

Venti Journal: Air, Experience, Aesthetics

Style Guide

Overview

The journal will be published online: venti-journal.com. Each issue of the journal and articles will be available as a downloadable pdf, but we will not print them.

While the majority of articles are written by art historians, philosophers, and literary scholars, *Venti* is foremost an interdisciplinary journal. We embrace intellectual diversity, but we ask you briefly to explain terminology and ideas that may belong to a specific discipline. For guidance on tone and style, we recommend looking at our previously published issues.

All articles should be between 1,500 - 6,000 words, title and endnotes are not included. If your piece is over the word count, please let us know and we will determine if exceeding the limit is permitted on a case by case basis. Endnotes should be appropriate relative to the length of your article and should only be used for necessary information (less the better). The title should not exceed 100 characters. Ideally, you will have a title and subtitle; however, the title should be able to stand alone without the subtitle on the home page.

Submission Guidelines and Document Format

All submissions should be sent as a Microsoft word document (.doc) to venti.journal@gmail.com.

Each submission will be read by 2-3 members of the editorial board. Notes should be formatted as endnotes using Arabic numerals. Style and format should be consistent with *The Chicago Manual of Style*. On the cover sheet of the final draft please provide a finalized abstract and short bio of 100-150 words and up to five keywords or tags for searching online. Articles should be accompanied by a zip file with images and captions.

Please double-space all text except for endnotes, bibliography, captions, and the cover page. Articles should be typed in 12-point Garamond type for all text. Please number all pages on the bottom and indent new paragraphs. Include an optional bibliography at the end of your document.

Use double quotation marks throughout. For quotations within quotations, use single quotation marks. Longer quotations more than 40 words should appear as an indented block without quotation marks. An ellipsis should be used to signal text dropped from the quotation. Foreign-language quotations should be given in translation with the original text in an accompanying endnote, unless the foreign-language text is needed for meaning. Please italicize foreign, Roman-script words within the main text (i.e., *longue durée* or *vide supra*). For all emphasized text within a quotation, indicate whose emphasis (yours or the authors) in an endnote directly following the citation (i.e., "Ibid., p. 49. Original [or 'My'] emphasis.").

Images and Captions

We suggest no more than 7 images per article. The articles are quite short, and a surplus of images may look unbalanced on the website. Please write (Figure #) at the end of the sentence that refers to the image. All images should be in possession of the author by the time of abstract submission or at the very latest obtained while the rough draft is being edited by the editorial board. It may take 2-4 weeks to receive image files. Please send image files and their associated licensing permission documents by the image deadline.

It is the contributor's responsibility to obtain necessary permissions to reproduce images, video clips, and sound files that are not in the public domain. If you run into any problems, we are more than happy to help with this process. Additionally, if you do not want to display the images in the pdf version of the article and on the webpage, we can also embed hyperlinks to the image's original webpage in the text (this is also one way to get around copyright laws). We understand that images can be costly and although we would love each article to contain at least one, we understand that this may not be possible. If you have questions or are unable to purchase the images, please let us know and we will brainstorm ways to obtain the images with you.

We have a team of members on the editorial board ready to help with this process. Please contact venti.journal@gmail.com or Jessie Alperin at jea2@williams.edu if you need assistance.

Images may be requested in color or black and white. When requesting images, please state clearly that the image will be on a secondary page of the website and the publication is run by students. In most cases, this will allow you to receive a discount.

Please caption artwork in the following format:

Artist Name (Artist's Dates), *Title*, Date Created, Credit/Copyright (museum + donor info, gallery, private collection, artwork in public domain, etc).

For other images (screenshots, memes, popular images or snapshots, etc) a title or brief description is fine with minimal credit info.