

***Ethnohistory* Style Guide**

May 2017

Ethnohistory first adheres to the rules in this style guide. For issues not covered here, refer to *The Chicago Manual of Style*, 16th edition, (CMS).

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 initialisms (abbreviations pronounced as strings of individual letters) are preceded by *the*; however, acronyms and abbreviations that designate cities, companies, and political programs are not.

further expansion of NATO's membership
dissent within the AFL-CIO
sexism is rampant at IBM
certain US constituencies

State and provincial 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, but its surrounding brackets are set in roman type.

Personal initials have periods and are spaced.

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

Postal abbreviations are used for state names (except in running text, where state names are not abbreviated).

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

ACKNOWLEDGMENTS

Acknowledgments are made in the first, unnumbered endnote, and are written 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 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 CMS, 6.61).

Quotations

Silently correct initial capitalization in quotations, depending on the relationship of the quotation to the

rest of the sentence (see CMS, 13.14). For instance:

Smith stated that “we must carefully consider all aspects of the problem.”

but

Smith stated, “We must carefully consider all aspects of the problem.”

A lowercase letter following a period plus three dots should be capitalized if it begins a grammatically complete sentence (CMS, 13.51).

The spirit of our American radicalism is destructive. . . . The conservative movement . . . is timid, and merely defensive of property.

Terms

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

Titles of Works

For titles in English, capitalize the first and last words and all nouns, pronouns, adjectives, verbs, adverbs, and subordinating conjunctions (*if, because, that, etc.*). Lowercase articles (*a, an, the*), coordinating conjunctions, and prepositions (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, coordinating conjunctions, or prepositions. Subsequent elements attached to prefixes are lowercased unless they are proper nouns. The second element of hyphenated spelled-out numbers or simple fractions should be capitalized. 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
Reading the Twenty-Third Psalm

When titles contain direct quotations, the headline-capitalization style described above and in CMS should be imposed.

“We All Live More like Brutes than Humans”: Labor and Capital in the Gold Rush

When capitalizing titles in any non-English language, including French, capitalize the first letter of the title and subtitle and all proper nouns. See CMS 11.24 and 11.42 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; captions that consist solely of a single phrase do not. If a caption consists of two or more phrases or sentences, terminal punctuation should follow each phrase or sentence. If credit or source information is provided, it should be the last element of the caption, without terminal punctuation.

Figure 1. Five principal slaving areas in the Americas (drawn by author)

Figure 2. Wabanaki homeland during the nineteenth century. Map by Stephen Bicknell

Figure 3. Fols. 10 and 11 of the leather codex. Author's digital drawing based on photos by the Canadian collector. Courtesy of Gregory Andrachuk

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 Kenya

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

AD 873; the year 640 BC; Herod Antipas (21 BCE–39 CE) [Use full caps without periods for era designations.]

DOCUMENTATION

Use author-date style and/or short-citation style, both of which are detailed below.

Entries in the reference list are arranged alphabetically by author; multiple references for one author are listed 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.

Author-Date Style

Use in-text citations that are keyed to a reference list. The citations should 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, and this is 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)

(US 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) insists that *but* The standard work is Smith 1973

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

(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. 15r–v (1589), 140v–41r (1590).

BOOKS

- Ancona, Eligio. 1889. *Historia de Yucatán desde la época más remota hasta nuestros días*. 2nd ed. Barcelona: Imprenta de Jaime Jesús Roviralta. [Note the sentence-style capitalization for Spanish.]
- Hester, James J. 1938. *Origin Legend of the Navaho Enemy Way: Text and Translation*. Yale University Publications in Anthropology no. 17. New Haven, CT: Yale University Press.
- 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

- Fitch, F. J., P. J. Hooker, and J. A. Miller. 1978. “Geochronological Problems and Radioisotopic Dating in the Gregory Rift Valley.” In *Geological Background to Fossil Man*, edited by W. W. Bishop, 441–60. Edinburgh: Scottish Academic Press.
- Ignace, Marianne Boelscher. 1998. “Apachean Languages.” In *Handbook of North American Indians*. Vol. 10, *Southwest*, edited by William C. Sturtevant, 393–400. Washington, DC: Smithsonian Institution Press.

