

# 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comment, as slang, or as an invented or coined expression; use quotation marks the first time a word or phrase is used; do not quote for subsequent use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.
5. Dispense with trendy language, such as "basically," "additionally," "problematic," "nontrivial," "viable," "interface," "prioritize," "incentivize," and "impact" as a verb.
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.

## Word list, spelling preferences, common acronyms, etc.

a  
AA (degree)  
across-the-board  
adult-equivalent  
after-school  
after-tax  
agreed-upon  
African American (n)  
antidiscrimination  
antidrug  
anti-foreclosure  
antipoverty  
antipsychotic  
antisocial  
arms-length  
assumption-based  
at-risk  
age-earnings  
b  
BA [degree]  
baby-boom  
Baby Boom (n)  
Baby Boomers (n)  
back-of-the-envelope  
back-support (n)  
below-average  
benefit-claiming  
benefit-cost  
benefit-to-cost  
better-off  
better-educated  
better-paid  
better run  
bias-reducing  
blacks (n)  
blue-collar  
bookended  
bootstrap  
borrowing-constrained  
break-even  
by-product  
C  
caregiving (n)  
casehead  
cash-out  
cell phone  
center-based  
center-[directed]  
child care (n)  
child-initiated  
child-only  
child-to-staff  
clean air index (n)  
clear-eyed  
cluster-level  
cluster-randomized  
computer-based  
consumption-based  
continuous-time  
co-authors (n)  
co-payment  
co-resident (n)  
cost-benefit  
cost cutting (n)  
cost-cutting  
cost-effective  
counterintuitive  
county-level  
county-wide  
covariance (n)  
coworker (n)  
CPI-U-RS-adjusted  
CPI-U-RS-indexed  
CPS-based  
cross-campus  
cross-hatched  
crossover (n)  
cross-sectional  
cross-study  
cross-subsidies (n)  
current-year  
cut off (v)  
cutoff (n)  
d  
data gathering (n)  
data set  
day care (n)  
day-to-day  
decisionmaker (n)  
decisionmaking (n)  
decisionmaking  
defunding (n)  
degree-granting  
difference in differences  
(n)  
difference-in-differences  
direct-current  
district-authorized  
district-wide  
down-biased  
dropout  
dual-income E  
earning power (n)  
eighth-grade  
e-mail  
end-of-month f  
facility-level  
fail-safe  
family-based  
family-led  
FDI-favored  
fieldwork (n)  
firm-level  
firsthand  
first-trimester  
fixed-benefit  
fixed effects

flow-of-services  
 follow-up (n)  
 for-profit  
 free lunch (adj, n)  
 free lunch-qualified  
 frontline  
 full-day  
 full-information  
 full-time  
 g  
 go-ahead (n)  
 guest-edited  
 h  
 hard-nosed  
 headcount (n)  
 health care (n)  
 health-related  
 high-minded  
 high-profile  
 higher quality  
 high-quality  
 high school (n)  
 high-skilled  
 homebuyer  
 home-directed  
 homeowner  
 homeownership  
 hospital-affiliated  
 hour-long  
 hypersegregated i  
 ill-timed  
 imputation-based  
 income-based  
 income-eligible  
 individual-level  
 inflation-only  
 inner-city  
 in-kind  
 in-person  
 intent-to-treat  
 inter-country  
 interdistrict  
 interest-paying  
 interstate  
 intertemporal  
 intra-country (adj)  
 intradistrict  
 IQ (n)

## J

job-holding  
 job-search k L  
 labor-intensive  
 large-scale  
 last-dollar  
 least-squares  
 less-emphasized  
 less-than-comprehensive  
 less-than-perfect  
 life cycle (n)  
 life-cycle  
 lifelong

