

Summary of the publication formatting used within the ICTM Study Groups on Ethnochoreology and on Music and Dance in Southeastern Europe

This is based on the content of previous publications and discussions with Elsie Dunin and others to have a policy on particular details. The formatting strategy has its base in UK English and European, attempting to be able to include the many languages and disciplines that attend the group's meetings.

Language

UK English (or US English)

The majority of papers are near to UK English, but if the paper is in US English (typically from those who are from the US or studied in the US) then we change the language to US English.

Contractions

No contractions such as don't, can't, I'll, unless part of an exact quote or oral speech pattern.

Latin abbreviations

Avoid using i.e., viz., ibid. etc.

Proper nouns

Capitalise if a proper noun, so a region name, such as North America.

In general US English capitalise all directions, such as Southwestern Romania, but UK English only capitalises if a proper noun, so southwestern Romania.

Titles in sentence case

This is in line with library standards and typical UK usage.

Plural of foreign terms

Most authors put the plural and singular in the text, such as *brâu* (plural *brâuri*). But there can be an issue when the foreign word has become anglicised in use.

Place names

Widely accepted English name in a modern context, so Belgrade in place of Beograd, Bucharest in place of Bucureşti. This can be followed with an alternative language name in brackets if needed for the context.

Use the official names (or transliteration) for the current name in the current nation. So Timișoara in place of Temesvár, Trn in place of Trn. This can be followed with an alternative language name in brackets if needed for the context.

For historical names in a historical context a previous name can be more appropriate. For example in references were the publication pre-dates the current city name.

Translations

In text translations

Square brackets for the translation: "another language" [English translation].

Translator

Quotations translated to English should name the translator.

If the whole paper is a translation, then the translators name should be stated.

Transliteration

Note carefully that each nation has a different standard transliteration from their Cyrillic to Latin.

Author names should be consistent with the professional usage of the individual, which will probably be based on their government's official transliteration scheme, but may be continuing an older scheme for professional consistency.

Citations are only in Latin script and references, author names are in formatted:
Latin script [original script]

Ensemble naming

Avoiding inconsistency in usage of ensemble titles can be difficult.

General principles:

- The ensemble title needs to be in full, at least the first time the ensemble is referred to.
- Uppercase for ensemble names should not be used (such as LINDO)
- There often needs to be a shortened name, and consistent syntax at least within a paper. The difficulty in English is that the technically correct would be "the Lado ensemble", we would always say "the Watford choir" and never the "choir Watford".

Note:

- Some ensembles use a variety of names, for different situations, the author should attempt to use the "registered" name, but sometimes there are various names within their website!
- Some ensembles have changed their names over time, so National Ensemble 'Philip Koutev' is now marketed as Folklore Ensemble 'Philip Koutev'.

Punctuation

Endnote citation

Endnote citations and punctuation follow the English system, not the US system. This is an example with an endnote,¹ but also can be here.²

Quotations

Follows the UK English format of punctuation outside the quotation marks, such as "this is the quotation".

The rule:

"Other punctuation marks appear inside the quotation marks when they are part of the quotation itself, and outside when they are not."

Adding and removing from within the quotation:

Removed quoted words: "here is the [...] quotation".

Added between quoted words: "here is the [example] quotation".

Quote marks within the quotation

Quote marks inside a quotation revert to single quotes. For example ... in "this quotation there is 'quoted part' that originally had double quote marks".

Dash and hyphens

Hyphens are used only to join-words or separate syllables.

Break in a sentence dash is an en dash (named after the length of a character N) with spaces at each end to denote a break in a sentence or to set off parenthetical statements for example – en dash.

In previous times it was common to use—em—dash without spaces at each end.

Number ranges use an en dash between numbers in ranges, such as references page numbers 122–137.

Formatting

Centuries

We adopted using 20th century as nearly everyone uses this format now, apart from some more traditional writings. Do not use superscript as this is reserved for endnote citations.

Note: the older style of XX century is still common in Serbian and Romanian writing and should be replaced.

