The following has been constructed on the basis of what we estimate will be the most used examples. For a full list, please consult *The Chicago Manual of Style, 16th Edition, Part 3*, and view sections regarding the Author-Date citation system.

**GENERAL**

**Style:** DRJ uses American spelling, punctuation and grammatical conventions. The main style conventions are:

- Spell out centuries – i.e., nineteenth century, twentieth century.

- List figure captions at the very end of each manuscript file.

- Use double quotation marks and place punctuation (e.g. full stop, comma) inside quotation marks, unless using part of a quotation at the end of a sentence, in which case the full stop should be placed after the in text reference in parenthesis.

  - **At the end of indented quotation**, the full stop should come at the end of the quote and before the reference (e.g. author date, page number).

- Use double-spacing throughout.


- Italicize book and journal titles.

**Numbers**

- Spell out simple numbers – i.e., two, sixteen, fifty, ninety-nine.

- Use numbers themselves for complex numbers – i.e., 108; 2,500.

- Dates are written as numbers – i.e., February 8, 1999.

- Use numbers for citations and pages.
- Special case: “chapter 5,” but “the fifth chapter.”

- Use a **semicolon** between two or more in-text citations
  (Matrass 2002; Kenrick 2004; Hancock and Karanth 2010)

**REFERENCES**

All Publications with more than four authors:

Provide all authors names in the references


**BUT** for in-text citations with **four or more authors**:

no page number, with page number, in full parentheses


**BOOKS**

**One author**


In-text citation: no page number, with page number, in full parentheses


**More than one author**


In-text citation: no page number, with page number, in full parentheses


**Translated books**


**EDITED BOOKS**

**One author**


**In-text citation: no page number, in parentheses**
Foster (2009)  (Foster 2009)

**More than one author**

**In-text citation: no page number, in parentheses**

**Chapter in edited book**

**In-text citations: no page number, with page number, in full parentheses**

**Journal Articles**

**One author**

**In-text citations: no page number, with page number, in full parentheses**

**More than one author**

**In text citation: no page number, with page number, in full parentheses**

**When using an online version, cite the online version, and include a DOI as below**
PREVIOUSLY PUBLISHED PUBLICATIONS


**In-text citations: no page number, with page number, in full parentheses**

NEWSPAPERS AND MAGAZINES


**In-text citations: no page number, in full parentheses**

DISSERTATIONS


**In-text citations: no page number, with page number, in full parentheses**

ELECTRONIC/ INTERNET SOURCES


**NB.** It is important to insert the **date of access** in online references as materials can be taken down or archived without notice.

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**LIVE PERFORMANCES**

Name of choreographer. (year of performance). *Title of Performance*. Performing company, location, city, date of performance (or date range).

**Dance**


**Play**

{Name of director dir. year of performance. *Title of Performance*, Name of Playwright, Performing Company, location, date of performance [or date range].


**Music**

Surname, Name of artist/composer. (Year of performance). “*Title of Composition/Song*” (live performance). Name of Performing Artist, location, date seen.


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**INTERVIEWS**

Pather, Jay. 2005. Interviewed by Terri Davidoff and Ameera Patel, at the University of Cape Town, South Africa. n.d.

ENDNOTES
Endnotes should be kept to a minimum. Use the same in-text citations reference format as in the text. References cited in the notes should be included in the reference list (referred to as Works Cited in DRJ).

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Author: Helen Thomas (Editor) updated August, 2020