CHAPTER FIVE

Manuscript Preparation and Sample Papers to Be Submitted for Publication

The physical appearance of a manuscript can enhance the manuscript's effect or detract from it. A well-prepared manuscript looks professional to editors and reviewers and influences their decisions in a positive manner. On the other hand, mechanical flaws can sometimes lead reviewers to misinterpret content. Once accepted for publication, a properly prepared manuscript facilitates the work of the copy editor and the typesetter, minimizes the possibility of errors, and is more economical to publish.

This chapter describes the mechanical details of producing a typical paper manuscript. The instructions given here apply to manuscript preparation on both a standard typewriter and a personal computer with word-processing software. The focus throughout this chapter is on production of a manuscript that meets requirements for peer review and publication in an APA journal. If you are preparing a thesis or dissertation, some of these instructions may not apply; see chapter 6, and consult with your advisor.

When possible, APA and many other publishers prefer to produce the typeset version of your article directly from your word-processing disk or file, should your paper be accepted for publication. Effective and economical use of your word-processing file depends on its being consistently prepared. Therefore, from the outset of your first draft, you or your typist needs to follow certain conventions. The instructions given
in this chapter on preparing the paper manuscript lay the groundwork for producing a usable electronic file. (See section 7.02 for further instructions on preparing an electronic file for publication.)

The Author’s Responsibilities
Whether you type the manuscript yourself or have a typist prepare it, as author you are ultimately responsible for the quality of presentation of all aspects of the paper: correct spelling and punctuation, accurate quotations with page numbers, complete and accurate references, relevant content, coherent organization, proper format, legible appearance, and so forth. If the manuscript is to receive masked review, you are responsible for preparing the manuscript to conceal your and your colleagues’ identities. You will need to

- proofread the manuscript after it is typed, making all corrections and changes before submitting the manuscript for consideration (see sections 5.07 and 5.27);
- examine the manuscript, using the checklist in Appendix A to ensure that the manuscript has been prepared according to APA style; and
- prepare a cover letter to accompany the submitted manuscript (see section 5.26 and Appendix E).

General Instructions for Preparing the Paper Manuscript

5.01 Paper
Type the manuscript or print it from your computer on one side of standard-sized (8½ × 11 in. [22 × 28 cm]), heavy white bond paper. All pages of the manuscript must be the same size. Do not use half sheets or strips of paper glued, taped, or stapled to the pages; these often get torn or lost in shipment and handling. Do not use onionskin or erasable paper, because these papers do not withstand handling.
5.02 Typeface

Use a typeface that is similar to one of the following examples:

Preferred typefaces:

12-pt Times Roman
That the probability of aggressive acts is high (all things being equal)

12-pt Courier
That the probability of aggressive acts is high (all things being equal)

A serif typeface is preferred for text because it improves readability and reduces eye fatigue. (A sans serif type is used in figures, however, to provide a clean and simple line that enhances the visual presentation —see section 3.80.) The size of the type should be one of the standard typewriter sizes (pica or elite) or, if produced from a word-processing program, 12 points. Do not use a compressed typeface or any settings in your word-processing software that would decrease the spacing between letters or words. The default settings are normally acceptable. The type on paper must be dark, clear, and readable. It must also photocopy well.

Ohs, els, and special characters. Unless you are using a typewriter that does not have separate keys for the numeral one and the letter l and for the numeral 0 and the letter o, do not mistakenly type one of these characters when you mean the other. Although upper- and lowercase o and 0 may appear similar on your computer screen or printout, these characters appear very different when set into type (O, o, 0). The same is true of the numeral 1 and the lowercase letter l (see sections 3.58 and 5.14 on identifying symbols). Remember that if the manuscript is to be published from your word-processing file, your actual keystrokes are preserved and set into type. Errors you make in typing can become costly and difficult to correct during the publication process.
Special characters are accented letters and other diacriticals, Greek letters, math signs, and symbols. Type all special characters that you can, using a special typewriter element or the special character functions of your word-processing program. For a multiplication sign, use a lowercase \( x \) (x) or multiplication symbol preceded and followed by a space. For a minus sign, always use a hyphen with a space before and after. (See section 5.11 for more on hyphens and dashes; see section 5.14 for more on mathematical copy.)