Dates

Preferred date format 20th July 2015. Do not use superscript as this is reserved for endnote citations.

Numbers

Generally the preference is for numerals from 10 onwards.

Italics, quotation marks – generic terms, titles and stressed words

This deviates slightly from the previous proceedings, and clarifies some points that were previously open to interpretation.

General principle:

- Italics for special words for genres, dances, customs
- "Quote marks" for titles of songs, choreographies, bands and ensembles (if needed)
- 'Single quote marks' for emphasis and stressing the word

For example this leads to a differentiation:

The generic name of the local dance	<i>lindo</i> <i>Breaza</i> (note that this is capitalised because it is named after the place)
The choreography (or stylised dance) named after the local dance	"Lindo" "Breaza"
The ensemble named after the local dance	folk ensemble Lindo folklore ensemble Breaza

Italics – generic terms

Use of italics has caused the most confusion and inconsistency through publications because our subject includes many unusual terms, in several languages, titles of songs, titles of ensembles.

Traditionally the use of italics has been linked to foreign words in English language texts, but previously we have used this more specifically for generic terms.

Italics for:

- Genres – dances and music
- Customs and traditions
- Dance names
- Local musical instrument names
- Musical styles

No italics for:

- English words for musical instruments
- Titles of songs and choreographies
- Stressed words

Specific words for genres, styles, etc. (but not for academic theories or words with specific academic meaning)	<i>bijav</i> , <i>Balkan beat</i> But need to take care if the words are actually a title such as "Balkan Beat" rather than the genre.
Customs and traditions	<i>hora de pomană</i> , <i>lazarice</i> , <i>Morris</i> Italicise all terms for customs for consistency
Instruments	<i>zurna</i> , <i>ćemene</i> , violin
Musical styles	<i>makam</i>
Names of dances	<i>kolo</i> , <i>brâu</i> (generic or local names) In lower case, but note that some dance names have local rules for capitalisation that should be used, particularly where the dance name refers to a person's name or place.

Double quotation marks – titles

In the 2014 proceedings we needed to clarify the use of italics and consider songs, albums and band names as titles to reduce any confusion with similar generic terms.

Double quotation marks for:

- Titles of books and papers quoted.
- Titles of choreographies, songs and albums
- Titles of bands (and ensembles)
- Quoted words

No double quotation marks for:

- Titles of Institutions
- Stressed words

Titles of songs	"Oj, ubave male mome"
Titles of albums	"Bijelo dugme – Kosovka djevojka"
Titles of choreographies (i.e. title of fixed composition)	"Lindo"
Name of music bands	"Band title", such as "Grad" and "Let 3"
Titles of books and publications	Andrew Hewitt in his influential book "Social Choreography: Ideology and Performance in Dance and Everyday Movement" [2005]
Titles of institutions	National Turkish Student Union

Single quotes for emphasis and stressed words

These are not special words which are covered in the italic and titles sections. This is just for emphasis on selected words. Traditionally these would be bold, italic or underlined, but bold is used for headings and italics is confusing with the many special terms we have in our papers.

Note: as a general rule special academic technical terms are not stressed.

The context has been used to determine if the word is being stressed. Checked if the word is a "quoted" term from a reference. In general if the sentence reads ok as standard English then the word in question is thought to be a stressed word.

Stressed words ... not special words, just emphasis or being used as specific word in context	The 'private' vocal ensemble within the 'official' state ensemble 'Suite' and 'medley' are often connected ... words 'order' and 'unity' came into prominence The term interchanges with 'extemporization' though 'improvisation' appears ...
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Citations – examples

Examples of in text citations:

standard reference at end of text	Some sentence of discussion [Author year].
standard multiple reference at end of text	Some sentence of discussion [Author1 year; Author2 year; Author3 year]
reference after author's name	Author [year] suggests that ...
reference given in text for additional information	Some sentence of discussion [see Author year]
reference given in text for additional information	Some sentence of discussion (see Author [year])
several references given in text for additional information	Some sentence of discussion (for discussion on this topic see Author1 [year], Author2 [year] and Author3 [year])