

STYLE GUIDE

Material Culture Review

The following guide has been adapted from *The Chicago Manual of Style, 16th ed.*

Note on Submission of Images

- > Please submit all images as a separate image files.
- > Label each image clearly: Fig. 1, Fig. 2, etc.
- > Placement of images may be indicated in text (see, for example, Fig. 1), but a separate list of captions should be provided.

In-Text Citations

Single Sources

Identify a source by author, year, and page number where applicable:
(Herman 1987: 13).

Multivolume Works

Add the volume number between the date and the page number (1979, vol. 4: 132).

Multiple Sources

(Herman 1987: 13; Browner 1995: 18; Pisani 2005: 143).

- > **A semi-colon** separates multiple works by **multiple authors**.
(Whittaker 1967, 1975; Wiens 2005).
- > **A comma** separates multiple works by **a single author**.
- > Use “and” only in a sentence: See Whittaker (1967) and Wiens (2005) for a discussion of this.

Republished Material

Include both the new date and the original date of publication in your in-text citation.

[AUTHOR NEWER DATE [ORIGINAL DATE OF PUBLICATION]]

(Vander 1996 [1988])

Multiple Authors or Editors

If there are **3 or fewer** authors or editors, list **all** the names in the in-text citation.

(Herman, Browner, and Pisani 2010: 18)

If there are **more than 3 authors** or editors, list only one name, and then write “et al.”

(Herman et al. 2011: 23)

Multiple, Consecutive Citations from a Single Source

When citing multiple times from one source, include only the page number (45), as long as the source of the citation is clear – usually, if the citations are in the same paragraph. If not, restate the author and date (Jameson 1991: 45). **Avoid the use of “ibid.”**

Interviews and Personal Communication (including Email Correspondence)

For interviews, emails, and other forms of personal communication, use the phrase “personal communication.”

As he once told me, “music is not always the food of love” (Gilles Dupont, personal communication, May 3, 2010).

- > Quotations from oral interviews should be edited for punctuation rather than allowed to remain incorrect.
- > No reference list entry is needed for personal communications.

Reference List

- > The reference list (called References) should appear **after** the endnotes.
- > Please separate **primary sources** from **secondary sources**.
- > Preserve the original capitalization of the source’s title.

1. BOOKS

1.1 Books

LAST NAME, FIRST NAME. DATE. *TITLE*. PLACE: PUBLISHER.

Pisani, Michael. 2005. *Imagining Native America in Music*. New Haven: Yale University Press.

1.2 Books with an editor or editors

LAST NAME, FIRST NAME, ed. DATE. *TITLE*. PLACE: PUBLISHER.

LAST NAME, FIRST NAME, FIRST NAME LAST NAME, and FIRST NAME LAST NAME, eds. DATE. *TITLE*. PLACE: PUBLISHER.

Gibney, Mark, Rhoda E. Howard-Hassmann, Jean-Marc Coicaud, and Niklaus Steiner, eds. 2007. *The Age of Apology: Facing Up to the Past*. Philadelphia: University of Pennsylvania Press.

1.3 Books with an author, editor, and translator

LAST NAME, FIRST NAME OF AUTHOR. DATE. *TITLE*. Trans. NAME OF TRANSLATOR. Ed. NAME OF EDITOR. PLACE: PUBLISHER.

Fischer, Hans. 1986. *Sound-Producing Instruments in Oceania: Construction and Playing Technique, Distribution and Function*. Rev. ed. Trans. Philip W. Holzknecht. Ed. Don Niles. Boroko, PNG: Institute of Papua New Guinea Studies.

1.4 Multiple Works by One Author

In cases where there are multiple references by the same author, after the first reference, replace the author’s name with 3 em dashes.

- > Works by a single author should be in **chronological order**, oldest to newest.

Jameson, Fredric. 1972. *The Prison-House of Language: A Critical Account of Structuralism and Russian Formalism*. Princeton, NJ: Princeton University Press.

———. 1981. *The Political Unconscious: Narrative as a Socially Symbolic Act*. Ithaca, NY: Cornell University Press.

———. 1991. *Postmodernism, or, the Cultural Logic of Late Capitalism*. Durham, NC: Duke University Press.

1.5 Multiple Authors

- > First author's name is inverted (LAST, FIRST); subsequent names are not (FIRST LAST).
- > **For 10 names or fewer, list all names.** For more than 10 names, list the first 7 authors, then write "et al."

1.6 Multiple Works by One Author but with Different Coauthors

Single-author entries precede multi-author entries beginning with the same name:

Feld, Steven. 1981. "Flow Like a Waterfall": the Metaphors of Kaluli Music Theory. *Yearbook for Traditional Music* 13:22-47.

Feld, Steven and Keith Basso, eds. 1996. *Senses of Place*. Santa Fe: School of American Research Press.

When one author has coauthored with different authors, the **entries are alphabetized according to coauthors' last names:**

Feld, Steven and Keith Basso, eds. 1996. *Senses of Place*. Santa Fe: School of American Research Press.

Feld, Steven and Douglas Coupland, eds. 2001. *This is a Fake Book*. Fake Place: Fake Publishing Company.

