-time (adj. or adv.)

fund-raiser

fun filled (pred. adj., no hyphen)

G

gamete intrafallopian transfer (GIFT)

generativity-versus-stagnation stage

genetics (functions as a singular noun and

should take a singular verb—

“...genetics also influences”)

Gestalt

g-factor (note ital 1st letter)

glutamate

gonorrhea

good-natured

H

hang-gliding
hardwired (adj)
health-care (adj) health care (n)
hippocampus
Hispanic
homemaking
hot-line center
housework
human papilloma virus
hypochondriasis
hypothalamus

I

identity-versus-role-confusion stage
“impact” is a noun; avoid use as verb when
“affect” will do
inborn
in-depth (adj)
industrial-organizational (I/O) psychology
(use slash in acronym as shown)
information process(ing) (n) information-
processing (adj)
initiative-versus-guilt stage
Internet
Interrelated
intersex
intimacy-versus-isolation stage
in vitro fertilization (IVF)

J

James-Lange Theory of emotion
job-seekers
Job testing

Jr. / Sr. (no comma after the proper name)

Raymond Power Jr.

K

knowledgeable

Koran

Korsakoff’s syndrome

L

lanugo

Latino

layperson(s)

life cycle

life force

life span; life-span studies

lifetime

lightbulb

likelihood

locus ceruleus

loneliness

long lasting (pred adj., no hyphen)

long run

long-standing (adj)

long-term (adj)

long term (functioning as a noun)

M

M’s, (the Three M’s--in reference to Mean,

Median, and Mode in the Appendix.)

Normally this would be Ms with no

apostrophe, but it’s confusing

to use Ms in the heads. Also, M’s was

used in the last edition.

macro-economic/micro-economic

makeup

maladaptive

Maslow's hierarchy

mental health-care professional

meta-analysis

metronidazole (a drug)

middle-age people (not aged)

the Middle East

midlife crisis

mind-body issue (use en dash)

minority group members

monolingual

mood-stabilizing (drugs)

mouth-watering

multifaceted

Myers-Briggs personality test,

N

Native Americans / Native-American studies

native-born

nature-nurture issue (use en dash)

neo-Freudian psychoanalysts

neuroimaging

neuroscience

nonadherence

nonanorexic

non-Arab

nonconsenting

nonessential

nonemergency

non-European

nongifted

nonhuman

non-Muslim

nonnative

nonpsychologist

nonsmoker

nonverbal

nonvirtual

non-Western

norepinephrine

note taking (n)

novelty-seeking (adj) but novelty seeking (pred. adj.)

O

Olympic Games

(Australian) outback

outsmart

overattribute

overeating

overgeneralization,

overreadiness

override

oversensitivity

oversimplify(ing)

overwork (n)

P

pain reliever

paraphilias

Parkinson's disease

passive-aggressive (adj)

patient-physician communication (use en dash)

pastime(s)

peanut butter

peripheral route processing

per se [not ital]

PhD, PsyD

phenylketonuria (PKU)

pit bull

p.m./a.m.

policymaker(s)

posttraumatic stress disorder (no hyphen)

predepressive (symptoms)

preschooler(s)

preterm

pretrial

primary care physician(s)

problem-focused coping

problem solving (n)

pro-white (pro-white bias, Chapter 17)

pseudo-patient(s)

pseudo-psychology

psychodynamic

R

race norming

rational-emotive behavior therapy

reabsorption

reactance

real-world incident

recreate

re-emerge

re-evaluate

re-experience(s)

restated

rethink

rewards–costs approach (use en dash)

rewards–costs analysis (use en dash)

roller coaster

S

sales clerk

Schachter-Singer theory of emotions

schoolchildren

schoolwork

self-efficacy

self-esteem (also hyphenate other “self” words)

self-report measure

self-worth

semimedial (adj)

serotonin

set point (set-point theory)

sex-role behavior

short term (functioning as a noun)

sickle-cell anemia

sleepwalking / sleeptalking

snowboarding

social cognitive approaches

social cognitive theorist(s)

socioeconomic

somatoform disorder

sometime

spermarche

Sr. / Jr. (no comma after the proper name—

Raymond Power Sr.)

standoffish

statistics (functions as a singular noun and

should take a singular verb—

“...statistics is also at the heart of the

debate...”). This is in the Appendix.

St. John’s wort (an herb)

straightforward

subfield

substance abuse (noun), substance-abuse (adj)

super-recognizer

syphilis

T

task switching

Tay-Sachs disease

temperament(s)

terry cloth (n) terry-cloth monkey (Chapter 12)

test-takers

text message ringtone

thalamus

than (used as a conjunction or preposition and

thrill-seeker(s)

thus s/b lower case in heads)

time frame

time line

time span

Tourette syndrome

transgender

transsexual, transsexualism

trichomoniasis

trust-versus-mistrust stage

Twelfth Amendment [etc.]

type 2 diabetes

U

upbringing

U.S. (adjective) but United States (n)

underweight (babies)

V

Velcro

vice versa

W

Washington, DC

web

website

weight set point

well-being (n)

West African men

Western (societies, culture), Westerner

white/black [persons] [no caps]

window-washer(s)

workplace

workout (n)

worldview

Worldwide Web, *but* web, website

wrongdoing

X

X-ray

Y

yardwork

Z

zygote intrafallopian transfer (ZIFT)