IJPE House Style Guide

An important note to authors: Do NOT attempt to use a published version of an IJPE article as your guide. Do not attempt to apply any formatting you see in published articles. What we need from you differs greatly from what a finished article looks like. If you have an issue that is NOT covered by this style guide, simply do your best.

Formatting / Style

Your article must be submitted in MS Word or rich text format.

Title

- 12 pt Arial, title case (**do not** capitalize entire words)

Author Name(s)

- List all authors by Firstname Lastname (Institution/Affiliation) directly under the title of the article. Authors may use their preferred form of their name (leading initial, middle name included, etc.). The IJPE table of contents lists authors by initial(s) + last name: J. Doe

Typeface Conventions for Main Text

- Font: Minion Pro or Times New Roman, 11 point
- Spacing

Situation	Rule
Text	Single space text within paragraphs; do not double space.
Sentences	Separate sentences with only one space (not two).
Paragraphs	Indicate a new paragraph by leaving one blank line (double spacing); **do not** indent paragraphs.
Page	Text should be in a single column.

Typeface Conventions for Headings

Situation	Rule
Main heading font	Bold, Arial, 12 point
Subheading font	Bold, Minion Pro or Times New Roman, 11 point
Capitalization in main headings and subheadings	Capitalize the first letters of all words except prepositions, articles, and coordinate conjunctions with fewer than four letters (Toward not toward, With not with)

Use of Bolding

- Bold

  a. Titles   b. Headings   c. Subheadings

- Bold labels for graphic elements such as Table 1, Table 2, but **do not** bold their titles. (See the section on graphics.)

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Use of Italics

Situation	Rule	Example
References to titles in text	Italicize titles of books and periodicals.	Galvani's astonishing discoveries inspired *Frankenstein*, Mary Shelley's 1818 novel.
Words referred to as words	Italicize words that are referred to as words.	The word *summative* has been used to describe a decision-making process.
Terms that are defined	Terms that are introduced and defined should be italicized in the sentence that offers the definition.	When students are presented with an *impossible problem*, that is, a problem that is beyond their current ability to solve, …
Words requiring emphasis	Do not use italics to add emphasis to particular words. Italics may be used in cases where emphasis might otherwise be lost or the material might be misread.	"Whereas creative self-efficacy typically focuses on confidence beliefs *prior to* engaging in creative endeavors, perceived creative credit focuses on the beliefs developed *after* engaging in creative tasks" (Ng & Yam, 2019, p. 1146).
Words that are italicized in direct quotations	When quoting from another text that uses italics in a way that does not conform to IJPE style convention, keep the italics as in the original source.	Peter Senge states, "These might just as well be called the *leadership disciplines* as the learning disciplines."
Words in a foreign language (**not** appearing in an English dictionary)	Use italics for the first use of words, phrases, or abbreviations from another language when readers may not be familiar with them	Their favorite term of endearment was *mon petit chou*.

Long Quotations (block quotes)

Place direct quotations that are 40 words or longer in a free-standing block text lines and omit quotation marks. The parenthetical citation should come after the closing punctuation mark. If the author appears in a signal phrase, the year, in parentheses, should follow the author's name and the page number should appear after the block quote as (p. 30)

Pronouns

Point of View	Usage	Example
Third person	IJPE uses gender neutral pronouns when referring to individuals except in the cases where that individual has requested differently; do not use "he/she" or "he or she."	it, they When they saw the classroom, they knew it was where… The confused student said they were unsure if…
Third person impersonal	*One,* when used as a pronoun, is considered formal and can be difficult for readers to parse. Consider using "an individual" if formality is to be retained.	One needs to provide food for oneself and one's family. The individual needs to provide food for themselves and their family.
	Generally, use of "you" is preferable.	You need to provide food for yourself and family.

