

## Guide for Authors

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*Ethnohistory* first adheres to the rules in this style guide. For issues not covered here, refer to the fifteenth edition of *The Chicago Manual of Style* (hereinafter, CMS<sub>15</sub>) for guidance.

### ABBREVIATIONS. See also DOCUMENTATION

Corporate, municipal, national, and supranational abbreviations and acronyms appear in full caps. Possessives are formed with an apostrophe; plurals, without. Most abbreviations pronounced as strings of individual letters are preceded by *the*; however, acronyms and abbreviations that designate cities, companies, and political programs are not.

A coalition led by the CEO of XYZ Associates opposed NAFTA.  
Did NASA's engineers falsify data for the ICBMs, as the CIA claims?  
APALA, the SEIU, and other sectors of the workforce  
AFDC for U.S.-citizen children  
UN peacekeeping forces

State and province abbreviations are not used in running text.

residents of Ishpeming, Michigan, and Thunder Bay, Ontario

Latin abbreviations, such as e.g. and i.e., are usually restricted to parenthetical text and notes and are set in roman type, not italics. The word *sic*, however, is italicized.

Personal initials have periods and are spaced.

W. E. B. DuBois; C. D. Wright

Postal abbreviations are used for state names.

Wilmington, DE (*not* Del.)  
 Washington, DC (*not* D.C.)

## ACKNOWLEDGMENTS

Acknowledgments are made in the first, unnumbered endnote, in the first person. They include notice of publication elsewhere, if appropriate. Acknowledgment of translation is made in a note immediately below the contributor's byline.

## CAPITALIZATION. See also ELLIPSES; QUOTATIONS; SPELLING AND TERMS

### *After a Colon*

If the material introduced by a colon consists of more than one sentence, or if it is a quotation or a speech in dialogue, it should begin with a capital letter. Otherwise, it begins with a lowercase letter. See CMS15, 6.64.

### *Quotations*

Silently correct initial capitalization in quotations depending on the relationship of the quotation to the rest of the sentence (see CMS15, 11.16). For instance:

Smith stated that “we must consider all aspects of the problem.”  
*but*  
 Smith stated, “We must consider all aspects of the problem.”

An original lowercase letter following a period plus three dots should remain lowercase.

They could be captured. . . . the settlement could then . . . demand a ransom for their return.

### *Terms*

A down (lowercase) style is generally preferred for terms. See CMS15, chap. 8, for detailed guidelines on capitalization of terms.

### *Titles of Works*

For titles in English, capitalize the first and last words and nouns, pronouns, adjectives, verbs, adverbs, and subordinating conjunctions (*if, because, that,* etc.). Lowercase articles (*a, an, the*), coordinating conjunctions, and prepo-

sitions (regardless of length). The *to* in infinitives and the word *as* in any function are lowercased.

For hyphenated and open compounds in titles in English, capitalize first elements; subsequent elements are capitalized unless they are articles, prepositions, or coordinating conjunctions. Subsequent elements attached to prefixes are lowercased unless they are proper nouns. If a compound (other than one with a hyphenated prefix) comes at the end of the title, its final element is always capitalized.

Nineteenth-Century Literature

Avoiding a Run-In

Policies on Re-creation

Twenty-First Century Texts

In capitalizing titles in any non-English language, including French, capitalize the first letter of the title and subtitle and all proper nouns. See CMS15, 10.24 and 10.43, for the treatment of Dutch and German titles, respectively.

## CAPTIONS AND CREDITS

Captions take sentence-style capitalization; captions that are complete sentences include terminal punctuation. Credit or source information follows the caption.

Figure 1. Women learning to spin wool at Metlakatlah, ca. 1881. British Columbia Archives, B-03573

Figure 2. The Mezquital Valley. Drawing by Alfonso Torres

## DATES AND TIMES. See also NUMBERS

May 1968; 1 May 1968; 1–3 May 1968

1960s counterculture; sixties [*not* 60s or '60s] counterculture

the 1980s and 1990s; the eighties and nineties

on 8 February 1996, at 8:15 a.m. and again at 6:15 p.m.

the mid-1980s; the mid-eighties; mid-1980s *or* mid-eighties Rangoon

the late twentieth century; late-twentieth-century Burma

the years 1896–1900, 1900–1905, 1906–9, 1910–18

AD 873; the year 640 BC [use full caps without periods for era designations]

## DOCUMENTATION

Either of the following systems may be used.

