

Style Sheet for *Journal of e-Media Studies*

Publisher: Dartmouth Library and Department of Film and Media Studies

Editors: Mark Williams, Barbara DeFelice

Copyeditor: Sara Evangelos, JAS Group Writing & Editing

Editing Authorities

This style sheet

Chicago Manual of Style, 16th ed. (text, citations, references)

Merriam-Webster's Collegiate Dictionary

Format/Style

italics for terms, concepts, theories, ideas on first use only; no italics on common terms (faux pas, curriculum vitae, per se, de facto, ad hoc, praxis, praxes, uber, au courant, ennui, lingua franca, pro bono, raison d'être); if italics are used and the term appears only rarely, italics may be retained

italics on less familiar foreign words or phrases (*jornaleros, indignados*)

italics for emphasis

italics for words as words (the word *crowdsourcing*)

italics for words or terms being defined, and quotes on definition

terms with acronyms spelled out on first use followed by acronym in parens; acronym only after that unless needed for clarity or author's pref.; dep. on essay, acronym may appear first, followed by spellout in parens

if using italics for first appearance of term, acronym (in parens) is roman
direct questions included within another sentence can take initial cap or not, depending on context

unspoken thoughts, imagined dialog: enclose in quotation marks or not, depending on author's style

tense should be consistent within each article: but in general, present tense OK for reviews of current publications and general theories, ideas, or conclusions drawn by

author; past tense for specific references to previously published books/articles

caps on Chapter 4, Part 1, Appendix A, Figure 1, etc. for specific sections; lowercase for general references: the introduction, preface, chapter, etc.
section titles: About the Author, Bibliography, Endnotes, Abstracts; Author Name in Conversation with Author Name, date

About the Author precedes Endnotes and Biblio in essay text; Abstracts go in separate file

Conversation style: full names in head and first appearance (followed by colon) then last names

figure/number style: Figure 1. Figure 17 a-c.

figure captions: centered above the figures, but can vary dep. on author's preference

captions can be full sentence or fragments, dep. on author's preference, but consistent within essay

sections of newspapers, magazines, journals, webpages in running text: roman initial cap, no quotes (About Vozmob as title of section, but the "About VozMob" statement)

video/film titles: headline style, italics; segments within video/film: roman, quotes

website names, virtual worlds, social-networking sites are roman, headline

style, no quotes in running text (but italics, headline style, no quotes in biblio): Amazon, Second Life, Vimeo, Crowdsourcing.org, VozMob (exception: if website name includes name of book, then book title is italicized: *Flight Paths Universe*) magazine and newspaper titles, even those using *the*: l/c t and roman (*Jornada XXII*, *the Guardian*, *the Straits Chinese Magazine*, *Film Daily*)

listserv names: roman, no quotes, no italics in running text

games: roman headline style, no quotes (Mononopy, Living Will)

use American English (not British)

revise for genderless language; use *he* or *she* not *he/she*, or vary examples

quoted words taken from previously cited material and appearing later in the text do not need citations

civil or military titles before a full name can be abbreviated (Lt. Col. George Patton, Rev. Al Sharpton) but must be spelled out if only surname used (Lieutenant Colonel Patton)

titles such as president, senator, chair, etc., lowercase unless preceding the name as part of title (Executive Vice President Michael Fricklas; Fricklas was executive vice president; Joseph Ream, executive vice president of CBS.); lowercased as adj: the FCC chairman Wayne Coy

Board of Directors OK capped as official title; otherwise, the board

company names and similar entities are singular: For AT&T, maximization of revenue from its telephone monopoly depended on its ability to measure...

