

S T Y L E G U I D E

Introduction to Conversations

Scholars are invited to submit manuscripts for inclusion in *Conversations*, a blind peer-reviewed, born-digital journal hosted by Yale University's Center for the Study of Material and Visual Cultures of Religion (MAVCOR).

Conversations exists in conjunction with the *Material Objects Archive*, a growing database of material and visual objects activated in religious practices broadly conceived.

Conversations take shape around objects already on display in the *Material Objects Archive* or objects of a contributor's choosing that will be added to the *Archive* once the corresponding manuscript has been accepted for publication. In this way, the *Material Objects Archive* and *Conversations* are deeply interwoven and reliant on each other for their respective liveliness. Taken together, the *Material Objects Archive* and *Conversations* represent an interdisciplinary, multi-religious, and geographically diverse virtual space where thinkers given to the consideration of the everyday sensory, material, and aesthetic practices of religion—not to mention the world's great art and architecture—can gather.

The following Style Guide outlines the submission guidelines for contributions to *Conversations*. We regret that we are unable to accept manuscripts into the review process that do not conform to these guidelines.

Types of Conversations

There are six types of content that comprise *Conversations*:

1. Object Narratives

Texts explicating religious images, objects, monuments, buildings, or spaces in 1500 words or less. Although Object Narratives are short, they are not encyclopedia entries. Object Narratives are opportunities for focused analysis of a single object. They should make an original and substantial contribution to the field, while simultaneously being accessible to MAVCOR's broad audience.

2. Medium Studies

Texts of any length that focus attention on materials, media, and techniques. Medium Studies essays should make a substantial contribution to their field. Although MAVCOR welcomes Medium Studies that represent new and original research, in some cases Medium Studies may take the form of a condensed historiography or introduction to the range of scholarly work that has been carried out on a specific medium within a given area of study. The Medium Studies category offers a place to bring scholarship on media, materials, and techniques into conversation. In this setting, a "state of the field" contribution may be as useful to the general and scholarly public as a contribution that offers new research. Regardless, authors should credit all sources used, offering endnotes and Suggestions for Further Reading as appropriate. In all Medium Studies, authors should take materials, media, and/or techniques as the primary focus of their analysis.

3. Essays

Analytical texts of any length on a topic related to MAVCOR's subjects of inquiry that also directly engages a relevant object or set of objects.

4. Interviews

Transcripts of conversations with relevant thinkers or artists optionally accompanied by contextual information and author commentary.

5. Constellations

Curated sets of 4 to 20 objects optionally accompanied by a reflection upon, a rationale for, or an analysis of their juxtaposition.

6. Mediations

Theoretical musings of varying lengths on subjects related to MAVCOR's areas of inquiry.

Images & Permissions

Contributors discussing an object or objects not yet included in the *Material Objects Archive* are responsible for obtaining high-resolution (300 DPI), digital images of their objects. *Conversations* can accommodate multiple images per essay and the *Archive* can accommodate multiple images of the same objects.

We encourage contributors to select objects/images for which they already own copyright or for which they know rights can be easily and inexpensively secured. Obtaining written permission to use images within the *Material Objects Archive* and on related *Conversations* pages is the sole responsibility of the contributor. Please see MAVCOR's Fair Use Policy and Reproductions and Use Permission Form for more information.

Important: Contributors should contact us before choosing to write on *any* object not already in the *Material Objects Archive*. We have very limited funds for permissions and are unable to reimburse any costs associated with an image that was not explicitly approved in advance.

Formatting Basics

1. Double-space the entire text manuscript.
2. Use 12-point Times New Roman font.
3. Do not include a title page.
4. Please place the following information at top left on the text manuscript's first page: Name, Affiliation, E-Mail Address, Telephone Number, Title.
 - a. Object Narratives are titled *only* by the object name.
 - b. Contributions will be anonymized before peer-review.
5. Include only one space after periods.
6. Please use your word processor's automatic *Endnote* functionality.

Citations

For any questions not explicitly addressed in this style guide, contributors should reference the *Chicago Manual of Style* (16th ed.).

Text manuscripts submitted to *Conversations* should not include in-text citations. All citations should appear in endnotes and should be kept as brief as possible

In the endnotes, each work should be cited in full the first time it is mentioned in the text manuscript. Thereafter, use a shortened form, including the author's last name, short title, and page number. In the examples below, a full citation example is followed by a shortened form of the same source.