*Italicics versus underlining.* In a manuscript intended for publication, use the functions of your word-processing program to create italic, bold, or other special fonts or styles of type following the style guidelines specified in this *Publication Manual.* (See section 3.19 on the use of italics in APA journals.)

5.03 Double-Spacing

*Double-spacing* means leaving one full-size line blank between each line of type on the page. For most word-processing software, this means setting the line spacing to 2 or double. If your software specifies between-line spacing in terms of point size, you should specify line spacing, or *leading,* that is the point size of the type plus 2 points, multiplied by 2. That is, for 12-point type, you should set line spacing at 28 points. In any case, the result should be at least \( \frac{3}{4} \) to \( \frac{7}{8} \) in. (0.5 to 0.65 cm) of space between the typed lines on the paper manuscript.

Double-space between all lines of the manuscript. Double-space after every line in the title, headings, footnotes, quotations, references, figure captions, and all parts of tables. Although you may apply triple- or quadruple-spacing in special circumstances, such as immediately before and after a displayed equation, never use single-spacing or one-and-a-half spacing.

5.04 Margins

Leave uniform margins of at least 1 in. (2.54 cm) at the top, bottom, left, and right of every page. In most word-processing programs, 1 in. is the default setting for margins. This is the minimum margin for writing
instructions and queries. Uniform margins also help copy editors estimate the length of the printed article from the manuscript.

**Line length and alignment.** The length of each typed line is a maximum of 6½ in. (16.51 cm). Set a pica typewriter for 65 characters and an elite machine for 78 characters. Do not justify lines; that is, do not use the word-processing feature that adjusts spacing between words to make all lines the same length (flush with the margins). Instead, use the flush-left style, and leave the right margin uneven, or ragged. Do not divide words at the end of a line, and do not use the hyphenation function to break words at the ends of lines. Let a line run short rather than break a word at the end of a line.

**Number of lines.** Type no more than 27 lines of text (not counting the manuscript page header and the page number) on an 8½ × 11 in. (22 × 28 cm) page with 1-in. (2.54-cm) margins.

**5.05 Order of the Manuscript Pages**
Number all pages except the artwork for figures consecutively. Arrange the pages of the manuscript as follows:

- title page with running head for publication, title, and byline and institutional affiliation (separate page, numbered page 1)
- abstract (separate page, numbered page 2)
- text (start on a separate page, numbered page 3)
- references (start on a separate page)
- appendixes (start each on a separate page)
- author note (start on a separate page)
- footnotes (list together, starting on a separate page)
- tables (start each on a separate page)
- figure captions (list together, starting on a separate page)
- figures (place each on a separate page).

These elements will be rearranged to compose the printed article, but the order listed above is critical for the processing and typesetting of the accepted manuscript.
Exception: If you are preparing a thesis or dissertation, your university’s guidelines may require footnotes, tables, and figures to be placed within the text (near the callout) instead of at the end (see chapter 6).

5.06 Page Numbers and Manuscript Page Headers

Page numbers. After the manuscript pages are arranged in the correct order, number them consecutively, beginning with the title page. Number all pages, except artwork for figures, in arabic numerals in the upper right-hand corner. The number should appear at least 1 in. (2.54 cm) from the right-hand edge of the page, in the space between the top edge of the paper and the first line of text. (The default setting in most word-processing software is ⅛ in. from the top of the page, which is acceptable.) If a page must be inserted or removed after numbering is completed, renumber the pages; do not number inserted pages with, for example, “6a” or make other repairs.

