

JMRO STYLE GUIDE

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General style

JMRO encourages unambiguous writing that clearly explains the context in which the research being reported sits and then clearly describes what is new in the research being reported and what is its justification. Clarity in the writing is most important.

Sentence construction

Do not start a sentence with a qualifier:

'It is, however, the intention of the author ...' RATHER THAN 'However, it is the intention of author to ...'

'One could then, theoretically, substitute the individual chord ...' RATHER THAN
'~~Theoretically, one could then substitute the individual chord ...~~'

'This composition, in contrast to the previous example ...' RATHER THAN '~~In contrast to the previous example, this composition ...~~'

Other qualifying words and phrases like 'furthermore', 'in spite of', 'accordingly', 'while in...', 'conversely', should be used after the main intent of the sentence has been stated.

JMRO does not use the Oxford comma, a comma which separates the second to last item in a list of three or more items from the last which is preceded by 'and' or 'or'.

Quotation marks

Quotation marks can be used when referring to a specific word or letter as an object but not when using its meaning (e.g. 'A word with three letters is "hat"', but not '~~He put on his "hat"~~'). **Do not use scare quotes** (quotation marks placed round a word or phrase to draw attention to an unusual or arguably inaccurate use).

Quotations

Use single quotes except for quotations within quotations. 'An example of the word "quote" inside a quotation'. Quotations of more than thirty words (block quotations) are indented, with the quotation in smaller point size (2 points less). In this instance, quotation marks are not used.

Italics

Italics are used for the titles of books and journals, plays and long poems, musical compositions, album titles, films, TV and radio programs and works of art.

Italics can also be used for foreign words and phrases that are not absorbed into the English language.

Musical compositions that do not have a specific title, but are identified by their form, are not italicised (e.g. Bach's Violin Concerto in E major). However, if a composition has a specific title (e.g. Beethoven's *Eroica* Symphony), then the title is italicised.

JMRO does not use italics for emphasis.

Abbreviations

In musical examples and texts, the abbreviation for 'number' is a capital 'N', an 'o' and a dot and then a space (e.g. No. 3).

In music examples and texts, the abbreviation for 'opus' is a capital 'O', a 'p' a dot and then a space (e.g. Op. 119).

'For example' should be abbreviated to 'e.g.' except at the start of a sentence.

'That is' should be abbreviated to 'i.e.' except at the start of a sentence.

En dash

An en dash, '–', roughly the width of an *n*, is a little longer than a hyphen. It is used for number ranges or periods of time when you might otherwise use 'to'.

Examples: the years 2001–2003

January–June.

An en dash is also used in place of a hyphen when combining open compounds.

Examples: North Carolina–Virginia border

a high school–college conference

Em dash

An em dash, '—', is the width of an *m* and is separated from the surrounding text by one space either side.

Do not use an em dash for a subordinate clause. Separate the subordinate clause from the rest of the sentence by commas or by parentheses.

A pair of em-dashes can be used to insert an abrupt change of thought in a sentence.

An explanatory statement is separated by a colon, not a semi-colon or any kind of hyphen or dash.

Examples:

'I need three items at the store: dog food, vegetarian chili and cheddar cheese.'

NOT '~~I need three items at the store — dog food, vegetarian chili, and cheddar cheese.~~'

misuse of the m-dash '—' and use of the Oxford comma.

'They had planned to visit — they hardly ever visited these days — later in the week.'

or equally good

'They had planned to visit (they hardly ever visited these days) later in the week.'

Titles in translation

The inclusion of a translation of a title into English has the translation in square brackets, with single quotation marks (e.g. Regole per arrivare a saper ben suonar il violino ['Rules to develop knowledge of good violin playing']).

Capitalisation in titles

For titles of books, articles and musical compositions JMRO adopts the practice of employing capital letters for the first letter of the first word and all subsequent words, with the exception of prepositions, and definite and indefinite articles (e.g. Peter Sculthorpe's *Rites of Passage*).

Other

Year numbers always have 4 digits, e.g. 2013–2015, not ~~2013–15~~ and are separated by an en-dash.

