GPS: Global Performance Studies
Formatting Guide for Contributors

Submissions through the online portal

We ask all potential authors submitting their work for review to submit their work through our online portal at https://gps.psi-web.org/about/submissions

This will require creating a *GPS* login if you don't already have one.

We ask you to use this portal to:

- Upload all materials related to your work, for files up to 500MB. Send larger files by alternative means (e.g. WeTransfer or Google Drive link)
- Add a short biographical statement for all contributors
- Link your ORCID to your submission if you have one (https://orcid.org/)
- Add an abstract and keywords to help with your article's indexing by scholarly catalogues.

You can track your article through the publication process using this portal.

Article formatting

GPS articles are published online as rich-media HTML pages, not PDF, and do *not* replicate the layout and dimensions of a printed page.

For this reason we ask authors to use in-text citations and endnotes rather than footnotes (as there are not individual pages with footers). Images and other media that are part of the contributor(s)' original work or have permission for reproduction should be embedded within the flow of the article, and you should indicate in your Word document where you would like these included.

Headings and body-text styles will be displayed according to a standard style for our webpages. However, we can customize font-sizes, layout, and alignment if this is crucial to the format of your article; please add a note if this is the case. Please bear in mind that elements on HTML pages will be placed differently on different devices.

Alternative formats to a single HTML page are also possible (e.g., multi-page slideshow). Webpages also allow for different forms of interactivity and we are happy to discuss these possibilities with authors who are fluent with HTML or who have access to web designers.

Note on Language: We encourage submissions in languages other than English as well as multi-lingual submissions. GPS will make every effort we can to find native speakers for reviews, but please understand that our resources are limited.

UK vs US spelling
We accept both UK and US spelling, so long as there is consistency within an article.

Acronyms
Include the full name the first time an acronym is used (but not subsequently).

Example: Global Performance Studies (GPS)

Apostrophes
Add apostrophes to possessives, and to the end of a possessive that ends in s.

Author Names
Use first and last names the first time an author is mentioned. Use only the last name in subsequent mentions of the author.

Block Quotes
Quotations of more than 8 lines should be indented as a block quote. Do not use quotation marks at the beginning and end of block quotes.

Brackets
Use brackets to indicate added information within a quotation. Use brackets around ellipses […] to indicate when a section of text has been abbreviated. Do not use brackets to indicate the change of a capitalized letter at the beginning of a quote.

Capitalization
Capitalize proper nouns. Do not capitalize common nouns.

Example: The library I went to was the Library of Congress.

Commas
Use the Oxford (serial) comma in a list of items. Commas should always go inside of quotation marks.

Example: Use the Oxford comma in a list of a first, second, and third item.

Ellipses
Use brackets around ellipses [...] to indicate when a section of text has been abbreviated.

Em-Dashes and En-Dashes
Use em-dashes (—), or alternatively two hyphens with spaces on either side (--), as a punctuation mark to indicate an aside or parenthetical mark (similar to comma or parentheses); e.g., "This idea—which was first formulated by Butler—can be applied here."

Use en-dashes (–), or alternatively two hyphens without a space on either side, to indicate a page or date range; e.g. from 1999–2000; pages 33–35.

Endnotes / Footnotes
Endnotes should be used for marginal comments only, not citations. Any endnotes should be inserted with the Word insert endnote function. Use endnotes (end of document), not footnotes. Endnotes and Works Cited are separate sections.

Quotation Marks
Use double quotation marks (“ and ”). Use single quotation marks (‘ and ’) if there is a quotation within a quotation. Use “smart quotes.” Use double quotes for a quotation within a block quote, but not at the beginning or end of the block quote.
Example: (“This is a quotation with an ‘interior quote’ within a quotation”)

Hyphens
Use a hyphen to join coequal nouns and compound adjectives.

Example: I am a fifty-year-old artist-scholar.

Italics
Use italics for foreign words and concepts. Do not use italics for abbreviations.

