

## *James Baldwin Review* House Style Guidelines

The following style guidelines must be adhered to for all articles submitted to the *James Baldwin Review*. Please refer to the relevant sections and examples below—particularly section 4 on References—and bear in mind these **key points**:

- Articles should be a minimum of **5,000** words, and not exceed **10,000** words, including Notes and Works Cited.
- *JBR* uses **short-title** endnote referencing; each article must also have a thorough “Works Cited” section.
- *JBR* style guidelines are broadly based on the *Chicago Manual of Style*.
- *JBR* uses **American styles** for spelling and punctuation—e.g. criticize, color, and double quotation marks, serial commas.
- Parenthetical phrases should be kept to a minimum. If you must employ them, use an em-dash—like this—instead of parentheses (NOT like this).
- *JBR* courts an international, interdisciplinary audience. Therefore, articles should avoid jargon and be sure to explain any specialized terms or contextual details.
- Articles should be sent via email as a MS Word document to **joyceja@newschool.edu**.
- Dual/simultaneous submissions will not be accepted.

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## 1 Preparation of manuscript

### 1.1 General formatting

- Articles must use short-title endnote referencing with an additional “Works Cited” section at the end—see 4.1–4.3 below.
- Pages should be numbered and all text double-spaced, including notes.
- Articles must be submitted in .doc or .docx format; PDFs are not accepted.
- Articles should be between 5,000–10,000 words, including notes.

### 1.2 Cover page

Articles must begin with a cover page, which must include the following:

- Article title and subtitle
- Author(s) name
- Author bio
- Abstract (300 words)
- 3–6 keywords
- NB. Do NOT include your name or institutional address anywhere in the article proper.

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## 2 Headings

- Headings and section breaks should be avoided; instead, write your way between points and transitions within the article.
- If a heading is necessary, use different type sizes or italics to distinguish levels of heading; do NOT use bold.
- Use maximum/headline capitalization in all headings, and in titles of all published works in the text and notes.

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## 3 Quotations

Authors are responsible for checking that all quotations are correct.

- Each and every quote requires an endnote citation.
- Use double quotation marks. The closing quotation mark should follow the final punctuation. Like so, “lorem ipsum.”
- Quotations shorter than 50 words should be in the text and placed in double quotation marks. Single quotation marks should be used only for a quotation within a quotation. The endnote cue should appear directly after the closing quotation mark.
- Quotations longer 50 words should be extracted. Indent the quotation on a new line, with a space above and below. Do not italicize the quotation or enclose it in quotation marks. Place the endnote cue immediately after the closing full point with no further punctuation after it.
- Use ellipses—three unspaced dots with space before and after—to indicate missing material within a quote. Do not use at the beginning and end of the quote unless it would affect the sense. Use square brackets around ellipses only where a large chunk of text is omitted.

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## 4 References: Endnotes and “Works Cited”

*JBR* uses a short-title referencing system with a comprehensive “Works Cited” section at the end of each article. **The referencing must be consistent and complete throughout the article body, notes, and “Works Cited.” This is the author’s responsibility.**

### 4.1 Short-title system

The short-title system uses numbered endnotes. *JBR* broadly follows the *Chicago Manual of Style*.

- Article endnotes and “Works Cited” section should both contain all the publications cited in the text. NB. In endnotes, author’s name appears as First name Last name; in “Works Cited,” name appears Last name, First name.
- Where a single edition or literary text is referred to continually throughout the article, the full reference should be given to the first citation in an endnote. Second and further references cite only the author’s surname and the work’s title, shortened if necessary.
- Endnotes should use Arabic numbering, superscript in the text and full-size in the notes.
- Ensure any shortened forms are meaningful.
- *Ibid.* is acceptable. NB. *Ibid.* refers specifically to the last reference used—thus, *ibid.* indicates the exact detail from the previous endnote, and *ibid.*, p. 61 indicates a different page number in the same work.
- Use p. or pp. to give a specific page or page span.

