NOTES TO AUTHORS:
1. Please scan your files for viruses before submitting them to *JPAE*.
2. The *JPAE Instructions for Contributors* include detailed information on the journal’s graphics requirements. Please review it carefully before submitting all figures, tables, and photos.

Notes from Editor in Chief or Editorial Assistant

- Materials will receive a moderate edit.
- Each set of authors needs to sign off on copyedits.
- Your abstract should contain a maximum of 150 words.
- In your manuscript, please include a list of no more than 4 keywords. They will appear below the abstract of your article.
- Every author needs to provide a one-paragraph biographic sketch, preferably located at the end of the paper. Note: Please include all bios at the same time you submit the accepted version for copyedit.
- Authors should not use the Citations & Bibliography tool in their Word files, or anything else, like EndNotes (these tools may cause problems at the design stage). In general, please avoid using macros in your files.
- Authors should follow American Psychological Association style regarding text citations, references, and hyphenation. Our copy editor checks for this and uses the reference sources listed in “General Style Notes” (see next section).
- Footnotes should not be linked to text—they will be listed as endnotes at the end of the article.

General Style Notes

- **References**—*APA Style* (6th ed.), *Webster’s Collegiate* (11th ed.). In cases of variant spellings, *Webster’s* preferred spellings are used.
- **Word List**—This list, which is included near the end of this style sheet, contains *JPAE* preferred spellings and capitalization of terms that regularly appear in the journal. We recommend that authors refer to it when preparing their papers.
- **Abbreviations**—The Word List is preceded by a list of standard abbreviations found in *JPAE* issues.
- Letters, words, and phrases referred to per se—set italic.
• *That* is the defining, or restrictive pronoun, *which* the nondefining, or nonrestrictive. The lawn mower that is broken is in the garage. (Tells which one.) The lawn mower, which is broken, is in the garage. (Adds a fact about the only mower in question.)

• When referring to other parts of your article, avoid using the words *above* and *below.*
  
  **Preferred:** We discuss these issues in the next section. We discussed those problems above. **Not preferred:** We discuss these issues in the section below. We discussed those problems above.

• Use American spelling of words such as *forward, toward, upward, among* (not *forwards, towards, upwards, or amongst*).

• **Contractions**—Avoid using contractions except in quoted material.

• **Colons**—Capitalize text following a colon if what follows is a complete sentence. Otherwise, lowercase text after the colon.

• Redefine acronyms every chapter, unless really too redundant.

• **It’s best to avoid using the word with to fasten extra thoughts to a sentence.**
  
  Example: Complexity has become a significant bottleneck in computing, *with* designers finding that their machines are encrusted with powerful computational routines that are rarely used. Prominent stylists (including Follett and Lovinger) have identified this writing habit as “imprecise and amateurish” and have said that it can also be viewed as “facile and evasive.” Even though you'll see it in the popular press, it is considered ungrammatical and is discouraged in formal writing.

• **Split Infinitives Are Ok In English.** Even the most conservative mavens (Fowler, Safire) agree.

• **It’s Ok to End a Sentence in an Auxiliary or a Preposition.** Awkwardness bugs our clients more than does anything else.

• **Extracts** of fewer than 40 words should be incorporated into text paragraphs; 40 words or more should be set as displayed block text and not enclosed in quotation marks.

• **URLs are set in roman font** and not enclosed in angle brackets; they do *not* include protocol (http, telnet, ftp, etc.): *www.mhhe.com/anspaugh8e*

• **In footnotes or endnotes,** numbers should not be superscript. They are superscript in run of text, though.

**Journal-Specific Style Notes**

• **Use percent symbol (%)** throughout text, rather than spelling out *percent* (APA Style). To show a range of percentages: 20 to 25%

• Do not use a hyphen after adverbs; e.g., *moderately intense; vigorously intense; tightly packed.*

• No quotes are needed for terms that follow *so-called.*

• Use Latin abbreviations such as *i.e., e.g., etc.* only in parentheses.

• When not in parentheses, replace “etc.” with “and so on,” “and so forth,” or “and the like.”

• In biographical sketches and in run of text, job titles are lowercase unless they are used immediately before a person’s name: Joe Smith is professor of political science at . . ; *but* Professor Joe Smith suggests . . .
When authors cite course materials that aren’t generally available to readers, add this statement to the References entry: (Document on file with the author.)

Formatting Text

Minimize the Use of Formatting. Your Word document will eventually be used when laid out for press. The less formatting used in your document, the better.

Headers
All Headers Should be Formatted in Bold Type.
H1: Use **bold** text. It should be all normally capitalized text (**A Proper H1 Headline Would be Capitalized Like This**), then converted to **ALL CAPS** using the Font window in the Format Menu. Please do NOT use the caps lock key to make all capital letters. Start a new paragraph after the header.

