# *Ethnohistory* Style Sheet

This style sheet is an important supplement to the DUP Journal Style Guide, including an *Ethnohistory* style point that is an exception to DUP style as well as style points that are in addition to what is outlined in the DUP Journal Style Guide.

Note that this journal uses **parenthetical author-date citations in the text** with a **corresponding reference list** of works cited at the end of the article (see **DOCUMENTATION** at the end of the style guide).

## Exceptions/Additions to DUP Style

**ABSTRACTS and KEYWORDS**

All articles include 3–5 keywords and an abstract of approximately 200 words. Primary source analyses include keywords and an abstract (under the header "Context"). Book reviews and short issue introductions do not require abstracts.

Abstracts should be written in the third person ("This article proposes . . ."), not the first person ("I propose . . ."). Abstracts should use the words "article" or "essay" rather than "paper."

**ACKNOWLEDGMENTS**

Acknowledgments are made in the first unnumbered note and are written in the first person.

> I am grateful to Martha Few, Kevin Gosner, Nancy Parezo, Dominique Polanco, and the anonymous readers for their invaluable feedback on versions of this article. All translations are my own unless otherwise noted.

**DATES**

*Ethnohistory* uses a day-month-year format for expressing dates in running text and in the reference list.

> 1 May 1968
> 1–3 May 1968
> on 8 February 1996, at 8:15 a.m. and again at 6:15 p.m.

**DOCUMENTATION: PERIPHERAL DISCOURSE & ARCHIVAL SOURCES**

*Do not include such discourse and sources in the reference list.* Cite peripheral discourse and archival sources only in the note citations. (Even if a sentence references both an archival source [requiring a note citation] and a nonarchival source [requiring a standard in-text parenthetical citation], this rule still applies: The archival source is cited separately in a note citation, and the nonarchival source is cited parenthetically as usual.)

Archival citations vary in form, but should include the following information, if available and applicable: title, date, and author or creator of the item; series title; name of the collection; name of the depository, which may be abbreviated after first mention; location of the depository; and, if consulted online, item URL and access date. Consistency of form in citations of comparable sources is desirable. Folio is abbreviated as *fol.*, or plural *fols.* A page citation may consist of the number on the folio (or leaf) plus r (recto) or v (verso): 176r, 231v, or 232r–v.

> Archive 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). [An en dash denotes folio or recto-to-verso ranges.]

> Joseph Purcell, "A Map of the Southern Indian District of North America" [ca. 1772], MS 228, Ayer Collection, Newberry Library, Chicago. [If the item has an author, title, and date, this information is listed first.]

> *Recopilación de las Leyes de los Reynos de las Indias*, book 1, title 23, law 11, Archivo Digital de la Legislación del Perú (hereafter ADLP), https://leyes.congreso.gob.pe/leyes_indias.aspx (accessed 9 April 2021).

## REVIEW HEADINGS

Review headings should include, at minimum: the title of the work under review (in bold type); the author of the work under review, including the author of any prefatory material; publisher name and location; year of publication; page count; and price. This information should be formatted as follows:

> **No Surrender: The Land Remains Indigenous.** By Sheldon Krasowski; foreword by Winona Wheeler. (Regina, SK: University of Regina Press, 2019. 392 pp. $27.95 paperback.)

> **Beneath the Backbone of the World: Blackfoot People and the North American Borderlands, 1720–1877.** By Ryan Hall. (Chapel Hill: University of North Carolina Press, 2020. 272 pp., 20 halftones, 4 maps. $29.95 paperback.)

## SPELLING & TERMS

*Ethnohistory* 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 referring to the population as a whole.

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

**TRANSLATIONS**

Parentheses are used to enclose glosses of unfamiliar terms or translations from other languages—or, if the term is given in English, to enclose the original word. Non-English words or phrases in an English context are italicized, except for original language names of proper nouns.

> The word she wanted was *pécher* (to sin), not *pêcher* (to fish).
>
> He said that to fish (*pêcher*) was to sin (*pécher*).
>
> The number of cases adjudicated by the Supreme People's Court of the People's Republic of China (Zhonghua renmin gongheguo zuigao renmin fayuan) has increased sharply.

**Translations by the Author**

Translations by the author should be indicated as such: (Smith 1990: 19; translation mine). If a submission contains more than one translation by the author, a statement to this effect should be included at the first translation as an endnote (e.g., All translations are mine unless otherwise indicated).

**Translations of Non-English Titles**

Translations of non-English titles in an English context should be provided in running text (see example below). However, translations of non-English titles in the notes, author-date citations, and reference list **are not required** (contra the DUP Journals Style Guide).

> Consider, for example, Miguel Hernández's poem "Casida del sediento" ("Lament of the Thirsting Man"). [An example in running text. See CMS 11.10 for additional guidelines.]

**Translations Relative to Quotations**

When both translated and original quotations are provided, either the original-language quotation or the translated quotation may be provided first, per the author's preference. When the second element (original or translation) is fewer than 300 characters (including spaces) in length, it can be given in running text, as follows: "Translated quotation"

(Quotation in original language, not italicized) (citation). Or, with the original-language quotation appearing first: "Quotation in original language, not italicized" (Translated quotation) (citation). Quotation marks need not be repeated for the parenthetical translation (or parenthetical original, as the case may be); any internal quotation marks, however, should be included.

