

# Wasafiri Style Guide

## General Style Points

- Use, 'eighteenth century' — NOT '18<sup>th</sup> century'; hyphenate eighteenth-century only when it is being used as an adjective ie 'eighteenth-century writing'.
- Note number should go at the end of the sentence after the full stop, not immediately next to the text being cited in the footnote.
- Follow the individual original manuscripts regarding contractions (i.e. it's, there's, wasn't, doesn't, etc.).
- Square brackets should only be used when it is an editorial intervention, authorial intervention should be in normal brackets ( ).
- There should **not** be a space before or after a slash used to indicate a line break when quoting poetry, // to indicate verse break.
- En-dash for sub-clauses not hyphens; use the longer Em-dash — when clause ends in a full stop eg:

This was the first – if not the only – example.

This was the second example — following the first.

- Use British English spelling eg realise; labour; colour; catalogue; ageing; British Empire; black and Black British; centre; focusing, focused; judgement; metre; postmodern; per cent; programme (unless referring to a computer program).
- No full stop after initials or abbreviations in main text, ie J A Smith.
- 'North', 'South' etc are capitalised if they are part of the title of an area or a political division eg South West Africa, Western Australia, the West, but not if they are descriptions in general terms eg southern Scotland, the south of Scotland.
- Do not use **bold** or underline for emphasis, always use *italics*.
- For interviews, the full name of the interviewer and interviewee should be used the first time they appear in the text (in bold). Thereafter, initials only should be used (also in bold — this is the only instance that the magazine uses bold), with no full stops or spaces between initial letters eg:

**RA** As I said earlier ... (note: two spaces after initials, before text)

## Abbreviations

- Abbreviations should be consistent and easily identifiable throughout.
- Do not insert an apostrophe in plurals such as MAs, 1970s.
- Omit the full point after contractions containing the last letter of a word (Dr vols Mrs Mr), and after units of measurement (cm, mm). But add full point when the last letter of contraction is not the last letter of word (vol. Sept. Oct.).
- There should be no full points in fully capitalised abbreviations (NATO, UNESCO).
- ie eg etc, et al NOT i.e., e.g., et al.

## Use of italics

Italicise the following:

- Titles of published books, plays, screenplays, and films.
- Titles of newspapers, magazines, journals, periodicals
- Titles of art exhibitions and series of art works

But not:

- Titles of chapters, essays, poems, short stories, paintings, sculpture, and other works of art — these should be in single quotation marks instead.
- Words and short phrases in languages other than English

## Quotations

- Quotations of less than thirty words are placed in the body of the text in single quotation marks.
- Quotations of more than thirty words should begin on a new line (first line not indented) and be identified by an extra line of space before and after. Indent the whole quote by 0.5 cm on both left and right, set in 11pt and 1.5 line spacing. Quotation marks should not be used for quotations set out in this way.
- Use single quotation marks throughout unless there is a quote within a quote eg ‘Grammar should be “particular” in all cases.’
- Do not change the spelling or punctuation in a quotation.
- For critical pieces (articles, interviews, etc) the full stop should only be inside the quotation mark if the material quoted is a complete sentence. All other punctuation should fall outside quotation marks.
- For creative writing pieces (eg Fiction), the punctuation (comma, full stop) should be within the quotation mark (eg “Okay,” said the woman, not “Okay”, said the woman).

## Capitalisation

- In English-language book and article titles, capitalise all words except articles and prepositions. Capitalise all first and last words of titles (regardless of their type) eg *Noises Off*, *The Saints Go Marching In*. The first word of the subtitle should always be capitalised.
- AD and BC should be in caps eg 30BC–AD19. Note: no full points in between.

## Dates and numbers

- 6 February 1957 (no commas, no th or nd or rd after numeral).
- 1990s (no apostrophe, not '90s or 90's).
- fifth century; nineteenth century (numerals), hyphenated if used adjectivally.
- In spans: 1985–1986, 1939–1945, 1914–1918, use en-dash not hyphen.
- In page references etc where using numerals: 9–10, 21–22, 101–02.
- Spell out numbers one to ninety-nine in continuous prose except when referring to large amounts of money with currency sign (\$8 million), in mathematical work or measurements. Do not start sentences with numerals.
- Include a space between numbers and units in measurements eg 3 cm, not 3cm.
- Use a full point on the line for decimal points.

