

By Yiu-On Li

# Conventions

### References

- MLA Handbook, 9th ed.
- Merriam-Webster's Collegiate Dictionary
- Garner's Modern English Usage, 5th ed.

# Adjectives

- use Garner's adjective order (ordered from first to last):
  - o 1. opinion
  - o 2. size
  - o 3. physical quality
  - o 4. shape
  - o 5. age
  - o 6. color
  - o 7. origin
  - o 8. material
  - o 9. type
  - o 10. purpose
  - o odd carbon-black metallic material (1, 6, 8)
  - o short plastic child's hammer (2, 8, 10)
  - o really big blue cowboy statue (1, 2, 6, 9)
  - o large round Italian cheese wheel (2, 4, 7, 8)
  - o big old brown canvas fishing hat (2, 5, 6, 8, 10)
  - o beautiful new purple-sequined twirler uniform (1, 5, 6, 8, 9)
  - o amazing gigantic vertical Chinese dinosaur sculpture (1, 2, 3, 7, 9)
- if coordinate adjectives are related to each other, delete the comma:

o tumultuous affair-ridden marriage (affairs cause the marriage's tumult)

# Citations and quotes

- use numerals for page and chapter numbers
- in-text citations are typically placed at the end of the sentence before the period: "No one had ever called her beautiful, but there had been something about her a compelling fragility, the illusion not only of her bones but of her eyes" (Didion, *Run River* 16).
- if it would improve clarity or prevent misattribution of ideas, place in-text citations directly after the quote or statement
  - o In The Limits of Critique, Rita Felski argues that, instead of "digging down" or "standing back" (52), readers should be "forging links between things that were previously unconnected" to make "something new" (173, 174).
  - o Canada's literary history has been described as "a fractured discourse" (Howells and Kröller 2), an idea echoed by a Jewish Canadian novelist who writes in French and feels she occupies a position "neither fully within nor fully without" (Robin 182).
  - o Despite the timeliness of "styles of suspicious reading that blend interpretation with moral judgment" (Felski 86), other styles should be considered.
- for in-text citations, include the author's last name, shortened title of work if author has more than one work cited, page number if applicable, and parentheses: (Didion, *The White Album* 3)
  - o if any of this information has already been included in the regular sentence, you may remove that information from the citation to prevent redundancy: (Didion 3), (*The White Album 3*), (3)
- for in-text citations of audiovisual works, include the time in place of the page number: (Didion 00:09:31)
- for a quote of more than four lines in length, set it in a block indented half an inch from the left margin and spaced 10pt before and after
  - o for in-text citations of block quotations, place the citation after the final period and any ellipses (as opposed to before the period, as you would do with an in-text citation for running text)

 add [sic] (not italicized) after an error in a quote to indicate that the error is present in the original

## Numbers

- use MLA numbers style in most cases: spell out numbers that can be written in one or two words
- spell out a percentage or an amount of money that can be written with three words or fewer (word count includes the unit, such as "dollars"):
  - o eighty-three dollars
  - o seventy-five cents
  - o one thousand dollars
  - o eleven thousand dollars
  - o \$250 million
- use numerals for numbers with decimals: \$7.3 billion
- if any number in a sentence requires numerals, all other numbers (of the same type) in that sentence also become numerals, even if they would normally not be: John jumped 121 times, while Jim jumped 49 times
- no apostrophe when referring to the whole decade: 1960s

#### Punctuation

- correlative conjunctions do not have a comma separating them:
  - o not only . . . but also
- possessive apostrophe for proper nouns:
  - o Didion's fiction
  - o Play It As It Lays's Maria (apostrophe and 's remain unitalicized)
- use em dashes—not hyphens or en dashes—to set off asides:
  - o I'm no architect—I'm scared of heights—but I sure don't want to live there
- essay titles are enclosed in double quotation marks: "Why I Write"
- to omit parts of a quote, use three periods with nonbreaking spaces between each: "John . . . was interesting."
  - o if the omitted part falls immediately after a sentence, use four periods with nonbreaking spaces between each: "John was interesting. . . . But so was Jane."

