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 run up to ~1,000 words. Longer articles must be edited down.
- ❑ The deadline is three months prior for each quarterly issue. (i.e., December 1 for March issue; March 1 for June issue; June 1 for September issue; September 1 for December issue) All authors, especially first-time contributors, are encouraged to get articles in early, to give time for any potential revision requests.

Format
- ❑ The body should feature paragraphs with the first line indented, and the Reference section should feature hanging indents.
- ❑ The title should be bold, 14-point, centered. 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. (Sometimes readers want to email authors with comments or questions)
- ❑ The text should all be 12-point Times New Roman.

Spelling, Punctuation, Grammar & Usage
- ❑ Use spell and grammar checkers.
- ❑ Confirm correct spelling of words, like people's names, that spellcheckers might miss.
- ❑ Use "website," "e-mail," "listserv" and "Internet" rather than other forms.
- ❑ Many authors capitalize far too many words; capitalize only proper nouns and the first word of a sentence.
- ❑ Use only a single space after sentences, colons, etc. If it is already double-spaced use "find and replace" to replace them.
- ❑ Periods, commas, and other punctuation go inside quote 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.

References
- ❑ Use APA style for references and citations. *Pennsylvania Psychologist* authors use as few as zero, and as many as five or six references. 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.
- ❑ Please do not use tabs and spaces to format the references; use the Hanging Indent feature (in Word: Format/Paragraph/ Indentation) to create the hanging indent.
- ❑ Make sure you have cited appropriate material both within the text and in the references list. Make sure you have references for all citations.
- ❑ Do not underline titles of books or journals; *italicize* them. Here are a few samples to get you started:

    ### Book reference:
    Smith, J. (2007). *Book title.* New York, NY: Guilford.

    ### Journal reference:
    Smith, J. (2007). Article title. *Journal*, *vol*., pages.

    ### Web reference:
    Smith, J. (2007). *Name of article/posting.* Retrieved from Centers for Disease Control website: http://www.cdc.gov/ (note: use the full url of that web page, not just the home page of the website)

Finishing up:
- ❑ Compose two true/false or multiple-choice CE questions, indicating the correct answer. Ideal questions are those which are challenging, but clear. The reader should have to read the article before being able to answer correctly, but the reader should not have to consult three colleagues, a cryptologist, and an astrologer.
- ❑ Submit a headshot photo of yourself to be included in the publication alongside your article. Digital is okay. The higher the megapixels, the better.
- ❑ Send articles to: Helena Tuleya-Payne at publications@papsy.org

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