*ANTHROPOLOGY STYLE*

In-text citations keyed to a reference list are used. They include the author's last name (with first initial if ambiguous), year of publication, and pages referred to. If a work is cited several times in a paragraph, the year is given in the first citation and thereafter only the page number, unless a citation of another work intervenes. For works by more than three authors, only the surname of the first author is used, followed by "et al." A lowercase "a," "b," "c," and so on is added to the year to distinguish works by the same author that appeared in the same year. "Ibid." is used to refer again to the source cited most recently. "Cf." is used when a comparison of sources is intended. Op. cit., loc. cit., infra, supra, and the like are not used.

Wert (1984) insists that ideology . . .  
 (Thomas 1983)  
 (M. McLain 1987; P. McLain 1983)  
 (U.S. Bureau of the Census 1980: 1138-41)  
 (Wilson and Sparma 1965: 243-312)  
*not* (Cobb, Hornsby, Ott, and Smith 1982) *but* (Cobb et al. 1982)

If a citation refers principally to the author of the work, the year appears in parentheses; if the citation refers to the work itself, it does not.

Smith (1973) disagreed. *but* The standard work is Smith 1973.

For reprints, the date of first publication is given in brackets.

(Williams 1974 [1905])

Notes contain peripheral discourse or citations of archival sources not included in the reference list.

- 1 Death rates varied from 19.2 to 53.9 per annum, with values ranging from 22.0 to 31.6 in 80 percent of all years.
- 2 Archivo General de la Nación, Mexico City (hereafter AGN), Mercedes 12, fols. IIIr-v (1584), 176v-77r (1585); Mercedes 15, fols. 151r-v (1589), 140v-41r (1590).

Entries in the reference list are arranged alphabetically by author, then chronologically, earliest to most recent. If a citation is given to an online work, an access date is required only if no publication date is provided.

## BOOKS

- Pacheco, Joaquin F.  
1963 *Colección de documentos inéditos (Collection of Unpublished Documents)*.  
2nd ed. Santiago: Editorial Universitaria. [Note sentence-style capitalization for Spanish.]
- Mist, Walter, ed.  
Forthcoming *Ruminations of Twentieth-Century Exiles*. Durham, NC: Duke University Press.
- Mooney, James  
1965 [1896] *The Ghost Dance Religion and the Sioux Outbreak of 1890*. Chicago: University of Chicago Press.
- Pelikan, Jaroslav  
1978 *The Christian Tradition: A History of the Development of Doctrine*. Vol. 3, *The Growth of Medieval Theology (600-1300)*. Chicago: University of Chicago Press.

## CHAPTER IN A COLLECTION

- Ignace, Marianne Boelscher  
1998 Shuswap. In *Handbook of North American Indians*. Deward E. Walker Jr., ed. Pp. 203-19. Washington, DC: Smithsonian Institution Press.

## TRANSLATION

- Bakhtin, Mikhail  
1980 *Rabelais and His World*. Helene Iswolsky, trans. Bloomington, IN: Midland.
- Benjamin, Walter.  
1969 Theses on the Philosophy of History. In *Illuminations: Essays and Reflections*, Hannah Arendt, ed., Harry Zohn, trans. Pp. 72-89. New York: Schocken.

## ONLINE BOOK

- Pyatt, Timothy D., ed.  
1996 *Guide to African American Documentary Resources in North Carolina*. Charlottesville: University of Virginia Press. [www.upress.virginia.edu/epub/pyatt/index.html](http://www.upress.virginia.edu/epub/pyatt/index.html).

## JOURNAL ARTICLE

- O'Meara, Walter  
1950 Adventure in Local History. *Minnesota History* 31: 1-10.
- Taylor, William B.  
1974 Landed Society in the New Spain: A View from the South. *Hispanic American Historical Review* 54: 387-413.

## ONLINE JOURNAL ARTICLE

Willis, Susan

- 2003 What Goes Around Comes Around: A Parable of Global Warfare. *Social Text*, no. 77: 127–38. [muse.jhu.edu/journals/social\\_text/toc/soc21.4.html](http://muse.jhu.edu/journals/social_text/toc/soc21.4.html).

## MAGAZINE ARTICLE

Brecher, Jeremy, and Tim Costello

- 1991 Labor Goes Global. *Z Magazine*, January, 90–97; March, 88–97. [Two-part article]

## ONLINE MAGAZINE ARTICLE

Davis, Peter

- 2003 Ignited Iraq: Baghdad Journal. *Nation*, 28 August. [www.thenation.com/doc.mhtml?i=20030915&cs=davis](http://www.thenation.com/doc.mhtml?i=20030915&cs=davis).

## NEWSPAPER ARTICLE

*Missionary Herald*

- 1829 Improvement among the People. 30 July. [Page cite not necessary per CMS15, 17.188.]

## ONLINE NEWSPAPER ARTICLE

Cotter, Holland.

