



The WAC Clearinghouse

supporting the WAC community since 1997

wac.colostate.edu

A Guide for Authors and Editors

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About the WAC Clearinghouse Publishing Collaborative

The WAC Clearinghouse is a publishing collaborative. In brief, this means that our efforts to publish work are shared by a large group of authors, editors, copyeditors, designers, reviewers, and editorial board members. As a group, we engage in a highly distributed process that brings good work to the larger scholarly community. We do so in a manner that strives, first, for the highest scholarly quality and, second, for the highest quality in design and production. As an author joining our collaborative, we ask that you consider the following guidelines as you prepare your book for publication.

Submission Checklist

To simplify the process of preparing your manuscript for submission, we've provided the following list of requirements. Please make sure you've addressed each of the following.

- ❑ **File format.** Please provide your document in a single file in Word format (.docx) or "Rich Text Format" (RTF). See File Format and Delivery.
- ❑ **Content and Order.** Please order the parts of your book following our guidelines. See Book or Chapter Content and Order.
- ❑ **Links.** Please ensure that all links (websites, etc.) in the manuscript are live. Readers should be able to navigate to the sites by clicking on the link.
- ❑ **Citation System.** Please use the citation system defined in the most recent version of the MLA or APA handbook. See Citation System.
- ❑ **Manuscript Preparation and Use of Word-Processing Styles.** Please consult and follow our house style guidelines. And please format your document using styles (e.g., normal, heading 1, heading 2, heading 3). See Manuscript Preparation and Use of Word-Processing Styles.
- ❑ **Figures, Images, and Other Illustrations.** Please provide most images as separate files in high-resolution format (e.g., at least 2400 pixel widths) for images that are intended to run the full width of a page. Some figures, such as charts and diagrams built with tools within a word processing program, can be left in the text. See Figures, Images, and Other Illustrations. Please ensure that figure numbering follows series guidelines.
- ❑ **Tables.** Please ensure that tables will reproduce well in a 5-inch width. See Tables. Please ensure that figure numbering follows series guidelines.
- ❑ **Permissions.** Please ensure that you have permissions for the use of all copyrighted work.
- ❑ **Proofreading.** Please proofread your manuscript carefully before submitting it. See Proofreading.

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1. Completing the Checklist

We ask that you complete the checklist found on page 2 of this guide. The following items are presented in the order they appear in the checklist.

1.1 File Format and Delivery

Please send your files to us in Word format (.docx) or “Rich Text Format” (RTF). We ask that you send us your work as a single file. Files may be delivered as email attachments in either their native format (ideally, Word or RTF) or as a compressed files (such as a Zip file). You may also send us your files using file sharing programs such DropBox, Box, OneDrive, or iCloud.

Important Note: We can work with files produced in most word processing programs, including Google Docs. Please avoid using more than one word-processing program to create your manuscript. We’ve had unfortunate experiences working with files that have moved back and forth between different programs (for instance, between Google Docs and Word or between Google Docs and Pages or between Pages and Word, and so on). The conversions that occur as files are moved from one system to another tend to cause difficulties once we reach the stage where we are producing the files. This is particularly true if you wish to create an index or if you are working with tables.

1.2 Content and Order of Books and Book Chapters

Your book will ultimately contain as part of its frontmatter a title page, a dedication page (if desired), a table of contents, lists of illustrations (plates, figures, tables), a preface (if desired), acknowledgments (if any), and a foreword (if any). In general, we include introductions at the beginning of the main section of the book, as we do with epilogues and afterwords. Backmatter may include endnotes, biographical information on contributing authors, and an index. Some books may also have appendices and Works Cited or Reference lists or other bibliographies. (For an edited collection, the Notes and References or Works Cited list should appear at the end of each chapter.)

1.2.1 Book Order

Please order material in a book as follows. It is not expected that all of these will be included.

Front Matter

1. Title page
2. Dedication (optional)
3. Acknowledgments (optional)
4. Table of Contents
5. List of Figures, Illustrations, and/or Tables (optional)
6. Preface or Foreword (optional)

Text/Body

7. Introduction (optional)
8. Chapters

9. Afterword or Epilogue (optional)

Back Matter

10. References or Works Cited list (for a monograph; references or works cited lists normally appear at the end of the chapter in an edited collection)
11. Bibliography of Related Work (these would not appear in the references list) (optional)
12. Glossary (optional)
13. Appendices (for a monograph) (optional)
14. Contributors (for a collection) (optional)

1.2.2 Chapter Order in an Authored Book

Please order material in a chapter as follows. It is not expected that all of these will be included.

1. Chapter title
2. Body text
3. Acknowledgments (optional)
4. Notes (optional)
5. References or Works Cited list

1.2.2 Chapter Order in an Edited Collection

Please order material in a chapter as follows. It is not expected that all of these will be included.

1. Chapter title
2. Author(s) and Author Affiliation
3. Abstract
4. Body text
5. Acknowledgments (optional)
6. Notes (optional)
7. References or Works Cited list
8. Appendices (optional)

Please note that our house style is to place appendices after the references or works cited list. If you use a single appendix, simply title it Appendix. If you use more than one appendix, title each with a letter, a colon, and a descriptive title. For example, use *Appendix A: Related Resources*. Subsequent appendices would be titled *Appendix B: Title*, *Appendix C: Title*, and so on. You may choose not to use a descriptive title.

