

Condensed Style Sheet

See Chicago Manual of Style for additional details.

Quotations

- Use double quotation marks for quoted material within the text; single quotation marks should only be used for quotes within quotes.
- For ellipsis within a quotation use three leader dots for a mid-sentence break, four if the break is followed by a new sentence.
- Quotations of over 40 words should be extracted and indented without quotation marks, double-spaced, and not italicized.
- Periods and commas go *inside* quotation marks.

Spacing

- Double-space all text, including endnotes, extracts, and reference lists.
- Type only one letter space after periods and colons.

Titles

- Italicize books, performances, operas, movies, TV and radio programs, paintings, sculptures, dances, and epic poems.
- Use quotation marks for articles, unpublished works, TV and radio episodes, poems, and songs.
- Follow first mention of any performance or artwork with a date.

Commas

Use serial commas before “and” (i.e. artists, scholars, and activists).

Section headings

Headings should be in **bold**, not italicized or underlined.

Initial Capitalization

Please keep capitalization to a minimum. When possible, use lower case for government, church, state, party, volume etc.; north, south, etc. are only capitalized if used as part of a recognized place name, e.g., Western Hemisphere, Central America; use lower case for general terms, e.g., eastern Pennsylvania, south-west of Iraq.

Dates

- For dates list as day month year, without commas (27 November 2012)
- Spell out months: November 1965.
- Use the following format for decades: in the 1940s; the '90s; 21st century.

Numbers

Spell out numbers from one to ten. Use numerals for numbers 11 and higher.

Ellipses

Bracket ellipses that indicate the author's or editor's deletion: [...]

Dashes

Use m-dashes (—) [shift + option + dash] for parenthetical thoughts, n-dashes (-) [option + dash] for ranges (e.g., working 9–5, from 1968–1972), and hyphens for prefixes (ex-president, anti-Darwinian, etc.) or clarifying compound expressions (punch-drunk, weight-carrying, etc.). All hyphens and dashes should be without spaces (between the hyphen and the word).

Gender

Avoid the generic use of male nouns and pronouns when referring to both sexes; also avoid use of the feminine article in reference to ships, countries, etc.: France, *its* people.

Interviews:

Use the last name of the speaker in all caps followed by a colon: FORD: I said.

Non-English Words and Proper Names

- Italicize non-English words on first use only.
- For non-English language productions, give the title of the production first, then parenthetically in English.

References and citations

Please consult http://www.chicagomanualofstyle.org/tools_citationguide.html

- Works cited should conform to *Chicago Manual of Style*, 16th edition, and be consistent in every possible way.
- Citations: For citations within a text, use the parenthetical author-date system: (Author 2010, 143-45) or (Author 2010).
- Endnotes: For written submissions, please use computer-generated endnotes only (no footnotes!). Use endnotes for additional author's notes; for simple citations, use in-text parenthetical citation. If note numbers fall at the end of a sentence, please place them outside quotation marks after the period. If they fall after a clause marked by a comma, place them after the comma.
- References: If applicable, include references for cited works only after endnotes at the end of document. List multiple sources by one author chronologically. For online sources cite URL and date accessed (accessed 10 April 2008).
- For multimedia submissions, include all citations, references, author notes, etc. in a separate document, with clear indications of what is being cited or referenced. This must be done whether or not citations, references, and notes are included in the body of the work itself.

Visual and Aural Material

- Figures, tables, illustrations, and other reference media may be from original artwork, photographs, charts, and books.
- In-text references to all media should be specific (fig. 1, video clip 2, website 3, etc.), and approximate location in text should be indicated.
- Fully caption and credit all included media in a separate document, matching file names with the corresponding information.
- Author(s) must provide permissions information for all material not produced by them.