H2: Use **bold** text. Start a new paragraph after the header.

H3: Use **bold italic** text. End H3 with a period. No new paragraph after the header.

Example of properly formatted Word text:

**HEADER 1 TEXT HERE**
**Header 2 Text Here**
**Header 3 Text Here.** Sed aliquet risus a tortor. Integer id quam. Morbi mi. Quisque nisl felis, venenatis tristique, dignissim in, ultrices sit amet, augue. Proin sodales libero eget ante. Nulla quam. Aenean laoreet..

Capitalization
Headings follow APA Style for capitalization—all words of 4 or more letters are initial caps, no matter what part of speech. This style is checked during copyedit, and any inconsistencies are corrected during the proofread.

Running heads are formatted as shown here. They are added during the copyedit and are author-approved before they go to the designer. Short titles (no longer than 50 characters + spaces) will be used for running heads; copyeditor will suggest a short title to authors during the copyedit.

**Even page:** Author initials and names in roman (use ampersand): M. H. Ginn & A. Hammond (should not exceed 50 characters + spaces; when it does, use et al. (e.g., M. H. Ginn et al.).

**Odd page (except first page of each article):** Short title for article, set caps/lc in italics (should not exceed 50 characters + spaces; the author is asked to approve the short title during copyedit).
Figures and Tables
In-text references to figures and tables: Figure 1, Figure 2, etc.; Table 1, Table 2, etc.

Source Notes—The following format can be used for source notes for both figures and tables.


Source. Chang and Tuckman (1994). [[Use this style if the work is included in the references for that paper.]]

JPAE Format for Figure number/title (place title above the figure):
Figure 1.
Rotterdam Public Administration Evening Program Curriculum

JPAE Format for Table or Box number/title (place title above the table):
Table 1.
Suggested Learning Objectives and Activities

Box 1.
Traditional and Classic Readings About Leadership Assigned

JPAE Format for Appendix designation/title: This is a change to make appendix headings consistent with the new style for H1 and H2 headings.

APPENDIX A
Community Interview Guide

Numbers
Spell out all numbers less than 10; use numerals for 10 and above (with exceptions per APA 3.43–3.44).
Use numbers for measures of time: 3 o’clock; 3 minutes; 3 days; 3 years
one in three; 1 in 10; 10 to 1; 3 out of 14
Use comma in four-digit numbers: 1,500
Exceptions: degrees of temperature (3071 °F),
acoustic frequency (2000 Hz).
1.8 million; $270 billion
one third of the class; three-fourths majority; a half, a quarter, etc. (In run of text, spell out fractions—not 1/3, 1/4, 1/2, etc. Mixed fractions use case fractions: 2½, not 2-1/3)
Use percent symbol (%) throughout text, rather than spelling out percent (APA Style).
To show a range of percentages: 20 to 25% Another example: 8% out of 25%
Exception: Spell out the number + percent at the beginning of a sentence—Ten percent of the students were absent that day.
Variables—set italic: X and Y
21st century
1900s, 1980s
a 12–0 verdict [en dash]
14th Amendment
20-year sentence
p values: $p < .01$—note that the p is italic, and there’s no leading zero in the decimal.
1:1 ratio
15 to 20 g of fiber
325 mg (n); 325-mg (a)
April 12, 1984; 1950–1952; 1700s; mid-1920s; ’90s; A.D. 1500, 35,000 B.C. (small caps);
7:00 a.m., 8:30 p.m.
first grade, first-grader (n); first-grade (a) … 10th grade, 10th-grader (n); 10th-grade (a)

Capitalization

- For capitalization in titles and headings, follow APA 3.13: Capitalize all words of 4 letters or more.
- Capitalize in-text references to book parts as shown: Part 2, Chapter 2, Section 2.1, subsection 2.1.1; also, the Introduction, the Appendix, the Preface.
- Capitalize specific names of courses: Policy Analysis and Design course; Administrative Law course; Criminal Procedure course.
- Capitalize semester names: Fall 2005; Spring 2009
- Use lowercase for names of fields: administrative law, constitutional law, public affairs, social policy, etc.
- Use lowercase for job titles: the president, the general counsel, the attorney general. Lowercase all job titles unless used immediately before a person’s name; also lowercase when person’s name is set off by commas. Correct: The executive director, Sam Peters, attended the event. Also correct: Executive Director Sam Peters attended the event.
- Use italics rather than bold or full caps for standard emphasis.

