Feminist Formations Style Guide

Quick-Reference: MECHANICS

In most cases, *Feminist Formations* uses the *Chicago Manual of Style*, 16th edition and the *Merriam-Webster Dictionary*.

Abbreviations and Acronyms

1. Use postal code abbreviations for states in references, notes, and tables (CMS 14.136). Spell out full state names in running text. (CMS 10.28)
2. Write Washington, **DC** in references and Washington, D.C. in the body of the manuscript. (CMS 10.28)
3. Spell out **United States** when using it as a noun, and abbreviate United States when using it as an adjective, e.g. the US census. (CMS 10.33).
4. Write out the names of countries, even within references. Exception: Use the abbreviation for the United Kingdom (**UK**) and the United Arab Emirates (**UAE**). (CMS 10.32)
5. Set common Latin abbreviations in roman. (CMS 7.53 and 10.7)
6. Use full capitals and no periods for all acronyms: NAFTA. (CMS 10.6)
7. Introduce an acronym in parentheses the first time it appears in text: Health Maintenance Organizations (HMOs), nongovernmental organizations (NGOs), and AIDS Coalition to Unleash Power (ACT UP). (CMS 10.3)
8. Change BC to BCE . (CMS 9.35)
9. Use the following guide for periods with abbreviations (CMS 10.4):

    Use periods with abbreviations that end in a lowercase letter: p. (page), vol., e.g., i.e., etc., a.k.a., a.m., p.m., Ms., Dr., et al. (*et* is not an abbreviation; *al.* is).
    Use periods for initials standing for given names: E. B. White; do not use periods for an entire name replaced by initials: JFK.
    Use no periods with abbreviations that appear in full capitals, whether two letters or more and even if lowercase letters appear within the abbreviation: AD, BCE VP, CEO, MA, MD, PhD, UK, US, NY, IL.

Capitalization

10. Capitalize some names applying to major historical and cultural periods and events: the **Industrial Revolution**, the **Progressive Era**, and **Prohibition.** Use lowercase for more recent events or those known by generic descriptions: the **baby boom**, the **civil rights movement**, and the **crash of 1929**. (CMS 8.72 and 8.74)
11. Capitalize specific department names and lowercase general names: Department of _____ and the _____ department. (CMS 8.61)
12. Capitalize terms that denote regions of the world or political divisions, but use lowercase versions in the adjective form: **the South**, **the States**, and **western Europe**. (CMS 8.46)

Contractions
13. Spell out all contractions that are not from quoted texts.

Dates
14. Spell out and lowercase particular centuries: **twenty-first century**, not 21st century. (CMS 9.33).
15. Express **decades** in numerals: 1990s. If the century is clear, authors can write out the name of the decade: the eighties. (CMS 9.34)
16. Use the following format for dates: January 1, 1990.
17. Treat **mid** as a prefix: in the mid-twentieth century; in the mid-1960s. But, do not add a hyphen for **early** and **late**: early twentieth century; in the late 1960s. (CMS 7.85 and 7.83)

Foreign Terms, Names, and Quotes
18. Italicize uncommon foreign words. If a word is used repeatedly throughout a text, only the first instance needs to be italicized. (CMS 7.49)
19. Use accent marks as they appear in foreign languages.
20. Use the Latin-or Greek-influenced plural forms: curricula, syllabi, alumna. (CMS 7.5)

Hyphenation
21. Follow *Chicago Manual of Style* 7.85 for hyphenation.

Numbering
22. Spell out **numbers 0-100**: eighty-three. Use the numeral for numbers greater than 100. (CMS 9.2)
23. **Ages** should be expressed numerically: "When ze was 5…" or "The 65-year-old woman..."
24. Write out **percent** and use numerical form: 20 percent.
25. Use numerals for **sums of money** over one hundred dollars and a combination of numerals and spelled-out numbers for and a dollar sign for monetary amounts over a million: $95,000 and $55 million (CMS 9.25).
26. Write out **first world** and **third world.**
27. Express **measurements** in numeral form. (CMS 9.16)
28. Use a comma for four-digit and larger numbers: 1,500. (CMS 9.55).

