Journal of Traumatic Stress Style Sheet

Manuscript style at the *Journal of Traumatic Stress* follows the conventions of the 7th edition of the *Publication Manual of the American Psychological Association*. This fact sheet is provided to call attention to key style issues that are sometimes overlooked. We ask that all authors consult the APA manual for complete information and to review their manuscript prior to uploading for submission to see that it accords with APA style. Doing so will expedite the review process at all stages.

General Style Issues

- Use past tense for everything that has already happened, including the collection and analyses of the data being reported. Findings of previous research should be reported in the past tense (e.g., "In a previous study, Knox (2006) found …") whereas theories should be reported in the present tense (e.g., "Knox's (2006) novel framework posits that …")

- Do not use boldface in the manuscript except in heading levels 1 – 4 and a few symbols specifically noted in the APA manual.

- Posttraumatic is treated as one word in APA style and the *DSM*. Spell out posttraumatic stress disorder (PTSD) initially before using its acronym.

- Too many subheadings can make a manuscript choppy. Most *JTS* manuscripts will need only Level 1 and 2 headings; for some manuscripts three levels are appropriate.

- *Gender* and *sex* are theoretically and conceptually distinct variables. *Gender* refers to psychological, social, cultural experiences associated with the biological aspects of being female or male. *Sex* refers to any physiological or biological aspect of being male or female.

- APA style requires that we avoid referring to persons as "males" or "females" but rather as "men/boys" and "women/girls." It is acceptable to use the terms "male" and "female" as adjectives (e.g., "female participants;" "male clinicians").

- Other than as notes in tables, footnotes should be avoided. When their use is absolutely necessary, footnotes should be formatted in APA style and placed on a separate page after the reference list and before any tables.

- Submit your manuscript in .doc or .docx format.

Title Page

- Follow APA format in constructing the title page, including the Running Head, title, authors and their affiliations, and the Author Note.

- It is *only* on this title page that any identifying information should appear regarding the authors, their affiliations, or the institutions associated with the work. This information should be disguised or deleted from the rest of the document.

Abstract

- The Main Document of the manuscript begins with an abstract no longer than 250 words, placed on a separate page.

- The abstract should concisely state the purpose, method, findings, and implications of the study but APA style does *not* include using those terms as subheadings within the abstract.

- JTS house style requires the reporting of an effect size for each finding discussed in the abstract; if there are many findings, present the range.

Method Section

- The Method (not "Methods") section should include sufficient detail so that another investigator would be able to replicate the study conducted. Each manuscript must stand on its own and therefore it is not sufficient to simply point the reader to another publication in which the methods employed have been described already.

- **Participants:** Please include in this subsection of the Method section information on sample characteristics, subsample comparisons, and any analyses that describe the sample but do not test hypotheses that are the main aims of your manuscript.

- **Procedure:** Please describe the procedure in sufficient detail so that it could be comprehended and replicated by another investigator.

- Identify by name the institutional review board (IRB) or ethics committee (edited out for blind review in the submitted manuscript) that approved the research, and the manner in which consent was obtained.

- **Measures:** In addition to providing citations, psychometric, and validation data for each measure administered, please provide coefficient alpha from your data set for each measure for which this is appropriate.

- When describing measures, provide response options in lower case and italicize response options (e.g., 1 = *not at all*, 2 = *a little*, 3 = *somewhat*, 4 = *a great deal*) but do not italicize the names of scales.

- When reporting reliability and validity, ensure that these are referred to as properties of the scores or scale rather than the measure itself. For example, it is appropriate to state that ".. the reliability of the total PTSD scale from the CAPS-5 was high (α = .90)" rather than ".. the reliability of the CAPS-5 was high (α = .90)".

- **Data Analysis:** Include a separate subsection with this header in the Method section in which you describe the analyses performed, the software program(s) used, and make an explicit statement about missing data in your data set. If there are no missing data, so state; otherwise describe the extent of missing data and how they were handled in the data analyses.

Results Section: Reporting Statistical Information in the Text

- **Reporting of Descriptive Information.** Examples of the correct format for some commonly reported descriptive statistics follow:

  - N = 1,365 (total sample size), but n = 781 (for a subsample).

  - (M = 8.22, SD = 1.35), spell out mean in narrative text. (*JTS* does not use the format M$\pm$SD.)

  - Mdn = 14

- Use 4.0%, not "four percent" unless it is the beginning of a sentence. We encourage you to rephrase sentences so numerals can be used where possible.

