



Portal 9 Style Sheet

Portal 9: Stories and Critical Writing about the City
Style Sheet

Last revised on August 2, 2012

1. About *Portal 9*

Portal 9 is a journal of stories and critical writing about urbanism and the city. By focusing on a unique theme, each issue blends creative writing, photography, and personal essays with academic scholarship, perceptive journalism, and cultural critiques. It is an intensive exploration of the urban condition from architecture and planning to metropolitan mores and cultural pursuits.

Backed by Solidere, the Lebanese Company for the Development and Reconstruction of the Beirut City Center, *Portal 9* is based in Beirut and published twice yearly in English and Arabic editions. It addresses the need for a conscientious debate about architecture, planning, culture, and society in urban contexts across the Middle East and the rest of the world.

2. Submissions

Portal 9 explores the nexus of urbanism and culture in the Middle East and the rest of the world, and we seek contributions from emerging writers, graduate students, and seasoned authors. We welcome submissions of new writing in Arabic and English.

We publish fiction, essays, reportage, criticism, reviews, conversations, academic articles, and visual essays – from photography to illustrations to architectural drawings.

Portal 9

*Stories and critical writing
about the city*

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Word counts of submissions may range from 1,000 to 6,000 words. Only one submission will be considered at a time.

Submissions need to demonstrate a thorough understanding and knowledge of the available research for the topic at hand. We seek bold arguments and daring insights. We aspire to publish articles that break new ground and to feature prose that intrigues and spellbinds. We expect nuance and trenchant detail.

Authors must refer to the terms of this style sheet to ensure their text conforms to *Portal 9* guidelines.

3. Editorial Process

We value the editorial and translation process, and articles often undergo rewrites and rigorous edits of multiple drafts. Some articles, including all academic articles, are evaluated by anonymous peer review.

All articles published in the print edition are translated into Arabic or English, and this process requires that we plan many months in advance and that we work with writers over a period of three to five months.

4. Illustrations

We welcome images accompanying an article. Please consult with the editor in order to confirm image specifications for dimensions and resolution.

Please use the following phrase, followed by copyright holder, under each illustration to acknowledge permitted copyright: Courtesy of [NAME]. Please send all copyright permissions to the editor, without which the illustration will not be published.

Diagrams and sketches can be supplied in one of the following formats: TIFF, JPEG, AI, PDF, EPS, PSD.

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Art reproductions should include title, medium, size, year and copyright details.

5. Language

Portal 9 follows *The Chicago Manual of Style* and American English spelling. Authors are encouraged to obtain a free trial subscription to the online version of the *Manual*. Please visit <http://www.chicagomanualofstyle.org/home.html>.

6. Metadata

Authors must include the following items in the submission:

- a. Section Title
- b. Article Title (FirstName LastName)
- c. Strap
- d. Pull Quote (please propose three options)
- e. Author Name
- f. Author Mailing Address, Phone Number, and Email
- g. Author Nationality
- h. Author Biography

Author biographies must be no longer than one sentence.
- i. Keywords

Six words. Please select keywords that will attract readers.
- j. Webpage Titles and URLs

-Please provide four links (webpage title and URL) to articles that relate to and expand on the topic of your piece.
-Please provide up to four links (webpage title and URL) to books, articles, and/or other publications featuring material authored by you.
We will insert these links on portal9journal.org on the page of your article.
- k. Word Count (including notes if necessary)
- l. Source Citations and Notes

With rare exceptions, only articles commissioned for the Urbanography section include source citations and notes. If

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something is worth saying, it is worth saying in the text itself. Notes divert the reader's attention away from the text. Please see below for more information on how to cite sources.

7. House Style

All articles should be written in Microsoft Word and submitted electronically. The font should be Times New Roman, 12 point. The title of your article should be in 12 point and in the beginning of the file. Article titles and subtitles within articles should be capitalized according to *The Chicago Manual of Style*. Please single space your submission

8. Quotations

Please refer to the following excerpt from Chapter 13 of *The Chicago Manual of Style*:

Quoted text may be either run in to the surrounding text and enclosed in quotation marks, "like this," or set off as a block quotation, or extract. Block quotations, which are not enclosed in quotation marks, always start a new line. They are further distinguished from the surrounding text by being indented (from the left and sometimes from the right) or set in smaller type ... from the text.

9. Source Citations

A. FOOTNOTES

Please use Microsoft Word's note-making mechanism and ensure that your notes are footnotes, not endnotes. Place notes after all punctuation. The note call should be a superscripted Arabic numeral.

B. CITATION SYSTEM

Please refer to the following excerpts from Chapter 14, Section 14 of *The Chicago Manual of Style*:

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In works with no bibliography or only a selected list, full details must be given in a note at first mention of any work cited; subsequent citations need only include a short form. Note citations are styled much like running text, with authors' names in normal order and the elements separated by commas or parentheses.

Full citation in a note

1. Newton N. Minow and Craig L. LaMay, *Inside the Presidential Debates: Their Improbable Past and Promising Future* (Chicago: University of Chicago Press, 2008), 24–25.

