

Style Guide

American English is the default language, as opposed to Canadian or British (*color* instead of *colour*, *jail* instead of *gaol*, *theater* not *theatre*, *tire* instead of *tyre*).

Please don't pair the terms *traditional* and *contemporary*, because they are trite and create a false dichotomy. Try to find more precise pairings, e.g., *historical* and *contemporary*.

Abbreviations

Circa abbreviation: ca. not c. (to avoid confusion with *copyright*)

Acronyms for **college degrees** have no periods: AA, BFA, MFA, etc.

Et cetera: etc.

f-stop is lowercase with a hyphen, instead of a slash, but f-stop measurements are with a slash, e.g. f/8 and f/11.

Fig. is capitalized and abbreviated in parenthetical clauses; spelled out Figure in sentences. Use of Figures in captions is discouraged.]

PhD without periods

Versus: vs. not v.

US instead of **U.S.** or **USA** or **U.S.A.** -> "US" as an adjective, "United States" as a noun

Two-letter postal codes for states do not have periods -> NM, OK, QC, BC, AM, MG.

Art Exhibits/Etc.

Art shows are italicized: *Changing Hands 3*.

Art fairs/markets/biennials, not italicized: Santa Fe Indian Market

Titles of artwork and series of works italicized.

Bylines

Bylines appear below the title in profiles, interviews, and feature articles. The first word is capitalized: *Interview by Roy Boney Jr. or By Kelly Church*

In reviews, reports, and memorials, bylines go at the end and have a space, m-dash, and the author's name in italics, e.g., —*Denise Neil-Binion*.

Captions

Captions are loosely based on CAA's caption style but simplified.

DIRECTION (in all caps, not bolded: ABOVE, BELOW, BOTTOM, LEFT, RIGHT, COVER, OPPOSITE, TOP), **FIGURE #:** **Artist Name (Tribal Affiliation, dates if deceased), Title of Work**, from *Name of Series* series, year completed, type of item, media on support, dimensions in., place of origin, museum collection, accession number. Image courtesy of XXX. Photo: Credit (© Company or CC license).

Examples:

COVER: **Nani Chacon (Diné-Xicana), Reclamation: Manifestations of Changing Woman**, 2012, oil on panel, 24 x 24 in., Albuquerque, New Mexico. Image courtesy of the artist.

ABOVE: **Ancestral Yuman peoples, Blythe Intaglios**, ca. 668–1158 CE, monumental male human-like figure, quadruped, and spiral geoglyphs. Aerial photo: Jim Wark (© Airphoto).

The use of "figures" should be avoided in captions.

Citations

We use Chicago-style footnotes, based on Purdue OWL. Writers should use brackets [1] instead of actual superscript numbers ¹ in manuscripts, and footnotes should be placed at the end of the document. Don't use Microsoft Word's footnotes tool. This helps with formatting.

With web citations, we deviate from Chicago by using the term "web" instead of printing the entire URL. Examples:

Footnote:

7. Eliza Gregory, "Joi Arcand—Plains Cree," *Contemporary North American Indigenous Artists*, last modified March 11, 2012, web.

Bibliography:

Gregory, Eliza. "Joi Arcand—Plains Cree." *Contemporary North American Indigenous Artists*. Last modified March 11, 2012. Web.

Contact Information

Phone Numbers: US phone number will be in the format (xxx) xxx-xxxx.

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Terms for indigenous peoples of the Americas:

Native and *Indigenous* are capitalized, and *black*, *white*, etc. are lowercase. Hyphenate *non-Native* and *non-Indigenous*.

Dates

July 6, 2012 instead of 6 June 2012 or 6.June.2012.
For month and year only, use no punctuation.
For a date that occurs in the middle of a sentence, use a comma after the day and year.

Examples:

In June 2012 I won the award.

June 6, 2012, was a horrible day in history.

CE and **BCE** instead of AD and BC. Both CE and BCE follow the years (3,000 BCE).

Use 20th century instead of twentieth century.

1900s refers only to the first decade of the 20th century.

Birth and death dates can be listed (1904–1984). For living artists, use (b. 1904) instead of (1904–), since the latter looks like someone is waiting for the artist to die.

