***International Journal of Chinese Language Teaching* Style Guide**

Authors preparing manuscripts for submission to *International Journal of Chinese Language Teaching* should follow the following style guide, which is mainly based on APA style (7th edition):

**Language**

* The journal is published in English. Both American and British styles are acceptable, as long as the paper uses one style consistently (i.e., not mixing American and British style in the same paper).
* The paper's English should be free of errors.

**Main Text File**

As papers are double-blind peer reviewed, the main text file should not include any information that might identify the authors. The main text file should be presented in the following order:  
1.Title, author names and affiliations, abstract and keywords  
2. Main text (with Tables and Figures complete with captions and legends)  
3. Acknowledgements (if relevant)

4. Funding (if relevant)

5. Notes (if relevant)

6. Appendices (if relevant)

7. References  
8. Author bio

**Font and font style**

* Title: Times New Roman font, 14 point.
* Body: Times New Roman font, 12 point
* Use italics for emphasis, not bold or underlining

**Title**

* ideally no more than 15 words
* capitalize the first alphabet in each concrete word

**Name and affiliation**

* list all author names and affiliations
* for co-authored papers, identify the corresponding author (s) and provide email (s)

**Abstract**

* no more than 250 words
* written as a single paragraph without indentation of the first line
* contain an informative summary of the main points, including, where relevant, the purpose, methodology (including specific names of scales/tests and types of questionnaire), type of data, special characteristics of subjects used, and conclusions

**Keywords**

* three to five keywords describing the content, each separated by a comma
* only the first alphabet in the first key word should be capitalized

**Section numbers**

* use the decimal system of headings with no more than four levels (e.g. **1.1, 1.1.1, 1.1.1.1**).

**Tables**

* must be referenced and discussed/ interpreted in main text
* Format:

Table 1

*Heading in with Initial Letters in Capitalization, Except for Articles and Short Prepositions*

Table lines: only make visible top, bottom, and heading horizontal lines, no vertical lines, no cell horizontal lines

**Figures**

* include good quality figure image as a separate file in jpg or tiff format.
* must reference figure in main text.
* image must be in good quality.
* caption: under figure itself, centered text.
* format:

Figure 1

*This is a Sample Figure Caption*

**In-text Citations**

Parenthetical citation examples

(Koehler, 2016)

(Koehler, 2016, p. 15)

(see Koehler, 2016, for more detail)

(e.g., falsely balanced news coverage; Koehler, 2016)

When citing multiple works parenthetically, place the citations in alphabetical order, separating them with semicolons:

(Adams et al., 2019; Shumway & Shulman, 2015; Westinghouse, 2017)

If multiple sources are cited within the narrative of a sentence, they can appear in any order:

Suliman (2018), Gutiérrez (2012, 2017), and Medina and Reyes (2019) examined . . .

Translated, Reprinted, Republished, and Reissued Dates

References to translated, reprinted, republished, or reissued works contain two dates in the in-text citation: the year of publication of the original work and the year of publication of the translation, reprint, republication, or reissue. Separate the years with a slash, with the earlier year first:

Freud (1900/1953)  
(Piaget, 1966/2000)

Omitting the Year in Repeated Narrative Citations

In general, include the author and date in every in-text citation. If you need to repeat a citation, repeat the entire citation; do not, for example, include only a page number (the abbreviation “ibid.” is not used in APA Style). The year can be omitted from a citation only when multiple narrative citations to a work appear within a single paragraph.

Number of Authors to Include in In-Text Citations

|  |  |  |
| --- | --- | --- |
| **Author type** | **Parenthetical citation** | **Narrative citation** |
| One author | (Luna, 2020) | Luna (2020) |
| Two authors | (Salas & D’Agostino, 2020) | Salas and D’Agostino (2020) |
| Three or more authors | (Martin et al., 2020) | Martin et al. (2020)  Kapoor, Bloom, Montez, et al. (2017)  Hasan, Liang, Kahn, and Weintraub (2015) |

In tables and figures, use an ampersand between names in both parenthetical and narrative citations.