Numbers
Numbers under 100 should be spelled out. Numbers equal to or over 100 are numerals.

Example: Between ninety-nine and 100.

Page Breaks and Section Breaks
Do not use page breaks or section breaks.

Paragraphs
The first paragraph in an article or section is not indented. Subsequent paragraphs are indented with a “tab” character.

Periods
All sentences should end in a period. Periods always go inside of quotation marks, unless there is a in-text citation at the end, in which case the period should go after the citation.

Poetry and Song Lyrics
Lines of poetry and song lyrics should be separated by slashes (/) and verses by double-slashes (//), with a single space around each slash.

Spacing
Use only a single space between sentences. Please do not use double spaces.

Sub-Headings
We encourage the use of sub-headings for organization and clarity. Sub-headings should use title case and be left justified in bold.

References/citations

GPS uses in-text citations (not footnotes) following the Chicago 18 "author-date" method for in-text citations. See https://www.chicagomanualofstyleorg/tools_citationguide/citation-guide-2.html

Each in-text citation should include the author's name and page number. The author's name may appear in the text or within the parentheses after the quotation. Please note the order of the quotation marks, parentheses, and period. ["Quote" (citation).]

Examples:
Jane Smith states: "Quotation" (12). or
"Quotation" (Smith 12).

For quoting multiple sources by the same author:
Jane Smith states: "Quotation" ("Title" 12). or
"Quotation" (Smith, "Title" 12).

If there is no author known, use the title:
"Quotation" ("Title" 12).

For a source with multiple authors:
"Quotation" (Smith and Jones 12).

For a source with three or more authors:
"Quotation" (Smith, et al. 12).

To indicate emphasis was added (not needed if emphasis is in original):
"Emphasis was *added* in this quotation" (Smith 12; emphasis added).

For a quotation that spans more than one page, use an en-dash:
"Quotation" (Smith 12–13).

Works Cited

All of the sources referenced in your in-text citations should also have an entry in a "Works Cited" page at the end of the article (also double spaced). The Works Cited section should begin with a left justified sub-heading called Works Cited (in bold). Do not use a page break or add extra space before the Works Cited.

Please follow Chicago 18 style, as described here:
https://www.chicagomanualofstyleorg/tools_citationguide/citation-guide-2.html

Note that with Chicago 18:

- Place of publication is no longer needed for book references in the Works Cited section.
- The page range for a chapter in a book is no longer needed in the Works Cited section.

For two or more authors, please use a comma before the final "and":

> Gómez-Peña, Guillermo, and Roberto Sifuentes. 2011. *Exercises for Rebel Artists: Radical Performance Pedagogy*. Routledge.

If the cited author uses Eastern name formatting (family name first) then do the same in your Works Cited section, without a comma between family name and first name:

> Trinh T. Minh-Ha. 2009. *Woman, Native, Other: Writing Postcoloniality and Feminism*. Indiana University Press.

Please include DOIs if your sources have them. You can check whether your sources have a DOI using this form: https://doi.crossref.org/simpleTextQuery

Media

Images

We understand that images may have lower resolution, especially archival or historical images. Please follow these guidelines whenever possible. JPG or TIFF format is preferred. Please use at least 300 dpi or greater. Please send images as large a resolution and size as possible.

Images should be uploaded via the web portal along with article text.

Video

We understand that some video may have lower frame rates or resolutions, especially archival or historical video. Please following these guidelines whenever possible.

We use Vimeo for hosting original video that is part of the article and embedded within he article. Videos that are referenced, but not part of the article itself, should remain links.

See Vimeo's guidelines for video optimization: https://help.vimeo.com/hc/en-us/articles/12426043233169

Contact the editor to be sent a contributor link in order to upload your video file directly to our Vimeo account.

Audio

Audio files should be as MP3 or AAC format with a 160kbps bit rate. Please avoid using Variable Bit Rate (VBR) encoding.

Audio files (up to 500MB) should be uploaded via the web portal along with article text. Larger files should be sent separately.

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