

# Style Guide

*Transition* first adheres to the rules in this style guide. For issues not covered in the style guide, please refer to the 15th edition of the *Chicago Manual of Style* (hereinafter, *CMS*) for guidance. Our house dictionary is *Webster's Third International Unabridged*.

## ABBREVIATIONS

- **Corporate, municipal, national, and supranational abbreviations and acronyms appear in full caps. Most initialisms (abbreviations pronounced as strings of letters) are preceded by *the*.**

### *Ex:*

*These bodies—the IMF and the World Bank, GATT, the EU, and NAFTA—  
mom-and-pop store on Main Street, U.S.A.*

*observers unconsciously avoided L.A.*

*in the U.S. workforce (adjective)*

*but in the United States (noun)*

*Savan addresses the thirty-second TV spot*

*fill their classes with WASP males with perfect SAT scores*

- **Latin abbreviations, such as *e.g.* and *i.e.*, are usually restricted to parenthetical text and set in roman type, not italics.**
- **Personal initials have periods and are spaced.**

### *Ex:*

*W. E. B. Du Bois*

*C. D. Wright*

## BOOK REVIEWS. See REVIEWS

## CAPITALIZATION. See also SPELLING AND TERMS

### *Terms*

- **A down (lowercase) style is generally preferred for terms, but proper nouns and their derivatives are usually capitalized. See *CMS*, chap. 7, for more detailed guidelines on capitalization of terms.**

### *After a Colon*

- **If the material following a colon consists of more than one sentence, or if it is a formal statement, a quotation, or a speech in dialogue, it should begin with a capital letter. Otherwise, it may begin with a lowercase letter.**

### *Quotations*

- Silently correct the initial capitalization in quotations depending on the position of the quotation to the rest of the sentence (see *CMS 10.13*).

*Ex:*

Smith stated that “we must carefully consider all aspects of the problem.”

but

Smith stated, “We must carefully consider all aspects of the problem.”

- An original lowercase letter following a period plus three dots should remain lowercase.

*Ex:*

The spirit of our American radicalism is destructive. . . . the conservative movement . . .

### CAPTIONS AND CREDITS

- Credits are set in the margin next to the image. Images of book covers do not need a caption.

*Photos*

*Ex:*

Photo © 2006 by Britta Radike

Photo of Chinua Achebe, 2008. Courtesy of Halle K. Phillips, the *Harvard Crimson*.

*Image reprinted from a journal*

*Ex:*

Source: *Krokodil*, no. 18. (June 1978), p. 16

*Ex:*

**Richard Bruce Nugent. *Drawings for Mulattoes, Number 1*.** First reproduced in *Ebony and Topaz: A Collectanea*, edited by Charles S. Johnson, 1927. Image courtesy of Thomas Wirth.

*Painting*

*Ex:*

**Édouard Duval-Carrié, *La Politique de L’Australie*.** 2001. Mixed media on canvas in artist frame, 72 x 74.5 inches.

*Production still*

*Ex:*

***Rome Rather Than You*** (2007), directed by Tariq Tégua

### COPYRIGHT

- If an author retains copyright, include this information in a note at the end of the text:

*Ex:*

© 1997 by Mark Strand

## DATES and TIME

### *Ex:*

May 1968

May 1, 1968

May 1–3, 1968 (use an en-dash)

In January 2008 (not in January of 2008)

On January 21, 2008

September–October 1992

from 1967 to 1970

1960s counterculture; sixties [*not* 60s or '60s] counterculture

the 1980s and 1990s

the mid-1970s American culture

the late twentieth century; late-twentieth-century Kenya

the years 1896–1900, 1900–1905, 1906–9, 1910–18

AD. 873; the year 640 CE (use small caps for era designations)

9:00 PM (use small caps for AM and PM)

five o'clock

half past three, quarter to four, ten thirty

## ELLIPSES. See also CAPITALIZATION

- Three dots indicate an ellipsis within a sentence or fragment; a period plus three dots indicates an ellipsis between sentences, even when the end of the first sentence (if still grammatically complete) is omitted. In general, ellipses are not used before a quotation (whether it begins with a grammatically complete sentence or not) or after a quotation (if it ends with a grammatically complete sentence), unless the ellipses serve a definite purpose. See *CMS* 10.48-10.63 for more detailed guidelines on the use of ellipses.

## EPIGRAPHS

- Epigraphs are set in italic type. Set the source off with an em-dash. Set the author's name in small caps. Justify the source citation to the right.

### *Ex:*

*The novel is the epic of a world that has been abandoned by God.*

—GEORGE LUKACS, *The Theory of the Novel*

### *Ex:*

*The dead are a cadmium blue.*

—CHARLES WRIGHT, "Homage to Paul Cézanne"

## EXTRACTS. See also CAPITALIZATION and ELLIPSES

- Prose quotations longer than four lines in the published book and verse quotations longer than two lines are set off from the surrounding text. *Sic*, used sparingly, is inserted in brackets after a misspelling or an odd usage, and for

visibility's sake is italicized. In a verse quotation, an omitted line is indicated by a line of em-spaced dots equal in length to the previous line.

### FORMAT

- Opening information appears in this order, all left-aligned.

**Main title** (Title case, bold)

*subtitle*: (all lowercase except proper names, italics)

**Author name** (bold)

*Ex:*

**Camera Obscura**

*making and breaking images in Taliban-era Afghanistan*

**Alan Edelstein**

- Names of people in subtitles should be set in bold. References to published works should include a date of publication.

*Ex:*

a review of **Tariq Téguia's** *Rome Rather Than You* (2007)

### INCLUSIVE LANGUAGE

- Avoid sexist language and terms that are gender specific (chairman, mankind, etc.). Never allow the form *s/he*. State both pronouns--*he or she/him or her/his or her--*or recast the sentence in the plural. Avoid alternating the use of masculine and feminine pronouns in an article.

INITIALS. See ABBREVIATIONS

### INTERVIEWS

- Use the full names of the interviewer and the interviewee followed by initials in parentheses at first mention. Use only initials thereafter, followed by a colon.
- Set the interviewer's questions in sans serif type and the interviewee's responses in serif.
- Do not add a space between a question and its answer. Do add a space between question/answer sets.

*Ex:*

David Chioni Moore (DCM): Do you or Harvard have the handwritten first copy of *Things Fall Apart*?

Chinua Achebe (CA): No. It has disappeared.

DCM: It would be somewhat of a holy grail.

CA: Yes, I know.

See TR100 pp. 12–33.

**JR. AND SR.**

- *Jr. and Sr.* are set off with commas.

*Ex:*

Martin Luther King, Jr., was a great . . .

**NOTES**

- Notes are set at the end of the text in serif, roman type.

*Ex:*

This essay was adapted from a presentation at the Christopher Okigbo International Conference at Harvard University, in Cambridge, Massachusetts, on September 22, 2007.

*Translator's Note:* Spelling of place names vary greatly.

**NUMBERS. See also DATES and TIME**

- Cardinal and ordinal numbers from one to ninety-nine, such numbers followed by *hundred*, any number at the beginning of a sentence, and common fractions are spelled out. Common fractions are hyphenated as well.

*Ex:*

no fewer than six of the eight victims

no more than fifty-two hundred gallons

One hundred eighty-seven people were put to death there during the twenty-third century BC

at least two-thirds of the electorate

fully 38,000 citizens

- Numbers applicable to the same category, however, are treated alike in the same context.

*Ex:*

no fewer than 6 of the 113 victims

Almost twice as many people voted Republican in the 115th precinct as in the 23d.

- Numbers that express decimal quantities, dollar amounts, and percentages are written as figures.

