Cultural Politics Style Guide  
September 2014

Cultural Politics first adheres to the rules in this style guide. For issues not covered in the style guide, refer to The Chicago Manual of Style, 16th ed. (CMS16).

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.

- further expansion of NATO’s membership
- dissent within the AFL-CIO
- sexism is rampant at IBM
- certain US constituencies

Latin abbreviations, such as e.g. and i.e., are usually restricted to parenthetical text and notes and are set in roman type, not italics. The word sic, however, is italicized.

Personal initials have periods and are spaced.

W. E. B. DuBois; C. D. Wright

ABSTRACT

Substantial articles should include an abstract of approximately 250 words. Book reviews and short issue introductions do not require abstracts.

Abstracts should be written in the third person (“This article proposes . . .”) not the first person (“I propose . . .”).

ACKNOWLEDGMENTS

Acknowledgments appear in a separate section immediately preceding the endnotes and are written in the first person.

This essay was first presented as a paper at the Center for Comparative Literature at Amherst College. I am grateful for the comments made at the gathering.

CAPITALIZATION. See also SPELLING AND TERMS

After a Colon
If the material introduced by a colon consists of more than one sentence, or if it is a quotation or a speech in dialogue, it should begin with a capital letter. Otherwise, it begins with a lowercase letter. See CMS 16.61.

**Quotations**
Silently correct initial capitalization in quotations depending on the relationship of the quotation to the rest of the sentence (see CMS 16.13). For instance:

Smith stated that “we must carefully consider all aspects of the problem.”
*but*
Smith stated, “We must carefully consider all aspects of the problem.”

A lowercase letter following a period plus three dots should be capitalized if it begins a grammatically complete sentence (CMS 16, 13.51).

The spirit of our American radicalism is destructive. . . . The conservative movement . . . is timid, and merely defensive of property.

**Terms**
A down (lowercase) style is generally preferred for terms. See CMS 16, chap. 8, for detailed guidelines on capitalization of terms.

**Titles of Works**
For titles in English, capitalize the first and last words and all nouns, pronouns, adjectives, verbs, adverbs, and subordinating conjunctions (*if*, *because*, *that*, etc.). Lowercase articles (*a*, *an*, *the*), coordinating conjunctions, and prepositions (regardless of length). The *to* in infinitives and the word *as* in any function are lowercased.

For hyphenated and open compounds in titles in English, capitalize first elements; subsequent elements are capitalized unless they are articles, prepositions, or coordinating conjunctions. Subsequent elements attached to prefixes are lowercased unless they are proper nouns. The second element of hyphenated spelled-out numbers or simple fractions should be capitalized. If a compound (other than one with a hyphenated prefix) comes at the end of the title, its final element is always capitalized.

- Nineteenth-Century Literature
- Avoiding a Run-In
- Policies on Re-creation
- Reading the Twenty-Third Psalm

When titles contain direct quotations, the headline-capitalization style described above and in CMS should be imposed.

“*We All Live More like Brutes than Humans*”: Labor and Capital in the Gold Rush
In capitalizing titles in any non-English language, including French, capitalize the first letter of the title and subtitle and all proper nouns. See CMS16, 11.24 and 11.42, for the treatment of Dutch and German titles, respectively.

CAPTIONS AND CREDITS

Captions take sentence-style capitalization. Captions that are complete sentences include terminal punctuation; captions that consist solely of a single phrase do not. If a caption consists of two or more phrases or sentences, terminal punctuation should follow each phrase or sentence. If credit or source information is provided, it should be the last element of the caption, without terminal punctuation.

Figure 1

Figure 2
Noam Chomsky at a political rally, 1971. Courtesy John Allan Cameron Archives, University of Florida

Figure 3
Coal miners in Matewan, West Virginia, April 1920. The miners’ strike was depicted in John Sayles’s film *Matewan*. Photograph courtesy Matewan Historical Society

CONTRIBUTOR’S NOTE

Each contributor’s note includes the author’s name, affiliation, areas of activity or research, and most recent works. Dates of publication, but not publishers’ names, are given for books.


