

# PRISM HOUSE STYLE

Compiled by Astral Sligo

## *General:*

- ◆ Use New Zealand or Australian spellings, e.g. 'generalisable' not 'generalizable' and 'organisation' not 'organization'
- ◆ Eliminate contractions – it is *not* it's

## *Punctuation:*

- ◆ Oxford (serial) commas to be used for clarity ie: Red, green, orange, black, and white – *comma before the and is used for clarity.*
- ◆ En-dashes – not in sentences, but un-spaced in spans of numbers, ie, 12–44.
- ◆ Capitalise proper nouns, font names, languages and programme names eg, Arial, German, Adobe.

## *Numbers:*

- ◆ Spell out up to ten, then digits.
- ◆ Years: 1990s *not* '90s (and NOT 1990's)

## *Quotations:*

- ◆ Double quotation marks for cited text or quoted speech, single quotation marks for quotes within quotes, 'scare quotes'/colloquialisms or emphasis.
- ◆ Quotations of more than 40 words = indented.
- ◆ If quoting less than 40 words then put the quote in quotation marks “ ”
- ◆ When using a direct quote the relevant page number must always be given (or paragraph number for websites).
- ◆ If using the author's name in text put the year in brackets after the author's name with the page number going after the actual quote.
- ◆ If *not* using the author's name in text then the author's name, year and page number goes in brackets at the end of the quote.

# APA REFERENCING:

## *Ultimate Authority:*

American Psychological Association. (2001). *Publication manual of the American Psychological Association*. (5<sup>th</sup> ed.). Washington, DC.

Helpful internet sites:

<http://www.apastyle.org/elecref.html>

<http://www.apastyle.org/faqs.html>

## *In-text Referencing:*

When there are two authors:

- ◆ Always cite both authors' names in the text.
- ◆ Use '&' when using the authors' names in brackets.
- ◆ Use 'and' when using the authors' names within the text.

When there are three, four or five authors:

- ◆ First reference – cite all the authors' names.
- ◆ Any further references include the first author's name followed by 'et al.'

When there are six or more authors:

- ◆ Only cite the surname of the first author followed by 'et al.'

## *Reference List:*

- ◆ References cited in the text must appear in the reference list.
- ◆ Each entry in the reference list must be cited in the text.
- ◆ A reference list is not a bibliography.
- ◆ Reference data must be correct, complete and formatted using APA format.
- ◆ '&' is used for 'and' when referring to multiple authors.
- ◆ Each element should be followed by a full-stop.
- ◆ Only the first letter of the first word of the title and of the subtitle of books are capitalised.
- ◆ All letters of the titles of journals are capitalised.
- ◆ Titles of books and journals should be *italicised*.