

TURBA JOURNAL STYLE SHEET

These Chicago Style guidelines clarify style choices specific to the *TURBA* journal when submitting a manuscript. Also listed below are some of the most commonly used types of references for your reference. Further details and examples from the Chicago Style Manual can be found online (e.g., <https://www.scribbr.com>)

GENERAL GUIDELINES

Language: American English spelling, punctuation and grammar.

Font: 12 pt. Times New Roman.

Spacing: Double-space line throughout. Leave a single space after a period, colon, semi-colon.

Margins: Use 1 inch / 2.54 cm margins. Text is left-justified, right margin unjustified.

Notes and citations: Use endnotes (not footnotes). References are identified through author-date in-text citations (but not placed in endnotes) that are linked to a Works Cited list at the end of the document. Do not include a bibliography of all references consulted. To save space, please keep explanatory endnotes to a minimum.

Paragraphs: Leave no extra space between paragraphs and indent the first line.

Italics: Italicize book, journal and other publication's titles, titles of artistic works in all genres, words in languages other than English

Dashes: Set em (long) and en (short, hyphen) dashes tight without spaces on either side (e.g., word—word).

Section headings: Place section titles flush left, in bold but not all caps; leaving an extra line before but not after the heading. Don't use a period.

Numbers

- Use numbers for citations and pages.
- Spell out simple numbers – i.e., two, sixteen, fifty, ninety-nine.
- Spell out centuries – i.e., nineteenth century, twentieth century.
- Use numbers themselves for complex numbers – i.e., 108; 2,500.
- Special case: "chapter 5," but "the fifth chapter."

Quotation placement:

- When less than 100 words: incorporate the quote into the text in quotation marks followed by a page reference in parenthesis.
- More than 100 words: start a new paragraph, enter text as a free-standing block with left (but not right) margin justified and indented ½ inches / 1.47 cm; place reference with page number(s) at the end of the quote. Leave an extra line before and after.

Quotation marks and punctuation: When using double quotation marks around quotations, place punctuation (e.g., period, comma) inside quotation marks, unless using part of a quotation at the end of a sentence, in which case the period should be placed after the in-text reference in parenthesis. Quotation marks are also placed around titles of chapters and articles in publications.

WORKS CITED LIST AND IN-TEXT REFERENCES

General formatting for the “Works Cited” list: Leave no extra lines before and after each reference cited, setting first line at left margin and indenting subsequent lines ½ inches / 1.47 cm. Use n.d. when no date is available.

General formatting for the in-text citations in parenthesis: Place last name then year of publication in parentheses (Davida 2012). Use a comma before a page number (von Bismarck 2010, 51). Place a semicolon between two or more in-text citations (Matrass 2002; Kenrick 2004; Hancock and Karanth 2010).

BOOK WITH ONE AUTHOR

O’Neill, Paul. 2012. *The Culture of Curating and the Curating of Culture(s)*. Cambridge, MA: MIT Press.

BOOK WITH TWO AUTHORS

Malzacher, Florian, & Joanna Warsza. 2017. *Empty Stages, Crowded Flats: Performativity as Curatorial Strategy*. Berlin: House on Fire.

EDITED BOOKS

One editor

Wookey, Sara (ed.) 2015. *Who Cares: Dance in the Gallery and Museum*. London: Siobhan Davida Dance & Sara Wookey.

More than one editor

Davida, Dena, Jane Gabriels, Marc Pronovost, & Véronique Hudon, eds. 2019. *Curating Live Arts: Critical perspectives, essays and conversations on theory and practice*. New York & London: Berghahn Books.

CHAPTER IN EDITED BOOK

Meijers, Deborah J. 1996. “The museum and the ‘ahistorical’ exhibition.” In Reesa Greenberg, Bruce W. Ferguson, & Sandy Nairne (eds.), *Thinking about exhibitions*, 5-14. New York: Routledge.

JOURNAL ARTICLES

One author

Bishop, Claire. 2014. “The perils and possibilities of dance in the museum: Tate, MoMA, and Whitney.” *Dance Research Journal* 46(3): 63-76.

