Consistency. It matters less whether “folk song” is two words or one, and matters more that the author choose one or the other and remain consistent. This general rule of consistency can be applied to many situations, including capitalization, hyphenation, numbering, and so on.

Em dash. When using a dash in text, use the em dash (not a regular dash or two regular dashes), with no spaces before or after it. (In Microsoft Word, choose Insert/Symbol/Special Characters.)

Foreign words. Italicize all foreign words, including solfège syllables.

Numbers. Spell out numbers from one to nine; use numerals for numbers 10 and greater (unless they begin a sentence).

Quotation marks. Always place commas and periods inside (not outside) closing quotation marks; place semicolons and colons outside closing quotation marks.

Serial comma. When a conjunction (and, or) joins the last two elements in a series, use a comma before (not after) the conjunction.

Titles. Place titles of individual songs within quotation marks; italicize titles of complete works (“Twinkle, Twinkle Little Star” but Messiah).

Chapter News
- Use first and last name only (no title such as Dr. or Ms.) upon first occurrence (Jane Doe), and first name only on subsequent occurrences (Jane).
- Be aware of when the issue will be in readers’ hands when choosing to write about a particular event in the past or present tense.

Citations

For a book:

Footnote

Reference
For a chapter in a book:

Footnote

Reference

For an article in a journal:

Footnote

Reference

Common Terminology
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