Acronyms must be spelled out at first use.

JMRO uses endnotes, not footnotes. Endnotes numbers should be in Arabic numerals.

JMRO **never** uses '/' alternates such as '~~and/or~~' or '~~social/cultural~~'.

Section headings are not (except in rare cases) numbered. Authors should recast any sentences which refer to sections by number and then remove the section numbers.

Remove all carriage returns (paragraph marks) on blank lines. There should be no occurrences of two successive carriage returns.

List item numbers should be parenthesised Roman (i), (ii), etc.

Indented quotes should not be italicised.

Table, figure and example captions should be above the item in question.

Authors should **provide affiliation details** and a biographical statement of no more than 100 words for each author.

JMRO does not use 'ibid' to refer to the same source for a citation.

Where a citation is used as a noun (e.g. "Jones (1956) writes that ...") the date should appear immediately after the name of the author, not separated by text.

Citations should appear in the sentence close to the point where the citation author(s) or the subject is introduced.

Author-Date referencing: Sample Citations

The following examples illustrate citations using the author-date system. Each example of a reference list entry is accompanied by an example of a corresponding parenthetical citation in the text. Every citation must have a corresponding item in the list of references and every item in the list of references must appear in at least one citation. First author should have a full first name, if known. Second and subsequent authors have initials before their surnames and followed by a period, as in 'Smith, John, A. Jones and B. Brown.' All initials are followed by a period.

Number ranges follow these rules: omit repeated page number digits for page ranges greater than 20. Thus, 12–19 and 234–45. The numbers are separated by n-dashes. This applies in text and in the list of references.

The sort order for two multi-author reference list items which have the same first author is resolved by the surname of the second author or the third if necessary.

Second and subsequent reference listings by the same author(s) should be replaced by 10 underscores.

Italics are used only for book titles and journal names.

Book

One author

Pollan, Michael. 2006. *The Omnivore's Dilemma: A Natural History of Four Meals*. New York: Penguin.

(Pollan 2006: 99–100)

Two or more authors

Ward, Geoffrey C. and K. Burns. 2007. *The War: An Intimate History, 1941–1945*. New York: Knopf.

(Ward and Burns 2007: 52)

For four or more authors, list all of the authors in the reference list; in the text, list only the first author, followed by 'et al'.

(Barnes et al. 2010)

Editor, translator, or compiler instead of author

Lattimore, Richmond, transl. 1951. *The Iliad of Homer*. Chicago: University of Chicago Press.

(Lattimore 1951: 91–2)

D'Agata, John, ed. 2016. *The Making of the American Essay*. Minneapolis: Graywolf Press.

(D'Agata 2016: 88–9)

Garrett-Petts, Will, J. Hoffman and G. Ratsoy, eds. 2014. *Whose Culture Is It, Anyway?: Community Engagement in Small Cities*. Vancouver: New Star Books.

(Garrett-Petts 2014: 64)

Editor, translator, or compiler in addition to author

García Márquez, Gabriel. 1988. *Love in the Time of Cholera*. Edith Grossman, transl. London: Cape.

(García Márquez 1988: 242–55)

Schumann, Clara. 1994. *The Complete Correspondence of Clara and Robert Schumann*. Eva Weissweiler, ed. Hildegard Fritsch, transl. New York: P. Lang.

(Schumann 1994: 4)

Grocheio, Johannes de. 2011. *Ars Musice*. Constant J. Mews, J. N. Crossley, C. Jeffreys, L. McKinnon and C. J. Williams, eds. and transl. Kalamazoo: Medieval Institute Publications, Western Michigan University.

