

Style Guide for the International Dance Council CID

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The International Dance Council CID (<http://www.cid-portal.org/site/>) is the official umbrella organization for all forms of dance around the world. It is a non-governmental organization based in Paris. Its membership includes people from 155 countries.

CID is a strictly non-profit organization; it does not sell any products or services. The purpose of the organization is to bring together groups, as well as individuals, that are active in dance. CID shares beneficial information with its members through circulars (monthly newsletters that include information regarding upcoming workshops and competitions around the world). CID also endorses the publication of a variety of works that present an international perspective of dance.

This style guide will serve to encourage and enforce consistency in CID's publications, as well as encourage the use of global English within them. This style guide is not comprehensive. It specifically aims to address those situations which are not addressed in *The Chicago Manual of Style* (16th Edition, hereafter referred to as *Chicago*), those which require aspects of global English and those which depart from *Chicago*. Additionally, CID's style guide will occasionally reinforce guidelines from *Chicago* that CID frequently neglects to follow and will clarify which option should be used in situations where *Chicago* presents alternatives.

Because CID is an international organization, its publications should be written in a way that will be easily understood by speakers of any variety of English around the world. Additionally, CID makes every attempt to publish its web pages in as many languages as possible, so the web pages should be written such that they can be easily translated from English into other languages. Regarding global English, many of the guidelines included in this style guide will be derived from *The Elements of International English: A Guide to Writing English Correspondence, Reports, Technical Documents, and Internet Pages for a Global Audience* by Edmond H. Weiss (M.E. Sharpe, 2005), hereafter referred to as Weiss.

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5 Usage

5.1 *Persons* Instead of *People*

When referring to multiple individuals, CID supports the use of the plural *persons* rather than *people*. However, when referring to a collective group of individuals, *people* may be used.

We have prepared the guidelines as a checklist for persons active in the wider field of dance.

Not

We have prepared the guidelines as a checklist for people active in the wider field of dance.

5.2 Sentence Fragments in Circulars

To preserve space, sentence fragments may be used in circulars to describe events. However, in the rest of CID's publications, grammatically complete sentences should be used.

Open to all styles. Duration between 5 and 12 minutes. [circular]

But

CID is recognized by UNESCO. [home page]

Not

Recognized by UNESCO.

5.3 Conjunctions in Lists

When a list appears in running text, the conjunctions *and* and *or* should not be omitted before the final element in the series. A comma need not precede the conjunction (see "Serial Commas", 6.1).

Festivals will be held in Slovakia, Austria, Croatia, Hungary, Italy, Czech Republic and Poland.

CID is offering meals, accommodation and local transport.

Not

Festivals will be held in Slovakia, Austria, Croatia, Hungary, Italy, Czech Republic, Poland.

CID is offering meals, accommodation, local transport.

5.4 Translatable Terms

Because CID reaches such a global audience, web pages, circulars and other publications should be written using easily translatable terms. Culturally limited references, technical terms and multiple-meaning words should be avoided (see Weiss, 93–99).

6 Punctuation

6.1 Serial Commas

Contrary to what *Chicago* recommends, CID allows for the serial comma to be omitted in a list or series. This is congruent with the typical European convention.

Choreographers, dance companies and video directors are welcome to submit their projects.

Not

Choreographers, dance companies, and video directors are welcome to submit their projects.

6.2 En Dashes

When appropriate, en dashes should be used in CID's publications. A hyphen should not be used in place of an en dash (see *Chicago*, 6.78).

The festival will be held 14–15 June 2014 in Paris.

Children 10–14 years old are invited to participate.

Not

The festival will be held 14-15 June 2014 in Paris.

Children 10-14 years old are invited to participate.

6.3 Em Dashes in Place of Commas

Em dashes, not commas, should be used when clarifying or defining a term in a previous clause.

Emphasis should be given to addressing a new public—people who do not follow dance events during the course of the year.

Not

Emphasis should be given to addressing a new public, people who do not follow dance events during the course of the year.

6.4 Punctuation with Closing Quotation Marks

Because CID is based in Paris and its publications are available globally, the British convention regarding punctuation with closing quotation marks should be followed (see Weiss, 75).

