

APA NEWSLETTERS — GUIDELINES FOR AUTHORS

Copy Deadlines

- Check with the respective [newsletter editors](#) for deadlines.

Submission of Materials

- Submit electronic files via email to the appropriate newsletter editor(s).
- When sending computer files, use a PC-compatible word-processing program. Acceptable file types: .doc, .docx, or .rtf. To ensure compatibility and accuracy, please contact Erin Shepherd at erinshep@udel.edu (prior to sending) if you need to send alternate file types.
- If any articles contain graphics, special fonts or characters, specific language or any nonstandard text/font packages, be sure to send the appropriate image/font files **in addition** to your articles (at the same time). Please mention such file attachments in your email when you submit your materials.
- If your articles contain any images (pictures, diagrams, etc.) that have been previously published and permission to reprint is required, please provide (when you first send the articles) copies of the written permission from the original publisher. We cannot publish any articles with images for which required permission is missing.
- Authors must complete a [copyright transfer agreement form](#) prior to the time of publication.
- Authors are asked to spell check and proofread their articles before submitting them, though please note that we will edit and proofread all articles prior to publication in the newsletters.

Formatting Guidelines

- The APA newsletters adhere to the *Chicago Manual of Style*.
- Use as little formatting as possible. Details like page numbers, headers, footers, and columns will be added later. Use tabs instead of multiple spaces for indenting. Use *italics* instead of underlining. Use an “em dash” (—) instead of a double hyphen (--).
- Use endnotes instead of footnotes. Examples of proper endnote style:
 - John Rawls. *A Theory of Justice* (Cambridge: Harvard University Press, 1971), 90.
 - See Sally Haslanger, “Gender and Race: (What) Are They? (What) Do We Want Them To Be?” *Noûs* 34 (2000): 31–55.
- If a bibliography is included, please use the following format:
 - Warnke, Georgia. *Legitimate Differences: Interpretation in the Abortion Controversy and other Public Debates*. Berkeley: University of California Press, 1999.
 - Austin, J. L. “A Plea for Excuses.” In *Philosophical Papers*, 2nd ed., edited by J. O. Urmson and G. J. Warnock, 176–77. New York: Oxford University Press, 1970.