

Three-part Style Guide: Part 1...The Guide...Part 2, Sample Reference List...Part 3, Cheat Sheet

This Style Guide supplements *The Publication Manual of the American Psychological Association* (Fourth Edition). Dictionary of record is *Merriam-Webster Collegiate* (10th Edition). *JAAWS* uses U. S. English constructions and spelling.

Order of 10 Elements

Title, author, affiliation, abstract, request for reprints, body of text, acknowledgment, references, tables, and figures.

Presentation: Beginning with title, justify left

Author: John J. Jones

Affiliation *University of Exeter*

Abstract

- 120-180 words maximum
- Active voice only
- No use of first person (I or we)

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Body of text

- Use author-date format for cites
- Bold heads
- Italicize subheads.
- Indicate Table and Figure placement first mention at end of paragraph.
- -----

Table 1 about here

Figure 1 about here

Writing and Speaking of Nonhuman Animals

Use nonhuman animal or animal other than human first mention in both abstract and text and companion animal or animal companion first mention in both abstract and text. Use proper name, when appropriate, for companion or animal other than human. Use animal in the laboratory (zoo or wild) first mention in both abstract and text.

Editorial Guidelines

Parallelism

When a series begins with a particular part of speech, use that part of speech throughout the series. **Example:** The participants were told **to make** themselves comfortable, **to read** the instructions, and **to ask** about anything they did not understand.

Numbers

Express numbers under 10 in words. Express numbers 10 and above, both cardinals and ordinals, in figures. Spell out any number that begins a sentence, title, or heading. Avoid beginning a sentence with a number.

Quotation Marks

Single quotation marks enclose material quoted inside the quotation. Indent quotations of 40 or more words. Use double quotation marks for direct quotations inside the block. Double quotation marks enclose material up to 39 words.

Italics

Italicize titles of books, periodicals, and microfilm publications, foreign phrases, and words that could be misread. Do **not** italicize for emphasis, abbreviations, or foreign phrases common in English.

Lists

For items in a sentence, use lower case letters enclosed in parentheses: (a) (b) (c).

For a vertical list, use Arabic numerals followed by a period and one space. Make sure the lists maintain parallelism.

Cites and References: Cites must be in reference list and references must have a matching text cite.

Text Cites

Last name only of author, followed by comma, year of publication, and page number if any material is a quotation.

- Jones (2005) writes the following:
- The animals in the circus gave their trainers an ultimatum (Jones, 2005).
- The animals in the circus told their trainers they wanted to “go back to the jungle” (Jones, 2005, p. 34).

Personal communications--text only; do not enter in reference list.

- (J. J. Jones, personal communication, November 15, 2005)
- J. J. Jones (personal communication, November 15, 2005)

Multiple authors--cite up to five authors first use, then only first author followed by, & et al. For six or more authors, cite first author and follow with & et al. both initially and thereafter.

References

All references must have matching text cites.

Use Part 2, Sample Reference List, to construct your own Reference List.

APA SAYS...

Active Voice

“Verbs are vigorous, direct communicators. Use the active rather than the passive voice, and select tense and mood carefully” (*APA*, p. 32)

Long Sentences

Although writing only in short, simple sentences produces choppy and boring prose, writing exclusively in long, involved sentences creates difficult, sometimes incomprehensible material. Varied sentence length helps readers maintain interest and comprehension. When involved concepts require long sentences, the components should march along like people in a parade, not dodge about like broken field runners. Direct, declarative sentences with simple, common words are usually best” (*APA*, p. 28)

Misplaced and Dangling Modifiers

Misplaced modifiers, because of their placement in a sentence, ambiguously or illogically modify a word. You can eliminate these by placing an adjective or an adverb as close as possible to the word it modifies.

Unclear

The investigator tested the subjects using this procedure. [The sentence is unclear about whether the investigator or the subjects used this procedure.]

Clear

Using this procedure, the investigator tested the subjects (*APA*, p. 38)

While and Since

Use *while* to link events occurring simultaneously; use *although*, *whereas*, *and*, or *but* in place of *while*.... *Since* is more precise when used to refer only to time (to mean "after that"); otherwise, replace with *because*. (*APA*, pp. 42-43).

JAAWS Reference List

(fictitious references below)

Books

- Granger, H. (2005). *Animals I have known* (Rev. ed.). New York: Scholastic Inc.
- Jones, A. B., & Smith, C. D. (2005). *How to write a style guide: From start to finish*. Washington, DC: Smithsonian Institute.
- Jones, A. B., & Smith, C. D. (2005). Who needs all this style guiding anyway? In E. B. Brown & J. C. Green (Eds.). *Style for the ages* (pp. 125-135). Washington, DC: Smithsonian Institute.
- Merriam-Webster collegiate dictionary* (10th ed.). Springfield, MA: Merriam-Webster.
- Karr, S. (Ed.). (2000). *Dictionary of obsolete print terminology* (2nd ed., Vols. 1-3). Arlington, VA: The Printing Press.
- Manet, A. (1999). *Nonhuman animals and you* (K. Shapiro & M. Randour, Trans.). Hillsdale, NJ: Erlbaum (Original work published 1937).
- Roget, G. (1999). *Votre grenouille a mangé mon déjeuner* (Your frog has eaten my lunch). Paris: Presses de France.
- Shapiro, K. J. (2005). *Rats I have known* (2nd ed.). Washington, DC: Smithsonian Institute.
- Weasley, R. (in press). What next? In B. Buckbeak & C. Crookshanks (Eds.), *Empirical study of magical theories: Vol. 5. Magic tomorrow*. Washington, DC: Magic Press.

