Commas  Use serial commas before "and": Spanish, English, and Portuguese.

Initial Capitalization  Please keep capitalization to a minimum. When possible, use lower case for government, church, state, party, volume etc.; north, south, etc. are only capitalized if used as part of a recognized place name e.g. Western Hemisphere, South America; use lower case for general terms e.g. eastern France, south-west of Mexico. Dance and Theatre companies should be upper case, e.g. Elevator Repair Service.


Decades  In the 1950s; the '60s; 21st century.

Ellipses  Bracket ellipses that indicate author's or editor's deletion: [...]

Gender  Avoid the generic use of male nouns and pronouns when referring to both sexes; also avoid use of the feminine article in reference to ships, countries, etc.: France, its people.

Interviews:  Use the last name of the speaker in all caps followed by a colon: MORAGA: I said.

Non-English Words and Proper Names  Italicize non-English words on first use only. For non-English language productions, give the title of the production first, then parenthetically in English: Calendario de Piedra (Calendar of Stone, 2001).

Numbers  Spell out numbers from one to ten. Use numerals for numbers 11 and higher.

Quotations:  Use double quotation marks for quoted material within the text; single quotation marks should only be used for quotes within quotes. For ellipsis within a quotation use three leader dots for a mid-sentence break, four if the break is followed by a new sentence. Quotations of over 40 words should be extracted and indented and no quotation marks used.

References and citations:  Per Chicago Manual of Style, 15th ed. For citations within the text, use the author-date system: (Godoy 2006:143–45) or (Godoy 2006) or (see Godoy 2006). Please use computer-generated endnotes only (no footnotes). Place references after endnotes, at the end of document. References are for cited works only. List multiple sources by one author chronologically.

Anthology
Derrida, Jacques

Book
McKenzie, Jon

Journal
Prieto-Stambaugh, Antonio

Newspaper
Gómez, Raul

Online sources
Critical Art Ensemble

Stelarc

Original date
Du Bois, W.E.B.

Same Year/Same Author; Interview; Personal correspondence
Stoklos, Denise
2001b Personal correspondence. 2 October.

Sound
Public Enemy

Spacing
Double-space all text, including endnotes, extracts, and reference lists. Type only one letter space after periods and colons.

Titles
Italicize books, performances, operas, movies, T.V. and radio programs, paintings, sculptures, dances, and epic poems. In quotation marks: articles, unpublished
works, TV and radio episodes, poems, and songs. Follow first mention of any performance or artwork with a date.