Point of View	Usage	Example
Second person	1. Allowed in direct quotations	you, your
	2. Allowed in direct instructions such as steps in a methodology	List the new important terms and vocabulary required to complete the activity.
First person	Limit to	I, me, we
	1. Examples from the author's own experience	We now understand that the body-brain connection governs behavior.
	2. Direct quotations	It is preferable to say, "…the author's perspective…" rather than, "…my perspective…"
	3. Editorial we—use sparingly	

Acronyms

Situation	Rule	Example
An acronym is used for the first time	The first time you use an acronym, spell out the words it references, and put the acronym in parentheses.	The Learning Process Methodology (LPM) is a guide for learners who wish to improve their efficiency. . . .
An acronym is used for the first time, but the acronym is better known than the words it stands for	The first time the acronym is used, write the acronym, followed by the spelled-out version between parentheses.	References listed in the *Faculty Guidebook* are written following APA (American Psychological Association) style conventions.

Capitalization

Situation	Rule	Example
Article titles, headings, and subheadings	Capitalize the first letter of each word except prepositions, articles, and coordinate conjunctions that are three letters or less. Always capitalize the first and last words of a title.	**Elements of a Plan** **Using a Plan** *Creating a Facilitation Plan* *The World Is Flat*
Outlines, tables and lists	Capitalize the first letter of the first word in each item of an outline, table, or list, even if that word begins a phrase that is not a true sentence.	See the previous examples on lists
References to figures and tables	Capitalize the words *figure* and *table* when they refer to figures/ tables in the article.	Figure 1, Table 2
The words *step* and *principle*	Capitalize the words *step* and *principle* when they are used to refer to steps in a methodology or principles in a theory.	Step 1, Step 2 Principle 1, Principle 2
Concepts that include proper nouns	When concepts are named after persons, capitalize the name of the person, but not the rest of the concept.	Bloom's taxonomy Avogadro's hypothesis Newton's first law
Concepts or terms that are unique to Process Education	Capitalize concepts or terms that are unique to Process Education	Classification of Learning Skills Learning Process Methodology

Verbs: Passive Voice

While a scholarly style sounds more objective, it also invites more passive verb constructions. **Active voice is more forceful and reader-friendly, so when possible, recast sentences into active voice.**

Passive voice: Texts should be bought online by each student.

Active voice: Students should buy their texts online.

Lists, Bullets, and Numbering

You are encouraged to use lists and tables to break up text and to make it easier for readers to skim and review.

Often items in lists are discussed or expanded upon in the text of an article and used as subheadings. In such cases, make sure that the phrasing of each list item matches that of the corresponding heading (subject-verb agreement).

The third bullet in the example at right is incorrect, as it does not grammatically agree with the introduction, "Educators who use assessment". Each bullet point must form a complete and grammatical sentence with the introduction: "Educators who use assessment focus on improvement.")

Example:

Educators who use assessment

- Focus on improvement
- Teach their students to self-assess
- Assessing themselves

Situation	Rule	Example
A list embedded in a sentence	Do not use numerals or letters to indicate sequential items in a sentence.	**Do not do this:** Phrenology was wildly popular…despite (a) its enormous methodological deficiencies, (b) its arbitrary selection of primary characteristics, and (c) its unscientific assumptions and conclusions.
Displayed sequential lists	Use numbers, followed by a period.	1. Every learner can learn to learn better, regardless of current level of achievement; one's potential is not limited by current ability. 2. Although everyone requires help with learning at times, the goal is to become a capable, self-sufficient, lifelong learner.
Displayed non-sequential lists	Use bullets. Do NOT add a comma or period to the end of a bulleted item. The ONLY exception is if the bullet contains more than one complete sentence. In that case, use a period after each complete sentence within that bullet.	• Broadening the diversity of learners served (Rosser, 2000) • Restructuring dialogue in the classroom (Johnson, Johnson, & Smith, 1998) **Do not do this:** • founded on performance-based theory, • united with the belief in growth, and
Steps in a methodology	When you indicate steps in a methodology, capitalize the word *step*.	Step 1, Step 2, Step 3

Punctuating Lists, Outlines, and Text in Charts

The first letter of the first word in a list item or cell item in a chart is capitalized.

Many lists are introduced by sentences, clauses, or sentence fragments.

If the list is introduced by a clause that is a true sentence (having a subject and a predicate), punctuate it with a colon.

