

Style Guidelines

for *Identities: Journal for Politics, Gender and Culture*



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The following is a guide to humanities style of referencing applied by the journal *Identities*. It is an *adaptation* of the *Chicago Manual of Style* (hereafter *CMS*). For more information, please, consult the *Chicago Manual of Style*'s latest (17th) print edition, or online here: www.chicagomanualofstyle.org.

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➤ **GENERAL RULES**

- Spelling: We follow American English spelling in all texts, except when British spelling is used in a quotation and then the original format is retained. For instance: if the original

quotation contains “criticise” or “behaviour,” please retain this instead of “criticize” or “behavior.”

- Capitalization: DO capitalize styles and periods, whether adjectives or nouns, when referring to a specific style of a specific time. For instance: “Middle Ages.” Follow the *CMS* in general and consult it for exceptions.
- Titles of books, artworks, films, musical albums, etc., are italicized. For instance: *The Real and “I”: On the Limit and the Self*.
- Titles of exhibitions, essays, poems, songs, short stories, etc., appear within double quotation marks (“ ”). For instance: “The Dry Salvages.”
- Punctuation: following American standards, punctuation appears within the quotation marks (with the exception of colons or semi-colons, i.e. “blue sky”:.). Also consistent with American standards, a serial (Oxford) comma is used in a phrase with three or more elements, preceding with a conjunct - an “and,” “or,” etc.
- Quoting: All quotes appear within double (“x”) quotation marks. The same is the case with words used by an author in a pejorative (critical/disbelieving/sardonic) way, i.e.: I read “serious” philosophers. Single quotations appear only when there is a quotation within a quotation. Quotations within block quotations should be contained with double quotation marks.
- In subheadings, capitalize words. Do not capitalize in sub-subheadings.
- Elipsis: An ellipsis is used to indicate content omitted from a quotation. should be indicated by a single-glyph three-dot ellipsis character, with a space on both sides, that is: (...). If they indicate omitted text, they should be contained in square brackets, that is: [...]. They should not be used before the first word of a quotation or after the last word, even if material has been omitted. A period is added before an ellipsis to indicate the omission of the end of a sentence, and a period at the end of a sentence in the original is retained before an ellipsis indicating the omission of material immediately following the period. The first word after an ellipsis is capitalized if it begins a new grammatical sentence. If full paragraphs are omitted, or the omitted material leads into a new paragraph, ellipsis points at the end of the paragraph preceding the omitted part should be included. If the first part of a paragraph is omitted within a quotation, a paragraph indentation and ellipsis points appear before the first quoted word (e.g.: “Philosophy is

self-reflection, self-consciousness...Philosophy never goes beyond a widened cogito...Philosophy thereby manifests through this nothing more than its own existence and does not demonstrate that it is the Real to which it lays claim, nor that it knows itself as this pretension.”)

- Foreign words and words that need special emphasis are italicized. For instance: *Unheimlich*. Common academic phrases (such as *a priori*) are not italicized, but less used ones (such as *pace*) are.
- Dates/Years: Consistent with American format: February 6, 2005; 1960s; 1990; centuries are spelled out, i.e. the twentieth century, and hyphenated when used as an adjective, i.e. twentieth-century philosophy. Abbreviated decades are written with an apostrophe (not single quotation mark) (i.e., '60s). Generally, avoid abbreviating decades.
- Numbers: Numbers one through ninety-nine are spelled out; after that numerals are used (i.e., 100). Inclusive numbers are used (with en-dashes: –, as in 300–400; refer to *CMS* rules), and inclusive years are employed as well, though should always appear with the last two digits (i.e., 1991–99; 2001–08). Exceptions are as follows: units of measurement (figures); dates (figures); people’s ages (figures); approximate numbers (words); at the beginning of a sentence (words); round numbers of a million or more (figures and words).
- Formatting figures: In non-technical texts, separate using commas, not space, in numbers of four digits or more. Do not omit digits between 10 and 19 in any hundred.
- Units of measure: Use metric measures, except where the historical context makes this unsuitable. When an abbreviated unit is used with a number, the number should be followed by a space (i.e. 180 cm).
- Abbreviations: Consult Chapter 10 of *CMS*.
- Page ranges: for numbers less than 100, use all digits. For numbers higher than 100, use only the changed digits (e.g. 25-29; 109-11; 345-7; 228-34; 398-402)
- Spacing between paragraphs: do not use a full line space after paragraphs, only before and after block quotations, images, tables, etc. Inside the text, the author might want to add spacing between paragraphs when she deems it necessary.
- First paragraph and paragraphs starting after a block quotation, table, etc. are not indented.