1.3 Links

Please ensure that all links in your manuscript are live. Readers should be able to click or touch the link and open the document to which it points. This should include any explicit URLs (e.g., <https://wac.colostate.edu>) and any text that does not explicitly include a URL but will, when clicked or touched, open a web page or document.

It is not necessary to underline or change the color of a link, although it is fine if this occurs

automatically when you create the link. In fact, it will simplify the production process for our books if you avoid adding formatting for links. In most word processing programs, you can create a link if you place the cursor at the end of the link and enter a space.

Links to DOIs in APA and MLA should be live as well (see section 3, Citations). In APA, all DOIs should be preceded by <https://doi.org>. In MLA, this is not necessary. However, it may be easiest to create the DOI with <https://doi.org> preceding the DOI string. Once the link is created, if you prefer, you may remove <https://doi.org>. Or you can leave it in place. We suspect that MLA will likely adopt the practice of using this prefix in the future.

Please note that, since we issue our books in print editions as well as in digital open-access editions, you may find it useful to make any text links visible to your readers. If it is a short URL, you might include it in a parenthesis after the text. If it is longer, you might insert a footnote that provides the URL. You can see examples of this practice in books such as Lockett et al.'s *Race, Rhetoric, and Research Methods* (<https://wac.colostate.edu/books/perspectives/race/>).

1.4 Citation System

The WAC Clearinghouse allows authors and editors to cite sources using either the *Publication Manual of the American Psychological Association* (APA) or the *MLA Style Manual*. Information about the APA system can be found at <https://apastyle.apa.org/>. Information about the MLA system can be found at <https://style.mla.org/>. We offer guidance on the use of these styles later in this guide.

Please use a single documentation system throughout your book. If you are contributing to an edited collection, consult your editor(s) to ensure that you use the same documentation style as other contributors to the volume.

1.5 Manuscript Preparation and Use of Word-Processing Styles

In general, we follow the manuscript preparation and formatting recommendations common to the APA and MLA systems. We also require the use of word-processing styles in submitted manuscripts.

1.5.1 Manuscript Preparation

Page Layout and Numbering. Please use a one-inch margin on all sides of the page. Do not justify the right margin. You should use the standard letter page size (8.5 x 11 inches) or A4 (outside of the United States). Number the pages of the manuscript in the footer for the document. Number all pages consecutively, beginning with the title page.

Font Style and Size. We recommend using a consistent font throughout your manuscript. You may use, for example, 12-point Times New Roman or 11-point Calibri or another commonly used font for your body text. Your body text should use the same style (generally, the Normal style in Word works well). Your headings should use either the built-in heading 1, heading 2, and heading 3 styles in your word processor or custom styles for A heads, B heads, and C heads. For more on styles, see *Use of Styles*, earlier in this document.

Formatting Citations. Please use styles to format your citations. We recommend that you create a style named something like Reference List, Works Cited List, or Bibliography. Use a hanging indent. Do not use tabs, paragraph breaks, or manual line breaks to format your list.

Footnotes and Endnotes. Please limit your use of footnotes and endnotes. If you must use them—most likely in cases where you want to provide supplementary information or qualification without any interruption of the flow of your primary text—please format them as footnotes using your word processing program’s notes tool. This helps us preserve the location and content of notes during production. If you wish to provide a lengthy note at the end of chapter, please do so in a section titled “Notes” or “Acknowledgments.”

Cross-References. Because pagination changes up until the last minute during production, please do not make cross references to page numbers in the book. You’re encouraged to reference other sections of the book, but please use only the chapter title, number, or other identifying feature for the cross-reference. The best way to do this is to use one of the following constructions:

As Chen notes (Chapter 4, this collection)

This is echoed by other scholars in this collection (Jackson, Chapter 5; Samuels, Chapter 8).

This is not an isolated observation (Garcia, Chapter 4, this collection), since

1.5.2 House Style

Although we follow APA and MLA guidelines for manuscript preparation, please note that our house style departs in several ways from those guidelines. For example, in APA reference lists, we allow the use of full names, as opposed to initials. You are free, in you prefer, to use initials for first names in APA reference lists. We ask only that you format the reference list consistently. Please do not use initials for some names and full first names for others. Similarly, differences in how numbers and percentage signs are treated in the two styles have led us to develop guidelines for their treatment in our publications. Please view our house style guidelines as you prepare your manuscript.

1.5.3 Word-Processing Styles

We require that all manuscripts submitted for copyediting be *styled*. In a word processing program, the term *style* refers to defined set of font- and/or paragraph-level formats. A paragraph style (such as the built-in normal style in Microsoft Word) will typically define the font face and size, the font color, the spacing before and after the paragraph, and whether the beginning of the paragraph is indented. It can also define tabs, borders, and other formatting characteristics. A character style (such as the built-in hyperlink style in Microsoft Word) will define the font face, size, color, use of underlines, and so on.

Styles are a critical part of our production process. It is essential that you apply styles throughout your manuscript. We recommend that, at a minimum, you apply the following general styles:

- Normal (or body) text

- Chapter Title
- Heading 1
- Heading 2
- Heading 3
- Block Quote
- Figure Caption
- Table Title
- Table Header
- Table Text

Many of these styles (e.g., normal, heading 1, heading 2, heading 3) are built into word-processing programs. You may define them as you wish or use their default settings. During our production process, we will import your word processing file into our document layout system. At that point, we will map the styles you have used to those in our document layout system, redefining the specific characteristics of each style to match those used in the book series.