Example:

Here are some attributes of well-written learning outcomes:
- They are clear
- They are unambiguous
- They describe outcomes that can be objectively measured
- Levels of quality can be ranked using a rubric

In most cases, it is acceptable to place a colon after a word or short phrase that introduces the list. However, if the list is introduced with a phrase that is written as the beginning of a sentence and is completed by the listed items, do not end that phrase with a colon; omit any punctuation.

Example

Helpful tips for teaching are
- Specific
- Clear
- Free from ambiguity

Punctuation

Use of Commas and Parentheses

Situation	Rule	Example
Items in a series within a sentence	When items are listed within a sentence, place a comma after every item and before the final "and" or "or." (To be technical, we do use the Oxford or serial comma.)	Do this: "animals, vegetables, and minerals," **Not this:** "animals, vegetables and minerals,"
Parenthetical phrases	It at all possible, try to avoid using parentheses to set off parenthetical phrases. Use commas, or try to rewrite the sentence.	**Do not do this:** "Figure 2 represents the interdependence between problem complexity (ranging from simple skill exercises to challenging research) and problem context." Instead, replace the parentheses with commas. More and more, institutions are looking at clarifying faculty performance using Boyer's model of scholarship as a basis (Boyer, 1997).

Situation	Rule	Example
Punctuation after parentheses	When enclosing material within parentheses, remember that the final period of the sentence should be placed after the closing parentheses, even when the material enclosed constitutes a true sentence.	Even though she tied her hair back prior to the experiment (she adhered to the stated lab safety rules) she singed her bangs on the flame from the Bunsen burner.

Apostrophes

Use apostrophes to show possession. Do not use apostrophes to form plurals of numbers or letters:

Do this: Trends identified in the 1980s have had an increasingly apparent impact.

Do not do this: Trends identified in the 1980's have had an increasingly apparent impact.

Contractions and Hyphens

- **Do not** (over) use contractions.

- Hyphens

Situation	Rule	Example
Nouns used as adjectival phrases	Hyphenate nouns used as adjectival phrases (words which when used together describe another noun).	problem-solving exercise
Words that act together as a single noun	Hyphenate words that act together as a single noun.	ways to encourage student buy-in

When a hyphenated term is capitalized, capitalize the first letter of both (or all) of the words: Self-Growth Paper (**not** Self-growth Paper).

Grammar / Terminology

Vocabulary

- Glossary: Before you submit your article, review the glossary in the current *Faculty Guidebook* to make sure that your use of terms complies with general usage in Process Education. For example, in Process Education the words *evaluate* and *assess* have very particular meanings.

- Words or terms that are unique to education or that are potentially new to some readers: Italicize the term in the sentence where it is first used and defined. **Do not** italicize subsequent references to the term within an article.

Example

First reference: Bandura uses the term *self-regulation* to refer to the individual's cognitive control of his or her behavior.

Later: Self-regulation occurs in the planning, performance, and assessment phases of a process (Zimmerman, 2002).

Alphabetized List of Word Spelling and Usage

Spelling and usage can seem arbitrary and dictionaries sometimes disagree. Editors should refer to this list and add to it to ensure uniformity.

busywork, not busy work

catalog, not catalogue

consensus One gains consensus or reaches consensus: one does not "use" consensus

email (not e-mail)

ensure / insure / assure: these do not mean the same thing; be sure you use the correct term

inquire, inquiry, not enquire,

e.g., means *for example*, (*exempli gratia*) and is expressed with a comma after it (e.g.,)*

embedded, not imbedded

et al., not et. al. (means *and others*)

i.e., *that is*

interpersonal, not inter-personal

learning college, not Learning College

learning cycle, not Learning Cycle

long-term

metacognition, not meta-cognition

metacognitive, not meta-cognitive

multiple-choice tests

oftentimes

online

oversimplification

preestablished, not pre-established

preschool, not pre-school

process-oriented

self-growth

toolkit, not tool kit

toward, not towards

true-or-false test, not true/false test

underprepared, not under-prepared

workforce, not work-force

well-being, not wellbeing

* Use of **"e.g."** should be kept to a minimum. It is not considered professional to use it in sentences other than parenthetically. It is much better to use "such as" or "for example."

