

Style Sheet

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, single-spaced, and not italicized.
- Periods and commas go inside quotation marks in English, and outside in Spanish and Portuguese.

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- Use quotation marks for articles, unpublished works, TV and radio episodes, poems, and songs.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 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, South America; use lower case for general terms e.g. eastern France, south-west of Mexico. Dance and theatre companies should be upper case, e.g. Elevator Repair Service.

Dates

- For dates list as day month year, without commas (21 September 1968)
- Spell out months: September 1965.
- Use the following format for decades: in the 1950s; the '60s; 21st century.

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

Ellipses Bracket ellipses that indicate 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: MORAGA: I said.

Images

- Must have captions
- In-text references to images should be specific (fig. 1, fig. 2, etc.)

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: *Calendario de Piedra* (Calendar of Stone, 2001).

References and citations

- Works cited should conform to *Chicago Manual of Style*, 15th edition, and be consistent in every possible way.
- Citations: For citations within the text, use the parenthetical author-date system: (Godoy 2006, 143-45) or (Godoy 2006).
- Endnotes: 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).
- Newspapers
 - May be cited in body of text
 - Must be cited in body of text if no author is listed (as in an editorial)
 - The place of publication (if not obvious from title of paper) should be made clear from the body of text or footnote and need not be noted in each separate reference from the same paper.
- Please see the following page for examples of proper citations

Reference examples by type:

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

Anthology

Derrida, Jacques. 1982. "Signature, Event, Context." In *Margins of Philosophy*.
Translated by Alan Bass, 307–30. Chicago: University of Chicago Press.

Book

McKenzie, Jon. 2001. *Perform or Else: From Discipline to Performance*. London:
Routledge.

Journal

Prieto-Stambaugh, Antonio. 1996. "La actuación de la identidad a través del performance
chicano gay." *Debate Feminista* 7, no. 13: 285–315.

-----, 1998. "Performance art transfronterizo: hacia la desconstrucción de las
identidades." *Gestos* 13, no. 25:143–62.

Newspaper (Include newspaper references in text if possible)

Gómez, Raul. 1997. "Violento inicio del semestre." *El Nacional*, October 1: A1.

Online sources

Critical Art Ensemble. 1994. Autonomedia/semiotext(e). *The Electronic Disturbance*.
Accessed 22 November 2002. <http://www.critical-art.net>.

Stelarc. 2002. Hexapod. *Stelarc*. Accessed 12 February 2008.
<http://www.stelarc.va.com.au>.

Original date

Du Bois, W.E.B. 1903. *The Souls of Black Folk: Essays and Sketches*. Reprinted in *Three
Negro Classics* with an introduction by John Hope Franklin. New York: Avon
Books, 1965. Page references are to the 1965 edition

Same Year/Same Author; Interview; Personal correspondence

Stoklos, Denise. 2001a. Interview by author. Paris, 21 May.

-----, 2001b. Personal correspondence. 2 October.

Sound (Best mentioned in running text and grouped under a subhead in reference list)

Public Enemy. 1990. Fear of a Black Planet. *Fear of a Black Planet*. Def Jam.