

## Author formatting checklist – required for final submissions to the Torture Journal

### Background

Once the article is in its final stages before publication, the Torture Journal editorial team expects all authors to format their articles in line with the Torture Journal style i.e., they must go through the below checklist systematically. From here, the editorial team undertakes final editing and the design team will then transform the Word document text into the designed version (using Adobe InDesign). Below contains a list of checks that all authors must undertake before the article is submitting for final editing by the editorial team. Please feel free to contact the editorial team for any further help with these matters. Please ensure you are familiar with the Authors Guidelines.<sup>1</sup>

### Title page

The title is all lower case. The first letter of first word should be capitalised as should the first letter after a colon.	
Authors names, qualifications and affiliations are formatted correctly e.g. First authors name*, Second Author*, Third Author* See here for example (see also affiliations in the footnotes) <a href="https://tidsskrift.dk/torture-journal/article/view/111193/160251">https://tidsskrift.dk/torture-journal/article/view/111193/160251</a>	
A ‘Key points of interest’ text box is inserted. This contains a 2-3 concise bullet points with key ideas and practical implications for the reader. See latest issue of the Journal here <a href="https://tidsskrift.dk/torture-journal/issue/view/7991">https://tidsskrift.dk/torture-journal/issue/view/7991</a> for examples	

### Abstract & key words

The abstract is between 200-300 words and is structured using sub-headings mentioning introduction, methods, results and discussion. See latest issue for examples <a href="https://tidsskrift.dk/torture-journal/issue/view/7991">https://tidsskrift.dk/torture-journal/issue/view/7991</a> e.g., Each sub-heading within abstract is italicised e.g. <i>Introduction: xxx</i>	
After abstract, please list ‘ <i>Keywords:</i> with, up, to, five, words’. Again, see above link for example.	

### Headings & sub-headings

First heading is bolded without italics. No indent.	
The second sub heading is italicised and first letter of each key word is capitalised. No indent. Not bolded.	
Third sub heading is indented one tab in from left, lowercase (apart from first letter and italicised), followed by a colon. E.g. <i>Heading three starts here:</i> First sentence. Not bolded.	

### In-text citations and references

When directly quoting a reference source, using the following format for page numbers: (Solomon & Vazire, 2014, p. 524). i.e., do not use (Solomon & Vazire, 2014: 524). Or (Solomon & Vazire, 2014, p.524). See here: <a href="https://blog.apastyle.org/apastyle/2015/03/when-and-how-to-include-page-numbers-in-apa-style-citations.html">https://blog.apastyle.org/apastyle/2015/03/when-and-how-to-include-page-numbers-in-apa-style-citations.html</a>	
The reference list is listed in alphabetical order.	

<sup>1</sup> <https://irct.org/uploads/media/2eefc4b785f87c7c3028a1c59ccd06ed.pdf>

Each listed reference is cited in text	
Each text citation should be listed in the References section as in examples below:  <b>Journal Article:</b> Hughes, G., Desantis, A., & Waszak, F. (2013). Mechanisms of intentional binding and sensory attenuation: The role of temporal prediction, temporal control, identity prediction, and motor prediction. <i>Psychological Bulletin</i> , 139, 133–151. <a href="http://dx.doi.org/10.1037/a0028566">http://dx.doi.org/10.1037/a0028566</a> <b>Authored Book:</b> Rogers, T. T., & McClelland, J. L. (2004). <i>Semantic cognition: A parallel distributed processing approach</i> . Cambridge, MA: MIT Press.  <b>Chapter in an Edited Book:</b> Gill, M. J., & Sypher, B. D. (2009). Workplace incivility and organizational trust. In P. Lutgen-Sandvik & B. D. Sypher (Eds.), <i>Destructive organizational communication: Processes, consequences, and constructive ways of organizing</i> (pp. 53–73). New York, NY: Taylor & Francis.	
For electronic articles, a DOI is used at the end, if available.	
For the format of the DOI, I have been consistent in using either: doi:10.xxx/xxx.xxxx OR <a href="http://dx.doi.org/10.xxx/xxx.xxxx">http://dx.doi.org/10.xxx/xxx.xxxx</a>	
For electronic articles, if there is no DOI, then use the publisher’s home web site.	
All lines are double spaced and for each entry the hanging indent is used. See the for instruction on formatting this. <a href="https://www.merrimack.edu/live/files/2805-apa-6e-basic-guidepdf">https://www.merrimack.edu/live/files/2805-apa-6e-basic-guidepdf</a>	
Only initials are used for first and/or second names of authors. There is a space between initials, e.g. Lewis, C. S.	
If there are multiple authors, they are listed in the order they appear on the original source. Authors in the references are separated by commas (even for 2 authors) and an ampersand is used before the last one.	
Titles of books, journals, technical reports are given in <i>italics</i> , as are journal titles and volume numbers.	
Titles of books, journal articles, web sites are in lower case except for the first word, first word after a colon and any proper nouns.	
The title of a web page that is an article contained in a larger web site is not italicized. Likewise, journal article titles and book article titles are not italicized.	
For any citations ending with a URL all hyperlinking (blue, underline) is removed and there is no period at the end of the hyperlink.	
Issue numbers are enclosed in parenthesis and not formatted with italics.	
Paging is given as a range (e.g. 45-56) without using p. or pp. except for newspapers or magazines without a volume and issue number.	
For multiple in-text citations, they are ordered alphabetically e.g. (Adams 2011; Brown, 2012).	
For any multi author sources, for any sources with > 3 and < 6 authors they are all written out the first time, but subsequent use, I can use the first author followed by et al.	