Graphics

- You are strongly encouraged to use graphics

- Make sure your graphic is not copyrighted by anyone else or that you have permission to use a graphic under copyright. That permission must be submitted with your article.

- Graphics that you create will be published in color online ONLY. In print, they will be grayscale. **Do NOT** use colors for coding and be sure that colors you do use will still be distinctive when displayed in grayscale.

- If you are able to create your own graphic elements, save them in a scalable vector format (svg or eps) if possible. If not, the graphics must be at least 300dpi and either jpg or png format.

- If you have an idea for a graphic but don't know how to create it, reach out and ask

- Refer to all tables as *tables* and to all graphs, pictures, or drawings as *figures*. Capitalize the word *Table* or *Figure*, assign a number to it, and give it a title. Use Arial font, size 10 and the following format: **Table 1** Table Title (2 spaces between the table number and title, with Table/Figure and its number in bold and the table/figure title not bold). Table/figure titles should use title case.

  Example: **Figure 3** A Concept Map Showing Related Learning Skills

- Tables and figures in an article MUST be referenced in the text of the article. When you do so, **do not** refer to page numbers or "the previous/following page" or "above/below".

  Cite as follows within or at the end of a sentence:

Table 4 shows five methods of testing.   or   Smith suggests five methods of testing (Table 4).

In-Text Citations

Do not use footnotes or end notes.

Your submission must be flat (i.e., have no active internal linking, headers/footers, footnotes, etc.).

Include page numbers in in-text citations when you're quoting directly.

Never cite search engine results or results of searches on sites such as Amazon.com, as data gathered this way should not be used in scholarly articles. Find the primary source and then access and cite it.

A Work by One Author

Research by Lastname (2010) indicates that…

The pertinent research indicates that…. (Lastname, 2010).

Lastname (2010) commented that "……" (p. 10).

A Work by Two Authors

Name both authors in the signal phrase or in parentheses each time you cite the work. Use the word "and" between the authors' names within the text and use the ampersand in parentheses.

Research by LastnameA and LastnameB (1994) supports...

(LastnameA & LastnameB, 1994)

A Work by Three or More Authors

List only the first author's name followed by "et al." in every citation, even the first, unless doing so would create ambiguity between different sources.

(Lastname et al., 1993)

Lastname et al. (1993) suggest...

In *et al., et* should not be followed by a period. Only "al" should be followed by a period.

If you're citing multiple works with similar groups of authors, and the shortened "et al" citation form of each source would be the same, you'll need to avoid ambiguity by writing out more names.

LastnameA, LastnameB, LastnameC, LastnameD, and Kim (2020)

LastnameA, LastnameB, LastnameE, LastnameF, and LastnameG (2020)

Would be cited in-text as follows to avoid ambiguity:

(LastnameA, LastnameB, LastnameC, et al., 2020)

(LastnameA, LastnameB, LastnameE, et al., 2020)

Since et al. is plural, it should always be a substitute for more than one name. In the case that et al. would stand in for just one author, write the author's name instead.

Unknown Author

If the work does not have an author, cite the source by its title in the signal phrase or use the first word or two in the parentheses. Titles of books and reports are italicized; titles of articles, chapters, and web pages are in quotation marks. IJPE style calls for capitalizing important words in titles when they are written in the text (but not when they are written in reference lists).

> A similar study was done of students learning to format research papers ("Using Citations," 2001).

Note: In the rare case that "Anonymous" is used for the author, treat it as the author's name (Anonymous, 2001). In the reference list, use the name Anonymous as the author.

Organization as an Author

If the author is an organization or a government agency, mention the organization in the signal phrase or in the parenthetical citation the first time you cite the source, just as you would an individual person.

> According to the Organization Name (2000),...

If the organization has a *well-known abbreviation*, you may include the abbreviation in brackets the first time the source is cited and then use only the abbreviation in later citations.

