

World Outlook Style Guide

BASIC RULES OF FORMATTING:

- Citations are in-text author date Chicago Style:
<https://www.chicagomanualofstyle.org/book/ed17/frontmatter/toc.html>
- American spelling/grammar **not** British (note: we get a lot of submissions from the UK; command+f for spelling will be useful)
- There must be an abstract (can reach out to author to make one if missing; does not disqualify a paper from being published)
- Pay attention to dashes (explained below; Sam will be extra sad if the dashes are wrong)
- Works cited is arranged alphabetically by author last name.
- NO footnotes; change all footnotes to endnotes
- Make sure there are italics for books, periodical titles, very long poems, and titles of plays; double quotation marks for article and chapter titles and the titles of most poems
- Periods go inside of parenthesis that are NOT citations; periods go outside of citations
 - Example: Make sure you use parenthesis correctly (if you don't, Sam will be sad.)
 - Example: Grass is green (Author 2019, 2).
- Subheadings are preferred for longer papers. Make sure that headings are consistently used throughout the paper.

COMMON GRAMMAR THINGS:

Dashes:

- em dash
- en dash
- hyphen

Em dashes:

- Em dashes are for clauses and can replace a semicolon
- To type in Mac: hold down the Shift and Option keys and press the Minus key
- To type in Windows: Hold down one of the Alt keys and **type** on the numeric keypad 0151 for an **em dash**.
- Ex:
 - Please call my lawyer—Richard Smith—on Tuesday.
 - My sister loves chocolate—my brother loves vanilla.

En dashes:

- En dashes are for numbers, dates/time periods, and to indicate a competition/versus (for a sports game)
- **DO NOT USE SPACE EN DASH SPACE WHEN YOU MEAN TO USE AN EM DASH** (“Please call my lawyer – Richard Smith – on Tuesday” is **WRONG**. See **em dash section above**.)
- To type in Mac: hold down the Option key and press the Minus key.
- To type in Windows: Hold down one of the Alt keys and **type** on the numeric keypad: 0150 for an **en dash**

- Ex:
 - 15–25 kids at the game
 - October 11–October 15
 - Red Sox–Yankees

HypHen:

- A hyphen is used in compound words and split words.
- It is made by pressing the **hyphen/underscore key** to the right of the **zero**.
- Ex: *mother-in-law*

Oxford Comma:

a comma used after the penultimate item in a list of three or more items, before “and” or “or”

Example: *an Italian painter, sculptor, and architect*

Read these other resources:

<https://www.grammarbook.com/grammar/subjectVerbAgree.asp>

<https://authority.pub/common-grammar-mistakes/>

<https://experteditor.com.au/blog/the-30-most-common-grammar-mistakes/>

IN-TEXT CITATIONS/WORKS CITED ENTRIES:

Books:

Books with 1 author

- In-text citation:
 - (Author'sLastName Year, Page #)
 - Example: (Smith 2016, 315-316)
- Reference list entry:
 - Lastname, Firstname. Year. *Title*. Publisher.
 - Page numbers are not included in the reference list unless the entry is for a chapter of an edited book
 - Bissell, Tom. 2011. *Extra Lives: Why Video Games Matter*. New York: Vintage Books.

Books with 2 authors:

- In-text citation:
 - (Author'sLastName and Author'sLastName Year, Page#)
 - Example: (Grazer and Fishman 2015, 188)
- Reference list entry:
 - Grazer, Brian, and Charles Fishman. 2015. *A Curious Mind: The Secret to a Bigger Life*. New York: Simon & Schuster.

Book with 3 authors:

- In-text citation:
 - (Author'sLastName, Author'sLastName, and Author'sLastName Year, Page #)
 - Example: (Berkman, Bauer, and Nold 2011, 7-10)
- Reference list entry:
 - Berkman, Alexander, Henry Bauer, and Carl Nold. 2011. *Prison Blossoms: Anarchist Voices from . . .*

Book with 4 or more authors:

- In-text citation:
 - (FirstAuthor'sLastName et al. Year, Page#)
 - Example: (Goldstein et al. 2015, 177)
- Reference list entry:
 - List all authors by continuing format of 3 author style shown above

Non-consecutive page numbers:

- In-text citation:
 - (Author'sLastName Year, Page #, Page#)
 - Example: (Smith 2016, 97, 203)
- Reference list entry:
 - Same as normal format

Journal Articles:

Journal NOT accessed online:

- In-text citation:
 - Same as book in-text citations
- Reference list entry:
 - Lastname, First name. Year. "Article Title." *Journal Title* VOL#, no. # (Month): page# - page#.
 - Bagley, Benjamin. 2015. "Loving Someone in Particular." *Ethics* 125, no. 2 (January): 477–507.

Journal ACCESSED online:

- In-text citation:
 - Same as book in-text citations
- Reference list entry:
 - If the journal is accessed online, the citation is followed by the DOI (different than the URL)
 - Liu, Jui-Ch'i. 2015. "Beholding the Feminine Sublime: Lee Miller's War Photography." *Signs* 40, no. 2 (Winter): 308–19. <https://doi.org/10.1086/678242>.

Work published by an organization:

- In-text citation:
 - (ISO 1997)
- Reference list entry:
 - ISO (International Organization for Standardization). 1997. *Information and Documentation—Rules for the Abbreviation of Title Words and Titles of Publications*. ISO 4:1997. Paris: ISO.

Magazine Articles:

Magazine Article with an author:

- In-text citation:
 - Same as book in-text citations
- Reference list entry:
 - Meikle, James. 2015. "Nearly 75% of Men and 65% of Women in UK to Be Overweight by 2030—Study." *Guardian* (UK edition), May 5, 2015. <http://www.theguardian.com/society/2015/may/05/obesity-crisis-projections-uk-2030-men-women>.

Magazine Article WITHOUT an author:

- In-text citation:
 - (*New York Times* 2002)
- Reference list entry:
 - *New York Times*. 2002. "In Texas, Ad Heats Up Race for Governor." July 30, 2002.

Online Content:

Websites with a “lost modified date”:

- In-text citation:
 - (Google 2016)
- Reference list entry:
 - Google. 2016. “Privacy Policy.” Privacy & Terms. Last modified March 25, 2016. <http://www.google.com/policies/privacy/>.

Websites without a “lost modified date” or publication date:

- In-text citation:
 - (CivicPlus, n.d.)
- Reference list entry:
 - Include date accessed
 - CivicPlus Content Management System. n.d. City of Ithaca, New York (website). Accessed April 6, 2016. <http://www.cityofithaca.org/>.

Blog posts

- In-text citation:
 - Same as book in-text citations
- Reference list entry:
 - Germano, William. 2017. “Futurist Shock.” *Lingua Franca* (blog), *Chronicle of Higher Education*. February 15, 2017. <http://www.chronicle.com/blogs/linguafranca/2017/02/15/futurist-shock/>.

Tweets:

- In-text citation:
 - Same as book in-text citations
- Reference list entry:
 - O’Brien, Conan (@ConanOBrien). 2015. “In honor of Earth Day, I’m recycling my tweets.” Twitter, April 22, 2015, 11:10 a.m. <https://twitter.com/ConanOBrien/status/590940792967016448>.

Special cases:

When citing two works, use a semicolon:
(Author Year, page#; Author Year, page#)

For works that have no date of publication
(Author, n.d.)