1.7 Chapter in Book

AUTHOR. DATE. TITLE OF CHAPTER. In *TITLE OF BOOK*, trans. NAME OF TRANSLATOR, ed. NAME OF EDITOR, PAGE NUMBERS OF CHAPTER. PLACE: PUBLISHER.

Biersack, Aletta. 2005. On the Life and Times of the Ipi Imagination. In *The Making of Global and Local Modernities in Melanesia: Humiliation, Transformation and the Nature of Cultural Change*, ed. Joel Robbins and Holly Wardlow, 135-62. Hampshire, U.K.: Ashgate.

- > "Ed." here stands for "edited by," so "eds." never appears here, even when there are multiple editors.
- > Note that "in" is not in italics. No "in" used for periodicals.

1.8 Multi-Volume Sets

Citing the Whole Work

NAME OF EDITOR, ed. DATE. *TITLE OF SERIES*. TOTAL NUMBER OF VOLUMES vols. PLACE: PUBLISHER.

Graham, Marcus, ed. 1951. *Viking Fund Publications in Anthropology*. 15 vols. New York: The Viking Fund.

Citing one Volume

NAME OF AUTHOR. DATE. *TITLE OF INDIVIDUAL VOLUME*. Ed. EDITOR OF INDIVIDUAL VOLUME. Vol. NUMBER of *TITLE OF SERIES*, ed. EDITOR OF SERIES. PLACE: PUBLISHER.

McAllester, David P. 1949. *Peyote Music*. Ed. R. Linton. Vol. 13 of *Viking Fund Publications in Anthropology*, ed. Marcus Graham. New York: The Viking Fund.

1.8 Edition other than the first

Strunk, William and E. B. White. 1979. *The Elements of Style*. 3rd ed. New York: Macmillan.

- > Revised edition is abbreviated: Rev. ed.

1.9 Reprinted Works

AUTHOR. NEWER DATE [ORIGINAL DATE]. *TITLE*. Reprinted with an introduction by NAME. PLACE: PUBLISHER.

Brillat-Savarin, Jean Anthelme. 1960 [1825]. *The Physiology of Taste, or Meditations on Transcendental Gastronomy*. Reprinted with an introduction by Arthur Machen. New York: Dover Publications.

- > Note that a reprinted work is different from multiple editions of a work.

2. ARTICLES

2.1 Articles in Academic Journals

AUTHOR. DATE. TITLE OF ARTICLE. *TITLE OF JOURNAL* VOLUME NUMBER (ISSUE NUMBER): PAGE NUMBERS OF ARTICLE.

Guilbault, Jocelyn. 2011. Discordant Beats of Pleasure Amidst Everyday Violence: The Cultural Work of Party Music in Trinidad. *MUSICultures* 38 (1): 7-26.

Feld, Steven. 1981. "Flow Like a Waterfall": the Metaphors of Kaluli Music Theory. *Yearbook for Traditional Music* 13:22-47.

2.2 Articles in Newspapers

- > Please list all newspaper articles in the reference list.

AUTHOR. YEAR. TITLE OF ARTICLE. *TITLE OF NEWSPAPER*. DAY MONTH, SECTION AND PAGE NUMBER.

Alexander, Laurie. 2010. Things Heat Up. *Toronto Star*. 2 April, A33.

- > If there is no author, begin with the title of the article or a descriptive phrase of the news item.

3. DISSERTATION, THESIS, AND OTHER UNPUBLISHED PRINT MATERIAL

3.1 Dissertations and Theses

Hoffman, Bernard. 1955. Historical Ethnography of the MicMac of the 16th and 17th Centuries. PhD dissertation, University of California.

Moore, Christopher. 1977. Merchant Trade in Louisbourg, Île Royale. MA thesis, University of Ottawa.

4. ONLINE SOURCES

4.1 Online Articles

Include as much of the following information as possible:

AUTHOR. DATE. TITLE OF PAGE. *TITLE OF WEBSITE*. OWNER OR PUBLISHER OF WEBSITE. URL (accessed MONTH DAY, YEAR).

Spielberger, Katie. 2008. Pamyua (Encore!). *Capital City Weekly: Arts & Entertainment*. September 17. http://www.capitalcityweekly.com/stories/091708/ae_20080917041.shtml (accessed December 2, 2010).

If there is no clear author, use the owner or name of the site as the author.

5. AUDIOVISUAL MATERIAL

- > Specify the medium, and include an identifying number (such as a catalogue number) wherever possible
- > If there is no number, signal this fact with [n.n.]

NAME OF ARTIST. DATE. *TITLE OF ALBUM*. LABEL CATALOGUE NUMBER. MEDIUM.

Paul Winter Consort. 2007. *Crestone*. Living Music LMU-41. Compact disc.

Emcee One. 2004. *A Collection of Demos*. One Innertainment [n.n.]. Compact disc.

Spelling

- > Use “-our” endings (labour, behaviour, flavour, etc.)
- > Use “z” spellings (analyze, organized, characterize, etc.)

