

Style Sheet

WPA: Writing Program Administration

Punctuation, Style, Spelling

- Check to make sure that **ellipses** [...] within quoted material are bracketed (as shown) when they are intended to indicate that material has been left out of the quotation. An ellipsis should be represented by three periods, with a single space before, after, and between each period.
- Use **PhD** not Ph.D. (no periods)
- Decades should be written using four digits (**1980s**).
- All articles should follow NCTE Guidelines for **Nonsexist Use of Language** in NCTE Publications (<http://www.ncte.org/positions/nonsex.html>).
- Make sure all author's have their **names spelled correctly**.
- **Hyphenated last names** stay the same in citations (e.g., Adler-Kassner), but only use the last name when the full name isn't hyphenated (e.g., Kathleen Blake Yancey is cited as Yancey)
- The first time the author is mentioned in the text, the **full name** should be used. After that, only use the last name. Don't shorten last names (e.g., from Robert to Bob).
- **Periods and commas** always should go inside single or double quotation marks. In cases where there is a parenthetical citation in the text, the period goes after the last parenthesis. If the citation is an indented quotation, the period goes at the end of the sentence and is followed by the parenthetical information.
- The **title** of the journal is *WPA: Writing Program Administration* and should be referred to as such in the first reference in the article. Subsequent references can be to just *WPA*. In the Works Cited, use the full title. The same rule applies to other commonly cited journals, such as *CCC (College Composition and Communication)*, *TETYC*, *PMLA*, etc.
- The first time a person's name is mentioned his/her entire name should be used. Subsequent references may use only the last name.

Formatting

- Use **one blank space** following all periods, question marks, colons, exclamation marks, and semi-colons.
- **Italicize** (do not underline) titles of books and journals.
- The first line of all paragraphs, including the first one, should be **indented 5 spaces**.
- Use only **em dashes**, e.g., "Now—and don't get me wrong—I believe . . ."
- Abbreviate State University of New York Press as **SUNY P**.
- **Long quotes** (more than 4 lines) should be indented 5 spaces on the left and right sides, shouldn't have quotation marks and should be double-spaced.
- **Quotations placed before articles** should be aligned with the text of the article, with no quotation marks or italics (unless in the original or added for emphasis). The author's name should be indicated by a dash and a note used to identify the citation information. .
- **Dates** mentioned in articles should be date, month, and year: 25 September 1999.

Headers

- **Titles of articles** should be flush right. They should contain the title (in script) and the name of the author or authors.
- **Primary headings** within the text are to be aligned flush left in bold (not underlined).
- Primary headings should have **added space above** them and normal spacing beneath.
- **Secondary headings** are indented five spaces and underlined, with extra space above them and the subsequent text indented five spaces.

Notes

- Each note should be in **numerical order** in the text and in the notes section.
- Notes should be listed after the article and **before the Works Cited**, with the heading [Notes] or [Note] (if only one Note appears).
- Each note should be **indented 5 spaces** on the first line (similar to a paragraph of text).
- The corresponding numbers should be in **superscript** next to the word or section that is being referenced in the note.

Citations

- Use **MLA style**
- Check to see that **all sources cited** in the text have entries in the Works Cited.
- Entries should be in **alphabetical order**
- The names of **multiple editors placed at the beginning** of the citation should be followed by [eds.] not [ed.]
- **[Ed.] (not [Eds.])** should precede names of editors when they are not the principle authors of the work, at the end of the source's title.
- If in a quotation, the **author adds emphasis**, the proper parenthetical representation is, (#, emphasis added). If the emphasis (italics) is in the original, there's no need to say so.
- States should always be represented by **abbreviations** – NY not New York.
- **Titles of books/journals** should be written out completely (not abbreviated) and italicized (not underlined).
- **Titles of articles** should be in quotation marks.
- Normally, **spell out names of universities**: New York UP, not NYUP.
- The State University of New York Press should be abbreviated as **SUNY P**.
- **Page ranges** of articles should be consistent with the page numbers cited in the text
- Page numbers higher than 99 should be listed with three digits before the dash and two digits after the dash **381-88** (not 381-388 or 381-8). If the range spans the hundred-boundary, use all three digits after the hyphen (e.g., 381-402, not 381-02)