
HOUSE STYLE GUIDE

Generally, follow the Chicago Manual of Style, 15th ed., Merriam-Webster's Collegiate Dictionary, Eleventh Edition, and Webster's Third New International Dictionary, unabridged.

Numbers

In running text spell out through one hundred and also multiples of one hundred (e.g., fifty thousand). This includes ordinals (e.g., eleventh century).

(Exceptions: 2nd ed. and 3rd ed. etc. in notes; page numbers; percents and other measurements. Note: CMS 15 recommends 2nd and 3rd, not 2d and 3d.)

elided form	full-range form
1–10	1–10
11–99	11–99
100–101	100–101
101–2	101–102
102–3	102–103
102–33	102–133
198–211	198–211
223–33	223–233
1187–89	1187–1189
1187–1221	1187–1221

Punctuation

Use series comma.

Use comma before the conjunction in compound sentences.

Do not (usually) use a comma to separate two parts of a compound predicate.

No commas (usually) in “not only . . . but also” construction

Commas in “not . . . but” constructions are discretionary.

No comma before “et al.”; period only after “al.”

Periods and commas go inside quotation marks; colons and semicolons go outside quotation marks; question marks go inside or outside depending on the clause they belong to.

No hyphen between -ly adverbs and adjective

Use the three- or four-dot method for ellipses (CMS 11.57–11.61).

Abbreviations or not

Spell out “percent” (one word), but use symbol (%) in tables or in parentheses.

Standard and post office abbreviations for states are both acceptable, but use one style throughout manuscript.

Spell out United States when it is used as a noun; abbreviate to U.S. when it is used as an adjective.

Always spell out University Press in notes and bibliography, except when following MLA style. chap. (not ch. or Ch.)

bk. 1

trans. (not tr.)

Capitalization

In titles, capitalize all verbs, no matter how short (e.g., How the West Was Won).

In titles, lowercase all prepositions, no matter how long (e.g., Essay concerning Human Understanding). (Exception: Gone With the Wind.)

In figure captions and table titles, follow sentence-style capitalization.

Usually capitalize a question after a colon.

Lowercase a phrase after a colon.

Usually lowercase a clause after a colon.

Usually lowercase parts of books or plays: book 1, act 1, scene 1.

Books of the Bible: The word “book” is lowercased in reference to the Bible (e.g., the book of Job).

No longer use small caps for time designations such as AD and BCE; set in full caps without periods. For times of day (a.m. and p.m.), use lowercase with periods.

No longer capitalize the generic term with two proper names (Hudson and Mohawk rivers).

Retain the traditional rules (8.170) for capitalizing terms in titles of works rather than observing the simple rule (8.169).

Lowercase black/white for race designations unless author has strong preference for uppercase.

communism, postcommunism, but Communist Party (communist or Communist: cap if referring to member of specific party but lowercase if used more generally; query author as she may have strong preferences. This goes for capitalization of other movements as well, e.g., modernism).

Names of seasons are lowercase in text but capitalized in documentation when used in place of a month (17.164)

Italics or not

Use Word’s underlining, not italicizing, feature to indicate type to be set in italic.

Do not use italics for any word adopted into English except *sic*, which is in italic, although the surrounding brackets should be in roman type.

Here are some of the words that should be set in roman type and not italics (when in doubt, check the dictionary):

ibid.	a posteriori
per se	de facto
ad hoc	modus operandi
a priori	

Books of the Bible should be set in roman type, without quotation marks (e.g., book of Revelation).

Proper names in foreign languages should be set in roman type (e.g., institutions, associations, and political parties). Consult [CMS 7.51–7.55](#) for the rules of italicizing foreign terms and phrases and for style of appended translations.

Possessives

Usually add “s” after the apostrophe.

Descartes’s (Decartes’ is optional; see CMS 7.21)	James’s
Habermas’s	Frances’s

Exceptions:

Jesus’
 Moses’
 Socrates’ (and other names that end in es pronounced with a long e, such as Xerxes)

Idiosyncrasies and Other Conventions

Use the first name of each person mentioned in text on first mention (even if the full name is spelled out in a note on the same page). (Exceptions are the truly famous such as Einstein and Lincoln; in addition some disciplines, including Russian studies and science, favor initials only, and that is fine.)

Use [United States](#) and [U.S.](#) instead of [America](#) and [American](#) as much as possible because Canada and Mexico are also in (North) America, and Latin America is also America.

No note numbers on display type (chapter titles, author by-lines, epigraphs, subheads); query author or move.

Use “on” (not “upon”) almost always.

Use either quotation marks or so-called but not both.

Avoid “In *ibid.*” (redundant, as “*ibid.*” means “in the same place”).

For dates, the month-day-year form (e.g., July 1, 2003) is preferred, but the day-month-year form (e.g., 1 July 2003) is an acceptable alternative. A single style should be used throughout the manuscript, i.e., text and notes.

Epigraph attributions should not include full bibliographical facts.

Consult CMS for editing titles of works in notes and bibliographies and for permissible (and nonpermissible) changes to quoted material.

Spelling

adviser (not advisor)

African American, European American, Asian American, Native American, and similar constructions (no hyphen in adj. or noun form)

among (not amongst)

antisemitism (or anti-Semitism)—decision is author's

Cold War (or cold war)—decision is author's

decision maker

decision making (noun) but decision-making (adj.)

e-mail

focused (not focussed)

Foucauldian

Internet

Listserv

online

policyholder

policymaker

policymaking

re-create

theater (not theatre, except when so spelled in a proper name)

toward (not towards)

website

World Wide Web, the Web

Documentation

The Chicago Manual's Quick Guide to citation format is available online at: http://www.chicagomanualofstyle.org/tools_citationguide.html.

Always spell out University Press (except when MLA style is followed).

Abbreviate states' names and use either post office or standard abbreviations consistently (e.g., NY or N.Y.; OH or Ohio; OR or Ore.).

<u>Books</u> The first mention in each chapter should give full information	1. First Last, <u>Title: Subtitle</u> (New York: Columbia University Press, 1902), 232–33.
Subsequent notes in that chapter use last name and short title. If the full title is five words or fewer, don't shorten it.	7. Last, <u>Title</u> , 202–3.
Bibliographic entry	Last, First. <u>Title: Subtitle</u> . New York: Columbia University Press, 1902.
<u>Journal</u> The first mention in each chapter should give full information	2. First Last, "Title: Subtitle," <u>Journal</u> 32 (1903): 100–101.
Subsequent notes in that chapter use last name and short title	8. Last, "Title," 110–11.
Bibliographic entry	Last, First. "Title: Subtitle." <u>Journal</u> 32 (1903): 99–127.

It's okay to have just the place of publication and the date without the name of the publisher if this is done consistently throughout, but be sure that a comma follows the place (e.g., Moscow, 1999).

It's okay to use the abbreviations "p." and "pp." for books, although preferable to omit these abbreviations usually. And if they are used, they must be used consistently for books. But don't use abbreviations for page(s) when full information for journal article is given [e.g., Journal 2 (1999): 33.]

For more details, Author/Date style, and style for citing Web sources, see CMS 15.