

## ASA Magazine Style

The ASA generally follows AP and Chicago styles for its magazines. However, some rules fall outside these guidelines, which is why the ASA developed the following “house” style.

You don’t necessarily have to edit for these style points—we will do that for you—but a quick scan will familiarize you with our editing process.

### ABBREVIATIONS

CV, not C.V.

PhD, MA, and BA, not Ph.D., M.A., and B.A.

U.S. when used as an adjective, not US. When used as a noun, United States should be spelled out (e.g., The U.S. Congress is the legislative branch of the United States.)

Washington, DC, not D.C.

The ASA, not ASA

Virginia, not VA, in text. Exceptions are when the state is listed with a mailing address, in front of a ZIP code.

Spell out names of organizations at first mention (e.g., National Science Foundation). Use the abbreviation exclusively thereafter. There is no need to place the acronym in parentheses after the full name—if the acronym is not obvious, use the full name.

Avoid the use of etc.; when used, set off by commas (e.g., The firm manufactured nuts, bolts, nails, wire, etc., at its plant on the river.).

1990s, not 1990’s

Do not include *http://* in a web address if the URL begins with *www*.

%, not percent (always use the symbol in scientific or statistical literature)

### CAPITALIZATION

Proper nouns in their entirety may be capitalized (e.g., ASA Section on Statistics and the Environment), not the Section.

Professional titles are capitalized only when placed before a proper name (e.g., a professor emeritus, but Professor Emeritus Joe Phillip).

Meetings are capitalized when referring to a specific meeting (e.g., spring meetings, but Joint Statistical Meetings or ENAR Spring Meeting).

Six Sigma, not six sigma, Six sigma, or 6 sigma

## CITATIONS

Citations are NOT included in text. The name of a book or article should be worked into the text.

INCORRECT: After consulting a book about tulips (Nirala, 2005), I found some...

CORRECT: After consulting *The Idiot's Guide to Tulips*, I found some...

A list of references may follow the article, if necessary, although this is discouraged.

## COLON

The most frequent use of a colon is at the end of a sentence to introduce lists, tabulations, texts, etc. Capitalize the first word after the colon only if it is a proper noun or begins a complete sentence.

Do not use a colon when there is no break in grammatical construction.

INCORRECT: The beneficiaries are: Fred, George, and Jane.

CORRECT: The beneficiaries are the following: Fred, George, and Jane. OR The beneficiaries are Fred, George, and Jane.

## COMMA

Use a serial comma.

INCORRECT: Jane, George and John were promoted.

CORRECT: Jane, George, and John were promoted.

## DATES

Dates should be written as May 8-22, 2002, not May 8th through May 22nd, 2002.

## EM DASH

**Abrupt change:** Use dashes to mark an abrupt change in thought or an emphatic pause (e.g., We will fly to Paris in June—if I get a raise. Smith offered a plan—it was unprecedented—to raise revenues.)

**Series within a phrase:** If the words in a series must be separated by commas, set the phrase off with dashes (e.g., He listed the qualities—intelligence, humor, conservatism, independence—that he liked in an executive.)

## EN DASH

Between numbers: JSM will take place August 7-11. Exception: Use a regular dash between digits in a phone number.

Two-word compound adjective: science project-based assignment

## HYPHENATION

Use hyphens to avoid ambiguity or to form a single idea from two or more words. Use hyphens in compound modifiers when they precede a noun. Exceptions: the adverb *very* and all adverbs ending in *-ly*.

**Suspensive Hyphenation:** He received a 10- to 20-year sentence.

email, not e-mail or E-mail. Email is only capitalized if it occurs at the beginning of a sentence or at the beginning of a phrase meant to stand alone.

meta-analysis

policymaker, not policy-maker

decisionmaker, not decision-maker

problemsolver, not problem-solver

President-elect is always hyphenated (capitalized only before a name, and elect is never capitalized).

Close prefixes (e.g., nongovernmental, semiparametric, nonlinear).

African American when a noun (e.g., The African American was the winner); African-American when an adjective (e.g., The African-American boy was the winner).