- 2004 Painted Screens from Japan, Delicate but Full of Meaning. *New York Times*, 16 January. [query.nytimes.com/gst/fullpage.html](http://query.nytimes.com/gst/fullpage.html).

## DISSERTATION

King, Andrew J.

- 1976 Law and Land Use in Chicago: A Prehistory of Modern Zoning. PhD diss., University of Wisconsin at Madison.

## PAPER OR PRESENTATION

Zerubavel, Eviatar

- 1978 The Benedictine Ethic and the Spirit of Scheduling. Paper presented at the Annual Meeting of the International Society for the Comparative Study of Civilizations, Milwaukee, WI, 1–3 July.

## INTERVIEW

Morales, Maximo Bautista

- 1994 Interview with John Monaghan, 18 June.

Peep, Victoria T.

- 1989 Conversation with author, Calgary, AB, 27 November.

## WEB SITES (OTHER THAN ONLINE BOOKS AND PERIODICALS)

Include as much of the following information as possible: author of the content, title of the page (if there is one), title or owner of the site, URL, and access date (if no publication date is provided). The official titles of Web sites are set in roman type, with headline-style capitalization, per CMS15, 8.199. In online citations, “http://” does not precede URLs.

Robert R. Sokal

2004 European Ethnohistory Database. [life.bio.sunysb.edu/ee/msr/ethno.html](http://life.bio.sunysb.edu/ee/msr/ethno.html) (accessed 17 May 2004).

Assembly of First Nations

2001 Position on Housing. [www.afn.ca/programs/housing](http://www.afn.ca/programs/housing) (accessed 31 October 2001). [If there is no author, the owner of the site may stand in the author’s place, per CMS15, 17.237.]

## HISTORY STYLE

There are no in-text citations or reference list; the note called out in the text contains the full citation of the source document. The first citation of a work includes the author’s full name; the place and date of publication, but not the publisher; the pages referenced; and commentary, if any. Citations of the same work in subsequent notes include the author’s last name, a short title, and the pages referenced. “Ibid.” is used only if the new note cites the same work as the preceding note. As in anthropology style, op. cit., loc. cit., infra, supra, and the like are avoided.

## BOOK

- 1 William P. Cumming, *The Southeast in Early Maps*, 3rd ed. (Chapel Hill, NC, 1998), 65–98.
- 2 Pacheco, Joaquin F., *Colección de documentos inéditos (Collection of Unpublished Documents)* (Santiago, 1963). [Note sentence-style capitalization for Spanish.]
- 3 Samuel Sewall, *The Diary of Samuel Sewall*, vol. 1, ed. M. Halsey Thomas (New York, 1973), 372–73.
- 4 Michael Burawoy, ed., *Ethnography Unbound* (Berkeley, CA, 1991).

## CHAPTER IN A COLLECTION

- 5 Gregory A. Waselkov, “French Colonial Trade in Upper Creek Country,” in *Calumet and Fleur-de-Lys*, ed. John A. Walthall and Thomas E. Emerson (Washington, DC, 1992), 35–53.
- 6 Mark R. Peattie, “The Japanese Colonial Empire, 1895–1945,” in *The Cambridge History of Japan*, vol. 6, *The Twentieth Century*, ed. Peter Duus (New York, 1988), 224.

## TRANSLATION

- 7 Jacques Derrida, *Of Grammatology*, trans. Gayatri Chakravorty Spivak (Baltimore, 1974), 141–64.

## MULTIAUTHOR WORK

- 8 W. George Lovell and Christopher H. Lutz, eds., *Demography and Empire: A Guide to the Population History of Spanish Central America, 1500–1821* (Boulder, CO, 1995).
- 9 Berdan, Frances, Richard Blanton, Elizabeth Hill Boone, Mary Hodge, Michael Smith, and Emily Umberger, *Aztec Imperial Strategies* (Washington, DC, 1996).

## ONLINE BOOK

- 10 Timothy D. Pyatt, ed., *Guide to African American Documentary Resources in North Carolina* (Charlottesville, VA, 1996), [www.upress.virginia.edu/epub/pyatt/index.html](http://www.upress.virginia.edu/epub/pyatt/index.html).

## JOURNAL ARTICLE

- 11 Alexander Spoehr, “Comment on ‘Creek Inter-town Relations,’” *American Anthropologist* 42 (1940): 479–89.
- 12 William B. Taylor, “Landed Society in the New Spain: A View from the South,” *Hispanic American Historical Review* 54 (1974): 387–413.

