STYLE SHEET

- Dilger and Rice, eds., *From A to <A>*
- Copyedited by Editor Name for West/Minnesota UP, July 29, 2010

REFERENCE WORKS CONSULTED

- MN house style
- Chicago Manual of Style, 15th ed. (CMS)
- Merriam-Webster Collegiate Dictionary, 11th ed. (W11)
- authors presented text in MLA style; this has been edited to CMS as per instructions from the production editor

GENERAL STYLE

- serial comma
- American spelling and typographic conventions
- one of us (A.B.C.)
- i.e., e.g., and etc. may be used only in parentheses and in notes; do not use in running text
- menu choices are in quotation marks and use caps: "View Source"
- distinguish these pairs: like/as/such as, since/because, while/although, employ/use, that/which, compose/comprise
- do not distinguish this pair: utilize/use
- s's for singular possessive, except for classic names: Hayles's, but Descartes'
- tag coding is used for tags themselves, for attributes, and for SGML entities

Italic versus roman type

- the term *word,* which means "explanation"
- minimize the use of scare quotes and of italic for emphasis
- Web sites, Web spaces, and mailing lists named in text are roman, first letter capped: CNN.com, Facebook, News.google.com, Ebay, MySpace, WWW-Talk
- in works cited, titles of Web sites are italic
- video games are italic: *World of Warcraft*

Extracts, quotations

- follow copy on whether something is extracted or not; no minimum length
- okay to silently change case of letters in quotations
- omit ellipsis dots at the beginning and end of quotations, unless a trailing-off is meant
- omit page numbers to refer to general info gleaned from a source; retain for direct quotations or paraphrasing
- epigraph publication info is not provided in Works Cited (CMS)

Numbers, dates, time

- spell out most one- and two-digit numbers, and rounded-off larger numbers
- use numerals otherwise, and if thickly clustered

- comma separator: 1,000
- forty-three-year-old woman; a forty-three-year-old
- 32 million
- 00 Month 2000
- 00 percent
- all ranges use CMS style: 1998–99, 2003–4, 100–101, 19–21, 199–21

Hyphenation, hyphens, en dash

- CMS §7.90: most prefixes are solid: re-, pre-, post-, anti-, sub-, intra-, inter-
- most suffixes are also solid: birdlike
- never hyphenate -ly words
- retain hyphen to italic, capital letter, numeral
- use en dash to hyphenate open compounds: New York–style
- use all hyphens in longer compounds: non-English-speaking
- use en dash between two units of equal weight: United States–Mexico border

IN-TEXT LITERATURE CITATION

- author–page number style
- short title provided only if there is more than one text by the same author; otherwise, just the author name is used
- in parenthetical reference citations, provide all authors for up to 3 authors; use first author, then et al., for 4 or more authors; but okay to provide all authors in running text, depending on context
- if paragraph number is provided (as for citation to Web pages), strike it unless the paragraphs are actually numbered
- "emphasis in original" struck; only emphasis added need be remarked upon
- As Author argues, "quoted words" (14).
- As has been argued, "quoted words" (Author 14).
- As has been argued, "quoted words" (Author, *Title* 14).
- As Author has argued, "quoted words" (*Title* 14)
- ...and attributed display quotation ends. (14)

IN-TEXT FIGURE CITATION

- cap Figure and spell out always: (Figure 9.1)
- figures are named after the chapter

WORKS CITED

- author–page number style
- originally prepared in MLA style; edited to CMS as per note from MN production editor
- angle brackets removed from URLs as per note from MN production editor
- standard state abbreviation used (not postal abbreviation) if city is provided (U MN)
- no reverse italic in titles; use quotation marks instead
- lowercase prepositions

- URLs are usually not to the specific cited page but to the domain/home page

Book

Derrida, Jacques. *Of Grammatology.* Translated by Gayatri Chakravorty Spivak. Baltimore: Johns Hopkins University Press, 1976.
Siegel, David. *Creating Killer Websites: The Art of Third-Generation Site Design.* 2nd ed. Indianapolis: Hayden Books, 1997.

Chapter/article in book

Lipson, Carol S. "Recovering the Multimedia History of Writing in the Public Texts of Ancient Egypt." In *Eloquent Images: Word and Image in the Age of New Media,* edited by Mary E. Hocks and Michelle R. Kendrick, 89–115. Cambridge, Mass.: MIT Press, 2003.

Paper presentation

Alexander, Jonathan, and Jacqueline R. Rhodes. "An Illegitimate Profession: How Composition Bastardizes New Media Scholarship." Presented at the 124th Annual Convention of the Modern Language Association, San Francisco, Calif., 26–30 December 2008.

Web site

Coover, Robert. "The End of Books." *New York Times.* 21 June 1992. Accessed 14 January 2009. http://www.nytimes.com/.
Huttner, Sid. "R. Worthington & Co." *The Lucille Project*. Accessed 5 March 2007. http://sdrc.lib.uiowa.edu/lucile/.