familiar titles (CEO, COO, etc.) OK without spellout

format for bulleted lists: (1) if list is introduced by a grammatically complete sentence, including one that ends with *as follows*, the items have no ending punctuation unless they are complete sentences (initial caps OK); (2) if list completes the introductory sentence, the items are l/c and either commas or semicolons separate the items

avoid article before acronym (MHDL not the MHDL)

caps after colons: follow CMS

possessives ending in *s*: follow CMS

space between initials in names (H. L. Mencken) unless author does not use space (T.S. Eliot)

use of contractions acceptable depending on tone of text: formal or conversational

while refers to time; otherwise use *although*, *though*, *even though*

since refers to time; otherwise use *because*

e.g., i.e., etc. OK in charts, tables; but use *for example*, *that is*, *and so on* in running text; in spoken interviews, spell out: et cetera

aka

[*sic*]

subtitles of works do not need to be included in running text if they appear in bib

middle initials OK in bib and notes, but not needed in running text

first reference to an author in running text: use first/last names, but last name only after that; first/last names may be repeated for clarity or consistency; in lists of authors using first and last names in running text, first name of previously referenced author may be repeated

when phrase is quoted that appears in source title, no citation needed

- journal acronyms alone OK if familiar language usually hyphenated as adj (Spanish-language radio program); exceptions: English language speaker, Japanese language literacy
- l/c for disciplines except proper nouns (digital humanities, interactive media, cultural studies, media studies, English literature, etc.)
- u/c for official department names, program names, course titles; otherwise lowercased (Dartmouth Department of Media Studies, media studies department)
- organization names, project names, other proper nouns (in English and other languages) roman unless italicized for another reason (ex: name of a ship)
- course titles: roman, headline style (no quotes or italics)
- committee titles: capped only if official name
- college, university names: University of California–Berkeley, University of Wisconsin–Madison at first appearance; acronym or abbreviation OK after that. Cap Universities OK for multiple names (New York and Boston Universities)
- names of well-known speeches capped, no quotes, no italics (Gettysburg Address); lesser-known speeches lowercased, no italics (second inaugural address); lectures use quotation marks; speeches referred to by a famous phrase take quotes/caps (“I Have a Dream” speech)
- names of legal cases italicized in running text
- the South, the Midwest, the Northeast; southern, midwestern; Western as in Western civilization (but non-Western), Western Hemisphere, Western Europe; West Coast, East Coast
- Vermont State, state of Vermont
- If the author uses a throw-away quotation just to make a point, no need to cite
- quotes around slogans no matter what language they appear in
- no quotes around names of movements and demonstrations; but Movement may be capped if it refers to a specific historical movement (Civil Rights Movement)
- no periods in BA, MA, PhD, etc.; no hyphens in MA level, etc.
- s* or *es* for plurals of non-noun words used as nouns (thises, thats)
- the phrase *so-called* is not followed by quotation marks; the phrases *so to speak* and *as it were* are not preceded by quotation marks
- when it is clear in the text who is the author of a quotation, no need to cite the author’s name in parens in in-text citations
- trademark symbol TM not needed in running text
- dual concepts or roles are hyphenated (art-theory, reader-student, writer-artist, data-subject)
- software programs are roman (PowerPoint, Word, Excel)
- use sentence style capitalization for titles in French, Spanish
- when organization, blog, etc. is linked in text, spell out acronym as needed
- double quotation marks around indented quotes (single quotes for internal quoted material)
- instead of locators such as *above* or *below*, use *following*, *next*, *earlier*, *previous*, etc.
- and or & can be used regardless of which one appears on website, cover, or title page

unembed notes created in Word
 hard return between paragraphs; no indent
 block quotes italicized/indented, no quotation marks, internal italicized text (book titles, emphasis, etc.) in roman
 page numbers OK for editing; delete page numbers in final copyedited files
sic italicized
 spring, summer, fall, winter lowercased unless part of official title (Spring 2016 issue)
 space btwn. initials: H. M. Beville
 no commas around Jr.

