**Nka Style Sheet**

This style sheet is an important supplement to the DUP Journal Style Guide. Listed below are *Nka* style points that are in addition to what is outlined in the DUP Journal Style Guide.

## Style Points Unique to *Nka*

### ACKNOWLEDGMENTS

Acknowledgments are made in the first unnumbered note and are written in the first person. Prior publication should be noted.

This essay owes most to the artists in the exhibition. I have benefited from conversations and correspondence with all of them, and I am grateful for their generosity. The essay was originally published in the exhibition catalogue *Home Lands—Land Marks: Contemporary Art from South Africa* (London: Haunch of Venison, 2008).

### DOCUMENTATION

Endnotes are used; *there is no bibliography*. The first citation of a work provides full bibliographic information. Subsequent citations contain the author’s last name, a shortened title, and a page number. If several works by the same author are cited consecutively in a note, the author’s last name is repeated for the second and subsequent works. *Et al.* is used for works by more than three authors or editors. In citations of online works, “http://” is deleted from URLs unless they do not function without it, and access dates are required only in the absence of publication dates.

Commonly used abbreviations include *cf.*, chap. (chaps.), ed. (eds.), e.g., esp., *et al.* (used of people), etc. (used of things), fol. (fols.), i.e., introd., l. (ll.), lit. (“literally”), n. (nn.), pt. (pts.), repr., sec. (secs.), ser., s.v., vol. (vols.). Note that ed. (“edited by”) is used before editors’ names and that ed. or eds. (“editor,” “editors’”) is used after them; trans. means “translated by” when preceding names and “translator” or “translators” when following them. *Ibid.* is seldom used; f. (ff.), op. cit., and loc. cit. are not used, nor are the words *eadem, idem, infra*, and *supra*. Latin abbreviations are not italicized. Death rates varied from 19.2 to 53.9 per annum, with values ranging from 22.0 to 31.6 in 80 percent of all years.

For additional information about documentation style, please refer to the *Chicago Manual of Style*, 17th edition (*CMS*).

### Sample Note Citations

**CATALOG**

*Note:* Exhibition catalogs are often published as books and are treated as such. Brochures that are often available to visitors to an exhibition and may be treated similarly (*CMS 14.236*).

*preferred*

or, if space is tight


**SCHOLARLY BOOK**


**EDITED WORK**

Selected Prose of T. S. Eliot, ed. Frank Kermode (London: Faber and Faber, 1975), 117. [The author’s name need not be given when the title of the book contains it.]


**PREFATORY MATTER**


**CHAPTER**


**FOREIGN-LANGUAGE WORK**


**TRANSLATION**

**MULTIAUTHOR WORK**

11 Vivian Bickford-Smith, Elizabeth van Heyningen, and Nigel Worden, *Cape Town in the Twentieth Century: An Illustrated Social History* (Cape Town: Philip, 1999), 167; Monica Blackmun Visonà et al., *A History of Art in Africa* (New York: Abrams, 2001). [The second citation refers to a work with more than three authors.]

**MULTIVOLUME WORK**


**REPRINTED WORK**


**REFERENCE WORK**


**JOURNAL ARTICLE**

18 Stephen G. Nichols, “Commentary and/as Image,” *South Atlantic Quarterly* 91, no. 4 (1992): 965–92. [Journal published in volumes. As a courtesy to readers, who increasingly locate articles online, issue numbers should be given if available.]


20 Judith Lewis, “’Tis a Misfortune to Be a Great Ladie’: Maternal Mortality in the British Aristocracy, 1558–1959,” *Journal of British Studies* 37, no. 1 (1998): 26–53. [Headline-style capitalization is used for the quotation in the title regardless of how the phrase appears in the original source (CMS 8.177 and 14.94).]

**MAGAZINE ARTICLE**


**NEWSPAPER ARTICLE**


**REVIEW**

SPECIAL ISSUE


DISSERTATION


PAPER OR PRESENTATION


INTERVIEW OR PERSONAL COMMUNICATION

Jacques Petits Fours (provost, Upper Midwestern University), interview by author, Ames, IA, February 20, 1995.


ONLINE SOURCE

Note: For websites other than online books and periodicals (see sample notes immediately below), include as much of the following information as possible: author of the content, title of the page (if there is one), title or owner of the site, URL, and access date (if no publication date is provided). The titles of websites and blogs generally use headline-style capitalization. See CMS 8.191 for guidance as to whether such titles should be set in roman type or italicized.


Boyan Jovanovic and Peter L. Rousseau, “Specific Capital and Technological Variety,” Journal of Human Capital 2 (2008): 135, doi:10.1086/590066. [If the author has provided a DOI rather than a URL, use the DOI; no URL is needed in that case. See CMS 14.8.]


