



ASSOCIATION OF FRATERNITY | SORORITY ADVISORS

Essentials Style Guide

The Association of Fraternity/Sorority Advisors adheres to the 6th Edition Publication *Manual of the American Psychological Association* (APA) for all citations.

Overview

The APA citation format requires parenthetical citations within the text rather than endnotes or footnotes. Citations in the text provide brief information, usually the name of the author and the date of publication, to lead the reader to the source of information in the reference list at the end of the paper.

To reference appropriate citations please see <http://www.apastyle.org/previoustips.html>.

Recommended Length

Articles for *Essentials* can vary in length. The recommended length for a feature article is from 750 – 1000 words. However, the quality, relevance, and cohesiveness of the writing will be the deciding factor to print an article rather than the length. Any questions regarding the length of an article should be directed to the editor. Submissions should be double spaced. (This is a new change in 2009 from the APA, where previously single spacing was required).

Common Submission Errors:

- Not using inclusive language for inter/national and multicultural organizations, as well as references to race, ethnicity, sexuality, and disability (See *APA Manual* for how to utilize inclusive language).
- When possible, make sure that articles generally apply to and address the needs of all Association membership (not just campus-based professionals) categories.
- Not defining acronyms first before using in articles.
 - **Instead of:** AFA is a great organization for learning about fraternity/sorority communities.
 - **Use:** The Association of Fraternity/Sorority Advisors (AFA) holds an Annual Meeting for professional development. AFA also provides webinars throughout the year to develop its members.
- Expecting all professionals or volunteers to have the same educational or experiential background (e.g. reference to developmental theories).
 - **Instead of:** This demonstrates that fraternity men are lacking in Vector 4.
 - **Use:** Chickering and Reisser's (1993) fourth vector "Moving through Autonomy towards Interdependence" may apply to fraternity men.
- Ensure punctuation is placed correctly.
 - **Instead of:** "The stove was hot".
 - **Use:** "The stove was hot."
- Articles that are solely meant to promote the sale of a program or resource should be avoided.
- Overuse of the first person (e.g. I went; we went) as this should be avoided.
- Not providing appropriate citations within the text or on the references page. We ask that authors please be vigilant about citing when appropriate to avoid plagiarism and so that editors can verify the veracity of each argument made.

- Not submitting in the appropriate word processed page format.
 - Articles should be submitted using the following software and pages formats:
 - Microsoft Word (.doc or .docx files) so that editors can use the “track changes” feature to provide feedback.
 - 1” Margins around the entire page
 - 12 pt. Times New Roman or Verdana font
 - Double Spacing (2 pt.) with no additional spacing in between paragraphs. For Tips on using APA style in Word 2007 see <http://chiron.valdosta.edu/mawhatley/3600/apaformat2007.pdf>
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- Make sure articles are inclusive of all member organization NPC, NIC, NPHC, NALFO, [NMGC](#), [NAPA](#), etc.

Essentials Jargon Use

Instead Of...	Use
Greek	Fraternity/Sorority
Greek Advisor	Fraternity/sorority professional; campus based professional
Headquarters staff	Fraternity/sorority professional; organization staff member
National (this term may be appropriate if referring to an specific organization)	Inter/national
Rush	Recruitment or Intake
Rushee	Potential new member (PNM)
Pledge	New member; Associate member
Frat (this term is acceptable in some contexts. Consult with an <i>Essentials</i> editor if you are unsure)	Fraternity
Actives	Members
House (referring to the organization). House is acceptable when referring to the physical structure.	Chapter; Sorority; Fraternity
Greek System	Fraternity/Sorority community
Listserves	Listserv
E mail	E-mail or Email, but be consistent
Website	Web site
Dorm	Residence hall
AFA Conference	Annual Meeting

Brush up on Spelling and Grammar

It may have been a while since many authors have completed formal writing assignments; here is a list of common spelling and grammar errors that can be a brief refresher course.

http://www.agseminary.edu/dmin/project/gram_spell_err.pdf

As always, if there are any questions about vocabulary use, style, formatting, etc., please contact the editor and he/she will provide clarification.