> First citation: (Organization Name [ON], 2000)
>
> Second citation: (ON, 2000)

Two or More Works in the Same Parentheses

When your parenthetical citation includes two or more works, order them the same way they appear in the reference list (viz., alphabetically), separated by a semi-colon.

> (LastnameA, 2002; LastnameB, 1983)

If you cite multiple works by the same author in the same parenthetical citation, give the author's name only once and follow with dates. No date citations go first, then years, then in-press citations.

> (Lastname, n.d., 1995, 2002, in press)

Authors with the Same Last Name

To prevent confusion, use first initials with the last names.

> (E. Lastname, 2001; L. Lastname, 1998)

Two or More Works by the Same Author in the Same Year

If you have two sources by the same author in the same year, use lower-case letters (a, b, c) with the year to order the entries in the reference list. Use the lower-case letters with the year in the in-text citation.

> Research by Lastname (1981a) revealed strong correlations. However, a parallel study (Lastname, 1981b) resulted in inconclusive findings.

Introductions, Prefaces, Forewords, and Afterwords

When citing an Introduction, Preface, Foreword, or Afterword in-text, cite the appropriate author and year as usual.

> (Lastname1 & Lastname2, 1992)

Personal Communication

For interviews, letters, e-mails, and other person-to-person communication, cite the communicator's name, the fact that it was personal communication, and the date of the communication. Do not include personal communication in the reference list.

> (E. Lastname, personal communication, January 4, 2001).

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Citing Indirect Sources

Primary sources (original sources) are vastly preferable to secondary sources (works that report on original sources). If you must use and cite a source that was cited in another source, name the original source in your signal phrase. List the secondary source in your reference list and include the secondary source in the parentheses. If you know the year of the original source, include it in the citation.

Lastname argued that... (as cited in Doe, 2003).

(Lastname, 1985, as cited in Doe, 2003).

Electronic Sources

Cite an electronic document by using the author-date style. If citing a direct quote and there is no page number, use some other way to help the reader locate the passage. Examples include "para. 7" (paragraph 7), "sec. 4" (section 4), and "author's note 2."

Lastname (2000) explained...

Generative AI Content

When you cite AI-generated content using APA style, you should treat that content as the output of an algorithm, with the author of the content being the company or organization that created the model. For example, when citing ChatGPT, the author would be OpenAI, the company that created ChatGPT.

(OpenAI, 2023)

Unknown Author and Unknown Date

If no author or date is given, use the title in your signal phrase or the first word or two of the title in the parentheses and use the abbreviation "n.d." (for "no date").

Another study of students and research decisions discovered that students succeeded with tutoring ("Tutoring and APA," n.d.).

References

Important points:

- When you have a reference to an IJPE article, you must include the URL for that reference, even if you used a print version of the journal. You may find all IJPE issues online at www.ijpe.online (never end a URL with a period).
- Provide DOIs over URLs whenever possible
- Note that in all cases of consecutive initials (for names), there is a space between them: A. B. Smith
- Three to 20 Authors: List by last names and initials; commas separate author names, while the last author name is preceded again by ampersand
- More than 20 Authors: List by last names and initials; commas separate author names. After the first 19 authors' names, use an ellipsis in place of the remaining author names. Then, end with the final author's name (do not place an ampersand before it). There should be no more than twenty names in the citation in total.
- Any reference source that is not in English should have a translation of the title provided:

    Author, A. A. (Year of publication). *Title of work not in English. [Title in English]*. Publisher Name.

Articles

In a Print Journal

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical, volume number*(issue number), pages.

Horton, J. (2015). Identifying at-risk factors that affect college student success. *International Journal of Process Education, 7*(1): 83-102. Available at http://www.ijpe.online/2015/risk.pdf

In an Electronic Journal

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical, volume number*(issue number), pages. https://www.domain.com

From an Online Periodical with DOI Assigned

Lastname, F. M., & Lastname, F. M. (Year). Title of article. *Title of Periodical, Vol.*(Issue), page numbers. DOI

From an Online Periodical with no DOI Assigned

Lastname, F. M., & Lastname, F. M. (Year). Title of article. *Title of Periodical, Vol.*(Issue), page numbers. URL

in a Magazine   Author, A. A. (Year). Title of article. *Title of Magazine, volume number*(issue number), pages.

in a Newspaper   Author, A. A. (Year, Month). Title of article. *Title of Newspaper*, pages.