Punctuation and Font

- End punctuation follows the style of surrounding text: the words static, velocity, and drag.
- Use italics (not bold or full caps) for simple emphasis.
- Words used as words are italics; their meanings are roman, in quotes. The word happiness is defined as “a state of well-being and contentment.” The same is true for letters: High-achieving students received an A.
- List headings for numbered and bulleted lists are italics and have ending punctuation (usually a period but sometimes are in the form of a question).
- Motion picture titles are italics (e.g., The Milagro Beanfield War).
- Series comma: red, white, and blue
- –s’s for possessive: e.g., Hayes’s
- In Chapter 3, … (comma after short introductory phrases)
- Delete the ellipsis when used at the beginning of quoted material.
- No hyphen in African American, Asian American, Native American, etc.
• Lists within sentences (a) are lettered; (b) can end with semicolons; (c) should have three or more elements.

• En dashes instead of hyphens should be used between words in running text only as a last resort—usually to bridge an open compound (e.g., post–World War II)—and even then it’s probably fair to assume that most readers will see a hyphen. Correct use: parent–teacher relationship; incorrect use: parent–teacher relationship.

• No space around em and en dashes. Exceptions: (1) In number ranges—a 12–0 verdict; (2) When used to mean “to”—the north–south traffic.

Abbreviations and Acronyms

• The abbreviation or acronym does not take quotation marks. Example: The Administrative Procedure Act (APA) provides…

• Terms are spelled out on first occurrence in a chapter. Well-known abbreviations are not spelled out (e.g., CEO, IRS). Avoid using abbreviations in text headings.

24-7 (twenty-four hours, seven days a week)  
9/11 (September 11, 2001)  
AA (Associate in Arts); associate program aka (also known as)  
ADA (Americans with Disabilities Act)  
APPAM (Association for Public Policy Analysis and Management)  
APSA (American Political Science Association)  
ARPs (Applied Research Projects)  
ASPA (American Society for Public Administration)  
BA (Bachelor of Arts); baccalaureate degree (n); baccalaureate-level (a); baccalaureate program (n)  
BPA (Bachelor of Public Administration)  
BS in PP (Bachelor of Science in Public Policy)  
CBA (cost-benefit analysis)  
CBL (community-based learning)  
CIEE (Council on International Educational Exchange)  
CIES (Council for International Exchange of Scholars)  
CGEPA (Committee on Graduate Education for Public Administration)  
CMS (course management system)  
CMT (critical management theory)  
CoP (Community of Practice)  
COPRA (Commission on Peer Review and Accreditation)  
CPS (Current Population Survey)  
DLE (digital learning ecology)  
DLC (digital learning communities)  
DHS (Department of Homeland Security)  
DPEA (Division of Public and Environmental Affairs)  
EAPAA (European Association for Public Administration Accreditation)  
EMBA (Executive MBA)  
EMPA (Executive MPA)  
ECQs (Executive Core Qualifications)  
FEI (Federal Executive Institute)  
FEIAA (Federal Executive Institute Alumni Association)  
FEMA (Federal Emergency Management Agency)  
FFP (Future Faculty Preparation)  
FRO (Foundation Resource Outline)  
FSB (J. William Fulbright Foreign Scholarship Board)  
GAO (U.S. Government Accountability Office)  
GIS (geographic information systems)  
GPA (grade point average)  
GSA (U.S. General Services Administration)  
HCIC (Health Careers Institute Collaboration)  
HCP (Health Careers Partnership)  
HERI (Higher Education Research Institute)  
HRC (Human Rights Campaign)  
IASIA (International Association of Schools and Institutes of Administration)  
IBPS (Interest-Based Problem Solving)  
IIE (Institute of International Education)
Word List

This list contains *JPAE* preferred spellings and capitalizations of terms that regularly appear in the journal. Please refer to it and the standard references (listed in “General Style Notes”) when preparing your paper.

Key:

- a = adjective before noun
- pa = adjective after noun
- v = verb (vt = transitive verb)
- n = noun
- adv = adverb
- conj = conjunction
- pl = plural
- prep = preposition

Note: A list of software product names, websites, etc. follows this word list.

-A-
- action learning (n); action-learning (a)
- active learning (n, a)
- ad hoc—set roman
- African American, Anglo American (n, a)
- after-school, after-tax (a)
- agreed-upon (a); agreed upon (pa)
- à la (prep)
- al-Qaeda (n)
- among (prep)—not amongst

**ANTI**: generally not hyphenated—
- antidiscrimination, antigrowth
- BUT: anti-immigration, anti-inflation

anytime (adv)
- a priori—set roman
- argument-challenge (a)
- at-risk (a)
- attitude-based, knowledge-based, skills-based, etc. (a)
- at will (pa)
- author-editor (n)
- award-winning (a)
- axial coding (n, a)