CITATION FOLLOWING QUOTATION
My argument is informed by Achille Mbembe’s notion of the multiple temporalities of colonialism: “an interlocking of presents, pasts and futures, each age bearing, altering, and maintaining the previous ones” (On the Postcolony [Berkeley: University of California Press, 2001], 16).

Note: Citations of films do not require endnotes but may appear in the running text. They include the director’s name, the film’s title, and the year of release.

Salvatore Piscicelli’s film *Immacolata e concetta* (1979) was shown at the festival.

The film *Immacolata e concetta* (dir. Salvatore Piscicelli, 1979) was shown at the festival.

ART EXHIBITIONS & EXHIBITION CATALOGS

Note: Titles of world’s fairs and other large-scale exhibitions and fairs are capitalized but not italicized. Smaller exhibitions (e.g., at museums) and the titles of exhibition catalogs (often one and the same) are italicized (CMS 8.201).

the Great Exhibition of the Works of All Nations; the Great Exhibition of 1851; London’s Crystal Palace Exhibition; the exhibition

the World’s Columbian Exposition; the New York World’s Fair

A remarkable exhibition, *Motor Cycles*, was mounted at the Guggenheim Museum.

We saw the exhibition *Ansel Adams at 100* when visiting the Museum of Modern Art.

VIDEO & FILM RECORDINGS

Note: Citations of video and film recordings will vary according to the nature of the material (television show, movie, etc.). Any facts relevant to identifying the item should be included. Indexed scenes are treated as chapters and cited by title or by number (CMS 14.265).


MUSICAL RECORDINGS


Richard Strauss, *Don Quixote*, with Emanuel Feuermann (violoncello) and the Philadelphia Orchestra, conducted by Eugene Ormandy, recorded February 24, 1940, Biddulph LAB 042, 1991, compact disc.

Billie Holiday, vocalist, “I’m a Fool to Want You,” by Joel Herron, Frank Sinatra, and Jack Wolf, recorded February 20, 1958, with Ray Ellis, track 1 on *Lady in Satin*, Columbia CL 1157, 33⅓ rpm.


EPIGRAPHS
Epigraphs appear at the beginning of an essay, under the byline, and are left-justified. The attribution appears on the following line and contains the author’s name and the title. No endnote is provided.

The infectious spread of apartheid into the smallest detail of daily living has made South Africa a land of signs.

Ernest Cole, House of Bondage

INTERVIEWS & ROUNDTABLES
The names of the interviewer and the interviewee are given in full the first time and abbreviated subsequently. The abbreviation consists of unspaced initials without periods. Every question and answer begins flush left and is separated from the preceding answer or question by a line space.

Ray Waterhouse: You come from a painting background. . . .

Lalla Essaydi: My background in painting plays a very important role in . . .

RW: Where were the photographs . . . ?

LE: The Converging Territories series is set in . . .

With roundtables, the names of the convener and the panelists are given in full the first time. To prevent confusion, last names are used subsequently; abbreviations of names are not used. Every question and answer begins flush left and is separated from the preceding answer or question by a line space.

Chika Okeke-Agulu: Let me begin by mentioning . . .

John Picton: In 1989 Rasheed Araeen curated a show . . .

dele jegede: The stereotypes that John alludes to . . .

Okeke-Agulu: A lot of ideas generated in the first thread of exchanges are proliferating . . .

REVIEWS
Reviews have head matter, in lieu of a title, and a byline (the latter appears at the end of the text). If the item under review is an exhibition, the head matter contains, on the first line, the artist’s name and then, on the second and subsequent lines, the exhibition’s title, location, and dates.

Deborah Poynton

Everything Matters: ACA Gallery of the Savannah College of Art and Design, Atlanta, Georgia, February 19–March 29, 2009

If the item under review is a book, the head matter contains the author’s or editor’s name, the book’s title, and the facts of publication.
Duke University Press Journals Style Guide
4/18

Duke University Press journals adhere to the rules in this style guide and to The Chicago Manual of Style, 17th ed. (CMS). Documentation style and elements of style specific to individual journals are addressed in separate documents.

ABBREVIATIONS

Corporate, municipal, national, and supranational abbreviations and acronyms appear in full caps. Most initialisms (abbreviations pronounced as strings of letters) are preceded by the.

- further expansion of NATO’s membership
- dissent within the AFL-CIO
- sexism is rampant at IBM
- certain US constituencies

Latin abbreviations, such as e.g. and i.e., are usually restricted to parenthetical text and notes and are set in roman type, not italics. The word sic, however, is italicized.

Personal initials have periods and are spaced.

W. E. B. Du Bois; C. D. Wright

ABSTRACT

Substantial articles should include an abstract of approximately 200 words. Book reviews and short issue introductions do not require abstracts.

Abstracts should be written in the third person (“This article proposes . . .”) not the first person (“I propose . . .”).

