

PUBLICATION STYLE GUIDE

GENERAL NOTES

Use American English spelling.

Use APA style.

Place periods at the end of bulleted copy.

Serial comma or series comma (also called an Oxford comma or a Harvard comma) preferred - a comma placed immediately before the coordinating conjunction (usually and or or) in a series of three or more terms (i.e. "data, theories, and experiment conclusions" **NOT** "data, theories and experiment conclusions").

Spell out ordinals first through ninth when they indicate a sequence in time or location.

Spell out numerals one through ten.

Capitalize words with four letters or more in a title like *Psi Based on Information Transfer Between Brains* (NOT *Psi Based on Information Transfer between Brains*). Also capitalize the second word in hyphenated constructions like *Pre-Stimulus*.

Theories/fields of study are generally lowercase (such as central state materialism), but set with an uppercase letter if the name contains a proper noun (Planck's constant).

Use lowercase for roles but set uppercase when used in direct address: "The meeting began with the president's address; the crowd cheered when President Seinfeld announced raises for his cabinet members."

Quotation marks go outside a comma, semicolon, colon, or period like this: " Or this."

Et al.: "et" should not be followed by a period, but al. is.

Periods should be used for "e.g.:" **NOT** "eg.:"

Use double quotes "like this" **NOT** single quotes 'like this' when highlighting or introducing a term.

See APA suggestions to [minimize gender bias, accommodate gender diversity](#) and utilize [nonhandicapping language](#) in writing.

WORDS

Please refer to spellings in [Merriam-Webster's](#). Here are some common issues:

well-being

skepticism

Unitarian (proper noun, capitalize)

spiritism (common noun, lower case)

Spiritualist (proper noun, capitalize)

APA REFERENCES – BASICS (See full [APA style guide here](#))

Basic Format for URLs

Contributors' names (Last edited date). *Title of resource*. Retrieved from <http://web address.com>.

Basic Format for Books

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Location: Publisher.

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- For books published outside of Australia or the United States, include the city/town followed by the country. Books published in the United Kingdom, should include the country eg. England, Scotland, in the place of publication rather than the United Kingdom or UK.

Basic Format for Journal Articles

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](https://doi.org/xx.xxx/yyyy)

ORGANIZING AND STYLING

Avoid having only one subsection heading and subsection within a section. Use at least two subsection headings within a given heading, or use none.

Topics of equal importance have the same level of heading.

Note that there is no need to indent paragraphs.

Please use one space after periods (i.e., not two or a double space).

GRAPHICS

Submitted images should be at least 600 pixels on the shortest side.
