Transgender Studies Quarterly Style Guide
7/2013

Transgender Studies Quarterly 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. See also DOCUMENTATION

Abbreviations, such as e.g. and i.e., are allowed within parentheses in the text and within the notes but not elsewhere. Latin abbreviations, except for sic, are set in roman type, not italics.

Personal initials have periods and are separated by a space.

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

Abbreviations used to designate international bodies and governmental organizations do not use periods (CMS16 10.24, 14.317).

the EU; the UN; UNICEF; WHO

ACKNOWLEDGMENTS

Acknowledgments are made in a first, unnumbered footnote, in the first person. They include a note about translations in the article or notice of publication elsewhere, if appropriate.

BIOGRAPHICAL NOTE

An unnumbered biographical note is presented at the end of each article and is written in the third person. The note gives the author’s name (as on the article-opening page), affiliation, areas of activity or research, and recent works (parenthetical cite includes publication date but not publisher).

David Smith is an assistant professor of English at the University of North Carolina, Chapel Hill, where he teaches modern British literature. He is the author of Winter People: Ted Hughes and Sylvia Plath (1987).

Miriam Skidmore is an associate professor of philosophy at the University of California, Riverside. Her book Philosophy and the Mind-Body Split is forthcoming.
Dipesh Chakrabarty teaches in the departments of history and South Asian languages and civilizations at the University of Chicago. His recent publications include Provincializing Europe (2000) and “Calcutta: Dwelling in Modernity” (Public Culture, winter 1999).

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 CMS16 6.61.

Quotations
Silently correct the initial capitalization in quotations depending on the relationship of the quotation to the rest of the sentence (see CMS16 13.14). 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 (CMS16, 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, but proper nouns and their derivatives are capitalized. See CMS16, 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 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 CMS16 should be imposed.

“We All Live More like Brutes Than like 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.

DATES AND TIMES. See also NUMBERS

May 1968
May 1, 1968
May 1–3, 1968
September–October 1992
September 11
9/11
from 1967 to 1970
1960s counterculture; sixties [not 60s or ’60s] counterculture
the 1980s and 1990s
mid-1970s American culture
the late twentieth century; late twentieth-century Kenya
the mid-nineteenth century [note hyphen, not en dash]
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
at 8:15 a.m. and again at 6:15 p.m.

*In titles and section headings, inclusive dates are presented in full.
DOCUMENTATION. See also ABBREVIATIONS

General Principles
The journal uses the author-date form of citation (see CMS16, chap. 15).

Endnotes may include material that cannot be conveniently included in the text, such as discursive adjuncts and additional sources of information. Any material necessary for understanding the argument set forth in the article should be included in the text.

Legal sources (court cases, constitutions, treaties, statutes, and legislative materials, such as unenacted bills, hearings, and reports) should be cited in the main body of the article, not in the references. If a case or law is well known (e.g., Roe v. Wade), it is not necessary to provide a full citation.

In-Text Citation Style
In-text citations (enclosed in parentheses) should contain the author’s surname (with first initial if ambiguous), the date, and the pages cited.

Wert (1984: 115–17) insists that his predecessors’ conclusions were the merest speculation (see M. McLain 1981; P. McLain 1981).

If more than one work by the same author is cited, the author’s name is not repeated.

(Wilson 1963, 1974)
(Miller 1978: 267; 1994)

For works by four or more authors, only the surname of the first author is used, followed by “et al.”

not (Cobb, Hornsby, Ott, and Smith 1982) but (Cobb et al. 1982)

If the work is meant, rather than the author, the parentheses are omitted.

Medwick 1924 remains the standard reference.

For reprints, the date of first publication is given in brackets.

(Williams [1905] 1974)

To refer again to the most recently cited source, “ibid.” is used.

(ibid.: 23)
When one volume of a multivolume work is cited, the volume number is indicated after the date.

(Koufax 1973, 1:223)

Personal communications, such as telephone conversations, e-mail messages, and nonarchived letters, are identified as “pers. comm.” and dated in the text but are not included in the References section.

Wilson (pers. comm., March 13, 2007) proved the hypothesis false.