That said, please keep the following observations in mind.

Line Spacing. We are agnostic about line spacing. You may single or double space your lines, or pick a value somewhere between.

Paragraph Indentation. Allow your word processor to automatically insert an indentation for you (using the “first-line indent”) function. Please don’t use tabs or spaces to indicate indentations. And please don’t add extra lines between paragraphs. It is best to control any spacing after or before paragraphs through a style definition (e.g., adding six points of spacing following a paragraph in Word’s “Normal” style).

Block quotations. These should be indented on the right and left. Please use a style (such as a custom style named “Block Quote”) to format block quotations.

Headings and Subheadings. Use capital and lowercase letters (Title Case) for Chapter titles as well as headings and subheadings, as shown below. Generally, this means that you should capitalize the first word in the heading as well as all nouns, pronouns, verbs, adjectives, and adverbs. Do not underline your headings and do not use all capitals. Indicate the relative importance of the headings by their relative size and position on the page. Headings and subheadings should appear on their own lines.

Example of an A-level Heading

Body text body text body text body text body text body text body text body text body text body text
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body text

Example of a B-level Heading

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Example of a C-Level Heading

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body text

1.6 Figures, Images, and Other Illustrations

Our production work is done using Microsoft Word and programs available from Adobe, in particular InDesign, Acrobat, Photoshop, and Illustrator. This allows us to use a wide range of file types. In this section, we provide information you might find useful as you work with illustrations for your book. In general, we ask that you provide image files for most illustrations. A key exception to this request involves illustrations created using the graphics tools provided through various word processing programs. This includes charts created in a word processing program and diagrams created with various graphics tools within the document. See below for more details.

File Format. We expect you to provide figures, photographs, or other illustrations in digital format. We use TIFF images in our production process, but we can work with images in a several formats, including JPEG, GIF, PNG, PSD, AI, and EPS. If you scan print illustrations or photographs, you should do so at 600 dpi (see Scanned Images). All images should be in color. Please note that these images will be converted to grayscale or black and white for print production. If you wish, you may provide both color and grayscale/black and white images.

Image Size and Color. In general, please provide each figure, image, or other form of illustration in a high-resolution format (for specifics on resolutions, see below). In general, we do our production work with images that have a DPI (dots per inch) of at least 600. This means that an image that is 600 pixels wide will be one-inch wide on our pages. Here is our best advice on preparing images.

1. For most images, send them in as high a resolution as you can. For example, a photograph would ideally be at least 2400 pixels wide.
 - a. If you are creating images by capturing a screen, for example, please do so on a high-resolution monitor (a Quad HD monitor, which has a resolution of 2560 by 1400 pixels, works well; a monitor with higher resolution, such as a 4K monitor, is even better).
 - b. If you are scanning images, please set the scan settings to 600 DPI and use either color or grayscale settings. (In our digital editions, we publish most figures in color; these images are converted to grayscale for print editions.)
 - c. If you are photographing an image, please send us the full-size image (don't reduce the size).
2. For images that cannot be saved with a high resolution, we will do our best to work with them. Please note, however, that sometimes this results in images that appear to be blurry on the page.
3. If you are creating an image in Word, such as a chart, a WordArt figure, or some sort of figure that uses the other graphics tools in Word, then please leave them in the Word document. We will capture them as high-resolution images and insert them into the book pages.

If you are working with an image that was initially created with a low resolution, send it to us as is. We'll do our best to work with it. Please do not change the resolution prior to sending it to us.

File Names. Name the files with the figure number and appropriate format extension (e.g., "Figure 3-12.tif"). Don't manually change the file extension because the program that produced it has marked it

in that format.

Figure Numbering. For monographs and collections that use chapter numbers (consult the series for guidance), please number figures using the Chapter Number.Figure Number format: Figure 7.1, Figure 7.3, Figure 8.5.

Figure Placement in the Manuscript. In your text, you may embed the figure or indicate where it is to be placed by identifying it by number and placing its caption on its own line as follows:

Figure 3.1. Captions should be short. Put the credit line for images at the end of each caption, and be sure to arrange for permission in advance.

The figure itself will be placed above its caption. Please avoid any positional notations regarding figures, such as “see Figure 1.3 below” or “see Figure 3.2 on the following page.” There are few guarantees about where figures will be placed, so it will save us work if words such as “below” and “above” are avoided.

Permissions. Photographs and artwork often require permission to reprint. “Fair use” does not normally apply to the use of images. Screen shots from film, however, do qualify, provided the caption includes the copyright information.

When you collect a photograph or other illustration that might require permission to use, be sure to keep track of all source and contact information. You will likely want to start early to request permission to use them.

1.7 Tables

Table Placement, Formatting, and Numbering. Tables should be embedded in the text. The title for a table goes above the table. Each table should be labeled sequentially (e.g., Table 4.1. Survey Results, Table 5.2. Observation Results).

Please avoid using positional notations regarding tables, such as “see Table 1.1 below” or “see Table 1.2 on the following page.” There are few guarantees about where tables will be placed, so it will save us work if words such as “below” and “above” are avoided.

