NAFSA Style Guidelines:

RESEARCH SYMPOSIUM SERIES

NAFSA

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NAFSA STYLE
GUIDELINES

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INTRODUCTION

This style guide is designed to provide guidelines for individuals writing manuscripts intended for publication in the *NAFSA Research Symposium Series*. Thank you for contributing your work. Please read in full before submitting your manuscript. If you have any questions, please ask the Series Editor for clarification.

SUBMITTING MANUSCRIPTS

Submit your manuscript of ~5,000 words (double-space, Times New Roman, size 12 font) to research@nafsa.org on the agreed upon date.

The entire manuscript must be in plain text.

Do not use an automatic citation generator, including the references function in Word, for your in-text or bibliographic citations. Please simply type out (Author Year) for in-text citations and add the corresponding source to the reference list at the end of the manuscript. (For more on references, see page 4.)

SUBMITTING TABLES AND FIGURES

Make sure that you have access to the source file for all tables and figures in case they must be edited for NAFSA style.

Do not use Word's cross-reference function when referring to tables and figures in text. Simply type out, for example, (See figure 1.)

REVISING MANUSCRIPTS

After the review period, you will receive a copy of your manuscript, annotated using the Track Changes and Comment features. Please complete the following steps when revising:

1. Review all comments from Peer Reviewers and Editors. Accept all style edits using Track Changes.
2. If there are any revisions that you would like to omit, add a comment addressing why the text has been left as is. Doing so will help communicate that the omissions are intentional.
3. Use Track Changes to document any edits made to the manuscript during the revision process.

ADDITIONAL RESOURCES

NAFSA Style is similar to Chicago Style, with some noted differences. NAFSA's style guide doesn't answer every question. If you can't find something in the style guide, please refer to the following resources:

The Chicago Manual of Style Online: http://www.chicagomanualofstyle.org/

Merriam-Webster Online: http://www.m-w.com

CHAPTER 1: REFERENCES

This chapter provides answers to the most frequently asked questions about the correct way to cite sources for NAFSA Style. For more details, refer to the *Chicago Manual of Style.* For quick reference, see the sample citations below.

AUTHOR-DATE STYLE

NAFSA uses the author-date style for references. This style consists of a short citation for each reference in the running text and a corresponding complete reference in a list at the end of the article. The short citation needs to cite only an author's last name and the publication date exactly as they appear in the reference list.
*Do not use an automatic citation generator for your references.

> Example: The short citation (Boyer 1987) appears in the reference list as
>
> Boyer, Ernest. 1987. *College: The Undergraduate Experience in America.* New York: Harper and Row.

When directly quoting from a text, include the page number as well.
> Example: (Boyer 1987, 17)

When modifying a quote with additional emphasis, note "italics added" or "emphasis added" in parentheses following the quotation.

If an author's name appears in a sentence, cite only the year of publication in parentheses.
> Example: As Kelly (1992) has reported, these findings could not be corroborated.
>
> Example with page number: As Kelly (1992, 12) states, "….

For two or three authors, use "and" instead of "&."
> Example: (Curto and Gidez 1990)
>
> Example: (Berg, Lerner, and Carlow 1991)

For more than three authors, use the last name of the first author with "et al." Do not italicize "et al." Note that in the reference list itself, all of the authors' names are given.
> Example: (Novak et al. 1987)

If any authors of the same work have the same last name, use initials to distinguish them.
> Example: (K. Lee and Y. J. Lee 1989)

When the citation is for several works by the same author in the same year, add a, b, c, etc., according to the alphabetical order of the titles. Add a, b, c, etc. to the corresponding reference list entry.
> Example: (Redden 2019a, 2019b, 2019c)
>
> Example of corresponding reference list entry:
>
> Redden, Elizabeth. 2019a. "Tensions over International Students." *Inside Higher Ed.* March 21, 2019. https://www.insidehighered.com/news/2019/03/21/maryland-professor-resigns-after-allegedly-making-discriminatory-comments-about.

NAFSA STYLE

GUIDELINES

When a reference is repeated in text, repeat the citation. Do not use ibid. or op. cit.

If there is no author, use the name of the sponsoring group or the first few words of the entry in the reference list. If the sponsoring group is well known, abbreviate it.

> Example: (NAFSA 1993).

Cite undated material by using "n.d." (no date) in place of the year. If the material is known to be accepted for publication use "in press" in place of the year.

> Example: The issue was resolved by mediation (Kurtz n.d.).

> Example: The outcomes are documented in the proceedings (Alameda in press).