Short Quotations (Fewer Than 40 Words)

If a quotation consists of fewer than 40 words, treat it as a short quotation:  
Incorporate it into the text and enclose it within double quotation marks.

|  |  |  |
| --- | --- | --- |
| **Correct** | **Incorrect** | **Rationale** |
| Effective teams can be difficult to describe because “high performance along one domain does not translate to high performance along another” (Ervin et al., 2018, p. 470). | Effective teams can be difficult to describe because “high performance along one domain does not translate to high performance along another.” (Ervin et al., 2018, p. 470) | The period marking the end of a sentence should follow the citation, not precede it. |
| “Even smart, educated, emotionally stable adults believe superstitions that they recognize are not rational,” as exemplified by the existence of people who knock on wood for good luck (Risen, 2016, p. 202). | “Even smart, educated, emotionally stable adults believe superstitions that they recognize are not rational (Risen, 2016, p. 202),” as exemplified by the existence of people who knock on wood for good luck. | The citation should be outside the quotation marks, not within them. |
| Biebel et al. (2018) noted that “incorporating the voice of students with psychiatric disabilities into supported education services can increase access, involvement, and retention” (p. 299). | Biebel et al. (2018) noted that “incorporating the voice of students with psychiatric disabilities into supported education services can increase access, involvement, and retention.” (p. 299) | The period marking the end of the sentence should follow the page number, not precede it. |
| “Some people are hilarious, others are painfully unfunny, and most are somewhere in between,” wrote Nusbaum et al. (2017, p. 231) in their exploration of humor. | “Some people are hilarious, others are painfully unfunny, and most are somewhere in between,” (p. 231) wrote Nusbaum et al. (2017) in their exploration of humor. | The page number should be within the same parentheses as the year when the quotation precedes the narrative citation. |
| The item read, “What were the best aspects of the program for you?” (Shayden et al., 2018, p. 304). | The item read, “What were the best aspects of the program for you”? (Shayden et al., 2018, p. 304). | The question mark that ends the quotation should appear within the quotation marks. |
| In 2018, Soto argued that “more similar stimuli, such as those coming from the same modality, produce more configural processing” (p. 598). | In 2018, Soto argued that “more similar stimuli, such as those coming from the same modality, produce more configural processing” (Soto, 2018, p. 598). | It is not necessary to repeat the author and year within parentheses when they already appear in the narrative |

Block Quotations (40 Words or More)

Block quotation with parenthetical citation:

Researchers have studied how people talk to themselves:  
Inner speech is a paradoxical phenomenon. It is an experience that is central to many people’s everyday lives, and yet it presents considerable challenges to any effort to study it scientifically. Nevertheless, a wide range of methodologies and approaches have combined to shed light on  
the subjective experience of inner speech and its cognitive and neural underpinnings. (Alderson-Day & Fernyhough, 2015, p. 957)

Block quotation with narrative citation:

Flores et al. (2018) described how they addressed potential researcher bias when working with an intersectional community of transgender people of color:  
Everyone on the research team belonged to a stigmatized group but also held privileged identities. Throughout the research process, we attended to the ways in which our privileged and oppressed identities may have influenced the research process, findings, and presentation of results. (p. 311)

**Notes**

* do not use footnotes, use endnotes
* in-text reference to endnotes: superscript numbers, not linked field but regular text

**Appendix**

* list appendix with Arabic numbers, like “Appendix 1” “Appendix 2”
* if there is only one appendix, do not use Arabic number 1, just label it “Appendix”.

**References**

**Important points:**

1. Journal article titles and book titles use sentence cases, namely only the first word (and the first word of subtitle) should be capitalized.
2. For book entries, do not include locations for publishers.
3. Provide DOIs for all entries (including journal articles and books) if available. Do not put a period after a DOI or URL because it may interfere with link functionality.

Journal Entry Format

Surname, I. (Year). Title of the article. *Title of Journal*, *volume number* (issue number), page-page. DOI

Entry Format for Books

Surname, I. (Year). *Book title: Subtitle*. Publisher.

Surname, I. (Year). *Title of book*. Publisher. https://doi.org/xxxxx

Entry Format for Book chapters

Surname, I. (Year). Title of chapter. In I. Editor (Ed.), *Title of book* (pp. xx-xx). Publisher.

Entry Format for Edited Books

Surname, I. (Ed.). (Year). *Title of book*. Publisher.

Reference Examples

For journal articles:

Graham, S. (2014). The use of multiple forms of assessment in the service of writing. *Literacy*

*Research & Instruction, 53*(2)*,* 96-100.