## ITALICS

*t*-test

*p*-value

*n*

Italics, rather than bolding, should be used (sparingly) to add emphasis to words within text.

## NUMBERS

Words: one through nine

Numerals: 10 and above

Spell out numbers that begin a sentence

## PARENTHESES AND BRACKETS

Parentheses, not commas, should enclose e.g. or i.e. statements

Brackets should enclose words inserted into quoted text by the editor for clarity.

## QUOTATIONS

Use for titles of magazine, journal, or newspaper articles and columns; conferences; musical works; photographs; poems; television or radio episodes; and unpublished materials.

Always place quotation marks *after* periods and commas. Question marks, exclamation points, dashes, colons, and semicolons always fall outside quotation marks, unless they are part of the quoted material. Alternate single (') and double (") quotation marks for quotes within quotes:

"I do not object," he said, "to the tenor of the report."

Have you seen "Phantom of the Opera"?

She said, "I quote from his letter, 'I agree with Kipling that "the female of the species is more deadly than the male," but the phenomenon is not an unchangeable law of nature,' a remark he did not explain."

Nicknames and unfamiliar terms appear in quotation marks upon first reference only; subsequent references do not need quotes:

Dwight D. "Ike" Eisenhower

Broadcast frequencies are measured in "kilohertz."

Single quotes surround familiar words used in an unfamiliar or sarcastic way (e.g., The 'title' of his book is *The Apple Never Falls Far from the Tree*, but we all know that's not really a title.).

## REFERENCE CITATIONS

**Book:** Smith, J. and Jones, D.A. (2005). *Full Title of the Book*. Place: Publisher Name.

**Journal:** Smith, J.; Jones, D.A.; and Doe, F. (2005). "Full title of the article." *Full Title of the Journal*, 1(2):5-10.

## SEMICOLON

In general, use a semicolon for separations in thought that are too strong for a comma, but not strong enough for a period (e.g., The phrase that follows the semicolon should be able to stand on its own as a separate sentence; the choice to link the phrases is an editorial judgment.).

Avoid using conjunctions after semicolons, unless there is extensive punctuation in the sentence.

Use semicolons to separate lists when individual segments contain commas (e.g., Other committee members were Brenda G. Cox, Mathematica Inc.; John Hewett, University of Missouri-Columbia; Bill Jenkins, U.S. Centers for Disease Control and Prevention; and Jessica M. Utts, University of California, Irvine.).

### **SPACES**

One space *only* between sentences and after colons

### **SPELLING**

modeling, not modelling

analyze, not analyse

indexes, not indices

web site, not Web site or website

onsite, not on site or on-site

### **TIME**

6 p.m.

8:45 a.m.

6 a.m. to 7 p.m.

6:15 a.m. to 7:00 p.m.

6-7 a.m.

Midnight and noon are lower-cased and stand alone; never 12 noon or 12 midnight.

Avoid redundancy: Monday at 6 p.m., not Monday evening at 6 p.m.

### **TITLES**

Titles of dissertations, theses, manuscripts in collections, lectures and papers read at meetings, and photocopies of typescripts are set in roman type and initial caps enclosed in quotation marks (e.g., "The Miracle of Metamorphosis").

Journal titles and their acronyms, as well as book titles, are italicized (e.g., *Journal of the American Statistical Association (JASA)*).

Titled, not entitled.

Always place titles in title case (The 2005 Joint Statistical Meetings Take Place in August.)

Prepositions are lower case

When the word "to" is part of an infinitive verb (e.g., He Wants *To Explore* the Mountains), it should be capitalized.

Use single quotes in titles and headings

## JSM Lexicon

invited session

regular contributed session/poster

contributed session/poster

topic-contributed session/poster

late-breaking session

[none of the above should be capitalized unless they appear in headings or titles]

2004 Joint Statistical Meetings...BUT...JSM 2004

member

nonmember

Career Placement Service

Continuing Education courses

Computer Technology Workshops

Proceedings CD (not ProCDings)

onsite/online

audiovisual (AV)

keyword (Keyword in headings)