

# FORMAT, STYLE, & CITATION GUIDELINES

## STYLE SHEET FOR REVIEWERS

### I. BASIC CITATION FORMAT

*Your Field Editor will include a Style Sheet with a copy of the main entry for your review text. Please use this as the heading for your review. The following examples are provided for your reference.*

**Example of a main entry for a book with one author:**

Bridges, Lloyd. *Giant Squids I Have Known*. Papeete: Bubbling Aqua Lung Press, 2004. Pp. xvi + 295; illustrations; bibliography; index.

**Example of main entry for an edited collection with one editor:**

Franklin, Zippy Phlogistus (ed.). *Mainstreaming Power: Scientific Connectivities in the Discourses of Early-Modern Science*. Copperville: Kilowatt University Press, 1997. Pp. xvi + 293; bibliography; illustrations; maps.

**Example of a main entry for a multi-author book:**

Cope, Kevin L., and Robert C. Leitz III. *The Battle for Decency: Our Lifelong Struggle Against Rude Gestures*. Bossier City: Righteous Brothers Press, 2002. Pp. xxxix + 874; bibliography; illustrations; index.

**Example of a main entry for a multi-editor book:**

Veganini, Melinda, and George Hoydon Agricola (eds.). *Prosody and the Cross-Pollination of Verse Traditions, Suckling to Crabbe: Essays on Numerous Fields*. Bismarck: University of the Extended Fields Press, 1992. Pp. xii + 376; charts; bibliography.

**Example of a main entry for a multi-volume edition—Cite the number of volumes after the title:**

Cat, Felix. *My Favorite Litterboxes: A Very Personal Encyclopedia of Portable and Disposable Facilities*. 7,512 volumes. Katzenberg: Klawed Kritter Press, 2000. Pp. 856,214,119; illustrations, maps, bibliographies.

**Example of a main entry if both an author and an editor are identified—List the work under the name of the author, and include the editor's name in the citation:**

Cope, Kevin. *The Letters of Kevin Cope*. 143 volumes. Edited by Robert C. Leitz, III. New York: AMS Press, 2010. Pp. 856,214,119; photos; maps; bibliographies; CD sound recording; personal you-too-can-learn-skywriting kit; coupon for salad shooter discount; miniature golf course free pass; appendices; index.

**Example of a main entry for a book or volume that is part of a series—The title of the volume should be followed by the series information in parentheses:**

Knoblauch, Vidalia. *Kitchen Seasonings in Context*. (Cuisine Collaborations 352.) Gilroy: Cilantro Publishers, 2001. Pp. 274; illustrations; map; index .

# FORMAT, STYLE, & CITATION GUIDELINES

## STYLE SHEET FOR REVIEWERS

### I. BASIC CITATION FORMAT (Continued)

**Example of a main entry for an online essay or similar resource:**

Welk, Lawrence. "How to Keep up with a Polka Beat." *Online Journal of Snazzy Rhythms* (2001). <http://www.tappytoes.edu/welk/polka/2001.html>.

☞ **Special note concerning electronic resources:**

Electronic resources vary with regard to their arrangement and organization. Some record posting dates, some follow thematic arrangement schemes, and some provide more information than others. The foregoing example is intended as a general model. When questions arise, please contact the Field Editor. **Note:** if your computer inserts blue hyperlink underlining in online sources, please remove it. In WordPerfect, this may be accomplished by going into "reveal codes" display mode (Alt-F3), locating the "hyperlink" command block, and then deleting it. Such deletions may also be done bulk by using the search-and-replace option (F2).

**Example of a main entry for a Music Score—List the work(s) under the composer's name, and include the editor's name, and publisher's edition number in the citation::**

Haydn, Franz Joseph. *Franz Joseph Haydn's 'Divertimento' with Variations for Harpsichord Four Hands, Violin, and Violone*. Eric B. Kinsley, editor. Lewiston: The Edwin Mellen Press, 2002. Music score. Pp. [82]; appendix; bibliography; critical notes; editions list.

Schubert, Franz. *Sinfonie Nr. 8 in C. (Symphony No. 8 in C major), D. 944*.

Herausgegeben von Werner Aderhold. *Urtext der Neuen Schubert-Ausgabe*. Kassel: Bärenreiter, 2002, Ext. BA 5468. Pp. vii + 282; editorial notes; German and English texts.