- when placing a quote after a colon, the first letter of the quotation should follow the case of the source material
- lowercase what comes after a colon unless
  - o the word is normally capitalized
  - o the colon introduces more than one sentence
  - o the colon introduces a rule or principle
  - o the colon introduces a question

## Miscellaneous

- use distributive possession with pronoun-antecedent agreement:
  - o these characters, at their core, are similarly vexed and apathetic

# Index

#### Α

- After Henry
- ahold
- all too (idiom)
- American Academy of Arts and Letters, the
- American Dream, the
- among (preposition)
  - o as opposed to amongst
  - o refers to collective and undefined relations, as opposed to between

#### В

- bachelor's degree
- Barack Obama, US President
- Barnes & Noble
- Barnes & Noble Classics section
- Beatles. The
- between (refers to one-to-one relations, as opposed to among)
- Blue Nights

• Book of Common Prayer, A

#### C

- California
- Californian
- Carson McCullers
- Celine
- Charles Manson
- Charlotte Douglas (A Book of Common Prayer protagonist)
- close-third
- Coca-Cola
- connection to (physical connection)
- connection with (relationship)
- contrast with (verb; as opposed to *contrast to*)
  - o in contrast with
- coworker
- crisscross (verb)
- cultlike (adjective)

#### D

- Dan Wakefield
- David Thomson
- Democracy
- detail-by-detail
- Donner Party

## Ε

- Everett McClellan (Run River character)
- eyeline

## F

• fictional (adjective; as opposed to fiction [adjective])

- first person (noun)
- first-person (adjective)
- Flannery O'Connor

## G

- generalized anxiety disorder
- genre-bending
- genre-crossing
- get ahold of
- Gold Medal in Belles Lettres and Criticism
- gold-mining (adjective)
- goody-two-shoes (adjective)
- Griffin Dunne

## Н

- Harrison Ford
- head-on
- headfirst
- hippie culture
- Hollywood

- in and of itself
- "In Bed"
- inner life
- innermost (adjective)

## J

- James Jerrett Didion
- Jane Bowles
- Janis Joplin
- Joan Didion

- Joan Didion: The Center Will Not Hold
- John Gregory Dunne

#### L

- Last Thing He Wanted, The
- Let Me Tell You What I Mean
- lifelong
- lifetime achievement award (PEN Center USA award)
- Lily Knight McClellan (Run River protagonist)
- Linda Kasabian
- Linda Kuehl
- Los Angeles Times Woman of the Year

## M

- Mad Hatter, the
- Malibu
- Maria Wyeth (*Play It As It Lays* protagonist)
- Medal for Distinguished Contribution to American Letters, the
- mental health awareness
- Miami
- Michiko Kakutani
- more so (adverb)
- mother-daughter (en dash)
- murder-suicide

#### Ν

- National Book Award for Nonfiction, the
- National Book Foundation, the
- National Humanities Medal. the
- National Medal of Arts, the
- NBC
- neuroticism
- nevertheless (in spite of something happening)

- New Journalism (writing style)
- New York City
- New York Times Book Review, The
- newlywed
- nine-to-five
- nonfictional (adjective; as opposed to nonfiction [adjective])
- nonetheless (in contrast to something that happened or was said)
- NPR

#### $\bigcirc$

- obsessive-compulsive disorder
- "On Self-Respect"

#### P

- Paris Review, The
- partially (to some extent)
- partly (physical parts of something)
- passenger seat (adjective)
- PEN Center USA
- Play It As It Lays
- plotline (noun)
- point of view
- Political Fictions
- pop culture (adjective)
- psychiatric
- psychiatric report
- Purex

## Q

• Quintana Roo

## R

- real life (noun)
- real-life (adjective)
- real time (noun)
- real-time (adjective)
- Rorschach
- Run River

## S

- Sacramento
- Sacramento Bee, The
- sake (noun, Japanese alcoholic beverage)
- Salvador
- Saturday Evening Post, The
- self-respect
- skin-deep (adjective)
- slice-of-life
- Slouching Towards Bethlehem
- South and West
- stand-in (noun)
- Star Wars
- surface-level (adjective)
- Susan Stamberg
- Sylvia Plath

## Τ

- third person (noun)
- third-person (adjective)
- time period
- toe the line
- Tom Brokaw
- toward
- trailblazer
- true to form

## U

- upwards of (adverb)
- University of California, Berkeley
  - o Berkeley

## V

- Vegas: A Memoir of a Dark Season
- Vogue

## W

- We Tell Ourselves Stories in Order to Live
- Where I Was From
- White Album, The (Joan Didion book)
- White Album, the (The Beatles album)
- white-picketed (adjective)
- "Why I Write"
- window-shopping (noun)
- with regard to
- Woodstock
- word for word (adverb)
- word-for-word (adjective)
- Writing & Literature major
- writing (noun; as opposed to writings [noun])

## Υ

• Year of Magical Thinking, The

## Z

Zoloft