



Style Guide: The X Series for Professional Development

Fountainhead Press

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Content

Book sections or individual essays should include clear, practical guidelines or tips to assist young professionals—always keep in mind that the purpose of this series is professional development.

Documentation

1. Use MLA documentation for in-text citations (including for paraphrased material) and the Works Cited page (follow strictly).
2. Cross-check to be sure all sources referred to in the text are listed and that all items listed are referred to in the text.
3. Provide a Works Cited list at the end of your essay.
4. Essays that utilize original research should also give reference to some type of institutional review or approval process (IRB) and/or Informed Consent from participants.
5. Likewise, interview subjects should be acknowledged in the Works Cited list with proper MLA citations.

General Formatting

1. Use footnotes, not endnotes.
2. Manuscript should be in Times New Roman, 12-point font, and double-spaced throughout.
3. Align headings with the left hand margin (if using headings), same font and size, but bold.
4. Use italics, not underlining.

Mechanics and Punctuation

1. Singular last names and other nouns with an ending –s still get an ‘s to show possession, e.g., James’s or Harris’s
2. Plural nouns ending in an –s take an apostrophe only to show possession, e.g., centers’ or writers’
3. Use single word spelling for homepage, website, online, email.
4. Use American spellings.
5. No capitalization of the word internet
6. Comma before a conjunction in a series of three or more
7. As per MLA guidelines, internal punctuation, including the colon, should be followed by only one space.
8. Ending punctuation should be followed by only one space (yes, we know MLA says it can be one or two, but it also encourages consistency).
9. Mark degrees without periods, i.e., PhD, MA, MS, MFA, BA, BS, BFA, etc.

Use of Student Written and Oral Material

1. Student permission forms are required—either a Fountainhead supplied form or a previously signed form that is in the author’s possession (copies of signed forms will be required prior to publication).
2. Digital/electronic permissions may be used if they were submitted through a closed system such as Blackboard.
3. The systematic collection of student work, evaluations, interviews, etc. should have gone through the IRB or other institutional review process at the author’s school, or the author should be able to show exemption.
4. Anecdotal evidence, including conversations with students, is acceptable as long as the student remains anonymous. Student and IRB permissions must be given in order for student names to be used in the text.

Volume Editor Guidelines

1. Each individual essay should have its own Works Cited. Volume editors may choose to also add a Bibliography or For Further Reading List at the end of each book in the series.
2. For the volume index, include key terms in the field, key terms in the collection, and people who are referenced in three or more essays in the collection.
3. Check for consistency in spelling, terminology, references to other articles in the text, references to authors and sources, etc.
4. It is okay to use automatic features in Word; these will be corrected in production.

This is a guideline to help with consistency and to avoid problems down the road. It is not an exhaustive list, and we reserve the right to add additional guidelines or rules as needed.