TRANSLATION

- Bakhtin, Mikhail. 1980. *Rabelais and His World*, translated by Helene Iswolsky. Bloomington, IN: Midland.
- Benjamin, Walter. 1969. “Theses on the Philosophy of History.” In *Illuminations: Essays and Reflections*, edited by Hannah Arendt, translated by Harry Zohn, 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.

JOURNAL ARTICLE, PRINT

- O’Meara, Walter. 1950. “Adventure in Local History.” *Minnesota History* 31, no. 1: 1–10.
- Taylor, William B. 1974. “Landed Society in the New Spain: A View from the South.” *Hispanic American Historical Review* 54, no. 3: 387–413.

JOURNAL ARTICLE, ONLINE

Jovanovic, Boyan, and Peter L. Rousseau. 2008. "Specific Capital and Technological Variety." *Journal of Human Capital* 2: 135. doi:10.1086/590066. [If the author has provided a DOI rather than a URL, use the DOI; no URL is needed. See CMS 14.6.]

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.

MAGAZINE ARTICLE, PRINT

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

MAGAZINE ARTICLE, ONLINE

Davis, Peter. 2003. "Ignited Iraq: Baghdad Journal." *Nation*, 28 August. www.thenation.com/doc.mhtml?i=20030915&s=davis.

NEWSPAPER ARTICLE, PRINT

Missionary Herald. 1829. "Improvement among the People." 30 July. [Page citations are not necessary for newspapers, per CMS 14.203.]

NEWSPAPER ARTICLE, ONLINE

Cotter, Holland. 2004. "Painted Screens from Japan, Delicate but Full of Meaning." *New York Times*, 16 January. 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–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.

WEBSITES (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 websites are set in roman type, with headline-style capitalization, per CMS 8.186. In online citations, "http://" does not precede URLs.]

Sokal, Robert R. 2004. European Ethnohistory Database. 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 (accessed 31 October 2001). [If there is no author, the owner of the site may stand in the author's place.]

Short-Citation Style

Beginning with volume 63 in 2016, *Ethnohistory* instituted a new documentation system that includes a References section appended to the end of the article. With the new system, short-form citations are given in endnotes, while the References section contains the complete bibliographic information of works cited. Every citation of a work, including the first citation, contains the author's surname, a shortened title, and, if needed, a page number. In consecutive citations of the same work, *ibid.* is used. If a work is cited frequently, however, an abbreviation defined in the first citation may be used in the running text along with volume and/or page number in lieu of an endnote.

The following examples illustrate endnote citations and the corresponding references. The reference list above can also be consulted.

BOOKS

1 Ancona, *Historia de Yucatán*, 89; Mooney, *Ghost Dance Religion*, 72.

Ancona, Eligio. 1889. *Historia de Yucatán desde la época más remota hasta nuestros días*. 2nd ed. Barcelona: Imprenta de Jaime Jesús Roviralta. [Note the sentence-style capitalization for Spanish.]

Mooney, James. 1965 [1896]. *The Ghost Dance Religion and the Sioux Outbreak of 1890*. Chicago: University of Chicago Press.

CHAPTER IN A COLLECTION

2 Fitch, Hooker, and Miller, "Geochronological Problems," 445.

Fitch, F. J., P. J. Hooker, and J. A. Miller. 1978. "Geochronological Problems and Radioisotopic Dating in the Gregory Rift Valley." In *Geological Background to Fossil Man*, edited by W. W. Bishop, 441–60. Edinburgh: Scottish Academic Press.