-B-
- baby boomer (not capitalized, because it’s such a distinctive term)
- backdrop
- backup (n, a); back up (v)
- bad faith (n); bad-faith (a)
- bailed-out (a)
- bailout (n); bail out (v)
- baseline (n, a)
- bedrock (a, n)
- benchmarking (n, v)
- benefited
- best-laid (a)
- best practice (n, a)
- between-meeting (a)
- betweenness (n)
- bidirectional (a)
- big picture (n); big-picture (a)
- Bill of Rights
- biophysical (a)
- bird’s-eye view (n); bird’s-eye-view (a)
- black (n. referring to ethnic group; also white)
- blackballed (v)
- blog-based (a)
- blogosphere
- Bloom’s Revised Taxonomy; the revised taxonomy (n)
- blue collar (n); blue-collar (a)
- board of directors
- book-length (a)
- bottom-up (a)
- boundary crossing (n); boundary-crossing (a)
- boundary spanning (n); boundary-spanning (a)
- brainstorming (v)
- brand-new (a)
- breach of contract claim
- breakdown (n); break down (v)
- break-even (a); break even (v)
- buyer-seller relationship
- buy-in (n, a)
- buzzword
bylaw

-C-
call to arms (n)
campus-community (a)
campus-wide (adv)
Canadian American (n, a)
capacity building (n); capacity-building (a)
capstone (n, a)
career-related (a)
caregiver (n)
case-specific (a)
case study (n); case-study (a)
casework (n)
catch-up activity
cause and effect (n); cause-and-effect,
    cause-effect (a)
check in (v)
child care (n, a)
Children’s Cabinet; the Cabinet (n)
child rearing (n)
child-serving (a)
choicework (n, a)
citizen-based, citizen-centered (a)
city-county (a)
city-state (n)
civic (a); civically (adv)
civil rights (n, a)
Civil Rights Act; the act (n)
Civil Rights Era; the era (n)
class-based, class-oriented, class-tested (a)
classroom
class work (n)
client-based (a)
client-lawyer relationship
closed-book (a)
close-ended (a)
coaching-type (a)

co: generally not hyphenated (see exceptions, below)—coauthor, cochair,
codirector, coeditor, coequal, coexist,
cosponsor, coworker, cowriter, etc.
BUT: co-citation, co-create, co-
determine, co-learner, co-owner, co-
facilitation, co-instruction, co-learner,
co-produce, co-responsibility

cost-benefit analysis—see also list of
    abbreviations (i.e., CBA)

Cronbach’s alpha (statistic)
cross-border, cross-boundary, cross-
cultural, cross-loading, cross-dresser,
cross-fertilization, cross-loading, cross-
national, cross-sector, cross-sectoral, etc.
crowdsourced (a); crowdsourcing (n)
cut-and-dried (a, pa)
cutout (n)
cyberspace

-D-
data (n)—Webster’s 11th says both “the data are” and “the data is” are standard usage; context will determine whether plural or singular
database
data-based (a)
data collection (n); data-collection (a)
data-driven (a)
day-to-day (a)
debate-oriented (a)
decades-old (a)
decision maker, decision making (n); decision-making (a)
deemphasize (v)
deep-rooted (a)
Delphi method; Delphi technique
dialogue (n)
dial-up (a)
difference-of-means test; difference-of-proportions test
diehard (n)
disciplinary interest (n)
discipline-based (a)
distance learning (n, a)
double-barreled, double-blind (a)
double-coded (v)
double-counted, triple-counted (v, a, adv)
due process (n, a)
dyad level (n); dyad-level (a)

-E-
economic-based (a)
economics-inspired (a)
ecosystem
Editorial Board (of JPAE); Editors’ Council (of JPAE)
editor in chief (n)—not hyphenated, per Webster’s 11th
directorship (n)
efficiency-equity trade-off

either-or (a)
employer-nonprofit pilot
end-of-course, end-of-program (a)
endnote
entry level (n); entry-level (a)
environmental policy
environment-sensitive (a)
Equal Protection Clause; the clause (n)
Establishment Clause; the clause (n)
evaluation-related (a)
ever-increasing (a)
evidence-based (a)
ex ante (a)—set italic
the executive (referring to the executive branch of government)
the Executive Council (of NASPAA)
exective director (job title)
expertise-driven (a)
extracurricular (a)

-F-
face-to-face (a, adv)
facult-based (a)
faculty-directed, faculty-driven (a)
faculty-to-student (a)
fait accompli (n)—set roman in text.
faith-based (a)
far-reaching (a)
far right (a, adv)
fastest-growing (a)
fast-track (a, v)
federal (a)—lowercase in general references
field-test (v)
fieldwork
field-wide (a, adv)
fine-grained (a)
firsthand (a, adv)
first generation (n); first-generation (a)
first-person, first-semester, first-time, first-year, etc. (a)
focus group (n, a)
follow-through (n, a); follow through (v)
follow-up (n, a); follow up (v)
foregoing (meaning “preceding”)
   BUT: forgoing (meaning “to forgo”)
foreign language (n, a)
forum (pl: forums)
for-profit (a)
Fourteenth Amendment; the
   amendment (n)
the Framers of the Constitution; the
   Framers (n)
free content (n); free-content
free-of-cost (a)
free response (n); free-response (a)
free-ride (v); free rider (n); free-rider
   (a)
freeware
front line (n); front-line (a)
Fulbright-funded (a)
Fulbright Scholar Program; a Fulbright
   Scholar; a Fulbrighter; capitalize
   Scholar when referring to a Fulbright
   Scholar; lowercase in general
   references to scholars (n)—also
   Senior Specialist award, Scholar
   award
Fulbright Specialist Program; the
   program (n); a Fulbright Specialist
full-blown, full-scale, full-text (a)
full-immersion (a)
full-time (a, adv)
fund-raising (n, a)

