

*INUIT ART QUARTERLY*

**AUTHOR STYLE GUIDE**



# AUTHOR STYLE GUIDE

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## 1. OVERVIEW OF ARTICLES

The following is a list of the types of articles that populate each issue of the *IAQ*. Please find the article type you are contributing to this issue of the *IAQ*. You will find a brief description of *IAQ*'s expectations for your article, including word count and titling. All articles should be submitted in Arial, pt. size 11.

### FEATURE

Title

*by* Author Name

- 2,500–3,000 words
- Welcome the reader into the world of an artist. Never underestimate the power of good visual analysis, prioritizing the artist's own words and first hand interviews with those who knew/know them best.
- How does this artist, community, practice or work sit within the trajectory of Inuit and/or Canadian art history? How does it move beyond that?
- We are not an academic journal and have limited space for explanatory endnotes, please refrain from using them except when absolutely necessary. Incorporating endnotes into the body of the text is preferable and not as difficult as it may seem.

### REVIEW

GALLERY/LOCATION NAME | CITY, PROVINCE/TERRITORY (use two letter code)

**Exhibition Title**

*by* Author Name

- 500-600 words
- Be specific and take a position. Many readers will never see the exhibition, film or performance you are reviewing. How can you effectively use language to bring them into the experience with you?
- Don't forget to actively explain what it looks like, sounds like and feels like.
- Statements are not facts. Be aware of your position and explain why you think what you do. This goes a long way in persuading a reader to your point of view.

## **PROFILE**

First Name Last Name

*by* Author Name

- 500 words
- *Profiles* are meant to highlight an emerging or early-career artist to *IAQ* readers. They should highlight their practice in a professional context and situate them and their work amongst their peers.

## **CHOICE**

Artist's Name

By Author Name

- 500 words
- *Choice* editorials focus on a single work and generally skew more personally in their voice and interpretation. It is one of the few sections of the magazine where personal anecdotes and stories fit nicely.
- Include a one to two sentence bio at the end of the article.

## 2. OVERALL STYLE CONSIDERATIONS

Please be conscious of the following style guidelines of the *IAQ* while writing your article. Below is a list of general style considerations that we would like our contributors to be aware of. If you require more information please see the appropriate sections lifted directly from our style guide below.

### THE BASICS

- Use Canadian English spelling (vs American)—centre, colour, neighbour. See *Canadian Oxford Dictionary*.
- The *IAQ* follows the *Chicago Manual of Style 16 (CMS)* for style preferences not listed below.
- Do not use the Oxford/serial comma unless meaning is very ambiguous.
- Use **Inuit place names** (see. A. Inuit Place Names)
- It's not grammatically correct to refer to “the Inuit”, “Inuit people” or “the Inuit people” because “Inuit” means “the people”—it's just “Inuit”. (see. B. Peoples)
- Capitalize “the North” and “the South”, but lower-case “southern” and “northern” (see C. Capitalization of North & South)
- Scare quotes should be kept to a minimum.
- Spell out numbers one to ten.
- Use metric measurements
- February 24, 1986; February 1986
- Use AM and PM with a space after the time: 7 AM
- Avoid double negatives. Also avoid long words when short words will do.
- Avoid using jargon or unclear, overly verbose language.

#### A. Inuit Place Names

- The *IAQ* privileges Inuit place names over English or French. See “APPENDIX A”

#### B. Peoples

- Inuk/Inuit, Nunavimmiuk/Nunavimmiut (of Nunavik), Sámi (from Sápmi), etc. See “APPENDIX B”

#### C. Capitalization of North & South

- “the North” refers to the northern territories and provinces of Canada
- “the South” refers to the southern provinces of Canada
- When referring to “north” and “south” as general directions, do not capitalize.
  - o E.g. “up north”, “down south”, “I went north for the summer” **BUT** “I went to the North to visit the Kinngait Studios”
- Lowercase “southern” and “northern” as adjectives
- For more information and examples see “APPENDIX C”

#### D. Treatment of Inuktitut/Inuttitut (Inuttut)

- When using Inuktitut words within an English language contribution please *italicize* the word wherever used and at the first mention provide the English word in parentheses (unless it has otherwise been mentioned or its meaning is clear from the context of the sentence).

