

***ReThinking Behavior* Style Sheet**

Updated 3/2023

This style sheet helps define the writing and presentation style of *ReThinking Behavior* – a combination of both magazine and academic styles. Its purpose is to establish consistency and provide guidance to the editors, reviewers, and authors of *ReThinking Behavior*. Concern about formatting style should not inhibit submission of articles nor prevent acceptance of articles. New authors are not expected to know APA style and/or be familiar with this document. Typically, an Article Editor will be assigned to each article submission or idea and will assist authors in implementing the magazine style guidelines.

GOALS

While the target audience for *ReThinking Behavior* is experienced educators and other professionals who may serve children and youth with behavioral and mental health needs, the magazine will strive to make materials readable and accessible to a wide set of potential readers. To do that it will strive to publish articles that are relatively brief and clearly written, with limited use of technical jargon and only essential references.

AMERICAN PSYCHOLOGICAL ASSOCIATION STYLE 7th Edition (APA)

- *ReThinking Behavior* will primarily follow APA style with the exceptions stated in this document.
- APA style may not apply to some categories of content such as personal statements, fiction, poetry, and humor.
- For reprinted materials, the original source style (MLA; Chicago/Turabian, etc.) will typically be used, although the style may be changed to APA at the discretion of the editors.
- For more specific guidance, consult about APA Style and Grammar Guidelines consult (<https://apastyle.apa.org/style-grammar-guidelines>) and/or the 7th edition APA Publication Manual.

STYLE GUIDANCE and REQUIREMENTS

ABBREVIATIONS

- Abbreviations without periods are acceptable with the full spelling included in the first use.
 - The Midwest Symposium for Leadership in Behavior Disorder (MSLBD), United States (US)
- Full wording may be repeated to improve clarity.

APOSTROPHES

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

AUTHOR INFO

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

BOLDFACE and UNDERLINING

- Bold type can be used for emphasis, but very sparingly in magazine writing.

- Underlining of text or headings is not used in digital/electronic text – since hyperlinks are often represented by underlining.
- While APA uses boldface for certain levels of headings – the design of headings will be determined with our graphic artist.

CAPITALIZATION

- Capitalize proper nouns.
 - Superintendent Williams versus the superintendent of our school district
 - The National Education Association (NEA) versus the education association
- Capitalize the name of a strategy only if it is a proper noun.
 - Aggression Replacement Training versus applied behavior analysis
- Capitalize Black, Brown, Indigenous, and White when referring to race and ethnicity.
- Use COVID-19 for the specific virus. Use coronavirus to refer to a general group of viruses

COMMAS

- Use the serial (Oxford) comma in lists of three or more items.
 - Teachers, social workers, and parents
- 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 conference, 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.
- “Such as” - use commas with nonrestrictive clauses only.
 - Strategies such as time out and exclusion are not recommended.
 - In this classroom, you’ll see many types of instructional technology, such as SMART Boards and tablets.
- 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).
- “As well as” - Commas are usually not needed with “as well as.”

CONTRACTIONS

- Commonly used contractions are acceptable.

DATES and TIMES

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

BIAS FREE LANGUAGE and DIVERSITY

- APA emphasizes the need to talk about all people with inclusivity and respect. Consult APA (2020) or <https://apastyle.apa.org/style-grammar-guidelines/bias-free-language>, for guidance.
- Use Black rather than African American. African American is the term used for Nonwhite persons of African descent who live in the United States and is not a synonym for Black. Black is the term used for Nonwhite persons of Black descent, regardless of national origin.
- Current preferred terminology includes LGBTQ, sexual orientation, and specific terms including lesbian, gay, heterosexual, straight, asexual, bisexual, queer, polysexual, and pansexual (also called multisexual and omnisexual)
- Avoid deficit-based language. Do not label people as "poorly educated" instead use "people who have not completed high school."

FOOTNOTES

- Footnotes will not be used unless requested by an editor or included in an accepted reprint article. Instead an APA citation should be included in the body with the full reference in the reference list.

FOR EXAMPLE and IN OTHER WORDS

- e.g. = for example; as in "the colors of the flag (e.g. red, white, blue)"
- i.e. = in other words

HEADINGS and SUB-HEADINGS

- Headings and sub-headings in the magazine will not always follow the APA headings requirements, and may be modified by our graphic designer.

