

DISCOURSE

Discourse Style Sheet

To accelerate the process of editing and preparing manuscripts for publication, please follow these guidelines closely. This style sheet is not yet exhaustive and remains a work in progress. It is merely a list of some of the most common questions and issues authors have come across in preparing manuscripts for review and publication. Please consult the Chicago Manual of Style, 15th edition (CMS) when in doubt, or contact your editor with any questions.

Mechanicals: All texts should be double-spaced. For texts submitted for initial peer review, the author's name should only appear on the separate title page (this does not apply to finalized manuscripts). Page numbers should be in the upper right corner of each page. Use only single spaces between sentences and following all punctuation (including periods and colons) [see CMS 2.12, 6.13]. Do not leave any spaces between em-dashes and text [formatted—conventionally—as such] [see CMS 6.87-96]. Please use serial commas (Oxford commas) before conjunctions in lists [cats, dogs, birds, and lizards], unless the last set is a pair [Levinas, Derrida, and Deleuze and Guattari] [see CMA 6.19-6.24]. In final manuscripts authors should use underlined text to designate words that should be italicized (titles of works, foreign-language words, etc.), and use two hyphens [--] to indicate em-dashes [—]. They will be converted by the type-setter.

Possessives: The general rule is to add an apostrophe and an s ['s] for singular nouns, and an apostrophe for plural nouns. When indicating a property of a text in the possessive, the 's should not be italicized or underlined: "Kiss Me Deadly's paranoid structure" [see CMS 7.17-30].

Ellipses: please use rigorous method, distinguishing between 3-dot and 4-dot ellipses. The general rules: 3-dots for omissions within sentences and sentences that trail off mid-thought, and 4-dots to indicate one of more sentences have been omitted. Typographically, 3-dot ellipses have a space between words and each period [like . . . this] or for sentences that trail off [like this . . .] and 4-dot ellipses that cut mid-sentence and omit subsequent sentence(s) have a space between words and each period [in this fashion With the next sentence just a space away] where 4-dot ellipses wherein the first dot functions as the period of the end of a sentence do not use a space between the last word, first period [the ending is more tidy. . . .] [see CMS 11.51-64].

Quotation Marks: Use double quotation marks ["like this"] for off-setting words and for quotations from other texts. Single quotation marks ['inverted commas'] for quotations within quotations. Punctuation, with the exception of colons, semi-colons, and question marks that are not part of the quoted material, should be placed inside the quotation marks ["like this," or "this."] [see CMS 11.33-50].

Block Quotations: For quotations of more than 100 words (four lines) block quotations are preferable. Quotation marks are not needed with block quotations. The left-justification of a block quotation should be indented 0.5” and a line break should precede and follow all block quotations [see CMS 11.11-32].

Citations: All citations should be formatted as end notes. Please include all the appropriate citation information in the end notes (we do not use bibliographies) [see CMS 11.72-93, 16.19-65, 17]. Authors making numerous citations to a single text may place the first citation in an end note with the designation “(subsequent references cited parenthetically),” and embed additional citations directly within their texts in the parenthetical format as follows: (Derrida 1994, 24) [see CMS 16.107-120]. Please obey the distinctions outlined between book citations, periodical and journal citations, etc. outlined in chapter 17 of the CMS. Brief note commentary such as “my translation,” “emphasis mine,” etc., should be placed in parentheses: Germaine Dulac, “Films Visuel et Anti-Visuel” in *Écrits sur le Cinéma (1919-1937)*, ed. Prosper Hillairet (Paris: Paris Experimental, 1994), 121 (my translation) or George Méliès, “Cinematographic Views,” trans. Stuart Liebman, *October*, vol. 29 (Summer 1989): 23, 26 (my emphasis).

Examples of Note citations for:

Single Authored Books:

Lewis Carroll [Charles L. Dodgson], *Curiosa Mathematica*, 3rd ed. (London: MacMillan, 1890).

Note: Pseudonyms can be given in brackets if of interest to readers. With famous and commonly known pseudonyms, such as Lewis Carroll, it is not necessary to include the birth name.

Maurice Blanchot, *Friendship*, trans. Elizabeth Rottenberg (Stanford: University of Stanford Press, 1997), 137 (originally published 1971).

Chapter in an Edited Anthology:

André Bazin, “Science Film: Accidental Beauty” in *Science is Fiction: The Films of Jean Painlevé*, ed. Andy Masaki Bellows and Marina McDougall with Brigitte Berg, trans. Jeanine Herman (Cambridge, MA: MIT Press; San Francisco: Brico Press, 2000), 144-147.

Note: This book was published simultaneously by two presses.

Journal Article:

Fatimah Tobing Rony, “The Photogenic Cannot Be Tamed: Margaret Mead and Gregory Bateson’s *Trance and Dance in Bali*,” *Discourse* 28.1 (Winter 2006): 5-27.

Laurent Mannoni, “Progressive Slides Towards Pleasure: Remarks on the Chronophotographic Oeuvre of Marey and Demeny” *1895* no. 18 (Summer 1995): 11-52.

Note: Use a colon (instead of a comma) before page numbers for journals.

Illustrations: All illustrations and figures should be sequentially numbered, and captioned in the text. They should be marked in the texts as “call outs” [Insert Figure X about here]. Separate

electronic copies of all illustrations must be provided at a scan resolution of 300 dpi and ideally no less than 4.5” wide in either TIFF or EPS format (hi-res JPEGs are also acceptable). Files should be named “Fig. 1,” “Fig. 2,” etc. You may also send originals for scanning in-house. All materials will be returned once they are scanned. Authors are responsible for securing permission for the reproduction of all illustrations.

If you are working in Photoshop and are converting files, here are the preferred TIFF options:

Image Compression: none

Pixel Order: Interweaved

Byte Order: Macintosh

Save Image Pyramid: not checked