TRANSLATION

3 Bakhtin, *Rabelais and His World*.

Bakhtin, Mikhail. 1980. *Rabelais and His World*, translated by Helene Iswolsky. Bloomington, IN: Midland.

ONLINE BOOK

4 Pyatt, *Guide to African American Documentary Resources in North Carolina*.

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.

JOURNAL ARTICLE, PRINT

5 O'Meara, "Adventure in Local History," 7.

O'Meara, Walter. 1950. "Adventure in Local History." *Minnesota History* 31, no. 1: 1–10.

JOURNAL ARTICLE, ONLINE

6 Jovanovic and Rousseau, "Specific Capital and Technological Variety."

Jovanovic, Boyan, and Peter L. Rousseau. 2008. "Specific Capital and Technological Variety." *Journal of Human Capital* 2, no. 3. doi:10.1086/590066. [If the author has provided a DOI]

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7 Brecher and Costello, “Labor Goes Global,” 90.

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

MAGAZINE ARTICLE, ONLINE

8 Davis, “Ignited Iraq.”

Davis, Peter. 2003. “Ignited Iraq: Baghdad Journal.” *Nation*, 28 August.
www.thenation.com/doc.mhtml?i=20030915&s=davis.

NEWSPAPER ARTICLE, PRINT

9 *Missionary Herald*, “Improvement among the People.”

Missionary Herald. 1829. “Improvement among the People.” 30 July. [Page citations are not necessary for newspapers, per CMS 14.203.]

NEWSPAPER ARTICLE, ONLINE

10 Cotter, “Painted Screens from Japan.”

Cotter, Holland. 2004. “Painted Screens from Japan, Delicate but Full of Meaning.” *New York Times*, 16 January. query.nytimes.com/gst/fullpage.html.

DISSERTATION

11 King, “Law and Land Use in Chicago.”

King, Andrew J. 1976. “Law and Land Use in Chicago: A Prehistory of Modern Zoning.” PhD diss., University of Wisconsin–Madison.

PAPER OR PRESENTATION

12 Zerubavel, “Benedictine Ethic.”

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

13 Morales, interview with John Monaghan.

Morales, Maximo Bautista. 1994. Interview with John Monaghan, 18 June.

WEBSITES (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 websites are set in roman type, with headline-style capitalization, per CMS 8.186. In online citations, “http://” does not precede URLs.]

14 Sokal, “European Ethnohistory Database”; Assembly of First Nations, “Position on Housing.”

Assembly of First Nations. 2001. “Position on Housing.” 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.]

Sokal, Robert R. 2004. “European Ethnohistory Database.” life.bio.sunysb.edu/ee/msr/ethno.html (accessed 17 May 2004).

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 CMS, 13.48–56 for more detailed guidelines on the use of ellipses.

EXTRACTS. See QUOTATIONS

FIGURES AND TABLES

These should be cited in text as (fig. 1), (table 1).

INITIALS. See ABBREVIATIONS

NUMBERS See also DATES AND TIMES; DOCUMENTATION

Cardinal and ordinal whole numbers from one to ninety-nine, such numbers followed by *hundred* and *thousand*, 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 (per CMS 9.60):

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, in statutory titles, in legal instruments, and in the titles of certain sequels.

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.

Yet, Title XII was meant to rectify not only inequities but also iniquities.

Most critics consider *The Godfather, Part II*, a better movie than *Jaws 2*. [Follow the usage in the original work, per CMS, 9.44.]

Elsewhere, arabic numerals are used.

In chapter 2 of volume 11 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

Camus’s novels

Descartes’s philosophy

Euripides’s plays

Demosthenes’s orations

Jesus’s name

Moses’s 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* (set in italics) in brackets (brackets are set in roman type); those that may pose a hindrance to the reader may be followed by the modern spellings in brackets.

Prose quotations more than four hundred characters and spaces 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 (brackets are set in roman type) after a misspelling or an odd usage. 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, *Yehllh* (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’”) . . .