Paul Chan is a New York–based artist who was born in Hong Kong in 1973. He has exhibited his work in the United States and internationally, including exhibitions at UCLA Hammer Museum (Los Angeles); Institute of Contemporary Art (Boston); the Renaissance Society (University of Chicago); New Museum (New York); the Serpentine Gallery (London); and the Stedelijk Museum (Amsterdam). Chan frequently hosts lectures and presentations relevant to his work, such as “The Art of Disarmament: Paul Chan in Conversation with Kathy Kelly” (New York Public Library). Paul Chan is represented by Greene Naftali Gallery, New York.
DATES AND TIMES. See also NUMBERS

May 1968
May 1, 1968
May 1–3, 1968
on February 8, 1996, at 8:15 a.m. and again at 6:15 p.m.
September–October 1992
from 1967 to 1970
1960s counterculture; sixties [not 60s or ’60s] counterculture
the 1980s and 1990s
mid-1970s American culture
the mid-nineteenth century [note hyphen, not en dash]
the late twentieth century; late twentieth-century Kenya
the years 1896–1900, 1900–1905, 1906–9, 1910–18
AD 873; the year 640 BC; Herod Antipas (21 BCE–39 CE) [use full caps without periods for era designations]
c. 1820

DOCUMENTATION

Citing Sources in Text

Cultural Politics uses the author-date documentation system. Works are cited in the text by the author’s last name (if it is not indicated in the text) and the year of publication.

These underlying imperatives have compelled the bourgeoisie to “give its ideas the form of universality” (Marx 1970: 234).

Marx explains that these underlying imperatives have compelled the bourgeoisie to “give its ideas the form of universality” (1970: 234).

Page citations are separated from the publication date by a colon followed by a space. Volume and page citations are linked by a colon (without a space) and separated from the publication date by a comma. Citations of works by more than three authors give the surname of the first author only, followed by “et al.” Works published in the same year by different authors with the same last name are distinguished in citations by the author’s first initial. When two or more works by the same author are cited within the same parentheses, each date is separated by a comma; for two or more works by different authors, each is separated by a semicolon.

Sundaram’s boat advances a speculative account of cultural origins, unfolding a narrative around incidents of rupture, discovery, and survival (Kapoor 2000a, 2000b, 2000c, 2000d).
At this time the long-suspected potential of computing, networking, and open-ended acceleration was loosed upon society and its institutions (Castells 1996; Boltanski and Chiapello 2007: 138–39).

Complete bibliographic information is provided in a reference list at the end of the text. The reference list, arranged alphabetically by author and then by date, oldest to most recent, exactly corresponds to the works cited; it is not a reading list. All authors, regardless of number, are named in the references list. Works published in the same year by the same author are distinguished in citations and the references list with the letters “a,” “b,” “c,” and so on.

If the citation is to a reprint edition, the original date of publication should be cited first, in brackets within a parenthetical citation and in parentheses not within a parenthetical citation (e.g., in a footnote). See CMS16, 15.38.

(Foucault [1963] 1973: 41)
1. For a more in-depth discussion of this point, see Foucault (1963) 1973.

To refer again to the most recently cited source, subsequent citations need only include page number (see CMS16, 15.26).

The sperm whale, Beale (1839: 46) concluded in The Natural History of the Sperm Whale, is “remarkably timid, and is readily alarmed by the approach of a whale boat.” Beale noted that “it is difficult to conceive any object in nature calculated to cause alarm to this leviathan” (46).

For titles of works, serial commas are added, ampersands are spelled out; numbers are spelled out.

Abbreviations and Latin Terms in Documentation
Ibid., f. (ff.), op. cit., and loc. cit. are not used, nor are eadem, idem, infra, passim, and supra. Commonly used abbreviations include cf., ed. (eds.), e.g., esp., et al., etc., fig. (figs.), fol. (fols.), i.e., l. (ll.), n. (nn.), p. (pp.), pt. (pts.), ser., trans., vol. (vols.). Latin abbreviations are not italicized.

Sample Citations

Book

*Chapter in a Collection*

Kirihara, Donald. 1996. “Reconstructing Japanese Film.” In Bordwell and Carroll 1996: 102–39. [If the collection has its own reference list entry, a short citation form is used; see CMS16, 15.37.]

*Translation*

*Multivolume Work*


*Online Book*

*Journal Article*
Pandey, Gyanendra. 1992. “In Defense of the Fragment: Writings on Hindu-Muslim Riots in India Today.” *Representations* 37 (1): 27–55. [Journal published in volumes; the month or season is not required. As a courtesy to readers, who increasingly are locating articles online, issue numbers should be given if available.]


*Online Journal Article*

Jovanovic, Boyan, and Peter L. Rousseau. 2008. “Specific Capital and Technological Variety.” Journal of Human Capital 2: 135, doi:10.1086/590066. [If the author has provided a DOI rather than a URL, use the DOI; no URL is needed. See CMS16, 14.6.]

