

CDPP STYLE GUIDE

The Style guide follows the APA Style, 7th edition, unless specified otherwise.

I. *General Issues*

- a. Inclusive Language
 - Try to avoid using language or taking viewpoints that could be construed as racist, discriminatory, or implying superiority.
- b. Plagiarism
 - 15% above plagiarism is not acceptable.
- c. Endnotes
 - All notes to be endnotes, and as per the APA, to be kept to the minimum, and included “only if they strengthen the discussion.”

II. *Style Issues*

- d. Paragraphs: Disproportionate paragraphs should be identified and avoided.
- e. Quotations:
 - Double quotation marks are used for quotes (Aristotle said, “Educating the mind without educating the heart is no education at all.”)
 - For a quoted text inside a quotation, single quotation marks are used, except within a block quote (where double quotation marks are used). (He remembered his aunt saying, “His education has transformed his ‘social’ views.”)
 - No quotation marks are used before and after block quotations (block quotes are more than 40 words).
- f. Punctuation:
 - There is only one space between sentences and after colons and semi-colons.
 - Commas and full-stops following italicised titles and words are in Roman font. Eg. The deadline is *Monday*, not *Wednesday*.
 - CDPP follows APA style for serial/Oxford comma. Eg. The lady noticed a few yellow, blue, and orange flowers on the pavement.
 - Change straight quote marks to curly.
- g. Abbreviation:
 - Full-stops are used for words ending in a lowercase letter (Dr., Mrs., Mr., Jr., Rev., Prof., St., ed., eds., ch., chs.). Use full-stops and spaces after initials (e.g. V. S. Vyas).
- a. Capitalisation:
 - Title Case is used for all the headings in the work.
 - In headlines, short verbs and pronouns, like “is,” am, are, “it,” “he,” “our,” and “be” should all be capitalised. Eg. There Is No Restriction on Entry. Do They Show Deference to It?
 - “chapter” and “appendix” are written in the text as “chapter 1,” “appendix 2,” and not capitalized, unless they begin a sentence. Use figures, not words for the numbers, chapter 1, not chapter one.

- b. Dates and decades:
- Dates: Use month-date-year for all dates: January 19, 2024.
 - Decades: They are written as “the sixties” or “the 1960s.” B.C. and A.D. to be used, not C.E. B.C comes after the year while A.D. precedes it (15 BC and AD 2021).
 - Centuries: Century is spelt out: the “twentieth century,” “twentieth-century attitudes,” “mid-eighteenth-century views,” “late sixteenth-century perceptions.”
- c. Italics and Emphasis: Words that are not found in standard English dictionaries must be italicised. If the author has added italics to a quote for emphasis, follow the quote with “(emphasis added).”
- d. Ranges:
- En-dash (not hyphen) is used to indicate number/date range. e.g. AD 68–73. CDPP uses the 2010–11 format, not 2010–2011. Egs.: 1991–2001; 100–101; 101–8. See the *Dash* section.
- e. Dash:
- Em-dash is used to include a separate thought, “to amplify or digress from the main clause.” Eg: Social adjustment—but not academic adjustment—was associated with extraversion (APA, 6.6).
 - An en dash is used between words of equal weight in a compound adjective and to indicate a numerical range, such as a page or date range. Eg: Sydney–Los Angeles flight; pp. 4–7; 50%–60%
 - Hyphen is used for specific compound words. See the list in section h.
- f. Numbers:
- Numbers between zero and nine (“nine people”) (APA 6.33) and round numbers (“five hundred people,” “one thousand six hundred vehicles”) are spelled out. Figures are used for other numbers (“9,461 lines”).
 - Do not use numerical digits to start a sentence, they should be spelled out in words. Eg. Five hundred people waited at the venue. *Not*, 500 people...
 - Use digits with percent (“12%”). The word “percent” should be replaced by % in the text, tables, footnotes, and maps.
 - Use “chapter 1,” “appendix 2”: use digits for the numbers and do not capitalise, in a departure from APA.
 - Ranges: use en-dashes, not hyphens, to indicate number ranges. Eg: (1–15), not (1-15).
 - CDPP prefers not to use superscripts for ordinal numbers: 4th should be 4th.
 - Commas in numbers: Use commas between groups of three digits in most figures of 1,000 or more.
- g. Spelling:
- CDPP prefers British spelling. Spellings with “-ize” in words like “organize” and “utilize” are acceptable in both UK and US English.
 - More common versions of words such as “while,” “spelled” and “learned,” not “whilst” “spelt” and “learnt,” to be used.