Events endorsed by CID feature the CID logo and mention “Endorsed by the International Dance Council CID”.

Not

Events endorsed by CID feature the CID logo and mention “Endorsed by the International Dance Council CID.”

6.5 Commas before *etc.*

As with the serial comma, commas before *etc.* may be omitted in a list or series.

Send announcement of your event—festival, competition, workshop, new book etc.—for review.

Not

Send announcement of your event—festival, competition, workshop, new book, etc.—for review.

6.6 Commas with Introductory Clauses

A comma should follow any introductory clause of more than 4 words. A comma should also follow if misreading is likely (see Weiss, 72).

In order to achieve maximum success, it is important that preparations start early enough. Before leaving, competitors should account for all personal belongings.

Not

In order to achieve maximum success it is important that preparations start early enough. Before leaving competitors should account for all personal belongings.

6.7 Use of Colons

In circulars, it is acceptable to use a colon to introduce a list or other information regardless of whether it is following a complete sentence. In other publications, however, this practice should be avoided.

Fellows receive: air transportation to and from the US, lodging for 4 weeks, per diem to cover living expenses, visa sponsorship and program materials. [circular]

Deadline for applications: 16 December 2013. [circular]

But

Please contact Jane Doe, CID Secretariat. [information page]

Not

Please contact: Jane Doe, CID Secretariat

6.8 Use of Ampersands in Running Text

The use of ampersands in running text should be avoided. The conjunction *and* should be used instead.

Teachers and students should register by 23 June 2014.

Not

Teachers & students should register by 23 June 2014.

6.9 Parentheses

Whenever possible, the use of parentheses should be avoided. This practice makes it easier for publications to be translated into other languages (see Weiss, 97). Em dashes should be used in place of parentheses whenever possible.

All participants—teachers and students—should arrive on time.

Not

All participants (teachers and students) should arrive on time.

7 Spelling, Capitalization, Distinctive Treatment of Words

7.1 Capitalization of Headings

Headings and subheadings should follow headline-style capitalization.

07. Oriental Dance Festival in Turkey

Not

07. Oriental dance festival in Turkey

7.2 Dance Styles

Generally, dance styles should be lowercased. Sub-styles, however, may be uppercased to distinguish them from their broader style.

Openings are available for qualified teachers of ballet and flamenco to work at school in Shenzhen.

Not

Openings are available for qualified teachers of Ballet and Flamenco to work at school in Shenzhen.

But

The festival will include Latin and Standard ballroom dances.

Not

The festival will include latin and standard ballroom dances.

7.3 British Spellings

CID prefers British spellings in its publications (see Weiss, 46).

Master programme in choreography and bachelor programme in dance performance at the University of Dance and Circus, part of the Stockholm University of the Arts.

Not

Master program in choreography and bachelor program in dance performance at the University of Dance and Circus, part of the Stockholm University of the Arts.

7.4 Boldface for Headings and Emphasis

Bolded text may be used for headings. In the FAQ section of CID's website, core terms and phrases may be bolded for emphasis. However, bolding for emphasis should be avoided in other areas of the website and other publications.

18. Teachers Wanted in China [circular heading]

Q: Is listing in the Directory **reserved to CID members**? [FAQ section]

A: **No**, it is open to any person or organization active in dance.

But

Intended primarily for professionals, the congress is a scientific conference.

Not

Intended primarily **for professionals**, the congress is a scientific conference.

7.5 Underlining

Underlining should be avoided in CID's publications. This is because, generally speaking, there is no need for it. If a term or phrase needs to be emphasized, bolded type should be used (see "Boldface for Headings and Emphasis", 7.4). If emphasis is unnecessary, roman type should be used.

CID congresses are the largest gatherings of dance specialists worldwide.

07. Festivals in Turkey [circular heading]

Not

CID congresses are the largest gatherings of dance specialists worldwide.

07. Festivals in Turkey

7.6 Hyphenation and Compounds

Hyphens should be used when necessary in attributive adjectives. Closed compounds should not be hyphenated.

Dance schools can offer to their students a validation of their studies recognized worldwide.
This choreography-intensive workshop will be held 15 May 2014.

Not

Dance schools can offer to their students a validation of their studies recognized world-wide.

