

ABAS Manual for Writers (September 2003)

Based on *Publication manual of the American Psychological Association* (5th ed.).

Refer to the book for full details.

1. Title

Title and subtitle should be simple and precise. Title and subtitle are joined by a colon (:).

2. Abstract

120 words. Accurate, self-contained, concise and specific. Eliminate empty phrases like "In this paper, it is concluded that. . ." Instead write "This paper concludes that. . ." Write in active voice, but avoid using personal pronouns (*I* or *We*). Citation of other publication in abstract should list author(s) initial(s) and surname(s) and date(s) of publication as "B. A. Mellers (2000)."

3. Keywords

3 words. Omit *a*, *an*, or *the*. Do not capitalize except for proper nouns.

4. Author name and affiliation

Give author(s)' First name(s), Middle initial(s), and FAMILY NAME(s) (capitalized), in any order of the writers' preference.

5. Illustrations (figures and tables)

Illustrations should be given a consistent number (in Arabic numeral) and a title as "Figure 1. Photomicrograph of Part of the CAI Cell Field from the Control Rat." Notes and sources are listed below illustrations. Refer in text as "Figure 1", not "above figure" or "below figure". Avoid as possible vertical ruling in tables.

6. Use of italics

Do not italicize abbreviation of words listed in main entry in dictionary (e.g., i.e., cf., etc., et al.). Do not use abbreviated form in main text: only in parentheses (e.g., like this).

7. Spelling

Refer to *Merriam-Webster's Collegiate Dictionary*. <http://www.m-w.com/home>

8. Decimal fraction

Do not omit the zero before decimal point (e.g., 0.23cm, 0.48s, $r = -0.43$, $p < 0.05$).

Reference List Examples

List by alphabetical order of first author's surname.

List same author's work by publication date (earlier work preceding later).

Add the suffixes a, b, c, and so forth to publication date of works by same author(s) and same publication date.

See, *Publication manual of the American Psychological Association*. (5th ed.), pp. 215-281 for detailed examples.

1. Periodicals: Journal article, one author

Mellers, B. A. (2000). Choice and the relative pleasure of consequences. *Psychological Bulletin*, 126, 910-924.

Initialize author's first and middle names.

Capitalize only the first word in article title: Do not set in quotation marks.

Italicize journal title and volume number.

2. Periodicals: Journal article, two to six authors

Klimoski, R., & Palmer, S. (1993). The ADA and the hiring process in organizations. *Consulting Psychology Journal: Practice and Research*, 45(2), 10-36.

Saywitz, K. J., Mannarino, A. P., Berliner, L., & Cohen, J. A. (2000). Treatment for sexually abused children and adolescents. *American Psychologist*, 55, 1040-1049.

Second to sixth authors' names are ordered Surname, Initial(s) as well.

3. Periodicals: Journal article, more than seven authors

Wolchik, S. A., West, S. G., Sander, I. N., Tein, J., Coatsworth, D., Lengua, L., et al. (2000). An experimental evaluation of theory-based mother-child programs for children of divorce. *Journal of Consulting and Clinical Psychology*, 68, 843-856.

Do not italicize et al. (no period after "et").

4. Periodicals: Journal article in press

Zuckerman, M., & Kieffer, S. C. (in press). Race differences in face-ism: Does facial prominence imply dominance? *Journal of Personality and Social Psychology*.

5. Entire book

Beck, C. A. J., & Sales, B. D. (2001). *Family mediation: Facts, myths, and future prospects*. Washington, DC: American Psychological Association.

Give brief form of publisher's name.

Omit Publishers, Co., or Inc., in publisher's name: Retain Books and Press.

Give the location as city and state for U.S. publishers, city, state or province if applicable, and country for publishers outside of the United States.

The following locations can be listed without state abbreviation or country because they

are major cities that are well known for publishing: Baltimore, Boston, Chicago, Los Angeles, New York, Philadelphia, San Francisco, Amsterdam, Jerusalem, London, Milan, Moscow, Paris, Rome, Stockholm, Tokyo, Vienna.

7. Edited book

Gibbs, J. T., & Huang, L. N. (Eds.). (1991). *Children of color: Psychological interventions with minority youth*. San Francisco: Jossey-Bass.

8. Book, third edition, Jr. in name

Mitchell, T. R., & Larson, J. R., Jr. (1987). *People in organizations: An introduction to organizational behavior* (3rd ed.). New York: McGraw-Hill.

9. Book, revised edition

Rosenthal, R. (1987). *Meta-analytic procedures for social research* (Rev. ed.). Newbury Park, CA: Sage.