CAPITALIZATION. See also SPELLING AND TERMS

After a Colon

If the material introduced by a colon consists of more than one sentence, or if it is a quotation or a speech in dialogue, it should begin with a capital letter. Otherwise, it begins with a lowercase letter. See CMS 6.63.
Quotations
Silently correct initial capitalization in quotations depending on the relationship of the quotation to the rest of the sentence (see CMS 13.19). For instance:

Smith stated that “we must carefully consider all aspects of the problem.”

but
Smith stated, “We must carefully consider all aspects of the problem.”

A lowercase letter following a period plus three dots should be capitalized if it begins a grammatically complete sentence (CMS 13.53).

The spirit of our American radicalism is destructive. . . . The conservative movement . . . is timid, and merely defensive of property.

Terms
A down (lowercase) style is generally preferred for terms. See CMS, chap. 8, for detailed guidelines on capitalization of terms.

Titles of Works
For titles in English, capitalize the first and last words and all nouns, pronouns, adjectives, verbs, adverbs, and subordinating conjunctions (if, because, that, etc.). Lowercase articles (a, an, the), coordinating conjunctions, and prepositions (regardless of length). The to in infinitives and the word as in any function are lowercased.

For hyphenated and open compounds in titles in English, capitalize first elements; subsequent elements are capitalized unless they are articles, prepositions, or coordinating conjunctions. Subsequent elements attached to prefixes are lowercased unless they are proper nouns. The second element of hyphenated spelled-out numbers or simple fractions should be capitalized. If a compound (other than one with a hyphenated prefix) comes at the end of the title, its final element is always capitalized.

Nineteenth-Century Literature
Avoiding a Run-In
Policies on Re-creation
Reading the Twenty-Third Psalm

When titles contain direct quotations, the headline-capitalization style described above and in CMS should be imposed.

“We All Live More like Brutes than Humans”: Labor and Capital in the Gold Rush

In capitalizing titles in any non-English language, including French, capitalize the first letter of the title and subtitle and all proper nouns. See CMS 11.70 and 11.39 for the
treatment of Dutch and German titles, respectively. Diacritical marks on capital letters are retained in all languages.

CONTRIBUTOR’S NOTE

Each contributor’s note includes the author’s name, rank, affiliation, areas of activity or research, and most recent works. Dates of publication, but not publishers’ names, are given for books.

Rebecca Newman is professor of history at the University of Chicago. She is author of In the Country of the Last Emperor (1991).

Yingjin Zhang teaches Chinese literature at Indiana University. His book Configurations of the City in Modern Chinese Literature is forthcoming.

DATES AND TIMES. See also NUMBERS

For more information, see CMS 9.29–38.

May 1968
May 1, 1968
May 1–3, 1968
on February 8, 1996, at 8:15 a.m. and again at 6:15 p.m.
September–October 1992
from 1967 to 1970
1960s counterculture; sixties [not 60s or ’60s] counterculture
the 1980s and 1990s
mid-1970s American culture
the mid-nineteenth century [note hyphen, not en dash]
the late twentieth century; late twentieth-century Kenya
the years 1896–1900, 1900–1905, 1906–9, 1910–18
AD 873; the year 640 BC; Herod Antipas (21 BCE–39 CE) [use full caps without periods for era designations]
ca. 1820

ELLIPSES. See also CAPITALIZATION

Three dots indicate an ellipsis within a sentence or fragment; a period plus three dots indicates an ellipsis between grammatically complete sentences, even when the end of the first sentence in the original source has been omitted. In general, ellipses are not used before a quotation (whether it begins with a grammatically complete sentence or not) or after a quotation (if it ends with a grammatically complete sentence), unless the ellipses serve a definite purpose. See CMS 13.50–58 for more detailed guidelines on the use of ellipses.
EXTRACTS. See also CAPITALIZATION and ELLIPSES

Set off quotations that are more than 400 characters (including spaces) in length.

FIGURE CAPTIONS AND TABLE TITLES

Captions take sentence-style capitalization and have terminal punctuation. If credit or source information is provided, it should be the last element of the caption. Table titles take sentence-style capitalization but do not have terminal punctuation.

Figure 1. The author with unidentified friend, 1977.

Figure 2. The author posed for this picture with an unidentified friend in 1977.

Figure 3. Noam Chomsky at a political rally, 1971. Courtesy John Allan Cameron Archives, University of Florida, Gainesville.

Figure 4. Coal miners in Matewan, West Virginia, April 1920. The miners’ strike was depicted in John Sayles’s film *Matewan*. Photograph courtesy Matewan Historical Society.

Figure 5. Winston Roberts, *When Last I Saw* (1893). Oil on canvas, 56 × 48 in. Courtesy of the Campbell Collection, Central State Community College Library, Pleasance, Nebraska.

