

## ASA House Style

The ASA generally follows AP and Chicago styles for its magazines. Below are common guidelines, as well certain ASA-specific rules that fall outside AP and Chicago styles.

### ABBREVIATIONS

CV, not C.V.

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

US, not U.S.

DC, not D.C.

Spell out names of organizations at first mention and place the acronym in parentheses directly after. Use the acronym exclusively thereafter.

*Example:* The National Science Foundation (NSF) report made it clear no NSF grants would be given this year.

The ASA, not ASA

Virginia, not VA, in text

*Exception:* When the state is listed with a mailing address, in front of a ZIP code

Percent, not %

### ACKNOWLEDGEMENTS, DISCLAIMERS, AND EDITOR'S NOTES

Acknowledgements are discouraged, as they don't generally contribute to readers' understanding of what is being presented.

Disclaimers are sometimes necessary for authors who work for government agencies. When they must be included, they should be incorporated into an editor's note and placed at the end of the article.

Editor's notes always come at the end of articles.

### 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.

## **COPYRIGHT**

Do not use a picture or video from the internet without getting written permission from its creator/copyright holder first.

If you cannot get written permission, you may link to the picture or video.

Do not include/quote more than a paragraph of a book/paper/article without getting written permission from its creator/copyright holder first.

Always give credit for work that is not yours (in addition to getting written permission).

*Example:* Photo courtesy of [name]

## **DATES**

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

## **INTERNET**

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

URLs are italicized.

Twitter handles and hashtags are not italicized.

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

website, not web site

webpage, not web page

internet, not Internet. Internet is only capitalized if it occurs at the beginning of a sentence.

## **NUMBERS**

Words: one through nine Numerals: 10 and above

Spell out numbers that begin a sentence.

Data is considered singular, not plural.

*Correct:* The data is overwhelming.

*Incorrect:* The data are overwhelming.

## **PHOTO CAPTIONS**

Photos taken by ASA staff: Photo by [Name]/ASA

Photos taken by others: Photo courtesy of [Name]

## **PUNCTUATION**

### **Apostrophe**

1990s, not 1990's

'90s, not '90s or 90's

### **Capitalization**

Proper nouns in their entirety may be capitalized.

*Example:* ASA Section on Statistics and the Environment, otherwise the section. Ditto with ASA Board of Directors vs. the board.

Professional titles are capitalized only when placed before a proper name

*Example:* a professor emeritus, but Professor Emeritus Joe Phillip

Meetings are capitalized when referring to a specific meeting

*Example:* spring meetings, but Joint Statistical Meetings or ENAR Spring Meeting

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

Capitalize "the" when it is part of a trademarked name

*Example:* *The New York Times*, The Johns Hopkins University, *The American Statistician*

### **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 (Oxford) comma.

*Incorrect:* Jane, George and John were promoted.

*Correct:* Jane, George, and John were promoted.

### **Em Dash**

Abrupt change: Use dashes to mark an abrupt change in thought or an emphatic pause.

*Examples:* 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.

*Example:* He listed the qualities—intelligence, humor, conservatism, independence—that he liked in an executive.

## **En Dash**

Between numbers (a range): 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

## **Hyphen**

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.

*Examples:* The African-American boy, the high-school student

*Exceptions:* the adverb *very* and all adverbs ending in *-ly*

meta-analysis, not metaanalysis

policymaker, not policy-maker

decision-maker, not decisionmaker

problemsolver, not problem-solver

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

Close prefixes

*Examples:* nongovernmental, semiparametric, nonlinear

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

## **Italics**

Italicize URLs; book, magazine, and journal titles; names of newspapers; names of boats and spacecraft

*t*-test

*p*-value

*n* (any variable)

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

## **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.

*Examples:* “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.

*Examples:* Dwight D. “Ike” Eisenhower

Broadcast frequencies are measured in “kilohertz.”

Single quotes surround familiar words used in an unfamiliar or sarcastic way.

*Example:* The ‘title’ of his book is *The Apple Never Falls Far from the Tree*, but we all know that’s not really a title.

Avoid scare quotes.

*Example:* He didn’t “really” want to go to Germany.

### **Semicolon**

In general, use a semicolon for separations in thought that are too strong for a comma, but not strong enough for a period.

*Example:* 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.

Use semicolons to separate lists when individual segments contain commas.

*Example:* Other committee members were Brenda G. Cox, Mathematica Inc.; John Hewett, University of Missouri-Columbia; Bill Jenkins, US Centers for Disease Control and Prevention; and Jessica M. Utts, University of California, Irvine.

### **Spaces**

One space only between sentences and after colons.

## **REFERENCES**

References should not be scattered throughout the text as they would in a journal article. Ordinarily, only extremely noteworthy references should appear in the body of the article, and then they should be incorporated into the text.

*Example:* One of the earliest research papers applying probability and statistics to sports is Fred Mosteller’s 1952 work on the World Series in the *Journal of the American Statistical Association*.

If an additional reading list is necessary, below are examples of common listings:

Journal article:

Hurley, W.J. 2002. How should team captains order golfers on the final day of the Ryder Cup matches? *Interfaces* 32(2):74–77.

Journal article (when the journal is online only):

Hurley, W.J. 2007. The Ryder Cup: Are balanced four-ball pairings optimal? *Journal of Quantitative Analysis in Sports* 3(4), Article 6. [www.bepress.com/jqas/vol3/iss4/6](http://www.bepress.com/jqas/vol3/iss4/6).

Book:

van der Heijdt, L. 2003. *Face to face with dice: 5,000 years of dice and dicing*. Groningen, The Netherlands: Gopher Publishers.

Online article or video:

Weldon's Dice, Automated, [www.youtube.com/watch?v=95EErdouO2w](http://www.youtube.com/watch?v=95EErdouO2w).

Book chapter:

van der Heijdt, L. 2003. Face to face with dice: 5,000 years of dice and dicing. In *Gambling for fun and profit*, ed. A. H. Brush and G. A. Clark, 355–403. Groningen, The Netherlands: Gopher Publishers.

Organization as author:

British Standards Institute. 1985. *Specification for abbreviation of title words and titles of publications*. Linford Woods, Milton Keynes, UK: British Standards Institute.

## **SPELLING**

analyze, not analyse

decision-maker, not decisionmaker

email, not e-mail or E-mail

indexes, not indices

internet, not Internet

meta-analysis, not metaanalysis

modeling, not modelling

onsite, not on site or on-site

policymaker, not policy-maker

problemsolver, not problem-solver

webpage, not web page

website, not Web site or web site

## **TIME**

6 a.m. to 7 p.m.

6:15 a.m. to 7:00 p.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 title case enclosed in quotation marks.

*Example: "The Miracle of Metamorphosis"*

Journal titles and their acronyms, as well as book titles, are italicized.

*Example: Journal of the American Statistical Association (JASA)*

Titled, not entitled

Always place titles/headlines in title case.

*Example: Pride and Prejudice Set to Become Movie*

Prepositions are lower case

Use single quotes in titles and headings

## **JSM LEXICON**

invited session

contributed session/poster

topic-contributed session/poster

late-breaking session

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

nonmember

Career Service

continuing education courses

computer technology workshops

*JSM Proceedings*

onsite/online

audiovisual (AV)

keyword (Keyword in headings)

A.M. roundtables

P.M. roundtables