Books

Basic Format

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Publisher Name.

Edited, No Author

Editor, E. E. (Ed.). (Year of publication). *Title of work: Capital letter also for subtitle*. Publisher.

Edited with an Author or Authors

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle* (E. Editor, Ed.). Publisher.

A Translation

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle* (T. Translator, Trans.). Publisher. (Original work published YEAR)

When citing republished work, give both dates: Name (Original work published year/republication year).

Edition Other Than the First

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle* (# edition). Publisher.

Article or Chapter in an Edited Book

Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In E. E. Editor & F. F. Editor (Eds.), *Title of work: Capital letter also for subtitle* (pp. pages of chapter). Publisher.

Leise, C., & Beyerlein, S. W. (2007). Learning process through the use of methodologies. In S. W. Beyerlein, C. Holmes, & D. K. Apple (Eds.), *Faculty guidebook: A comprehensive tool for improving faculty performance* (4th ed.). Lisle, IL: Pacific Crest.

Multivolume Work

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle* (Vol. #). Publisher.

Entry in a Dictionary, Thesaurus, or Encyclopedia with a Group Author

Institution or organization name. (Year). Title of entry. In *Title of reference work* (edition, page numbers). Publisher name.

Entry in a Dictionary, Thesaurus, or Encyclopedia with an Individual Author

Lastname, F. M. (Year). Title of entry. In F. M. Lastname (ed.), *Title of reference work* (edition, page numbers). Publisher.

Conference Sources

Proceedings

Lastname, F. M., & Lastname, F. M. (Eds.). (Year). *Title of Proceedings*. Publisher. URL (if applicable)

Presentation Without an Online Source

Contributor, A. A., Contributor, B. B., Contributor, C. C., & Contributor, D. D. (Year, Month Day). Title of contribution [Description of contribution]. Title of Symposium/Conference, Location.

Proceedings Presentation With Online Source

Contributor, A. A., Contributor, B. B., Contributor, C. C., & Contributor, D. D. (Year, Month Day). Title of contribution [Description of contribution]. Title of Symposium/Conference, Location. URL

Proceedings Individual Presentation in a Larger Symposium/Panel

Contributor, A. A., Contributor, B. B., Contributor, C. C., & Contributor, D. D. (Year, Month Day). Title of contribution. In E. E. Chairperson & F. F. Chairperson (Chairs), Title of larger symposium/panel [Description of symposium/panel] Title of symposium/conference, Location. URL if available

Dissertation / Thesis

Abstract

Lastname, F. M. (Year). Title of dissertation. *Dissertation Abstracts International*, Vol., Page.

Published

Lastname, F. M. (Year). *Title of dissertation/thesis* (Publication No.) [Doctoral dissertation/Master's thesis, Name of Institution Awarding the Degree]. Database or Archive Name.

Note: If the dissertation or thesis is not published in a database, include the URL of the site where the document is located.

Unpublished

Lastname, F. M. (Year). *Title of dissertation/thesis* [Unpublished doctoral dissertation/master's thesis]. Name of Institution Awarding the Degree.

Webpage or Piece of Online Content

If the page names an individual author, cite their name first:

Lastname, F. M. (Year, Month Date). *Title of page*. Site name. URL

If the resource was written by a group or organization, use the name of the group/organization as the author. Additionally, if the author and site name are the same, omit the site name from the citation.

Group name. (Year, Month Date). *Title of page*. Site name. URL

If the page's author is not listed, start with the title instead. Additionally, include a retrieval date when the page's content is likely to change over time (like, for instance, if you're citing a wiki that is publicly edited).

Title of page. (Year, Month Date). Site name. Retrieved Month Date, Year, from URL

If the date of publication is not listed, use the abbreviation (n.d.).

Author or Group name. (n.d.). *Title of page*. Site name (if applicable). URL

News Article

If the source does come from a site with an associated newspaper, leave the title of the article unformatted, but italicize the title of the newspaper.