McCauley, S. M., & Christiansen, M. H. (2019). Language learning as language use: A cross-linguistic model of child language development. *Psychological Review*, *126*(1), 1–51. https://doi.org/10.1037/rev0000126

Burin, D., Kilteni, K., Rabuffetti, M., Slater, M., & Pia, L. (2019). Body ownership increases the interference between observed and executed movements. *PLOS ONE*, *14*(1), Article e0209899. https://doi.org/10.1371/journal.pone.0209899

Huestegge, S. M., Raettig, T., & Huestegge, L. (2019). Are face-incongruent voices harder to process? Effects of face–voice gender incongruency on basic cognitive information processing. *Experimental Psychology*. Advance online publication. https://doi.org/10.1027/1618-3169/a000440

Pachur, T., & Scheibehenne, B. (in press). Unpacking buyer–seller differences in valuation from experience: A cognitive modeling approach. *Psychonomic Bulletin & Review*.

Journal article, published in another language

Chaves-Morillo, V., Gómez Calero, C., Fernández-Muñoz, J. J., Toledano-Muñoz, A., Fernández-Huete, J., Martínez-Monge, N., Palacios-Ceña, D., & Peñacoba-Puente, C. (2018). La anosmia neurosensorial: Relación entre subtipo, tiempo de reconocimiento y edad [Sensorineural anosmia: Relationship between subtype, recognition time, and age]. *Clínica y Salud*, *28*(3), 155–161. https://doi.org/10.1016/j.clysa.2017.04.002

Xiong, W. (2020). 美国大学生以中文为目的语的海外实习研究 [Research on American college students’ overseas internship using Chinese as the target language]. 国际汉语教学学报[International Journal of Chinese Language Teaching], *1*(2), 1-16. https://doi.org/10.46451/ijclt.2020.09.01

Journal article, republished in translation

Piaget, J. (1970/1972). Intellectual evolution from adolescence to adulthood (J. Bliss & H. Furth, Trans.). *Human Development*, *15*(1), 1–12. https://doi.org/10.1159/000271225

Parenthetical citation: (Piaget, 1970/1972)  
Narrative citation: Piaget (1970/1972)

Special section or special issue in a journal

Lilienfeld, S. O. (Ed.). (2018). Heterodox issues in psychology [Special section]. *Archives of Scientific Psychology*, *6*(1), 51–104.

McDaniel, S. H., Salas, E., & Kazak, A. E. (Eds.). (2018). The science of teamwork [Special issue]. *American Psychologist*, *73*(4).

Magazine article

Bergeson, S. (2019, January 4). Really cool neutral plasmas. *Science*, *363*(6422), 33–34.

Bustillos, M. (2013, March 19). On video games and storytelling: An interview with Tom Bissell. *The New* *Yorker*. <https://www.newyorker.com/books/page-turner/on-videogames-and-storytelling-an-interview-with-tom-bissell>

Newspaper article

Guarino, B. (2017, December 4). How will humanity react to alien life? Psychologists have some predictions. *The Washington Post*. https://www.washingtonpost.com/news/speaking-of-science/wp/2017/12/04/how-will-humanity-react-to-alien-lifepsychologists-have-some-predictions

Editorial

Cuellar, N. G. (2016). Study abroad programs [Editorial]. *Journal of Transcultural Nursing*, *27*(3), 209. https://doi.org/10.1177/1043659616638722

For books

Graham, S., & Harris, K. R. (2005). *Writing better: Teaching writing processes and self-regulation to students with learning problems.* Brookes.

Halliday, M. A. K. (1978). *Language as social semiotic.* Arnold.

Brown, L. S. (2018). *Feminist therapy* (2nd ed.). American Psychological Association. https://doi.org/10.1037/0000092-000

For book chapters

Weinstock, R., Leong, G. B., & Silva, J. A. (2003). Defining forensic psychiatry: Roles and responsibilities. In R. Rosner (Ed.), *Principles and practice of forensic psychiatry* (2nd ed., pp. 7–13). CRC Press.

Balsam, K. F., Martell, C. R., Jones, K. P., & Safren, S. A. (2019). Affirmative cognitive behavior therapy with sexual and gender minority people. In G. Y. Iwamasa & P. A. Hays (Eds.), *Culturally responsive cognitive behavior therapy: Practice and supervision* (2nd ed., pp. 287–314). American Psychological Association. <https://doi.org/10.1037/0000119-012>

Burns, A., & Knox, J. (2005). Realisation(s): Systemic-functional Linguistics and the language classroom. In N. Bartels (Ed.), *Researching applied linguistics in language teacher education (*pp. 235-260). Springer.

Note that the editor's first name initial is listed before the last name.

Burns, A. (2012). Text-based teaching. In A. Burns & J.C. Richards (Eds.), *The Cambridge guide to pedagogy and practice in second language teaching (*pp. 140-148). Cambridge University Press.