Book

1. Michael Pollan, *The Omnivore's Dilemma: A Natural History of Four Meals* (New York: Penguin, 2006), 99-100.
2. Pollan, *Omnivore's Dilemma*, 3.

Section of an Edited Volume

1. John D. Kelly, "Seeing Red: Mao Festishism, Pax Americana, and the Moral Economy of War," in *Anthropology and Global Counterinsurgency*, ed. John D. Kelly et al. (Chicago: University of Chicago Press, 2010), 77.
2. Kelly, "Seeing Red," 81-82.

Journal

1. Joshua Weinstein, "The Market in Plato's *Republic*," *Classical Philosophy* 104 (2009): 44.
2. Weinstein, "Plato's *Republic*," 452-453.

Suggestions for Further Reading

A list of suggestions for further reading may follow a text manuscript, but is not necessary. Suggestions for further reading should be written in bibliographic form, organized by author last name and then by date, oldest to most recent. The proper format for suggestions for further reading is shown in the examples below.

Book

Aronowitz, Stanley. 1992. *The Politics of Identity: Class, Culture, Social Movements*. New York: Routledge.

Section of an Edited Volume

Ames, Julia. 1990. "Motive and Millennium." In *Nation and Narration*, edited by Homi K. Bhabha. London: Routledge.

Journal

Fraser, Nancy, and Linda Gordon. 1994. "A Genealogy of Dependency: Tracing a Keyword of the U.S. Welfare State." *Signs* 19: 309-36.

Suggestions for further reading, if included, should be kept as brief as possible.

Abbreviations

Abbreviations, such as *e.g.* and *i.e.*, are allowed within parenthesis in the text and within the notes but not elsewhere. Latin abbreviations, except for *sic*, are set in roman type, not italics.

The following abbreviations and Latin words are viewed as ambiguous and cannot be used:

f.,ff.,idem,infra,loc. Cit., op. cit., passim, supra

Personal initials have periods and are separated by a space.

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

Postal abbreviations are used for state names.

MA for Massachusetts, CT for Connecticut

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.

Quotations

Silently correct the initial capitalization in quotations depending on the relationship of the quotation to the rest of the sentence. For instance:

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

but

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

An original lowercase letter following a period plus three dots should remain lowercase.

The spirit of our American radicalism is destructive. ... the conservative movement ...

Terms

A lowercase style is generally preferred for terms, but proper nouns and their derivatives are capitalized.

Titles of Works

For titles in English, capitalize the first and last words and 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 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. If a compound (other than one with a hyphenated prefix) comes at the end of the title, its final element is always capitalized.

Dates and Times (*See also: Numbers*)

Here are some examples of the preferred format for dates and times:

May 1968

May 1, 1968

May 1-3, 1968

September-October 1992

September 11

9/11

from 1967 to 1970

1960s counterculture; sixties [*not* 60s or '60s] counterculture

the 1980s and 1990s

mid-1970s American culture

the late twentieth century; late twentieth-century Burma

the years 1896-1900, 1900-1905, 1906-9, 1910-18*

873 CE / the year 640 BCE [use full caps without periods for era designations]

c. 1820

at 8:15 a.m. and again at 6:15 p.m.

**In titles and section headings, inclusive dates are presented in full.*

Dashes

Please use proper em dashes (—) for parenthetical remarks, etc. Do not use spaces around the dash. Alternately, if you cannot produce an em dash in your word processor, type a series of three hyphens (---) where you would like the dash to appear.

Most anti-Stalinist intellectuals were fiercely committed to modernity's putative achievements—individualism, democracy, and social (if not always cultural) pluralism—which had their basis in ideas as old as the era of revolution that accompanied the rise of

the middle class in the seventeenth century and reached their apogee with the liberal revolutions during the following two centuries.

Ellipses (*See also: Capitalization*)

Distinguish between ellipses within and between sentences. 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 or not it begins with a grammatically complete sentence) or after a quotation (if it ends with a grammatically complete sentence), unless the ellipses serve a definite purpose.

Emphasis

Emphasis is best achieved through syntax. Italic type should be leaned on only occasionally, in brief phrases. Bold type is never used for emphasis.

Epigraphs

The attribution includes the author's name and the title of the work. Full bibliographic information is not required, because the epigraph is not part of the text. A note callout should never follow the epigraph or the epigraph's source.