#### E. Artists

- Honours: Do not use periods for honour abbreviations (e.g. CC, CM, RCA, etc.). Honour abbreviations should immediately follow an artist's name, preceded by a comma and before their DOB–DOD.
  - o E.g. **Kenojuak Ashevak**, CC, RCA (1927–2013)
  - o **Note:** Do not bold the designations.

#### **F. Artwork titles**

- Artwork titles are italicized, capped headline-style, with the date:
  - o E.g. *Reflection* (2013)
  - o E.g. *Untitled (Abstract composition with aerial camp view and a circle of bird heads)* (2009)

If you have questions or concerns, or if you would like to make an addition or a correction please contact the IAQ's copy editor at [copyeditor@inuitartfoundation.com](mailto:copyeditor@inuitartfoundation.com). We value and prioritize continuous communication and collaboration with our contributors in an effort to bring our readers the most accurate, well-informed magazine possible.

### 3. APPENDIX

#### A. INUIT PLACE NAMES

The *IAQ* privileges Inuit place names. At the first mention of a place in your article, please write the Inuit place name and in parentheses the English place name. Ex. Kinngait (Cape Dorset). After this please write only the **Inuit Place Name**.

Please see the list below for the *IAQ*'s standardized spelling of Inuit place names. Place names utilized by the *IAQ* in print are in **bold** below. These names were sourced from:

Inuit Tapiriit Kanatami: "Inuit Communities of Canada (Map)" (available for download here:

<https://www.itk.ca/wp-content/uploads/2016/07/20050922-itk-communities-map.pdf>)

Names that were not on the map were then sourced from:

Nunavut Tourism

Nunavik Tourism

Nunatsiavut Government

#### INUIT NUNANGAT (Inuit Homeland)

NUNAVUT	
Arctic Bay	<b>Ikpiarjuk</b>
Arviat	<b>Arviat</b>
Baffin Island	<b>Qikiqtaaluk</b>
Baker Lake	<b>Qamani'tuaq</b>
Bathurst Inlet	<b>Kingauk</b>
Broughton Island	<b>Qikiqtarjuaq</b>
Cambridge Bay	<b>Ikaluktutiak</b>
Cape Dorset	<b>Kinngait</b>
Central Arctic	<b>Kitikmeot</b>
Chesterfield Inlet	<b>Igluligaarjuk</b>
Clyde River	<b>Kangiqtugaapik</b>
Coral Harbour	<b>Salliq</b>
Devon Island	<b>Tallurutit</b>

Foxe Peninsula	<b>Sikusillaq</b>
Gjoa Haven	<b>Uqsuqtuuq</b>
Grise Fjord	<b>Ausuittuq</b>
Hall Beach	<b>Sanirajak</b>
Hudson Bay	<b>Tasiujarjuaq</b>
Igloodik	<b>Iglulik</b>
Iqaluit	<b>Iqaluit</b>
formerly Keewatin	<b>Kivalliq</b>
Kimmirut	<b>Kimmirut</b>
Kugaaruk	<b>Kugaaru</b>
Kugluktuk	<b>Kugluktuk</b>
Pangnirtung	<b>Panniqtuuq</b>
Pond Inlet	<b>Mittimatalik</b>
Rankin Inlet	<b>Kangiqliniq</b>
Repulse Bay	<b>Naujaat</b>
Resolute (Bay)	<b>Qausuittuq</b>
Salluit	<b>Salluit</b>
Sanikiluaq	<b>Sanikiluaq</b>
Somerset Island	<b>Kuuganajuup Nunanga</b>
Southampton Island (Coral Harbour)	<b>Salliq</b>
Taloyoak (formerly Spence Bay)	<b>Talurjuaq</b>
Whale Cove	<b>Tikirarjuaq</b>
Wales Island (formerly "Prince of")	<b>Shartoo</b> (formerly Kinngailak (?))
<b>INUVIALUIT SETTLEMENT REGION</b> (Northwest Territories)	
Aklavik	<b>Aklarvik</b>
Inuvik	<b>Inuuvik</b>
Paulatuk	<b>Paulatuq</b>