Journals

- Lauffer, M. A. (Ed.). 500 workshops are not enough (Special Issue). *Workshops*, 100 (3).
Journal (entire issue)
- Smith, A. B., & Brown, G. (2003a). The search begins. *Everyday Events*, 48, 525-550.
- Smith, A. B., & Brown, G. (2003b). The search continues. *New Every Day*, 45 (2), 10-25.
Journal paginated by issue
- Smith, A. B., & Brown, G. (in press). The search has a happy ending. *Everyday Events*.
- Magazine, Newspaper, Newsletter, Brochure
- Magazine.
- Hagrid, P. (2005, January 5). Following the spiders. *Forests*, 247, 656-670.
Daily Newspaper Article, no author.
- Three cheers for the elephants. (2005, May 21). *The London Times*, p. A12.
- Traveler, R. (2005, June 23). High mountain valleys in West Virginia. *The Charleston Gazette*, pp. A1, A4.
Daily Newspaper Article.
- Weasley, B. (2004, Spring). Dragons in Romania. *Dragon Studies*, 41, 52-59.
- Newsletter
- Smith, R. W. (2005, Winter). Keeping companion animals warm when it's cold. *Care for Companion Animals*, 34, 8-10.

- Give date as it appears on issue.
- Give volume number

Brochure

Research and Training Center for Saving Animals in the Wild. (2002). *Guidelines for writing press releases about individual species* (2nd ed.). [Brochure]. Washington, DC: Author.

- Format references to brochures in same way as those to entire books. In brackets, identify the publication as a brochure.

Doctoral Dissertations and Master's Theses

Gordon, G. F. (2001). Ancestry of the Hopi Indians: Descendants of various groups from north, south, and east over three centuries. *Dissertation Abstracts International*, 52 (01), 428A. (University Microfilms No. AAF87-14245)

- Doctoral Dissertation Abstracts (DA) published and obtained on university microfilm. Beginning with volume 27, DA paginates in two series--A for humanities; B for sciences. Beginning in 1930, DA title is Dissertation Abstracts International (DAI). For Master's Thesis abstracted in Masters Abstracts International and obtained on university microfilm, use format shown; give as publication information the title, volume numbers, page numbers, and the University Microfilms number.

Hensley, E. R. (2003). Mesa homes of the Hopi Indians: Social and religious use of the kivas over 100 years [Pueblo State University, 1990]. *Dissertation Abstracts International* 59, 47562.

- Doctoral Dissertation abstracted in DAI and obtained from the university]. Use same treatment for Master's Thesis.

Jackson, R. W. (2004) *Multilinal clans of the Hopi Indians: Customs and traditions of the Bear and other prominent clans*. Unpublished doctoral dissertation. Pueblo University: Chinle, AZ.

- Doctoral Dissertation unpublished. Use same treatment for unpublished Master's Thesis. Do not give name of state if included in name of university.

Proceedings of Symposia

Published Proceedings

Anderson, P. R. (2004). Educational approaches to working with nonhuman animals in the wild. In R. Simpson (Ed.), *Alaska Symposium on Education: Vol. 22, New perspectives* (pp. 286-403). Juneau: University of Alaska Press.

- Capitalize the name of the symposium, a proper name.

Unpublished contributions to symposium.

Martin, L., Johnson, P., & Oliver, N. (2004, May). Enrichment items introduced at the Tivoli Zoo. In R. E. Winters (Chair). *Reducing traumatic experiences for nonhuman animals housed in urban zoos*. Symposium conducted at the Second International Congress of Zoos, Aalborg, Denmark.

- If month is known, give both it and year.

Internet

Parker, C. T. (2005). Websites and referencing them. In *Web guides*. Retrieved September 5, 2005, from <http://www.webgsnet/citation.htm>

- Internet Guidelines. Author, date published if available; otherwise, n. d. (no date). Title of article; title of web site; retrieved date; from URL. Separate items of citations with periods.

JAAWS

Journal of Applied Animal Welfare Science

JAAWS Cheat Sheet

2005-2006

The *Publication Manual of the American Psychological Association* is the style guide used by JAAWS. For additional style guidance, JAAWS uses *The Chicago Manual of Style*. Dictionary of record is *Merriam-Webster Collegiate Dictionary* (10th ed.). JAAWS uses U. S. English spelling.

Abstract

active voice
third person
180 words maximum

Nonhuman Animals

nonhuman animal initially in abstract and article
companion animal or animal companion initially in abstract and article
nonhuman animal in the laboratory...in the wild...on the farm—first use
personal pronouns for all animals from gnats to humans
(*the dog who...*)
gender specification only if content requires
(*cow=she; bull=he*; however, no use of “it.”)

Text Cites

author/date (Jones, 1999) or Jones (1999)
(*no citing of names of books, articles, or first names of authors*)
first author et al. for six or more authors; however,
up to five authors first use; then, first author et al.
author/date first use in a paragraph, then author only
author in personal communication (last name, first init); date (May 5, 2005)
text cites matched to Reference List entries and vice-versa

Reference List

author/date, alphabetized by author's surname
references matched to text cites and vice-versa
style (JAAWS Reference List samples attached)