



NCECA 2024 JOURNAL STYLE GUIDELINES

KEYBOARDING

Single spaces after periods
Single spaces between paragraphs
Indent paragraphs

USE WORDS HYPHENATED AS ADJECTIVES, NOT HYPHENATED AS VERBS

ADJ	VERBS
hand-built	hand built or handbuilt
coil-built	coil built
hand-carved	hand carve(d)
wood-fired	wood fired (Example: He wood fired his work. They loved wood-fired pots)
slip-cast	slip cast
soda-fired	soda fired
low-fire	low fire or lowfire
mid-range	mid fire
high-fire	high fire
hand-carved	hand carve(d)
laser-etched	laser etch

CORRECT WORD USAGE BELOW (COMMONLY FOUND ERRORS)

3-D
2-D
Wi-Fi, not Wifi or WiFi
ceramicist not ceramist
paper clay
upcycle
recycle
plexiglass
underglaze (noun and adjective)
sandblasted
handmade
artwork
tea bowl
teapot
bone-dry
leather-hard

DO NOT HYPHENATE THESE WORDS, UNLESS THEY ARE USED TO DESCRIBE A NOUN

slip cast *when a verb, use hyphen as adjective*

terra cotta

terra sigillata

soda fired *when a verb, use hyphen as adjective*

salt/soda fired *when a verb, use hyphen as adjective*

mixed media

wood fired Example: He wood fired his work. They loved wood-fired pots.

ADDITIONAL MATERIAL/DESCRIPTION WORDS

- Italicize: Book titles, periodicals, film titles, DVDs, titles of artworks and exhibitions
- Don't italicize NCECA sponsored exhibitions such as the NCECA Juried Student Exhibition (NJSE), or the NCECA Annual, but do italicize the annual title, such as *Belonging*.
- Course names inside quotation marks
- Capitalize: Cone 5, not lowercase cone 5
- Glaze names – Capitalize the first letter of each word of the title of a glaze, but not the generic name (no italics, underline, or quotation marks). In other words, do not capitalize “a shino glaze,” but do capitalize “Fred Olsen’s Shino for Wood Fire.”
- entire, not whole
- more than, not over. Example: There were more than 5,000 attendees at the NCECA conference.
- Words expressed in languages other than English: italicize, unless they are
 - proper nouns or titles (museum
 - names, etc.), or if they are acceptable
 - American-used terms, such as “decoupage.”
- graduate school, not grad school
- impact: The MLA, *Oxford English Dictionary*, and other dictionaries discourage the use of “impact” to mean “effect” or “affect.” More appropriate words are generally available.
- Names: In an essay, use the first and last name of the subject the first time the name is mentioned.
 - Thereafter, use the person’s last name, with the exception, possibly, of the last time the name is used, unless it is in a short biography.
- NCECA: the first time mentioned should read National Council on Education for the Ceramic Arts (NCECA). Each sequential time it is mentioned, it can then be referenced as NCECA.
 - This guideline may also be followed for any other organization named multiple times within a single contribution/ article.
- oxidation
- 95%, not percent
- plexiglass, not Plexiglas
- Plural names ending in ‘s’ or ‘z’: Davis’s, not Davis’, Inez’s.
- reduction
- Time: denote time with the month, not the season. The seasons are different below the equator.
 - Use 7:00 p.m., not pm.
 - Use 7:00–9:00 p.m. (en dash, not hyphen)
- Temperatures: 1275°F or C
- very and really: consider another word if you need these modifiers.
 - Example: “very important” may be more accurately said as “urgent” or “critical.”

DEGREES

Degrees should be referenced as “earned,” not “received.”

List degrees as BFA, MA, MFA, or PhD. Do not include periods in between letters

IMAGE CAPTIONS—HOW TO FORMAT ARTIST/ARTWORK CREDITS

ARTIST NAME, *Italicized Title*, Year, Materials listed, with Oxford comma (include clay type, not just “ceramic” unless it is pre-fired material), Dimensions in inches using ” and space on either side of x (3” x 3” x 5”), Photo credit: First Name Last Name

Example:

EDITH GARCIA, *Tricks*, 2011, Stoneware, metal, wire, and glaze, 17” x 15” x 9”, Photo credit: Robert Couto

FOR OTHER IMAGES

Subject(s), title, or description, Year, Materials (if applicable), Size (height x width x depth in inches if applicable), Photo credit: First Name Last Name

When using names of multiple subjects in captions, typically list names left to right or clockwise

PUNCTUATION

- Use the Oxford comma.
- Use only a single space after typing a period.
- Commas and periods are always inside quotation marks.
- Hyphen - Used to hyphenate words.
- En dash – Used with no spaces between dates, sometimes in place of bullets, and is made by keying the alt/option and the hyphen. Example: 2020–2021
- Em dash—Used with no spaces when setting off a phrase within a sentence, and is made by keying alt/option, the shift key, and the hyphen.
 - Example: His instructor—and one of my favorite potters—contributed much to his career. Often used in place of parentheses.
- Use . . . instead of ...