- Periods are followed by one space.
- “en-dashes” (double hyphen: –) are used to separate durations, i.e. 1969–70 (without space in between; see also above in terms of numbering), as well as to separate a series of page numbers in notes (also with no space). We discourage the use of em-dashes (—).
- Hyphenation: Consult the OUP Style Guide, p. 14.
- Serial (Oxford) comma: please use a differentiated approach when using serial comma. We neither reject nor fully integrate its use. Consult *CMS* for examples.
- Prepositions and conjunctions in titles are not capitalized (e.g. *The Poverty of Philosophy*), except when they are used adverbially (e.g. *For Marx*).
- Bibliographies: As will be indicated prior to the section on notes and referencing, *Identities* requires all texts to NOT have a bibliography at the end of the texts. All notes and references should be in footnotes.
- Diacritics: Please use appropriately when using specific terms, e.g. from other/ancient languages. e.g. sūtra, or in using personal names, e.g. Marina Gržinić.
- “Ibid.” (and subsequently “Idem”) may be used to refer to a single work cited in the note directly above. However, try to avoid long strings of these in the notes. If the source you are citing is discussed at length or if numerous quoted passages are used in your manuscript, add page spans in parentheses directly to the text.

For anything not referred to under these general rules, please consult CMS.

➤ **II. NOTES AND REFERENCING**

- PLEASE NOTE: As stated above, your submission should *not* contain a bibliography at the end of the text – your literature should be referred to only in the notes.
- Notes should be double-spaced and superscripted, font size 12.
- We use the footnotes, not endnotes system.

• **BOOK WITH SINGLE AUTHOR OR EDITOR**

Model: Author's, editor(s)', or translator(s)' name(s), *Title in full and in italic*, number of volumes [if applicable]: *name of volume in italic* [if applicable] (place of publication: publisher's name, year of publication), page number(s) that contain the information.

Subsequent Note: Author surname, *title*, [Volume number], page number.

Examples:

Quentin Skinner, *Visions of Politics*, 2 vols. (Cambridge: Cambridge University Press, 2002), Vol. 1, 456.

Bat-Ami Bar On (Ed.), *Engendering Origins: Critical Feminist Readings in Plato and Aristotle* (Albany, New York: State University of New York Press, 1994).

Subsequent notes:

Skinner, *Visions of Politics*, Vol. 2, 243.

Bar On, *Engendering Origins*.

- If author's name is abbreviated, initials should not have spacing, e.g.: W.H. Auden; G.W.F. Hegel.

- **BOOK SERIES WITH MORE THAN ONE VOLUME**

Example:

Edward Hallett Carr, *The Bolshevik Revolution, 1917-1923* (Harmondsworth: Penguin, 1966), Vol. 3, 170-3.

Subsequent note: Carr, *The Bolshevik Revolution*, Vol. 1, 67.

- If a single volume in a multivolume work has a separate title, include it italicized after the volume number separated by a ":". E.g.: *Capitalism and Schizophrenia*, Vol. 1: *Anti-Oedipus*.

- **BOOK IN A SERIES**

Benjamin H. Dunning, *Specters of Paul: Sexual Difference in Early Christian Thought*, *Divinations: Rereading Late Ancient Religion*, ed. by Daniel Boyarin, Virginia Burrus and Derek Krueger (Philadelphia, Pennsylvania: University of Pennsylvania Press, 2011).

- Series are not usually referred to.

- **REPRINTS**

Example:

E.R. Dodds, *The Greeks and the Irrational* (1951; reprint, Berkeley, California: University of California Press, 1973), 9.

Subsequent note: Dodds, *The Greeks and the Irrational*, 80.

- **SECOND ETC. OR REVISED EDITION**

Example:

E.R. Dodds, *The Greeks and the Irrational*, 2nd edition (Berkeley, California: University of California Press, 1963), 9.

Subsequent note: Dodds, *The Greeks and the Irrational*, 80.

- Use “2nd edition” rather than “second edition” or “ed.”
- There is no need to repeat the type of edition in subsequent notes.

- **BOOK WITH BOTH AN AUTHOR AND AN EDITOR AND/OR A TRANSLATOR**

Examples:

Berthold Litzmann, *Clara Schumann: An Artist's Life*, trans. by Grace E. Hadow (New York: Vienna House, 1972), 202.

