Style Sheet for Juniata Voices

Our general guide is *The Chicago Manual of Style*.

Title Section
Title: center – Book Antiqua 20
One line (14 pt) between title and author.
Author: center, bold, Book Antiqua 14 pt
Date/Lecture (e.g., McQuaide Distinguished Lecture in History) :
                center, Book Antiqua italics, 12 pt, in italics, no bold

Sentence identifying the lecturer: 12, Book Antiqua, no bold, no italics

We bend the *Chicago* rules in the sentence identifying the lecturer. Technically a job title should be capitalized when used right before a name ("Professor of History David Hsiung") but not otherwise ("David Hsiung is professor of history at Juniata College.") However, as in the example below, we often capitalize the speaker's title even when it is not used as part of the speaker's name because this sentence is part of the title section. Elsewhere in an article, follow *Chicago*.
Normally, students should be identified by year of graduation ("Jane Q. Smith, Class of 2016") rather than as a sophomore or junior.

See example:

Honor, Mercy, or Justice?

James Roney
Awards Convocation Address, May 4, 2010

James Roney is Professor of World Languages and Cultures at Juniata College.

After title section 2 ½ line spaces from title material to text of body

Body Text
Use 11 point Times New Roman (approximately 250 words per page)
1 inch margin on all sides of the paper
Flush left, rag right
1.5 line spacing for text
Commas and periods inside quotation marks (i.e., American, not English style)
One space after periods for sentences
Indent .5 to start new paragraph (except first, see below)

First Paragraph
No indent
First Letter – Book Antiqua 39.5:
(Use the template, but here are the old instructions in case you need them: it must be one line above rest of sentence, then click, 'insert' tab: select drop cap – Dropped. Then in options, add a 0.1 spacing)

No hard return between paragraphs.

Header/Footer:
Header: set at .8"
Footer: set at .5" Times New Roman, 10 pt
Footer text: ##| Juniata Voices. For example: 2| Juniata Voices

[Go to the "Insert" tab, click on "Page Number," select "Bottom of the Page" and choose the "Plain Number 1" option. The page number should appear in the footer. Then copy this: | Juniata Voices and insert it next to the page number. It should then appear on each page.]

Section Headings:
Flush left
First level heads in CAPS For example: CAMPAIGNING AND GOVERNING

Second level heads in upper and lower case. For example: The Party System
Try not to have third level heads
One extra line space above headings, but no extra line below

More than one speaker:
We are using
http://www.juniata.edu/services/jcpress/voices/pdf/2011/jv_2011_17-21.pdf as a model.
A new speaker gets a new paragraph. The speaker is identified in bold at the beginning of the paragraph, using first and last name the first time and last name only otherwise. The name is followed by a colon. As in other articles, paragraphs are indented and there is no extra line between paragraphs.

We would like to avoid having the initial drop cap on the name of the first speaker. Often there is an introductory paragraph before the speakers start, which takes care the problem. If there is no introductory paragraph but the identity of the first speaker becomes clear within the first two sentences, we can omit the boldface identification on the first paragraph.

Style:
In keeping with its name, *Juniata Voices* tries to preserve the voice of the author. The style guide may be bent in favor of allowing the voice to come through at times.

Quotes and Paraphrasing:
Minimize extensive quotes
Quotations over five lines or fifty words should be indented on both sides and right-justified; single spaced and in 10 point type; no quotation marks at beginning and end; quotes within the quote should have double quotation marks
Permissions will be needed for more than two lines of poetry, more than 250 words

Numbers:
Spell out all numbers from one to ninety-nine.
Use numerals for 100 and above. However, round numbers that are clearly approximations can be spelled out if it is in keeping with the style of the piece. ("There were two thousand Union casualties.")
Percentages should generally be expressed as numerals with a percent sign. However, percentages made up for rhetorical effect may be spelled out. ("I don't even know where my keys are fifty percent of the time.")

Italics:
Use for emphasis only when absolutely necessary
Use for foreign words
Use for endnotes, see below

Use for books, artwork, ships, etc.

Illustrations:

Images are centered and the text does not wrap around them. (If you have a very informal piece that you think requires a different treatment, talk to the editor-in-chief.)
Include full captions, as required
In-text references to figures are capitalized (Figure 6)
Captions are in Times New Roman 10 pt, centered, single space, below the figure
Here is an artwork example from *Chicago*.