REFERENCE LISTS

The purpose of the reference list is to assist readers in the event they need to locate a book or document cited. Such assistance requires complete publication data presented in a concise and consistent manner.

Be sure to check for consistency between entries in the reference list and citations in text, notes, tables, and figures. As the author, you are responsible for the completeness and accuracy of your references. Please ensure that all sources cited in the text also appeared in the reference list.

*All references must be in plain text. Do not use an automatic citation generator, including the reference function in Word, to format the reference list.

*Include authors' full names for all references. Initials are not sufficient.

Books

> Example: Cassidy, Daniel J. 1988. *The International Scholarship Book*. West Nyack, NY:
> Prentice Hall.

> Note that the author's full first name is included and that the title of the book is italicized.

- The short citation for this work would be (Cassidy 1988); for a specific quotation it would be (Cassidy 1988, 113).

- In the reference list, provide all of the authors' names (no matter how many there are) in the entry.
> Example: Salmen, Lawrence F., Hollis Chenery, Daniel J. Cassidy, Frida Hernandez, Sheila Bhalla,
> Surjit Bhalla, and Moshe Syrquin.

> Note that the first author's name is listed in reverse (Last, First), followed by the names of all coauthors (First Last). The rest of the citation would follow the full sample above. The short in-text citation would be (Salmen et al. 1998) because there are more than three authors.

- A citation of an edited book gives the names of the editors as they appear on the title page.
> Example: Cantrell, Karen W., and Denise Wallen, eds. 1987. *Funding for Research, Study, and Travel:*
> *Latin America and the Caribbean*. Phoenix, AZ: Oryx Press.

- A chapter in an edited volume is cited by both the chapter author and volume editor. Please note that "ed." in the following citation is an abbreviation of "edited by."

    Example: Ferraro, Matthew. 1990. "Program Management." In *Creative Administration*, ed. Steven Simpson. Baltimore, MD: The Johns Hopkins University Press.

Magazines, Journals, and Other Periodicals

Example: Peterson, Mary. 1991. "Migration of Talent." *International Educator* 1, 2:16–17.

In this example, "1" is the volume, "2" is the issue, and "16–17" are the page numbers. Note that the page numbers are separated with an en dash and preceded by a colon with no space.

Websites, Blogs, and Other Web Resources

Example: Redden, Elizabeth. 2019. "Tensions over International Students." *Inside Higher Ed.* March 21, 2019. https://www.insidehighered.com/news/2019/03/21/maryland-professor-resigns-after-allegedly-making-discriminatory-comments-about.

NOTES

NAFSA style uses endnotes instead of footnotes. Notes may be placed at the end of each article, preceding the references, and should be used minimally.

Notes are signified in text by superscript Arabic figures (best positioned at the end of a sentence).

Notes should be limited to acknowledgments, information, or asides that clearly interrupt the flow of the text. Qualifications and clarifications that are essential for a reader's understanding should be included in the text and not relegated to notes.

CHAPTER 2: NAFSA STYLE

This chapter provides answers to the most frequently asked questions about grammar, usage, and style. For more details about spelling and punctuation, refer to the *Merriam-Webster* dictionary.

GRAMMAR AND USAGE

NAFSA	DON'T USE
predeparture	pre-departure
reentry	re-entry
noncredit-bearing	non-credit bearing
decisionmaking	decision-making
adviser	advisor
(as adj.) U.S. Ex: U.S. institutions	United States institutions
(as noun) United States Ex: When traveling to the United States…	When traveling to the U.S. or When traveling to the U.S.A.
U.S. citizen	American
1 space after a period	2 spaces after a period

Third person narration. Instead of *I found that we are more likely to…*, write *The research found that international educators are more likely to…*

Overuse of passive voice. Instead of *Final plans were made by the committee* or *Plans were finalized by the committee*, write *The committee made final plans.*

Agreement of subject and verb. Use *The data indicate* not *The data indicates.*

American spelling. Change British spelling to American spelling except when it is part of a book title, chapter title, article title, or quote. For example, use *internationalization*, not *internationalisation.*

ABBREVIATIONS

Be judicious in the use of abbreviations and acronyms. A term used once or twice in a given piece does not justify abbreviation. Additionally, introducing many acronyms and abbreviations, especially those that are unfamiliar, may confuse readers.

In general, use abbreviations if they are found in the dictionary or if they are commonly used.

Example: *IQ, DNA, CNN, IBM*

For all other abbreviations, spell out the term the first time it is used with the abbreviation following in parentheses.

> Example: *The program yielded an increase in the number of degree-holding women (DHW).*

Form plurals with a lowercase s. Do not use an apostrophe.