Alan W. Cafruny and Magnus Ryner (Eds.), *A Ruined Fortress? Neoliberal Hegemony and Transformation in Europe* (Lanham, MD: Rowman and Littlefield, 2003).

Subsequent notes:

Litzmann, *Clara Schumann: An Artist's Life*, 203.

Cafruny and Ryner, *A Ruined Fortress?*

When citing a chapter from the already cited edited book, cite the chapter as per the model (see below under "Chapter or article in an edited volume etc."), followed by the abbreviated reference for the book in the subsequent notes. E.g.:

Stephen Gill, "A Neo-Gramscian Approach to European Integration," in *A Ruined Fortress?*, ed. by Cafruny and Ryner, 47-70.

- A book with an editor in place of an author includes the abbreviation Ed. (Editor; for more than one editor, use Eds.). Note that the shortened form does not include ed.
- If translated or edited book, please use "trans. by" and/or "ed. by."

- **BOOK WITH MORE THAN THREE AUTHORS (OR EDITORS)**

Example:

Alison Prentice et al., *Canadian Women: A History* (Toronto: Harcourt Brace Jovanovich, 1988), 121-23.

Subsequent note: Prentice et al., *Canadian Women*.

- In notes, usually only the name of the first three authors is given; if more, followed by et al. (et al. is a Latin abbreviation meaning "and others"). If the number of authors/editors is more than three, include the names of the first three mentioned authors/editors followed by et al. However, in subsequent notes, use name of first author/editor only + et al. [The same rule applies to other types of publications such as articles.]

Example:

Eduardo Cadava, Peter Connor and Jean-Luc Nancy (Eds.), *Who Comes After the Subject?* (London and New York: Routledge, 1991).

Subsequent note: Cadava, Connor and Nancy, *Who Comes After the Subject?*

- Please do not use serial coma to separate the last author's name.

- **E-BOOK FROM A LIBRARY DATABASE**

Example:

Dorothy Louise Hodgson, "*Wicked*" *Women and the Reconfiguration of Gender in Africa* (Portsmouth, NH: Heinemann, 2001), 23, www.hdl.handle.net/2027/heb.04115.0001.001.

Subsequent note: Hodgson, "*Wicked*" *Women*, 35.

- A DOI (Digital Object Identifier) is a unique string of numbers and letters permanently applied to the content of an article or E-book. E-books are cited exactly the same as a print book, with the addition of a DOI or URL at the end of the note or bibliography entry. If the library database provides a stable URL, provide that one. If the work is paginated, include the page number in your footnote. If the work is unpaginated, provide a chapter number or section title.
- In all online resources, including books, please use [www](http://) instead of [http](http://).
- Please make sure that all links are plain text, not underlined.

- **E-BOOK FREELY AVAILABLE ONLINE**

Example:

Charles Bigg, *Neoplatonism* (London: Society for Promoting Christian Knowledge, 1885), 38, www.archive.org/details/neoplatonism01bigggoog.

Subsequent note: Bigg, *Neoplatonism*, 50.

- If the book is a reprint edition, include both the original publication date and the newer, electronic publication date, as well as the name of the online collection from which it was retrieved.
- If it is a contemporary book from Google Books or other online e-book collection, cite the book as you would a print book and include the URL at the end of the citation.

- **EXHIBITION CATALOGUES**

An exhibition catalog is often published as a book and is treated as such.

Example:

Stefka Tsaneva, *Sofia Queer Forum 2014: Manifestations of the Personal* (Sofia: KOI Books, 2014). Exhibition catalogue.

Subsequent note: Tsaneva, *Sofia Queer Forum 2014*.

- **SPECIAL ISSUES (JOURNALS/MAGAZINES)**

Example:

Identities: Journal for Politics, Gender and Culture, Vol. 11, No 1 (2011), Special Issue:

Heretical Realisms, ed. by Katerina Kolozova and Stanimir Panayotov.

- Do *not* italicize the name of the special issue.

- **CHAPTER OR ARTICLE IN AN EDITED VOLUME AND/OR CHAPTER FROM A MONOGRAPH**

Model: author's name, "full title of the article contributed," in *title of book*, ed. by editor's name [if applicable; in case of monograph, insert only book title] (place of publication: publisher's name, year of publication), page number(s).