Figure 6. Harvey Nit, *These. These? Those!* (2011). Mascara on cocktail napkin, 16 × 16 cm. © Harvey Nit.

Table 3. Comparative frequency of bicycles, mopeds, and Segways in Amsterdam, Dublin, and Toronto, 2005–2015

INCLUSIVE LANGUAGE

Avoid sexist language and terms that are gender specific (*chairman, mankind*, etc.). Never allow the form *s/he*. State both pronouns—*he or she, him or her, his or her*—or recast the sentence in the plural. Avoid alternating the use of masculine and feminine pronouns in an article. See CMS 5.251–60, especially 5.255–56.

INITIALS. See ABBREVIATIONS

KEYWORDS. See also ABSTRACT

Articles that include an abstract should also include three to five keywords. Keywords should be lowercase (except for names or titles that would otherwise be capitalized) and separated by commas.
Keywords negative affect, self-portrait, Del LaGrace Volcano, intersex, Polaroid photography

NUMBERS. See also DATES AND TIMES

Cardinal and ordinal whole numbers from one to ninety-nine (and such numbers followed by hundred and thousand), any number at the beginning of a sentence, and common fractions are spelled out. Common fractions are hyphenated as well. Numerals are used to express very large numbers (in the millions or more).

no fewer than six of the eight victims
no more than fifty-two hundred gallons
One hundred eighty-seven people were put to death there during the twenty-third century BC
attendance was about ninety thousand
at least two-thirds of the electorate
there were 2 million ballots cast
the population will top 25 billion

Numbers applicable to the same category, however, are treated alike in the same context.

no fewer than 6 of the 113 victims
Almost twice as many people voted Republican in the 115th precinct as in the 23rd.

Numbers that express decimal quantities, dollar amounts, and percentages are written as figures.

an average of 2.6 years
now estimated at 1.1 billion inhabitants
more than $56, or 8 percent of the petty cash
a decline of $0.30 per share

Inclusive page numbers are given as follows (per CMS 9.61):

1–2, 3–11, 74–75, 100–103, 104–9, 112–15, 414–532, 505–16, 600–612, 1499–1501

Roman numerals are used in the pagination of preliminary matter in books, in family names and the names of monarchs and other leaders in a succession, in the names of world wars, in legal instruments, and in the titles of certain sequels.

On page iii Bentsen sets out his agenda.
Neither John D. Rockefeller IV, Elizabeth II, nor John Paul II was born before World War I.
Yet Title XII was meant to rectify not only inequities but iniquities. Most critics consider *The Godfather, Part II* a better movie than *Jaws 2*. [Follow the usage in the original work, per CMS 9.43.]

Arabic numerals are used for the parts of books.

In part 2, chapter 2, of volume 11 of the *Collected Works*, our assumptions are overturned.

**POSSESSIVES**

The possessive of nouns ending with the letter *s* are formed by adding an apostrophe and an *s* (CMS 7.17).

- Burns's poetry
- Camus's novels
- Descartes's philosophy
- Euripides's plays
- Jesus's name

**QUOTATIONS. See EXTRACTS**

**SPELLING AND TERMS**

Follow the online *Merriam-Webster’s Collegiate Dictionary* (www.merriam-webster.com) and *Webster’s Third New International Dictionary* for spelling. If more than one spelling is provided in the dictionary, follow the first form given (e.g., *judgment*, not *judgement*; *focused*, not *focussed*). Common foreign terms are set in roman type. (Common foreign terms are defined as those with main entries and not classified as “foreign term” in *Webster’s.*)

Prefixes are hyphenated before numerals and proper nouns. Otherwise, prefixes are generally not hyphenated before words; refer to *Webster’s* for guidance. Temporary compound adjectives are hyphenated before the noun to avoid ambiguity but are left open after the noun. Non-English phrases used as modifiers are open in any position, unless hyphenated in the original.

Put neologisms within quotation marks at first use.

A term referred to as the term itself is italicized.

- In the twentieth century *socialism* acquired many meanings.
- The word *hermeneutics* is the most overused term in recent monographs.
- The term *lyricism* was misused in Smith’s book review.
TABLES. See FIGURE CAPTIONS AND TABLE TITLES

TRANSLATIONS

When an original non-English title and its translation appear together in the text, the first version (whether original or translation) takes the form of an original title, and the second version is always enclosed in parentheses and treated like a published title (whether or not the work represents a published translation) with title capitalization appropriate to the language.

I read Mi nombre es Roberto (My Name Is Roberto) in 1989.
I read My Name Is Roberto (Mi nombre es Roberto) in 1989.

Rubén Darío’s poem “Azul” (“Blue”) is one of my favorites.
Rubén Darío’s poem “Blue” (“Azul”) is one of my favorites.