- Include a “Works Cited” section after the endnotes. It is acceptable to use *et al.* in the short-title notes for works with more than two authors but you should give all authors’ names in the full reference endnote and “Works Cited” section.
- Include full chapter page-spans in “Works Cited” but only specific page reference cited in endnotes.
- Use the following commonly abbreviated Baldwin titles in short-title references:
  - *Blues for Mister Charlie*——*Blues for Charlie*
  - *Going to Meet the Man*——*Going to Meet*
  - *Go Tell it on the Mountain* ——*Go Tell It*
  - *If Beale Street Could Talk*——*Beale Street*
  - *Just Above my Head*——*Just Above*
  - *Little Man, Little Man*——*Little Man*
  - *Nobody Knows My Name*——*Nobody Knows*
  - *No Name in the Street*——*No Name*
  - *Notes of a Native Son*——*Notes* [NB to avoid confusion with R. Wright’s canonical text, *Native Son*]
  - *One Day, When I was Lost*——*One Day*
  - *Tell Me How Long the Train’s Been Gone* ——*Train’s Been Gone*
  - *The Devil Finds Work*——*Devil Finds Work*
  - *The Evidence of Things not Seen*——*Evidence*
  - *The Fire Next Time*——*Fire Next Time*
  - *The Price of the Ticket*——*Price*

## 4.2 Types of references

### 4.2.1 Books

- Book titles: use initial capitalization—i.e. all important words, including first word after colon—italic; no quotation marks.
- Chapter titles within books: roman, in double quotation marks.
- For all book references, give both place of publication and publisher if possible.
- Spell out university presses—e.g. Manchester University Press, not MUP.
- Ensure that references to publications such as Baldwin’s *Collected Essays*, edited by Toni Morrison, and his uncollected writings in *The Cross of Redemption*, edited by Randall Kenan, give full, clear publication details—including the year of the essay’s original publication—so they are helpful to the reader. E.g. Baldwin, James, “Faulkner and Desegregation” (1956), in Baldwin, *Collected Essays*, ed. Toni Morrison (New York,

Library of America, 1998), pp. 209–14. (Short title used thereafter points to the Baldwin essay, not the edited collections: Baldwin, “Faulkner and Desegregation,” p. 212.)

### Single author of a book

**Notes:** Douglas Field, *All Those Strangers: The Art and Lives of James Baldwin* (Oxford and New York, Oxford University Press, 2015), p. 54.

**Works Cited:** Field, Douglas, *All Those Strangers: The Art and Lives of James Baldwin* (Oxford and New York, Oxford University Press, 2015).

### Joint authors of a book

**Notes:** Shoshana Felman and Dori Laub, *Testimony: Crises of Witnessing in Literature, Psychoanalysis, and History* (New York, Routledge, 1991), p. 81.

**Works Cited:** Felman, Shoshana, and Dori Laub, *Testimony: Crises of Witnessing in Literature, Psychoanalysis, and History* (New York, Routledge, 1991).

### Single editor of a book

**Notes:** Michele Elam (ed.), *The Cambridge Companion to James Baldwin* (Cambridge, Cambridge University Press, 2015), p. 28.

**Works Cited:** Elam, Michele (ed.), *The Cambridge Companion to James Baldwin* (Cambridge, Cambridge University Press, 2015).

### Joint editors of a book

**Notes:** Cora Kaplan and Bill Schwarz (eds.), *James Baldwin: America and Beyond* (Ann Arbor, University of Michigan Press, 2011), p. 95.

**Works Cited:** Kaplan, Cora, and Bill Schwarz (eds.), *James Baldwin: America and Beyond* (Ann Arbor, University of Michigan Press, 2011).

### Single author of a chapter within a book

**Notes:** James Darsey, “Baldwin’s Cosmopolitan Loneliness,” in Dwight A. McBride (ed.), *James Baldwin Now* (New York, New York University Press, 1999), p. 202.

**Works Cited:** Darsey, James, “Baldwin’s Cosmopolitan Loneliness,” in Dwight A. McBride (ed.), *James Baldwin Now* (New York, New York University Press, 1999), pp. 187–207.

### Translation

**Notes:** Lara-Vinca Masini, *Art Nouveau*, trans. L. Fairbairn (London, Thames & Hudson, 1984), p. 202.

**Works Cited:** Masini, Lara-Vinca, *Art Nouveau*, trans. L. Fairbairn (London, Thames & Hudson, 1984).

#### 4.2.2 Ebooks

- If directing the reader to a specific page, it is best to refer to ebooks in the PDF file format, as these usually retain the original layout and pagination of the print version.
- If no pages are available in an ebook, you should refer to chapter, subheading, and paragraph number instead. Be aware that this will entail counting the paragraphs from the beginning of that chapter or subheading.