Examples:

A.H. Armstrong, "The Escape of the One. An Investigation of Some Possibilities of Apophatic Theology Imperfectly Realized in the West," in *Plotinian and Christian Studies* (London: Varorium Press, 1979), 121.

Gabor Betegh, "Eschatology and Cosmology: Models and Problems," in *La costruzione del discorso filosofico nell'età dei Presocratici. The Construction of Philosophical Discourse in the Age of the Presocratics*, ed. by Maria Michela Sassi (Pisa: Edizioni della Normale, 2006), 45

Subsequent notes:

Armstrong, "The Escape of the One," 125.

Betegh, "Eschatology and Cosmology," 47.

- **ARTICLES IN PERIODICALS**

Model: author's name, "title of article," *title of periodical* + Volume no., issue no. [optional] (month and year of publication [month is optional but helpful]), page number.

Example:

Christopher S. Mackey, "Lactantus and the Succession to Diocletian," *Classical Philology*, Vol. 94, No. 2 (1995), 205.

Subsequent note: Mackey, "Lactantus," 206.

- Journal citations should include the volume number as well as the issue number and month or season (if available).
- Put volume and issue numbers in Arabic numerals. Seasons are capitalized and spelled out in full. Months may be abbreviated or spelled out in full. For example:

Example:

Fischer Black and Myron Scholes, "The Pricing of Options and Corporate Liabilities," *The Journal of Political Economy*, Vol. 81, No. 3 (May-June 1973), 637.

- In case of article from a library database: when citing a URL from a library database, do not use the URL from the browser's address bar. Use a shortened, stable URL provided by the database (look for an icon or link called permalink, stable URL or persistent link).
- If no stable URL or DOI is available, then include the database name.
- A DOI is always preferable to a URL in a citation. If no DOI is available, use a stable URL.
- In case of article freely available on the internet: cite the paragraph number if provided (e.g., par. 16) if no page numbers are provided in a full-text article.

- **MAGAZINE ARTICLE**

Example:

Elie Ayache, "The Turning," *Wilmott Magazine* (June 2010), 36,

www.ito33.com/sites/default/files/articles/1007_ayache.pdf.

Subsequent note: Ayache, "The Turning," 37.

- Weekly and monthly magazines are usually cited by date only, even if they have volume and issue numbers, though this is not universally valid. Cite the specific page in your note.
- Often online magazines may or may not have periodicity and pagination, so refer accordingly.

- **NEWSPAPER ARTICLE**

Example:

Tamar Lewin, "Disability Requests Reflect Changes in Academics Testing Procedure," *New York Times*, November 8, 2003.

Subsequent note: Lewin, "Disability Requests," [page number if available].

- When citing a newspaper article, page numbers are almost never needed for contemporary papers, as multiple editions preclude their accuracy. Also, the online

versions of many newspapers require subscriptions and move articles to pay-to-read archives after a certain period of time; citation to online versions of most newspapers should be avoided.

- **BOOK REVIEW**

Example:

Bogna Konior, "Review of *After the "Speculative Turn": Realism, Philosophy, Feminism*, ed. by Katerina Kolozova and Eileen A. Joy," *Canadian Society for Continental Philosophy*, November 27, 2017, www.c-scp.org/2017/11/27/katerina-kolozova-and-eileen-a-joy-eds-after-the-speculative-turn.

Subsequent note: Konior, "Review of *After the "Speculative Turn.*""

- Book reviews may or may not have titles, so refer accordingly: title first, then book data.

- **LECTURES OR PAPERS PRESENTED**

There are two models to follow. In each, if there is a conference name that is applicable please include in citation. Choose from the following:

Model 1: Presenter's name, "Title of Paper," (lecture/paper [term accordingly], conference name [if applicable], location of presentation, City, State/Province/Country, Date).

Example:

Stacy D'Erasmus, "The Craft and Career of Writing" (lecture, Northwestern University, Evanston, IL, April 26, 2000).

Model 2: Presenter's name, Year. "Title of Paper," Paper/lecture presented at conference name [if applicable] location, City, State/Province/Country, Date.

Example:

Edward Butler, 2010. "The Henadic Structure of Providence in Proclus." Paper presented [or: Lecture delivered, term accordingly] at the Department of Classics, Dalhousie University, Halifax, Nova Scotia, Canada, March 11, 2010.

- Add name of the event (conference, seminar, etc.) where available. Event name should be italicized.