Book in another language

Amano, N., & Kondo, H. (2000). *Nihongo no goi tokusei* [Lexical characteristics of Japanese language] (Vol. 7). Sansei-do.

Piaget, J., & Inhelder, B. (1966). *La psychologie de l’enfant* [The psychology of the child]. Quadrige.

Book republished in translation

Piaget, J., & Inhelder, B. (1966/1969). *The psychology of the child* (H. Weaver, Trans.; 2nd ed.). Basic Books.

Parenthetical citation: (Piaget & Inhelder, 1966/1969)  
Narrative citation: Piaget and Inhelder (1966/1969)

Dictionary, thesaurus, or encyclopedia

Merriam-Webster. (n.d.). *Merriam-Webster.com dictionary*. Retrieved May 5, 2019, from https://www.merriamwebster.com/

American Psychological Association. (n.d.). *APA dictionary of psychology*. Retrieved June 14, 2019, from <https://dictionary.apa.org/>

Parenthetical citations: (American Psychological Association, n.d.; Merriam-Webster, n.d.)  
Narrative citations: American Psychological Association (n.d.), Merriam-Webster (n.d.)

Chapter in an edited book in another language

Carcavilla González, N. (2015). Terapia sensorial auditiva: Activación cerebral por medio de la música [Auditory sensory therapy: Brain activation through music]. In J. J. García Meilán (Ed.), *Guía práctica de terapias estimulativas en el Alzhéimer* (pp. 67–86). Editorial Síntesis. https://www.sintesis.com/guias-profesionales-203/guiapractica-de-terapias-estimulativas-en-el-alzheimer-libro-  
1943.html

Chapter in an edited book, republished in translation

Heidegger, M. (1961/2008). On the essence of truth (J. Sallis, Trans.). In D. F. Krell (Ed.), *Basic writings* (pp. 111–138). Harper Perennial Modern Thought.   
Parenthetical citation: (Heidegger, 1961/2008)  
Narrative citation: Heidegger (1961/2008)

Entry in a dictionary, thesaurus, or encyclopedia, with individual author

Graham, G. (2019). Behaviorism. In E. N. Zalta (Ed.), *The Stanford encyclopedia of philosophy* (Summer 2019 ed.). Stanford University. https://plato.stanford.edu/archives/sum2019/entries/behaviori  
sm/

Entry in a dictionary, thesaurus, or encyclopedia, with group author

American Psychological Association. (n.d.). *Positive transference*. In APA dictionary of psychology. Retrieved August 31, 2019, from <https://dictionary.apa.org/positivetransference>

Merriam-Webster. (n.d.). *Self-report*. In Merriam-Webster.com dictionary. Retrieved July 12, 2019, from https://www.merriam-webster.com/dictionary/self-report

Parenthetical citations: (American Psychological Association, n.d.; Merriam-Webster, n.d.)

Narrative citations: American Psychological Association (n.d.) and Merriam-Webster (n.d.)

Report by a government agency or other organization

Australian Government Productivity Commission & New Zealand Productivity Commission. (2012). *Strengthening transTasman economic relations*. <https://www.pc.gov.au/inquiries/completed/australia-newzealand/report/trans-tasman.pdf>

Canada Council for the Arts. (2013). *What we heard: Summary of key findings: 2013 Canada Council’s Inter-Arts Office consultation*. http://publications.gc.ca/collections/collection\_2017/canadac  
ouncil/K23-65-2013-eng.pdf

Parenthetical citations: (Australian Government Productivity Commission & New Zealand Productivity Commission, 2012; Canada Council for the Arts, 2013; National Cancer Institute, 2018)

Narrative citations: Australian Government Productivity Commission and New Zealand Productivity Commission (2012), Canada Council for the Arts (2013), and National  
Cancer Institute (2018)

Paper presentation

Maddox, S., Hurling, J., Stewart, E., & Edwards, A. (2016, March 30–April 2). *If mama ain’t happy, nobody’s happy: The effect of parental depression on mood dysregulation in children* [Paper presentation]. Southeastern Psychological Association 62nd Annual Meeting, New Orleans, LA, United States.

Poster presentation

Pearson, J. (2018, September 27–30). *Fat talk and its effects on state-based body image in women* [Poster presentation]. Australian Psychological Society Congress, Sydney, NSW, Australia. <http://bit.ly/2XGSThP>

Unpublished dissertation or thesis

Harris, L. (2014). *Instructional leadership perceptions and practices of elementary school leaders* [Unpublished doctoral dissertation]. University of Virginia.