More than one author

Franko, Mark, & Lepecki, André. 2014. “Dance in the museum.” *Dance Research Journal* 46(3): 1-5.

NB: Please use this configuration to indicate the volume and number of the journal.

PREVIOUSLY PUBLISHED BOOKS

Mauss, Marcel. (1935) 1973. "Techniques of the Body." *Economy and Society* 2 (1): 70- 88.

NEWSPAPERS AND MAGAZINES

Acocella, Joan. 2017. "Farewell to Diana Vishneva." *New Yorker*, June 19.

LECTURES

Ribas, João. "Just what is it that makes today's solo exhibitions so different, so appealing?" Lecture presented at Exhibit A: Authorship on Display in City University of New York Graduate Centre, New York, April 7, 2014.

TRANSLATED BOOK

Bourriaud, Nicolas. 1998. *Relational Aesthetics*. (Translated from French to English by Simon Pleasance & Fronza Woods.) Paris: Les Presses du Réel.

PROGRAMME BOOKLET/BROCHURE

TheatreWorks. 2010. *Program Booklet of Flying Circus Project 09/10* [Brochure].

REPORT

Ministry of Information and the Arts. 2000. *Renaissance city report: Culture and the arts in Renaissance Singapore*. Singapore: Ministry of Information and Arts.

REHEARSALS

Transmitting Trio A. 2015, March 22. Open Rehearsal at Dancemakers, Toronto.

DISSERTATIONS

Bosse, Joanna. 2004. "Exotica, Ethnicity, and Embodiment: An Ethnography of Latin Dance in US Popular Culture." PhD diss., University of Illinois: Urbana.

ELECTRONIC/ INTERNET SOURCES, INTERNET VERSIONS OF BOOKS

Keidan, Lois. 2013. "What Is Live Art? Live Art Development Agency." Accessed on September 1, 2013 at www.thisisliveart.co.uk/about/what-is-live-art/.

Performa Festival. 2018. Mission statement from website. Accessed on August 10, 2014 from: <http://performa-arts.org/about/mission-and-history>.

Hayles, Katherine. 2014. "Distributed Cognition at/in Work." Strickland, Lawson Jaramillo, and Ryan's slippingglimpse. In *Frame, Journal of Literary Studies*, Utrecht: The Netherlands, pp. 15-29. Accessed on January 8, 2017 at <http://www.tijdschriftframe.nl/21-1-cyberpoetics/n-katherine-hayles-distributed-cognition-atin-work-strickland-lawson-jaramillo-and-ryans-slippingglimpse/>

NB. It is important to insert the **date of access** in online references as materials can be taken down or archived without notice.

ONLINE VERSION OF A TEXT IN A BOOK

Sheets-Johnstone, Maxine. 1981. "Thinking in Movement." *Journal of Aesthetics and Art Criticism* 39 (4): 399-407. doi: 10.2307/430239

INTERVIEWS

Devi, Lakshmi. 2014. Interviewed by the author at interviewee's home, Jodhpur. January 2.

Takiguchi, K. 2011. Presenter interview from "Connecting memories to the present: Singapore Arts Festival." *Performing Arts Network Japan*. Accessed http://performingarts.jp/E/pre_interview/1201/pre_interview1201e.pdf. n.d.

IMAGES (PHOTOS), OTHER ILLUSTRATIVE MATERIALS AND TABLES

If you intend to use images (with copyright permissions) to illustrate your text, please advise us and we will provide you with the Berghahn Journals requirements for images and copyright.

Photographs should be high resolution and **at least 300 ppi, 4 x 4 inches in size**. TIFF or JPEG are the preferred format. Illustrative materials, such as graphs, maps, and graphic notation, may also be submitted in digital form: 1200 dpi for line art.

Please do not insert photo images into the text as it is unlikely that they will be placed exactly where you would like them. Rather, indicate where you would like your images to be placed in your text by (Photo 1), (Photo 2), etc. Please provide your images in separate files labelled Photo 1, Photo 2, etc. Please also provide a separate Word file with a list of the captions from 1- to end, acknowledging the copyright holder permission for all images and illustrations.

Your references for illustrations and any tables you cite in your text should also be inserted into the reference section Works Cited.

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