

Sinister Snapshot Style Manual

General Notes

1. Use a readable font like Times New Roman 12-point.
2. Title Case Capitalization for Titles of Works and Sections.
3. Single space between sentences and between paragraphs. No extra spaces.
4. Use present tense.
5. *Italicize titles of books, movies, plays, and works of art*, but enclose titles of "poems," "short stories," and "articles" in double quotation marks.
6. Fully spell out state names. States should be followed by a comma if they are written beside a city name. **For example:** She lives in Texas; She lives in Houston, Texas, and she has lived there for many years.
7. *Italicize Sinister Wisdom* and the journal theme, but not the issue number. **For example:** *Sinister Wisdom 127: On Transfer*



Numbers and Dates

1. Spell out all whole numbers from one through one hundred.
2. Use an en dash (–), not a hyphen (-), to connect numbers (dates, pages, etc).
3. Spell out decades (the sixties, the seventies) or if the decade is identified by the century, write them as plural numerals (1920s, 1880s). **Do not** put an apostrophe before a numerical decade, as in '60s.
4. Spell out numbers (including dates) at the beginning of a sentence.
5. Write dates as cardinal numbers. **For example:** April 18, not April 18th
6. Do not abbreviate months or days. **For example:** Monday, August; not Mon. or Aug.
7. If you must use numerals for one of the numbers in a given category, then for consistency's sake use numerals for them all. **For example:** There are 7 lesbians, 28 lesbian-feminists, and 112 women overall.
8. Use commas in four-digit numbers (1,200) except for page numbers (pg. 4567).
9. For percentages, use numerals and spell "percent." **For example:** 20 percent
10. Write time in numerals, capitalizing A.M. and P.M. (2:30 P.M., 7:30 A.M.)
11. Always write "167-72," never "from 167-72." As the dash implies 'from' and 'to,' it is redundant to use the words as well as the dash. Without the dash, however, write "from 167 to 172."



Punctuation

1. Use American English punctuation. **For example:** Periods and commas go *inside* quotation marks. On the other hand, colons, semicolons, question marks, and exclamation points go *after* quotation marks.
2. Use a comma immediately before the coordinating conjunction in a series. **For example:** lesbians, lesbian-feminists, and women.
3. Write ellipses as . . . (that is, space dot space dot space dot). Add an extra space and dot for the end of a sentence.



Power in Language

1. Look up the names of EVERY person, publication, and organization mentioned to ensure their/its name is spelled correctly.
2. Ensure that proper pronouns are being used for EVERY individual.
3. Lowercase corporation names. **For example:** tiktok, facebook, zoom.
4. Hyperlink to people, publications, projects, and organizations whenever possible.
5. Capitalize Black when referring to the race of people.
6. Compound proper nouns are unhyphenated when used as a noun (She is a lesbian feminist) and hyphenated when used as an adjective (They are African-American activists).