

CONTENTS

10 Reference Examples	313
Author Variations	314
Date Variations	315
List of Tables and Figures	ix
Editorial Staff and Contributors	xiii
Acknowledgments	xv
Introduction	xvii

1 Scholarly Writing and Publishing Principles 3

Types of Articles and Papers	4
ETHICAL, LEGAL, AND PROFESSIONAL STANDARDS IN PUBLISHING	11
Ensuring the Accuracy of Scientific Findings	11
Protecting the Rights and Welfare of Research Participants and Subjects	21
Protecting Intellectual Property Rights	24

2 Paper Elements and Format 29

Required Elements	29
Paper Elements	30
Format	43
Organization	47
SAMPLE PAPERS	50

3 Journal Article Reporting Standards 71

Overview of Reporting Standards	72
Common Reporting Standards Across Research Designs	73
Reporting Standards for Quantitative Research	77
Reporting Standards for Qualitative Research	93
Reporting Standards for Mixed Methods Research	105

4 Writing Style and Grammar

111

EFFECTIVE SCHOLARLY WRITING 111

Continuity and Flow 111

Conciseness and Clarity 113

GRAMMAR AND USAGE 117

Verbs 117

Pronouns 120

Sentence Construction 123

Strategies to Improve Your Writing 125

5 Bias-Free Language Guidelines

131

General Guidelines for Reducing Bias 132

Reducing Bias by Topic 135

6 Mechanics of Style

153

Punctuation 153

Spelling 161

Capitalization 165

Italics 170

Abbreviations 172

Numbers 178

Statistical and Mathematical Copy 181

Presentation of Equations 188

Lists 189

7 Tables and Figures

195

General Guidelines for Tables and Figures 195

Tables 199

SAMPLE TABLES 210

Figures 225

SAMPLE FIGURES 234

8 Works Credited in the Text

253

General Guidelines for Citation 253

Works Requiring Special Approaches to Citation 259

In-Text Citations 261

Paraphrases and Quotations 269

9 Reference List

281

- Reference Categories 281
- Principles of Reference List Entries 283

REFERENCE ELEMENTS 285

- Author 285
- Date 289
- Title 291
- Source 293
- Reference Variations 301
- Reference List Format and Order 303

10 Reference Examples

313

- Author Variations 314
- Date Variations 315
- Title Variations 315
- Source Variations 316
- Textual Works 316
- Data Sets, Software, and Tests 337
- Audiovisual Media 341
- Online Media 348

11 Legal References

355

- General Guidelines for Legal References 355
- Legal Reference Examples 357

12 Publication Process

371

- Preparing for Publication 371
- Understanding the Editorial Publication Process 376
- Manuscript Preparation 381
- Copyright and Permission Guidelines 384
- During and After Publication 390

Credits for Adapted Tables, Figures, and Papers 397

References 401

Index 407