For monographs and collections that use chapter numbers (please consult the series for guidance), please number tables using the Chapter Number.Table Number format: Table 2.1, Table 6.3, Table 9.2.

Table Design and Size. The usual page size for a Clearinghouse book is 6” x 9”. Accounting for margins, that means that tables displayed in portrait mode can only be 4.625” wide by 7.5” high. You should format your tables at this size. Use a font such as Calibri or Helvetica at 9 or 10 point to approximate how the table will display in the finished book. Tables may continue on subsequent pages.

Please note that, in general, complex (and in particular *wide*) tables do not work well in book format. Please make your table as clear as possible and avoid complex formatting to the best of your ability. If your tables include text, consider that a five-column table will have less than one-inch per column to display the text.

Please don't use any tabs in your table or extra returns (to manage cell formatting, use the word processor's table layout features). All tables should be embedded directly in your text where you want them to appear (not at the end of the book or in a separate file).

1.8 Permissions

As stipulated in your contract, acquiring permission to quote prose or poetry or to reproduce illustrative material from both published (in copyright) and unpublished material is the responsibility of the authors or editors, as is the payment of any required fees. It is important that you begin seeking permissions contracts early in the process of preparing your manuscript, as manuscripts with incomplete permissions cannot be advanced to copyediting. For more information, consult the resources and services available through the Copyright Clearance Center at <https://www.copyright.com>.

You may use the sample Permissions Request Form (in Appendix A) when contacting copyright holders. Copies of the fully executed permissions should be forwarded to the Clearinghouse along with your final manuscript. While it is impossible to precisely determine what constitutes "fair use," we consider 10 percent of a prose work (composed of assorted brief extracts) and 8 percent of a poem to fall under "fair use." We also consider captured film stills as "fair use," with the stipulation that full copyright acknowledgment be provided.

When citing student work, we follow the most recent CCCC statement on citing student writing, which can be found in the CCCC position statement, Guidelines for the Ethical Conduct of Research in Composition Studies, available at <https://ccc.ncte.org/ccc/resources/positions/ethicalconduct>. See Appendix C for more information.

1.9 Proofreading

Please run a spelling and style check before submitting your manuscript, followed by a formal proofreading to catch those errors that may have been missed by the spelling and style checker. For questions about spelling, consult *Merriam-Webster's Unabridged Dictionary* (see <http://unabridged.merriam-webster.com/>). For questions about style, see our House Style section, below.

The soundest advice we can offer about questions that come up during proofreading is to:

- Familiarize yourself with our house style guidelines.
- For situations not addressed by our house style, consult the handbook associated with the citation system you have chosen (APA or MLA).
- Be consistent in spelling, punctuation, capitalization, use of italics, use of hyphens in proper names, honorific titles, forms of dates, abbreviations, and so on.

If you have any remaining questions about spelling or style, please consult the series editor(s).

2. House Style

We have developed the following style guidelines to ensure consistency across books published in our various book series. For issues not addressed in these guidelines, please consult the handbook associated with the citation system you have chosen (APA or MLA). For questions about spelling consult the *Merriam-Webster's Unabridged Dictionary* (see <http://unabridged.merriam-webster.com/>).

2.1 Language Free of Bias and Stereotypes

- Please follow commonly accepted guidelines for nonsexist use of language, such as the National Council of Teachers of English's (NCTE's) *Statement on Gender and Language* (<https://ncte.org/statement/genderfairuseoflang/>).

2.2 Race and Ethnicity

- Clearinghouse publications should follow the general (although still emerging) guidance provided by the American Psychological Association (<https://apastyle.apa.org/style-grammar-guidelines/bias-free-language/racial-ethnic-minorities>). Within a lengthy post, APA Style provides the following advice:

Racial and ethnic groups are designated by proper nouns and are capitalized. Therefore, use "Black" and "White" instead of "black" and "white" (do not use colors to refer to other human groups; doing so is considered pejorative). Likewise, capitalize terms such as "Native American," "Hispanic," and so on. Capitalize "Indigenous" and "Aboriginal" whenever they are used. Capitalize "Indigenous People" or "Aboriginal People" when referring to a specific group (e.g., the Indigenous Peoples of Canada), but use lowercase for "people" when describing persons who are Indigenous or Aboriginal (e.g., "the authors were all Indigenous people but belonged to different nations").

Do not use hyphens in multiword names, even if the names act as unit modifiers (e.g., write "Asian American participants," not "Asian-American participants"). If people belong to multiple racial or ethnic groups, the names of the specific groups are capitalized, but the terms "multiracial," "biracial," "multi-ethnic," and so on are lowercase.

2.3 Punctuation and Mechanics

- Please place one space (not two) after a period, question mark, or exclamation point.
- Please do not place a space before colons. For example, use "this is true: one is not two", instead of "this is true : one is not two".
- Please use the serial comma (sometimes called the Oxford or Harvard comma). Place a comma after the next-to-last element of a series of three or more items (e.g., the red, white, and blue of the U.S. flag).