**If two or more compositions are included in the edition, list each composition following the citation:**

Haydn, Franz Joseph.. *Johann Peter Salomon's Scores of Four Haydn Symphonies, 1791-1792*, Michael E. Ruhling, editor. *Edition with Commentary*. Lewiston: The Edwin Mellen Press, 2004. Miniature Music Score. Pp. xxxvii + [326]; bibliography; critical notes; editorial notes.

Symphony in C (Salomon No. 1, *Hob.* 1:97)

Symphony in D (Salomon No. 2, *Hob.* I:93)

Symphony in G (Salomon No. 3, *Hob.* I:94)

Symphony in B-flat (Salomon No. 4, *Hob.* I:98).

**Example of a main entry for a Recording (CD, Video, Tape, Vinyl)—List the work(s) under the composer's name, include the Director's name and the names of the performers in the citation:**

Mozart, W.A., *Litaniae: Litaniae Lauretaniae* (IV 109),

*Litanie de venerabili altaris Sacramento* (KV 125),

*Litaniae de venerabili altaris Sacramento* (KV 243).

Tonu Kaljuste, Director.; Kaia Urb, Soprano; Ave Moor, Roopalu-Malk, Altos;  
Tit Kogermann, Mati Turi, Tenores, Uku Joiler, Basso.

Estonian Philharmonic Chamber Choir, Tallinn Chamber Orchestra. English,  
German, French texts. Stuttgart: Carus-Verlag, 2000. CD Carus 83.402.

# FORMAT, STYLE, & CITATION GUIDELINES

## STYLE SHEET FOR REVIEWERS

### I. BASIC CITATION FORMAT (Continued)

#### *Place of publication:*

Except in cases of *extreme* ambiguity, the “place of publication” segment of a citation should include only the name of the city in which a press is located and not the state or nation. For example, refer to “Lewiston” followed by the usual press and date information and not to “Lewiston, New York” or “Lewiston, NY”; refer simply to “Menston” or “Aberystwyth,” not to “Menston, UK” or “Aberystwyth, Wales.”

Avoid the temptation to introduce extraneous geographical information when context can provide the same. For example, it is not necessary to refer to “Cambridge, Mass.” when the fact that a book has been published by the Harvard University Press will clearly identify that book as emanating from the American rather than the British Cambridge.

*Cite only one place of publication*, even when a press claims to have several offices.

For example, cite only “Oxford: The Clarendon Press”; don’t gild the lily by citing “Oxford, Bangalore, New York, Los Angeles, Cairo, Calcutta, and Nairobi: The Clarendon Press.”

Spelling of place names should follow the information on the title or colophon page.

If a publisher identifies his or her location as “Köln,” use “Köln; if some other publisher identifies his or her location as “Cologne,” use “Cologne.”

*Do not use geographical or institutional abbreviations. Spell out everything.*

For example, spell out “Ohio State University Press”.

Do not use abbreviations like “Ohio State Univ. [or U.] Press.”

*Example of the text and layout for a review following a main entry:*

#### *Main entry (12-point type):*

Begin the main entry with a “hanging indent.”

In WordPerfect, a hanging indent can be produced by hitting Ctrl-F7 and then typing an entry or by placing the cursor before an already extant entry and hitting Ctrl-F7.

Be sure to use Ctrl-F7 in WordPerfect.

Do not try to simulate a hanging indent with the space bar or the tab key.

#### **Review (10-point type):**

*The first paragraph is not indented but should be separated from the main entry with a double space:*

*In Mainstreaming Power*, Zippy Franklin continues his lifelong project of electrifying the scholarly world with scintillating insights into early technology and its relevance of the literature of modernization. Franklin takes us into the world of advanced electrical kite design, a field that was of special relevance to those in the Royal Institute for Powerless but Power-Inductive Flight (RIPPIF)....

*The following paragraphs in the review are indented: Use the Tab Key—not Tab Set.*

Though some of the book’s points can only be grasped by a complete reading, the commentaries can be approached separately. None is especially long, and none pretends to be exhaustive. Kerman would in any case argue that no treatment, however extensive, could ever achieve comprehensivity, yet his succinctness can be seen as deliberately intended to cast the most important or unique aspects of the pieces into the sharpest of reliefs. Kerman imagines his readership primarily as keyboard-playing amateurs and music-lovers in the broadest sense....

