



## KODÁLY ENVOY Style Guide

**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 Italian musical terms and 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.

**Web site.** Enclose web site URLs between < and >.

### Chapter News

- Use first and last name only (no title such as Dr.) 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*

1. Emery Blackfoot, *Chance Encounters and the Way of the World* (Boston: Serendipity Press, 1987), 5.

#### *Bibliography*

Blackfoot, Emery. *Chance Encounters and the Way of the World*. Boston: Serendipity Press, 1987.

For a chapter in a book:

*Footnote*

1. Brendan Phibbs, "Herrlisheim: Diary of a Battle," in *The Other Side of Time* (Boston: Serendipity Press, 1987), 117-63.

*Bibliography*

Phibbs, Brendan. "Herrlisheim: Diary of a Battle." In *The Other Side of Time*. Boston: Serendipity Press, 1987.

For an article in a journal:

*Footnote*

1. John Benjoseph, "On the Anticipation of New Metaphors," *Cuyahoga Review* 24, no. 6 (1988): 6-10.

*Bibliography*

Benjoseph, John. "On the Anticipation of New Metaphors." *Cuyahoga Review* 24, no. 6 (1988): 6-10.

**Common Terminology**

Béla Bartók

solfège

Jenő Ádám

Zoltán Kodály

Kecskemét

Dobszay László

Erzsébet Hegyi

Katalin (Kati) Forrai

Anikó Hamvas

Nelga Szabó

Péter Erdei

Éva Vendrei

Ilona Andor

Klára Nemes

Lenci Igó

Dr. Vikár

Mrs. Nemesszeghy

Győr

Miskolc

Gilbert De Greeve

Micheál Houlahan

Katinka and Ernő Dániel

Fritz Jöde

Erzsébet Szönyi