

MayDay Group Publications Style Guide

General Format

- Font: Standard (e.g., Times New Roman), 12 point
- Spacing: Double space between lines. Do *not* use two spaces between sentences.
- Margins: Top and bottom 1 inch, sides 1.25 inches
- Title: Center, bold
- Ellipses: Use closed ellipses (necessary for html formatting) instead of open ellipses (. . .) when omitting words or connoting a pause in the middle of a sentence (text text ... text); at the end of a sentence when there is no period (text text...); or after punctuation (text text... text text,... text text;...). Do *not* start a quotation with ellipses. Avoid placing individual ellipses in parentheses or brackets.
- Hyphens and dashes: Use a hyphen for compound words (e.g., editor-in-chief), an en dash for number series including for page numbers (e.g., 12–82; 117–63), and an em dash to offset text (example here—like this). Do *not* add spaces around hyphens or dashes.
- In-text citations:
 - Include author last name and year of publication (*no* comma) (e.g., Bates 2016) and separate multiple references with a semi-colon (e.g., Bates 2016, 2023; Bauer and Nold 2011; Berkman, Cocker and Cronin 2017; Seles 2022). Alphabetize multiple sources.
 - Do *not* use p. or pp., just (23) or (135–36) (e.g., Bates 2016, 23)
 - Use “and” instead of an ampersand (&) (e.g., Cocker and Cronin 2017)
 - If there are no page numbers, specify the section and/or paragraph (para.).
 - Use et al. only when there are four or more authors (e.g., Taylor et al. 2018).
 - Avoid unnecessary repetition of a single reference within a paragraph.
 - Place the in-text reference year immediately after the author’s name where possible.
- Footnotes: Use footnotes as needed. Place the footnote number directly after an appropriate word (no space) or, if at the end of the sentence, following the final punctuation. The production team will convert these to endnotes prior to publication.
- Headings: First level (left aligned, bold), second level (left aligned, italics), third level (indented as part of the paragraph, bold), fourth level (indented as part of the paragraph, italics). Example:
 - First Level**
 - Second Level*
 - Third level.** Regular paragraph text...
 - Fourth level.* Regular paragraph text...
- To accommodate ACT publication conventions (e.g., drop cap), avoid beginning the article with a quotation mark or a heading (e.g., Introduction).
- Images, Tables, Graphs, and Figures: Include these within the document. Place labels and descriptions underneath and centered.

- Page ranges: Omit digits that are the same for hundreds and larger (e.g., 128–89).
- Superscript: Use regular script in-text instead of superscript (e.g., 20th century)
- Quotations: If quoting more than 100 words, use a block quote. If a sentence continues into a block quote, no punctuation is needed prior to the block quote. It is also okay to capitalize the first word of a quotation, or change the first word to lower case, to make a complete sentence, even if it diverges from the original. In this case, do *not* put the capital or lower-case letter in brackets.

Reference Lists

Organize multiple entries by a single author in chronological order from oldest to most recent. For other issues not addressed in the following examples, use any standard style guide.

Journal article; Article with DOI number

Giray, Louie. 2022. Meet the centennials: Understanding the Generation Z students. *International Journal of Sociologies and Anthropologies Science Reviews* 2 (4): 9–18. <https://doi.org/10.14456/jsasr.2022.26>

Journal article with stable URL and without a paywall

Hess, Juliet. 2018. Equity and music education: Euphemisms, terminal naivety, and whiteness. *Action, Criticism, and Theory of Music Education* 16 (3): 15–47. http://act.maydaygroup.org/articles/Hess16_3.pdf

Advance online publication

Kelly, Michael. 2023. Adorno's problematic entanglement with blackness. *Critical Times: Interventions in Global Critical Theory*. Advance online publication. <https://doi.org/10.1215/26410478-11083017>

Book; Subsequent edition

Burgess, Jean, and Joshua Green. 2018. *YouTube: Online video and participatory culture*. 2nd ed. Polity.

Book reprint; Translated book

Freire, Paulo. 1970/2000. *Pedagogy of the oppressed: 30th anniversary edition*. Translated by Myra Ramos. Bloomsbury Academic.

Chapter in an edited book

Bucher, Taina, and Anne Helmond. 2018. The affordances of social media platforms. In *The Sage Handbook of Social Media*, edited by Jean Burgess, Alice Marwick, and Thomas Poell, 233–54. Sage.

Magazine or newspaper article; Online article; Translation of a title

Ahlsved, Kaj. 2018, April 18. #Metoo i gitarrklassen (#Metoo in the guitar class). *Hufvudstadsbladet*. <https://www.hbl.fi/artikel/metoo-i-gitarrklassen/>

Edited book

Waldron, Janice L., Stephanie Horsley, and Kari K. Veblen, eds. 2020. *The Oxford handbook of social media and music learning*. Oxford University Press.

Dissertation or Thesis (PhD diss., DMA diss., Doctoral diss., or Masters thesis)

Vazquez-Cordoba, Hector. 2021. Building appreciation for indigenous cultures in Mexico via music education. PhD diss., University of Victoria.

Organization as author

Statista. 2019. YouTube—Statistics & facts.
<https://www.statista.com/topics/2019/youtube>

Film

Marshall, Rob, director. 2023. *The Little Mermaid*. Film. Walt Disney Studios Motion Pictures.

Online Video/Audio uploaded by the originator; Including a timestamp

Mauboy, Jessica. 2009. Jessica Mauboy—Been waiting. YouTube video, 3:42.
https://youtu.be/_1UVVUq3XoE

Online Video/Audio uploaded by someone other than the originator

Jackson, Michael, and Janet Jackson. 2008. *Scream*. YouTube video uploaded by michaeljacksonVEVO. <https://www.youtube.com/watch?v=OP4A1K4lXDo>

Audio Recording

The Beatles. 1964. A hard day's night. Vocal performance. Words and music by John Lennon and Paul McCartney. On *A hard day's night*, EMI Records LTD.

Podcast; Podcast interview

Gene Demby, host. 2024, January 10. Everyone from the Tea Party to immigrants rights groups want a piece of Dr. King. Podcast interview with Hajar Yazdiha. On *Code Switch*, NPR. <https://www.npr.org/2024/01/10/1197954537/everyone-from-the-tea-party-to-immigrants-rights-groups-want-a-piece-of-dr-king>

Court case or legal statute

Cite legal statutes (e.g., 20 United States Code § 7401) and court cases (e.g., *Brown v. Board of Education of Topeka*) in-text and in notes only. It is not necessary to include statutes or court cases in the list of references.