Punctuation

use serial commas
 single character spaces following punctuation
 roman punctuation following italicized/bold words (unless punctuation is internal)
 no space around em-dashes in running text
 ellipses: three- and four-dot (period followed by ellipses) with space between dots
 brackets around ellipses created by the article's author (not around ellipses existing in the original text).
 use brackets if change case of opening letter of quotation
 no commas around Jr.
 comma between two page refs from same source in an in-text citation
 Pulitzer Prize-winning (use en-dash)

Numbers/Measures

spell out through ninety-nine; use numerals for 100 and over
 use numerals for centuries: 21st century
 use numerals for numbered streets: 6th Street

use en-dashes for number ranges in bib, notes, running text
 spell out fractions: two-thirds, one-half, three-quarters, etc.
 statistical text, decimals, or a combo of numbers (at least some of which are 3 digits) take numerals (75 to 100 miles, etc.)
 spell out hundreds, thousands, millions; use numerals for 3 million, 16 million, 28 billion, etc.
 money: \$8 billion or 8 billion USD (dep. on essay), \$4.47 billion, \$10, 5 cents, etc.
 use numerals for percentages but spell out percent (90 percent); percentages open as adjectives (the 10 to 12 percentage acceptance rate)
 use numerals for page numbers (on page 10), grade levels (K–12, grade 6), item numbers (item number 2), list items (10-point program)
 use numerals for measurements like 24-inch TV screen; 300-line picture grades: A, B, C, etc. (no quotes)
 inclusive pages (CMS): 34–36, 100–104, 101–8, 145–65, 808–33
 inclusive years (CMS): 1965–68, 1895–1915, 2003–5, 2000–2001, 2011–12
 use comma with numbers above 999, except dates (2,034; year 2008)
 1980s, 1950s (not eighties, fifties, '50s); but the Sixties, the Seventies as eras
 mid-1920s, etc.
 numbered lists in text: (1), (2), etc.
 time: a.m. and p.m.; six o'clock
 9/11
 3-D
 ISBN number format: ISBN: 978-0-8229-6116-1
 400–2000 mc
 35mm, 16mm
 150 dpi
 6 feet
 78 rpm

hyphen for dual role or binary: hot-cold
binary
style for dates: May 18, 1912

Titles/Acronyms

AddThis
affirmative action
American Association of University
Professors (AAUP)
American Dream
Anglo-American, Franco-American (all
others spelled open: African
American, Asian American, Nepali
American, Hmong American, Irish
American, French Canadian, etc.)
AP tests; AP programs
ArchiveGrid
Arab Spring
ASA
Association of American Colleges and
Universities (AAC&U)
AT&T
BASIC
BBC Online
Bloggies Awards
Blu-ray Disc (product name)
Boomer (age group), Baby Boomers
CAPTCHA (acronym alone OK)
the Catholic Church, Roman Catholic
Church, but the church when
referring to organized Christianity or
another religion as an institution
CD (no spellout needed)
1950 Census, etc.
Centers for Disease Control and
Prevention (CDC)
CEO (acronym alone OK)
Cineorama
computer and information science (CIS)
Congress or US Congress; but
congressional, congressional
hearings, etc.
the Depression, the Great Depression
DH, digital humanities (spell out at first
appearance in essay)

DIY (no spellout needed)
DSLR (acronym alone OK)
Dublin Core
DVD (no spellout needed)
the Early Television Foundation and
Museum, the museum
Earth as planet name; in general, earth
eBay
English as a second language (ESL) for
students; English as a Second
Language (ESL) for programs
English Channel
European Parliament
FDGC (Federal Geographic Data
Committee)
First Amendment, Second Amendment,
etc. (open as adj)
Flash, Adobe Flash
Flickr
Flow (online journal)
Gerald Aylmer Seminar
GIS (geographic information system)
Global South
GPA (no spell-out needed)
GPS (acronym alone OK)
H-1B visa or program
HASTAC (Humanities, Arts, Sciences,
and Technology Advanced
Collaboratory)
HASTAC Conference
iCloud
Internet Archive (IA)
IP (intellectual property); IP address;
spellout not needed if clear from
context which is meant
iSearch
IT (information technology; acronym
alone OK)
Ivy League
JFK (acronym alone OK)
JSTOR
kHz
Korean War
LGBT (acronym alone OK)
LCBTQ (acronym alone OK)