Dissertation or thesis from a database

Hollander, M. M. (2017). *Resistance to authority: Methodological innovations and new lessons from the Milgram experiment* (Publication No. 10289373) [Doctoral dissertation, University of Wisconsin–Madison]. ProQuest Dissertations and Theses Global.

Dissertation or thesis published online (not in a database)

Hutcheson, V. H. (2012). *Dealing with dual differences: Social coping strategies of gifted and lesbian, gay, bisexual, transgender, and queer adolescents* [Master’s thesis, The College of William & Mary]. William & Mary Digital Archive.https://digitalarchive.wm.edu/bitstream/handle/10288/16594/  
HutchesonVirginia2012.pdf

Unpublished manuscript

Yoo, J., Miyamoto, Y., Rigotti, A., & Ryff, C. (2016). *Linking positive affect to blood lipids: A cultural perspective* [Unpublished manuscript]. Department of Psychology, University of Wisconsin–Madison.

Manuscript in preparation

O’Shea, M. (2018). *Understanding proactive behavior in the workplace as a function of gender* [Manuscript in preparation]. Department of Management, University of Kansas.

Manuscript submitted for publication

Lippincott, T., & Poindexter, E. K. (2019). *Emotion recognition as a function of facial cues: Implications for practice* [Manuscript submitted for publication]. Department of Psychology, University of Washington.

**Supplementary Information for Reference Entries**

**Format of Author Element**

Use a comma to separate an author’s initials from additional author names, even when there are only two authors; use an ampersand (&) before the final author’s name: Author, A. A., & Author, B. B.

Provide surnames and initials for up to and including 20 authors. When there are two to 20 authors, use an ampersand before the final author’s name: Author, A. A., Author, B. B., & Author, C. C.

Use the abbreviation “(Ed.)” for one editor and the abbreviation “(Eds.)” for multiple editors.

Schulz, O. P. (Ed.).  
Wong, C. T., & Music, K. (Eds.).

**Format of the Date Element**

For unpublished, informally published, or in-progress works, provide the year the work was produced. Do not use “in progress” or “submitted for publication” in the date element of a reference.

If a work has been accepted for publication but is not yet published, use the term “in press” instead of a year. Do not provide a date in the reference until the work has been published

**No Date**

Sometimes the publication date of a work is unknown or cannot be determined. For works with no date, write “n.d.” (which stands for “no date”) in parentheses. Put a period after the “n” and after the “d” with no space between the letters.  
Gagnon, R. (n.d.).

The date also appears as “n.d.” in the corresponding in-text citation.  
(Gagnon, n.d.) or Gagnon (n.d.)

**Article Numbers**

For articles with article numbers (which may be called “eLocators” or another term), write the word “Article” (capitalized) and then provide the article number instead of the page range.

*PLOS ONE*, 11(7), Article e0158474.

If an article with an article number also has numbered pages (such as in a PDF), those page numbers may be used for in-text citations but do not appear in the reference list entry.

**Edited Book Chapter and Reference Work Entry Sources**

For works with editors, in the source element of the reference, write the word “In” followed by the initials and surnames (not inverted) of the editors. If there is one editor, follow that editor’s name with “(Ed.).” If there are two or more editors, follow the final editor’s name with “(Eds.).” Then add a comma, the title of the whole book or reference work in italic sentence case, the page (abbreviated “p.”) or page range (abbreviated “pp.”) of the chapter or entry in parentheses without italics, and a period. Then provide the name of the publisher.

In E. E. Editor (Ed.), Title of book (pp. xx–xx). Publisher.

If the edited book or reference work has edition or volume information in addition to page numbers, include them in the same parentheses in the following order: edition, volume number, and page numbers (separated by commas).

Title of book (2nd ed., Vol. 3, pp. xx–xx).

**Publisher Sources**

Do not include the publisher location in the reference. Online search makes a work easily discoverable without it, and it may be unclear what location to provide for publishers with offices worldwide or online-only publishers that do not readily disclose their location.

The format of publisher names may vary over time and across works (e.g., SAGE Publishing vs. Sage Publications); use the spelling and capitalization of the publisher name as shown on the work you used. It is not necessary to standardize the presentation of a publisher’s name if it appears in multiple entries in a reference list.

If the work is published by an imprint or division, use the imprint or division as the publisher (e.g., Magination Press, which is an imprint of the American Psychological Association, would be used as the publisher). Do not include designations of business structure (e.g., Inc., Ltd., LLC) in the publisher name.