Shortened citation in a note

8. Minow and LaMay, *Presidential Debates*, 138.

C. NOTES: EXAMPLES AND VARIATIONS (FROM CHICAGO MANUAL OF STYLE CHAPTER 14, SECTION 18)

Book with single author or editor

For a book with a single author, invert the name in the bibliography but not in the notes. Punctuate and capitalize as shown. Note the shortened form in the second note. Note also that actual page numbers cited are usually included in a note but not in a bibliography entry, unless the entry is for a chapter, in which case the page range in which the item appears is included.

1. Michael Pollan, *The Omnivore's Dilemma: A Natural History of Four Meals* (New York: Penguin, 2006), 99–100.

18. Pollan, *Omnivore's Dilemma*, 3.

Pollan, Michael. *The Omnivore's Dilemma: A Natural History of Four Meals*. New York: Penguin, 2006.

A book with an editor in place of an author includes the abbreviation *ed.* (*editor*; for more than one editor, use *eds.*). Note that the shortened form does not include *ed.*

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1. Joel Greenberg, ed., *Of Prairie, Woods, and Water: Two Centuries of Chicago Nature Writing* (Chicago: University of Chicago Press, 2008), 42.

33. Greenberg, *Prairie, Woods, and Water*, 326–27.

Greenberg, Joel, ed. *Of Prairie, Woods, and Water: Two Centuries of Chicago Nature Writing*. Chicago: University of Chicago Press, 2008.

Book with multiple authors

For a book with two authors, note that only the first-listed name is inverted in the bibliography entry.

2. Geoffrey C. Ward and Ken Burns, *The War: An Intimate History, 1941–1945* (New York: Knopf, 2007), 52.

Ward, Geoffrey C., and Ken Burns. *The War: An Intimate History, 1941–1945*. New York: Knopf, 2007.

For a book with three authors, adapt as follows:

15. Joyce Heatherton, James Fitzgilroy, and Jackson Hsu, *Meteors and Mudslides: A Trip through . . .*

Heatherton, Joyce, James Fitzgilroy, and Jackson Hsu. *Meteors and Mudslides: A Trip through . . .*

For a book with four or more authors, list all the authors in the bibliography entry. Word order and punctuation are the same as for two or three authors. In the note, however, cite only the name of the first-listed author, followed by *et al.*

72. Dana Barnes et al., *Plastics: Essays on American Corporate Ascendance in the 1960s . . .*

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101. Barnes et al., *Plastics* . . .

Book with author plus editor or translator

In a book with an editor or translator in addition to the author, *ed.* or *trans.* in the note becomes *Edited by* or *Translated by* in the bibliography entry.

1. Gabriel García Márquez, *Love in the Time of Cholera*, trans. Edith Grossman (London: Cape, 1988), 242–55.

18. García Márquez, *Cholera*, 33.

García Márquez, Gabriel. *Love in the Time of Cholera*. Translated by Edith Grossman. London: Cape, 1988.

Chapter in an edited book

When citing a chapter or similar part of an edited book, include the chapter author; the chapter title, in quotation marks; and the editor. Precede the title of the book with *in*. Note the location of the page range for the chapter in the bibliography entry.

1. Glenn Gould, “Streisand as Schwarzkopf,” in *The Glenn Gould Reader*, ed. Tim Page (New York: Vintage, 1984), 310.

19. Gould, “Streisand as Schwarzkopf,” 309.

Gould, Glenn. “Streisand as Schwarzkopf.” In *The Glenn Gould Reader*, edited by Tim Page, 308–11. New York: Vintage, 1984.

Journal article

Citations of journals include the volume and issue number and date of publication. The volume number follows the italicized journal title in roman and with no intervening punctuation. A specific page reference

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is included in the notes; the page range for an article is included in the bibliography. In the full citation, page numbers are preceded by a colon. If a journal is paginated consecutively across a volume or if the month or season appears with the year, the issue number may be omitted (as in the second and third sets of examples below).

89. Walter Blair, "Americanized Comic Braggarts," *Critical Inquiry* 4, no. 2 (1977): 331–32.

111. Blair, "Americanized Comic Braggarts," 335.

Blair, Walter. "Americanized Comic Braggarts." *Critical Inquiry* 4, no. 2 (1977): 331–49.

The URL in the following example—consulted through the academic journals archive JSTOR—was listed along with the article as a more stable (and shorter) alternative to the URL that appeared in the browser's address bar. For access dates (not shown here), see 14.185.

12. Wilfried Karmaus and John F. Riebow, "Storage of Serum in Plastic and Glass Containers May Alter the Serum Concentration of Polychlorinated Biphenyls," *Environmental Health Perspectives* 112 (May 2004): 645, <http://www.jstor.org/stable/3435987>.

Karmaus, Wilfried, and John F. Riebow. "Storage of Serum in Plastic and Glass Containers May Alter the Serum Concentration of Polychlorinated Biphenyls." *Environmental Health Perspectives* 112 (May 2004): 643–47. <http://www.jstor.org/stable/3435987>.