Editorial Style Sheet
Italian American Review

*subject to change*

References: *Chicago Manual of Style, Webster’s Collegiate Dictionary*

**GENERAL**

- Series comma, e.g., *from the British Isles, Germany, and Scandinavia*
- En dash for ranges
- No hyphens in predicate adjectives
- Single spaces in between sentences
- i.e., e.g., and etc. acceptable everywhere
- Manuscripts should be submitted in Times New Roman, 12 point, double spaced.
- Length: articles should be approximately 6250 words; notes and documents should be approximately 1500 words; reviews should be approximately 1000-1200 words

**SPELLING AND HYPHENATION**

- Words with prefixes spelled closed, unless followed by a vowel or if confusion would result if closed up.
- American spelling
- Follow the Calandra Institute’s house rule for hyphenation of identifiers such as *Italian American* and *Italian-American*, *African American* and *African-American*, etc.:
  - Use a hyphen if the term is used as an adjective, e.g., “an Italian-American neighborhood.”
  - Do not use a hyphen if the term is used as a noun, e.g., “many Italian Americans live in this neighborhood.”

**Preferred Spellings**

<table>
<thead>
<tr>
<th>Spelling</th>
<th>Spelling</th>
</tr>
</thead>
<tbody>
<tr>
<td>anarchist</td>
<td>Dust Bowl</td>
</tr>
<tr>
<td>anti-Fascist</td>
<td>e-mail</td>
</tr>
<tr>
<td>assembly-line</td>
<td>ethnosexual</td>
</tr>
<tr>
<td>(adj)</td>
<td>expatriates</td>
</tr>
<tr>
<td>black</td>
<td>Fascism</td>
</tr>
<tr>
<td>(when referring to African American)</td>
<td>hip-hop</td>
</tr>
<tr>
<td>catalog</td>
<td>home page</td>
</tr>
<tr>
<td>Cold War</td>
<td>inner-city (adj)</td>
</tr>
<tr>
<td>Communist</td>
<td>Internet</td>
</tr>
<tr>
<td>cyber (closed-up to next word)</td>
<td>Left, the</td>
</tr>
<tr>
<td>dialog</td>
<td></td>
</tr>
</tbody>
</table>
Mafia
mafioso
offline
online
Red Scare

web page
website
white (when referring to Caucasian)
wordplay (noun)

NUMBERS

- One to one hundred spelled out in text, but 50 percent
- En dash used in number ranges
- 4,000
- Centuries are spelled out
- June 1980; June 4, 1969
- 404 CE and BCE 70

REFERENCES

IN-TEXT CITATIONS: Author/Date style used

“Even in the area of culture, where political radicals had been the innovators during the Popular Front days of the 1930’s, the Left seemed to be slipping” (Klein 1980, 319).

Do not provide volume number when citing a journal article—only author, year, and page number (if applicable).

Historic epithets regenerated the sense of ethnic authenticity originally attached to Guido, which has since been diluted by style (Tricarico 2007, 17).

WORKS CITED LIST:

Works Cited Examples:

Author, John, and Mary Smith. 2000. Book Title: Subtitle. City: Publisher Name.


• Repeat author names will not use a 3-em dash; the name will be repeated.


• For multiple works by the same author published in the same year, use lowercase letters a, b, c, etc. to differentiate between the works in both the in-text citations and the Works Cited listing:


  (Lodge 1891a)

• Use full names for authors and editors, including any middle initials or middle names.
• Use full titles of books including subtitles, e.g. *Proud to Be an Okie: Cultural Politics, Country Music, and Migration in Southern California.*
• Include only one city of publication. Include the state only if necessary to avoid ambiguity.
• If a source has no known author, begin the citation with the title of the work.

**REVIEWS**

• Bibliographic information about the reviewed works should appear at the beginning of the review. The price of the reviewed work should not be included.
• Examples:

  (film)
  *Closing Time: Storia di un negozio.*
  By Veronica Diaferia.
  A Tiny Director Productions Film, 2005.
  30 minutes. DVD format, color.

  (book)
  *The Day Wall Street Exploded: A Story of America in Its First Age of Terrorism.*
  By Beverly Gage.
  400 pages.

  (digital)
Italian Americans in California:
www.bancroft.berkeley.edu/collections/italianamericans
(accessed May 5, 2010)

- Reviews of websites and other digital media must include access dates in the heading as shown above.

- The reviewer’s name and institutional affiliation must appear at the end of the review. The affiliation should not express the reviewer’s title, but only the institutional entity. For reviewers without an institutional affiliation, “independent scholar” will be used:

  Tad Tuleja
  Independent Scholar

  Teresa Fiore
  Montclair State University

**WORD CHOICE**

- Authors should avoid trite, poorly defined, and/or loaded terms such as “Old World,” “New World,” “community,” “heritage,” “folk hero,” and descriptions of urban neighborhoods as “ethnic enclave,” “old neighborhood,” “insular,” “close-knit.”
- Authors may use “etc.”, “e.g.”, “i.e.”, “like,” if those terms read better in the text than the terms “and others,” “for example,” “that is,” “such as,” “and the like,” etc.

  Moreover, this objection posted on a personal web page expresses minor insider differences of style (i.e., jargon and musical taste) …

**MISCELLANEOUS**

- URLs and e-mail addresses set roman
- Remove hyperlinks when URLs appear in the text.
- Names of websites, for example, Facebook and ItalChat set roman
- TV programs and movies set in italic
- Initial cap after colon if complete sentence
- When referring to the introduction of a book, introduction should be spelled with a lowercase “i”; e.g., “In his introduction, the author…”
- Prepositions lowercase in heads regardless of length.
- Words as words in italic.
- Quotes originally in Italian should be provided in both the original Italian and the English translation, with the original Italian appearing first. The translator should be indicated, even if the author of the article is the translator.
- Endnotes may be used for explanatory purposes