- h. Hyphenated words:
- Hyphens are used for hyphenated words such as middle-class families; two-thirds majority.
 - Some compound words that require hyphen are: meta-analysis, anti-intellectual, self-report, self-esteem, post-1990.
 - Compound words that do not have hyphen are: midterm, minisession, subtest, subsection, socioeconomic, sociopolitical, reevaluate, preexperimental, nonsignificant, multimethod, antisocial, metaethnography.
- i. Tables, Figures and Images:
- “Figure” should be full word in running text and in the graphic head as well as in parenthesis in the text.
 - Table and Figure headings to be in heading style, not sentence case.
 - Tables and images to be properly marked and sent separately.
 - Appendices should be placed after the author’s details.
- j. Citation:
- When citing multiple works in parenthesis, they should be placed in alphabetical order, separated by semi-colon. Eg: (see Baylyl, 2008; Chalam, 2007; GoI, 1980; SCR, 1993).
 - For a work with one or two authors, include the author’s name(s) in every citation. For a work with three or more authors, include the name of only the first author plus “et al.” in every citation, including the first citation, unless doing so would create ambiguity. (APA, 8.17).
 - (One author (Luna, 2020) Luna (2020)
 - Two authors (Salas & D’Agostino, 2020) Salas and D’Agostino (2020) D’Agostino (2020)
 - Three or more authors (Martin et al., 2020) Martin et al. (2020)
 - Group author with abbreviation: First citation—(National Institute of Mental Health [NIMH], 2020), National Institute of Mental Health (NIMH, 2020); Subsequent citations—(NIMH, 2020) NIMH (2020))
 - Order of books by the same author: Arrange two or more works by the same author by year of publication. Place citations with no date first, followed by works with dates in chronological order; in-press citations appear last. (APA, 8.12).
Eg: (Department of Veterans Affairs, n.d., 2017a, 2017b, 2019); Zhou (n.d., 2000, 2016, in press)
- k. Bibliography:
- Sentence case style is used for titles of articles, books, reports, webpages, and other works in reference list entries, even if title case was used in the original work. Eg. Knapp, S. J. (2019). *Suicide prevention: An ethically and scientifically informed approach*. American Psychological Association. <https://doi.org/10.1037/0000145-000>
 - APA, 9.46: One-author entries should be arranged by year of publication, the earliest first. References with no date precede references with dates, and in-press references are listed last. Patel, S. N. (n.d.).

Patel, S. N. (2016). Patel, S. N. (2020a). Patel, S. N. (2020b, April). Patel, S. N. (in press).

- APA, 9.35: Present both DOIs and URLs as hyperlinks (i.e., beginning with “http://” or “https://”). Because a hyperlink leads readers directly to the content, it is not necessary to include the words “Retrieved from” or “Accessed from” before a DOI or URL.
- All URLs need to be checked and if URLs are found to be messy or inconsistent, the author needs to be informed to check and update all URLs.
- Journals:
 - Balboni, C., Bandiera, O., Burgess, R., Ghatak, M., & Heil, A. (2022). Why do people stay poor? *The Quarterly Journal of Economics*, 137(2), 785–844.
 - Bandyopadhyay, R. (1993, December 25). Land system in India: A historical review. *Economic and Political Weekly*, 28(52), A149–A155

- l. Indian Rupee amount should be written as Rs., not INR. Amounts should be expressed in lakhs and crores, not millions or billions.
- m. CDPP does not follow Ibid. style.
- n. Unique Words: madrasa (italics, not capitalised), purdah (italics), Quran.
- o. CDPP uses data sets, not datasets; healthcare not health care (to refer to the systematic, holistic concept); well-being, not wellbeing.
- p. Commas to be added to numbers – APA 6.38: Use commas between groups of three digits in most figures of 1,000 or more. Exceptions for page numbers and serial numbers.
- q. Use of numerals: one–nine in words. 10 and above in numerals; including the abstract (for exceptions, see Sections 6.33–6.34). Style for both cardinal and ordinal numbers, see Section 6.35: 15th trial; 13 lists; 12 models; 200 participants; 10th-grade students (APA 6.32).

Numbers that represent time, dates, ages, scores and points on a scale, exact sums of money, to be written as numerals: For eg., 5 days, 4 decades, 12:30 a.m., 1 hr 34 min, 2-year-olds, ages 65–70 years, about 8 months, was 2 years old, scored 4 on a 7-point scale, the numeral 6 on the keyboard, approximately 3 years ago, received \$5 in compensation (APA 6.32).