Journal of Transnational American Studies (JTAS)

STYLE GUIDE
(updated February 2017)

* follows The Chicago Manual of Style (CMS), 16th ed.

Formatting and Style

- Margins should be 1-inch on top and bottom, 1.25-inch left and right
  - Double-check paper size is letter size and not A4
- Align text left; do not justify
- Put title in bold on the first line and author's name in roman on the second line
- Put headings in bold and subheadings in italics
  - Don't indent first lines after titles or headings
- Use single spaces after periods and colons, never double spaces
- There should be spaces between initials, e.g., “W. E. B. Du Bois”
- Smarten all single and double quotation marks
- Use em dashes (—) to set off clauses, not en dashes (–), without spaces before or after
- Ellipses should be 3 or 4 periods with 1 space in between each period
- Epigraphs and block quotations should be indented 1-inch from the left and right
- For epigraphs, no footnotes with citations are necessary; just list author and title
- Format as block quotations only if quotes exceed 100 words or 8 lines (see CMS 13.10)
- Use an en dash for inclusive page numbers (e.g., 124–28), to mean “to” (e.g., father–son relationships), and with open or already hyphenated compounds (see CMS 6.78–80)
- In general, whole numbers from one through one hundred, round numbers, and any number beginning a sentence should be spelled out (see CMS 9.2–7)
  - Don’t put -st, -nd, -rd, -th, etc., in superscript, e.g., 442nd regiment, not 442nd; and twentieth century, not 20th century
- Italics and scare quotes should be used rarely and judiciously
- Foreign words
  - Italicize non-English words not found in Merriam-Webster’s dictionary
    - If repeated more than a couple times, only italicize the first occurrence
    - If applicable, put translation in parentheses or commas after (see CMS 13.73–76)
  - Common Latin words and abbreviations are not italicized — e.g., i.e., ibid., et al., ca., passim — but [sic] always is
Grammar and Spelling

- Use Merriam-Webster for correct spellings; use standard US English spellings
- In general, no hyphens for words that begin with prefixes like “anti-,” “co-,” “inter-,” “meta-,” “non-,” “post-,” “pre-,” “re-,” “trans-,” etc. (for more detailed rules/examples on compounds and prefixes, see CMS 7.85)
- For possessive of singular proper nouns, add an apostrophe and an s, even when names end in s, x, or z (e.g., Jesus’s, Kansas’s, Euripides’s, etc.) (see CMS 7.16–18)
- No comma necessary after a single introductory word, e.g., “Indeed,” “Instead,” or “Yet,” but can be used for intended pauses
- In series of three or more items, use the serial or Oxford comma before the conjunction (see CMS 6.18)
- “not only . . . but also” constructions should have 2 commas or none at all, based on intended pauses (see CMS 6.41)
- Correct uses of “that” (with restrictive clauses) vs. “which” (with nonrestrictive clauses) (see CMS 5.220)

Word Usage

- Use “US” instead of “U.S.”
- Capitalize “Studies” when appropriate, e.g., “American Studies” but “cultural studies”
- Capitalize consistently, e.g., either “black” or “Black,” but not both
- Never hyphenate “-American,” e.g., “African American,” “Asian American,” etc.
- It’s “Hawai’i” (with an ‘okina), not “Hawai’i”
- Use “on” instead of “upon”
- Lowercase “internet”
- One word “website”

Notes and Selected Bibliographies

- Convert all footnotes to endnotes
- Delete any endnote separator and endnote continuation separators
- Delete any spaces in between notes
- All citations should be formatted according to CMS chapters 14–15 (see citation quick guide at http://www.chicagomanualofstyle.org/tools_citationguide.html)
- Look up and confirm all names, titles, quotations, citations, etc., are correct; use previews in Google Books (http://books.google.com/), WorldCat (http://www.worldcat.org/), IMDb, etc., for accurate citation info
- When citing JTAS and other online journal articles, make sure to include the stable URL
For subsequent citations to sources already cited in full, use short-form citation – author or editor’s last name, shortened title (1–5 words, leave out articles [“the,” “a”] at the beginning), and page number, e.g., “Du Bois, Souls of Black Folk, 12” (see CMS 14.24–28)

Avoid ibids. and use in-text parenthetical citations instead; use ibids. only when the endnote contains other info (see CMS 14.29)

Add “See . . .” before citations if they don’t correspond to a specific quote or paraphrase

Check to make sure specific page references are provided whenever possible

Use “emphasis original” and “emphasis added/mine” when appropriate and consistently

Non-English titles should be capitalized sentence-style (see CMS 14.107)

Non-English titles translated into English in citations should be placed in brackets, capitalized sentence-style, and without italics or quotation marks (see CMS 14.108)

Include states in citations only when they don’t list a major city or the state is not clear from the publisher’s name (see CMS 14.136)

Spell out “UP” as “University Press”

No access dates necessary for web sources, unless there’s no publication date or when citing a personal or otherwise unofficial and undated website

Don’t list newspapers, unofficial websites, etc., in selected bibliographies unless they’re important or useful for doing further research

Repeated names in bibliographies should be replaced with 3 em dashes (———)