- In numbers with three or more digits, comma off the digits in threes: 100 1,000, 10,000, 100,000,000
- Spell out fractions using a hyphen: one-third; four-fifths.

## Punctuation

- Use a single space after a full stop. Do not put a space in front of a question mark or in front of a closing quotation mark.
- Ellipses ( ... ) should be treated like a word, placing a space on either side.
- Use a serial (Oxford) comma immediately after the penultimate term in a series of three or more terms (eg pencil, eraser, and notebook).

## Translation conventions

Note: these conventions apply to critical work (articles, interviews). For creative work, the author may choose how translations are presented.

- If you cite foreign-language titles, please give, in parentheses, the date of publication and the title of its translation, if there is a published one. If no published translation exists, please give a literal translation, without italics, in square brackets. Examples:

Title with published translation: *Fin de partie* (1957, *Endgame*)

Title with no published translation: *Nye Fortaellinger* [1893, New Tales]

- If you give quotations in other languages, please provide an English translation immediately following in parentheses.

## Endnotes

We request you to keep notes to a minimum and only use if absolutely essential. All references to books or journals cited will appear in the text and Works Cited section according to standard MLA guidelines (see below). Reviews should avoid notes.

When endnotes are unavoidable, endnote numerals in-text in Superscript, with no space between the end of the sentence and the endnote number.

## How to arrange the works cited: MLA style

The magazine uses a slightly modified version of MLA 8. This [online guide](#) from Purdue University can be referred to for further information.

References conform to the MLA style with the following exceptions:

1. Use single quotes (not double) throughout.
2. The quotation mark should always be inside punctuation. (Except when the quotation is a complete sentence, when the full stop is within the closing quotation mark.)
3. No full points to be used in author initials.
4. Use British rather than American English.

## In Text

The author's last name and the page number(s) from which the quotation or paraphrase is taken must appear in the text, and a complete reference should appear on your Works Cited page. The author's name may appear either in the sentence itself or in parentheses following the quotation or paraphrase, but the page number(s) should always appear in the parentheses, not in the text of your sentence. For example:

Wordsworth stated that Romantic poetry was marked by a "spontaneous overflow of powerful feelings" (263).

Romantic poetry is characterized by the "spontaneous overflow of powerful feelings" (Wordsworth 263).

Wordsworth extensively explored the role of emotion in the creative process (263).

## Works Cited List

Please do not cite bibliographical information from memory; verify each entry carefully in your bibliography against the original source. We rely on our contributors to be accurate in their citations. Refer to this fuller [example list](#) for types of sources not listed here.

### Books by a single author

Franke, Damon. *Modernist Heresies: British Literary History, 1883-1924*. Ohio State UP, 2008.

### Books with two authors

Gillespie, Paula, and Neal Lerner. *The Allyn and Bacon Guide to Peer Tutoring*. Allyn and Bacon, 2000.

### Books by three or more authors

Booth, Wayne C., et al. *The Craft of Research*. 2<sup>nd</sup> ed., U of Chicago P, 2003.

### Article in a reference book

Payne, J. Barton. 'Jerusalem.' *The Zondervan Encyclopedia of the Bible*, edited by Merrill C. Tenney, Vol. 3, Zondervan, 2009.

### Work in an anthology/edited volume

Allende, Isabel. "Toad's Mouth." Translated by Margaret Sayers Peden. *A Hammock beneath the Mangoes: Stories from Latin America*, edited by Thomas Colchie, Plume, 1992, pp. 83-88.

### Article in a journal database

Nordhaus, William D. 'Global Warming Economics.' *Science*, vol. 294, no. 5545, 9 Nov. 2001, pp. 1283-84, DOI: 10.1126/science.1065007.

### Web-based content

'Ukulele Weeps by Jake Shimabukuro.' *YouTube*, uploaded by cromulantman, 22 Apr. 2006, [www.youtube.com/watch?v=puSkP3uym5k](http://www.youtube.com/watch?v=puSkP3uym5k)