Magazine Article
Tuckman, Mitch. 1976. “Exiled on Main Street.” Village Voice, July 26, 108. [Note: The is dropped before periodicals in references.]

Online Magazine Article

Newspaper Article

Online Newspaper Article

Dissertation

Paper or Presentation

Film
Films are cited in a separate FILMOGRAPHY section.


Websites (Other than Online Books and Periodicals)

[Include as much of the following information as possible: author of the content, title of the page (if there is one), title or owner of the site, and URL. If no publication date is provided, the year of access should be used and an access date should be included (CMS16, 15.51). The titles of websites and blogs generally use headline-style capitalization. See CMS16, 8.186 and 14.244, for guidance as to whether such titles should be set in roman type or italicized.]
Southern Poverty Law Center. 2013. “Center Information,” www.splcenter.org/centerinfo/ci-index.html. Accessed August 27. [If there is no author, the owner of the site may stand in the author’s place.]

ELLIPSES. See also CAPITALIZATION

Three dots indicate an ellipsis within a sentence or fragment; a period plus three dots indicates an ellipsis between grammatically complete sentences, even when the end of the first sentence in the original source has been 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 16, 13.48–56, for more detailed guidelines on the use of ellipses.

EPIGRAPHS

The epigraph source includes the author’s name or the author’s name and the title of the work. No other bibliographical information is required.

EXTRACTS. See also CAPITALIZATION and ELLIPSES

Set off quotations that are more than eighty words in length.

KEYWORDS. See also ABSTRACT

Articles that include an abstract should also include three to six keywords. Keywords should be lowercase (except for names or titles that would otherwise be capitalized) and separated by commas.

    Keywords negative affect, self-portrait, Del LaGrace Volcano, intersex, Polaroid photography

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
Unpublished interviews and other personal communications should be cited parenthetically in the text. No citation in the references is needed. See CMS16, 15.48.

(Žižek, pers. comm.)

NUMBERS. See also DATES AND TIMES
Cardinal and ordinal whole numbers from one to ninety-nine (and such numbers followed by hundred and thousand), any number at the beginning of a sentence, and common fractions are spelled out. Common fractions are hyphenated as well. Numerals are used to express very large numbers (in the millions or more).

- 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
- attendance was about ninety thousand
- at least two-thirds of the electorate
- there were 2 million ballots cast
- the population will top 25 billion

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

- no fewer than 6 of the 113 victims
- Almost twice as many people voted Republican in the 115th precinct as in the 23rd.

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

- an average of 2.6 years
- now estimated at 1.1 billion inhabitants
- more than $56, or 8 percent of the petty cash
- a decline of $0.30 per share

Inclusive page numbers are given as follows (per CMS16, 9.60):
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, in legal instruments, and in the titles of certain sequels.

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.
Most critics consider *The Godfather, Part II* a better movie than *Jaws 2*. [Follow the usage in the original work, per CMS16, 9.44.]

Arabic numerals are used for the parts of books.

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 formed by adding an apostrophe and an *s*.

- Kansas’s weather
- Burns’s poetry
- Camus’s novels
- Descartes’s philosophy
- Euripides’s plays
- Demosthenes’s orations
- Jesus’s name
- Moses’s direction

**QUOTATIONS. See EXTRACTS**

**SPELLING AND TERMS**

Follow *Merriam-Webster’s Collegiate Dictionary*, 11th ed. (W11), and *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., *judgment*, not *judgement*; *focused*, not *focussed*). Common foreign terms are set in roman type. (Common foreign terms are defined as those with main entries in W11.)

Prefixes are hyphenated before numerals and proper nouns. Otherwise, prefixes are generally not hyphenated before words; refer to W11 for guidance. Temporary compound adjectives are hyphenated before the noun to avoid ambiguity but are left
open after the noun. 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.

In the twentieth century *socialism* acquired many meanings.
The word *hermeneutics* is the most overused term in recent monographs.
The term *lyricism* was misused in Smith’s book review.

**TRANSLATIONS**

When an original non-English title and its translation appear together in the text, the first version (whether original or translation) takes the form of an original title, and the second version is always enclosed in parentheses and treated like a bona fide title (whether or not the work represents a published translation) with title capitalization appropriate to the language.

I read *Mi nombre es Roberto* (*My Name Is Roberto*) in 1989.
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Rubén Darío’s poem “Azul” (“Blue”) is one of my favorites.
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