-G-
gender-equal (a)
generalist orientation
general picture (n); general-picture (a)
generation-long (a)
Generation X (Generation Xers, Gen
   Xers)
generalizable (a)
geopolitical (a)
the GI Bill; the bill (n)
global-national (a)
godlike (a)
government-citizen relationships
government-sponsored (a)
grantee-level (a)
grantmaker, grantmaking,
grantsmanship (n); but grant writer,
grant writing (n); grant-writing,
grant-seeking (a)
Great Recession (2008–present)
ground rule (n)
groundwater (n)
group-based (a)
group work (n); group-work (a)
the Gulf War; the war (n)

-H-
Hague, The (Netherlands)
handbook
hand-selecting (v)
hands-on (a)
hard-hit, hardest-hit (a)
hard pressed (a, adv)
hardworking (a)
head-hunting (a)
health care (n, a)
health sector (n, a)
high-conflict, high-performing, high-
   poverty, high-quality, etc. (a)
higher education (n, a)
higher-level (a); higher level (pa)
higher order (a, pa)
his or her (not his/her)
Hispanic (n, a); also Hispanic American
   (n, a)
home country (n); home-country (a)
home page (n)
hoped-for (a)
how-to (pl: how-tos)
human-computer interface
human-made (n)—not man-made
hypercompetitive (a), hyperconnectivity
   (n)
Hypothesis 1, Hypothesis 2, etc.

-I-
ic ice breaking (n); ice-breaking (a)
if-then (a)
ill-defined (a)
inasmuch as (conj)
in-class, in-degree, in-house, in-kind, etc. (a, pa)
in-depth (a); in depth (pa)
in depth (pa); in-depth (a)
industrial age (n); industrial-age (a)
information age
in-house (a)
inner city (n); inner-city (a)
in-person (a); in person (pa)
in-service (a)
institutional repository (n)—lowercase in general references
instructor-facilitator (n)
instructor-prompted (a)
INTER—: generally not hyphenated—
interactive, interdependent,
tergovernmental, intergroup,
interlinkage, interorganizational,
interpersonal, interrater, interrelated,
terosexual, interweaving
BUT: inter-coder, inter-peer, inter-sector
interactive learning environment
interest-based (a)
Internet
interval level (n); interval-level (a)
INTRA—: generally not hyphenated—
intragroup (a)
BUT: intra-organizational
iPod (n)
IT-enhanced (a)
ivory-tower debate (n); ivory-tower-based (a)
Ivy League (n, a)

-J-
jihadist (n)
job-related (a)
job-skills training
job training (n); job-training (a)
journal (n)—There is no verb form of journal in the sense of recording daily experiences.
jump-start (v); jump start (n)
junior-level (a)

-K-
K–12 (grades); also pre-K–12
Kazakhstan (n), Kazakhstani (a)
key (a)—avoid using this adjective without a noun; alternatives include crucial, vital, or essential.
keyword (n)
kickback (n)
knowledge-exporting (a)
knowledge level (n)

-L-
law-based, law-dependent, law-oriented, etc.
layout (n)
learner-based (a)
learning-to-do, learning-to-know (n, a)
lecture-dominant (a)
lecturer-listener divide
legal-sized (a)
less centralized, less qualified, less successful (a)
life-changing (a); life changing (pa)
life cycle (n); life-cycle (a)
lifelong, lifetime (a)
Likert Scale; the scale (n)
limited-term lecturer
linear thinking, systems thinking, etc. (n)
live interaction (n)
log onto (v)
longer-term (a)
long-held (a)
long-lasting, long-standing (a)
long term (n); long-term (a)
lower income (a)
lower-middle class; lower-lower class;
lower-upper class
low-performing (a)