Latin Abbreviations and Terms in Documentation
Apart from “ibid.,” “et al.,” and “cf.,” Latin abbreviations and terms are not used. These abbreviations are not italicized. Note that “et” in “et al.” is a whole word (meaning “and”) and therefore is not followed by a period.

References
The References section at the end of the article provides full bibliographic information for all works cited in the text. Works that are not cited should not be included in this section. References are arranged alphabetically by author, then chronologically in ascending order. Works of four or more authors are listed by the first author, followed by “et al.” Works published in the same year by the same author are labeled “a,” “b,” and so on.

In titles of works, serial commas are added, ampersands are spelled out, and numbers are spelled out (contra CMS16 14.96).

If the place of publication is not widely recognized or is ambiguous, it is specified with a state, provincial, or national abbreviation.

    Cambridge, MA
    London, ON
    Bengbu, PRC
    Dover, UK

If the publisher is a university press, the words “University Press” are spelled out.

    Lebanon, NH: University Press of New England
    Chapel Hill: University of North Carolina Press

For online works, if no publication date is provided, an access date is required. In all URLs, “http://” is omitted unless the URL does not function without it.

    Book


Chapter in a Collection

Hayward, Eva. “Spiderwomen: Notes on Transposition.” In Cotton, *Transgender Migrations*, 92–104. [If the collection has already been cited in full, the editor's name and the collection's title are abbreviated.]

Translation

Multivolume Work


Multiauthor Work


Online Book

Journal Article
Carlson, Shanna T. 2010. “Transgender Subjectivity and the Logic of Sexual Difference.” *Differences* 21, no. 2: 46–72. [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*


*Online Magazine Article*


*Newspaper Article*


*Online Newspaper Article*


*Dissertation*


*Paper or Presentation*


*Interview*


*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, URL, and access date (if no publication date is provided). 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.]

ELLIPSES. See also CAPITALIZATION

Distinguish between ellipses within and between sentences. 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 or not it begins with a grammatically complete sentence) or after a quotation (if it ends with a grammatically complete sentence), unless the ellipses serve a definite purpose. See CMS16 13.48–56 for more detailed guidelines on the use of ellipses.

EMPHASIS

Emphasis is best achieved through syntax. Italic type should be leaned on only occasionally, in brief phrases. Bold type is never used for emphasis.

EPIGRAPHS

The attribution includes the author’s name and the title of the work. Full bibliographic information is not required, because the epigraph is not part of the text. A note callout should never follow the epigraph or the epigraph’s source.

As obstacles to its efficacy multiply, the state increasingly sustains collective identity through theatrical displays of punishment and revenge against those elements that threaten to signify its inefficacy. . . . The welfare class thus becomes a permanent demonstration project in the theatricality of power.
William Connolly, Identity/Difference

Its exact location is problematical; the awkward fact is, Borderland can apparently be found by heading for the ruins of just about any large twentieth century city. This reporter found it in the rubble of Detroit.
EXTRACTS. See also CAPITALIZATION and ELLIPSES

Prose quotations longer than 80 words and verse quotations longer than two manuscript 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, italicized. In a verse quotation, an omitted line is indicated by a line of em-spaced dots equal in length to the previous line.

The author’s conclusions are unambiguous:

The student members of this coalition are thinking transnationally and acting multilocally. . . . political revolutionar[ies] who joined this coalition, while constantly aware of the global context of [their] actions, used . . . local knowledge of conditions in El Salvador and . . . the workings of the sanctuary movement in Berkeley to shape the specific content of the caravan’s supplies, with an eye toward the transformation of national politics in El Salvador and the constitution of a civil society there. (Smith 1994: 27)

Laborer-poet Pak No-hae is compelled to write in bitter earnest

how nice it’d be
To have occasional breaks outdoors

. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

We walk inside the district office.

Whether a quotation in a non-English language requires translation depends on the contributor’s assessment of the reader’s familiarity with that language. If a translation is considered necessary, it follows the original in brackets. Conversely, if the quotation is taken from a translation, the original may follow it in brackets.

Europaeus interpratur hic quendam locum Confutii, qui maxime est apud eos autoritatis et sanctitatis, qui quingentos ante Christum natum annos floruit, et multa optime scripsit. . . .

[The European interprets here a certain position of Confutius, possessed of special authority and sanctity, who flourished 500 years before the birth of Christ and wrote many things very well. . . .]