- Periods and commas typically are placed 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 for a block quotation, the period goes at the end of the sentence and is followed by the citation in parentheses.
- An ellipsis should be represented by three consecutive periods, with a single space between them (. . .). There is no need to put ellipsis marks in brackets when the ellipsis mark does not appear in the original.
- If words at the end of a sentence are removed, indicate the omission with an ellipsis mark and a period (. . . .). If the omission represents one or more sentences, end the sentence before the ellipsis mark with a period and then insert the ellipsis mark with a space on both sides (. . . .).
- When a noun ends with an s, use only the apostrophe (e.g., Jess' instead of Jess's). This applies to both common and proper nouns.

2.4 Numbers and Dates

Style guides from the APA and MLA, among others, differ markedly in their treatment of numbers. Please attend to the following guidelines. For additional questions, follow the guidelines for the documentation style you've chosen.

- Use words to start a sentence (e.g., "Ten people stood up ..." rather than "10 people stood up ...").
- Use words for numbers smaller than 11 unless you are presenting a series of numbers (e.g., use "2, 15, and 48 students" rather than "two, 15, and 48 students").
- In general, use "percent" in body text (More than 20 percent of all students ...) and % in tables or when percentages are presented in parentheses (The students who responded (23%) indicated ...).
- Decades should be written using four digits (1980s).
- Do not place an apostrophe in a decade (e.g., 1990s not 1990's)

2.5 Names and Abbreviations

- The first time the author of a cited work is mentioned in the text, the full name should be used. After that, only use the last name. For edited collections, restart this practice with each new chapter.
- Don't shorten first names (e.g., from Robert to Bob) unless the author uses a shorter version of a name (e.g., Mike Palmquist rather than Michael Palmquist).
- Hyphenated last names stay the same in in-text 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)
- Spell out the full titles of journals and organizations in your text. If there are multiple references to an item that has a commonly used acronym, spell it out the first time and follow it with the abbreviation in parentheses (as with NCTE above). Subsequent references can use the

abbreviation. If there is a common set of abbreviations used throughout the book, they can be listed on “Commonly Used Abbreviations” page in the frontmatter.

- In the References or Works Cited list, always use the full title for journal names, publishers, and organizations.
- If you abbreviate United States, United Kingdom, or European Union, please use US, UK, and EU. When using the abbreviation for the United States as an adjective, use U.S. (e.g., U.S. State Department).

2.6 Capitalization

- In body text, we aim for minimalist use of capitalization. So, for example, all reference to committees, departments, programs, etc. (normally capitalized within internal institutional contexts) are lower-case (“university library” not “University library”). The same goes for titles (“I spoke to the dean” not “I spoke to the Dean.”) It’s standard not to capitalize such terms when used before an audience outside the institutional context and when not attached directly to the person’s name.
- In body text, we recommend using lower case for field names. For example, use writing studies rather than Writing Studies (just as you would use biology rather than Biology). Similarly, use rhetoric and composition rather than Rhetoric and Composition. Exception include words such as English, French, and Spanish, which are normally capitalized. Thus, you would use *English department* and *biology department*.
- In headings, we depart from our advice on the minimalist use of capitalization. In chapter titles and all headings, please use title case. For example, use “The Nature of Writing Studies” rather than “The nature of writing studies.”

2.7 Formatting and Dashes

- Long quotations (more than 4 lines) should be set-off from the rest of the text with an additional indentation (relative to the body text) of one-half inch (or some reasonable approximation) on the left and right sides. These quotations shouldn’t have quotation marks (except internally, if the passage quotes other material) and should be single-spaced. Ideally, we would like to see space above and below the quotations (controlled through the quotation style setting rather than paragraph breaks).
- Italicize (do not underline) titles of books and journals.
- Never use tabs for formatting, either in the body of the text, tables, or anywhere else. If you need to align rows or columns, put the content in a table. If a line needs to be indented (as in poetry) do not use spaces—use the margin slider or automatic “first-line indent” instead. Do the same for paragraphs. (All tabs will be removed during production, so to reduce possible errors, it’s best not to use them at all at any stage.)
- Use em dashes to separate asides (e.g., “Now—and don’t get me wrong—I believe . . .”

2.8 Trademark and Service Mark Symbols (™, ™, ®)

- You are not expected to use these symbols unless you are showing the logo for a company or product. In that case, if the logo does not incorporate a trademark or service mark, please add it.
- If you choose to use a trademark or service mark symbol, do so only on the first or most prominent mention of the company or product. Afterwards, you should not use it. Most readers find the symbols distracting.

2.9 Terminology

In general, please use

- “Ph.D.” rather than “PhD” (similarly “Ed.D.”)
- Master (upper case) when referring to a specific degree (e.g., Master of Fine Arts, Master of Rhetoric and Composition)
- master’s (lower case) when referring more generically to one degree (master’s degree) or to more than one degree (masters degrees).
- “web” rather than “Web”
- “internet” rather than “Internet”
- “website” rather than “web site”
- “email” rather than “e-mail”
- “wiki entry” rather than “wiki post”
- “blog entry” when referring to a single entry in a blog
- “blog” when referring to an entire blog
- “ebook” rather than “e-book”
- “ePortfolio” rather than “e-Portfolio”
- “smartphone” rather than “smart phone”

2.10 Academic Titles and Author Affiliations

- Use “Professor” rather than “Full Professor.”
- Use “doctoral candidate” rather than Ph.D. candidate.
- Provide the institutional affiliations for authors and editors. They should be placed below the author byline at the beginning of a chapter, introduction, foreword, and so on.