Common spelling concerns

Aboriginal

acknowledgement

adviser

artifact

benefited, benefiting

centre, centred, centring

cheque

coefficient

email

enrolment

focused, focuses, focusing

fulfill, fulfilled

Indigenous

Internet

interrelated

judgement

licence = noun; license = verb

modelled

multi (no hyphen, usually)

naive; naïvete

no one

program (but programmed, programming)

sizable

tradition bearer

Other Notes

Format of Date

- > The date format is always MONTH DAY, YEAR, both in the body of the text and in the reference lists.
- > Do not abbreviate months
- > Spell out decades: 1920s, NOT '20s
- > Abbreviate "circa" in the following way: ca. 1900 (note the space)

Numbers

- > Use commas to separate numbers with more than three digits: 1,345,678
- > Number ranges always use two digits (418-19), except when the final two digits are under ten (104-105).
- > Always write out years in full (1888-1889).

Placement of Acknowledgements

- > If you'd like to acknowledge thanks for an article, do so in an *unnumbered* endnote that appears before the first endnote.

Centuries

- > Write in numerical form, except when appearing at the beginning of a sentence (then write out in full). Do not use superscript: Communication in the 19th century

Serial Commas (the Oxford Comma)

- > MCR uses the Oxford Comma

Hyphens and Dashes

- > Use an em dash—with no space on either side—for parenthetical remarks
- > Use a hyphen to indicate page ranges (346-78).

Italics for Emphasis in Quoted Material

- > In case emphasis is added, or appears in original, use: (2001; emphasis in original) or (2001; emphasis added). Note use of semi-colon.

Spacing between Sentences

- > Use **one space only** after a period.

Names with Initials

- > Two or more initials should be separated with a space: T. S. Eliot.

Possessives

- > In general, always use 's to form the possessive of singular nouns, and simply an apostrophe to form the possessive of plural nouns, except plural nouns that do not end in s: the horse's mouth, all the girls' dresses, children's literature
- > If a proper name ends in an "eez" sound, use only an apostrophe to form the possessive: Euripedes', Xerxes', etc.
- > If a name ends in an unpronounced s, use only an apostrophe: Denys' journal, Descartes' philosophy, Camus' writings.

- > In *For . . . sake* expressions, use only an apostrophe to form the possessive: for righteousness' sake, for Jesus' sake, etc.

Figures and Images

- > Capitalize "Fig." if referred to in the text: See, for example, Fig. 1.
- > Placement of figures may be indicated in text (in parentheses; see, for example, Fig. 1), but images must be submitted as separate files

Common Abbreviations

- > e.g., i.e., no italics and followed by comma
- > et al. period after "al"; no italics, no comma
- > [*sic*] italicize; no period
- > no. rather than #

Ellipses

- > Use three dots to indicate an omission **within** a quoted sentence.
- > Use four dots to indicate the omission of **one or more sentences**.
- > Include a space before ... and after an ellipsis in the middle of a sentence.
- > When using four dots, the first dot is a period, so there is no space before it...
- > To indicate omission of a paragraph, indent the new paragraph and begin with ellipses.

Block Quotations / Direct Quotations

Direct quotations of **forty words or more** should appear in a block quotation: they should be indented and single-spaced without quotation marks. Include a blank line before and after a block quotation. The in-text parenthetical citation appears **after the final punctuation**; don't forget to capitalize the first letter of your parenthetical citation:

There is no relationship of power without the means of escape or possible flight.... At the very heart of the power relationship, and constantly provoking it, are the recalcitrance of the will and the intransigence of freedom. (Foucault 1983: 142)

Acronyms in Reference List

Sometimes the author of a source is an institution with a very long name. When this is the case:

- > Write out the first in-text instance in full, with the acronym in brackets: Australian Institute of Aboriginal and Torres Strait Islanders Studies (AIATSIS).
- > Subsequent in-text references can be cited as (AIATSIS 2010).
- > The reference list entry **should begin with the acronym** and then include the full name of the institution in brackets:

AIATSIS (Australian Institute of Aboriginal and Torres Strait Islanders Studies). 2010. Statement on Key Issues identified at the Information Technologies and Indigenous Communities (ITIC) Symposium, Canberra, 13-15 July. Canberra: AIATSIS.

Secondary Sources that have Quoted Other Sources

If you quote a source that is quoting another source, write "quoted in" in your in-text parenthetical citation:

Frank London describes the klezmer revival as "really start[ing] in the middle of nowhere" (qtd. in Kirshenblatt-Gimblett 2002: 143).

Foreign Languages

The English translation of foreign languages should go in round brackets. The translation should not be in italics, even if the text of the original language is:

Kindaichi, Kyosuke. 1931. *Ainu Jijishi Yukara no Kenkyu* (Research about Ainu Epic Poems). 2 vols. Tokyo: Toyo Bunko.

Other Notes

- > There is no space between single and double quotation marks: She told me that “her father said it was ‘all part of his plan to take over the world.’”
- > When quoting material, preserve original spelling, punctuation, etc. Signal changes with [*sic*] only when to not signal these differences would be distracting for the reader.
- > Italicize foreign words, except proper names, at first mention but use roman type (no italics) afterwards.

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