#### 4.2.3 Journals

- Journal titles should always be in italic. Provide the full title of the journal at first mention.
- Article titles should appear in double quotation marks, not in italics.
- Use this format: Author, "Name of Article," *Journal Title*, volume: issue (year published), page references.
- If the journal has been accessed online, add the DOI after the page range: e.g. DOI: 10.7227/JBR.5.1.

**Notes:** Lindsey R. Swindall, "There is No Texting at James Baldwin's Table," *James Baldwin Review*, 4 (2018), p. 105.

**Works Cited:** Swindall, Lindsey R., "There is No Texting at James Baldwin's Table," *James Baldwin Review*, 4 (2018), pp. 109–13.

#### 4.2.4 MSS and other unpublished sources

- References to unpublished books, theses, and dissertations should be in double quotation marks, and include the type of document, place of publication, and year of publication (if relevant).  
e.g. J. Cheshire, "Early Victorian Stained Glass" (PhD dissertation, University of Exeter, 1998).
- Conference papers should give the name of the organising body, the title of the conference, location, and the date the paper was given. If a conference paper has been published, it should be treated as a journal article.
- Titles of individual manuscripts should appear in double quotation marks.
- Titles of manuscript collections should appear without quotation marks, and the citation should contain the full reference of the depository, e.g. British Library, Additional MS 2787.
- Parts of the reference may be abbreviated, provided that the abbreviation is explained or self-explanatory.

#### 4.2.5 Archival sources

Use the following order: place, reference no. of file, reference no. of document, status of document, author, title, date, page no.

e.g. Public Record Office, London (hereafter PRO), T235/134, MAC (52) 153, memo by C. Cottrell, "Money," August 6, 1952, p. 2.

#### 4.2.6 Newspaper articles

- Use the following style for newspaper articles, giving the author's name if possible:  
Barratt, P., "The Big Fella: Michael Collins at the Movies," *The Irish Times* (October 12, 1996), p. 2.

#### 4.2.7 Internet sources

- Do not include `http://` if `www` is included. Do not underline or italicize. Do not include angled brackets (< >). Include a full stop after the address if it occurs at the end of a sentence or note.
- Give dates when the sites were accessed, within parentheses: e.g. (accessed June 17, 2022).
- Avoid long URLs if possible and use a reputable URL shortening service if necessary.
- Be wary of URLs that have been accessed through a members-only server—e.g. a university network or newspaper subscription.
- Social media sites and profiles may be utilized, but as these posts are often deleted, they should be used sparingly and with caution.

#### 4.2.8 Foreign titles

- Capitalize titles according to the correct capitalization in the original language. See section 5.4.9 of [MUP's main house-style guidelines](#) on how to present French and German titles.

#### 4.3 "Works Cited" section

##### **References must be formatted consistently.**

Articles may be returned to authors where the style guidelines have not been followed.

- References sections must be titled "Works Cited" and include only and all of the publications cited in the text.
- Works must appear in alphabetical order of author surname. Surname should precede first name or first initial, which should be spaced.
- Do not order references by type—e.g. Books, Articles—as this makes it difficult for the reader to find a text.
- Works by the same author must appear in alphabetical order of title.
- Authored works precede works edited by the same writer; works by a single author precede

joint works. For subsequent works by the same author, use 3 em-dashes followed by a full-point to substitute for the author's name.

- For multi-author works, all authors' names should be given, unless there are more than three, though *et al.* is acceptable in notes.

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## 5 Spelling and punctuation

### 5.1 American spelling

- *JBR* uses American/~ize spelling and punctuation styles.
- Retain British spelling only for British proper names and in relevant quotations.

### 5.2 Foreign terms

- Use italics for any words in another language.
- Anglicized terms, such as "elite," "role," "naïve," should not be italicized.

### 5.3 Punctuation

- Use a single space after all punctuation.