- **Do not** use a leading zero before decimal fractions that cannot be greater than an absolute value of 1 (e.g., correlations, proportions, coefficient alphas, p values, fit indices, standardized betas [β], partial eta-squared [η_P^2]), i.e., $r = .47$, not $r = 0.47$.

- **Do** use a leading zero before a decimal fraction less than 1 when the statistic can exceed 1 (e.g., Cohen's d, F, OR, unstandardized betas [b]); i.e., 0.23 cm; i.e., Cohen's $d = 0.70$, $OR = 0.97$.

- Use a space before and after a minus sign and an equal sign (e.g., gain = posttest – pretest).

- In text, use numerals to express numbers 10 and above and words to express numbers one through nine. An exception is when numbers appear back-to-back (e.g., "ten 7-point scales").

- **Reporting of Statistical Test Information.** Examples of the correct format for some commonly-reported statistics follow:

  - $\chi^2(1, N = 196) = 11.43$, $p = .007$; χ^2 is not italicized; N and p are italicized.

  - $t(38) = 0.69$, ns; t and p are italicized, one space before and after all equal signs.

  - $F(1, 58) = 38.99$, $p < .001$; if the p value is less than .001 report as $p < .001$.

  - $OR = 1.46$, 95% CI [1.21, 1.71]; OR is italicized, but CI is not.

  - Use β for standardized beta values; standardized beta values do not have a leading zero (e.g., $β = .47$). Use B for unstandardized beta; unstandardized beta values should have a leading zero (e.g., $B = 0.47$).

- **Number of decimal places:**

  - Generally, data should be reported to two digits more than the precision of the raw data. Use more decimal places only when necessary to convey additional precision, e.g., when reporting a correlation or covariance matrix in structural equation modeling.

- Correlations (with the exception noted above), proportions, and inferential statistics (t, F, and χ^2) also should be reported to two decimal places.

- Percentages should be reported to one decimal place.

Reporting of *p* values (for further information, see Hyland, Shevlin, & Kerig's editorial on p values published in *JTS* in 2019 https://onlinelibrary.wiley.com/doi/full/10.1002/jts.22460

- When reporting *p* values in the text, exact *p* values are reported to three decimal points if they are not less than .001; e.g., $p = .027$.

- If the value is less than .001 use $p < .001$.

- Report exact *p* values to three decimal places (e.g., $p = .043$) wherever possible in text, tables, and figures. If doing so would make the table or graphic unruly (e.g., in a table of intercorrelations or complex figures), it is permissible to use asterisks to indicate ranges of p values at the traditional cut-off points of .05, .01, and .001 (e.g., * $p < .05$. ** $p < .01$. $p < .001$). If an experiment-wise error correction procedure is employed, (e.g., Bonferroni correction; Benjamini & Hochberg, 1995), use the derived ranges. JTS does not utilize the $\pm$ sign and thus $\underline{p = .05 \text{ is differentiated from}}$ $\underline{p < .05.}$

- Interpretation of *p* values indicating "trends" falling outside the significance criteria (e.g., $p < .10$) is strongly discouraged. If authors wish to interpret such information the exact value must be given as well as a very compelling rationale for why it deserves not to be treated as non-significant. Such rationales usually appeal to issues of effect size.

- **Effect sizes**

  - Wherever possible and appropriate, provide an effect size for each analyses reported.

  - Note that effect sizes also are to be provided for all findings reported.in the Abstract, as described previously.

Tables

- Please consult the APA style manual in detail for general information about the construction of tables and specific examples of types of tables. In addition to the *APA Manual* itself, the textbook by Fidell and Tabachnick (1996) also provides helpful examples of correctly formatted tables, as does the guide by Nicol and Pexman (2010). Examples of properly formatted tables also will be found on the last page of this style sheet.

- Each table should begin on a new page, and the margins should remain at 1 inch all around.

- Tables are numbered and labeled sequentially beginning with 1. There is no period after the table title. Format table titles in sentence case.

- Tables should be referred to by number in the text where the information within them is being discussed (e.g., "As the correlations displayed in Table 1 indicate…"). Do not use "Insert Table X here" to indicate table placement in the text.

- Please use Word's Table function to construct tables, not tabs and spacing.

- Please ensure that each unique heading has its own row and each unique value is in its own cell.

- Only horizontal lines are used in APA format for tables. Do not use grids or vertical lines anywhere in the table.

- Within columns, right-align whole numbers (like *n*s), and decimal-align others to one or two digits after the decimal point.

