

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, Euripedes’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 (— — —)