3. Citations

Books published by the Clearinghouse use the documentation systems published by the American Psychological Association (APA) or the Modern Language Association (MLA). See Documentation and Manuscript Preparation System earlier in this guide. In general, we prefer APA style over MLA style, but either style is acceptable, and we are comfortable using either one. As you work with citations, we ask that you do the following.

- Check to see that all sources cited in the text have entries in the Reference or Works Cited list.
- Place entries in alphabetical order. Follow the style guidelines in the APA or MLA guides to determine how to address sources by the same author.
- Title the list of works cited “Works Cited” in MLA style and “References” in APA style.
- Preface any Digital Object Identifiers (DOIs) with <https://doi.org/>. For example: <https://doi.org/10.2307/2579746>.

Formatting Guidelines. Please use styles to format your citations. We recommend that you create a style named something like Reference List, Works Cited List, or Bibliography. Use a hanging indent. Do not use tabs, paragraph breaks, or manual line breaks to format your list.

3.1 APA Style Observations

The following comments reflect observations about problems we’ve found during copyediting. They are provided as helpful reminders to authors and editors. Information about the *APA Manual* can be found at <https://apastyle.apa.org/>.

3.1.1 In-Text Citations

- In cases of sources with three or more authors, APA specifies that in-text references use the first author’s last name followed by et al. If you use multiple sources with three or more authors, the same first author, and the same publication year, provide as many names as needed to avoid ambiguity. For stylistic reasons, you might also replace et al. with *and colleagues*, *and co-authors*, or a similar construction. For example, *As Mya Poe and her co-authors (2014) state ...*
- Do not include page numbers in APA in-text citations if no quotation is provided. The use of page numbers for paraphrases and summaries is an MLA convention. It is unnecessary (and probably distracting) to include them in an APA in-text citation. Be aware that copy editors are likely to remove page numbers that are not attached to quotations.
- For quotations, inclusive page numbers (e.g., pp. 312-328 instead of pp. 312-28).
- If a digital source is provided and page numbers are not present in the document, you may provide headings, paragraph numbers, section numbers or some combination of these elements to help readers locate quotations (e.g., “Conclusion, para. 2”). We think you can choose to omit them and simply use “n.p.” (for “no page”), however, since readers can search for the quotation in a digital source.

- If an author is making a parenthetical comment and includes a citation with a date, surround the date with square brackets. For example: (This is best seen in Carley [2018].)

3.1.2 Reference List

- **Author Names.** Please note that APA prefers the use of initials for author first names (not full names). We recognize that there are good reasons for the use of first names and, through our House Style, allow their use. The only thing that we ask is consistency (i.e., don't use full names for some citations and initials for others).
- **Titles.** Please attend to proper capitalization of titles of books, articles, and essays. These titles should use capitalization for the first word of the title, the first word appearing after a colon, all proper nouns, and all acronyms (e.g., ESL). All other words should be in lower case. Generally, capitalize the words in journal titles.

Hull, G. A., & Schultz, K. (Eds.). (2002). *School's out: Bridging out-of-school literacies with classroom practices*. Teachers College Press.

Kostouli, T. (2009). *A sociocultural framework: Writing as social practice*. In R. Beard, D. Myhill, J. Riley, & M. Nystrand (Eds.), *The Sage handbook of writing development* (pp. 98-116). Sage.

Genova, J. (1979). *The significance of style*. *The Journal of Aesthetics and Art Criticism* 37(3), 315-324.

- **Publishers.** Please note that the latest edition of the *APA Manual* specifies that the publisher city no longer be included. Only the publisher is provided.

Do not abbreviate words such as University and Press. In MLA, it is recommended that the press at the University of Chicago appear as U of Chicago P. This is not the case in APA. It should appear as University of Chicago Press.

- **Page Numbers.** Use inclusive page numbers (e.g., pp. 312-328 instead of pp. 312-28). This is true in both in-text references and in the references list (e.g. *College English* 33(2), 234-243).

Note that, in APA style, it is not appropriate to place n.p. in place of page numbers for sources that lack page numbers (e.g., a journal article in html format). Simply put the volume and issue (if there is an issue), a period, and then provide the DOI or URL, if one is available.

- **DOIs and URLs.** Use DOIs whenever possible. DOIs look a lot like URLs: <https://doi.org/doinumber>. An example would be:

Mullin, J. (2001). Response: We will find a way to work together. *Journal of College Reading and Learning*, 31, 244–250.

<https://doi.org/10.1080/10790195.2001.10850119>

Please note that the latest edition of the *APA Manual* recommends including a DOI (if it is available) even if you consulted only the print version of the source. This makes it easier for the reader to locate the source.

If the DOI you are using does not begin with the <https://doi.org/> string, please add it, using the format <https://doi.org/doistring>. This allows the link to be live and simplifies the process of following the link to the source.

If you have both a DOI and a URL, use only the DOI.

In APA style, URLs are no longer preceded by “Retrieved from” in the references list. However, if no date is available for a digital sources, use n.d. (i.e., (n.d.)) and then place *Retrieved [date] from* before the URL.

In APA style, it’s not necessary to show the access date for stable web sources that have publication dates, such as articles.

In APA style, periods should not appear after the DOI or URL in a references list.

Note that the title of a web page or website is italicized in APA format. If the name of the website follows the resource or page title and you are italicizing the resource or page title (as you would do for a report), the site name is not italicized.