(Grocheio 2011: 88)

Chapter or other part of a book

Kelly, John D. 2010. 'Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War'. In *Anthropology and Global Counterinsurgency*. John D. Kelly, B. Jauregui, S. T. Mitchell and J. Walton, eds. Chicago: University of Chicago Press. 67–83.
(Kelly 2010: 77)

Chapter of an edited volume originally published elsewhere (as in primary sources)

Cicero, Quintus Tullius. 1986. 'Handbook on Canvassing for the Consulship'. In *Rome: Late Republic and Principate*. Walter Emil Kaegi Jr. and Peter White, eds. Vol. 2 of *University of Chicago Readings in Western Civilization*, Boyer and Julius Kirshner, eds. Chicago: University of Chicago Press. 33–46. Originally published in Evelyn S. Shuckburgh, transl. *The Letters of Cicero*, vol. 1. (London: George Bell & Sons, 1908).
(Cicero 1986: 35)

Preface, foreword, introduction, or similar part of a book

Rieger, James. 1982. Introduction to *Frankenstein; or, The Modern Prometheus*, by Mary Wollstonecraft Shelley. Chicago: University of Chicago Press. xi–xxxvii.
(Rieger 1982: xx–xxi)

Book published electronically

If a book is available in more than one format, cite the version you consulted. For books consulted online, list a URL. If no fixed page numbers are available, include a section title or a chapter or other number.

Austen, Jane. 2007. *Pride and Prejudice*. New York: Penguin Classics. Kindle edition.
(Austen 2007)

Kurland, Philip B. and R. Lerner, eds. 1987. *The Founders' Constitution*. Chicago: University of Chicago Press. <<http://press-pubs.uchicago.edu/founders/>>.
(Kurland and Lerner, chap. 10, doc. 19)

Journal article

Article in a print journal

In the text, list the specific page numbers consulted, if any. In the reference list entry, list the page range for the whole article.

Gray, Laura. 2018. 'Exploring How and Why Young People Use Social Networking Sites'. *Educational Psychology in Practice* 34 (2): 175–94.
(Gray 2018)

Article in an online journal

Include a DOI (Digital Object Identifier) if the journal lists one. A DOI is a permanent ID that, when appended to <http://dx.doi.org/> in the address bar of an Internet browser, will lead to the source. If no DOI is available, list a URL.

Kossinets, Gueorgi and D.J. Watts. 2009. 'Origins of Homophily in an Evolving Social

Network'. *American Journal of Sociology* 115: 405–50. Accessed 28 February 2010.

<<http://dx.doi.org/10.1086/599247>>.

(Kossinets and Watts 2009: 411)

Two or more works by the same author in the same year must be differentiated by the addition of a, b and so forth (regardless of whether they were authored, edited, compiled or translated), and are listed alphabetically by title. Text citations consist of author and year plus letter. For successive entries by the same author(s), translator(s), editor(s), or compiler(s), 10 underscores replace the name(s) after the first appearance. The entries are arranged chronologically by year of publication in ascending order, not alphabetised by title. Undated works designated 'n.d.'.

Fogel, Robert William. 2004a. *The Escape from Hunger and Premature Death, 1700–2100: Europe, America, and the Third World*. New York: Cambridge University Press.

_____. 2004b. 'Technophysio Evolution and the Measurement of Economic Growth'. *Journal of Evolutionary Economics* 14 (2): 217–21. Accessed 2 September 2012.

<<https://doi.org/10.1007/s00191-004-0188-x>>.

(Fogel 2004b: 218)

(Fogel 2004a: 45-46)

Article in a newspaper or popular magazine

Newspaper and magazine articles may be cited in running text ('As Sheryl Stolberg and Robert Pear noted in a New York Times article on 27 February 2010, ...'), and they are commonly omitted from a reference list. The following examples show the more formal versions of the citations. If you consulted the article online, include a URL. If no author is identified, begin the citation with the article title.

Mendelssohn, Daniel. 2010. 'But Enough About Me'. *New Yorker*, 25 January.

(Mendelssohn 2010: 68)

Stolberg, Sheryl Gay and R. Pear. 2010. 'Wary Centrists Posing Challenge in Health Care Vote'. *New York Times*, February 27. Accessed 28 February, 2010.

<<http://www.nytimes.com/2010/02/28/us/politics/28health.html>>.

(Stolberg and Pear 2010)

Book review

Kamp, David. 2006. 'Deconstructing Dinner'. Review of *The Omnivore's Dilemma: A Natural History of Four Meals*, by Michael Pollan. *New York Times*, 23 April, Sunday Book Review.

