NORDICOM

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GUIDE AND CHECKLIST

Mathematical equations and statistics

It is the author's responsibility to ensure the correctness of mathematical equations; this will not be checked during the editorial process. It is therefore important to review the typeset proofs carefully to ensure that errors were not introduced during the editorial process and typesetting of the equations.

Below are some examples of properly formatted equations and statistical values:

- $t(75) = 2.14$
- $R^2 = .269$
- $^{\#}p < .10$, $^{*}p < .05$, $^{**}p < .01$, $^{***}p < .001$
- $a = -133.8 + 1.14 \times b$

Below is a checklist to help ensure equations and statistics are properly formatted:

- ☐ Place a space on either side of mathematical symbols (= , + , – , < , > , × , / , etc.).
- ☐ Italicise variables (e.g., R^2, Pearson's r, and $x = y + 2$). (If variables are in an italicised heading, do not use reverse italics; e.g., *do not write* R^2 *like this*.)
- ☐ N = full sample; n = subsample
- ☐ Use a hyphen with no space to indicate a negative numeral (e.g., -43).
- ☐ Use an en dash with a space on either side for a subtraction sign (e.g., 5 – 3 = 2).
- ☐ The multiplication sign can be found with the "insert symbol" function in Word – it looks like this: × (do not use an asterisk [*] or a lower- or uppercase "x" for a multiplication sign).
- ☐ Use decimal points (periods), not commas, to express decimals.
- ☐ Use commas, not spaces, to separate thousands (e.g., 1,000 and 2,000,000).
- ☐ Use the following abbreviations without periods: minimum = min; maximum = max; standard deviation = std dev; standard errors = std errors.

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