Purpose: Occasionally, issues arise that are handled by the editorial team that may be outside the APA scope, journal editorial preference, or to reinforce the APA style. This style guide provides instruction on how to handle ongoing "unique or persistent issues" that we would like to keep consistent, which are at the discretion of each editorial team.

General In-Text Preferences

☐ Oxford Comma: per APA, we use the Oxford Comma style as mentioned on page 155 in APA 7, section 6.3 "comma."

☐ Communication - preferred when not a formal title or quote, or a reference to multiple communiques.

☐ Abbreviations for groups such as PRSSA should follow AP style where the parenthetical abbreviation is not needed if the abbreviation follows the reference fairly closely. If there is no future reference, the abbreviation is unnecessary.

APA Reminders

When APA 7 dropped, it condensed authors **both in parenthetical citations and narrative citations.** I know folks have feelings about spelling out authors in the narrative, but it is not accepted practice in APA 7. Below is the grid that is accepted by JPRE - you can find this in table 8.1 in the APA 7 style guide (for me with the softcover version it's on p. 266):

Basic In-Text Citation Styles

Author type	Parenthetical citation	Narrative citation
One author	(Tan, 2020)	Tan (2020)
Two authors	(Tan & Goh, 2020)	Tan and Goh (2020)
Three or more authors	(Reilly et al., 2020)	Reilly et al. (2020)
Group author with abbreviation First citation*	(Ministry of Health [MOH], 2020)	Ministry of Health (MOH, 2020)
Subsequent citations	(MOH, 2020)	MOH (2020)
Group author without abbreviation	(Healthhub, 2020)	Healthhub (2020)

* Define the abbreviation for a group author only once in the text, choosing either the parenthetical or the narrative format. Thereafter, use the abbreviation for all mentions of the group in the text.

For help with examples of block quotations of 40 words or more and paraphrases and other quotation updates in APA 7 please reference table 8.2, sections 8.27 forward related to block quotes and formatting.

For a nice little APA 7 cheat sheet largely for updates from V6 to V7, please see:

Ⓦ Wallace APA7 Cheat Sheet.docx - note this is not a substitute for The APA 7 Manual. Please

help our VOLUNTEER editorial team by thoroughly editing with APA 7th ed. in mind before manuscript submission. Failure to do so delays your decision or time to publication.

References Section Advice

Note: If titles are UK grammar (glamour, colour, etc.) maintain the spelling in UK standard as it is the official article title. Do not convert to US spelling. This is important for citation tracking and accuracy.

Please check (and recheck) that your URL references to JPRE-related articles come from: https://journalofpreducation.com/ and not https://aejmc.us/ the journal moved a year ago and the old journal location will sunset making all aejmc.us links broken with 404 errors. Please update your manuscript now. Drop the title of the article into the search at https://journalofpreducation.com/ and you will easily find the URL you need.

CPRE Report Executive Summary (2023)
Toth, E.L & Bourland-Davis, P.G. (2023, November). *An executive summary and a call to action - Navigating change: Recommendations for advancing undergraduate public relations education.*
http://www.commissionpred.org/wp-content/uploads/2023/10/CPRE-Executive-Summary-FInal-Final.pdf

CPRE Report Chapters (2023)
Lubbers, C., D'Angelo, A., Davis, D., Amiso, G., Gregory, A., Phair, J., & Sample, K. (2023, November). Future of the Public Relations Workplace. In E.L. Toth & P.G. Bourland-Davis (Eds.). *Navigating change: Recommendations for advancing undergraduate public relations education, pp. 17-21.*
http://www.commissionpred.org/wp-content/uploads/2023/11/CPRE-50th-Anniversary-Report-FINAL.pdf

CPRE Report Full Report (2023)
Commission on Public Relations Education (CPRE). (2023, November). *Navigating change: Recommendations for advancing undergraduate public relations education.* E.L. Toth & P.G. Bourland-Davis (Eds.).
http://www.commissionpred.org/wp-content/uploads/2023/11/CPRE-50th-Anniversary-Report-FINAL.pdf

CPRE Report Guide for Students (2023)
Commission on Public Relations Education (CPRE). (2023, November). *A guide for students and early professionals based on the CPRE seminal report. Navigating change:*

Recommendations for advancing undergraduate public relations education. E.L. Toth & P.G. Bourland-Davis (Eds.).
http://www.commissionpred.org/wp-content/uploads/2023/11/CommissionStudentGuideTo2023Report.pdf

CPRE Report 2017/2018
Note: for copy in the articles, the report should indicate the 2017 report per the title of the report, but it was published in 2018.

Commission on Public Relations Education (CPRE). (2018, April). *Fast forward: Foundations + future state. Educators + practitioners.*
http://www.commissionpred.org/wp-content/uploads/2018/04/report6-full.pdf

Tables & Figures

Tables and Figures should follow APA 7th ed. formatting guidelines and appear in the paragraph directly after the in-text reference. You may be asked for separate files of individual tables/figures during journal issue production.

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Figures. Figures should be high quality (1200 dpi for line art, 600 dpi for grayscale and 300 dpi for color, at the correct size). Figures should be supplied in one of our preferred file formats: EPS, PNG, or TIFF. Microsoft Word (DOC or DOCX) files are acceptable for figures that have been drawn in Word.

Text in figures must be readable at the equivalent of 10 pt or larger. Figures in final print form will be no wider than six inches.

Tables. Tables should present new information rather than duplicating what is in the text. Readers should be able to interpret the table without reference to the text. When creating tables, use the Word Perfect table feature, Macintosh Word using the "Insert Table" command, or Google Doc using the "Insert Table" command. For additional guidance on APA formatting for tables, visit https://apastyle.apa.org/style-grammar-guidelines/tables-figures/tables.