-M-
macroeconomics (n); macroeconomic (a)
macro level (n); macro-level (a)
mainline, mainstream (a)
makeshift (a)
makeup (n)
management-focused, management-oriented (a); management focused, management oriented (pa)
managerial level (n, a)
manifest (a); manifest (vt)—there is no intransitive form of this verb
Mann-Whitney U-test
market-based, market-driven (a)
market efficiency/public failure model; market efficiency model
marketplace
master’s level (n); master’s-level (a); but Masters students
means-ends (a)
mecca
mentor-mentee system
merit-based (a)
metropolitan-based (a)
Mexican American (n, a)
microblogging (n)
microconceptual (a)
microdynamics, microeconomics (n)
the micro level (n) micro-level (a)
microscope (n, v)
mid-career, mid-level, mid-sized (a)
middle-way (a)
midpoint, mid-semester, midterm (n, a)
military-styled (a)
Millennials (cap when referring to the generation)
mind-set (n)
mini-lecture (n)
minority-serving (a)
mission-based, mission-related (a)
mixed methodology approach; also mixed methods (n, a)
mixed mode (n); mixed-mode (a)
mixed public-private (n)
mock-up (n)
Modernist (n, a)
money-saving (a)
more or less (adv)
MPA/MPP curricula; MPA/MPP differences
MPA-lite degree
much-needed (a)
MULTI–: generally closed up— multicampus, multicultural, multidimensional, multidisciplinary, multilevel, multimedia, multinational, multipart, multiparty, multisector, multisectoral, multisession, multivariate
BUT: multi-actor, multi-criteria, multi-organizational, multi-role, multi-university
multiculturalism (n)
multitask (v, n)
multiple streams theory

-N-
9/11 (September 11, 2001)
narrow-bore (a)
national-level (a)
nation building (n)
The Nation’s Report Card
nationwide (a, adv)
neoclassicism (n)
netizen (n)
network age
network-related (a)
New Deal
newfound (a)
no-brainer (n)
NON–: generally not hyphenated— nonacademic, noncoercive, noncommissioned, nonconsecutive, noncredit, nondegree, nondenominational, nondirectional, nondiscrimination, nonessential, nongovernmental, nonhierarchical, noninteractive, nonissue, nonlinear, nonmaterial, nonminority, nonmarket, nonnative, nonnormative, nonprofit, nonpublic, nonrationality, nonredundant, nonrepresentative, nonrespondent, nonresponsive, nonspecializing, nonsubjective, non-technical, nontraditional (a, n)
non-blind, non-course, non-dehumanizing, non-federal, non-Hispanic, non-hyphenated, non-kin, non-network, non-neutral, non-public-affairs, non-service-learning, non-state, non-technology, non-technology-enabled
nonprofit-focused (a)
no-technology (a)
not-for-profit (n, a)
number cruncher (n)

-O-
Oath of Citizenship; the oath (n)
objectives-oriented (a)
off-campus (a); off campus (adv)—also
on-campus (a); on campus (adv)
office-level (a); office level (pa)
off-line, off-site (a, adv)
on-call (a)
once-in-a-lifetime (a)
on-demand (a); on demand (pa)
ongoing (a)
on-ground (a); on ground (pa)
one by one (adv)
one-on-one (a)
on-going (a)
online (a, adv)
on-site (a, adv)
on-the-job training
open access (n, a)
open-book test
open coding (n); open-coding (a)
open-ended (a)
open-minded (a); open minded (pa)
op-erations-level (a)
organizational economics
organization-level (a)
outcome-based, outcome-driven (a)
outcomes-oriented (a)
out-degree (a); also out- and in-degree
measures
out-of-class (a)
overarching (a)

-P-
paper-based (a); paper based (pa)
parapublic (a)
paradigm-based (a)
Pareto optimal (n, a); Pareto optimality
(n)
part-time (a, adv)
pass-fail (a)
password-protected (a)
pathbreaking (a)
pattern-breaking (a)
payoff (n)
peer-lead (a)
peer-level (a)
peer review (n, a); peer-reviewed (a, v)
people-to-people (a)
percentagewise (adv)
person-to-person (a)
photocopy (n, v)
pickup (n, a); pick up (v)
podcast
point-by-point (a)
policy-administration dichotomy
policy analysis report—lowercase in
general references
policy maker, policy making(n)—
policymaker as 1 word is not shown
in Webster’s 11th.
policy-initiating, policy-relevant (a)
politics-administration (a)
position taking (n)
positivist-postpositivist, positivist-
 rational (a)
positivist-reductionist (a)
postgraduation (n)
POST--: generally not hyphenated—
postgraduate, postmodern (a)
BUT post-blackboard, post-grant,
 post-program, post-session (a)
power-interest grid
practice-oriented (a); practice oriented
(pa)
PRE--: generally not hyphenated—
preapproved, preconceived,
predefined, preestablished,
preexisting, prepackaged, preschool, etc. (a)
BUT: pre-entry, pre-lecture, pre-professional, pre-process, pre-program, pre-project, pre-service, pre-scripted (a)
predominantly (adv)
Pre-K–12 (a)
prep session
president (n)—lowercase unless used immediately before a person’s name
principal-agent theory
private sector, public sector (n, a)
privatization
problem solver, problem solving (n);
problem-solving (a)—Also: solve problems (v), not problem-solve
problem tree (n); problem-tree (a)
professional level (n); professional-level (a)
professional quality (n); professional-quality (a)
professor-student relationship
Program Accountability Quality Scale;
the scale (n)
Progressive Era
pseudonym
public administration—do not abbreviate as PA in general references
public affairs; public affairs program—lowercase in general references
publicly (a)
public-private partnership
public-related (a)
public service, public work (n, a)
$p$-value (n, a)—expressed in decimal form as shown here (do not use leading zero): $p < .001$

