World Outlook Style Guide

BASIC RULES OF FORMATTING:
- Citations are in-text author date Chicago Style: https://www.chicagomanualofstyle.org/book/ed17/frontmatter/toc.html
- American spelling/grammar not British (note: we get a lot of submissions from the UK; command+f for spelling will be useful)
- There must be an abstract (can reach out to author to make one if missing; does not disqualify a paper from being published)
- Pay attention to dashes (explained below; Sam will be extra sad if the dashes are wrong)
- Works cited is arranged alphabetically by author last name.
- NO footnotes; change all footnotes to endnotes
- Make sure there are italics for books, periodical titles, very long poems, and titles of plays; double quotation marks for article and chapter titles and the titles of most poems
- Periods go inside of parenthesis that are NOT citations; periods go outside of citations
  - Example: Make sure you use parenthesis correctly (if you don’t, Sam will be sad.)
  - Example: Grass is green (Author 2019, 2).
- Subheadings are preferred for longer papers. Make sure that headings are consistently used throughout the paper.

COMMON GRAMMAR THINGS:

Dashes:
— em dash
– en dash
- hyphen

Em dashes:
- Em dashes are for clauses and can replace a semicolon
- To type in Mac: hold down the Shift and Option keys and press the Minus key
- To type in Windows: Hold down one of the Alt keys and type on the numeric keypad 0151 for an em dash.
- Ex:
  - Please call my lawyer—Richard Smith—on Tuesday.
  - My sister loves chocolate—my brother loves vanilla.

En dashes:
- En dashes are for numbers, dates/time periods, and to indicate a competition/versus (for a sports game)
- DO NOT USE SPACE EN DASH SPACE WHEN YOU MEAN TO USE AN EM DASH (“Please call my lawyer – Richard Smith – on Tuesday” is WRONG. See em dash section above.)
- To type in Mac: hold down the Option key and press the Minus key.
- To type in Windows: Hold down one of the Alt keys and type on the numeric keypad: 0150 for an en dash
• Ex:
  o 15–25 kids at the game
  o October 11–October 15
  o Red Sox–Yankees

HypHen:
• A hyphen is used in compound words and split words.
• It is made by pressing the **hyphen/underscore key** to the right of the **zero**.
• Ex: mother-in-law

Oxford Comma:

a comma used after the penultimate item in a list of three or more items, before “and” or “or”
Example: an Italian painter, sculptor, and architect

Read these other resources:
https://www.grammarbook.com/grammar/subjectVerbAgree.asp

https://authority.pub/common-grammar-mistakes/

IN-TEXT CITATIONS/WORKS CITED ENTRIES:

Books:

Books with 1 author

- In-text citation:
  - (Author’sLastName Year, Page #)
  - Example: (Smith 2016, 315-316)

- Reference list entry:
  - Lastname, Firstname. Year. Title. Publisher.
  - Page numbers are not included in the reference list unless the entry is for a chapter of an edited book

Books with 2 authors:

- In-text citation:
  - (Author’sLastName and Author’sLastName Year, Page#)
  - Example: (Grazer and Fishman 2015, 188)

- Reference list entry:

Book with 3 authors:

- In-text citation:
  - (Author’sLastName, Author’sLastName, and Author’sLastName Year, Page #)
  - Example: (Berkman, Bauer, and Nold 2011, 7-10)

- Reference list entry:

Book with 4 or more authors:

- In-text citation:
  - (FirstAuthor’sLastName et al. Year, Page#)
  - Example: (Goldstein et al. 2015, 177)

- Reference list entry:
  - List all authors by continuing format of 3 author style shown above

Non-consecutive page numbers:

- In-text citation:
  - (Author’sLastName Year, Page #, Page#)
  - Example: (Smith 2016, 97, 203)

- Reference list entry:
  - Same as normal format
Journal Articles:

Journal NOT accessed online:
- In-text citation:
  - Same as book in-text citations
- Reference list entry:
  - Lastname, First name. Year. “Article Title.” Journal Title VOL#, no. # (Month): page# - page#.

Journal ACCESSED online:
- In-text citation:
  - Same as book in-text citations
- Reference list entry:
  - If the journal is accessed online, the citation is followed by the DOI (different than the URL)

Work published by an organization:
- In-text citation:
  - (ISO 1997)
- Reference list entry:

Magazine Articles:

Magazine Article with an author:
- In-text citation:
  - Same as book in-text citations
- Reference list entry:

Magazine Article WITHOUT an author:
- In-text citation:
  - (New York Times 2002)
- Reference list entry:
Online Content:

Websites with a “lost modified date”:

- In-text citation:
  o (Google 2016)

- Reference list entry:

Websites without a “lost modified date” or publication date:

- In-text citation:
  o (CivicPlus, n.d.)

- Reference list entry:
  o Include date accessed

Blog posts

- In-text citation:
  o Same as book in-text citations

- Reference list entry:

Tweets:

- In-text citation:
  o Same as book in-text citations

- Reference list entry:

Special cases:

When citing two works, use a semicolon:
(Author Year, page#; Author Year, page#)

For works that have no date of publication
(Author, n.d.)