Punctuation and Dynamics
29. Use the serial comma: black feminism, civil rights**,** and anti-war protests. (CMS 6.18)
30. Write **an historical**, not a historical.
31. Use *italics* to emphasize a word or words instead of underlining or placing in quotations. Italicize only the first use if using the word repeatedly. Exceptions may occur depending upon the text.
32. Add 's for the possessive of singular proper names ending in -s: Jones's. (CMS 7.15-6.)

MANUSCRIPT FORMATTING

Abstract

33. 150-200 words
34. Abstracts should contain no endnotes.
35. Write out the full names of people, organizations, and other acronyms/abbreviations. Repeat full names the first time they appear in the body of the manuscript.
36. Left-align the abstract.

Keywords

37. List 6-9 keywords in alphabetical order
38. Separate keywords with a space, a forward slash, and another space
39. List names in alphabetical order by surname. Follow a surname with a comma and the rest of the name.
    Example: homonationalism / necropolitics / neoliberalism / Puar, Jasbir K. / Turkey

Heads

40. Use the following heading levels:

    A-Head   roman, left align, title case, bold
    B-Head   roman, left align, title case, bold
    C-Head   Italics, left align, title case, bold
    D-Head   Italics, left align, sentence case

    For each level of head used in a section, there must be at least two instances in that chapter or section. A section may not have only one B-level or C- level head.

41. Use a hard return between A-level and B-level heads.
42. Capitalize the second word in a hyphenated word in headings: A Two-Thirds Majority. (see CMS 8.159 for exceptions)
43. Capitalize prepositions that are four or more letters, the first or last word of the item, or an inseparable part of the verb: Growing Up Absurd.
44. Book Reviews: Write "edited by _____." instead of "_____ _____ eds." The same style is used for translators, compilers, etc.
    Example: *The Transgender Studies Reader* edited by Susan Stryker and Stephen Whittle.

Text Body

45. Left-align the first paragraph of each section. Indent the following paragraphs.
46. Do not insert ellipses at the beginning or end of block quotes and extracts.
47. Extract quotes longer than four lines with .5 inch margins on the left and right sides. Use hard returns before and after the extract.

Lists

48. Use numbered lists only when there is need for numbering items. Number lists as:
    1.) _____
    2.) _____
49. Bulleted lists may be used.

50. When all items in a list consist of a single word, lowercase the items (except for proper nouns and proper adjectives). In all other cases, capitalize the first word of each item.

Referencing within the text

51. List authors by their full names (as they are listed in their publications) the first time the names appear in text. If the author is named in the sentence, do not repeat the name in the citation unless there is some sort of ambiguity.
52. Do not repeat the date in the parenthetical every time a publication is mentioned. Rule of thumb is to give the reader the information she needs without unnecessarily confusing/cluttering the text.
53. For more than one author, use "and": Smith and Wilson.
54. If there are four or more authors, list the first author followed by "et al."
55. Arrange multiple citations in order of importance or value to the reader [author decision].
56. Place parenthetical references at the end of sentences.
57. Do not insert ellipsis at the beginning or ending of a quotation.
58. If a quote ends with a question mark, place question marks after the citation: ". . . survival" (Muñoz 1999, 24)?
59. Use the CMS rule 14.219 for unpublished interviews. List information about interviews in Notes rather than References.

Author Biography

60. Italicize the entire 3-5 sentence author biography, except for words usually appearing in italics (e.g. book titles).
61. Bold the author's name in each biography.

Endnotes

62. Title the endnotes section "Notes."
63. Place endnote numbers at the end of sentences.
64. Manually type the endnote numbers in the body using a superscript. The notes should not be embedded using the endnotes function in Word.
65. Parentheticals and notes occurring together:

In text:
In what must have been perceived as the true English spirit of fairness and equality, he reminded them that "[t]he first of the privileges and the burdens of a self-governing people is to agree how the democratic principle of representation is to be applied—or, in other words, who are to be represented and how it is to be done" (MacDonald 1931, 5).[1]

In extract:
From an indigenous perspective, Western research is much more than just research that is located in a positivist tradition. It is research which brings to bear, on any study of indigenous peoples, a cultural orientation, a set of values, a different conceptualization of such things as time, space, and subjectivity, different and competing theories of knowledge, highly specialized language, and structures of power. (Tuhiwai Smith 1999, 42)[2]

References Section

66. Follow the bibliographical format in the *Chicago Manual of Style*, 16th edition.