Kiefer, K., Palmquist, M., Carbone, N., Cox, M., & Melzer, D. (2017). *An introduction to writing across the curriculum*. The WAC Clearinghouse.
<https://wac.colostate.edu/resources/wac/intro/>

- **Editors.** Please attend to the proper punctuation of editors throughout the reference list. Note the use of a period after the closing parenthesis. For example:

Hansen, K. T. (Ed.). (2008). *Youth and the city in the global south*. Indiana University Press.

Hull, G. A., & Schultz, K. (Eds.). (2002). *School’s out: Bridging out-of-school literacies with classroom practices*. Teachers College Press.

- **Chapters in Edited Collections.** Please be particularly careful about the format of chapters in an anthology or edited collection. Note that the editors use the First Initial. Last Name format, the punctuation of (Eds.) or (Ed.)—in particular the trailing comma—and the need for page numbers in parentheses (not italicized).

Kostouli, T. (2009). A sociocultural framework: Writing as social practice. In R. Beard, D. Myhill, J. Riley, & M. Nystrand (Eds.), *The Sage handbook of writing development* (pp. 98-116). Sage.

- **Articles.** Please check for proper use of APA format for articles. Note use of italics for volume (but not issue number). Note that colons are not used before the page numbers:

○ *Journal Name, Volume*(Issue Number), page numbers, eg., *College Composition and Communication*, 23(4), 345-367.

- **Dissertations and Theses.** Please be cautious about dissertations, theses, reports, unpublished manuscripts and so on. The general rule for theses and dissertations is to follow the title of published dissertations and theses with bracketed information [Doctoral dissertation, Colorado State University] and unpublished dissertations and theses with parenthetical information

(Unpublished doctoral dissertation, Colorado State University) or (Unpublished master's thesis, St. Olaf College) and then a period. There should be no period between the title and the parenthetical note. Essentially, the parenthetical becomes part of the title, although it is not italicized. Use the following format for published dissertations and theses:

Palmquist, M. (1990). *The lexicon of the classroom: Language and learning in writing classrooms* (Publication No. 303828592) [Doctoral dissertation, Carnegie Mellon University]. ProQuest Dissertations & Theses Global.

Use the following format for unpublished dissertations and theses:

Mousa, A. (2019). *The air we share* [Unpublished honors thesis]. University of Houston.

3.2 MLA Style Observations

We follow the most recent version of the *MLA Handbook*. Information about the *MLA Handbook* can also be found at <https://www.mla.org/MLA-Style>.

3.2.1 In-Text Citations

- If, in a quotation, the author adds emphasis that does not appear in the original, the proper parenthetical representation is (emphasis added). If the emphasis (italicize text) is in the original, there's no need to say so.
- Titles of books and journals should be written out completely (not abbreviated) and italicized (not underlined).
- In MLA style, page numbers higher than 99 should be listed with three digits before the hyphen and two digits after the hyphen: 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)

3.2.2 Works Cited List

- **Titles.** In MLA style, titles of articles should be in quotation marks.
- **Publishers.** Normally, spell out names of university presses: New York UP, not NYUP.
Do not list the publication city.
- **DOIs and URLs.** Use DOI numbers whenever possible. While MLA recommends using only the DOI number (e.g., 10.1098/rspb.2009.2113), we recommend preceding the DOI number with <https://doi.org>, as in the following example. This allows the link to be live and simplifies the process of opening the source.

Schwander, T., Vuilleumier, S., Dubman, J., & Crespi, B. J. (2010). Positive feedback in the transition from sexual reproduction to parthenogenesis. *Proceedings of the Royal Society Biology*, 277, 1435–1442. <https://doi.org/10.1098/rspb.2009.2113>

If you have a DOI and a URL, use only the DOI.

4. Indexing

The WAC Clearinghouse does not provide indexing services. However, if you wish to create an index, please do so in Microsoft Word. Indexes created in Word can be imported into Adobe InDesign, which we use to produce our books. We cannot create indexes after the file has been moved into InDesign.

5. Sample Author Biographies in Edited Collections

Author biographies might appear at the end of a monograph or in a list of contributors in an edited collection. Please limit the length of a biography to 125 words.

XXXXXXXX XXXXXX is Associate Professor of English at the University of XXXXXXXXXXXX, where she serves as the writing program administrator. Her essays have appeared in *College English*, and she received the 20XX Braddock Award for her article, “Learning to Teach Writing.”

XXXXX XXXX is Assistant Professor of XXXXXXX at XXXXXXX University, where she teaches twentieth-century literature with a focus on multicultural and feminist issues. She has published books on Ernest Hemingway (title), William Faulkner (title), and Toni Morrison (title).

6. A Note of Thanks

Many years ago, this author’s guide was adapted in part and with permission from the guide for authors developed by David Blakesley at Parlor Press. We thank David for his willingness to share his hard work with us. For those of you who are familiar with the Parlor Press Guide, you’ll find some similarities. Please note, however, that over time our guidelines have come to differ in many (and often significant) ways from those of Parlor Press.