Lastname, F. M. (Year, Month Date). Title of article. *Title of Publication*. URL

On the other hand, if the source doesn't come from a site with an associated newspaper, italicize the title of the article, but leave the name of the site unformatted.

Lastname, F. M. (Year, Month Date). *Title of article*. Name of publishing website. URL

Electronic or Kindle Books

Only distinguish between the eBook or audiobook and the print version if the content is different or abridged.

Lastname, F. M. (Year). *Title of book*. Publisher. URL

Lastname, F. M. (Year). *Title of book* [eBook edition]. Publisher. URL

Dissertation/Thesis from a Database

Lastname, F. M. (Year). *Title of dissertation or thesis* (Publication No.) [Doctoral dissertation or master's thesis, Name of Institution Awarding Degree]. Database Name.

Entry in an Online Dictionary, Thesaurus, or Encyclopedia with a Group Author

Note: An online dictionary, thesaurus, or encyclopedia may be continuously updated and therefore not include a publication date (like in the example below). If that's the case, use "n.d." for the date and include the retrieval date in the citation.

Institution or organization name. (Year). Title of entry. In *Title of reference work*. URL

Entry in a Dictionary, Thesaurus, or Encyclopedia with an Individual Author

Lastname, F. M. (Year). Title of entry. In F. M. Lastname (ed.), *Title of reference work* (edition). Publisher. URL or DOI

Note: If the dictionary, thesaurus, or encyclopedia does not include an edition, simply skip that step.

Data Sets

Lastname, F. M. or Name of Group (Year). *Title of dataset* (Version No.) [Data set]. Publisher. DOI or URL

AI Generated Content

Author. (Date). Name of tool (Version of tool) [Large language model]. URL

OpenAI. (2024). ChatGPT (Mar 14 version) [Large language model]. https://chat.openai.com/chat

Forum or Discussion Posting

Lastname, F. M. or Name of Group [username]. (Year, Month Date). *Title of post* [Online forum post]. Publisher. URL

Blog Post

Lastname, F. M. (Year, Month Date). Title of post. *Publisher*. URL

Report

By a Government Agency or Other Organization

Organization Name. (Year). *Title of report*. URL

By Individual Authors at Government Agency or Other Organization

Lastname, F. M., & Lastname, F. M. (Year). *Title of report*. Organization Name. URL

Statute

Federal or State

Name of Act, Public Law No. (Year). URL

When in doubt about formatting a reference or for any situation not covered here, use the most current APA style.

Pre-Submission/Finalization Checklist

Look at the **References** list.

- Are references listed in alphabetical order?
- Are all references in the **References** list cited somewhere in the text or in a figure or table?

Check for information omitted from the references. Common omissions include

- Failure to include subtitles (Main title: Subtitle)
- Failure to include all authors and/or editors
- Failure to include authors' initials
- Failure to include the year
- Failure to include the publisher
- Failure to include the edition number (if applicable)
- Failure to include DOI (preferred) or URL if available
- Failure to include the URL for any reference to an article from the IJPE

Check for formatting errors in the references. Common types of errors include

- Book titles not in sentence case (initial capital letter then lowercase lettters)
- Article titles not in sentence case (initial capital letter then lowercase lettters)
- Book titles not italicized
- Journal titles not italicized

Check in-text citations for accuracy and completeness.

- Do all references cited also appear in the **References** list?
- Is the year included? Does it match the year listed in the **References** list?
- Does only the first author's name appear followed by *et al.,*?
- Are there any references to outside sources in the **Abstract** section? If so, move them to the body or eliminate them.

Do all my figures and tables have names that follow the style guidelines and are they all referred to in the text?

Have I been consistent in capitalizing titles, subtitles, and information in tables?

Have I been consistent in the type(s) of hyphens and/or dashes I use?

Have I ensured that I have not embedded lists within paragraphs?

Is my submission single-spaced (line spacing), with a blank line between paragraphs? Have I ensured that my paragraphs are not indented?

Have I ensured that there are no active internal or external links in my article?