Child Health Education Style Guide
(rev. October 2010)

Abbreviations
- Use postal code abbreviations for states in the United States
- Spell out in full provinces, states, and countries outside of the United States

Abstract and Publishing Information

- text is single-spaced, TMR 11 pt, justified block paragraph style, indented .5" left and right margins
- abstract should be in both French and English regardless of language of article

Articles:
- list alphabetically by first author's surname
- French language text precedes English language text; when article is published in both French and English, French precedes English
- editor's introduction is treated as first page of issue

Body: Begin 24 pts (or four single-spaced lines) below abstract. TMR 12 pt, single spacing, justified. Refer to Spacing, Indentation and Paragraph Style for details.

Citations (in-text)
- author-date style (last name, year of publication) per APA guidelines
- works by 1 or 2 authors: name both authors every time the work is cited; use "and" within text and ampersand when cited in parentheses
- works by 3 to 5 authors: list all authors the first time and first author's last name followed by et al. in subsequent citations
- works by 6 or more authors: use first author's name followed by et al. the first and subsequent times
- unknown author: cite title; put in double quotation marks if it's the title of an article or a chapter, and italicize without quotation marks if it's the title of a journal, book or report
- organization as author: spell out in full each time but if long and unwieldy, write out in full the first time followed by abbreviation enclosed in square brackets for subsequent citations
- 2 or more works within same parentheses, order them as they appear in the reference list separated by semi-colons
- 2 or more works by the same author, list in order of publication date, starting with the earliest
- 2 or more works published in the same year by the same author, identify each date with suffixes, a, b, c, etc. (in the reference list, these works are ordered alphabetically by title)

Font: Times New Roman 12 pt, except where otherwise specified

Footnotes/Endnotes
Footnotes preferred
Entries are single spaced within and between
TMR 10 pt, justified paragraph style

Headings (Note: Introduction does not need a heading.)

Level 1: centered, boldface, U/C and L/C Heading, Verdana 12 pt; 12 pts before and after
Level 2: flush left, boldface, U/C and L/C Heading, Arial 12 pt; 12 points before and after

Level 3: indented .5", boldface, l/c paragraph heading ending with a period, Arial 12 pt; 12 pts before. Paragraph text follows immediately after period.

Margins: top and bottom 1"; left and right 1.25"

Mathematics and Statistics

- italicize all non-Greek letters used as statistical symbols, e.g., *F*, *M*, *N*, *p*, *t*, *SD*, *SE*,

Numbers

- use figures to express numbers 10 and above and words to express numbers below 10: for exceptions, refer to APA Manual
- use figures to express numbers above and below 10 when grouped together for comparison
- use figures to express numbers representing time, dates and age
- use figures to express numbers denoting a specific place in a series, book or table

Quotations

- incorporate quotes of less than 40 words into text and place within opening and closing double quotation marks, Times New Roman 12 point (parenthetical citation follows closing quotation marks and precedes period)
- set off quotes of 40 or more words in block style (left and right justified), indented .5" on both margins, and do not enclose in quotation marks (parenthetical citation comes after closing punctuation mark)
- before/after spacing 6 pts

Page Numbering and Page Headers

first page header: Journal title, TMR 12 pt, small caps, flush left, on top line, followed by a comma, a space, volume number in italics, opening parenthesis immediately following, issue number in roman type, closing parenthesis, comma, inclusive page numbers of article with a en-dash

- University and location on second line, TMR 11 pt
- ISSN on third line, TMR 11 pt

first page footer (Author note): 1 ½ pt line border above first paragraph; indent first line of each paragraph .5", single spacing between paragraphs, justified, Times New Roman 10 pt

- Mailing address ends with a period. Followed by email address (spelled E-mail:), no period at end
- precede author's contact information with "Correspondence concerning this article should be addressed to…"

page numbering begins on first page of each article, but do not number page 1. Numbers start on the second page of each article, in Arabic numerals

- even page numbers are flush left upper left hand corner
- odd page numbers are flush right upper right hand corner
- to create, go to Edit Header, click on Different First Page and Different Odd & Even Pages; click on Next Section to take you to header, then click on Page Numbers. Click on Format Page Numbers to put in appropriate starting page number. On odd pages, lick on Insert Alignment tab to create flush right margin.
- Even page numbers are followed by TWO spaces and author surnames listed in TMR 11 pt, small caps, separated by commas (no ampersand between last two authors) in upper left hand corner