life spans (n)  
 lifetime  
 limited-behavior  
 log-likelihood (n)  
 longer-term  
 longevity-adjusted  
 long-run  
 long-term  
 lower-class  
 low-income  
 lower income  
 m  
 macrodemographic  
 macro-economic  
 Mahalanobis  
 makeup (n)  
 market-basket  
 means-tested  
 medium-size  
 meta-analytic  
 microdatabase (n)  
 microdatasets (n)  
 microcalibration (n)  
 micro-experiment (n)  
 micro-level  
 micromodules (n)  
 microprocess (n)  
 microsample (n)  
 microsimulation (n)  
 microsimulation-based  
 microtransition (n)  
 middle-ground  
 middle school (n)  
 midyear  
 misspecified  
 multichotomous  
 multidimensional  
 multi-method  
 multinomial  
 multiparty  
 multisite  
 multiyear  
 nationality-specific  
 national-level  
 near-cash  
 near-poor  
 near-term  
 never-married  
 nonaged  
 nonapplicable  
 nonbipartite  
 noncash  
 non-charter  
 non-claimers  
 nonclinical  
 noncognitive  
 nonconsumption  
 non-contiguous  
 non-counseled  
 noncustodial  
 non-delinquent  
 non-dummy

nondurable  
 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  
 nonrelatives (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

o

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  
 postsecondary  
 posttax  
 posttest  
 post-retirement  
 posttreatment  
 post-trust fund  
 post-W-2  
 poverty-relief  
 pre-application (n, adj)  
 pre-assignment  
 pre-assistance  
 pre-certification  
 preexisting  
 preexperimental  
 pre-pregnancy  
 pre-intervention  
 pre-K  
 prekindergarten (n)  
 preliteracy  
 pre-math (n)  
 pre-(measure) (n)  
 prepublication  
 pre-random  
 pre-reading  
 pre-reform  
 preschool  
 present-value  
 preservice  
 pretax  
 pretest  
 pre-transfer  
 pretreatment  
 pre-vaccination  
 pre-W-2  
 pre-writing (n)

price sensitivity (n)  
 problem solving (n)  
 problem-solving  
 productivity-adjusted  
 project-specific  
 pro-market  
 propensity score match (n)  
 propensity score-matched  
 propensity score-matching  
 PSM-created  
 public-use  
 public health (n) Q  
 quasi-experimental  
 quasi-social  
 random-assignment r  
 rate-setting (n)  
 reauthorized  
 reduced-price  
 real-world (adj)  
 reanalysis (n)  
 re-based (v)  
 re-benchmarked (v)  
 re-coded (v)  
 reconceptualization (n)  
 reduced-price  
 reemerged (v)  
 reenroll (v)  
 reenter (v)  
 reenrolling (v)  
 reestimated (v)  
 reevaluation (n)  
 reexamining (v)  
 regression-adjusted  
 regression-discontinuity  
 rehydrating  
 re-indexed (v)  
 reinvest (v)  
 reinvigorated  
 representativeness (n)  
 resident-led  
 rerun  
 retraining  
 root-position  
 s  
 school-based  
 school-level  
 second-best  
 secondhand  
 self-affiliation (n)  
 self-employed (n)  
 self-policing (v)  
 self-reported  
 self-sustaining  
 semiannually  
 semi-parametric  
 semirural  
 services-only  
 set-aside (n)  
 short-run  
 short-term  
 sibling-pair  
 sidestep (v)  
 single-equation  
 single-parent  
 single-year  
 sizable  
 skill-oriented  
 small-scale  
 social-emotional  
 social-interaction  
 Social Security  
 sociodemographic  
 sociodemographics (n)  
 socioeconomic  
 socio-emotional  
 Spanish-speaking  
 spending-induced  
 state-dependent  
 state effects (n)  
 state-funded  
 state-level  
 state-of-the-art  
 state-specific  
 state-sponsored  
 state-urbanicity  
 statewide  
 steady-state  
 straightforward  
 street-level  
 subdistrict (n)  
 subgroup (n)  
 subject-months (n)  
 subject-varying  
 subsample (n)  
 subscale  
 subsectors (n)  
 superior-quality t  
 take-up (n)  
 tax-deductible  
 tax expenditure (n)  
 tax price (n)  
 teacher-initiated  
 technology-[oriented]  
 test-metric (n)  
 test-type  
 think tanks (n)  
 third-party  
 three-legged  
 time frames (n)  
 time-invariant  
 time-to-exit (n)  
 time consistency (n)  
 time-consistent  
 time-consuming  
 time-inconsistent  
 time-varying  
 toward (*not* towards)  
 trade-offs (n)  
 treatment-group  
 two-stage  
 two-tailed u  
 underestimation (n)  
 under-provided  
 underreporting (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)