| | |
|---|---|
| LimeWire | Scratch |
| MA; master's degree | SMS (short messaging service) |
| MARC (Metadata Object Description Schema; acronym alone OK) | Southeast Asia |
| mc | special collections (l/c) |
| Media History Digital Library (MHDL) | STS, science and technology studies (no spellout needed unless for clarity) |
| MGM | Technicolor |
| MHz | Third World or third world (cap or l/c OK) |
| MLA (Modern Language Association MLA; no spellout needed) | trade union movement |
| MMS (multimedia messaging service) | #transformDH Collective |
| NAB | TruTV |
| NARTB | UCLA acronym alone OK |
| National Endowment for the Humanities (NEH) | UK (n, adj; no spellout needed) |
| Native American; Native OK when referring to Native Americans; native peoples | UNESCO (no spellout OK) |
| NBCUniversal (company name spelled closed) | UNIDO (no spellout OK) |
| network era (hyphenated as adj) | United Nations (UN) |
| New Criticism; new critical (adj); new critics (l/c) | United Nations Global Alliance for ICT and Development (UN-GAID) |
| new media, new media studies | URL (caps) |
| NGO (nongovernmental organization) | US (adj, closed); otherwise United States |
| No Child Left Behind Act (NCLB) | US armed forces, US military |
| non-native speakers of English (NNSs) | US Army, US Navy; the army, the navy |
| O & O | US Constitution |
| Occupy Wall Street (OWS), Occupy, Occupy Wall Street movement | US Department of State, State Department |
| The Ohio State University | US government; US federal government |
| open admissions institution (no hyphen) | US Supreme Court; the Supreme Court; the court |
| P2P (peer-to-peer) | USSR |
| Paris Commune | Vietnam War |
| PC (politically correct; no spellout needed) | Virginia Tech |
| pdf or PDF OK | Warner Bros. |
| Pirate Bay | World Summit Awards (WSA) |
| PR (no spellout needed) | World War I, World War II (not first or second World War; not WWI) |
| Processing | WYSIWYG |
| PSA (no spellout needed) | |
| Python | |
| Q&A | |
| RapidShare | |
| RKO | |

Bibliography/Notes

follow CMS style for Bibliography and Notes (see CMS 14.14 ff.)
titles of freestanding reports, pamphlets, etc.: italics, no quotes (*A Million Penguins Research Report*)

works with multiple authors: use all authors' last names (up to seven) in bib; use et al. with first author name in notes if essay also includes bib last name (or last name and et al.) plus short title at first mention of bib source in notes; after that, last name is enough unless multiple sources by same author

publishers that are presses: follow CMS U of Illinois P OK for styling in notes Washington, DC in notes and bib state abbreviations: NJ, NY, WI, etc.

Internet sources for works appearing only on the Web, bib entry example: TorrentFreak. "Rapidshare Aims to Convert Pirates into Customers." *TorrentFreak* (blog). Mar. 26, 2010. Accessed Nov. 1, 2011. <http://torrentfreak.com/rapidshare-aims-to-convert-pirates-into-customers-100326/>.

website names, virtual worlds, social-networking sites in bib/notes are italics, headline style, no quotes (but roman, headline style, no quotes in running text)

URLs: use full URL including slash live weblinks OK as sources in notes bib entries generally take periods between elements, with internal commas in each element if needed; notes generally take commas between elements.

prepositions are headline style, lowercase in titles of books, journals, blog entries, etc. (except for special emphasis): the *New York Times*, the Communications Act

blogs are treated like periodicals: in biblio, specific title of blog takes italics; titles of blog entries (like articles in a periodical) take quotes. use 3-em dash for one repeated author name in bib

doi numbers: the number follows the colon (no spaces)
Inc., Ltd., etc not needed in author or publisher
abbreviate months
n.d.
Rutgers UP, U of Chicago P, etc.