Manuscript page headers. Pages occasionally are separated during the editorial process, so identify each manuscript page (except artwork for figures) with the first two or three words from the title in the upper right-hand corner above or five spaces to the left of the page number. (Do not use your name to identify each page, because the name will have to be removed if the manuscript receives masked review.) Use the automatic functions of your word-processing program to cause the headers and page numbers to print out on your paper manuscript. (Do not type these manuscript page headers repeatedly in your word-processing file.) The manuscript page headers should not be confused with the running head for publication (see section 5.15), which goes only on the title page and appears on the published article.

5.07 Corrections

If you are using a computer, make all corrections in your word-processing file, and make a fresh printout of any corrected pages. Do not write corrections on the paper manuscript (the only handwriting that is ac-
acceptable is to note special characters and special instructions; see section 5.24. For typewritten manuscripts, keep corrections to a minimum, and make them neatly. Use correction paper, fluid, or tape to cover an error and type over it, but retype the page if it has many corrections. Do not type vertically in the margin, strike over a letter, type inserts on slips and attach them to pages, or write by hand on the manuscript.

5.08 Paragraphs and Indentation
Indent the first line of every paragraph and the first line of every footnote. For consistency, use the tab key, which should be set at five to seven spaces or ½ in. The default settings in most word-processing programs are acceptable. Type the remaining lines of the manuscript to a uniform left-hand margin. The only exceptions to these requirements are (a) the abstract (see section 5.16), (b) block quotations (see section 5.13), (c) titles and headings (see sections 5.10 and 5.15), (d) table titles and notes (see section 5.21), and (e) figure captions (see section 5.22).

5.09 Uppercase and Lowercase Letters
The instruction “type in uppercase and lowercase letters” means to capitalize the first letter of important words (see section 3.13). The parts of a manuscript typed in uppercase and lowercase letters are

- most elements on the title page (i.e., the title and the byline, but not the running head for publication; see section 5.15),
- page labels (Abstract, Footnotes, etc.),
- most headings (see section 5.10),
- table titles (see section 5.21), and
- some elements of the reference list (see the examples in chapter 4).

5.10 Headings
Articles in APA journals use from one to five levels of headings. For most articles, three or four levels of heading are sufficient.
Three levels:

Centered Uppercase and Lowercase Heading

Flush Left, Italicized, Uppercase and Lowercase Side Heading

Indented, italicized, lowercase paragraph heading ending with a period.

Four levels:

Centered Uppercase and Lowercase Heading

Centered, Italicized, Uppercase and Lowercase Heading

Flush Left, Italicized, Uppercase and Lowercase Side Heading

Indented, italicized, lowercase paragraph heading ending with a period.

Some short articles may require only one or two levels of headings:

Centered Uppercase and Lowercase Heading

Flush Left, Italicized, Uppercase and Lowercase Side Heading

Five levels of heading may be required for some long articles. Subordinate the four levels previously described by introducing a CENTERED UPPERCASE HEADING as the first level of heading. (For more on headings, see section 3.31.)

5.11 Spacing and Punctuation
Space once after all punctuation as follows:

- after commas, colons, and semicolons;
- after punctuation marks at the ends of sentences;
after periods that separate parts of a reference citation; and
after the periods of the initials in personal names (e.g., J. R. Zhang).

*Exception:* Do not space after internal periods in abbreviations (e.g., a.m., i.e., U.S.) or around colons in ratios.

Hyphens, dashes, and minus signs are each typed differently.

- **hyphen:** Use no space before or after (e.g., trial-by-trial analysis).
- **em dash:** Type as an em dash or as two hyphens with no space before or after to set off an element added to amplify or to digress from the main clause (e.g., Studies—published and unpublished—are included).
- **en dash:** Type as an en dash or single hyphen with no space before or after. En dashes are used between words of equal weight in a compound adjective (e.g., Chicago–London flight).
- **minus:** The typeset minus sign is halfway between an en dash and a hyphen and is usually slightly higher than a hyphen or en dash. Use a hyphen with a space on both sides (e.g., α - β).
- **negative value:** Type as a hyphen with a space before but no space after (e.g., -5.25).