### Supplementary material

Supplementary material is all formatted correctly and written with care.	
Translated versions are fully edited in compliance with normal formatting rules and checked.	

## Correct punctuation

Quotations greater than 40 words are formatted as a 'block quotation' i.e. they are italicised, speech marks are used, a new line, and they are indented one tab from the left.	
<p>I have punctuated before quotations in accordance with the following:</p> <ol style="list-style-type: none"> <li>1. No punctuation before the speech mark if the quotation is embedded into the sentence e.g. Some respondents perceived that "<i>the rehabilitation methods used were not sensitive the cultural beliefs</i>" of the population...</li> <li>2. A comma before a speaking-related verb (e.g., stated, said). E.g. One respondent stated, "<i>the rehabilitation methods used were not sensitive to the cultural beliefs</i>"...</li> <li>3. A colon after a complete sentence that then introduces a quotation. E.g. The positive clinical outcomes were corroborated by the patients themselves: "I feel the weight has been lifted since starting the programme" (Respondent 1).</li> </ol> <p>See further examples here:</p> <p><a href="https://blog.apastyle.org/apastyle/2015/07/punctuation-junction-punctuation-before-quotation-marks.html">https://blog.apastyle.org/apastyle/2015/07/punctuation-junction-punctuation-before-quotation-marks.html</a></p>	
<p>In addition to the above, I have used punctuation around the quotation mark in the correct fashion, in accordance with APA:</p> <p><a href="https://blog.apastyle.org/apastyle/2011/08/punctuating-around-quotation-marks.html">https://blog.apastyle.org/apastyle/2011/08/punctuating-around-quotation-marks.html</a></p>	
Quotations all use "speech marks" (for both respondents and quotations from cited sources).	
When quoting page number from published source, I have referenced pages like so: (p. x) for a single page and (pp. x-xx) – i.e., double pp - if the quote falls on more than one page.	

## General formatting and final checks

<p>I use abbreviations correctly. For example, when I use e.g. I always put a commas after e.g.,</p> <p>See <a href="https://blog.apastyle.org/apastyle/2010/05/its-all-latin-to-me.html">https://blog.apastyle.org/apastyle/2010/05/its-all-latin-to-me.html</a> &amp; <a href="https://blog.apastyle.org/files/apa-latin-abbreviations-table-2.pdf">https://blog.apastyle.org/files/apa-latin-abbreviations-table-2.pdf</a></p>	
The numbered footnotes are outside the punctuation e.g., the first footnote '1' comes directly after the full stop.	
Times New Roman, Font 12 is used throughout	
Personal pronouns and rhetorical questions only appear when absolutely necessary	
The article is consistently using <u>either</u> UK or USA English spelling and grammatical rules	
Paragraphs in the body of the paper are indented using one tab in from left.	
I used the spell check on my word processor and read through the paper carefully to catch any typos, left out words, punctuation issues, etc. Grammary offers a useful free service.	
I have read through my paper (even aloud) to determine flow and find any spelling errors that might not be found with spell check, e.g. using their when it should be there, effect/affect, who/whom	
I have not simply relied on the database output for APA style but rather have edited their output to conform to the rules of APA that I have been given.	