

ETiC Style Guide

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ETiC Style Guide

This document is intended to be used by authors as a guide when submitting work to ETiC and for copy-editors when editing contributions for publication. Where issues of style are not outlined below, please refer to the APA Manual (6th ed.) for guidance.

Text

- Justified
- Single spaced
- Single space after period at end of sentence (not double)
- Single line space between paragraphs

Indentation

- First line of first paragraph in a section – no indentation
- First line of subsequent paragraphs – 0.19” (5mm) indentation

Fonts (all flush left)

- **Title – Trebuchet MS bold 26**
- **Authors – Calibri bold 12**
- **Headings (no numbering)- Trebuchet MS bold 11**
- *Sub-headings - Trebuchet MS bold italics 10*
- **Body text – Calibri 11**

Figures

- **Figure – Calibri bold 10**
- Title – Calibri 10

For figures, make sure to include the figure number and a title with a caption. These elements appear **below** the visual display. For the figure number, type *Figure X*. Then type the title of the figure in sentence case. The caption should be flush with the figure. All figures should have a border. Figures should also be referred to in-text.

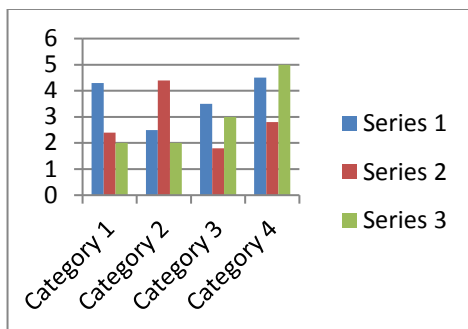


Figure 1. Capitalisation used for first letter of title and proper nouns only in Size 10 Font

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Resolution for images

- 300dpi in CMYK format

Punctuation around quotation marks

- As per APA Manual (6th ed.) p. 92 and <http://blog.apastyle.org/apastyle/2011/08/punctuating-around-quotation-marks.html>

| Punctuation mark | In relation to closing quotation mark, place it... | Example | Notes |
|--|--|---|---|
| Period | Inside | Participants who kept dream diaries described themselves as “introspective” and “thoughtful.” | |
| Comma | Inside | Many dream images were characterized as “raw,” “powerful,” and “evocative.” | |
| Parentheses | Outside | Barris (2010) argued that “dreams express and work with the logic of gaining a sense of and a relation to ourselves, our lives, or our sense of reality as a whole” (p. 4). | See more examples of how to cite direct quotations here . |
| Semi-colon | Outside | At the beginning of the study, participants described their dream recall rate as “low to moderate”; at the end, they described it as “moderate to high.” | |
| Colon | Outside | Participants stated they were “excited to begin”: We controlled for participants' expectations in our study. | |
| Question mark or exclamation point (part of quoted material) | Inside | The Dream Questionnaire items included “How often do you remember your dreams?” and “What do you most often dream about?” We found intriguing results. | When a quotation ending in a question mark or exclamation point ends a sentence, no extra period is needed. |
| Question mark or exclamation point (not part of quoted material) | Outside | How will this study impact participants who stated at the outset, “I never remember my dreams”? We hypothesized their dream recall would increase. | |
| Quotation within a quotation + period or comma | Inside | Some participants were skeptical about the process: “I don’t put any stock in these ‘dream diaries.’” | When multiple quotation marks are used for quotations within quotations, keep the quotation marks together (put periods and commas inside both; put semi-colons, colons, etc., outside both). |

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Capitalisation

- Colons – If the clause following a colon is a complete sentence, it begins with a capital letter.
- Terms – Capitalise the following: *English for Academic Purposes, English Language Teaching, Business English, General English, Academic English* etc.
- Titles – In text: capitalise all major words in titles and headings. For sub-headings, only the first word, the first word after a colon or dash, and proper nouns should be capitalised. Conjunctions, articles, and prepositions are not capitalised.
- Titles – Reference list: For books and articles titles, capitalise only the first word, the first word after a colon or dash, and proper nouns. Do not capitalise the second word of a hyphenated compound. For journal names, all major words are capitalised. Please see pp. 101-102 of the 6th edition for more details.

Names & Titles of People

- Try to standardise names as far as possible. For example, if an author uses the full version of their name (e.g. 'William'), it shouldn't then be abbreviated in another section (e.g. as 'Will'), for example in the bio or Editorial.
- However, eliminating middle names used for authorship may be acceptable in other sections (e.g. William George Smith > William Smith).
- Chinese names should use the western style word order (i.e. given name then family name), unless the author indicates to the contrary, whereupon their wishes take precedence.
- Omit all titles and degrees (e.g. Dr., PhD).
- Always hyphenate 'Xi'an Jiaotong-Liverpool University'.

Names & Titles of Publications

- Capitalise and italicise titles of books in-text

E.g. Smith argues in her book, *History of Pathology*, that...

- Capitalise and place in quotation marks articles and chapters

E.g. The criticism of the article, "Memory in Hearing-Impaired Children", is based on...

Numbers

- Use numerals to express numbers 10 and above and words to express numbers below 10. (APA Manual p. 111)

Acronyms

- Write out abbreviated terms in full with accompanying abbreviation in parenthesis when first used. All subsequent references to the term can use the abbreviated form. E.g. 'Xi'an Jiaotong-Liverpool University (XJTLU)... XJTLU...'