- Each datum should appear in its own cell (e.g., do not include *SD*s in parentheses following *M*s but instead create a separate column for *SD*s).

- Report exact *p* values to three decimal places (e.g., *p* = .043) wherever possible in tables. If doing so would make the table unruly (e.g., in a table of intercorrelations or a table containing a highly complex set of results such that inclusion of another column would not allow the table to fit across a printed page), it is permissible to use asterisks to indicate ranges of *p* values, defined in the note at the bottom of the table (i.e., **p* < .05. ***p* < .01. ****p* < .001). If an experiment-wise error correction procedure is employed, (e.g., Bonferroni correction; Benjamini & Hochberg, 1995), use the derived ranges.

- When reporting the results of regression analyses, include the *SE B* along with the *B*. Standardized betas (β) do not have SEs and should not be italicized.

- When reporting a table of intercorrelations, fill the rows first and then the columns such that any empty cells are in the lower left-hand quadrant of the table; use dashes in any redundant cells indicating the correlation of a variable with itself.

- Each of the three types of table notes starts on a new line. First are any general notes, second are any specific notes, and last are probability notes.

- Color can be included in the online version as well as in the print version of the journal free of charge.

Figures

- Please consult the APA style manual for general information about the construction of figures and specific examples of types of figures.

- Vector-based figures (e.g., figures created in Adobe Illustrator) should be submitted in EPS format.

- Please ensure that figures are sufficiently large to be legible. In TIF format, the following minimum resolutions are required:

  o 1200 dpi (dots per inch) for black and white line art (simple bar graphs, charts, etc.)

  o 300 dpi for halftones (black and white photographs)

  o 600 dpi for combination halftones (photographs that also contain line art such as labeling or thin lines)

- All figures (graphs, photographs, drawings, and charts) should be numbered (with Arabic numerals) and referred to by number in the text.

- Each figure should begin on a separate page.

- Figures titles should be on the line below the figure number. Format figure titles in sentence case.

- Use Arial font throughout except for the title and caption, which should remain as the same font as the rest of the manuscript.

- A *legend*, which explains the symbols used in a figure, should be included in the figure and not in the caption.

- Report exact *p* values to three decimal places (e.g., $p = .043$) wherever possible in figures. If doing so would make the figure unruly, it is permissible to use asterisks to indicate ranges of *p* values, defined in the note at the bottom of the figure (i.e., $p < .05$. $p < .01$. $p < .001$). If an experiment-wise error correction procedure is employed, (e.g., Bonferroni correction; Benjamini & Hochberg, 1995), use the derived ranges.

- At the time the manuscript is submitted, figures should be in Word, TIF, or EPS format. Upon acceptance of the article, the JTS Production team will require a version of each figure that is in an editable format.

  - Color can be included in the online version as well as in the print version of the journal free of charge.

References

- Format the references using APA 7th edition style.

- Begin the reference list on a new page following the text.

- Double-space all citations but do not include an extra space after each.

- Use hanging indent format.

- Italicize the journal name or book title.

- List alphabetically by last name of first author.

- If a reference has a Digital Object Identifier (doi), it must be included as the last element of the reference.

- **Examples**

  - *Journal Article:*

    Kraemer, H. C. (2009). Events per person-time (incidence rate): A misleading statistic? *Statistics in Medicine, 28*, 1028–1039. https://doi.org/10.1002/sim.3525

- ▪ *Book:*

    Cohen, J. (1988). *Statistical power analysis for the behavioral sciences* (2nd ed.).
        Erlbaum.

- ▪ *Book Chapter:*

    Meehl, P. E. (2006). The power of quantitative thinking. In N. G. Waller, L. J.
        Yonce, W. M. Grove, D. Faust, & M. F. Lenzenweger (Eds.), *Essays on the
        practice of scientific psychology* (pp. 433–444). Erlbaum.

Supplementary Materials

- Authors may wish to place some non-essential material in the separate designation of
  "Supplementary file not for review," which will be made available online for interested
  readers who choose to access it.

- This material will not be seen by reviewers and will not be taken into consideration in
  their evaluation of the scientific merits of the work, and will not be included in the
  published article.

- Material appropriate for such a designation includes information that is not essential to
  the reader's comprehension of the study design or findings, but which might be of
  interest to some scholars; examples might include descriptions of a series of non-
  significant post-hoc analyses that were not central to the main hypotheses of the study,
  detailed information about the content of coding system categories, and CONSORT flow
  diagrams for randomized controlled trials.