Placement of punctuation with parentheses depends on the context. If the context requires a comma (as this sentence does), the comma follows the closing parenthesis. If a complete sentence ends with a parenthesis, the period follows the closing parenthesis (as in this sentence). (If a complete sentence, like this one, is enclosed in parentheses, the period is placed inside the closing parenthesis.) See section 5.13 for use of punctuation with quotations. Sections 3.01–3.09 provide more detail on punctuation.
5.12 *Seriation*

To show seriation within a paragraph or sentence, use lowercase letters (not italicized) in parentheses:

Participants considered (a) some alternative courses of action, (b) the factors influencing the decision, and (c) the probability of success.

To indicate seriation of separate paragraphs (e.g., itemized conclusions or successive steps in a procedure), number each paragraph with an arabic numeral, followed by a period but not enclosed in or followed by parentheses:

1. Begin with paragraph indent. Type second and succeeding lines flush left.
2. The second item begins a new paragraph.

See section 3.33, also on seriation.

5.13 *Quotations*

**Short quotations.** Quotations of fewer than 40 words should be incorporated into the text and enclosed by double quotation marks (" ").

**Long quotations.** Display quotations of 40 or more words in a double-spaced block of typewritten lines with no quotation marks. Do not single-space. Indent five to seven spaces or \( \frac{1}{2} \) in. from the left margin without the usual opening paragraph indent. If the quotation is more than one paragraph, indent the first line of second and additional paragraphs five to seven spaces or \( \frac{1}{2} \) in. from the new margin. (See section 3.34 for examples of quotations in text and of block quotations.)

**Quoted material within quotations.** Enclose direct quotations within a block quotation in double quotation marks. In a quotation in running
text that is already enclosed in double quotation marks, use single quotation marks to enclose quoted material. (See section 3.34 for examples.)

**Ellipsis points.** Use ellipses to indicate that you have omitted material from a quotation. Type three periods with a space before and after each period to indicate an omission within a sentence. Type four periods to indicate an omission between two sentences (a period for the sentence followed by three spaced periods. . . ). (See also section 3.38.)

**Brackets.** Use brackets, not parentheses, to enclose material inserted in a quotation by some person other than the original writer (see section 3.38). Hand-drawn brackets are acceptable in typewritten manuscripts.

**Quotation marks and other punctuation.** When a period or comma occurs with closing quotation marks, place the period or comma before rather than after the quotation marks. Put other punctuation (e.g., colon, semicolon) outside quotation marks unless it is part of the quoted material.

At the beginning of each trial, the experimenter said, "This is a new trial."

After the experimenter said, "This is a new trial," a new trial began.

Did the experimenter forget to say, "This is a new trial"?

See sections 3.34–3.41 for additional information on quotations.

**5.14 Statistical and Mathematical Copy**

Type all signs and symbols in mathematical copy that you can. If your typewriter or computer does not have special mathematical characters, type a character that resembles the symbol or draw in the symbol by hand. Type fences (i.e., parentheses, brackets, and braces), uppercase and lowercase letters, punctuation, and all other elements exactly as you want
them to appear in the published article. Identify symbols, whether handwritten, typewritten, or printed from a computer, that may be hard to read or ambiguous to the typesetter. The first time the ambiguous symbol appears in the paper manuscript, spell out and circle the name right next to the symbol. Symbols that may be misread include 1 (one or the letter l), 0 (zero or the letter o), × (multiplication sign or the letter x), and Greek letters (beta or the letter B and chi or the letter x). Some letters (e.g., c, s, and x) have lowercase forms that are similar to their uppercase forms and, especially in subscripts and superscripts, might be misread. Labeling such letters as uppercase and lowercase will help the typesetter distinguish them.

Space mathematical copy as you would space words: $a + b = c$ is as difficult to read as words without spacing. Instead, type $a + b = c$.

