

The Rhizomatic Revolution Review **[20130613] Style Guide**

The following guidelines are intended to be applied to the contents of *The Rhizomatic Revolution Review [20130613]*, including external communications and all areas of the website. This is a dynamic document; new notations and sections will be added as needed. It is not intended to supplant the APA Style Manual. It does address common errors, matters of style, and elements of language not addressed by APA. In other words, it is a quick reference. *The Chicago Manual of Style*, *The Gregg Reference Manual*, and other references that address correct use of grammar and mechanics should be consulted.

Notes:

- Many notations in this document refer to *The Chicago Manual of Style* (CMoS). This will be our primary grammar and usage reference. However, academic style will NOT be based on CMoS.
- When quoting any text, deference should be given to the original writer's choices unless it appears that a typographical or content error was committed by the author. In that case, a silent edit may be made or [sic] may be added after the erroneous word(s) to indicate that it is quoted as originally written. However, bringing attention to such an error can appear to be contemptuous, so silent correction is preferred as it is more respectful (CMoS 11.4).
- The term "regular" when applied to any text refers to text not written in bold or italics.
- In all cases, common sense, accessibility, and readability should guide decisions. Many style manuals disagree on a variety of matters. In cases like this, we will strive to be consistent and to make thoughtful decisions.

STYLE OF NAMES AND TITLES	2
GRAMMAR AND MECHANICS	3
SCHOLARLY STYLE	5
UNIVERSAL DESIGN AND INCLUSIVE LANGUAGE	5

STYLE OF NAMES AND TITLES

Journal and Website The title of our journal is *The Rhizomatic Revolution Review [20130613]*. The article “the” should always be capitalized. The title should be written in italics, including the bracketed date. The guidelines relating to the title of the journal should be applied wherever the journal is discussed in any official capacity (business cards, flyers, pamphlets, brochures, posters, conference materials, presentations, etc.).

The shortened version of our title is *R³*. This is written in italic type when used for any official purpose. The shortcut to superscript a numeral in Google docs is to type the number, highlight it, then hold the control button down while pressing the period key. If the platform or app does not support superscripts, use lingojam.com/TinyTextGenerator. Or simply leave the “3” as regular type: *R3*.

Major works are in italics (CMoS 8.178): book titles, album titles, and magazine and journal names.

Song titles are in regular and enclosed in quotation marks (CMoS 8.202). Likewise, minor works such as short stories, individual poems, or chapter titles are in quotation marks.

Title case/headline style shall be used (CMoS 8.165-8.167). The first and last word of titles and subtitles shall be capitalized, as well as major words. Lowercase: the, a, an, and, but, or, for, nor, to, as, prepositions (unless stressed; example: *A River Runs Through It*).

Song titles that include an unusual or nonstandard spelling or punctuation should be kept true to the original (examples: “Blood Sweat & Tears” does not include serial commas and retains the ampersand, “Boy With Luv” capitalizes the preposition “with” and retains the nonstandard spelling of “luv”).

Names of Members

Kim Namjoon, RM

Kim Seokjin, Jin

Min Yoongi, Suga (Initial capital and lowercase)

Jung Hoseok, J-Hope (Hyphen after J, “Hope” written with uppercase “h”)

Park Jimin, Jimin

Kim Taehyung, V, Taehyung

Jeon Jungkook, Jungkook,

Bang Shi hyuk, Bang PD

ARMY: When referring to BTS’s fanbase, always written in all capitals, regular. Plural: ARMYs Singular: an ARMY

Subsets of ARMY Because the “K” in “K-ARMY” stands for “Korea” or “Korean,” it should be capitalized. However, the “i” in “i-ARMY” or “i-lovely” should be left in lower case: K-ARMY, K-diamonds, i-ARMY, i-lovelies

GRAMMAR AND MECHANICS

Spelling American English spellings and punctuation are preferred for the sake of consistency in general text, such as the website, presentations, etc. However, when an author uses British spelling, that preference may be maintained.

Abbreviations Abbreviations must be given in full at the first use, followed by abbreviations in parentheses. Thereafter, the abbreviations alone should be used.

Punctuation with quotation marks Periods and commas precede closing quotation marks (double or single) (CMoS 6.8). Examples: BTS’s Billboard Hot 100 hits include “Boy With Luv,” “Fake Love,” “Idol,” and “Mic Drop.” Jungkook is known as BTS’s “golden maknae.” Note that the commas and periods are placed before the closing quotes.

Colons, question marks, and exclamation marks follow closing quotation marks unless the mark is part of the quoted expression (CMoS 6.9). Example: What is the original publication date of “Whalien 52”? But, On October 10, 2016, BTS released an album that includes “2! 3!”

Commas Commas are used to separate items in a series. When the last two items in the series are joined by a conjunction, a comma should precede the conjunction (CMoS 6.19). Example: The vocal line consists of Jungkook, Taehyung, Jimin, and Jin.

