

# ASA House Style

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

## Punctuation

### APOSTROPHE

1990s, not 1990's

'90s, not 90's

### CAPITALIZATION

Proper nouns in their entirety may be title cased.

Examples: ASA Board of Directors or the board

ASA Biopharmaceutical Section or the section

Professional titles are title cased only when placed before a name.

Example: Professor Emeritus Joe Phillip or a professor emeritus

Meetings are title cased when referring to a specific meeting.

Example: Joint Statistical Meetings or the meetings

Six Sigma, not six sigma or 6 sigma

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

Example: *The New York Times*

Capitalize the first word after a colon only if it is a proper noun or begins a complete sentence.

Examples: He wrote his first book: *The*

*Apple Does Not Fall Far from the Tree.*

She was adamant: The deadline is midnight.

### COLON

The most frequent use of a colon is at the end of a sentence to introduce lists, tabulations, texts, etc.

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.

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

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

# Punctuation cont.

Examples: We will fly to Paris in June—if I get a raise.

Smith offered a plan—it was unprecedented—to raise revenues.

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

Use between numbers in a range.

Example: JSM will take place August 7–11.

Exception: Use a regular dash between digits in a phone number.

Use in a two-word compound adjective.

Examples: science project–based assignment  
college and high school–level courses

## HYPHEN

Use hyphens to avoid ambiguity or to form a single idea from two or more words.

Examples: re-mark, cross-section

Use hyphens in compound modifiers when they precede a noun.

Example: The blue-haired boy

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

Close prefixes

Examples: nongovernmental, semiparametric, nonlinear

Suspensive hyphenation

Example: He received a 10- to 20-year sentence.

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).

## 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.

## PERIOD

CV, not C.V.

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

US, not U.S.

DC, not D.C.

## QUOTATION

Use for titles of magazine, journal, or newspaper articles and columns; musical works; photographs; poems; television or radio episodes; and unpublished materials.

Example: Have you seen “Phantom of the Opera”?

Always place quotation marks **after** periods

# Punctuation cont.

and commas.

Example: "I do not object," he said, "to the tenor of the report."

Question marks, exclamation points, dashes, colons, and semicolons always fall outside quotation marks, unless they are part of the quoted material.

Example: Have you seen "Phantom of the Opera"?

Alternate single (') and double (") quotation marks for quotes within quotes.

Example: 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.

## SEMICOLON

In general, use a semicolon for separations in thoughts 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; John Hewett, University of Missouri-Columbia; Bill Jenkins, US Centers for Disease Control and Prevention; and Jessica M. Utts, University of California, Irvine.

In text, use semicolons in a list following a colon. In bulleted or numbered lists, do not use semicolons at the end of each line.

## SPACES

One space only between sentences and after colons.

# Everything Else

## ABBREVIATIONS

Spell out names of organizations at first mention and try to refer to them without using an acronym. If you must use one, put it in parentheses directly after. Use the acronym exclusively thereafter.

Examples: The US Census Bureau is a good source for data. The bureau hires excellent statisticians.

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

Spell out the names of states in text.

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

## ACKNOWLEDGEMENTS, DISCLAIMERS, AND EDITOR'S NOTES

Acknowledgements are removed, 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 AND REFERENCES

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 ...

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*.

A list of references may follow the article in the form of a Further Reading sidebar, although this is discouraged.

If a Further Reading sidebar 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.

# Everything Else cont.

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.

## 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 and should break at a slash or period.

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.

## ITALICS

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

*t*-test

*p*-value

*n* (any variable)

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

Italicize vectors, matrices, and tensors (usually in graphs)

## NUMBERS

Words: one through nine

Numerals: 10 and above

Spell out numbers that begin a sentence.

Data is considered singular.

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]

# Everything Else cont.

## 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

problem-solver, not problemsolver

webpage, not web page

website, not Web site or web site

database, not data base

data set, not dataset

## 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. Proper nouns in a title/headline such as a book title should be set in single quotes or italicized.

Example: 'Pride and Prejudice' Set to Become Movie

Prepositions are in lower case

Courtesy Titles: Do not use Mr., Mrs., Ms., etc. The only exception is Dr. when the doctor is a medical doctor.