

## *Obsidian: Literature & Arts in the African Diaspora*

### Style Sheet

*Obsidian: Literature & Arts in the African Diaspora* uses *The Chicago Manual of Style* (16th Edition) and *Merriam-Webster's Collegiate Dictionary*, Eleventh Edition for reference. Please refer to these texts for any matter not addressed below.

### Formatting Text

- Use a common font, 12 pt., 1" margins, double spaced for prose (single spacing OK for poems).
- Include page numbers in the header or footer.
- Order of the text for submissions:
  1. Title (Subtitle, if applicable)
  2. Author's full name (as it should appear in print)
  3. Epigraph(s) and attribution
  4. Body Text
  5. Notes (Endnotes)
  6. Works Cited
  7. Contributor Bio
  8. Contact Information
- Quotation marks outside periods and commas.
- Use smart quotation marks (“ ”) and apostrophes (’), and not these " " or ' '.
- Indent all paragraphs one-half inch. Use First Line Indent Paragraphs slider or Format > Paragraph Menu to create first-line indent. Do not use tab character.
- Avoid using MS Word styles to format text.
- Do not include active hyperlinks.

### Formatting Citations, Endnotes, and Works Cited

- Format in-text parenthetical citations and Works Cited list according to *MLA Handbook*, Seventh Edition (Purdue's OWL is a useful tool if you are unfamiliar with the citation style: <https://owl.english.purdue.edu/owl/resource/747/01/>).
- Endnotes will be used in the journal exclusively. Please change all footnotes to endnotes.

- Use superscript Arabic numerals for in-text references to endnotes and for the Notes section of the article.
- Please **do not** use the automated feature in Microsoft Word or other word processing applications to create footnotes or endnotes in your article.

### Style and Consistency

- Capitalize Black and its iterations when referring to a specific people or movement, e.g., Black poetry.
- Use African American (no hyphen).
- Use ampersand (&) instead of the word “and” in titles, subtitles, and the byline for works with more than one author.
- Use the Oxford comma EXCEPT when using ampersand (&) in titles, subtitles, and the byline for works with more than one author.
- Spell out numbers zero to one hundred and round numbers over one hundred EXCEPT when using numbering for subheads of sections.
- Single spaces follow all punctuation, including periods and colons.
- Use en dashes (shortcut Option/Alt + hyphen) and not hyphens (– not -) between number sets, e.g., 245–47.
- Use em dash — and not a double hyphen -- with no space between em dash and text, e.g., Good idea—or so we thought.
- Insert an ellipsis using the shortcut Option/Alt + semicolon
- Use scholarly abbreviations according to *The Chicago Manual of Style* (16th Edition).
- Set off more than two lines of poetry as a block quote separated by forced line breaks (soft returns: Shift + Return key).
- Titles of periodicals that include the word “the” should have “the” set as lowercase and set in Roman type when run-in to text, including lists of publications in the Contributor’s biography, e.g., I have recently published poems in the *Kenyon Review*, the *Massachusetts Review*, and the *Boston Review*. This does not apply to book titles.
- As a general rule, familiar phrases in other languages that appear in *Merriam-Webster’s Collegiate Dictionary*, Eleventh Edition may be set in Roman type and not italics. When in doubt or when mixing familiar phrases with unfamiliar, please italicize.

- Include complete URLs in text, e.g., <http://www.chicagomanualofstyle.org/home.html>.

## **Images**

- Please place images in the manuscript where they should go in layout.
- Label images Figure 1, Figure 2, and so forth, with captions for each image.
- Images used in manuscripts should also be included as print-ready files (300 ppi or higher at the size they are to appear in print, TIF files, Grayscale). Online images are usually low resolution and not print quality.

## **Notes for the Editor or Typesetter**

- Please bracket all directions or notes for the editor or typesetter that you do not wish to see in layout using <>, e.g., <no stanza break>. All notes will be deleted before the issue goes to press.