

Style Guidelines for Inquiry

Inquiry has established the following stylistic guidelines based on *The Chicago Manual of Style*. The guidance given here is meant to address the most frequent issues. For questions not covered here, please refer to [The Chicago Manual of Style](#).

GENERAL TIPS FOR A SUCCESSFUL ABSTRACT

- Make sure your abstract is as polished as possible: it should be free of misspellings, overly long sentences, or obscure, technical language.
- Make your abstract as easy to understand for a mixed audience as possible: eschew jargon where you can, while still including enough of the language required of your discipline to get your point across.
- Make sure you address the significance of your project in your field, the impact it had on your lab, or what your results were and why they matter.

FONTS, SPACING AND LENGTH

Abstracts should be between 150–250 words. Abstracts over 300 words will have to be revised for length.

- Please use 12 pt. font.
- Times New Roman or Arial are acceptable fonts.
- All abstracts should be single-spaced and left aligned.
- Keep formatting to an absolute minimum (no tabs etc.)
 - Italics, e.g., for the titles of works within the abstract, are acceptable

TITLE, AUTHOR AND SPONSOR FORMAT

Your abstract **must** include the following information in the following order. Abstracts lacking this information will not be accepted for publication. See Appendix A (below) for examples:

- 1) The title of your project (the first letter of every word in the title except for adverbs or linking words such as "of" or "and" should be capitalized),
- 2) Your name,
- 3) Your major(s),
- 4) The name of your sponsor (i.e., mentor), and
- 5) Your sponsor's affiliation.

ABBREVIATIONS

Spell out terms or phrases the first time you use them and provide the abbreviation in parentheses. Subsequent appearances may use the abbreviation by itself:

- Hantavirus Pulmonary Syndrome (HPS)
- Adipose-derived stem cells (ADSCs)
- Common abbreviations, e.g., DNA, need not be given in full at any point.

PUNCTUATION

QUOTATIONS

Quotations should be put in “double quotation marks.” Use ‘single quotation marks’ for quotes within another quotation.

PUNCTUATION IN RELATION TO CLOSING QUOTATION MARKS

Punctuation precedes closing quotation marks:

- Growing up, we always preferred to “bear those ills we have.”
- “Thus conscience does make cowards of us all,” she replied.

SERIAL COMMAS

Separate items in a series with commas. Do not separate the final two elements in such a series with a comma:

- Before leaving the apartment, he made sure he had his books, phone, wallet and keys.

DASHES

There are two types of dashes: the **em dash (—)** and the **en dash (–)**:

- Use the **em dash (—)** to mark an abrupt change, for emphasis or with explanatory words or phrases: e.g.,
 - Richard’s favorite bands—Nirvana, Pearl Jam and Soundgarden—are all from Seattle, Washington.
- Use the **en dash (–)** between dates, times and reference numbers: e.g.,
 - Phil was active on the cat show circuit from 1995–2001.

CITATIONS

AUTHOR-DATE CITATION

Please use Author-Date citation in running text. This consists of the author’s last (i.e., family) name followed by the year of publication. “Author” may refer to editors, translators etc. However, omit abbreviations (e.g. “trans.,” “ed.” and the like). Do not include page, volume numbers and the like.

TEXT CITATION WITH SINGLE AUTHOR

Citations for single author texts should come at the end of the sentence or, if the author’s name appears in the text, immediately following the author’s name:

- According to Roman historians, Cassius Dio held the praetorship in 194CE and was co-consul with Alexander Severus in 229 CE (Millar, 1964).
- Millar (1964) has discussed the political career of Cassius Dio at length.
 - **Reference List Entry:** Millar, Fergus 1964. *A Study of Cassius Dio*. Oxford: Oxford University Press: 5-27.

TEXT CITATIONS WITH MULTIPLE AUTHORS

Two Authors: Citations for works with up to two authors should include all authors' names: e.g.,

- (Fu and Seeman, 1993)
 - **Reference List Entry:** Fu, T-J., and N.C. Seeman. 1993. "DNA Double-Crossover Molecules." *Biochemistry* 32: 3211

More than Two Authors: Citations for works with more than two authors should give the first two authors' names followed by "et al." and the date: e.g.,

- (Liu, Wang et al., 2004)
 - **Reference List Entry:** Liu, D., W. Wang, Z. Deng, R. Walulu and C. Mao. 2004. "Tensegrity: Construction of Rigid DNA Triangles with Flexible Four-Arm DNA Junctions." *Journal of the American Chemical Society* 126 (8): 2324- 2325.

