

***ReThinking Behavior* Style Guide**

Adopted 6/1/18

In our efforts to establish consistency and provide guidance to the editors, reviewers, and authors, *ReThinking Behavior* has adopted a Style Guide. Editors will assist authors in implementing these in manuscripts.

ABBREVIATIONS

- Abbreviations without periods are acceptable with the full spelling included in the first use.
The Midwest Symposium for Leadership in Behavior Disorder (MSLBD)

APA

- *ReThinking Behavior* will primarily follow APA style with the exceptions stated in this document.

APOSTROPHES

- Singular: one teacher's lesson
- Plural: three teachers' lessons
- For names ending in s use Jones's

AUTHOR INFO

- Author info will be stated at the end of each article, following the references in this format.
 - Name, Affiliation, City, State, email address.
- Or as agreed upon with the author.
- Titles, credentials, and degrees will not be included.

BOLDFACE and UNDERLINING

- APA uses boldface for certain levels of headings but not within the text.
- Bold type can be used for emphasis, but very sparingly in magazine writing.
- Do not use underlining.

CAPITALIZATION

- Capitalize proper nouns.
 - Superintendent Williams versus the superintendent of our school district
 - The National Education Association versus the education association
- Capitalize the name of a strategy only if it is a proper noun.
 - Aggression Replacement Training versus applied behavior analysis

COMMAS

- APA requires the use of the serial comma in lists of three or more items.
 - Groucho, Harpo, and Zeppo
- Use commas to set off nonessential clauses.
 - Walden University, established in 1970, offers many degree programs.
- Use commas to separate two independent clauses.
 - Smith (2011) conducted the research, and Heller (2018) commented on the results.
 - Jessica and I went to the movies, we had a good time.
- But NOT here.
 - Smith (2001) found that results were consistent but also suggested further investigation.
- Use commas after an introductory clause, phrase, or word.
 - If you are using this sentence structure, place a comma after the dependent clause.

- Before completing the interviews, I must obtain Walden University approval.
- Therefore, I created three research questions.
- However, further research is needed.
- With such as use commas with nonrestrictive clauses only.
 - Trees such as oaks and elms don't grow at this altitude.
 - In this forest, you'll see many types of coniferous trees, such as pine and spruce.
- Use commas to introduce a quotation.
 - Freud (1900) claimed, "the dreamer...assumes that the dream has at all events transported the dreamer into another world" (p. 5).
- But NOT here.
 - Freud (1900) claimed that "the dreamer...assumes that the dream has at all events transported the dreamer into another world" (p. 5).
- Commas are usually not needed with as well as.

CONTRACTIONS

- Commonly used contractions are acceptable.

DATES & TIMES

- Use the following formats: August 24th; August 24–30, 2018; 1960s; '30s; and 8 pm.

FOOTNOTES

- Footnotes will not be used unless requested by an Editor.

HYPHENS + DASHES

- Use hyphens-
 - To link some compound words (*mind-set, self-respect, light-year, X-axis, United States-Mexico border*)
 - With some prefixes (*anti-inflammatory, Pre-Civil War*) and numbers (*twenty-four, thirty-day increments*)
 - To link adjectives before a noun (*short-term investment, off-the-cuff remark, best-kept secret*)
- Dashes can be used in place of commas, parentheses, or colons.
 - Look—a squirrel!
 - What I meant to say is—hey, are you paying attention?
 - You have three options—fight, flight, or surrender.
 - The original version of the document—the one I hold here—is worded differently.

IN-TEXT CITATIONS + REFERENCES

- Limit the number of in-text citations and references.
- Use the one or two most relevant references to cite. Avoid disrupting the flow of the text with several citations.
- Use APA format for in-text citations and reference lists with this exception—
 - For references with three or more authors, include the first author and et al. in all in-text citations and include all authors in the reference list.

INTERNET TERMS

- Always capitalize Internet.
- Use website and email, not site and e-mail.
- When an URL comes at the end of a sentence, put a period after it.
- Provide complete urls for as many relevant links as possible.

- Hyperlink the first mention then use regular text from that point on.

ITALICS

- Use italics with the following.
 - Titles of books, journals and periodicals, films, podcasts, television shows, longer poems, magazines, videos, paintings, sculptures, and speeches
 - Foreign words not yet assimilated into American English
 - Legal citations
 - Letters of the alphabet when you're referring to them as letters— The letter *G*
 - Scientific names
 - Words, phrases, or letters presented as linguistic examples - Kids learn words such as *play* and *game* when...
 - Some statistical info (*n = 5*)
 - The anchors of scale: Scores ranged from 0 (*never*) to 5 (*continuously*)
 - To introduce a new key technical term or label
- Do not use italics for: Foreign phrases common in English (et al., a posteriori, ex post facto) and names of long sacred works such as the Bible or the Koran.
- Article titles, chapters, and episodes take quotation marks, not italics.
- In the *New York Times*, the word "the" would be in regular type.
- Use italics very sparingly to emphasize something— otherwise emphasis is lost.

LISTS

- When listing items that must appear in a certain order within a paragraph, avoid using (a), (b), and (c) or (1), (2), and (3). Instead
 - The teacher followed this sequence; I do, we do, and you do.
 - The strategy includes information gathering, peer sharing, and assignment completion in that order.
- Use vertical and/or bulleted lists for lists of five or more items.

NAMES

- In most cases use a person's last name. Do not include titles or credentials.

NUMBERS

- The numbers 1 – 9 should be written out while numbers above nine should be numbers.
- Numbers in a series should be written as follows.
 - Competitors 1- 8 will be first; competitors 152 - 160 will be next.
 - Numbers starting a sentence are always spelled out.
 - State awards as the first-place winner or the 14th place rider.

PERSON-FIRST LANGUAGE

- Use students with behavioral disorders, not BD students.
- Use teacher of students with autism, not autism teacher.
- Use program for students with special needs, not special needs program.

PHOTOS + GRAPHICS

- Include photographer/artist name and source for all photos and graphics.
- Use royalty-free/public domain/copyright-free photos or obtain permission from the photographer to use photo.

- Take or obtain high resolution photos, 300 DPI, if possible. Save and send photos in highest quality available.
- [101 Places to find amazing, royalty-free images](#)

QUOTATION MARKS, EXCLAMATION POINTS, and QUESTION MARKS

- Use quotations marks with titles of articles, chapters, episodes, song titles, and short poems.
- In American English *always* put periods and commas inside quotation marks.
 - “Don’t underestimate me,” she said with a disarmingly friendly smile.
 - I can never remember how to spell “bureaucracy.”
- Semicolons, colons, and dashes always go outside quotation marks.
 - Her favorite song was “Gangnam Style”; she spent weeks trying to learn the dance.
- Put question marks and exclamation points inside quotation marks unless they apply to the sentence as a whole.
 - Reynold asked, “Can we have ice cream for dinner?”
 - Do you actually like “Gangnam Style”?

SPACES

- Use one space between sentences in a paragraph and after a comma, semi-colon, or colon.

TITLES

- Use *ReThinking Behavior* as the title of our magazine.
- In titles of articles consider using a dash or a colon, although not all titles should have colons.
- Titles of articles should be engaging and conversational. Consider, “It’s about time,” rather than “Organizational strategies to increase instructional time.”
- Try these resources
 - <https://goinswriter.com/catchy-headlines/>
 - <https://www.enchantingmarketing.com/headline-formulas/>

WEB ADDRESSES

- Omit the http:// except where the remaining URL would not begin with www.

For additional information contact

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