Degrees and Titles

Academic degrees: Lowercase, except when directly preceding or following a name. Examples:

James Luna earned his bachelor's degree in fine arts at UC Irvine.

He introduced Luna, Bachelor of Fine Arts.

He introduced Master of Fine Arts James Luna.

Academic Degree Abbreviations: Capitalized, no periods (MFA, BFA, PhD)

Academic Programs: if general terms, lowercase; if referred to a specific school's program capitalized, e.g., Native American Art History, Ethnic Studies, etc.

Names

No comma before "Jr." or "Sr.", e.g., Roy Boney Jr. and Daniel McCoy Jr.

If someone is a Native PhD, the PhD should be listed before the tribal affiliation, e.g. Stephanie Pratt, PhD (Eastern Dakota).

Some artists prefer lowercase, such as dg smalling and heather ahtone (also grunt gallery).

Try to remove hyphens in Indian names, e.g., Joan Hill's Indian name would be listed as Chesequah as opposed to Che-se-quah.

When an artist is deceased, list their cultural/tribal affiliation, then birth and death dates, e.g. Diego Quispe Tito (Quechua, 1611–1681)

Unless there is a specific reason to use "Kiowa Five," the term "Kiowa Six" is preferred.

Numbers

Numbers: Spell out 1 through 12 (e.g., one, two, nine, ten ...). Use numeral for numbers 13 and higher, unless they begin a sentence. Hundred, thousand, and million can be spelled out.

Units of measurement (Chicago 8.15) in running text should be spelled out. When many units of measurement appear together in text, use numerals with abbreviations (e.g., 9 g, 10 mph).

Insert comma in four-digit numbers, e.g., 1,000.

Ordinals: no superscript, e.g., 1st not 1st.

Spell out twenties, thirties, etc., instead of 20s, 30s, etc.

Punctuation

Only one space after punctuation, since the fonts are all designed to create extra space (don't worry, I can make the changes in MS Word if you are a pro-two space typist).

Oxford commas/serial commas. In a list of three or more items, use a comma after each, such as here, here, and here.

Commas after clauses. In a compound sentence, use a comma before the coordinating conjunction (but, and, so, etc.); use a semicolon and comma with adverbial conjunctions (therefore, however, finally, etc.).

Examples:

I missed the bus, so I was late.

I missed the bus; therefore, I was late.

Punctuation falls within quotations marks: "There is where the comma goes," and that's how we roll.

No underlining.

Book titles, artwork titles, art exhibitions, series of works, and film titles are all italicized. Titles of chapters, articles, or essays within books or other publications can be in quotation marks.

Specific Terms and Phrases

Non-English words: Personal nouns, especially given names, do not need to be italicized.

Italicize non-English words if they are not commonly used. If the same word is used repeatedly in the same article, only italicize the first time.

Use diacritical marks: hozho -> hózhó.

Among not *amongst*

Artifact not *artefact*

Basket weaver is written as two words.

Beadwork and *Beadworker* are each one word.

Braintan and *braintanned* are each one word.

Breechcloth not *breechclout*

catalogue not *catalog*

dialogue instead of *dialog*

Formline is not typically capitalized in mid-sentence.

Fish skin is two separate words.

Fullblood, as opposed to *full-blood* or *full blood*.

Grey not *gray*

Hide is preferred to *leather*, e.g., *cowhide*.

History, *historian*, and related words should be preceded by the modifier *an* not *a*.

Use the Inuit spelling of *iglu* not *igloo*.

Katsinam is the plural of *katsina*. *Katsina* is preferable to *kachina*. *Katsina figure* is preferable to *katsina dolls*.

The word *mestizo* does not need to be capitalized.

Micronation and *Muskox* is one word, no hyphen.

Powwow instead of *pow-wow* or *pow wow*

Quebec is written in the US English manner without an accent.

Ravenstail is one word, no punctuation, capitalized.

Résumé not *resume*, so as not be confused with the verb

Scalplock is one word.

Seedbeater is a single word.

Sun Dance is two words and always capitalized.

Tipi instead of *teepee* or *tepee*

Toward not *towards*

Velcro gets capitalized.