Word Consistency

A

the academy
acknowledgment
a-cultural
after-image
afterlife
ahistorical
Anglo-American
Anglophone or anglophone OK
anticapitalist
anticommercial
antidisciplinary
anti-elitist
antifeminist
antipiracy
antiracist
anti-system
antiwar
apolitical
application-based (adj, hyphenated)
audiovisual
avant-garde

B

backup
big tent
BitTorrent
black (l/c except when part of official title like Congressional Black Caucus)
black-and-white (adj, n, ref. to TV)
blog
blogosphere
blogroll
boom mic (n), boom-mic (adj)
bot

browsable, browsability
 bylaw
 by-product (n)

C

catalog, cataloging
 catchphrase
 claims-making
 clear-cut (adj, hyphenated)
 cliché
 cloud, the cloud
 cloud-based (adj, hyphenated)
 coauthor or co-author
 co-chair
 co-create
 cocurricular
 co-direct, co-director
 coedit, coeditor
 co-found
 co-lead, co-leader
 comix or comics OK
 Communards
 co-read, co-reader
 counterinitiative
 counterproductive
 coup (roman)
 course work
 co-write
 cross-cultural
 cross-disciplinary
 crowdsource (v), crowdsourced (adj),
 crowdsourcing
 curriculum vitae or CV (roman)
 cybercrime or cyber crime OK
 cyberinfrastructure
 cyberliteracy
 cyberlocker

D

data is singular or plural dep. on context
 data mining, data mine (n, v), data-
 mining (adj)
 data type
 decision maker, decision making;
 decision-making (hyphenated as adj)

decontextualize
 deregulate
 dialog
 disc
 disidentification
 dos and don'ts (CMS 7.31)
 doublespeak (n)

E

e-book
 e-classroom
 e-commerce
 e-journal
 email
 e-media
 e-portfolio
 e-universe
 Excel
 e-zine

F

Facebook
 far-reaching
 file sharing (n, v), file-sharing (adj)
 filmmaker
 firsthand
 first-year, not freshman (adj, n)
 depending on context
 follow-up (adj), follow up (v)
 for-profit (n, adj)
 Francophone or francophone OK
 friend (no quotes/italics needed when
 ref. to Facebook)
 full-time (adj, adv)
 fund-raising
 further (not furthermore)

G

gamic (adj)
 geolocate
 geo-metadata
 georeference
 Germanophone or germanophone OK
 gofer
 gonna (OK in interviews)

Google, Google Docs, Google Maps,
 Google Scholar when ref. to
 company or its products; google,
 googling (v)
 graduate-level (adj, hyphenated)
 grassroots
 groundbreaking
 groundwork (n)

H

half-century (n)
 hand in hand (adv), hand-in-hand (adj)
 hard drive (n)
 hardworking
 hashtag (n)
 headset
 health care (n), health-care (adj)
 heteropatriarchal
 high definition (n), high-definition (adj)
 high tech (n), high-tech (adj)
 higher education (open as adj)
 hip-hop (noun)
 a historical (*a* before consonant sounds)
 home page (on a website)
 hotlink
 how-to (adj, n)
 Hulu
 hyperlocal
 hypertext

I-J

ill-prepared
 ill-suited
 in-migrate, in-migration
 instant message (open as n, v)
 interdisciplinary
 interlibrary
 intermedia, intermedial
 internet, internets
 Internet era
 interrelate, interrelationship
 intranational
 iPad
 iPhone
 iRhetorics

iTunes
 jump cut (n)

K-L

key word (n); keyword (adj)
 Kindle
 Kool-Aid
 labor-intensive (adj, hyphenated)
 laptop
 lash-up (n)
 lawmaker
 lawsuit
 like (no quotes/italics needed when ref.
 to Facebook)
 LinkedIn
 listserv (listserv titles roman, no quotes)

M

markup
 media is plural or singular dep. on
 context; mediums OK as plural
 MediaFire
 media theory
 meta-analysis
 meta-criticism
 metadata
 metadiscourse, metadiscussion
 meta-narrative
 microanalysis
 microblog, microblogger
 micro-level (adj), microlevel (v)
 microscale
 midcentury (n, adj)
 midday
 midsemester
 midterm
 Mosaic browser
 MP3
 multibillion
 multicampus
 multichannel
 multicultural
 multidimensional
 multi-ethnic
 multifaceted

multilayer
 multilevel
 multilingual
 multimedia
 multinational
 multiplayer
 multipronged
 multi-screen
 multitask
 MySpace