- **REFERENCE MATERIALS (DICTIONARIES AND ENCYCLOPEDIAS)**

Printed reference works

Example:

Oxford English Dictionary, 2nd edition, s.v. "Topaz."

Online reference works

Example:

Oxford English Dictionary, 2nd edition, s.v. "Topaz," March 2012, www.oed.com/view/Entry/XYZ.

- The abbreviation s.v. signifies the Latin *sub verbo*, meaning "under the word."
- An online reference work is cited the same way as a printed work, with the addition of the date of last revision, or the access date. If the entry cites a stable URL address, include it. Otherwise, use the URL for the homepage.

- **UNPUBLISHED THESIS OR DISSERTATION**

Example:

Davor Löffler, *Rekursion zivilisatorischer Kapazitäten als Entwicklungsmuster in der Zivilisationsgeschichte* (Doctoral Dissertation, Freie Universität in Berlin, 2017), 17.

Subsequent note: Löffler, *Rekursion zivilisatorischer Kapazitäten*, 18.

- Unlike standard *CMS* practice, we prefer italicizing theses' titles.

- **INSTITUTIONAL AUTHOR / ONLINE DOCUMENT FROM A WEBSITE**

Examples:

University of Chicago Press, *The Chicago Manual of Style*, 16th edition (Chicago: University of Chicago Press, 2010), 65, www.chicagomanualofstyle.org.

United Nations, “Universal Declaration of Human Rights” (1948), 2, www.un.org/en/universal-declaration-human-rights.

Subsequent note: United Nations, “Universal Declaration,” 4.

- Provide the organization as author in the bibliography even if the organization is also the publisher.
- When possible, provided bracketed place of publication and publisher.
- Note that the online version is cited exactly the same as a print version, with the addition of a URL.

- **GOVERNMENT DOCUMENT / INSTITUTIONAL AUTHOR**

Example:

British Columbia, *Report of Royal Commission on Matters Relating to the Sect of Doukhobors in the Province of British Columbia, 1912* (Victoria: King’s Printer, 1913), T22.

Subsequent note: British Columbia, *Report of Royal Commission*, T24.

- **INTERVIEW**

Examples:

Liam Jones, “Interview with Katerina Kolozova,” *Figure/Ground*, April 22, 2013, www.figureground.org/interview-with-katerina-kolozova.

Timotheus Vermeulen, “Borrowed Energy. Interview with Rosi Braidotti,” *Frieze*, August 12, 2014, www.frieze.com/article/borrowed-energy.

Subsequent notes:

Jones, "Interview with Katerina Kolozova."

Vermeulen, "Borrowed Energy."

- Interviews may or may not have titles. They may be audio interviews or published ones, so refer accordingly.
- Usually the authorship lies with the interviewer, not the interviewee.

- **PERSONAL COMMUNICATION**

Examples:

Marina Gržinić, telephone interview by the author, October 2, 2006.

Marina Gržinić, personal communication, January 8, 2011.

- **UNKNOWN AUTHOR**

Example:

The Lottery (London: J. Watts, 1732), 18.

- **IMAGES, GRAPHICS**

- File format: JPG, TIFF
- Resolution: at least 300 dpi
- Size: at least 16.5 x 22.0 cm for an image on one page, at least 33 x 22.0 cm for an image on a double page, A4 (210 x 297 mm)
- Please name images clearly: name of author_Figure.1

- **CAPTIONS**

Consecutively numbered, indicating the artist's name, title of work, year of production. Titles of all works are italicized.

Model: Figure 1. Author, *Example*, 2014.

Example:

Figure 1. Velimir Žernovski, *Beyond the Blackness*, 2018.

- **IMAGE RIGHTS**

Model: Figure 1. Artist, *title of work*, production year, medium/format, place if applicable.

Photo: XY. Courtesy of ABC.

Example:

Figure 1. Velimir Žernovski, *Beyond the Blackness*, 2018, installation view, Museum of Contemporary Art, Skopje. Photo: Samir Ljuma. Courtesy of the artist and MoCA.

- The images are to be numbered; directly underneath each provide only the basic data (artist, title of work, production year). The full information, including the name of the photographer and “courtesy of”, are to be written separately.
- You should have obtained permission to use all image, tables, graphics, etc. from their original authors/copyright holders prior to publication, and state so where necessary.

- **For music, film, sound recordings, audio archives, etc., please consult CMS.**

For anything not referred to under these general rules, please consult CMS.