

Miscellaneous Style & Formatting Rules

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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; co-edition.

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

As simple as possible. In first reference, playwright's name, play title, director's name, and photo credit. In subsequent captions, drop author's first name and director's name. Example: Jean-Paul Sartre's *Dirty Hands*, directed by Andreas Kriegenburg. Photo: Arno Declair. Or: Le Theatre du Soleil's *Les Ephemeres*. Photo: courtesy Avignon Festival. Centered in box, Times 8 pt. font.

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 ⁷ 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:

Rituel Pour Une Métamorphose, by Sādallah Wannous. Photo: Cosimo Mirco Magliocca, Comédie Francaise, Paris 2013.

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