Style Guide for The Thought Erotic

Ellipses: Use three periods preceded and followed by a space.

Example: Ellipses should look like this … and you only capitalize the first word following the ellipsis if it begins a new grammatical sentence.

Em Dash: An em dash consists of two conjoined hyphens/dashes. The em dash connects two words, with no spaces surrounding the em dash.

Example: The em dash should look like this—and is longer than a hyphen (-) or an en dash (–).

In-Text Citations and Works Cited/References: For in-text citations, include the author's last name within the sentence or in parentheses following the sentence. Include a page number in parentheses following the author's name. In-text citations are only needed for direct quotes or close paraphrases that discuss an author's original idea. Citations are not needed for paraphrases of widely cited facts and concepts that are not unique to the author.

> For **Works Cited/References**, follow this format: Book/Article Title by Author Name. Press. Title the section as "References."

Non-Serial Comma: Use commas to separate items in a series, but do not put a comma before the conjunction in a simple series: "She bought apples, oranges and pears."

Use a comma before the concluding conjunction in a series when its omission might give rise to ambiguity.

For example, if one element in the series requires a conjunction: "I had orange juice, toast, and ham and eggs for breakfast." Or if the sentence contains a complex series of phrases: "The main points to consider are whether the athletes are skillful enough to compete, whether they have the stamina to endure the training, and whether they have the proper mental attitude."

Quotation Marks and Punctuation: Periods and commas remain inside quotation marks. Other punctuation marks (semicolons, colons, exclamation points, and question marks) go outside the quotation marks if they are not a part of the quoted material.

Spacing between Sentences: Use a single space between sentences, not two.

Song Lyrics/Poems: When quoting song lyrics or poetry, incorporate line breaks using a slash. A space should both precede and follow the slash, and each new line should be capitalized.

Example: "Song lyric / Song lyric / Song Lyric."

Titles of Works: Use italics for titles of major works such as books, journals, movies, albums, and paintings. Use quotation marks for subsections of larger works—chapter and article titles, poems, songs, and television episodes.

<u>**Formatting Tips**</u>

Font: Work should be single spaced in an 11 or 12-point, standard, readable font. Examples of acceptable fonts: Times New Roman, Calibri, Garamond.

Footnotes: If you include footnotes with your article, please embed the footnotes within the document. In Microsoft Word, go to References →Insert Footnote.

> **Formatting footnotes in WordPress (For editors only)**: In html, code footnotes as such: **¹**. The number in the middle of the code should correspond to the footnote number.
>
> To create footnote hyperlinks, use the following link for the footnote in the body of the article: **#_ftn1**. For the corresponding footnote at the end of the article, use this link: **#_ftnref1**. The number in the link should correspond to the footnote number.

Hyperlinks: When referencing other internet articles, create hyperlinks. If you're unsure how to create a hyperlink, paste the link next to the sentence where the hyperlink should appear.

Images: If you have images you'd like to include with your article, please submit them as JPEGS attached separately, not pasted into Word documents. If you do include images, please be sure that they are in the public domain or free to use and include any requisite image credits.

Paragraphs: Indicate paragraph breaks with a single space rather than an indentation. Paragraphs should be succinct. Depending on sentence length, a paragraph should not be much longer than five sentences to aid readability.

Section Breaks: For long articles, 2,000+ words, create section breaks to aid readability. **For editors only**: use Heading 3 in WordPress for section titles.