Our world has just discovered another one: and who will answer for its being the last of its brothers, since up till now its existence was unknown to the daemons, to the Sybils, and to ourselves? It is no less big and full and solid than our own; its limbs are as well developed: yet it is so new, such a child, that we are still teaching it its ABC.

Michel de Montaigne, "Of Coaches"

On any surface of metal, the object of the engraver is, or ought to be, to cover it with lovely lines, forming a lacework, and including a variety of spaces, delicious to the eye. ... That [these lines] should mean something, and a good deal of something, is indeed desirable afterwards; but first we must be ornamental.

John Ruskin, *Ariadne Florentina: Six Lectures on Wood and Metal Engraving*

Extracts (*See also: Capitalization & Ellipses*)

Prose quotations longer than eighty words in length and verse quotations longer than two manuscript lines are set off from the surrounding text. Sic, used sparingly, is inserted in brackets after a misspelling or an odd usage and, for visibility's sake, italicized. In a verse quotation, an omitted line is indicated by a line of em-spaced dots equal in length to the previous line.

The author's conclusions are unambiguous:

The student members of this coalition are thinking transnationally and acting multilocally. [...] political revolutionar[ies] who joined this coalition, while constantly aware of the global context of [their] actions, used [...] local knowledge of conditions in El Salvador and [...] the workings of the sanctuary movement in Berkeley to shape the specific content of the caravan's supplies, with an eye toward the transformation of national politics in El Salvador and the constitution of a civil society there.

Laborer-poet Pak No-hae is compelled to write in bitter earnest

how nice it'd be
To have occasional breaks outdoors
We walk inside the district office.

All quotations from non-English languages should be provided in translation. If the original language is considered necessary, it may follow the translation in brackets.

The offerings that the common people offered on this day in the temple to this false god were bread and birds, live ones and cooked ones, the ones that they offered cooked were [prepared] in this way by making trays of dry corn cane tied together which did not lack religious significance as they represented the dry season that it was at that time.

[La ofrenda que la gente comun ofrecia este dia en templo a este fengido dios era pan y auves dellas bibas y dellas guissadas las que se ofrecian guissadas era desta manera que haciendo unos platos de cañas secas de maiz atadas unas con otras lo qual no carecia de misterio pues denotava la sequedad del tiempo que entonces era.]

Contributors should be aware that "Fair Use" policies require that citations of more than 300 words from a book-length work covered by copyright, any complete unit—a letter, a story, a chapter, a poem, or an excerpt that represents a significant portion of a very short work will require publisher permission before it can be used. Contributors assume full responsibility for acquiring such rights.

Figures

Whether figures are cited explicitly in the text depends on the context in which they are used. When a figure is called out in the text, it follows the following form.

The dress of the Virgin is painted red (Fig. 1).

Credit lines and source information should be provided for every figure in a text manuscript. Please place credit lines and source information beneath a "Credits" heading between any "Suggestions for Further Reading" and "Endnotes."

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.

Initials (See: Abbreviations)

Irony

Irony, like emphasis, is best achieved structurally. Quotation marks may be used, but overuse of them diminishes their effect and clutters the text.

Lists

Short lists are run into the surrounding text and indicated with Arabic numerals in parentheses. (In simple series of elements with little or no punctuation, the numbers may be omitted.) Long lists, or lists of elements comprising whole sentences, are set off from the surrounding text and indicated with numerals followed by periods.

Under the auspices of antipimping laws, local authorities have punished (1) managers hired by prostitutes to arrange their appointments and studio space; (2) boyfriends, girlfriends, or husbands with whom prostitutes share their income and living quarters; and (3) hotel managers who rent prostitutes rooms in which to work.

The “profile of a functional family system” is thus a mechanical model, whose inventor proposes the following characteristics:

1. The family is a survival and growth unit.
2. The family is the soil that provides the emotional needs of its members. These needs include a balance between autonomy and dependency and social and sexual training.
3. A healthy family provides the growth and development of each member, including the parents.
4. The family is a place where self-esteem is attained.

Non-English Terms in Italics

Italicized non-English terms may be tested for their unfamiliarity by checking the eleventh edition of *Webster's Collegiate Dictionary*. Such terms should be provided

with definitions in parentheses following their first use and appear in roman font on subsequent appearances throughout the essay.