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Spelling

- Use British English spelling conventions as standard (as per <http://oxforddictionaries.com>).
- Spelling conventions for individual articles are at the authors' discretion. However, internal consistency must be maintained (i.e. if American English, always American).

Citations

- As per APA Manual (6th ed.) pp. 169– 179

E.g. 1 – Quote I (p. 171)

Interpreting these results, Robbins et al. (2003) suggested that the "therapists in dropout cases may have inadvertently validated parental negativity about the adolescent without adequately responding to the adolescent's needs or concerns" (p. 541), contributing to an overall Climate of negativity.

E.g. 2 – Quote II (p. 171)

Confusing this issue is the overlapping nature of roles in palliative care, whereby "medical needs are met by those in the medical disciplines; nonmedical needs may be addressed by anyone on the team" (Csikai & Chaitin, 2006, p. 112).

E.g. 3 – Secondary reference (p. 178)

Allport's diary (as cited in Nicholson, 2003).

E.g. 4 – Block quotation (p. 92)

If the quotation has more than 20 words (ETiC differs from APA here, as they stipulate the use of block quotes at 40 words), use a block quotation. Begin the quotation on a new line and indent a half-inch from the left margin. Double-space the entire quotation, and at the end of the quotation, provide citation information after the final punctuation mark.

John Nicholson (1820) anticipated this effect when discussion farming methods in the nineteenth century:

Perhaps it would be well, if some institution were devised, and supported at the expense of the State, which would be so organized as would tend most effectually to produce a due degree of emulation among Farmers, by rewards and honorary distinctions conferred by those who, by their successful experimental efforts and improvements, should render themselves duly entitled to them. (p. 92)

- Note 1: the APA Manual (6th ed.) encourages including page numbers wherever possible when paraphrasing (p. 171).
- Note 2: for multiple authors (three or more) give all of the authors' names for the first entry and then 'First Author et al.' for subsequent entries (see p. 176).
- Note 3: use double quotation marks (") for quotations and single quotation marks (') for quotes within quotes.
- Note 4: place all punctuation outside of quotation marks, unless part of quote.

E.g. **Incorrect:** Smith (2008) stated that "accuracy of citations is essential." (p. 104)

Correct: Smith (2008) stated that "accuracy of citations is essential" (p. 104).

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Referencing

As per APA Manual (6th ed.).

E.g. 1 – Journal article (p. 198)

Herbst-Damm, K. L., & Kulik, J. A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology, 24*, 225-229. doi:10.1037/0278-6133.24.2.225

E.g. 2 – Online magazine article (p. 200)

Clay, R. (2008, June). Science vs. ideology: Psychologists fight back about the misuse of research. *Monitor on Psychology, 39*(6). Retrieved from <http://www.apa.org/monitor/>

E.g. 3 – Book (p. 203)

Shotton, M. A. (1989). *Computer addiction? A study of computer dependency*. London, England: Taylor & Francis.

E.g. 4 – Chapter from a book (p. 204)

Haybron, D. M. (2008). Philosophy and the science of subjective well-being. In M. Eid & R. J. Larsen (Eds.), *The science of subjective well-being* (pp. 17–43). New York, NY: Guilford Press.

E.g. 5 – Conference paper (adapted from p. 207)

Liu, S. (2005, May). *Defending against business crises with the help of intelligent agent based early warning solutions*. Paper presented at the Seventh International Conference on Enterprise Information Systems, Miami, FL. Retrieved from http://www.iceis.org/iceis2005/abstracts_2005.htm

Hyperlinks (URLs)

As ETiC is a journal which is available in print and online format, hyperlinks provided in the reference list should be active. Since text that is [blue and underlined](#) can be distracting in printed form, links should be formatted in the following way: black with no underline. Thus, when a mouse is hovered over the link by online users, they will be able to proceed to the document location.

E.g.

UNESCO (United Nations Educational, Scientific and Cultural Organization) (2013). *Global flow of tertiary-level students*. Retrieved 4 October, 2014 from <http://www.uis.unesco.org/Education/Pages/international-student-flow-viz.aspx>

Digital Object Identifiers (DOIs)

(as per the OWL: <https://owl.english.purdue.edu/owl/resource/560/10/>)

Submitting authors should include DOIs in the reference list if they are available. Because online materials can potentially change URLs, APA recommends providing a Digital Object Identifier (DOI), when it is available, as opposed to the URL. DOIs are an attempt to provide stable, long-lasting links for online articles. They are unique to their documents and consist of a long alphanumeric code. Many-but not all-publishers will provide an article's DOI on the first page of the document.

The DOI should be included at the end of the reference. Please note there are two possible ways for listing the DOI. For further details, refer to the examples on the following page.

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E.g.

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal*, volume number, page range.
doi:0000000/000000000000 or <http://dx.doi.org/10.0000/0000>

Brownlie, D. (2007). Toward effective poster presentations: An annotated bibliography. *European Journal of Marketing*, 41, 1245-1283. doi:10.1108/03090560710821161

Wooldridge, M.B., & Shapka, J. (2012). Playing with technology: Mother-toddler interaction scores lower during play with electronic toys. *Journal of Applied Developmental Psychology*, 33(5), 211-218.
<http://dx.doi.org/10.1016/j.appdev.2012.05.005>

Further information available at: <http://www.doi.org/hb.html>

NB. **Crossref** is a website which can be used to locate DOI information. It is quite common for a paper to have a DOI, but not list it with the publishing information.

<https://search.crossref.org/>