

Pennsylvania Psychologist Author's Checklist

Thank you for writing an article for the Pennsylvania Psychologist! To assist with the details, we have put together the following checklist:

Length & Deadline

- ☐ Articles are to be about 1,000 words excluding title, author, citations, and CE questions. Excessively long articles will be returned to the author(s) for shortening.
- ☐ Additional materials, such as videos, historical documents, and related research, which exceed the length limitation, can be cited in the text and included on a separate page, which is then listed as an appendix after the references.
- ☐ The deadline is three months before each quarterly issue. (i.e., September 1 for the Spring issue; March 1 for Summer issue; June 1 for Fall issue; December 1 for Winter issue) Authors are encouraged to submit articles early, allowing time for any potential revision requests.

Format

- ☐ Articles can be submitted as a Microsoft Word document.
- ☐ The title should be bold, 14-point, centered, Times New Roman. Titles should convey an idea and should be, in essence, a short sentence.
- ☐ Centered under the title should be the author's name (without the word "by"), bold, 12-point. Include your degree and e-mail address as desired.
- ☐ The rest of the text should all be 12-point Times New Roman with appropriate line spacing from your word processor.
- ☐ The body should feature paragraphs with the first line indented, and the Reference section should use hanging indents for the second and additional lines.
- ☐ You agree that the Editor (with members of the Publications Committee) may make minor changes to punctuation, simple corrections, etc.

Spelling, Punctuation, Grammar & Usage

- ☐ Use spell and grammar checkers. Confirm the correct spelling of words like people's names that spellcheckers might miss.
- ☐ Use "website," "e-mail," "listserv," and "internet" rather than other forms.
- ☐ Authors sometimes capitalize too many words; capitalize only proper nouns and the first word of a sentence.
- ☐ Use only a single space after sentences, colons, etc. If the manuscript already has double-spaces, use "Find and replace" to replace them.
- ☐ Periods, commas, and other punctuation go inside terminal quotation marks.
- ☐ Use gender-neutral terminology ("staffed" for "manned," "chair" or "chairperson" for "chairman," etc.) Often, making nouns plural allows plural pronouns, such as "them" instead of "him or her."
- ☐ Use the terms "psychology," "psychological," and "psychologists" when referring

specifically to the activities of psychologists. Prefer “physician” and “psychologist” to “doctor” as appropriate.

References

☐ Make sure you have cited appropriate material both within the text and in the references list. Make sure you have references for all in-text citations.

☐ Use as few as zero, and as many as five or six references. Prefer publications in the last decade unless historical.

☐ Use APA 7 style for references and citations.

TIP: Follow the reference format in prior Pennsylvania Psychologist issues or in APA journals or books, or find free formatting help online by keying “APA reference” into your search engine. One useful tool is www.citationmachine.net.

☐ Do not use tabs and spaces to format references; use the Hanging Indent feature (in Word: Format/Paragraph/ Indentation) to create the hanging indent.

☐ Do not underline titles of books or journals; italicize them. Here are a few samples to get you started:

Book reference:

Author, Initials. (Year). *Book title*. New York: Publisher.

Journal reference:

Author, Initials. (Year). Article title. *Journal*, vol., pages.

Web reference:

Author, Initials. (Year). *Name of article/posting*. Publisher. DOI and/or HTTP link.

Notes:

☐ Offer the full URL of that web page, not just the home or landing page of the website. Include the DOI if available. If the source is likely to change or be updated, use “retrieved (date) from (URL).”

☐ Make the internet citation a live link. It will usually appear in blue and underlined when the link is functioning.

☐ Indicate how you may have relied on an AI like Perplexity or Claude, etc. Because this is a developing area of use by psychologists, compose a statement that reflects your use for research, organization, and summarization, word and grammar choices, punctuation, etc.

Finishing up:

☐ Compose two multiple-choice CE questions, indicating the correct answer. Ideal questions are those that are challenging, but whose answer is clear. The reader should have had to read the article before being able to answer correctly.

☐ Unless we already have it, submit a headshot photo of yourself to be included in the publication alongside your article. Digital is fine, and the higher the resolution/pixels, the better.

☐ Send your articles to: publications@papsy.org

Can others reprint your article?

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1. Articles are reprinted in their entirety;
2. Both the author(s) and the Pennsylvania Psychological Association are credited;
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Any exceptions to this, including requests to excerpt or paraphrase documents, must be presented in writing to PPA's Executive Director, Ann Marie Frakes, and will be considered on a case-by-case basis in consultation with you, the author. Permission for exceptions will be given on a one-time-only basis and must be sought for each additional use of the document.

That's it! Thank you again for authoring an article for PPA!