Tailfin, not *tail fin*

Whalebone is one word.

Glottal stops: Use IPA glottal stop symbol: “Núh Kaʔáwshan”; don’t use question marks: “Núh Kaʔáwshan”

Tribal and Ethnic Affiliations

When a person has multiple tribes, use a hyphen with her/his enrolled tribe listed first, *Kiowa-Comanche*, e.g., Teri Greeves is a Kiowa-Comanche-Italian beadwork artist.

Use hyphens in terms like *African-American* and *European-American*.

When someone uses an autonym that’s not immediately recognizable, the common name can be placed in brackets, i.e., “James Luna (Puyukitchum [Luiseño])”

Tribal affiliation: Legal names of US tribes taken from the Federal Registrar can be found at

<http://en.wikipedia.org/wiki/List_of_Alaska_Native_tribal_entities> and

<http://en.wikipedia.org/wiki/Federally_recognized_tribes>

Shorten specific tribes: Melissa Melero (Fallon Paiute-Modoc), Marlon Melero (Reno-Sparks Paiute-Modoc-Tlingit).

Non-tribally affiliated individuals: List as “of Comanche descent” or So-and-so (Comanche descent).

Try to avoid the term *Eskimo* unless there is a compelling reason to use the term. Never use the term “Digger Indian.”

Only use “Pit River Tribe” when specifically discussing that federally recognized tribe; otherwise disambiguate. Try to disambiguate between Northern and Southern Paiute people.

Métis has an accent over the *e*.

Don’t use *Sioux* if possible. Disambiguate between Lakota, Dakota, Nakota, and Nakoda.

Don’t use *Iroquois* if possible. List actual tribe or use *Haudenosaunee*, preferred over League of the Iroquois.

“Native American” typically refers to the people Indigenous to what is now the United States (Pascua Yaqui people). “American Indian” does not include Inuit, Aleut, Yupik, Métis, or Native Hawaiian peoples.

Used Inuit singular and plural forms: *Cup’iq/Cup’it*, *Inuk/Inuit*, *Iñupiaq/Iñupiat*, *Kalaaleq/Kalaallit*, *Tupilaq/Tupliit*.

Iñupiaq and *Iñupiat* have a tilde over the *n*.

As a rule of thumb, use the term preferred by the community, and try to be as specific as possible.

“Mississippian Ideological Interactive Sphere” or “Mississippian cultures” is preferred over “Southeastern Ceremonial Complex.” Never use “Southern Cult” or “Southern Death Cult.”

Use *Inca* and *Maya* not *Incan* or *Mayan*, unless discussing *Mayan languages*.

With Brazilian tribes, the English or Spanish spelling is preferred over Portuguese, i.e., use *k* rather than *c*.

Don't use the terms *Macu* or *Maku*. Find another term for the tribe.

Preferred Spelling of Ethnic Group	To Avoid (Only Use for a Compelling Reason)
Athabaskan	Athabaskan, Athapascan
Ancestral Pueblo people	Anasazi, Ancient Puebloan people
Anishinaabe	Anishnabe, Anishinabe
Cherokee	Tsalagi or Aniyvniwa (which should be Aniyvniwa?i anyway)
Caddo, Ancestral Caddo	Caddoan (Caddos hate this)
Delaware	Lenape, Lenni-Lenape
Greenlandic people	Greenlander
Karuk	Karok
Kewa Pueblo	Santo Domingo Pueblo
K'iche' Maya	Quiché Maya
Koasati	Coushatta or Quassarte; when discussing a specific federally recognized tribe, use the tribe's spelling
Kuna	Cuna, Guna
Lakota	Sioux, Teton
Mi'kmaq	Micmac
Muscogee or Muscogee Creek	Creek
Nahua	Aztec, which is reserved for the Aztec Empire
Ohkay Owingeh	San Juan Pueblo
Ojibwe (default)	Chippewa (only use if the person's tribe uses this term), Ojibwa, Ojibway, Anishinaabe (use this when the actual tribe is unknown)
Saami Sápmi	Sami or Lapp Lapland
Shoshone	Shoshoni
Tohono O'odham	Papago
Yokuts	Yokut