HYPHENS and DASHES

- Use hyphens
 - To link some compound words (10-year-old, mind-set, self-respect, light-year, X-axis)
 - With some prefixes (anti-inflammatory, Pre-Civil War)
 - With numbers (twenty-four, thirty-day period)
 - To link adjectives before a noun (zero-tolerance policy, 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 and REFERENCES (See reference examples at the end of this document.)

- Limit the number of in-text citations and references. Note: This is an exception to APA guidelines.
- Use the one or two most relevant references to cite. Avoid disrupting the flow of the text with several citations.
- Do not cite info that can be considered common knowledge for readers of *ReThinking Behavior* - certified educators.
- Avoid references that are several years old with questionable relevance to current practices, with the exception of "classic" info and research.
- 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. (Smith et al., 2019) Note: This is an exception to APA guidelines.

INTERNET TERMS

- Always capitalize Internet, do not capitalize online.
- 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. Active links may be applied at publication.
- Hyperlink the first mention then use regular text from that point on.
- Capitalize Google when used as a proper noun, not when used as a verb (She googled the term.)

ITALICS

- Use italics with the following.
 - Titles of books, journals, 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 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 sacred works such as the Bible or the Koran.
- Article titles, chapters, and episodes require 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 presented numerically.
- Numbers starting a sentence are always spelled out.
- Numbers in a series should be written as follows.
 - Competitors 1-8 will be first; competitors 152-160 will be next.
 - 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.
- Use identity-first language when this is preferred by the individual/group (autistic adult)

PHOTOS and 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. Save and send photos in highest quality available.
- Sources for royalty free graphics - <https://snappa.com/blog/free-stock-photos/>

PRONOUNS

- The singular “they” or “their” is endorsed by APA 7th Ed. as a gender-neutral pronoun.
 - A researcher’s career depends on how often ~~he or she~~ they are cited.
- Only use “he” and “she” with knowledge of the individual’s self-identified pronouns. Do not make assumptions about an individual's gender or pronouns.

QUOTATION MARKS, EXCLAMATION POINTS, and QUESTION MARKS

- Use quotations marks with titles of articles, chapters, episodes, songs, 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 learning 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”?

REPRINTED ARTICLES

- Reprint information will be printed with appropriate credit to the copyright holder at end of the article. Example:
 - Published with permission from Teaching Tolerance, volume#, issue#, pages, May 3, 2022. Web version available <http://www. . .>

SPACES

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

TABLES and FIGURES

- Tables and figures will not follow APA style guidelines – format will be determined with our graphic artist.

TITLES

- Use *ReThinking Behavior* as the title of our magazine.

- Titles of articles should be engaging and conversational. Consider, “It’s about time,” rather than “Organizational strategies to increase instructional time.”
- Consult these resources
 - <https://goinswriter.com/catchy-headlines/>
 - <https://www.enchantingmarketing.com/headline-formulas/>
 - <https://www.dreamgrow.com/seven-easy-tricks-to-write-catchy-headlines/>

WEB ADDRESSES

- Web addresses will be accessible in the published magazine by active links. URLs will not be published in the text or included within a reference.

REFERENCE FORMAT and EXAMPLES

From APA 7th Edition, owl.purdue.edu

- Journal article – Include DOI as hyperlink if available
Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical, volume number* (issue number), pages. <https://doi.org/xx.xxx/yyyy>
- Book (Publisher location not included) – Authored + Edited
Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Publisher Name.
- Magazine Article
Peterzell, J. (1990, April). Better late than never. *Time, 135*(17), 20–21.
- Newspaper Article
Schultz, S. (2005, December). Calls made to strengthen state energy policies. *The Country Today, 1A, 2A*.
- Webpage Content – Authored + Organization
Last Name, F. M. (Year, Month Date). *Title of page*. Site name. URL

Group name. (Year, Month Date). *Title of page*. Site name. URL
- YouTube
Last Name, F. M. [Username]. (Year, Month Date). *Title of video* [Video]. Streaming Service. URL
- TED Talk
Author, A. A. (Year, Month Date). *Title of talk* [Video]. TED. URL
- Film or Video
Director, D. D. (Director). (Date of publication). *Title of motion picture* [Film]. Production company.
- Podcast
Executive Producer, E. P. (Executive Producer). (Range of publication). *Title of podcast* [Audio podcast]. Production company. URL.
Note: in place of the executive producer, you can also list the host of the podcast.