- Note well that the manuscript must stand on its own without this material; consequently,
  critical information reviewers and readers need to evaluate or replicate the study, such as
  the provenance and psychometric properties of the measures administered, is not
  appropriate for placement into Supplementary Materials.

References

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Author.

Benjamini, Y., & Hochberg, Y. (1995). Controlling the false discovery rate - A practical and powerful approach to multiple testing. *Journal of the Royal Statistical Society Series B-Methodological, 57*(1), 289–300. **https://doi.org/10.1111/j.2517-6161.1995.tb02031.x**

Miller, G. A., & Chapman, J. P. (2001). Misunderstanding analysis of covariance. *Journal of Abnormal Psychology, 110*(1)*,* 40–48. https://doi.org/10.1037/0021-843X.110.1.40

Nichol, A. A. M., & Pexman, P. M. (2010). *Presenting your findings: A practical guide for creating tables.* American Psychological Association.

Tabachnick, B. G., & Fidell, L. S. (1996). *Using multivariate statistics* (3rd ed.). Harper-Collins.

TABLE 1

PTSD criteria (%) at Time 1 in Villahermosa and Teziutlán

Criterion	Villahermosa (*n* = 385) %	Teziutlán (*n* = 176) %	$\chi^2(1, N = 561)$
B (Intrusion)	81.8	82.0	1.10
C (Avoidance/numbing)	33.2	68.8	62.35***
D (Arousal)	4.3[a]	7.8	2.66*
E (Duration)	16.1	6.1[b]	13.69**
F (Functioning)	59.0	83.5	35.36***
All PTSD criteria	13.8	46.0	65.42***

Note. Some values in table do not represent real data.

[a]*n* = 380. [b]*n* = 169.

p < .05. **p* < .01. ***p* < .001.

TABLE 2

Descriptive statistics and intercorrelations among study variables

Variable	*M*	*SD*	1.	2.	3.	4.
1. Peritraumatic dissociation	25.43	7.38	—	.12	.23**	.04
2. Emotion dysregulation	94.38	20.88		—	.14*	-.06
3. Betrayal trauma	2.13	1.41			—	.09
4. PTSS	16.10	1.23				—

Note. N = 248. PTSS = posttraumatic stress symptoms.

*p < .05. ***p* < .01.

TABLE 3

Logistic regression predicting the onset of posttraumatic stress disorder (PTSD) between the

ages of 6 and 9 years

Variable	PTSD onset between 6–9 years of age			
	B	*SE*	*OR*	95% CI
Constant	-3.17	0.45	–	–
Maternal PTSD	0.67	0.19	1.93	[0.81, 4.62]
Child PTSD at age 6	0.44	0.32	1.55	[1.11, 2.17]**
ΔERN at age 6 (Fz)	-0.60	0.25	0.94	[0.89, 1.00]*

Note. $R^2 = .10$ (Nagelkerke). Model $\chi^2(1, N = 134) = 12.37$. ERN = error-related negativity.

*p < .05. **p < .01.

TABLE 4

Logistic regression results for individuals with posttraumatic stress disorder (PTSD) who met the criteria for comorbid depression compared with nondepressed individuals

Variable	Estimate	*SE*	*p*	*OR*	95% CI
Childhood violence exposure	1.09	0.45	.012	2.98	[1.23, 7.19]
Adolescent violence exposure	0.48	0.19	.015	1.60	[1.10, 2.37]
Adulthood violence exposure	-0.04	0.32	.884	0.23	[0.02, 2.37]

Note. Regressions controlled for psychotropic medications including antidepressants and stimulants. *OR* = odds ratio.

TABLE 5

Hierarchical multiple regression analyses predicting offspring posttraumatic stress symptoms

from intrafamilial conflict with mother, father, and sibling

| | Source of intrafamilial conflict | | | | | |
| | Mother ($n = 344$) | | Father ($n = 122$) | | Sibling ($n = 224$) | |
Predictor	ΔR^2	β	ΔR^2	β	ΔR^2	β
Step 1	.26*		.22**		.10***	
Control variables[a]						
Step 2	.19***		.10**		.22***	
Marital distress		.30***		.32***		.45***
Triangulation		.45***		.27***		.38***
Step 3	.02		.05***		.01*	
Support		.21*		.27***		.08
Invalidation		.09		.08		.06
Step 4	.01		.00		.00	
Support x Invalidation		.08		.00		.02
Total R^2	.29***		.10**		.24*	

[a] Control variables included ethnicity, birth order, age, and IQ.

*$p < .05$. **$p < .01$. ***$p < .001$.