Appendix A. Sample Permissions Letter

The following letter requests permission to use illustrative material. Please modify it as needed if you are requesting textual matter, poetry, etc. Be explicit and specific about the material you wish to use and are requesting permission for. The sample letter appears on the next page. You may change it as needed to suit the circumstances of your permissions request. This form may also be used (and modified as needed) to request permission from adult students if you plan to quote from their writing. Appendix B includes some discussion of this procedure and also includes a template for requesting permission from students who are under the age of 18.

Date

[Permissions Coordinator/Author] ABC Library
123 Street
New York, NY 10012

Dear [Permissions Coordinator/Author]:

I am writing to request your permission to reproduce [name or description of excerpt/photograph, etc.] from [name of collection or source] [in my discussion of/in a gallery of photos in/as a frontispiece for/on the cover of/ keyed to text in/etc.] the following book [and for subsequent publicity purposes (if the item is a photograph)]:

Author's Name/Chapter Title/Book Title/Book Editor's Name

The book is scheduled to be published in [month, year] in (cloth/paper/digital) editions. For the printed versions, the total run will be approximately 400 copies. The approximate list price will be \$80 (cloth) and \$38 (paper). I would like to secure nonexclusive world rights in all languages and for all editions. The work will be published by the WAC Clearinghouse, an independent scholarly publisher.

By signing, you warrant that [you/your library/your organization/etc.] [is/are] the copyright owner of the rights granted herein. If (you/your library/your organization/etc.) is not the copyright holder, or if for world rights I need additional permission from another source, would you kindly so indicate? I enclose a duplicate of this letter for your records. If you need additional information, please contact me at the number or email address listed below. Thank you for your timely consideration of this request.

Sincerely,

(your name and contact information)

The above request is approved on the conditions specified above and on the understanding that full credit will be given to the source.

Approved by: _____

Date: _____

Wording of credit line (if applicable):

Appendix B. Citing Student Writing and Requesting Student Permission

The most recent CCCC statement on citing student writing can be found in the CCCC position statement, Guidelines for the Ethical Conduct of Research in Composition Studies, available at <http://cccc.ncte.org/cccc/resources/positions/ethicalconduct>. The following excerpt focuses on obtaining informed consent for the use of student writing:

Obtaining Informed Consent

When asking people to volunteer to participate in (or in the case of co-researchers or novice researchers, collaborate in the design and execution of) a study, we provide participants a copy of the consent document and explain the study in a way that enables the participants to understand the following points:

1. The purpose of the research and its possible benefits.
2. Why the participant was recruited.
3. What the participant will be asked to do and how long it will take.
4. What we plan to do with the information or data obtained from participants.
5. Any potential discomforts, harms, or risks one might incur as a result of participating and how we plan on minimizing any potential discomforts, harms, or risks.
6. Any potential benefits (separate from compensation, if any) participants may experience from the study.
7. Whether or not we intend to include data in research reports that would render participants identifiable. (We always honor participants' requests that disseminated reports contain no personally identifiable information, including data that would make them identifiable to persons familiar with the research site. We acknowledge that sometimes a conflict may emerge when some participants want to remain anonymous and others want to be recognized, and we resolve the issue before presenting, publishing, or reporting on the study.)
8. How confidential data will be stored and who will have access to confidential data and materials, particularly in the case of research teams/co-researchers. If data and materials are to be included in an archive, we receive explicit consent (see "Conducting Studies Involving Archival Work").

In addition, we emphasize the following points:

1. Participation is completely voluntary.
2. Participants can decline to answer any questions instead of withdrawing from the study.
3. Participation is an ongoing and constantly negotiated process between the participants and the researcher or research team.
4. If anonymity for participants is not possible, then we are explicit about this constraint.
5. Participants may withdraw at any time without penalty or loss of benefits to which they are otherwise entitled.

For studies involving vulnerable populations who have parents or legal guardians, we obtain written permission from the parents or legal guardians in addition to the assent of the prospective participant or we seek permission from IRBs for a waiver of consent. If required, we also gain the permission of sponsoring institutions, such as public schools or private workplaces. We are careful to determine that whatever terms of access we agree to are consistent with the stipulations of applicable IRB regulations and the provisions of these guidelines.

We always provide those invited to participate in a study an opportunity to ask questions. When asked questions by participants during or after a study, we reply in a timely manner.

In the case of classes in which undergraduate and graduate students are collaborators in research projects, we guide their work toward best practices and acknowledge their collaboration in any presentation, publication, or report.

These guidelines concerning informed consent are intended to complement (not replace) any additional requirements of applicable policies, regulations, and laws.

The WAC Clearinghouse requires that authors request permission to reprint student writing in all cases. When the students are minors (under the age of 18), permission must be obtained from the student's parent or guardian and the student must also assent to use of the writing. For the purposes of requesting permission to reprint the work of minors, we suggest you use the template on the next page. When the students are 18 or older, you may use the permission request form included in Appendix A, or you may use the Minor release form after removing "Parent or Guardian" next to the signature prompt.

Minor Student Release for Art/Writing

I hereby grant permission to reproduce and publish the artwork/writing of my child / children _____(name[s]) in educational publications, and any promotional materials related to them, published or copyrighted by the WAC Clearinghouse, its successors and assigns. I understand that the artwork/writing may be published in any form or format that the publisher may desire. This agreement constitutes the entire understanding of the parties relating to its subject matter and is irrevocable.

Signature (Parent or Guardian)

Date

Printed Name

Address

Description of Art or Writing:

