

# MSU Press Journals Style Sheet

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## General Notes

In general, follow the [Chicago Manual of Style](#), and use spellings standard to [Merriam-Webster](#).

- All articles must have:
  - Title
  - Author name + Affiliation (do not include on document until after blind review process is complete)
  - Short biographical statement (do not include on document until after blind review process is complete)
  - Keywords (will be used in the online database to direct search traffic to the article)
  - **Abstracts** are required for the following journals:
    - FCH articles (if article in French, English abstract; vice-versa)
    - JWAH articles (in English, will be translated into French)
    - Northeast African Studies
    - QED scholarly articles and activist essays
    - Rhetoric & Public Affairs
- All book reviews must have:
  - Publication information of the book
  - Review author name + Affiliation
- Any acknowledgments should appear as an unnumbered note at the beginning of the endnotes section.

## Formatting

### Articles

Guidelines for submitted article formatting:

- Double-space all text, notes, and citations.
- One-inch margins.
- Align left all.
- Hit “tab” key (not “space” bar) for indents.
- Clearly tag heading levels with <A>, <B>, or <C>
- Block quotes indented half-inch.

- Tables can be embedded in text or treated as an image, depending on the type of table.

## Book Reviews

Information about the book being reviewed should be included with the submission, and formatted according to the correct style for the journal. The information required is as follows: Title, author, city of publication, press, year of publication, number of pages, and prices. ISBN is also required for JSR book reviews.

When referencing parts of the reviewed book, the page number should appear in parentheses after the reference: “The author said so” (4).

References to materials other than the reviewed book should use the Chicago Endnote system outlined in the Citations section.

- **Journal for the Study of Radicalism**

*Title in Italics*

Person F. Author

City: Bookworm Press, 2013; 200 pages. \$19.95 (cloth); \$20.00 (paper); \$12.00 (ebook), ISBN 000-0-0000-0000-0.

- **Northeast African Studies**

*Title in Italics*, by Person F. Author

City: Bookworm Press, 2013; pp. xxv + 200. \$19.95 cloth; \$20.00 paper; \$12.00 ebook.

- **QED, Rhetoric & Public Affairs**

*Title in Italics*. By Person F. Author. City: Bookworm Press, 2013; pp. xxv + 200, \$19.95 cloth; \$20.00 paper; \$12.00 ebook.

- **Journal of West African History**

Title in Roman

Person F. Author

City: Bookworm Press, 2013; pp. xxv + 200, \$19.95 cloth; \$20.00 paper; \$12.00 ebook.

- **Fourth Genre**

Person F. Author, *Title in Italics*

CITY: BOOKWORM PRESS, 2013. 200 PAGES, CLOTH, \$19.95.

## Figures

Images, graphics, and maps should be labeled chronologically as Figures 1, 2, 3, etc., and placed in the text along with an in-text tag such as <Figure 1 here> to show where

the figure should be located in the final typeset article. Author will be asked to provide each figure as a supplemental, high-resolution (300 dpi) file early during submission.

- Captions should be provided for all figures. “Figure 1.” spelled out (not “Fig. 1”). Relevant copyright information and/or credit given to the author of the image should be included in the caption.
- When referring to a figure within the text, use (see Figure 1), (Figure 1), or (See Figure 1.) if a standalone sentence.
- Tables should be labeled chronologically as Table 1, 2, 3, etc., and placed in the text where they will appear in the finished paper.
- When referring to a table within the text use (see Table 1).

## Citations

Articles should be [Chicago endnote style](#); use endnotes with superscript numbers in-text. **Exception: [Centennial Review](#) uses the Author-Date system, documented separately.** Use MS Word’s reference tools to link endnotes to their locations in-text.

- In-text endnote numbers should be inserted after any punctuation, except an em dash, which they should precede. (14.21)
- The first endnote carries the full entry. Subsequent references to the same work should be short-form, use of Ibid. is discouraged.
- Inclusion of DOIs is encouraged for online materials.
- Publication titles (*Daily Beast*) are italicized, but website URLs are not (thedailybeast.com).
- Website access dates are not required unless there is no publication date or date last modified available.

Examples below show full citations followed by short forms.

## Books

1. Emery Blackfoot, *Chance Encounters* (Boston: Serendipity Press, 1987), 151–60.
  2. Blackfoot, *Chance Encounters*, 160.
- 
1. Kurt Johnson and Steve Coates, *Nabokov’s Blues: The Scientific Odyssey of a Literary Genius* (Cambridge, MA: Zoland Books, 1999).
  2. Johnson and Coates, *Nabokov’s Blues*, 220.
- 
1. John Smith, *Title of Book*, ed. Jane Doe (New York: Publishers Press, 2002), 152.
  2. Smith, *Title of Book*, 153.
- 
1. Ernest Kaiser, “The Literature of Harlem,” in *Harlem: A Community in Transition*, ed. J. H. Clarke (New York: Citadel Press, 1964), 298–302.

2. Kaiser, "The Literature of Harlem," 298–302.

## Articles

### Journal Article

1. Marc Shell, "Language Wars," *New Centennial Review* 1, no. 2 (2001): 1–17.
2. Shell, "Language Wars," 16.
  
1. Frank P. Whitney, "The Six-Year High School in Cleveland," *School Review* 37, no. 4 (1929): 268, <http://www.jstor.org/stable/1078814>.
2. Whitney, "The Six-Year High School."
  
1. María de la Luz Inclán, "From the ¡Ya Basta! to the Caracoles: Zapatista Mobilization under Transitional Conditions," *American Journal of Sociology* 113, no. 5 (2008): 1318, doi:10.1086/525508.
  
1. Margaret M. Author, "Article Title," *Journal Name* 98 (forthcoming).

### Magazines & Newspapers

1. John Smith, "Computers Hit the Classroom," *U.S. News and World Report*, March 7, 1994, 75.
2. Wendy Cole and Janice Castro, "Scientology's Largesse in Russia," *Time*, April 13, 1992, <http://www.time.com/time/magazine/article/0,9171,975290,00.html>.
3. "Balkan Romani," *Endangered Languages*, Alliance for Linguistic Diversity, accessed April 6, 2016, <http://www.endangeredlanguages.com/lang/5342>.

### Dissertations

1. Alexander Hawryluk, "Friends of FIGHT: A Study of a Militant Civil Rights Organization" (PhD diss., Cornell University, 1967), 49.

### Presented Papers

1. Heidi McDonald, "Men Are from Mars: Women Are from Ferelden" (lecture, Game Developers' Conference, Moscone Center, San Francisco, CA, 2013).

### Interviews

1. S. Quattro, facebook message to author, April 15, 1978.

1. Jane Smith, interviewed by author, August 31, 2006, video recording.

## Multimedia [YouTube Video]

1. "HOROWITZ AT CARNEGIE HALL 2-Chopin Nocturne in Fm Op.55," YouTube video, 5:53, from a performance televised by CBS on September 22, 1968, posted by "hubanj," January 9, 2009, <http://www.youtube.com/watch?v=cDVBtuWkMS8>.

## Spelling and Grammar

All journals use American spellings and conventions.

## Foreign Words

- Isolated foreign words and phrases should be italicized.
- But, they should be set in roman if they are proper nouns.
- Also set in roman any words that can be found in an English dictionary (Merriam-Webster).
- If a translation is necessary, it should follow the foreign word or phrase, set in roman, in parentheses or quotation marks. Examples: The word she wanted was *pêcher* (to sin), not *pêcher* (to fish); The verb *mrij*, "to wash," is used.
- A sentence or more in a foreign language should be set in roman and enclosed in quotation marks.
- If you insert a translation into a quotation, use square brackets [ ]. If you add it after the quotation, outside the quotation marks, use parentheses ( ).
- Special Notes for NEAS
  - For languages using the Ethiopic (*fidäl*) script, please follow the system employed by *Encyclopaedia Aethiopica*.
  - Transliteration from Arabic, Ottoman Turkish, and Turkish should follow the system established by the *International Journal of Middle Eastern Studies*. For more detailed guidelines on this system, see the IJMES website, [https://ijmes.chass.ncsu.edu/IJMES\\_Translation\\_and\\_Transliteration\\_Guide.htm](https://ijmes.chass.ncsu.edu/IJMES_Translation_and_Transliteration_Guide.htm).
  - Oromo orthography should follow the *Qubee* standard.
  - Somali orthography should follow the 1972 national standard, except in the case of personal names. These can be anglicized for clarity (e.g., "Ali" rather than "Cali," and "Abdi" rather than "Cabdi"). In addition, the

word Somali should be spelt according the standard English usage (not *Soomaali*).

- For Epigraphic/Ancient South Arabian, Cushitic, Omotic, and Nilo-Saharan languages, please follow the guidelines established by *Encyclopaedia Aethiopica*. For more details, see <http://www1.uni-hamburg.de/EAE/>.
- Special Notes for FCH
  - French does not use serial comma (rouge, blanc et bleu)
  - Guillemets are used for quotations in French and all punctuation goes outside, except for punctuation within the original quotation.

## Numbers and Dates

- In general, spell out numbers one through ten, use numerals for 11 and above.
- Some exceptions are as follows:
  - Use numerals in a series of mixed numbers (14 cities, 2 cars, 6 geese).
  - Use numerals when a number precedes a unit of measure (3 mm) and percentages (3 percent).
  - Use numerals for dates, times, page numbers.
  - Very large numbers can be expressed in numerals followed by unit: 2.3 million. (See CMS 9.8 for details)
  - Always spell out a number at the beginning of a sentence.
- Inclusive ranges for numbers (date and page ranges) should use en-dash, not hyphen: 29–31.
- [Inclusive range rule \(9.60\)](#)
- When referring to currencies, prefer standardized currency codes (20 USD or 19.95 CAD; not US\$20 or C\$19.95) in most contexts, especially in academic articles. (CMS 9.22 for details)
- Dates should be listed Month Day, Year: May 31, 1958.
- Spell out references to particular centuries (e.g., the twentieth century, eighteenth-century history).
- No apostrophe before “s” in specifying a decade or century. Decades should be expressed as: The 1880s and 1890s (not 1880s and '90s)
- The first two decades of a century may not be expressed in numerals. The following are acceptable:
  - The first decade of the nineteenth century
  - The years 1800–1809
  - The years 1910–19

## Punctuation, Capitalization, and Word Treatments

- Article titles and headings should use headline-style capitalization (see CMS [8.157](#))
- Serial commas: The flag is red, white, and blue.
- Use “and” instead of an ampersand (&) in running text.
- Use “percent” instead of %: 3 percent.
- Quotation marks, American style: Double quotes outside, single quotes inside.
  - Periods and commas inside quotation marks, colons and semicolons outside.
  - Question and exclamation marks should go inside quotation marks if they are part of the quoted text, and outside if they are not.
  - Epigraphs and block quotations do not use quotation marks at the beginning and end.
  - When discussing a word as a word, place it in quotation marks, not italics. Example: The word “mimesis” has long been used . . .
- Capitalization of quoted text:
  - Follow 13.14 and 13.15.
  - Capitalize the first word of most quotations, unless the quoted text forms a syntactical part of the sentence.
    - As Franklin advised, “Plough deep while sluggards sleep.”
    - Benjamin Franklin admonishes us to “plough deep while sluggards sleep.”
  - In run-in and block quotations, brackets indicating a change in capitalization at the beginning of the quote are not necessary.
- Always add 's to possessives, even if ending in s: Janis's.
- Ellipses: 3 periods with spaces before, between, and after to indicate omission of text. If beginning a new sentence after the omission, add an additional period at the beginning, with no space before it.
  - Omission with continued sentence: “The story . . . was lost to history.”
  - Omission with new sentence: “The rebellion ended in the 1810s. . . . All of the leaders were captured and executed.”
- Complex hyphenation rules (6.80)
  - Use en dash to join two elements made of multiple words (pre-nineteenth-century)
  - However, don't use em dashes to convey relationships between things, use hyphens (colonizer-colonized relationship)
- Titles/Names/Ethnic Groups:
  - Capitalize civil, military, religious, and professional/official titles when they immediately precede a personal name (example: Queen Elizabeth).
  - Lowercase titles when they follow the name or are used in place of the name (the queen, the sheikh).

- Use “United States” when used as a noun, “U.S.” when used as an adjective.
- *The New York Times*, the *New Yorker*: don’t italicize “The” in newspaper or periodical titles, even if “The” is part of the title.
- Website URLs and email addresses should be set in roman.
- No comma between a person’s name and Jr. or II, etc.; do put a comma before religious (SS, SJ) and professional (RN, MD) designations, and academic degrees (PhD, MA, BA).
- African American (no hyphen), whether used as a noun or adjective. Use the same style for Japanese American, Italian American, and so forth.
- Capitalized words [ongoing list]:
  - The Left, The Right (with reference to political groups)
  - Black, Brown, Indigenous, Blackness, Indigeniety
- Not capitalized [ongoing list]:
  - white (skin color)
  - left-wing, right-wing
  - web
  - website
  - internet

## Acronyms and Abbreviations

This section seems to vary between publications, but we should probably standardize it. (Refer to CMS 10.4)

- Set most abbreviations in all capitals with no periods: YMCA, HMO.
- Spell out the first time used, followed by the acronym or abbreviation in parentheses: The Federal Bureau of Investigation (FBI).
- Put spaces and periods between two or three initials of a person’s name (L. M. Montgomery, W. E. B. Du Bois), unless the person is commonly known by initials (JFK, FDR).
- Abbreviations such as “etc.,” “e.g.,” and “i.e.” should not appear in running text but can appear in parenthetical asides and endnotes. In running text, use instead phrases like “such as” and “for example.”
- Style list of abbreviations [ongoing list]:
  - a.m.
  - p.m.
  - a.k.a.
  - BCE
  - CE
  - PhD, MA, BA (no periods)



## Quotations and Dialogue

- Run-in vs. block quotations: short quotes (less than 100 words) should be run in; quotations of two or more paragraphs, quoted correspondence, lists, and poetry should generally be set off.

## Compound Words, Prefixes, and Suffixes

General rule: Use hyphens to avoid ambiguity and difficult reading. Where a misreading is unlikely, the compound should be closed.

Refer to [Chicago Manual of Style, 16th ed., 7.85](#), for extensive guide.

If in doubt, refer to Merriam-Webster.

Some exceptions: -class, self-

## Terms (Alphabetical List)

### General

- ebook (not e-book)
- email (not e-mail)
- YouTube
- postcolonial
- precolonial

### Journal-Specific

- [Contagion](#)
- [JWAH](#)
- [QED](#)