CODES

Nested codes (close with same code with forward slash)

{A}, {B}, {C} (heads)
{Author}
{AuthorQueries}
{Bib}
{ChapterAuthor}
{ChapterNumber}
{ChapterSubtitle}
{ChapterTitle}
{CodeExtract}
{Contents}
{CopyrightPage}
{Dedication}
{Epigraph}
{EpigraphSig}
{Extract}
{FigCaption}
{FigNumber}

{FrontMatter}
{FrontMatterHead}
{HalfTitle}
{Headnote}
{Notes}
{SmallCaps}
{Subtitle}
{Text}
{Title}

Nonnested codes

{3.} (three-dot ellipsis)
{3m} (three em dash in bibliography)
{4.} (four-dot ellipsis)
{AQ1} (author query placement code)
{Em#} (em space)
{fig9.1} (figure placement)
{FlushLeft}
{RightArrow}

TERMS

á la (prep; W11)
Acid Phreak (person's name)
Ajax
Alltheweb
artiste (n; W11)
artwork (n; W11)
avant-garde (adj; W11)
backbone (n, adj; W11)
being-with (following Heidegger)
Berners-Lee, Tim
blog; Weblog (n; W11)
bookend (n; W11)
breakthrough (n; W11)
bricoleur (n; not in W11 so italic)
Cascading Style Sheets (CSS) (cap initial
    letters as per standard styling for this
    term)
citizen-subject
close-up (n; W11)
commonsense (n, adj; W11)
commonsensical (adj; W11)
CSS (expand at first use; do not use "CSS
    style sheets")
cut-up (n; in W11 as solid meaning
    something else, so hyphenated here)
data (pl n; W11)
Deleuze, Gilles
Deleuzian (U MN style sheet)
Delicious (not Del.icio.us, their former
    styling)
différance (via Derrida)
discernible (adj; W11 first listing)
DIY (n; W11)
DNS (no need to expand)
dot-com (n; W11)
Dreamweaver (software by Adobe)
Ebay
e-commerce (n; W11)
e-mail (n; W11)
end user (n; W11)
end-user (adj)
executable (adj, n; W11)
exploit (n; W11)
facade (n; W11 first listing)

file name (n; not in W11 so 2 words)
flaneur (n; W11)
Flickr
folksonomy
frameset (n; not in W11; solid to parallel tag
    name)
front-load (v; W11)
FrontPage (software)
FTP (n; W11)
Geocities (hosting site)
gestalt (n; W11; use lc)
GIF (n; W11)
google (v; W11)
Google search (v)
Gopher
Gothic (adj; cap as per W11)
grassroots (adj; W11)
GUI (n; W11; no need to expand); do not
    use "GUI interface"
guide line (n; a line drawn on something to
    guide further work; 13 ch 11)
guidebook (n; W11)
Gypsy (n; W11)
handheld (adj; W11)
headjob (03 ch 01)
hermeneutics (n pl but sing or pl in
    construction; W11)
Hollerith card (n; in W11 under "punch
    card")
HTML (Hypertext Markup Language) (but
    no need to expand)
HTTP
hypertext (n; W11)
imageability (n; 14 ch 12)
imagetext (following Mitchell; 11 ch 09)
InDesign (software by Adobe)
index.php (file name)
international style
Internet (n; W11)
JavaScript
Jumbotron (09 ch 07)
keystroke (n; W11)
keyword (n; W11)

LAMP stack (Linux, Apache, MySQL, PHP)
lifeworld (n; W11)
Lyotard, Jean-François
markup (n; W11)
mash-up (n; not in W11)
Match.com
meta (n)
metadata (n pl but sing or pl in construction; W11)
metainformation
mind-set (n; W11)
minutiae (pl n; W11)
MP3 (n; W11)
MySpace
naive (adj; W11 first listing)
nation-state (n; W11)
Nelson, Ted
neoclassical (adj; W11)
newfound (adj; W11)
news feed (n; not in W11 so 2 words)
newsreader (n; W11)
NeXT (computer, workstation)
Nielsen, Jakob
off-line (adj; W11)
online (adj; W11)
open source (n, adj; never hy)
pasteup (n; W11)
PDA (no need to expand)
pecia (n; 13 ch 11; not in W11)
peekaboo (n; W11)
PHP
phpMyAdmin
plain text (n, adj)
plug-in (n, adj; W11)
pop-up (n; W11)
pseudonymous (adj; W11)
pull-down (adj; W11)
readymade (n; art form; W11)
rococo (adj; W11)
RSS (Really Simple Syndication)
Ruby on Rails
run time (n; not in W11 so 2 words)
run-time (adj)
screen shot (n; not in W11 so 2 words)
server-side include (n)

SGML (Standard Generalized Markup Language) (but no need to expand; in W11)
social networking (n, adj; W11)
Social Security (cap to refer to specific U.S. program)
SourceForge
Soviet Montage (10 ch 8; mode of filmmaking)
spartan (adj; lc as per W11)
SPIMES
standard-bearer (n; W11)
start-up (n; W11)
storefront (n; W11)
style sheet (n; not in W11 so two words)
stylebook (n; W11)
tagline (n; W11)
TCP/IP
Telnet
thought form (06 ch 4)
ticker tape (n; W11)
ticker-tape (adj)
tool kit (n; not in W11 so 2 words)
tool tip (n; not in W11 so 2 words)
toward (prefer to towards, a Britishism)
trade-off (n; W11)
transclusion (n; not in W11; confirmed online with Google search)
Tripod (hosting site)
typefounder, typefoundry (n; W11)
U.S. (adj; CMS)
Ugly (07 ch 5)
United States (n; CMS)
Unix
Usenet (n; W11)
voilà (interjection; W11)
W3.org
wayfinding
Web 2.0
Web Content Accessibility Guidelines (WCAG) 2.0
Web site (n; W11; press specifically requested this styling)
Web, the (n; W11)
webbed (v)
Webcam (n; W11)

Weblog; blog (n; W11)

Webmaster (n; W110

Webmonkey (name of Web site/publication)

Webzine

Western (adj; W11)

WordPress (blogging platform, Web site)

work-around (n; W11)

World of Warcraft

World Wide Web (n; W11)

World Wide Web Consortium (W3C) (name of organization)

WorldWideWeb (name of browser)

WYSIWYG (all caps; not all small caps)

Yahoo (not Yahoo!)

zeitgeist (n; W11)

Žižek, Slavoj