Numbers (See also: Dates and Times & Lists)

Cardinal and ordinal 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.

no fewer than six of the eight victims
 no more than fifty-two hundred gallons
 Eighty-seven people were put to death there during the twenty-third century BCE.
 at least two-thirds of the electorate
 fully thirty-eight thousand citizens

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
 more than \$56, or 8 percent of the petty cash
 a decline of \$0.30 per share

For very large numbers, a combination of figure and word is used.

there were 2 million ballots cast
 the population will top 25 billion
 now estimated at 1.1 billion inhabitants

Inclusive page numbers are given as follows:

1-2, 3-11, 74-75, 100-103, 104-9, 112-15, 414-532, 505-16

Roman numerals are used in the pagination of preliminary matter in books, in family names and the names of monarchs and other leaders in succession, in the names of world wars, and in statutory titles.

On page iii Bentsen sets out his agenda.
 Neither 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.

Arabic numerals are used for the parts of books.

In part 2, chapter 2, of volume 13 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*.

Kansas's weather
Burns's poetry
Ross's land
Texas's pride

Traditional exceptions to this rule are forming the possessive of *Jesus* and *Moses* and forming the possessive of names of more than one syllable with an unaccented ending pronounced *eez*.

Jesus' name
Moses' direction
Euripides' plays
Demosthenes' orations
Xerxes' battles

Quotations (See also: Extracts)

Use American-style quotation marks.

But as Marx said of Hegel, “He forgot to add: the first time as tragedy, the second time as farce.”

Freud continues to quote from Fischer: “The play upon words, however, 'passes from the sound of the word to the word itself.”

Spelling and Terms

For any questions not explicitly addressed in this style guide, contributors should reference the *Merriam-Webster's Collegiate Dictionary*, 11th ed. and *Webster's Third New International Dictionary* for the spelling of words in American English. In all cases, American English spellings should be used. If more than one spelling is provided in the dictionary, follow the first form give (e.g., use *judgment*, rather than *judgement*; use *focused*, rather than *focussed*). Common foreign terms are set in roman type. (Common foreign terms are defined as those with main entries in *Merriam-Webster's Collegiate Dictionary*, 11th ed.)

Prefixes are hyphenated before numerals and proper nouns; they are also hyphenated to prevent confusion (e.g., *reform*, *re-form*). Otherwise, prefixes are generally not hyphenated before words; refer to *Merriam-Webster's Collegiate*

Dictionary, 11th ed. 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* has acquired many meanings.

The word *hermeneutics* is the most overused term in recent monographs.

The term *lyricism* was misused in Smith's book review.

Please note the following preferred spellings and forms:

African Americans; African American culture

al-Qaeda

Anglo-American

Asian Americans; Asian American community

black

burkha

civil rights movement

Cold War; post-Cold War era

communism; Communist Party; Communists; the party; a communist agenda

democracy; Democratic Party; Democrats; the party

fascism; Fascist Party; Fascists; the party; a fascist worldview

Ground Zero

impressionism

the Left; the ideological and popular Lefts; on the left; leftist; left-wing press

Marxism; Marxism-Leninism; non-Marxist *or* -Marxian [also: marxist/marxian]

nation-state

Osama bin Laden

postmodernism, poststructuralism

pro-choice, pro-life

republicanism; Republican Party; Republicans; the party

socialism; Socialist Party; Socialists; the party

socioeconomic

Southeast Asia; Chicago's South Side; southeastern Northern Ireland

Third World; Third World poverty

United States; U.S. Policy

the West; Western Europe, Western European; Western sensibilities

white

World Trade Center [thereafter WTC]

World War II *or* Second World War

Translations (See also: Extracts)

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 bona fide 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.

Isolated non-English words and phrases rendered into English also appear in parentheses, not in brackets.

Assimilating them to the *bunmei* (civilization)

because of their *hajichi* (hand tattoos)

File Naming & Transmission

Manuscripts should be named as follows:

last, first_typeofconversation.docx

For example: Smith, Joan_ObjectNarrative

Associated images should be named as follows:

last, first_fig##, titleofimage.ext

For example: Smith, Joan_fig03, MonaLisa.tiff

All text manuscripts should be sent as Word documents to: mavcor@yale.edu.

Images will very likely exceed the capacity of an email. In such a case, contributors are asked to create a folder using DropBox, which can then be shared with mavcor@yale.edu. Find more information on DropBox here at www.dropbox.com.