

## Bio Writing Requirements for National Meetings Brochures

Please follow the notes below to write your bio correctly:

1. Please write in the third person - write about yourself as if you are describing yourself as an observer: "Susan Smith is a clinical psychologist." \*(Not: "I am a clinical psychologist.") This means you say: "She learned..." or "They learned..." or "Susan learned" - **not "I learned."**
2. Titles of books you have written should be written in italics: "Sam published a book, *The Terrible Anxieties of Being a Presenter*, in recognition of his own difficulties in such a role."
3. Please watch out for **improper capitalization**. This is what the editors have to spend most of their time correcting. Here are some rules about capitalization applying to your biography:
  - a. Academic degrees are capitalized only when the full name of the degree is used, such as Bachelor of Arts, Master of Science, or Doctor of Philosophy. General references, such as bachelor's, master's or doctoral degree, are not capitalized. So you would write, "He earned his master's degree in social work from the University of Pennsylvania."
  - b. If you mention a university, write out the name in full. "He graduated from University of South Carolina," (not he graduated from Univ of SC).
  - c. Except for languages, such as English, French and Japanese, the names of academic disciplines, majors, minors, programs and courses of study **are not proper nouns and should not be capitalized**. So you would write: "They majored in clinical social work" or "Sam majored in clinical psychology."
  - d. Capitalize job titles when they come before a name and are an official title, and use lowercase job titles when they come after a name or are merely descriptive. So you would say, "Sue is the director of the UNC Counseling Center," or "At the university counseling center, Director Sam Smith has led in that role for six years."
  - e. In AAP, we use the convention of ONE space after the period between sentences. So please write: "Linda likes to edit documents. She will be editing your bio." Not: "Linda likes to edit documents. She will be editing your bio."

**Thank you for following these proper English guidelines. By doing so, you will make the editors' jobs so much easier.**