

The *Fillip* Style Guide

FORMATING SUBMISSIONS

1. All documents should be submitted in doc or rtf format set in left aligned, double spaced, Times New Roman, and 12-point font. Include page numbers along with a word count at the end of the document.
2. Images may be submitted with a document, but may or may not be included within the final layout. All images should be submitted at 300dpi at 8x10 as TIFF or hi-quality JPEG documents. All images must be accompanied by full caption information in the following format:
3. Artist, *Title*, Year. Materials, Length/Dimensions (metric format). Photo credit (if available/applicable). Image credit (if available/applicable).
4. All review should include the full title, location and dates of the exhibition or publication in the following format: Title and Location, City, Day Month to Day Month Year.
5. If the review is of a solo exhibition and the title does not contain the name of that artist, then the title should be prepended with the artist's full name.
6. All submissions should be appended with a short (50–75 word) biography of the author and abstract.

BIBLIOGRAPHIC REFERENCES & NOTATION

1. All sources should be cited and formatted according to the latest edition of the *Chicago Manual of Style*.
2. Epigraphs should be formatted as follows:
Quoted sentence or paragraph (roman, unquoted).
—Author, *Title*, date
3. Quoted phrases should be prefaced in the author's own words (i.e. According to Friedrich Nietzsche, "monumental history lives by false analogy.").
4. A quotation of two or more lines should be set off from the text as a block quote and does not require quotations marks at the beginning or end.
5. An omission within a sentence must be indicated by an ellipsis. If the omission is preceded by a grammatically complete sentence then the ellipsis is preceded by a period.
6. Please use endnotes rather than footnotes and follow Arabic numeral sequencing (1, 2, 3, 4, ...) rather than Roman numeral sequencing (i, ii, iii, iv, ...).
7. It is not necessary to include a bibliography with your text. Endnote citations are required only if outside sources have been directly consulted.

PUNCTUATION, SPELLING, STYLE

1. Periods and commas should be placed within closing quotation marks (i.e. His eyes stumbled over newsprint, over such titles as “Seasonal Upswing,” “A Shuttle Service,” and...).
2. When a conjunction separates three or more references in a series, a comma should be used before the conjunction (i.e. painting, sculpture, and new media).
3. In cases where an apostrophe follows an “s,” leave the ended “s” off (i.e. The study of Descartes’ theory of subjectivity).
4. Only one space is required after a period.
5. Use the em dash (—), en dash (–), and hyphen (-) where appropriate.
6. *Fillip* follows Canadian standards of spelling.
7. Foreign words should be set in italics if they are not part of English vernacular (i.e. *Le lieu de mémoire* was delegated the responsibility of remembering).
8. Brackets within preexisting parentheses should be square.
9. General abbreviations such as etc., e.g., and i.e., are preferably confined to parenthetical references.
10. Units of measure should be indicated in metric and abbreviated as such (i.e. mm., cm., m., km., etc.).
11. All dates should be ordered according to day month year and do not require any punctuation (i.e. 28 August 1975).
12. Exhibition titles are italicized, but art fairs and biennials are not unless there is a specific name associated with a given year of an art fair or biennial.
13. The first mention of an artwork should be followed by the year of its production in parentheses unless the date is given within the context of that sentence. An example is Rodney Graham’s *Fishing on a Jetty* (2000) was produced in Vancouver.
14. URLs, either in bibliographic notes, or in body text should be italicized and include the full protocol (i.e. “http://”).

For any further questions or concerns regarding this document, please write to us at fillip@fillip.ca.

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