Numbers: Numbers under 10 are spelled out, except for: measurements with a unit (5 grams), age (8 years old), or list with other numbers (15 females, 9 males). When a sentence begins with a number, the number is spelled out or the sentence is recast to avoid this construction.

Mathematics: Equations need to be editable, so we recommend that you create them using the built-in Microsoft® Equation Editor if using Word or insert an equation if using Google Docs.

Units of measurement: Measurements should be given in SI or SI-derived units. Visit the Bureau International des Poids et Mesures (BIPM) [website](#) for more information about SI units.

Apostrophe to mark possession The possessive of most singular nouns is formed by adding an apostrophe and an s (CMoS 7.17). This rule also covers most proper nouns,

including names ending in s, x, or z (CMoS 7.17). Therefore, when BTS is written in the possessive case, it should be expressed as BTS's. Similar examples: Kansas's, Burns's, Dickens's To demonstrate how this spelling reduces confusion, these are pronounced as: **kan-zus-ez**, **burn-zez**, **dik-inz-ez**. BTS's is pronounced as be-tee-**ess**-ez. When the extra "ez" syllable is added to the spoken word, the possessive "s" should be included.

Singular vs plural BTS is a singular noun and takes a singular verb: BTS is (not are), BTS consists of, BTS appears, etc.

Paragraphs Insert one space between paragraphs and do not indent for articles, essays, reviews, and letters to the editor. A short story may indent paragraphs.

Block Quotes Long quotes should use block quote style per APA. To do this in Google docs, select the quoted text, then select the indent button: . Drag the right margin left to the 6 inch indicator mark.

Ellipses Ellipses are used to mark the omission of text from a quoted source. Three dots indicate omitted words within a sentence. Four dots indicate that one or more sentences have been omitted. There should always be a space between the dots so that the ellipsis is written as dot space dot space dot: . . . *Note: Do not use the character that Word autofills for ellipses: ...*

When three dots are used to indicate omitted text from the beginning of a sentence, the first dot should immediately follow the quotation mark with no extra space added. When text is omitted at the end of a sentence, the last dot should be immediately followed by the closing quotation mark. When used to indicate text omitted from the middle of a sentence, spaces should be inserted before the first two dots and after the third. Examples: During the interview, Namjoon stated, "For us, it will always be important to keep working hard . . . and setting an example." During the interview, Namjoon stated, ". . . every group has a different approach."

During the interview, Namjoon stated, "Our lyrics deal with real issues that face all humans . . ." But During the interview, Namjoon stated, ". . . every group has a different approach. . . . And the fans know that we are there for them, and they are there for us."

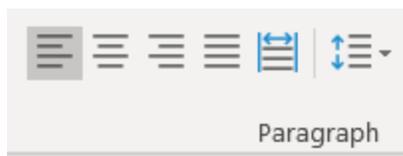
Em-dashes Em-dashes may be used to indicate interrupted thought or an explanatory aside. When an author uses a dash or dashes, use an em-dash with a space on either side. Example: He thought about it for a moment — it seemed like hours — before reluctantly nodding in agreement. The reason for the space is accessibility for readers who use alternate forms of technology to read, such as screen readers and Braille scanners. Although WCAG guidelines say not to use the spaces, different organizations give differing advice. Some media outlets actually automatically add the spaces around dashes. The Google docs keyboard shortcut: alt + 0151

En-dashes En-dashes are used to indicate a range between things like dates, pages, or months. An en-dash is different from a hyphen (it's longer). So in a range of pages in in-text citations or a bibliography, use an en-dash: pages 49–53. Likewise, one would indicate the range of months between May and December as May–December. The Google docs keyboard shortcut: alt + 0150

Hyphens Hyphens are used to connect two closely related words; five-year-old girl, two-thirds, Mason-Dixon.

Specialized or Technical Terminology Ethnomusicology: written as one word Peer review/peer reviewed: written without a hyphen when used as a noun, but with a hyphen when used as an adjective or a verb. Example: Peer review typically takes 4 to 6 weeks. (noun) The peer-review process helps guarantee factual correctness. (adjective) I was busy peer-reviewing an article when my V Live notification went off. (verb)

Justification (Alignment) Text should be right justified with a ragged left edge. In the Word toolbar:



SCHOLARLY STYLE

References References should be properly cited in-text and there should be a reference list or bibliography at the end. The referencing style should adhere to APA style. APA style website: <https://apastyle.apa.org/style-grammar-guidelines>

UNIVERSAL DESIGN AND INCLUSIVE LANGUAGE

Whenever possible, inclusive and respectful language should be used, and the principles of Universal Design should be followed.

Using the pronouns “they” and “them” with a singular verb is acceptable and should not be treated as a subject-verb agreement error.

Attention should be paid to elements of language that may foil screen readers. While the variety of assistive tools makes standardization of approaches difficult, there are some clear choices one can always make. For example, if a range can be expressed in prose without using an en-dash, as “2013 through 2019,” for example, that is a more accessible choice.

Updated July 7, 2020

When en-dashes are required for APA style, however, they should be used.