> Example: *ABCs, SATs*

Non-English Abbreviations

When using abbreviations for organizations in non-English speaking countries, use the abbreviation that corresponds to the working language of that organization. When using a non-English abbreviation, it is helpful to define the abbreviation in both languages. In such cases, you may wish to reverse the usual treatment of abbreviations by placing the definition, rather than the abbreviation, in parentheses:

> Example: *AIAFD (Association des institutions africaines de financement du developpement [Association of African Development Finance Institutions])*

COMPOUND WORDS

Use a hyphen

- for fractions:
  > *two-thirds*　　　　　*one-fifth*
- for units of measurement:
  > *50-mile trip*　　　　*four-year contract*
- for adjectives with the prefixes cross, quasi, self, high, middle, low, upper, mid, lower:
  > *cross-country tour*　　*quasi-official council*　　*self-effacing editor*
- for suffixes like free:
  > *toll-free*

Do not use a hyphen

- with prefixes such as anti, bi, co, counter, extra, inter, intra, multi, non, over, post, pre, pro, re, semi, socio, un, under:
  > *coauthor*　　　　*extracurricular*　　　　*interracial*

  Except in compounds containing a proper name or capitalized word:
  > *anti-Keynesian*　　*sub-Saharan*

  Except in compounds with prefixes before numerals:
  > *pre-1976*

  Except in compounds with more than one word after the prefix:
  > *non-oil-exporting*　　*post–World War II*

  Except with compounds whose double letters, usually i-i, would be difficult to read if closed:
  > *anti-immigrant*

- with suffixes such as like, fold, and wide:

    childlike   *threefold*   *nationwide*

Except in compounds containing numerals:

    200-fold

PUNCTUATION

Dashes

Use an en dash (–) to indicate "to" or "through"; between figures, dates, and page numbers; and in such compounds as *post–World War II* (see Compound Words on page 8). Use an en dash rather than a solidus (slash mark) in ranges of years, even for a period that spans two calendar years:

    1970–80

    3–4 percent

    pp. 346–60

Use em dashes (—) to show a sudden break in thought or to add emphasis. They should be used sparingly, usually in pairs.

    Example: *The conference involved 700 participants—students, administrators, and faculty—from more than 50 countries.*

Quotation Marks

Use curly quotation marks, not straight quotation marks. Quotation marks always fall outside a comma or period but inside a colon or semicolon. Question marks or exclamation points should fall inside quotation marks if they are part of a quotation, outside if they are not.

    Example: *The organization is "fiscally healthy"; the board plans "no new assessments." Good managers first ask themselves: "What is the goal?"*

When referring to a word as a word, use quotation marks.

    Example: *Students often confuse "comprise" with "composed of."*

Use single quotation marks to set off quoted material within double quotation marks. There should not be a space between single and double quotation marks.

    Example: *In closing, he said: "We have often described you as 'the next generation of leaders.'"*

Block quotations do not require quotation marks.

LISTS

Consider first whether it is best to incorporate a list into regular text. You might spell out "first," "second," and so on in the text as guideposts (never "firstly," "secondly"). If you prefer to designate items in a list, use lowercase letters in parentheses: (a), (b), (c), etc. To indicate sequence or priority, use Arabic numbers (1), (2), (3).

Example: *On the final survey question, colleges responded that they (a) could not find host families, (b) encountered negative attitudes, and (c) could not provide extra assistance.*

Example: *Establishing course numbers may involve (1) requesting and obtaining a course designation, (2) having the registrar assign a special section number every semester, (3) ensuring that the new numbers appear consistently in the database, and (4) checking printed materials as they are issued.*

For lists with long or complex items, or for emphasis, begin each item on a line by itself. A colon should precede such a displayed list. Set off the items in the list with bullets unless some sequence is involved or sense dictates the use of letters or numbers. If letters or numbers are used, do not enclose them in parentheses; instead, follow each letter or number with a period. Begin bullets that are complete sentences with a capital letter. For bullets that continue the preceding sentence, start with a lowercase letter.

Examples:

These are the basic characteristics of the program:

- *Students are drawn solely from one institution.*
- *Classes are taught by that institution's faculty.*
- *Instruction takes place in rented space.*

This pattern of career development includes

1. *study of a technical field;*
2. *training in a multinational corporation;*
3. *domestic experience; and*
4. *overseas assignment.*

Note that the preceding list was introduced by the verb includes and therefore did not require a colon. If the list is introduced by the phrase "including the following," a colon is required after "following."