Sachs Harbour	<b>Ikaahuk</b>
Tuktoyaktuk	<b>Tuktuuyaqtuq</b>
Ulukhaktok (formerly Holman)	<b>Ulukhaktok</b>
<b>NUNAVIK (Quebec)</b>	
Akulivik	<b>Akulivik</b>
Aupaluk	<b>Aupaluk</b>
Inukjuak	<b>Inukjuak</b>
Ivujivik	<b>Ivujivik</b>
Kangiqsujaq	<b>Kangiqsujaq</b>
Kangiqsualujjuaq	<b>Kangiqsualujjuaq</b>
Kangirsuk	<b>Kangiqsuk</b>
Kuujjuaq	<b>Kuujjuaq</b>
Kuujjuaraapik	<b>Kuujjuaraapik</b>
Puvirnituq	<b>Puvirnituq</b>
Quaqtaq	<b>Quaqtaq</b>
Salluit	<b>Salluit</b>
Tasiujaq	<b>Tasiujaq</b>
Umiujaq	<b>Umiujaq</b>
<b>NUNATSIAVUT (Labrador)</b>	
<b>Happy Valley-Goose Bay</b>	Vâli
<b>Hopedale</b>	Aqvituq
<b>Makkovik</b>	Marruuvik
<b>Nain</b>	Nunainguk
<b>Postville</b>	Qipuqqaq
<b>Rigolet</b>	Kikiak



## **B. PEOPLES**

This list is always growing as we have more articles written for, on, and from the world's northern Indigenous peoples and as the reach of the *IAQ* expands. Please refer to this list as a guide for the spelling, capitalization, and proper grammatical application of Indigenous peoples.

Inuit (from GC website)

**s.** Inuk

**plur.** Inuit

**adj.** Inuit

Because *Inuit* means "the people," do not use *the* or *people* with Inuit.

Inuvialuit Settlement Region

**s.** Inuvialuik

**plur.** Inuvialuit

Nunatsiavut (Northern Labrador)

**s.** Nunatsiavummiuk

**plur.** Nunatsiavummiut

Nunavik (Quebec)

**s.** Nunavimmiuk

**plur.** Nunavimmiut

Nunavut

**s.** Nunavummiuq

**plur.** Nunavummiut

Indigenous Peoples of Alaska

Alutiiq people, or Sugpiaq: of the Alaska Peninsula and coastal and island areas of southcentral Alaska.

Yup'ik and Cu'pik: of southwest Alaska; named after the two main dialects of the Yup'ik language, known as Yup'ik and Cup'ik.

(<http://www.alaskanative.net/en/main-nav/education-and-programs/cultures-of-alaska/yupik-and-cupik/>)

Central Alaskan Yup'ik: people of the Yukon-Kuskokwim delta, the Kuskokwim River, and along the northern coast of Bristol Bay as far east as Nushagak Bay and the northern Alaska Peninsula at Naknek River and Egegik Bay in Alaska

Siberian Yupik people: including Naukan, Chaplino, and Sirenik of the Russian Far East and St. Lawrence Island in Western Alaska.

Indigenous Peoples of Europe

Sápmi: the cultural region traditionally inhabited by the Sámi people. Sápmi is located in

Northern Europe; the region stretches over four countries: Norway, Sweden, Finland, and Russia.

### **C. CAPITALIZATION OF DESCRIPTIVE REGIONS**

“Arctic” is capitalized when it is used as a noun (“the Arctic”). Used as an adjective, “Arctic” is capitalized when it refers to the geographic region (i.e., Arctic communities) and lowercased when it refers to very low temperatures (i.e., arctic gale).

“Antarctic” is always capitalized, as it refers to one of the great divisions of the earth’s surface and also to a particular continent, from which the adjective is derived.

“North” is capitalized only when referring to a specific geographical area or as part of a geographical name, never when used as a direction.

Lowercase northern, southern, eastern and western as adjectives derived from regions: southern Canadians, a northern custom.

“South” is capitalized when referring to a specific geographical region. Atlanta, New Orleans, and Mobile are all in “the South”, not the “south”. The same holds true for other directional terms that are also the names of regions: Midwest, Northeast, Northwest, Middle East, and so on.

When directional terms are used to describe people, defer to the Chicago Manual of Style, which prefers lowercase: “southerner,” “northerner”.

Often, if you can put “the” in front of the name, it’s capitalized: ex. He’s from the South/the North, BUT: He’s a northern/southern.

#### Common Examples:

Far North

Northern/Southern Canada

High Arctic

East Coast