Leonardo da Vinci, *Madonna of the Rocks*. Oil on canvas (original panel), 78 × 48 ½ in. Louvre, Paris.

Give credit to photographers
Keep the original proportions on artwork
Include charts and tables, as required (indicate approximate placement in text)
REMINDER: authors are responsible for securing all permissions to reproduce material

References:
All references placed as endnotes
Use Arabic numbers
Put them at the end of text in a section marked "NOTES" – all caps 11 pt Times New Roman
Use for comments too
References also 11 pt Times New Roman
Single space
Note: There is a file on the Voices drive that explains how to delete the endnote separator line.

Endnote Examples

We usually spell out the author's first name, but if the original book or journal used only initials, just use the initials.

<u>Books</u>

1.   Thomas C. Patterson, *The Evolution of Ancient Societies: A World Archaeology* (Englewood Cliffs, NJ: Prentice Hall, 1981), pp. 114-115.

For a translated book:

2.   Thomas Mann, *Death in Venice,* rev. ed., trans. Kenneth Burke (New York: Alfred A. Knopf, 1965), p. 26.

For an edited book: add ed., or eds., after the author name(s).

Journal Articles
3.   George P. Murdock and Catherine Provost, "Factors in the Division of Labor by Sex: A Cross-Cultural Analysis," *Ethnology,* 12 (1973): 206.

Chapter in a Book:
4.   Richard B. Lee, "What Hunters Do for a Living, or, How to Make Out on Scarce Resources," in Richard B. Lee and Irven DeVore, eds. *Man the Hunter* (Chicago: Aldine, 1968), pp. 30-32.

Unpublished Work
5.   Louise U. Sorenson, "An Analysis of Defense Spending" (unpublished Master's thesis, McMaster University, 1973), p. 11.

Repeat Citations: Ibid. can be used <u>only</u> if the citation was the last footnote. Use Ibid., p. xx, if the page number is different. Otherwise use shortened author names and shortened titles.

Repeat Citation for book:
6.   Patterson, *Evolution of Ancient Societies,* p. 123.

Repeat citation for an article:
7.   Murdock and Provost, "Factors in the Division of Labor," p. 207.

Web site: For items published both in print and on the web, defer to the print citation style and do not add the url. For web-only sources, use the following as models. Examples 9-11 are taken from *Chicago*.
8.   "Google Privacy Policy," last modified March 11, 2009, http://www.google.com/intl/en/privacypolicy.html.
9.   J. Sirosh, R. Miikkulainen, and J. A. Bednar, "Self-Organization of Orientation Maps, Lateral Connections, and Dynamic Receptive Fields in the Primary Visual Cortex," in *Lateral Interactions in the Cortex: Structure and Function*, ed. J. Sirosh, R. Miikkulainen, and Y. Choe (Austin, TX: UTCS Neural Networks Research Group, 1996), http://www.cs.utexas.edu/users/nn/web-pubs/htmlbook96/ (accessed August 27, 2001).
10.   Henry James, *The Ambassadors* (1909; Project Gutenberg, 1996), ftp://ibiblio.org/pub/docs/books/gutenberg/etext96/ambas10.txt.
11.   Richard Stenger, "Tiny Human-Borne Monitoring Device Sparks Privacy Fears," *CNN.com*, December 20, 1999, http://www.cnn.com/1999/TECH/ptech/12/20/implant.device.

Newspaper
12.   Bill Schackner, "A Juniata College senior, following Thoreau, is living in a hut in the woods," *Pittsburgh Post-Gazette* (Pittsburgh, PA) November 30, 2014
Editor's Introduction

Include volume and ISSN at end of introduction
List the editorial board for that volume

Art of Editing for Voices

- Fact Checking: We editors want the pieces to be as good as they can be and as useful as possible to readers, so we make corrections when we see mistakes. We are also mindful about how much time such fact checking takes, so please don't let the task consume you. In the end, it is the speaker's work and so the buck does eventually stop there.
- Citation Checking: (See fact checking above.) In general we do try to check citations for correctness.
- The shape of quotation marks and apostrophes: Typically, Word provides "curved" quotations marks and apostrophes, but sometimes "straight" quotation marks and apostrophes appear. Use the curved quotes. However, the marks used to indicate inches (as in the caption for a painting) are not quotation marks; they are double primes and should be straight.

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