ADDITIONAL ITEMS

- Capitalize the names of institution programs or degree concentrations: Ceramics.
- Numbers: spell out numbers one to ten, and use numerals when writing 11 and higher.
- Personal pronouns: Don’t assume, always ask.
- Spell out months, cities, and states—no abbreviations.
- Refrain from beginning sentences with conjunctions like connecting conjunctions like “but,” “and,” or “however”
- **Use single quote marks only to indicate a quoted segment of text within a longer block of quoted text.**
- Italics may be used *sparingly* to emphasize a word or groups of words.

TIME PERIODS

19th century

Dates: 1960s, not 1960’s (unless it is possessive).

the past year, not the last year

World War II, not WWII or World War 2

DIRECTIONAL ADJECTIVES

Capitalize *north*, *south*, *east*, *west*, and derivative words when they designate definite regions or are an integral part of a proper name.

- in the North
- down South
- the West Coast
- the Eastern Seaboard
- the Deep South

Do not capitalize these words when they merely indicate direction or general location.

- Many water skiers have relocated from the *Northeast* to the *South*.
- **BUT:** We maintain a slalom course in the *south* of France.
- **OR:** Go *north* on I-95 and then *west* on Route 110.

Capitalize such words as *Northerner*, *Southerner*, and *Midwesterner*.

Capitalize such words as *northern*, *southern*, *eastern*, and *western* when they refer to the people in a region or to their political, social, or cultural activities. Do not capitalize these words when they merely indicate general location or refer to the geography or climate of the region.

- Eastern bankers, **but** the eastern half of Colorado
- Southern hospitality, **but** southern temperatures
- Western civilization, **but** westerly winds
- the Northern vote, **but** a northern winter
- The *Northern* states did not vote as they were expected. (political activities)
- The drought has ended in the *northern* states. (climate)
- My sales territory takes in most of the *southeastern* states. (general location)
- She was *Southeastern Champion* twice in a row

SCHOOLS

Current reference

Alfred University School of Art and Design

The University of Tennessee instead of The University of Tennessee Knoxville

- (do not include Knoxville)

Pennsylvania State University not Penn State or Penn State University

University of Nebraska, Lincoln (UNL) not University of Nebraska–Lincoln

- (use comma instead of en dash)

California State University, Long Beach (CSULB) (need to have comma after University)

Past reference

New York State College of Ceramics at Alfred University or NYSCC Alfred

ENDNOTES/ CITATIONS

NCECA uses endnotes and bibliographies, not footnotes. Denoting an endnote in MLA style requires a number in superscript. Place this at the end of a sentence. It should come after punctuation or quotes. However, in some cases, having the superscript number in the middle of a sentence will make the most sense.

SEE MLA GENERATOR AT <https://www.mybib.com/tools/mla-citation-generator>

MLA Endnote Example: In-Text

Michael Hann, in his book *Symbol, Pattern and Symmetry*¹ talks about the three stages of stylistic diffusion, adoption, and adaptation.

How to Write an Endnote Citation in MLA

Place endnotes at the end of the article/essay in their own special section. Follow the same numerical order on the page. First, start each note with the superscript number corresponding to the in-text citation. Then, remember that bibliographical notes provide citations similar to the works cited and vary based on the source. By contrast, content notes will point the reader to where more information can be found.

MLA Bibliographic Citation Footnote Format & Example

Format: 1 Author's Name, *Title of Work in Italics* (City: Publisher, Year) Page Number.

Example: 1 Michael Hann, *Symbol, Pattern and Symmetry: The Cultural Significance of Structure*, (2013): p. 1-13.

MLA Content Note Citation Footnote Format & Example

Format: 2 See Author's Last Name, especially (insert important pages), what it will show or prove.

Example: 2 See Green, especially 1–8, to show the different courtship principles.

BIBLIOGRAPHIES/CITATIONS

Bibliography lists should be alphabetical by the last name of the author, and in the same format as the endnote citation above. When referring to a bibliographical reference in the text, it should be formatted like this: "David Hiltner posited that NCECA will have a successful conference in the coming year" (Green, 25). The parenthetical citation is the author's name and the page number. The period then goes outside the parentheses.