<<http://www.nytimes.com/2006/04/23/books/review/23kamp.html>>.

(Kamp 2006)

Thesis or dissertation

Choi, Mihwa. 2008. 'Contesting *Imaginaires* in Death Rituals During the Northern Song Dynasty'. PhD diss., University of Chicago.
(Choi 2008)

Paper presented at a meeting or conference

Adelman, Rachel. 2009. "'Such Stuff as Dreams Are Made On": God's Footstool in the Aramaic Targumim and Midrashic Tradition'. Paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, Louisiana, 21–24 November.
(Adelman 2009)

Website

Include an access date or, if available, a date that the site was last modified because such content is subject to change. For a source that does not list a date of publication or revision, use n.d. (for "no date") in place of the year.

Google. 2009. 'Google Privacy Policy'. Last modified 11 March.
<<http://www.google.com/intl/en/privacypolicy.html>>.
(Google 2009)

McDonald's Corporation. 2008. 'McDonald's Happy Meal Toy Safety Facts'. Accessed 19 July.
<<http://www.mcdonalds.com/corp/about/factsheets.html>>.
(McDonald's 2008)

Yale University. n.d. 'About Yale: Yale Facts'. Accessed 1 May 2017. <<https://www.yale.edu/about-yale/yale-facts>>.
(Yale University n.d.)

Blog entry or comment

Posner, Richard. 2010. 'Double Exports in Five Years?' The Becker-Posner Blog, 21 February. Accessed 20 August. <<http://uchicagolaw.typepad.com/beckerposner/2010/02/double-exports-in-five-years-posner.html>>.
(Posner 2010)

Interviews and personal communication

E-mail and text messages may be cited in running text ("In a text message to the author on 1 March 2010, John Doe wrote . . ."). In parenthetical citations, pers. comm. is used.

Doe, John. 2012. Conversation with author, 13 August.
(Doe, pers. comm. 2012)

Smith, Doreen. 2009. Email to author, 23 January.
(Doreen, pers. comm. 2009)

Hall, Jay. 2008. Interview with author, 22 June.
(Hall, pers. comm. 2008)

Miller, Jane. 2019. Text message to author, 1 February.
(Miller, pers. comm. 2019)

Item in a commercial database

For items retrieved from a commercial database, add the name of the database and an accession number following the facts of publication. In this example, the dissertation cited above is shown as it would be cited if it were retrieved from ProQuest's database for dissertations and theses.

Choi, Mihwa. 2008. 'Contesting Imaginaires in Death Rituals during the Northern Song Dynasty'. PhD diss., University of Chicago. ProQuest (AAT 3300426).
(Choi 2008)

Item from Twitter

Jewitt, Rob. 2012. 'The problem with nerd politics', Twitter, 14 May 2012, 8:55pm. Accessed 15 May 2012. <http://twitter.com/#!/rob_jewitt/status/202124949522104322>.
(Jewitt 2012)

Discography items

Coolidge, Calvin. [1920?] 'Equal Rights' (speech). Copy of 78 rpm disc in RealAudio and WAV formats from the Library of Congress, 'American Leaders Speak: Recordings from World War I and the 1920 Election, 1918–1920'. <<http://memory.loc.gov/ammem/nfhtml/nforSpeakers01.html>>.
(Coolidge [1920?])

Holiday, Billie. 1958. 'I'm a Fool to Want You' (vocal performance). By Joel Herron, Frank Sinatra, and Jack Wolf. Recorded 20 February, with Ray Ellis. On Lady in Satin, Columbia CL 1157, 33 $\frac{1}{3}$ rpm.
(Holiday 1958)

Pink Floyd. 1970. Atom Heart Mother. Capitol CDP 7 46381 2, 1990, CD.
(Pink Floyd 1970)

Weingartner, Felix von (conductor). 1936. 150 Jahre Wiener Philharmoniker. Preiser Records, PR90113 (mono), 1992, CD. Includes Beethoven's Symphony no. 3 in E-flat Major and Symphony no. 8 in F Major.
(Weingartner 1936)