- Use a serial comma in lists—e.g. me, myself, and I.
- Apostrophe: Thomas's, Jones's, but Moses', Bridges': i.e. when the word ending is pronounced "iz," use an apostrophe only.
- Use spaced full-points for first-name initials—W. E. B. Du Bois.
- Parenthetical phrases should be kept to a minimum: if they are necessary, use unspaced em-dashes—like this—and NOT parentheses.
- Quotation marks: use double quotation marks. Only use single quotation marks for a quote within a quote. The final quotation mark should follow the final comma, full point etc.

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## 6 Capitalization

- Black should always be capitalized, unless in an original quotation, e.g. Black Power, Black Arts movement, Black Lives Matter movement, etc.
- African American, *not* African-American, i.e. no hyphen.
- Lower case for civil rights and its derivatives: the civil rights movement, civil rights era, etc. but NB upper case for the Civil Rights Act.
- the President—referring to a specific individual—but a president and a presidential candidate.
- the Vice-President, the Co-Director, the Deputy-Principal.
- the Prime Minister, but a prime minister.

- the King—referring to a specific individual—but a king.
- the Crown—meaning the monarchy.
- the Government (specific) but government (general).
- republican—use capital form only for Republican Party or a party member. This also applies to democrat, liberal, communist, conservative, etc.
- Northern Ireland, but northern England.
- the Parliament (but parliamentary); Member of Parliament.
- the Senate (always capitalized).
- the State—when referring to political communities—but the southern states. NB capitalize the South.
- the West, Western Europe, but western England.

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## 7 Numbers

### 7.1 When to spell out

Spell out numbers, whether ordinal or cardinal, below 100: "one, first." Observe the following exceptions:

- In a series of numbers appearing close together in a mixed sequence, use digits for all numbers in that section.
- Use digits for numbers that give exact measurements or appear with abbreviated units of measurement such as 7 kg, 15.8 mm.
- Use digits in phrases involving hundreds, thousands, millions, etc., where round numbers are given—e.g., two hundred, fifteen thousand.
- Always use digits with "percent."

### 7.2 Elision

- Use minimum digits in number spans, e.g. 133–4, not 133–34 or 133–134.
- Elide number spans except for the teens, e.g. 112–13, not 112–3.
- Numbers greater than 999 should show a comma after the thousands digit, e.g. 3,500, 11,650.

### 7.3 Units of measurement

- Use abbreviated units of measurement, except for percent. Use digits with abbreviated units of measurement, but spell out numbers if units are also spelled out, e.g. 5 cm, but five centimetres.
- Always put a number either side of a decimal point, e.g. 0.6, not .6.
- If pre-decimal currency is used, follow this style: £5 15s 6d.

## 7.4 Dates

- Use the following style: January 31, 1986—not 31st January or 31 January.
- Elide years to double digits: 1985–86—not 1985–6 or 1985–1986. Observe the following exceptions: 1999–2001, 2001–3.
- 1985/86 may be used where years form a unit, such as a financial year.

- BCE years must be given in full: 536–514, not 536–14.
- Spell out “nineteenth century” (not 19th). Hyphenate only when attributive, e.g. “nineteenth-century furniture” but “in the nineteenth century.”
- Use 1930s—not thirties, 30s or '30s.

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## 8 Abbreviations

- Avoid uncommon abbreviations. If used, explain meaning at their first occurrence.
- *idem*, *loc. cit.*, *op. cit.* must not be used.
- percent, not per cent or %.
- *v.* for parties in a legal case, italic—e.g. *Brown v. Board*. NB. use *vs.* or *versus* for conversational comparison—not italic.
- See section 9 of [MUP's main house-style guidelines](#) for further guidance on abbreviations.

- Use full points after abbreviations that end in a lower-case letter, such as e.g., i.e., p., etc., *et al.*, *ibid.*, v., vol., p.m., Prof., Dr., Mr., Mrs., Jr. Insert a single space after the full point, so p. 67, not p.67.
- As per *CMS 7.14*, use a full point after singular and plural abbreviated forms, so vol. and vols., and ed. and eds.
- Do not use a full point after the following:
  - units of measurement (kg, mm)
  - academic titles (MA, PhD)
  - abbreviated forms that are usually abbreviated and rarely spelled out (FBI, NASA, NATO, UK, USA)
  - state abbreviations in references (NC, TX)
  - an entire name replaced by initials (JFK)

### 8.1 Punctuation and spacing with abbreviations

- Use spaced full points for first-name initials, e.g. W. E. B. Du Bois.

