

Dear Colleague:

This memo is intended for authors of papers submitted to the JP. It concerns the technical issue of conformance to JP publication guidelines. We generally follow the guidelines of the American Psychological Association (the new Edition 6), with a few exceptions. (This means some changes from previous JPs, which used Edition 5.) We are also eliminating small caps in most, but not all, places. Most articles we have accepted for publication since I became editor have deviated from these guidelines, often markedly. This creates considerable time and expense at our end making the corrections. Thus, adherence to these guidelines is now a condition for acceptance of submitted manuscripts. I would appreciate it if those who submit papers based on PA Invited Addresses also adhere to these guidelines, although it is not a requirement for publication. I recognize that some of you, particularly those of you from outside the US, may not have access to the APA Publication Manual, but you can get a reasonably good idea of the requirements from consulting past issues of the JP, although these have not always been consistent in applying the standards. The guidelines give examples of frequently occurring situations. When reviewing them, please pay particular attention to issues of capitalization, italics, abbreviations, and punctuation.

John Palmer, Ph.D.
Editor, *JP*

TITLE. Note the following mock example:

EXTRASENSORY PERCEPTION IN RELATION
TO LENGTH OF THE BIG TOE

BY JOHN SMITH AND CAROLYN DOE [SMALL CAPS]

Note: Affiliations should not be included as part of the title.

ABSTRACT: The title must be followed by an abstract not exceeding 200 words. It should be a single paragraph with no indentation. Use boldface type. **Do not place lines before and after the abstract.**

Note: Do not include references in the abstract.

HEADINGS:

Level 1: **Experiment 1** (centered).

Level 2: **Method** (flush left)

Level 3: **Measures** (flush left). The following questionnaires were used..." (indented as start of a paragraph, no extra space above the paragraph).

Level 4: ***Extraversion***. "We used two measures of ..." (indented as start of a paragraph, no extra space above the paragraph).

Level 5: *Myers-Briggs Type Indicator (MBTI)*. “The MBTI consists of...” (indented as start of a paragraph, no extra space above the paragraph).

Note: For levels 1–2, capitalize the first word and all other words except *a*, *an*, *the*, and conjunctions and prepositions of four letters or less. For other levels, only the first word and proper nouns should be capitalized.

PARAGRAPHS:

The first line of each paragraph should be indented 0.5 inches, except for the reference list and address, which are illustrated below. Paragraphs should have no extra space between them.

SPELLING:

If you wish, you may use British spelling of words (as opposed to American) so long as you do so consistently throughout the article.

CAPITALIZATION:

“ganzfeld” is not capitalized.

SPECIFIC TERMS:

Use “participant” rather than “subject”.

HYPHENATION. Some examples of when and when not to hyphenate:

psi-hitting; psi-missing
t test; *p* value; *z* score; but *t*-test results (used as an adjective)
nonsignificant

DASHES:

Long dashes (em dashes) should not be surrounded by spaces.
Short dashes (en dashes) should be used rather than hyphens to separate dates and page numbers, e.g., 1947–1949, pp. 437–452.

QUOTATION MARKS:

In general text, single quotation marks should only be used for quotes inside of quotes, and commas or periods should always precede the closing quote mark. (American rules)

NUMBERS. We try to follow APA pretty strictly here. To briefly summarize, numerals should be used for:

Numbers 10 or greater

A number < 10 if:

It is being directly compared to a number 10 or greater of the same unit (e.g., 3 of 20 participants)

It precedes a unit of measurement or formal variable (e.g., 5 feet, 8 participants, 7-point scale; but: five sessions, eight items, three-way interaction)

It denotes a specific place in a numbered series, part of a book, or a table: Trial 3, Table 4, chapter 5

Any number in the abstract

STATISTICS AND MEASURES:

Don't put a 0 to the left of the decimal point for p values and correlation coefficients.

$$r(73) = .273, p = .015$$

$$r_s(N = 75) = -.273, p < .02 \text{ [Do not use rho } (\rho) \text{ for Spearman's } r]$$

$$t(73) = .273, p = .015$$

$$F(1,73) = 3.75, p = .015$$

$$z = 2.36, p = .006, \text{ one-tailed. [Stouffer } Z\text{s should be capitalized.]}$$

$$\chi^2(1, N = 40) = 3.77, p < .02 \text{ [Note that Greek symbols are not italicized]}$$

$$U = 137.2, p = .217$$

$$N = 35; M = 53.86; SD = 7.34$$

Use n (lower case) for subsamples

$$ES(r) = .30 \text{ for effect sizes defined as } r$$

$$MCE = .250$$

Time: 3 min, 30 s

Note to Europeans: Don't use commas for decimal points. EX: 17.25, not 17,25

Note: Results of statistical tests should be separated from the main text by commas, not parentheses, when there are parentheses within the statistical text, such as degrees of freedom. The intent is to avoid double-parentheses. EX: "... there was a significant positive relationship between creativity and ESP scores, $r(37) = .289, p = .043$, one-tailed." Means (M), standard deviations (SD), effect sizes (ES), and MCE, however, can be enclosed in parentheses, so long as the abbreviations are being used. EX: ($M = 2.67, SD = 0.88$)

