

Global Performance Studies **Formatting Guide**

GPS style is a variation (simplified) version of the 8th edition of the Modern Language Association (MLA) style. For an overview of MLA style: [Click Here](#)

Articles

Articles and text portions of projects must be typed in Microsoft Word format. Use 12-point “Times,” “Times New Roman,” or “Cambria” font, double spacing (including indented quotes), page numbers, and standard margins (1” top and bottom, 1.25” left and right). Please do not add space in the headers, between paragraphs, or sections.

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.

Formatting

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 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

Any endnotes should be inserted with the Word insert endnote function. Use endnotes (end of document), not footnotes. Endnotes should be used for marginal comments only, not citations. 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 emphasis or 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.

In-Text Citations

MLA uses the “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:

“Quotation” (Smith 12-13).

Other

For more examples: [Click Here](#)

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.

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).

Examples:

Book

Author. *Title*. Publisher, Year.

Article in Periodical

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

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 examples: [Click Here](#)

*** DOI (Digital Object Identifiers)**

GPS uses Digital Object Identifiers for sources when they are available. A DOI is a series of numbers that identifies an online source or object, allowing us to easily link the reader to the source with a hyperlink. Please include DOIs if your sources have them. If you need help finding DOIs please contact the editors. For more information on Digital Object Identifiers please see:

<https://www.doi.org>

Media

All media associated with a project should be sent to the editor using WeTransfer; or, if the files are too large for WeTransfer, please contact the editor for permissions to access to a Google Drive folder where you will upload media files. Author must have copyright permission of all images, videos, and audio files, or ensure that the publisher will be granted permission to use any content under copyright.

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, with an Embedded Color Profile. Please name files according to the following scheme, in the order they will appear in the document (i.e. IMG001, IMG002, etc.). In the text, indicate the placement of an image with the file name in brackets. For example: <INSERT IMG001>. Image files should be sent separately from the text using WeTransfer.

Video

We understand that some video may have lower frame rates or resolutions, especially archival or historical video. Please following these guidelines whenever possible. Video should be sent in MOV format [preferred], 540p resolution or greater (as high a resolution as possible). MPEG-4 format is also accepted but not preferred. Please use a H.264 codec [preferred], 24 to 60 [preferred] Frames Per Second (FPS) or greater, 16:9 [preferred] or 4:3 aspect ratio. Please name files according to the following scheme, in the order they will appear in the document (i.e. VID001, VID002, etc.). In the text, indicate the placement of a video with the file name in brackets. For example: <INSERT VID001>. Video files should be sent separately from the text using WeTransfer.

Audio

We understand that some audio files may have lower sample rates and bit rates, especially archival or historical video. Please following these guidelines whenever possible. Lossless (non-compressed) audio files are preferred. Audio files should be sent in as AIFF with a 320 kbps bit rate [preferred] and 48 khz sample rate. WAV and MP3 format is also accepted although not preferred. Please use as high a sample rate and bit rate as possible. Please avoid using Variable Bit Rate (VBR) encoding. Please name files according to the following scheme, in the order they will appear in the document (i.e. AUD001, AUD002, etc.). In the text, indicate the placement of an audio file with the file name in brackets. For example: <INSERT AUD001>. Audio files should be sent separately from the text using WeTransfer.