Orthography should remain faithful to the original passage being excerpted, although some liberties may be taken with regard to punctuation for the sake of clarity (e.g., with originals that follow British conventions).

FIGURES
Whether figures are cited explicitly in the text depends on the context in which they are used. Whether a figure has a caption depends on the need for a descriptive caption, for source information, and for a credit line. When a figure is called out in the text, it follows the following forms:

... a map bounds the site (see fig. 1).
Figure 2 demonstrates ...
In figure 1 the photographer ...

HEADS

“Introduction” is not allowed as a head at the beginning of an article, because it’s implicit that the text at the beginning of an article is introductory.

Heads are unnumbered.

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

IRONY

Irony, like emphasis, is best achieved structurally. Quotation marks may be used, but overuse of them diminishes their effect and clutters the text.

LISTS

Short lists are run into the surrounding text and indicated with arabic numerals in parentheses. (In simple series of elements with little or no punctuation, the numbers may be omitted.) Long lists, or lists of elements comprising whole sentences, are set off from the surrounding text and indicated with numerals followed by periods.

Under the auspices of antipimping laws, local authorities have punished (1) managers hired by prostitutes to arrange their appointments and studio space; (2) boyfriends, girlfriends, or husbands
with whom prostitutes share their income and living quarters; and (3) hotel managers who rent prostitutes rooms in which to work.

The “profile of a functional family system” is thus a mechanical model, whose inventor proposes the following characteristics:

1. The family is a survival and growth unit.
2. The family is the soil that provides the emotional needs of its members. These needs include a balance between autonomy and dependency and social and sexual training.
3. A healthy family provides the growth and development of each member.
4. The family is the place where self-esteem is attained.

MOVIES

In text, the first mention of a movie is styled as follows:

The next major biopic was the award-winning Gandhi (dir. Richard Attenborough; 1982).

NON-ENGLISH TERMS IN ITALICS

Non-English terms are not italicized if they are listed in the eleventh edition of Webster’s Collegiate Dictionary. Terms not in Webster’s 11 should be italicized and provided with definitions in parentheses following their first use. Such terms should remain italicized on subsequent appearances throughout the essay.

NUMBERS. See also DATES AND TIMES, DOCUMENTATION, and LISTS

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.

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
fully thirty-eight thousand citizens

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
- more than $56, or 8 percent of the petty cash
- a decline of $0.30 per share

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

- there were 2 million ballots cast
- the population will top 25 billion
- now estimated at 1.1 billion inhabitants

Inclusive page numbers are given as follows (per CMS16 9.60):

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, 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 the spelling of words in American English. 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*). 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 or CMS16, 7.85 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.

Terms referred to as the terms themselves are italicized, even if the act of quotation is suggested.

   The term *lesbian childhood* would seem to suggest . . .
   By *ethnoporn* Blackmer means . . .

When isolated non-English words and phrases are translated into English, or vice versa, parentheses or quotation marks are used.

   The second *cavalier* (horseman) rode swiftly on.
   The second *cavalier*, “horseman,” rode swiftly on.
   Spirit (*Geist*), in Hegel’s phenomenology . . .

Hyphens are used to separate prefixes from root words and to join temporary compound adjectives when misreading would be likely without the hyphen.

   re-form (cf. reform); re-creation (cf. recreation); illegitimate-birth rate

Check *Webster’s* for hyphenated permanent compound adjectives.

   good-natured; thought-provoking; well-known
Other than permanent compound adjectives, a compound that follows the noun it modifies requires no hyphen unless it might be misread without one.

The town’s residents were mainly working class.

TRANSLATIONS. See also DOCUMENTATION and EXTRACTS

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.
I read *My Name Is Roberto* (*Mi nombre es Roberto*) in 1989.

Rubén Darío’s poem “Azul” (“Blue”) is one of my favorites.
Rubén Darío’s poem “Blue” (“Azul”) is one of my favorites.

Isolated non-English words and phrases rendered into English also appear in parentheses, not in brackets.

assimilating them to the *bunmei* (civilization)
because of their *hajichi* (hand tattoos)
assimilating them to the civilization (*bunmei*)
because of their hand tattoos (*hajichi*)