Miscellaneous Style & Formatting Rules

Primary guides:

- For style and punctuation, *The Chicago Manual of Style*
- For spelling, *Webster’s Collegiate Dictionary*.

A or An
a historical (not an)

Act
should be lowercase. “act 3” not “Act 3”

Acronyms
All capitals, no periods: UN, US, WHO

Adjectives:

- Use hyphens in compound adjectives: self-reliant, twentieth-century play
- But: African American, Asian American, etc.
- Adverbs ending in “ly” are not followed by hyphens
- Most commonly used prefixes form closed compounds: e.g., antebellum; antihero; coauthor; coeditor; metatheatre; reexamine. Exceptions include homographs (re-create) and potentially difficult forms: anti-utopian; coedition.

Adverbial transitions
Always precede any of the following words with a semicolon and follow with a comma when the word is used transitionally between clauses of a compound sentence: then, however, thus, hence, indeed, accordingly, besides, and therefore.

Biographies
Contributor Bios should be no longer than 200 words and should be updated regularly.

Captions

Commas
Use serial commas: thus, thus, and thus.

Dates:

- Use day month year: 1 November 1954
- Spell out months in full.
• Spell out centuries in full: twentieth, not 20th
• Write decades in full: 1960s; not 1960’s, 60s, ’60s, or sixties.
• “The 1993–94 season” or “from 1993 to 1994” or “between 1993 and 1994”
• Note: use an En dash, not a hyphen, for “1993–94 season.”

Ellipses
No spaces between periods. (‘’ not “…”)

Footnotes:

• Chicago Manual of Style should be used: Julie Scott Meisami and Paul Starkey, Encyclopedia of Arabic Literature (New York: Routledge, 1998), 65.
• Convert all endnotes to footnotes
• Numerical widgets as ’ not roman numerals (I, ii, …) or dots (∗)

Foreign Titles
NO Arabic diacritics.

Italics

• Do use for: titles of books, periodicals, and plays;
• foreign words and phrases should be italicized on first usage only (subsequent notes/translations are encouraged, especially for titles)
• [sic] (Note that sic is not followed by a period.)
• Don’t use for: scholarly abbreviations: e.g., et. al., ibid., i.e.; foreign-derived words or phrases entered without italics in the dictionary, such as: cliché; mise en scène; vis à vis.

Numbers and Number Ranges:

• In general, spell out numbers one to ninety-nine; use digits for 100 and above.
• But: use Arabic numerals for verse plays: 1.1.111–12.
• Otherwise, use lowercase and Arabic: act 3; scene 3; scene 3.3; part 3.
• With times, lower case and periods on a.m. and p.m.

Onstage and Offstage
These are both one word, not two.

Photos
Each contributor should submit one picture along with their article (with the proper caption, see above captions guideline.) Photos should be 300dpi, JPEG, preferably in color, ideally 6×9 inches (six inches wide, 9 inches high; 300dpi for the full size image.) It is the responsibility of the contributor to secure the copyright and permission for the use of the images for AS (Arab Stages). The photo credit has to be included in the JPEG file name and needs to be listed at the end of the manuscript. The photo credit and JPEG image file should be listed in the following format:

Possessives
's after a proper name ending in "s" (Williams's), except for old Greeks (Socrates').
Or any name ending in an “-es” sound (Laertes')

Punctuation
Comma and period inside quotation marks and parenthesis; colon and semicolon
outside.

Quotes
Use Straight Quotes (“ “) and not Smart Quotes (” ”) when editing in a Word
program.

References to Previous Editions
Should include Volume/Number and Date enclosed in brackets. Ex: [AS 1.1, Fall
2014].

Scene
Should be lowercase. “scene 3” not “Scene 3”

Spaces
One space after periods that end a sentence. In fact, one space after all punctuation
(colons, etc.). No space before or after dashes.

Spellings:

- Theatre, except in proper nouns using “Theater.”
- Employ American spelling and usage: e.g., analyze; center; color; gray; labor;
  while (not whilst), toward (not towards)
- City University of New York Graduate Center (on first reference, then CUNY
  Graduate Center)
- Use the following particular spellings:

  aesthetic
  acknowledgement
  actor-director (not actor / director)
  agit-prop
  avant-garde
  Chekhov
  co-opt
  debut, debuted
  judgment
  metatheatre
  premiere (as of a play)
  postmodern
  repartee
  stageworthy