

Journal of Marriage and Family (JMF) Style Guide (12/2015)

JMF follows, with some exceptions, noted below, American Psychological Association (APA) style. All page references are to the sixth edition of the APA *Publication Manual*. The journal's standard spelling reference is *Merriam-Webster's Collegiate Dictionary* (11th edition).

Manuscript Preparation

- Manuscripts should be in the following format: double-spaced, ragged right 12-point Times New Roman, with 1-inch margins. Pages should be numbered, beginning with “1” for the title page and continuing on from there. Please do not use different numbering for different sections, such as tables. Manuscripts should be limited to 30–35 pages total.
- Abstracts should be ≤ 150 words; running heads should be ≤ 50 characters, including spaces.
- Use of the first-person point of view should be avoided in the abstract. Please use the third-person point of view or alternate constructions.
- Below the abstract, list four to six key words, in alphabetical order, by which a published article may be indexed. Choose key words from NCFR's website <http://www.ncfr.org/keywords>.
- It is preferred, although not required, that a URL or pertinent citation be given at the first mention of a large-scale study, for example, “Data were taken from Wave X of the Fragile Families and Child Wellbeing Study (<http://www.fragilefamilies.princeton.edu/>).”
- Except for author acknowledgments, *JMF* publishes neither footnotes nor endnotes. Please incorporate any essential material into the text. Neither the Journal Editor and Associate Editors, nor anonymous reviewers, are permitted to be thanked in acknowledgment notes; the former could be construed as a potential conflict of interest and the latter is considered superfluous.

Article Headings

- The heading structure for *JMF* articles is as follows:

LEVEL 1 HEADING (CENTERED, SMALLCAPS, TITLE CASE)

Level 2 Heading (Centered, Italic, Title Case)

Level 3 Heading (Flush Right, Italic, Title Case)

Level 4 heading (indented, italic, sentence case, ends with a period).

- Articles typically have the following headings: “Method,” “Results” or “Findings,” “Discussion,” and “References.” They may have additional major headings, such as “Background.”
- If only three levels of heading are used, they would be Level 1, Level 2, and Level 4.
- There should be at least two subheadings in each section, although a section is not required to have subheadings.

Online Supporting Materials

- Analyses (or other information) that are not essential to the printed article, but that may be of interest to readers, can be submitted as appendixes and published in the online version of the article on Wiley Interscience. Supporting material such as additional tables or expanded reference lists should be prepared as appendixes; please indicate in the manuscript that this material is intended to be published as online supporting material. Author guidelines on how to prepare supporting material, including acceptable formats and file sizes, are available at <http://authorservices.wiley.com/bauthor/suppmat.asp>

Numbers and Statistics

- Scale endpoints should be italicized; for example, “Responses were made on a scale that ranged from 1 (*never*) to 6 (*four or more times daily*).” When all items of a scale are listed, or if the responses were simply in yes/no form, please use quotation marks.
- Nouns that modify numbers are generally capitalized—for example, Model 1, Table 2, Hypothesis 3, Wave 1, Figure 1, Column 2, Level 1.
- Greek characters should not be italicized.
- In tables and text, use a zero before a decimal point in a number less than 1 if a statistic could exceed 1. Do not use a zero before a decimal point where a statistic could not exceed 1 (see pp. 113–114.) Examples of statistics that cannot exceed 1 are α , β , p , correlation coefficients, CFI, and SRMR. Examples of statistics that can exceed 1 are b , B , CI , df , $e\beta$, effect sizes, %, OR, SD , SE , and RMSEA.

General and APA-Specific Guidelines

- Words such as *while* and *since* should be used only in reference to time (alternatives: *although*, *whereas*, *but*, *because*).
- Do not use italics for emphasis; this type of formatting is reserved for the first occurrence of a key term or label and for words used as linguistic examples (e.g., “Often *nevertheless* or *but* is a good substitute for *however*”). (For more information, see pp. 105–106.) Use quotation marks for in-text quotations of fewer than 40 words and—sparingly—to

indicate ironic comments or invented expressions. Quotation marks around ironic expressions are dropped after the first occurrence. Quoted material of 40 or more words should be indented as a block quote.

- Review the literature in the past tense (e.g., “Smith [1997] found that . . .”).

Tables and Figures

- Tables and figures should be called out (mentioned) in the text in numerical order. They should stand alone, without the need to refer to the text for interpretation; thus, all abbreviations in each separate table and figure should be spelled out in the table note or figure caption. Explain the meaning of scales, numbers, and variables in the table note or figure caption (e.g., “All bolded terms are weighted to U.S. norms”).

Tables

- The following example shows how table numbers and titles should be formatted:

Table 1. *Fit Statistics for Mixture Modeling Identifying the Number of Family System Trajectories*

- Construct tables in Microsoft Word; use the decimal tab in the ruler to align decimals.
- Consult *JMF*'s table website: <https://www.ncfr.org/jmf/submit-jmf/format-jmf-tables> for sample tables in pdf format and in Word.

Figures

- The following example shows how figure numbers, titles, and legends should be formatted:

FIGURE 1. FAMILY SYSTEM TRAJECTORIES FROM PREGNANCY (TIME 1) TO CHILD'S AGES OF 2 MONTHS (TIME 2) AND 12 MONTHS (TIME 3).

- Please do not embed figure numbers, titles, or captions in the figure artwork. The artwork should remain separate.
- All artwork throughout the article must be in grayscale. The journal publishes no color elements, although online materials can be in color.

References

- List in-text parenthetical citations in alphabetical, not temporal, order, for example, (Benton & Mays, 1999; Chan, 1998; Farmer, 1999a, 1999b; Jones, 1992, 1999; Jones, Armstrong, & Hayes, 2001; Zindel et al., 2001).
- The reference list should be double spaced, with hanging indents, in APA style (see pp. 169–215), alphabetized. Include only references that are cited in the text. Please supply a Digital Object Identifier for all pertinent entries in the following format: doi:xxxxxxx.
- Please note that page numbers are required for all book chapters.
- Entries with eight or more authors should include the names of the first six authors, an ellipsis, and then the name of the final author (see p. 198 for an example).
- If a source is available most readily online, provide a URL.
- The following is an exception to APA style: Include the state's postal code (e.g., IL, CO) or the country to avoid confusion or if the city is not well known for publishing. There is no need to include the state postal code if the name of the state is part of the publisher's name (e.g., "Columbia: University of Missouri Press"). The following cities can stand alone: Baltimore, Boston, Chicago, Los Angeles, New York, Philadelphia, San Francisco, Amsterdam, Jerusalem, London, Milan, Moscow, Paris, Rome, Stockholm, Tokyo, and Vienna.
- Give publishers in as brief a form as possible; remove *The*, *Publishers*, *Co.*, and *Inc.*, but retain terms such as *Books* and *Press* (e.g., Basic Books, Blackwell, Erlbaum, Macmillan, Sage, Wiley).
- The title of the journal prior to 2001 was *Journal of Marriage and the Family*; from 2001 onward it has been *Journal of Marriage and Family*.

JMF-Specific Style Terms

- *cohabitor* and *cohabiter* are both acceptable
- fixed effects (remains open as a unit modifier)
- Second Demographic Transition
- GED (n., does not need to be spelled out)
- heteroskedasticity
- event-history (adj.)
- life course (adj.)
- pairfam, short for *German Family Panel Analysis of Intimate Relationships and Family Dynamics Study*
- life course (adj.)
- leave http:// and https:// in URLs

- Citation for Mplus: Muthén, L. K., & Muthén, B. O. (1998–2012). *Mplus user's guide* (7th ed.). Los Angeles: Muthén & Muthén.