Align signs and symbols carefully. Type subscripts half a line below the symbol and superscripts half a line above the symbol, or use the subscript and superscript features in your word-processing software. In most cases, type subscripts first and then superscripts ($x_i^2$). However, place a superscript such as the symbol for prime right next to its letter or symbol ($x'_i$). Because APA prefers to align subscripts and superscripts one under the other (stacking) for ease of reading instead of setting one to the right of the other (staggering), the copy editor will mark these characters for alignment in typesetting. If subscripts and superscripts should not be stacked, this must be indicated in a cover letter or on the manuscript.

The following examples show how symbols in mathematical copy are aligned and spaced and how symbols are identified:

$$F(2, 78) = 7.12, \ p < .01$$

$$\chi^2(4, \ N = 90) = 10.51, \ p < .05$$

$$t(49) = 2.11, \ p < .05$$

$$(z = 1.92, \ p < .05, \ \text{one-tailed})$$
Girls scored significantly higher on the first three dimensions: $F(1, 751) = 52.84$, $p < .01$; $F(1, 751) = 61.00$, $p < .01$; and $F(1, 751) = 34.24$, $p < .01$.

A $3 \times 2 \times 3$ (Age x Sex x Weight) analysis

$k = -.24$

$k = \frac{E(MS(A))}{E(MS(AB))}$

$\omega^2 = 0$

Display a mathematical expression, that is, set it off from the text, by double-spacing twice (typing two returns) above and below the expression. If the expression is identified by a number, type the number in parentheses flush against the right margin. Pay particular attention to the spacing and alignment of elements in a displayed expression. If the expression is too long to fit on one line, break before signs of operation (e.g., plus, minus, or equal signs). The following are examples of expressions that may be displayed:

\[
\delta_i = \frac{\mu_j E - \mu_j C}{\sigma_i}.
\]

\[
Y = X \beta + E.
\]

\[
P[F_{c+k} = 1 \mid W_e = 1]
- P[F_{c+k} = 1 \mid W_e = 0],
\]

\[
z_1 = \frac{z_S}{\sqrt{1 - P_W}}
\]
Instructions for Typing the Parts of a Manuscript

5.15 Title Page

The title page includes three elements: running head for publication, title, and byline and institutional affiliation. (If the paper is to receive masked review, also place the author note on the title page, following the bylines and affiliations. The journal editor will remove the title page before sending the manuscript out to reviewers.) Identify the title page with a manuscript page header and the page number 1, placed in the upper right-hand corner of the page (see section 5.06).

Running head for publication. An abbreviated title will be used as a running head for the published article. Type the running head flush left at the top of the title page (but below the manuscript page header) in all uppercase letters. Do not exceed 50 characters, including punctuation and spaces. (See section 1.06 for a description of running heads.)

Title. Type the title in uppercase and lowercase letters, centered between the left and right margins and positioned in the upper half of the page. If the title is two or more lines, double-space between the lines.

Byline and institutional affiliation. Type the names of the authors in the order of their contributions using uppercase and lowercase letters, centered between the side margins, one double-spaced line below the title. For names with suffixes (e.g., Jr. and III), separate the suffix from the rest of the name with a space instead of a comma. Type the institutional affiliation, centered under the author’s name, on the next double-spaced line.

John Q. Foster II and Roy R. Davis Jr.
Educational Testing Service, Princeton, New Jersey
If two or more authors who follow each other in the order are at the same institution, type the authors' names on one line if space permits. Separate the names of two authors with the word and; separate the names of three or more authors with commas, and insert the word and before the name of the last author. The institutional affiliation appears on the next double-spaced line, just as it would for one author:

Juanita Fuentes, Paul Dykes, and Susan Watanabe
University of Colorado at Boulder

If several authors are from different institutions, type the names on separate lines. Double-space between lines. Examples of such settings follow:

Two authors, two affiliations:

David Wolf
University of California, Berkeley

Amanda Blue
Brandon University

Three authors, two affiliations:

Mariah Meade and Sylvia Earleywine
Georgetown University

Jeffrey Coffee
Dartmouth College

Three authors, two affiliations, affiliation shared by first and third authors:

David A. Rosenbaum
University of Massachusetts, Amherst
Three authors, three affiliations:

Hannah Mindware  
Catholic University of America

Dieter Zilbergeld  
Max Planck Institute

Joshua Singer  
University of Nevada, Las Vegas

5.16 Abstract

Begin the abstract on a new page, and identify the abstract page with the manuscript page header and the page number 2 in the upper right-hand corner of the page. (See section 5.06 for more information on page number placement and manuscript page headers.) Type the label Abstract in uppercase and lowercase letters, centered, at the top of the page. Type the abstract itself as a single paragraph in block format (i.e., without paragraph indentation), and do not exceed 120 words. Type all numbers—except those that begin a sentence—as arabic numerals. (See section 1.07 for advice on writing abstracts.)

5.17 Text

Begin the text on a new page, and identify the first text page with the manuscript page header and the page number 3 in the upper right-hand corner of the page. (See section 5.06 for more information on page number placement and manuscript page headers.) Type the title of the paper centered at the top of the page, double-space, and then type the text. The sections of the text follow each other without a break; do not
start a new page when a new heading occurs. Each remaining manuscript page should also carry the manuscript page header and the page number.

5.18 References
Start the reference list on a new page. Type the word References (Reference, if there is only one) in uppercase and lowercase letters, centered, at the top of the page.

Double-space all reference entries. (Although some theses and dissertations use single-spaced reference lists, single-spacing is not acceptable for manuscripts submitted to journals or books because it does not allow space for copyediting and typesetter’s marks.) APA publishes references in a hanging indent format, meaning that the first line of each reference is set flush left and subsequent lines are indented. If a hanging indent is difficult to accomplish with your word-processing program, it is permissible to indent your references with paragraph indents. The chosen format should be consistent throughout the references.

5.19 Appendixes
Double-space the appendixes and begin each one on a separate page. Type the word Appendix and the identifying capital letters (A, B, etc., in the order in which they are mentioned in text) centered at the top of the page. If there is only one appendix, do not use an identifying letter; the word Appendix is sufficient. Double-space and type the title of the appendix, centered, in uppercase and lowercase letters. Double-space, indent the first line five to seven spaces or ½ in., and begin the text of the appendix.

If tables are to be included in an appendix, precede each appendix table number with a capital A (starting with Table A1) or, if the paper includes more than one appendix with tables, the capital letter of the appendix in which it belongs. Format the table as described in section 5.21. If an appendix consists of only one table and no introductory text, the centered appendix label and title serve as the table title. In the case of multiple tables but no text, each table should be set up as a separate appendix.

If figures are to be included in an appendix, number them separately.
from any text figures, beginning with 1 and preceding the numeral with
the letter of the appendix in which the figure belongs. List appendix
figure captions after those of figures included in the main text, following
the guidelines in section 5.22.

5.20 Footnotes and Notes
Four types of notes appear in APA journals: author, content, copyright
permission, and table notes. Table notes are discussed in section 5.21.

The author note is not numbered or cited in the text. Type this note
double-spaced on a separate page following the references or appendixes,
if any, or, if the paper is to receive masked review, on the title page (see
section 5.15). If this note is on a separate page, center the label Author
Note in uppercase and lowercase letters at the top of the page. Start each
paragraph of the note with an indent, and type separate paragraphs for
the authors' names and current affiliations; changes in affiliations; ac-
knowledgments and special circumstances, if any, regarding the study
(e.g., dissertation, update to a longitudinal study; see section 3.89); and
last, the author's address for correspondence (begin the sentence with
Correspondence concerning this article should be addressed to).