- **Q**-
  qualitative-quantitative dispute
  quality-of-life (a)
  quantitative-based (a)
  quasi-governmental, quasi-judicial, quasi-legislative (a)

question-and-answer session

- **R**-
race-based (a); race based (pa)
raison d’être
ranked (v)—not rank-ordered
rational-comprehensive model
rationality-based (a)
RE—: **generally not hyphenated**—
  reanalyze, reassess, reemerge, reentry, reencounter, redraft, reevaluate, redistributional, refocus, reintegrate, reorient, repurpose, resegregate, restructure, resubmit, rethink (v)
  BUT re-administer, re-form, re-strategize
read-write (a, pa)
real life (n); real-life (a)
real world (n); real-world (a); real-world-based (a)
redlining (v)
Reform and Opening-up policy (of China)
Regents’ Professor (honors title; capitalized)
relationship building (n); relationship-building (a)
research-integrated (a)
resource-related (a)
resource sharing (n); resource-sharing (a)
results-based (a)
revolving door (n); revolving-door (a)
Rhodes Scholar
ride-along program
risk taking (n); risk-taking (a)
road map (n)
Robert’s Rules of Order
role playing (n); role-playing (a); also role-play (v, a, n)
roundtable (n, a)
rulemaking (n)
rule-oriented (a); rule oriented (pa)
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<th>(n, v)</th>
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<th>social-equity-minded</th>
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<td>statewide (a, adv)</td>
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<td>SEMI—: generally not hyphenated—BUT</td>
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<td>short term (n); short-term (a)</td>
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<td>[sic] brackets are not italics, just sic</td>
<td>[sic] brackets are not italics, just sic</td>
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<td>side-by-side (a); side by side (adv)</td>
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<td>skill-based (a); skill based (pa)</td>
<td>skill-based (a); skill based (pa)</td>
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</table>

| sidebar (n) | side-by-side (a); side by side (adv) | sign-off (n, a) | single-dimension (a) | single site—dual programs approach | single-spaced (a) | skill-based (a); skill based (pa) | skill building (n) | skills development (n) | skill set (n) | small group (n); small-group (a) | small town (n); small-town (a) | social class (n, a) | social media (n, a); also social media—related (a) | socialism (n.) | societal-community (a) | SOCIO—: generally not hyphenated—sociocultural, socio-economic (a) | BUT socio-demographic, socio-emotional (a) | sociogram | sole-source (a) | solution tree (n); solution-tree (a) | south–south (a) | spillover (n, a) | spokespeople | stakeholder (n) | stand-alone (a) | start-up (n, a) | state (a)—lowercase in general references | state-funded, state-owned (a) | statewide (a, adv) | stoplight | storyboarding, storytelling (n) | straightforward (a, adv) | standard-length (a) | stepping stone | streamlined (a) | street level (n); street-level (a) | strong-mayor government | structured-lecture teaching | student-centered, student-empowered, student-generated, student-led, student-selected, etc. (a) | student-empowerment model | student-faculty interaction; student-student interaction; student learning (n, a) | student-organizational team | student-supervisor-instructor | partnership (a) | student-to-student (a) | SUB—: generally not hyphenated—subgroup, subdiscipline, subscale, subsector |
BUT: sub-question, sub-sample
subject-centered (a)
subject matter (n); subject-matter (a)
SUPER—: generally not hyphenated—
supercapitalism
BUT: super-communicator (n)
superior-subordinate relationship
Supreme Court (of the United States); the Court (n)
Svara dichotomy-duality model
symposium (pl: symposiums)
systems-level (a)

-T-
tabletop (n)
takeaway (n)
take-home exam
task force
teaching-learning experience
team-based, team-taught (a); team-taught (v)
team building (n); team-building (a)
teamwork
technological capacity (n, a)
textbook
thank-you (n)
théater
theory-based (a)
theory building (n)
think tank (n)
third generation (n); third-generation (a)
third party (n); third-party (a)
third person (n, a)
third sector (n, a)
third world (n, a)
tickets-oriented (a)
time- and labor-intensive (a)
time-bound (a)
time-consuming (a, pa)
time frame (n); time-frame (a)
time-honored (a)
time–motion study
time-out (n)
time-series (a)
to-do list (n)
top-down, top-ranked (a)
touchpad (n)
touchstone (n)
town–gown (a)
town hall (n); town-hall (a)
trade-off (n)
transdisciplinary (a)
travel-only (a)
trust-related (a)
truth telling (n)
t-test (n)
turnaround (a, n)
twofold (a)
two-tailed (a)