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## 9 Italic and bold

### 9.1 Use of italic

If emphasis is required, italic is preferred; *do NOT* use bold for emphasis.

Observe the following usages of italic:

- titles of publications, including books—except the Bible, the Quran, etc.—journals, films, videos, plays, TV and radio programmes, titled musical works

- long poems—e.g., *Paterson*—but roman and quotation marks for short poems, e.g. “The Red Wheelbarrow”
- titles of paintings and sculptures
- names of ships
- genera, species, and varieties
- names of parties in legal cases—e.g. *Roe v. Wade*
- stage directions
- *ibid.* and *et al.* are italic, but *via*, *vice versa*, i.e., e.g. are not italic

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## 10 Illustrations

### 10.1 Figures

Illustrations should not be included in the final manuscript; submit all illustrations as separate files, labelled appropriately, e.g. Figure 1.jpg.

- Images should have a resolution of 300dpi.
- .jpg format is preferred—but .tiff or .pdf may be acceptable instead.
- Figures and tables should be numbered consecutively, e.g. Figure 1, Table 1, Figure 2, Table 2.
- Electronic images and scans can be checked in advance of publication. Please submit them to your *JBR* editor contact.

### 10.2 Other types of illustration

Tables and graphs occasionally feature in *JBR* articles. If your article contains these elements, refer to section 2 of [MUP's main house-style guidelines](#) for further guidance or ask your *JBR* editor contact.

### 10.3 Positioning of illustrations

The desired position of illustrations must be indicated by the author in the text with a callout: e.g. “insert Figure 1 here.” The callout should be on its own line and be followed by the figure caption, which must include the source and credit detail. Due to typesetting constraints, illustrations may not appear in the exact location requested.

## 10.4 Permissions

All permissions to reproduce images should be cleared with the copyright holder *by the author* before final submission of the revised typescript. However, please *do not* contact institutions

regarding permissions before your article has been accepted and the proposed images approved. Permissions must be fully cleared *by the submitting author* by April 1 for it to appear in that year's volume of *JBR*.

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## 11 Avoiding offensive and exclusionary language

*JBR* expects authors to use non-discriminatory language. Authors must familiarize themselves with the terms generally in use by the specific people they are writing about and the reasons certain terms are preferred.

*JBR* requests that authors take responsibility for their language choices and consider their use of terminology carefully.

In addition to the specific points below, please also consult section 11 of [MUP's main house-style guidelines](#) for further guidance on writing about disability, race and ethnicity, gender and gender identity, sexuality, and religion.

Most major style guides, including the *Chicago Manual of Style*, will also provide guidance on avoiding bias and anti-discriminatory language. For specific instances or queries, please consult your *JBR* editor for guidance.

### 11.1 Race and ethnicity

- If you are writing about one specific group, use the specific term.
- Wherever possible, avoid using singular articles to refer to communities. i.e. "Black communities," NOT "the Black community." Using the singular implies that there is only one, or only one authentic, way to live Blackness. The same holds when discussing other communities or

affiliations. *JBR* expects authors to respect the plurality and diversity of racial, ethnic, gendered, and sexual experiences.

- BAME (Black, Asian and Minority Ethnic) and BME (Black and Minority Ethnic) are commonly used terms in the social sciences and may be appropriate for work in that context. However, be more specific where possible, and always spell out the acronym. The same applies to similar North American acronyms: POC (People of Colour) and BIPOC (Black, Indigenous, People of Colour). Do not use these acronyms in the plural (e.g. POCs).
- Mixed race, mixed heritage, dual heritage, or multiple heritage are generally accepted terms; however, authors should always consider context and specificity.
- "Indigenous peoples" is the preferred term for native groups, though authors should note that this is not a homogeneous category, even within a current national territory. Where possible, use the specific name of the people being discussed.
- Avoid the term "minority" if possible. "Historically marginalized" may be more appropriate.
- Capitalize racial/ethnic groups: Black, Asian, Native American. NB "white" should not be capitalized.
- *JBR* advises authors to reflect on ongoing debates on the capitalization of "Black" when it refers to racial and ethnic identity. Individual preferences will vary, and *JBR* acknowledges that usage may depend on context, but our current house style calls for "Black," not "black."

*Last updated July 2022*