## ONLINE JOURNAL ARTICLE

- 13 Susan Willis, “What Goes Around Comes Around: A Parable of Global Warfare,” *Social Text*, no. 77 (2003): 127–38, [muse.jhu.edu/journals/social\\_text/toc/soc21.4.html](http://muse.jhu.edu/journals/social_text/toc/soc21.4.html).

## MAGAZINE ARTICLE

- 14 Jeremy Brecher and Tim Costello, “Labor Goes Global,” *Z Magazine*, January 1991, 90–97; March 1991, 88–97. [Two-part article]

## ONLINE MAGAZINE ARTICLE

- 15 Chris Mitchell, “The Agony and the Ecstasy,” *Spike Magazine*, 20 August 1997, [www.spikemagazine.com/1000agonyandecstasy.html](http://www.spikemagazine.com/1000agonyandecstasy.html).

## NEWSPAPER ARTICLE

- 16 “Improvement among the People,” *Missionary Herald*, 25 September 1829. [Page cite not necessary per CMS15, 17.188.]

## ONLINE NEWSPAPER ARTICLE

- 17 Holland Cotter, “Painted Screens from Japan, Delicate but Full of Meaning,” *New York Times*, 16 January 2004, [query.nytimes.com/gst/fullpage.html](http://query.nytimes.com/gst/fullpage.html).

**DISSERTATION**

- 18 Jane T. Merritt, "Kinship, Community, and Practicing Culture," PhD diss., University of Washington, 1995.

**PAPER OR PRESENTATION**

- 19 Aihwa Ong, "Anthropology, China, and Modernities: The Geopolitics of Cultural Knowledge" (paper presented at the ASA Decennial Conference, Oxford University, 26–31 July 1993).

**INTERVIEW**

- 20 Maximo Bautista Morales, interview with John Monaghan, 18 June 1994.  
21 Jay Vazquez, interview by author, Fairfax County, VA, 20 February 1995.

**WEB SITES (OTHER THAN ONLINE BOOKS AND PERIODICALS)**

- 22 Robert R. Sokal, European Ethnohistory Database, [life.bio.sunysb.edu/ee/msr/ethno.html](http://life.bio.sunysb.edu/ee/msr/ethno.html) (accessed 17 May 2004).  
23 Assembly of First Nations, "Position on Housing," [www.afn.ca/programs/housing](http://www.afn.ca/programs/housing) (accessed 31 October 2001).

**ELLIPSES. See also QUOTATIONS**

Three dots indicate an ellipsis within a sentence or fragment; a period plus three dots indicates an ellipsis between grammatically complete sentences, even when the end of the first sentence in the original source has been omitted. In general, ellipses are not used before a quotation (whether it begins with a grammatically complete sentence or not) or after a quotation (if it ends with a grammatically complete sentence), unless the ellipses serve a definite purpose. The first word following an internal ellipsis, if lowercase in the original, remains lowercase in the quotation even if it begins a syntactically complete sentence. See CMS15, 11.57–61, for more detailed guidelines on the use of ellipses.

**EXTRACTS. See QUOTATIONS****INITIALS. See ABBREVIATIONS****NUMBERS. See also DATES AND TIMES; DOCUMENTATION**

Cardinal and ordinal numbers from one to ninety-nine, such numbers followed by *hundred*, any number at the beginning of a sentence, and common fractions are spelled out. Common fractions are hyphenated as well. Numerals are used to express very large numbers (in the millions or more).

no fewer than sixteen of the ninety-eight objects  
 no more than fifty-two hundred gallons  
 during the twenty-third century BC  
 attendance was about ninety thousand  
 at least two-thirds of the electorate  
 there were 2 million ballots cast  
 the population will top 25 billion

Numbers applicable to the same category, however, are treated alike in the same context.

no fewer than 6 of the 113 objects

Numbers that express decimal quantities, dollar amounts, and percentages are written as figures.

an average of 2.6 years  
 more than \$56, or 8 percent of the petty cash  
 a decline of \$.30 per share

Inclusive page numbers are given as follows:

1-2, 3-11, 74-75, 100-103, 104-9, 112-15, 414-532, 505-16, 600-612, 1499-1501

Roman numerals are used in the pagination of preliminary matter in books, in family names and the names of monarchs and other leaders in a succession, in the names of world wars, and in statutory titles.

On page iii Bentsen sets out his agenda.  
 Neither John D. Rockefeller IV, Elizabeth II, nor John Paul II was born before World War I.  
 Title XII was meant to rectify not only inequities but iniquities.

Elsewhere, arabic numerals are used.

In chapter 2 of volume 32 of the *Collected Works*, our assumptions are overturned.  
 “Never before have I seen you,” declares the Sultan from exile (1.1.23), but by the end of act 3 his memory, if not his power, has been restored.