-U-
UN—: generally closed up—unrelated
UNDER—: generally closed up—
underappreciated, underclass,
undergraduate, underpin,
underutilization
BUT: under-specification
under way (adv)
unidirectional (a)
United States embassy—lowercase in
general references
university-community relations
university-determined, university-wide
(a)
United States (n); U.S. (a)
upcoming (a)
upper level (n); upper-level (a)
upper-middle class; upper-lower class;
upper-upper class
up-to-date (a)
usable (a)
user-created, user-generated (a)
U.S. Scholar program
utilization-focused (a)

-V-
value conflict (n)
value-driven, value-free, value-neutral
(a)
values-based, values-centered (a)
value set (n)
variable-sum (a)
versus (prep)—spelled out unless used in parentheses
vice governor (n)
vice versa (prep)
videoconferencing (n, a)
video recording, video sharing (n)
video teleconferencing (n); video-teleconferencing (a)
vis-à-vis
voice-over (n)

-W-
War on Terror
watershed (n, a)
Web (n, a)—capitalized when referring to WWW
Web-based (a)
webcam, weblog, website
Webcourses (program name)
web page, web posting (n)
weeklong (a)
welfare-to-work (a)
well-advised (a); well advised (pa)
well-being (n)
well-taken (a); well taken (pa)
well-thought-out (a)
whistle-blower (n, a)
whiteboard (n)
white paper (n)
wide-ranging (a)
wiki
wiki-based (a); wiki based (pa)
wiki paper, wiki platform, etc. (n)
win-lose, win-win (a)
winner-takes-all (a)
word-for-word (a)
work-advice (a)
work-advice relationship
work- and advice-related (a)
work- and study-related (a)
working class (n); working-class (a)
workload, workplace (n, a)
work-related (a)
work site
world-class (a)
worldview
worldwide (a, adv)
would-be (a)
writing-based (a)
wrongdoing (n)

-XYZ-
yearlong, year-to-year (a)
zero-sum (a)
z-score (n)

Software Product Names, Websites, etc. (Note that APA Style does not include trademark symbols with trade names.)

Adobe Connect
AltaVista
bepress (Berkeley Electronic Press)
Blackboard (Bb), Blackboard Collaborate
Blogger
Burrokeet
Camtasia
Exemplary eCourse
Facebook
FreeMind
Google; Google Reader
LinkedIn
LISTSERV
myeLearning
NBC Learn
NVivo8 software
PowerPoint
Pronto
QM (Quality Matters)
QSR NVivo
Second Life (online virtual world)
Skype
Smartphone
SmartThinking
Soomo
SPSS (IBM statistics software)
Starfish
Turnitin
Twitter
UCINET
Webcourse discussion board
Typeface Conventions for References

The following are some sample text citations: (Henry et al., 2009, p. 120); (Lynn, 1994; Schall, 1995); (Bolman & Deal, 2008; Northouse, 2007) [Note that multiple cites are listed in alpha order.]; (quoted in Phillips, 1996, p. 122)

When two or more references have authors whose surname is the same, even though the year of the reference is different, include the author’s initial: (F. Huang, 2004; J. Huang, 2010).

When authors cite course materials that aren’t generally available to readers, add this statement to the References entry: Document on file with the author. Example:


When authors cite Internet articles that are no longer available online, they should either substitute another source or drop it from the paper altogether.

Books:
After the sixth author’s name and initial, use et al. to indicate the remaining authors of the book. Note that all authors are listed with last name first and then initials (first names are not spelled out).

In text, use the following example for formatting parenthetical citations, each time (including the first) a work with more than 6 authors is cited: (Wolchik et al., 2000). For works with 3 to 5 authors, give all surnames for first cite and use et al. thereafter.


Work in an edited collection of various authors:

Journals:
After the sixth author’s name and initial, use et al. to indicate the remaining authors of the article. Note that all authors are listed with last name first and then initials (first names are not spelled out).

In text, use the following example for formatting parenthetical citations, each time (including the first) a work with 6 or more authors is cited: (Wolchik et al., 2000). For works with 3 to 5 authors, give all surnames for first cite and use et al. thereafter.

**Paper, presented and unpublished:**

**Unpublished doctoral dissertation:**

**Magazines:**

**Newspaper articles:**

**Book reviews:**

**Electronic copy of a journal article retrieved from database:**
Electronic copy of a journal article retrieved from online version:

**Design Codes Used during Copyedit (for the designer; do not appear in final piece)**

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