*Ex:*

an average of 2.6 years

more than \$56, or 8 percent of the petty cash

a decline of \$.30 per share

- For very large numbers, a combination of figure and word is used.

*Ex:*

2 million ballots cast

now estimated at 1.1 billion inhabitants

- **Inclusive page numbers are given as follows. See CMS 9.64.**

*Ex:*

1–2, 3–11, 74–75, 100–103, 104–9, 112–15, 414–532, 505–16, 600–612, 1499–1501

- **Roman numerals are used in the pagination of preliminary matter in books, in family names and the names of monarchs and other leaders in a succession, in the names of world wars, and in statutory titles.**

*Ex:*

On page iii Bentsen sets out his agenda.

Neither John D. Rockefeller IV, Elizabeth II, nor John Paul II was born before World War I.

Yet Title XII was meant to rectify not only inequities but iniquities.

- **Arabic numerals are used for the parts of books.**

*Ex:*

In part 2, chapter 2, of volume 11 of the *Collected Works*, our assumptions are overturned.

### POSSESSIVES

- **The possessive of nouns ending with the letter *s* are generally formed by adding an apostrophe and an *s*.**

*Ex:*

Kansas's weather

Burns's poetry

Ross's land

Texas's pride

Jones's reputation

- **Traditional exceptions to this rule are forming the possessive of *Jesus* and *Moses*, and forming the possessive of names of more than one syllable with an unaccented ending pronounced *eez*.**

*Ex:*

Jesus' name

Moses' direction

Euripides' plays

Demosthenes' orations

Xerxes' battles

### PULL QUOTES

**Pull quotes and cover quotes may differ from the text if necessary.**

QUOTATIONS. See EXTRACTS

## REVIEWS

- Always supply author and publication date for any books mentioned in the text.

*Ex:*

Wole Soyinka's *Death and the King's Horseman* (1975) offers perhaps the most complex anti-Okonkwo character type in the hedonistic Elesin.

## SPELLING AND TERMS

- Follow *Merriam Webster's Third New International Dictionary* for spelling. If more than one spelling is provided in the dictionary, follow the first form given (e.g., use *judgment*, rather than *judgement*; use *focused*, rather than *focussed*).
- Foreign terms are set in italics, unless they are a proper name:

*Ex:*

*vice versa*

*injerra*

Champs-Élysées

- Prefixes are hyphenated before numerals and proper nouns; they are also hyphenated to prevent confusion (e.g., *reform*, *re-form*).
- Temporary compound adjectives are hyphenated before the noun to avoid ambiguity but are always open after the noun.
- If unsure whether to hyphenate, refer first to *Merriam Webster's*, then to *CMOS* 7.90. Exceptions are listed in the glossary.
- Non-English phrases used as modifiers are open in any position, unless hyphenated in the original.
- Put neologisms within quotation marks at first use.
- A term referred to as the term itself is italicized.

*Ex:*

In the twentieth century, *socialism* has acquired many meanings.

The word *hermeneutics* is the most overused term in recent monographs.

The term *lyricism* was misused in Smith's book review.

***See the attached glossary for the preferred spelling of terms.***

## TRANSLATIONS

- Set translations, enclosed in brackets, immediately following the foreign words: extended into the *perestroika* [restructuring] period
- When translating a quote, keep the brackets within the punctuation:

*Ex:*

*"Le corps des tirailleurs avait été créé par Louis Faidherbe, gouverneur du Sénégal, en 1857, afin de faciliter la colonization française en Afrique noire [The Senegalese corps was established by Louis Faidherbe, the leader of Senegal, in 1857, in order to facilitate the French colonization of Black Africa]."*

**GLOSSARY**

African American (n., adj.)  
 Afropessimism  
 Afropop  
 Anglo-American  
 anglophone  
 anti-apartheid  
 anti-black, anti-white, etc.  
 anticolonial  
 anti-Semitism  
 Asian American (n., adj.)  
 bebop  
 bible  
 black  
 Black English  
 Black Panther Party  
 black power  
 break-dance; break-dancer; break-dancing  
 center, the (political)  
 civil rights movement  
 Cold War; post-Cold War era  
 communism; Communist Party; Communists; the party; a communist agenda  
 Constitution, the  
 Creole  
 cross-cultural  
 decision maker; decision-making  
 democracy; Democratic Party; Democrats; the party  
 Du Bois, W. E. B.  
 francophone  
 Global North, Global South  
 Great Depression  
 hip-hop (n., adj.)  
 Internet  
 left wing; leftist; the Left  
 Marxism; Marxist  
 mass (Catholic)  
 middle class (n.); middle-class (adj.)  
 nation-state (n., adj.)  
 Native American (n., adj.)  
 neocolonial  
 non-black, non-white, etc.  
 northern; northerner  
 okay  
 pan-African



policy maker; policy-making  
postcolonial  
postmodernism  
pro-choice  
pro-life  
Rasta; Rastafarian  
republicanism; Republican Party; Republicans; the party  
right wing; the Right  
rock 'n' roll (n., adj.)  
socialism; Socialist Party; Socialists; the party  
socioeconomic  
Southeast Asia *but* southern Vietnam  
southern; southerner  
Third World; Third World economies  
United States (n.); U.S. (n. *and* adj.)  
the West; Western Europe; Western sensibilities  
white  
working class (n.); working-class (adj.)  
World War I; World War II *or* First World War; Second World War  
World Wide Web; Web site; the Web

## INITIAL EDITING

### **Preliminary Formatting**

- 1.) Double-space, Times New Roman 12
- 2.) Add a page number to the top right corner
- 3.) Format title, sub, author:
 

**An Unexpected Blackness**  
*musings on diasporic encounters and hybrid engagements*  
**Naomi Pabst**
- 4.) Remove all occurrences of **bold** or underline in the text, replacing with italic where necessary.
- 5.) Remove instances of double spaces between sentences (use Find and Replace)
- 6.) Spellcheck document, checking against Merriam-Webster v. 2.5 CD-ROM
- 7.) Format quotations that will take up more than four manuscript lines as block quotations, .5" indented from the rest of the text with one full space above and below the block. Do not surround with quotations marks.

### **First Read**

- 1.) use serial commas: x, y, and z
- 2.) keep periods and commas within quotations. Set colons and semicolons outside of quotation marks. Set question marks and exclamation points on the outside of quotation marks, unless the punctuation is a part of the quote.
- 3.) check possessive of names which end in s, e.g. Du Bois's
- 4.) space after initials: W. E. B. Du Bois, not W.E.B. Du Bois
- 5.) in general, minimize prefix hyphenations: antislavery, not anti-slavery. See glossary, *MW*, and *CMS* 7.90
- 6.) replace double dashes (--) with em-dashes (—)
- 7.) write out numbers ≤ 100, e.g. thirty two; 5 million; nineteenth century
- 8.) use hyphens in compound modifiers to avoid ambiguity: twenty-first-century poetry (but in the twenty-first century).
- 9.) italicize all foreign terms except proper nouns: *vice versa*, *injerra*, but Champs-Élysées
- 10.) minimal use of America and American – use United States or U.S.
- 11.) no comma after “that” when preceding a direct quotation: She said that “people were friendly and upbeat.”
- 12.) a comma should follow all other introductions to cited material: She said, “People were friendly and upbeat.”
- 13.) change British spellings and terms (*center* not *centre*) except for most proper names of organizations (Western Cape Rehabilitation Centre)
- 14.) check that pronoun reference to people and animals is *who(m)*, not *that*.

### **Fact Checking**

- 1.) Check that all publications listed in the text have years cited.
- 2.) Check spelling of all proper names and places.
- 3.) Check dates and the chronology of events.
- 4.) Check quotations where possible—GoogleBooks is a good resource.