TWO OR MORE REFERENCES IN ONE SENTENCE

Separate two or more references using semicolons. The order of the references may be based on the order of information referenced in the text or the relative importance of the works. In the absence of those criteria, order references chronologically (order references with the same date alphabetically): e.g.,

- (Pickett, White et al. 1985; Armstrong and Malacinski 1989; Beigl 1989)

BIAS-FREE LANGUAGE

GENDER BIAS

Avoid the use of a gender-specific pronoun "he" or "she" (when not referring to a specific individual) as well as nontraditional usages such as "he/she" or "s/he."

Consider the following options to avoid such bias.

- Use a plural antecedent.
- Omit the pronoun.
- Repeat the noun.
- Use an article instead of a personal pronoun.
- Use the pronoun "one" instead.
- Revise and rephrase.

APPENDIX A: TITLE, AUTHOR AND SPONSOR FORMAT

Below, we have provided examples of how to format your proposal generally and how to format the title, author and sponsor section specifically. Included below are examples of some of the most common scenarios (e.g., multiple majors, team projects, non-CAS sponsors) to help you see how to properly include and format all the necessary material. While there may not be an example of your specific scenario, the examples included below should provide enough guidance, both individually and taken together, to help you format your proposal correctly.

SINGLE MAJOR, CAS SPONSOR

Self-Assembly of a Five-Turn Tensegrity Triangle

Delia Bendtner, Biochemistry

Sponsor: Professor Michelle Szczesny, Chemistry

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MULTIPLE MAJORS, CAS SPONSOR

- Multiple majors should be listed them in alphabetical order separated by a comma:

Health Policy in a Global World

Heather Stafford, Global Public Health/Anthropology, Mathematics

Professor Janeane Sterly, Anthropology

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TEAM PROJECT, CAS SPONSOR

- Include all team members (alphabetically by last name), team members' major(s) and, if they are not an NYU student, affiliation.

Islamic Finance Instruments in the US and the EU

Anna-Lena Hoffman, Sociology, Amir Mohseni, Economics, Osman Sacarcelik, Religious Studies, Brooklyn College

Sponsor: Professor Francesca Higuain, Middle Eastern and Islamic Studies

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NON-CAS SPONSORS

- For sponsors who are not CAS faculty, please provide both their home department and the name of their school/institution:

Example 1:

Effects of Latin Curriculum on Elementary Students' Self-Esteem

Melanie Subacus, Chemistry, Psychology

Sponsor: Professor Antonia Manolas, Applied Psychology, Steinhardt School of Culture, Education and Human Development

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Example 2:

The Pathology of PI84X Protein-Protein Interaction

Melanie Subacus, Chemistry, Psychology

Sponsor: Professor Maria Hernandez, Biochemistry and Molecular Pharmacology, NYU School of Medicine

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NON-FACULTY SPONSORS

- For sponsors who are not professors or teaching faculty (e.g., post-docs, research scientists, graduate students), provide their official title and affiliation:

History of Eunuchs in Tang Dynasty China
Michael Hoeckelmann, East Asian Studies
Sponsor: Dr. Leslie De Bruyne, Anthropology

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MORE THAN ONE SPONSOR

- If you have more than one sponsor, please provide the relevant information for each sponsor separated by a semicolon. You may list them either in alphabetical order (by last name) or by rank (if applicable):

Option 1:

Curva Sud: An Ethnography of Italian Ultras

Laura Dzeko, Anthropology, Economics

Sponsors: Dr. Leanne Johnson, Psychology; Professor Lucas Muller, Psychology

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Option 2:

Curva Sud: An Ethnography of Italian Ultras

Laura Dzeko, Anthropology, Economics

Sponsors: Professor Lucas Muller, Psychology; Dr. Leanne Johnson, Psychology

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