

## ***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.

## *GPS Formatting Guide for Contributors*

*GPS* style is a variation (simplified) version of the 8th edition of the Modern Language Association (MLA) style.

### **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. Use double spacing for block quotes and indent the left side of the margin one inch. 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 three periods separated by spaces to indicate an ellipsis (not an ellipses “character.” Use brackets around ellipses [...] to indicate when a section of text has been abbreviated.

### **Em-Dashes**

Use two hyphens WITH spaces on either side ( -- ) to indicate an em-dash.

### **En-Dashes**

Use two hyphens WITHOUT spaces on either side (--) to indicate an en-dash.

### **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.

### **Exclamation Points**

In general, avoid using exclamation points, unless inside of a quotation.

### **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.

### **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 MLA “author-page” method for in-text citations. 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).

### Other

For more examples see: <https://style.mla.org/in-text-citations-overview/>

## 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.

For an overview of MLA style see <https://style.mla.org/works-cited/citations-by-format/>

In general, list information in this order (may vary according to source). Each element should be followed by the punctuation mark listed here:

Author (last name first). Title. Title of Container, Other Contributors, Version, Number, Publisher, Date, Page numbers. DOI (if available).

**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>

Examples:

### Book

Author. *Title*. Publisher, Year. DOI.

### Article in Periodical

Author. "Title of Article." *Title of Journal*. Volume, Issue, Year, Page Numbers. DOI.

### Article from Edited Volume

Author. "Title of Article." Title of Book, Edited by Editor Name, Publisher, Year, Page Numbers.

### Translation

Author. *Title*, Translated by Translator Name, Publisher, Year.

### Version

Author. Title, Edition, Publisher, Year.

### Internet

Author. "Title of Page." *Title of Website*. URL.

### Other

For more example see

[https://owl.purdue.edu/owl/research\\_and\\_citation/mla\\_style/mla\\_formatting\\_and\\_style\\_guide/mla\\_works\\_cited\\_other\\_common\\_sources.html](https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_works_cited_other_common_sources.html)

## **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 the 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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