

# APA Newsletters

## Guidelines for Editors

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### Copy Deadlines

- Fall issue: July 1; Spring issue: February 1
- Copy deadlines are critical for the APA newsletters to be published on time. **Any newsletter material not received by the deadline is not guaranteed to be included.** Please note that it is the responsibility of the editors to ensure that their copy is submitted on time.

### Submission of Materials

- Submit all newsletter material electronically to Erin Shepherd at [erinshep@udel.edu](mailto:erinshep@udel.edu)
- All materials for a particular issue should be submitted at one time, with the order of publication clearly marked. If there are co-editors, please have only one send the final copy. Further communication should include both editors to avoid confusion or duplication.
- When sending electronic files, use a PC-compatible word-processing program. Acceptable file types are .doc, .docx, or .rtf. To ensure compatibility and accuracy, please contact Erin Shepherd at [erinshep@udel.edu](mailto:erinshep@udel.edu) 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 along with your articles. 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 [publication agreement](#) in order for the material to be published.
- Editors are asked to spell check, proofread, and edit all articles before submitting them. **Articles submitted in rough form will be returned.** All articles will undergo another round of proofreading by the APA publications coordinator before they are published.

### Proofs and Corrections

- Proofs will be provided in PDF format. Editors generally have one to two weeks to review the proofs and submit any changes or corrections.
- Any changes or corrections should be sent to Erin Shepherd at [erinshep@udel.edu](mailto:erinshep@udel.edu)
- All corrections must come from the editors, not the authors.

### 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.