N

Napster
 narrowcast
 neoliberal
 net (but Internet)
 Netflix
 networked novel
 nerve-wracking (adj, hyphenated)
 nonacademic
 non-circulating
 noncommercial
 non-digital
 non-English-language (adj)
 nonessential
 nonexpert
 nonfiction
 nongovernmental
 nonmember
 non-paying
 nonprofessional
 nonprofit
 nontraditional
 nonverbal
 nonviolent
 nonwhite
 not-for-profit

O

Oedipal or oedipal OK dep. on author's
 pref.
 off-campus
 off-line
 off-site
 on-campus

ongoing
 online
 on-screen (adv, adj)
 onstage
 on-site
 op-ed
 open admissions (open as adj)
 open source (open as adj)
 Other (n; cap or l/c depending on
 author's style and context); othering
 outernet
 overvalue

P-Q

participatory web (open as adj)
 part-time (adj, adv), part-timer (n)
 pass/fail
 peer review (n, v)
 peer-to-peer (P2P)
 persona, personas (not personae)
 Photoshop (n, v)
 picture telephone (n)
 plotline
 poke (no quotes/italics needed when ref.
 to Facebook)
 policymaker, policymaking
 pop culture (open as adj)
 postcolonial
 postdisciplinary
 postdoctoral, postdoctorate
 postfeminism
 postmodern
 post-network era
 postsecondary
 postwar
 preeminent
 preexist
 prehistory
 prewar
 prewriting, prewritten
 printout (n)
 problem solving (open; hyphenated as
 adj)
 public is singular
 public domain (n; open as adj)

public service (n; open as adj)
 queer theory
 QuickTime

R

real time
 rearticulate
 reassert
 recontextualize
 reenact, reenactment
 reenergize
 reemphasize
 reenvision
 reestablish
 reexamine
 reimagine
 reinvent
 remix
 reread
 rerelease
 retweet
 risk taking (n); risk-taking (adj)

S

schoolchild
 schoolteacher
 schoolwork
 screenshot
 secondhand
 side by side (adv), side-by-side (adj)
 sitcom
 Skype (ref to site/company), skype (n, v)
 social justice (open as adj)
 social media (singular or plural; open as adj)
 social network (open as adj)
 social web (open as adj)
 sociocultural
 socioeconomic
 sociopolitical
 spokesmodel
 stand-alone (adj)
 storyboard
 storyline
 streaming content (n; open as adj)

Styrofoam
 subcarrier
 subcategory
 subcollection
 subculture
 subdiscipline
 subfaculty
 suborganization
 subsection
 surefire (adj)
 sync (n, v)

T

teacher training (open as n and adj)
 technoculture
 techno-social system
 techno-utopianism
 tech-savvy (adj, hyphenated)
 telecom
 television or TV OK dep. on author's pref.
 theater (unless title of specific department or location is spelled theatre)
 thought-provoking (adj, hyphenated)
 time-consuming (adj, hyphenated)
 time frame (n)
 time line (n)
 time stamp (n), time-stamp (v)
 toward (not towards)
 transgender
 transmedia, transmedial
 transnational
 Tumblr
 Twitter (ref to site/company),
 Twittersphere, tweet (n, v), retweet

U-V

UbuWeb
 unconference
 under-investigate
 underprepare
 underrecognize
 underrepresented
 underutilize

undocumented
 urtext (n)
 user base (n)
 user-friendly (adj, hyphenated)
 utopian, utopianism
 versus (spell out except in titles of legal cases, when *v.* is OK; lowercase in heads)
 voice-over
 VozMob

W-Z

Washington, DC, in running text
 web, website, web-based, web 2.0, webcam, weblog, webpage, web series, web seminar, web forum, web platform, webtext, social web, participatory web, web browsing, etc. (but World Wide Web)
 well-being (n)
 well-read (adj, hyphenated)
 well-versed (adj, hyphenated)
 white (l/c except when part of official title)
 widescreen
 wiki, Wikipedia, Pbwiki
 WordPress
 workday
 workflow
 workforce
 work group
 work in progress (n)
 workload
 workshop (n, v)
 workplace
 work site
 workweek
 WorldCat
 World Wide Web
 X-ray
 YouTube