**Use of Punctuation Marks**

**Quotation marks**

* use double quotation marks in quotations
* single quotation marks used only in quotations within quotations.

Bliese et al. (2017) noted that “mobile devices enabled employees in many jobs to work ‘anywhere, anytime’ and stay electronically tethered to work outside formal working hours” (p. 391).

Use double quotation marks around quoted material that appears within a block quotation. (If the original quotation marks were single quotation marks, as in British-style publications, change them to double quotation marks.)

It is also worth considering the need for subjective certainty:  
If a conjecture is just mere guess, one would not expect the same bias to occur, because it might likely come along with the metacognition of “I know I am/was just guessing,” which would counteract retrospectively increased perceptions of foreseeability. (von der Beck & Cress, 2018, p. 97)

**Comma**

Use a comma between elements in a series of three or more items, including before the final item:

Correct: height, width, and depth  
Incorrect: height, width and depth

**Dash**

Do not use a space before or after an em dash. Word processing programs can be set to automatically convert two back-to-back hyphens to an em dash.

Do not insert a space before or after an en dash.

**Square Brackets**

Use square brackets in the following cases:

* to enclose parenthetical material that is already in parentheses

(The results for the control group [n = 8] are also presented in Figure 2.)

* to enclose material inserted in a quotation by someone other than the original author

Schofield et al. (2016) found that “these types of [warm and accepting] parenting behaviors are positively associated with healthy child and adolescent adjustment” (p. 615).

**Capitalization**

Titles of Works and Headings Within Works

APA Style uses two types of capitalization for titles of works and headings within works: title case and sentence case. In title case, major words are capitalized. In sentence case, most words are lowercased. Nouns, verbs (including linking verbs), adjectives, adverbs, pronouns, and all words of four letters or more are considered major words. Short (i.e., three letters or fewer) conjunctions, short prepositions, and all articles are considered minor words.

**Title Case**. In title case, capitalize the following words in a title or heading:

* the first word, even a minor word such as “The”
* the first word of a subtitle, even if it is a minor word
* the first word after a colon, em dash, or end punctuation in a heading, even if it is a minor word
* major words, including the second part of hyphenated major words (e.g., “Self-Report,” not “Self-report”)
* words of four letters or more (e.g., “With,” “Between,” “From”)

**Lowercase** only minor words that are three letters or fewer in a title or heading (except the first word in a title or subtitle or the first word after a colon, em dash, or end punctuation in a heading):

* short conjunctions (e.g., “and,” “as,” “but,” “for,” “if,” “nor,” “or,” “so,” “yet”)
* articles (“a,” “an,” “the”)
* short prepositions (e.g., “as,” “at,” “by,” “for,” “in,” “of,” “off,” “on,” “per,” “to,” “up,” “via”)

**When to Use Title Case**. Use title case for the following:

* titles of articles, books, reports, and other works appearing in text:

In the book Bilingualism Across the Lifespan: Factors Moderating Language Proficiency

In the article “Media Influences on Self-Stigma of Seeking Psychological Services: The Importance of Media Portrayals and Person Perception”

* titles of tests or measures, including subscales

Wechsler Adult Intelligence Scale  
WAIS-IV Verbal Comprehension Index

* table titles, figure titles (these are also italicized)

**Sentence Case**. In sentence case, lowercase most words in the title or heading. Capitalize only the following words:

* the first word of the title or heading
* the first word of a subtitle
* the first word after a colon, em dash, or end punctuation in a heading
* nouns followed by numerals or letters
* proper nouns

**When to Use Sentence Case**. Use sentence case for the following:  
titles of articles, books, reports, webpages, and other works in reference list entries, even if title case was used in the original work

**Use of Italics**

* titles of books, reports, webpages, and other stand-alone works
* titles of periodicals
* letters used as statistical symbols or algebraic variables
* periodical volume numbers in reference lists
* anchors of a scale (but not the associated number): ranged from 1 (*poor*) to 5 (*excellent*)

**Latin Abbreviations**

Use the following standard Latin abbreviations only in parenthetical material; in the narrative, use the translation of the Latin term. In both cases, punctuate as if the abbreviation were spelled out in the language in which you are writing.

|  |  |
| --- | --- |
| cf. | compare |
| e.g., | for example, |

|  |  |
| --- | --- |
| , etc. | , and so forth |
| i.e., | that is, |
| viz., | namely, |
| vs. | versus or against |

Use the Latin abbreviation “et al.” (which means “and others”) in both narrative and parenthetical citations. (The abbreviation “ibid.” is not used in APA Style.)