10. Article or chapter in an edited book, two editors

Massaro, D. (1992). Broadening the domain of the fuzzy logical model of perception. In H. L. Pick Jr., P. van den Broek, & D. C. Knill (Eds.), *Cognition: Conceptual and methodological issues* (pp. 51-84). Washington, DC: American Psychological Association.

Give exact page number of article or chapter.

Editor(s) name are given in the order of Initial(s) Surname (no comma in between).

11. Working paper

Christensen, C. M., Suarez, F. F., & Utterback, J. M. (1996). *Strategies for survival in fast-changing industries*. (Working Paper, July 16, 97-009). Cambridge, MA: Harvard Business School.

12. Ph.D. dissertation

Wifley, D. E. (1989). *Interpersonal analyses of bulimia: Normal-weight and obese*. Unpublished doctoral dissertation. University of Missouri, Columbia.

Do not repeat name of state if the state name is included in university name.

13. Paper presented at meeting (unpublished)

Lanktree, C., & Briere, J. (1991, January). *Early data on the Trauma Symptom Checklist for Children (TSC-C)*. Paper presented at the meeting of the American Professional Society on the Abuse of Children, San Diego, CA.

14. Article in an Internet journal

VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates. *Journal of Bibliographic Research*, 5, 117-123. Retrieved October 12, 2001, from <http://jbr.org/articles.html>

Give date of retrieval for online articles that might be revised or changed in the future.

Page number can be omitted if not given.

15. Non-English journal article, title translated into English

Ising, M. (2000). Intensitätsabhängigkeit evozierter Potenzial im EEG: Sind impulsive Personen Augmenter oder Reducer? [Intensity dependence in event-related EEG potentials: Are impulsive individuals augmenters or reducers?]. *Zeitschrift für Differentielle und Diagnostische Psychologie*, 21, 208-217.

Give the original title and, in bracket, the English translation.

16. Non-English book

Takahashi, N. (1993). *Nurumayuteki keiei no kenkyu* [A study of lukewarm management]. Tokyo: Toyokeizai. (In Japanese)

17. English translation of a journal article

Stutte, H. (1972). Transcultural child psychiatry. *Acta Paedopsychiatrica*, 38(9), 229-231.

18. English translation of a book

Laplace, P. S. (1951). *A philosophical essay on probabilities* (F. W. Truscott & F. L. Emory, Trans.). New York: Dover. (Original work published 1814)

19. Book, no author or editor

Merriam-Webster's collegiate dictionary (10th ed.). (1993). Springfield, MA: Merriam-Webster.

Place the title in the author position

Alphabetize books with no author or editor by the first significant word in the title (Merriam in this case).

In text, use a few words of the title, or the whole title if it is short, in place of an author name in citation: (Merriam-Webster's Collegiate Dictionary, 1993).

20. Personal communications (e-mail)

T. K. Lutes (personal communication, April 18, 2001)

(V. -G. Nguyen, personal communication, September 28, 1998)

Do not include in reference list: Cite in text only.

Give the initials as well as the surname of the communicator, and provide as exact a date as possible.

Citation in Text

1. One work by one author

- a Walker (2000) compared reaction times
- b In a recent study of reaction times (Walker, 2000)

2. One work with multiple authors

- a Nightlinger and Littlewood (1993) demonstrated
- b as has been shown (Jöreskog & Sörbom, 1989)

Spell out "and" in text: abbreviate as "&" in parentheses.

3. When a work has three, four, or five authors

- a Wasserstein, Zappulla, Rosen, Gerstman, and Rock (1994) found (first citation)
- b Wasserstein et al. (1994) found (subsequent citation)
- c Wasserstein et al. found (subsequent citation within a paragraph)

4. Authors with the same surname

- a R. D. Luce (1959) and P. A. Luce (1986) also found
- b J. M. Goldberg and Neff (1961) and M. E. Goldberg and Wurtz (1972) studied

5. Two or more works within the same parentheses

- a Past research (Edeline & Weinberg, 1991, 1993)
- b Past research (Gogel, 1984, 1990, in press)
- c Several studies (Balda, 1980; Kamil, 1988; Pepperberg & Funk, 1990)
- d (Minor, 2001; see also Adams, 1999; Storandt, 1997)

Order the citations of two or more works within the same parentheses in the same order in which they appear in the reference list.

6. Specific parts of a source

- a Cheek and Buss (1981, p. 332)
- b (Cheek & Buss, 1981, pp. 332-334)
- c Shimamura (1989, chap. 3)
- d (Wayner, 2000, p. 64; English translation, p. 104)