# FORMAT, STYLE, & CITATION GUIDELINES

## STYLE SHEET FOR REVIEWERS

### II. REFERENCES AND EDITORIAL DETAILS.

*Reviews should include wherever relevant—*

*Quotations from the text,*

*References to and paraphrases of the author's statements,*

*References to the author's or other significant studies in the field.*

*Please include page numbers (in parentheses) for each quotation and reference, and provide citations (in parentheses) for other publications quoted or referenced in the review.*

**1. Pagination:** Follow the standard established in the *Chicago Manual of Style*, e.g., 3–7, 325–37, 104–08, 295–344, 718–19.  
In confusing cases or cases not covered by these examples or by the *Chicago Manual of Style*, please consult the Field Editor.

**2. Font:** Please use *only Times New Roman* (12-point for main entries; 10-point for reviews). Please do not use Calibri or other fonts that may be resident in your word-processing program.

**3. Abbreviations:**

**Do not use any Latin abbreviations**—no “*i.e.*,” “*e.g.*,” “*op. cit.*,” “*loc. cit.*,” or “*ibid.*”

Use their English equivalents, fully spelled out (no abbreviations).

**In main entries and in citations within the review:** Spell out “volume,” “volumes,” “edition,” and “editions” wherever they occur.

**Do not use geographical or institutional abbreviations.** Spell out everything.

For example, spell out “Ohio State University Press”.

Do not use abbreviations like “Ohio State Univ. [or U.] Press.”

**4. Italics:**

Please use the true italics function to create italicized words (in titles of books and elsewhere in your files). **Do not use underlining as a substitute for true italics.**

**5. Superscripts:** Use superscripts for the letter parts of ordinal numerals (**Examples:** 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>). In most word-processing programs, this is an automatic function.

**6. Hyphens and dashes:**

Please **do not** turn on the hyphenation function on your word processor or in the final file or document. The General Editors will attend to the hyphenation regime.

Otherwise, names and places should be concatenated with ordinary hyphens, as obtained by striking the hyphen key on the conventional keyboard:

**Examples:**

Telly Salvalas-Leitz [composite surname];

Cope-Streisand Inc. [corporate composite name];

Franco-Prussian War [event name];

Turko-Armenian conflict [reference to relationship];

Serbo-Croatia [composite place or culture name]).

# FORMAT, STYLE, & CITATION GUIDELINES

## STYLE SHEET FOR REVIEWERS

### II. REFERENCES AND EDITORIAL DETAILS—Hyphens and dashes (Continued)

**Numbers should be concatenated with an “en” dash:**

This is a specialized dash the length of the letter “n” that can be accessed in WordPerfect through the special character sets (press Ctrl-W to get the character sets and then select character code 4,33). **Examples:** 4–23, 79–142.

**Appositives or clauses inserted within another sentence or clause:**

These are set off with “em” dashes (dashes equal in length to the letter “m”); “em” dashes can be accessed in the special characters (Ctrl-W) function of WordPerfect under the code 4,34;

Alternate Method for inserting “em” dashes:

On the Insert drop-down menu (top toolbar),

Select “symbol”;

Select the appropriate character from the menu of “typographic characters”.

**Examples:** “the boy—the man—was named Washington”; “the interplanetary probe—some people called it the intergalactic probe—plummeted toward the surface of Uranus.”

### III. COMPUTATIONAL FORMAT:

**The standard processing program for the ECCB is WordPerfect version 14.0 (WordPerfect X4).**

Earlier versions of WordPerfect (down to WordPerfect 6.0) are also acceptable.

Documents should be processed *originally* in WordPerfect.

**Please do not create documents in Microsoft Word and then “convert” them into WordPerfect;**

The Word conversion program creates innumerable extraneous formatting codes that require slow and laborious hand-processing.

**Other Programs:**

If you are using a word-processing program other than WordPerfect or MS Word; or

If you are using a Macintosh or an operating system that is neither MAC nor Windows (e.g. Linux);

Please identify the OS and the word-processing program so the Field Editor can make the necessary adjustments in converting the files.

**Microsoft VISTA, Windows 7, Word 2007:**

If you are using Microsoft’s VISTA or Windows 7 Operating System, and/or

If you are using Word 2007 (included in the VISTA and MS Office 2007 package),

**Please save your reviews in Rich Text Format (.rtf)** so the files can be opened with WordPerfect or older versions of MS Word.

**Submitting Reviews:**

Review files should be submitted to the Field Editor either as CD media, or

over the internet as **file attachments to e-mail letters** (*not pasted into the message*).

**Review files sent as CD media or as attachments should be saved in Rich Text Format (.rtf).**