## POSSESSIVES

The possessives of nouns ending with the letter *s* are formed by adding an apostrophe and an *s*.

Kansas's weather  
Burns's poetry  
Ross's land  
Texas's pride  
Jones's reputation  
Camus's novels  
Descartes's philosophy

Traditional exceptions to this rule are forming the possessive of *Jesus* and *Moses*, and forming the possessive of names of more than one syllable with an unaccented ending pronounced *eez*.

Euripides' plays  
Demosthenes' orations  
Xerxes' battles  
Jesus' name  
Moses' direction

#### QUOTATIONS. See also CAPITALIZATION; ELLIPSES

Quotations must reproduce the wording, spelling, capitalization, and punctuation of the original exactly, with the following exceptions: (1) A change in capitalization *at the beginning of* a quotation may be made silently (without brackets) if the quotation's syntactic relationship to the preceding text suggests it. Changes in capitalization *within* a quotation must be bracketed. (2) The terminal punctuation may be omitted or changed to a comma if necessary, and internal punctuation before or after ellipsis points may be omitted. (3) Original notes and their superscript callouts are omitted. (4) Obvious typographical errors (e.g., "teh") may be silently corrected, but idiosyncratic spellings found in older works must be preserved. Such spellings that are likely to be thought erroneous may be followed by *sic* in brackets; those that may pose a hindrance to the reader may be followed by the modern spellings in brackets.

Prose quotations more than eighty words in length and verse quotations longer than two manuscript lines are set off from the surrounding text. The first word is capitalized if the sentence preceding it is syntactically complete; it is not capitalized if the quotation is syntactically a continuation of that sentence. *Sic*, used sparingly, is inserted in brackets after a misspelling or an odd usage, and for visibility's sake is italicized. If a translation of a block quotation is needed, it should follow the original in square brackets as a separate block quotation after a line space. (A parenthetical citation

of the source document is not repeated if it has been cited in the original block quotation above.)

#### SPELLING AND TERMS. See also CAPITALIZATION

Follow *Merriam-Webster's Collegiate Dictionary*, 11th ed. (W11), and *Webster's Third New International Dictionary* for spelling. If more than one spelling is provided in the dictionary, follow the first form given (e.g., *judgment*, not *judgement*; *focused*, not *focussed*). The journal follows standardized spelling for North American groups as adopted by the *Handbook of North American Indians*. The plural inflection is appended to the names of indigenous peoples when a subset of the population is referred to; it is omitted when the population as a whole is referred to.

The Abenaki received European interlopers with ambivalence. Some Abenakis welcomed them; others regarded them warily.

Prefixes are hyphenated before numerals and proper nouns. Otherwise, prefixes are generally not hyphenated before words; refer to W11 for guidance. Temporary compound adjectives are hyphenated before the noun to avoid ambiguity but are left open after the noun. Non-English phrases used as modifiers are open in any position, unless hyphenated in the original.

Put neologisms within quotation marks at first use.

A term referred to as the term itself is italicized at first use.

In the twentieth century *socialism* acquired many meanings.

The word *hermeneutics* is the most overused term in recent monographs.

The term *lyricism* was misused in Smith's book review.

Foreign terms, if uncommon, are italicized the first time they appear; the definition follows in parentheses or in quotation marks. Once introduced, subsequent use of the term is roman. Common foreign terms (those with main entries in W11) are set in roman type.

One often encounters *Gespenster*, or "ghosts," in these tales.

The legend centers on a great supernatural bird, *Yehlbh* (Raven), accompanied by a flock of small dark crows.

#### TABLES

Table titles should be clear and explanatory but concise; column headings should be short. General notes, column- or cell-specific notes, and

probability-level notes, if appropriate, appear in that order beneath the table, followed by the source note.

**TRANSLATIONS. See also DOCUMENTATION**

When an original non-English title and its translation appear together in the text, the first version (whether original or translation) takes the form of an original title, and the second version is always enclosed in parentheses and treated like a bona fide title (whether or not the work represents a published translation) with title capitalization appropriate to the language.

They relied on *Demografía histórica de México, siglo XVI-XIX* (*Demographic History of Mexico, from the Sixteenth to the Nineteenth Century*) for their research.

In their work “En busca de los ‘dueños del silencio’” (“In Search of the ‘Masters of Silence’”) . . .

They relied on the *Demographic History of Mexico, from the Sixteenth to the Nineteenth Century* (*Demografía histórica de México, siglo XVI-XIX*) for their research.

In their work “In Search of the ‘Masters of Silence’” (“En busca de los ‘dueños del silencio’”) . . .