This choreography intensive workshop will be held 15 May 2014.

7.7 Abbreviations

Abbreviations of months and other terms should be avoided, except in personal titles.

The competition will be from 14 to 23 February 2014.

Not

The comp will be from 14 to 23 Feb. 2014.

But

Dr. Alkis Raftis will be present at the conference.

Not

Doctor Alkis Raftis will be present at the conference.

8 Names, Titles, and Places

8.1 Use of CID Logo

The CID logo should only be used on official CID publications.

8.2 Titles and Positions

Most of the time, titles and positions should be lowercased.

CID members should attend the congress if possible.

Not

CID Members should attend the congress if possible.

However, if a full title is being used, the title may be capitalized.

Only recipients of a letter of confirmation for 2014 can use the title of Member of the International Dance Council CID.

Not

Only recipients of a letter of confirmation for 2014 can use the title of member of the International Dance Council CID.

8.3 *Dr. Alkis Raftis*

The president's name should always appear as Dr. Alkis Raftis. No alternative forms should be used. When other presidents are in office, the same convention should be followed.

Dr. Alkis Raftis will be in Lisboa for the festival.

Not

Mr. Alkis Raftis will be in Lisboa for the festival.

Dr. Raftis will be in Lisboa for the festival.

8.4 *The International Dance Council CID*

The full name of the organization is *the International Dance Council CID*. Whenever the organization's name appears in a publication for the first time, it should be written in its full form. If a shortened form is desired and appropriate, *CID* is the proper abbreviation to use. *The* should not precede *CID*.

Members of the International Dance Council CID can nominate for membership worthy persons or institutions—schools, companies, associations etc. [first time appearing in publication]

Members of CID will have an advantage in the selection process. [name has already shown up in publication]

Not

Members of the International Dance Council can nominate for membership worthy persons or institutions—schools, companies, associations etc.

Members of the CID will have an advantage in the selection process.

8.5 Website Prompts

For informational or instructive purposes, website prompts should be capitalized and separated by a forward slash.

To look up a CID member, go to Information/Active Members.

Not

To look up a CID member, go to information and then active members.

9 Numbers

9.1 Ordinal Numbers

Ordinal numbers should be used only when describing an anniversary, group, or something similar. Ordinals should never be used for dates.

Festival will last from 30 April to 4 May 2014.

Not

Festival will last from 30th of April till 4th of May 2014.

But

On the occasion of the 40th anniversary of CID, you can offer a prestigious title to a fellow dance professional.

9.2 Dates

Dates should be written, in all cases, in the following format: XX Month XXXX (see Weiss, 48).

The folk dance festival will be held in Croatia beginning on 18 September 2014.

Not

The folk dance festival will be held in Croatia beginning on 18th September 2014.
The folk dance festival will be held in Croatia beginning on September 18, 2014.
The folk dance festival will be held in Croatia beginning on 09/18/2014.

9.3 Monetary Amounts

Monetary units should be spelled out {euro, US dollar}. Currency symbols should not be used; they are not always consistent between countries. Quantities should generally be expressed in numerals (see “Use of Numerals”, 9.4).

Fee is always 55 euros for individuals, 110 euros for institutions and 30 euros for students (80, 160 and 45 US dollars, respectively).

Financial assistance will equal 500 Pounds.

Not

Fee is always 55 euros for individuals, 110 euros for institutions, 30 euros for students (\$US 80, 160, 45).

Financial assistance will equal £500.

9.4 Use of Numerals

Although *Chicago* recommends otherwise, numerals should be used even for low numbers. Numerals should also be used for large numbers such as *million* and *billion*, as these have different meanings in different parts of the world (see Weiss, 48).

Groups may consist of up to 37 persons including drivers.

The academy donated 6,000,000 euros to the organization.

Not

Groups may consist of up to thirty-seven persons including drivers.

The academy donated 6 million euros to the organization.

9.5 Numbering System for Headings

Headings and Subheadings should be numbered starting with 01, and counting upward. In other words, numbers less than 10 should be preceded by a 0. Two-digit numbers and higher, however, should not be.

01. Fee Reminder

13. Other Festivals

Not

1. Fee Reminder

013. Other Festivals