- On odd numbered pages, shortened title (less than 50 characters) in TMR 11 pt, small caps, followed by TWO spaces and page number, in upper right hand corner

- Numbering proceeds as follows: each issue starts with page 1
- Last page of one article is followed by first page of next article such that second page of second article will be numbered in the same location as last page of previous article
- When article is published in both French and English, French article precedes English article and are paginated consecutively as two separate articles

Punctuation
- use commas between elements in a series of three or more items, including before *and* and *or*
- use commas to separate groups of three digits in most numbers of 1,000: for exceptions refer to APA Manual
- do not use a colon after an introduction that is not a complete sentence
- no space on either side of em-dash

References
- Header Verdana 12 pt, boldface, centered, 12 pts Before and After
- Entries are single spaced, justified, hanging indent style, Times New Roman 10 pt
- authors names are inverted
- add a space after each period in authors' initials
- include all names for works of 7 or fewer authors; for more than 6, use et al. after 6th author
- alphabetize list by last name of first author
- multiple entries by same author are listed in order of publication, starting with earliest
- capitalize all words in journal (periodical) titles
- capitalize first letter of first word of title and subtitle (and proper nouns) in titles of books, articles, chapters and web pages
- do not capitalize second word of hyphenated compound
- italicize book and journal (periodical) titles
- do not italicize or place in quotation marks the titles of articles and chapters
- abbreviate US states, but spell in full non-US places of publication (e.g., Canadian provinces) and include country names outside of the US

Spacing, Indentation and Paragraph Style
- justified paragraph style
- first paragraph (introduction) is flush left
- first paragraph of new section (following level 1 and 2 headers) is flush left
- .5" indent first line of subsequent paragraphs in each section
- .5" indent first line of paragraphs following level 3 headers
- single spacing, within and between paragraphs within each section
- 12 pt Before and After level 1 and 2 headings
- 12 pt Before level 3 headings
- quotes over 40 words are in block style, right and left margins indented .5"

Spelling References: Merriam-Webster's Collegiate, Webster's Third New International Dictionary

Style: APA Publication Manual Sixth Edition; see also apastyle.org/styletips.html

Tables and Figures

- all figures and tables are mentioned in text and numbered in the order in which they are mentioned
- every column, including stub, has a heading; headings 11 pts
- body text is 10 pts
- table rules: 1 ½ pts for outer horizontal lines; 1 pt for inner
- table number: Arial 12 pt boldface, 12 pts before and 0 points after
- table title: Arial 12 pt, 6 pts after
- choose "Keep with Next" and "Keep figure and captions together"
- no vertical table rules (insert lines of white space as needed for ease of reading)
- heading "*Figure X*" is italicized, title that follows is roman
- figure legend includes explanations of symbols and abbreviations used in figure
- figure caption is TMR 11 pt, roman, 12 pts Before and After; justified block style paragraph
- shade translations in white-grey

Title page

Title of article on line 6 from first page header (3 line spaces TMR 18 pt or 6 line spaces TMR 12 pt), centered, U/C and L/C heading style, TMR 18 pt, boldface. Follow with 18 pts of line space.
Byline: author name(s), all on same line if from the same institution, separated by serial commas, with the word "and" between the last two, centered, TMR 14 pt; roman (not boldface0

- institution affiliation one single spaced line below author(s)' name, TMR 12 pt, italics
- location of institution on next line, TMR 12 pt, italics. Follow with 24 pts of line space
- author(s) affiliated with other institution(s) are typed separately, separated by a line space of 12 pts from previous author/institution information

Abstract: header is centered, roman (not boldface), TMR 12 pt; 0 pts Before and After

- Text is TMR 11 pt, justified, single spacing, indent .5" right and left margins, 24 pts Before and After if followed by body of article, 12 points After if followed by Keywords
- No word limit [should consider 1500-2000 characters)

Keywords (spelled as one word): if supplied by author, listed 12 pts line space after abstract, justified, TMR 12 pt, 24pts After 0 pts Before