Content footnotes and copyright permission footnotes that are
mentioned in the text are numbered consecutively in the order in which
they appear in the article. (Copyright permission footnotes to tables and
figures are typed as part of the table note or figure caption; see section
3.73 for sample permission notes.) To indicate in text the material being
footnoted, use superscript arabic numerals. Type the footnote numbers
slightly above the line, like this,\(^1\) following any punctuation mark except
a dash. A footnote number that appears with a dash—like this\(^2\)—always
precedes the dash. (The number falls inside a closing parenthesis if it
applies only to matter within the parentheses.\(^3\) Footnote numbers should
not be placed in text headings.

Center the label Footnotes in uppercase and lowercase letters at the
top of a separate page. Type all content and text copyright permission
footnotes together, double-spaced. Do not use the footnote or endnote
function of your word-processing program—the footnotes most likely
will not print in the desired location (immediately after the author note)
and could drop out of the file altogether during translation (at the production office or at the typesetter). Indent the first line of each footnote five to seven spaces or \( \frac{1}{2} \) in., like the first line of a paragraph, and type the footnotes in the order in which they are mentioned in text. Number the footnotes to correspond to their numbers in text.

5.21 Tables and Table Titles, Notes, and Rules
Tables are numbered consecutively in the order in which they are first mentioned in the text and are identified by the word Table and an arabic numeral. Double-space each table, regardless of length, and begin each table on a separate page. Place the manuscript page header and the page number in the upper right-hand corner of every page of a table.

**Table titles and headings.** Type the word Table and its arabic numeral flush left at the top of the table. Double-space and begin the table title flush left, capitalizing the initial letters of the principal words (see section 3.13) and italicizing the title. If the title is longer than one line, double-space between lines, and begin subsequent lines flush left under the first line.

Center column heads and subheads over the appropriate columns within the table, capitalizing only the initial letter of the first word of each heading (do not capitalize the second part of a hyphenated word unless it is a proper noun). Allow at least three spaces between the longest word in one column head and the longest word in another, and align material in each column (e.g., align decimal points). Allow at least three spaces between columns. Center table spanner heads over the entire width of the table (see section 3.67 for more on table spanners). If a table is longer than a manuscript page, begin the second and subsequent pages by repeating the column heads.

**Table notes.** Double-space all notes at the end of the table flush left. (For more detailed information on table notes, see section 3.70.)

**Table rules.** Separate the table title from the headings, the headings from the body, and the body from the table notes using horizontal rules. Use
the underline key or the table border function of your word-processing program. Place rules in the body of the table only if necessary to clarify divisions. Do not use vertical rules. (See Table Examples 1–12 in chapter 3 for examples of correctly typed tables.)

5.22 Figures and Figure Captions

Figures are also numbered consecutively in the order in which they are first mentioned in the text. Use the word Figure and an arabic numeral.

Make certain that each figure is labeled with (a) the manuscript page header (not the author’s name) and the figure number outside the image area of the figure or on the back and (b) the word TOP to indicate how the figure should be placed on the printed page if its orientation is not obvious (e.g., as with photomicrographs or illustrations of shapes).

Each figure must have a caption that includes the figure number:

Figure 1. Time criteria in the naming task.

Do not put the captions for figures on the figures themselves. Type all figure captions together, including any for figures to be included in an appendix, starting on a separate sheet. Center the label Figure Captions, in uppercase and lowercase letters, at the top of the page. Begin each caption flush left, and type the word Figure, followed by the appropriate number (or letter and number for appendix figures) and a period, all in italics. In the text of the caption, which is not italicized, capitalize only the first word and any proper nouns. If the caption takes up more than one line, double-space between lines, and type the second and subsequent lines flush left.

5.23 Spelling Check

Most word-processing programs have a function that checks spelling. Use it. Although an electronic spelling check cannot take the place of proof-reading the article, because words spelled correctly may be used incorrectly, it will at least ensure that there are no typographical errors in the manuscript that could make their way into print when your electronic file is used to publish the article.