TABLES AND FIGURES:

1) **Tables and figures must be constructed so that they can fit on a *JP* page of 6 by 9 inches with 0.75-inch margins.** If a table or figure is wider than 4.5 inches, it will have

to be rotated 90 degrees in the printed text. Such tables or figures must be no more than 7.5 inches wide; they are more difficult to read and should be avoided if possible.

- 2) Columns of numbers with decimal points should be aligned on the decimal point.
- 3) Tables and figures should be centered on the page.
- 4) The title or heading of a table should be centered and in small caps. It should be part of the text, not the body of the table itself. The body should be constructed in rows and columns, preferably using the table-making feature of Word, not by manipulating margins and indents in the text. **Do not use any lines in or under the table or under the title.**
- 5) Figure legends should be flush left under the figure itself with the figure number italicized. EX: *Figure 1*. The relation...
- 6) The font style should be the same as in the rest of the paper.
- 7) Be sure to follow the rules for italics when presenting *N*, *p*, etc. Use the same symbols as used in the text and defined in the Statistics section above.
- 8) Avoid using bold type unless absolutely essential for clarity.
- 9) In the final version of the article, place all tables and figures at the end and include a line in the text with extra space before and after it, stating approximately where each table or figure should be placed.

REFERENCE CITATIONS IN TEXT:

- 1) When references are cited in the text, two or more authors should be separated by “&” when inside parentheses and by “and” when not inside parentheses. EX: “(e.g., Crawford & Krebs, 1998),” but “Stanford and Rust’s (1977) successful study”....
- 2) When more than one paper is cited at the same location, order the citations alphabetically by author (as in the reference list), not by year or importance.

REFERENCE LIST:

Note: en-dashes are required between page numbers, instead of hyphens.

Note: see examples of regular formats below for journal articles and books, plus special formats for *PA* and *SPR Proceedings*, *RIP*, and *Advances*.

References in the reference list should be flush left with hanging indentation of 0.5 inches, as illustrated below.

- Watt, C., & Ravenscroft, J. (2000). A study of nonintentional anomalous perception in a reciprocal helping task: Testing PMIR. *Journal of Parapsychology*, 64, 41–54.
- Rosenthal, R., & Rosnow, R. L. (1991). *Essentials of behavioral research: Methods and data analysis* (2nd ed.). New York: McGraw Hill.
- Stanford, R. G. (1977). Conceptual frameworks of contemporary psi research. In B. B. Wolman (Ed.), *Handbook of parapsychology* (pp. 823–868). New York: Van Nostrand Reinhold.
- Stokes, D. M. (1987). Theoretical parapsychology. In S. Krippner (Ed.), *Advances in parapsychology* 5 (pp. 77–189). Jefferson, NC: McFarland.
- Smith, M. D., Wiseman, R., & Harris, P. (1997). Perceived luckiness and the UK national lottery. *Proceedings of Presented Papers: The Parapsychological Association 40th Annual Convention*, 397–398.
- Stanford, R. G., & Rust, P. (1977). Psi-mediated helping behavior: Experimental paradigm and initial results [Abstract]. In J. D. Morris, W. G. Roll, & R. L. Morris (Eds.), *Research in parapsychology 1976* (pp. 109–110). Metuchen, NJ: Scarecrow Press.
- Dunraven, the Earl of (1924). Experiences in Spiritualism with D. D. Hume. *Proceedings of the Society for Psychical Research*, 35, 1–285. [Note: Use volume number]

ADDRESS:

Include your preferred mailing address, followed by your email address (optional), immediately after your reference list (and before any appendices). Use italics. EX:

*Institute for Parapsychology
402 N. Buchanan Blvd.
Durham, NC 27701, USA
john@rhine.org*

FORMATTING:

Please do not include any “hard codes” to begin new sections or pages. Breaks will come at different places in the printed copy, and these codes are often difficult for us to find and remove.