> In it, Charles V says that the mestizos were children who wandered away from their parents; they "would wander beyond their control among the Indians of this land" (Anduvieren fuera de su poder en essa tierra entre los indios della) (*Colección* 1885–1932, 10:179).

If the second element (original or translation) is 300 or more characters (including spaces) in length, then this second element should be given in a note, unless an author feels strongly that it should be presented in running text. Translations/originals *shorter* than 300 characters may also be presented in notes, per author's preference. Notes consisting solely of a translated quotation should not be styled as an extract, regardless of length.

> Charles V issued the following decree: "I have been informed that throughout that land there is a great quantity of children of Spanish men born of Indian women, who wander among the Indians, and that many of them die of mistreatment. This does not serve God. To save them from this situation and the harm that comes from wandering around like this, they could be taken in" (*Colección* 1885–1932, 10:178–80).[1]
>
> > [1] "Yo he sido informado que en toda essa tierra ay mucha cantidad de hijos de españoles que han avido en indias, los quales andan perdidos entre los indios y muchos dellos por mal recaudo se mueren y los sacrifican, de que nuestro señor es muy deservido, e que para evitar lo suso dicho e otros daños y malos recaudos que de andar assi perdidos se podrian recoger."

When an original word or phrase is included within a translated quotation (e.g., to give the original word or phrase where the English fails to convey the exact sense), it is italicized and presented in brackets, not parentheses (CMS 13.60).

> She explains that "writing becomes part of the life of the masses [*sŏsa saenghwal taejunghwa*], and in these circumstances it is perfectly reasonable to substitute the functionality of the brush or replicate the form of brushwork."
>
> The manuscript clarifies that "the glory, that to God, to the King, and to their circumstances [*estados*], and to themselves, and to their children in particular should result from their punctual, and exact acquittal [*desempeño*]" (Ramírez 2014: 83).

# Duke University Press Journals Style Guide

March 2024

Duke University Press journals adhere to the rules in this style guide and to *The Chicago Manual of Style*, 17th ed. (CMS). We also follow the European Accessibility Act's guidelines and supply alt text for all illustrations and tag foreign-language words and phrases, which allows a screen reader to know when a shift in the dominant language occurs, making pronunciations more accurate.

## ABBREVIATIONS

Corporate, municipal, national, and supranational abbreviations and acronyms appear in full caps. Most initialisms (abbreviations pronounced as strings of letters) are preceded by *the*. Always use *US* as an adjective and *United States* as a noun.

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

Spell out Latin abbreviations such as *i.e.*, *e.g.*, and *etc.* in the text, though allow abbreviations within parentheses in the text. Allow abbreviations in notes. When used, these abbreviations are set in roman type, not italics. The word *sic*, however, is italicized.

Personal initials have periods and are spaced.

> W. E. B. Du Bois; C. D. Wright

## ABSTRACTS

Substantial articles should include an abstract of approximately 200 words. Book reviews and short issue introductions do not require abstracts.

Abstracts should be written in the third person ("This article proposes . . ."), not the first person ("I propose . . .").

## CAPITALIZATION. See also SPELLING AND HYPHENATION

See CMS, chap. 8, for general guidance on capitalization.

In Romance and other languages, use diacritics with capital letters.

**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 6.63.

**Quotations**
Silently correct initial capitalization in quotations depending on the relationship of the quotation to the rest of the sentence (see CMS 13.19). 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 an ellipsis should be capitalized if it begins a grammatically complete sentence (CMS 13.53).

> 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, chap. 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, prepositions, or coordinating conjunctions. 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

> 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

In capitalizing titles in *any* non-English language, including French, capitalize the first letter of the title and subtitle and all proper nouns. See CMS 11.70 and 11.39 for the treatment of Dutch and German titles, respectively. Diacritical marks on capital letters are retained in all languages.

## CONTRIBUTOR'S NOTE

Each contributor's note includes the author's name, rank, affiliation, areas of activity or research, and most recent works. Dates of publication, but not publishers' names, are given for books.

> Rebecca Newman is professor of history at the University of Chicago. She is author of *In the Country of the Last Emperor* (1991).
>
> Yingjin Zhang teaches Chinese literature at Indiana University. His book *Configurations of the City in Modern Chinese Literature* is forthcoming.

## DATES AND TIMES. See also NUMBERS

For more information, see CMS 9.29–38.

> May 1968
>
> May 1, 1968
>
> May 1–3, 1968
>
> on February 8, 1996, at 8:15 a.m. and again at 6:15 p.m.
>
> September–October 1992
>
> from 1967 to 1970
>
> 1960s counterculture; sixties [*not* 60s *or* '60s] counterculture
>
> the 1980s and 1990s
>
> mid-1970s American culture
>
> the mid-nineteenth century [note hyphen, not en dash]
>
> the late twentieth century; late twentieth-century Kenya
>
> the years 1896–1900, 1900–1905, 1906–9, 1910–18
>
> "The Audacity of His Enterprise: Louis Riel and the Métis Nation That Canada Never Was, 1840–1875" [use full year range in titles of works and headings]
>
> AD 873; the year 640 BC; Herod Antipas (21 BCE–39 CE) [use full caps without periods for era designations]
>
> ca. 1820

**EXTRACTS. See also CAPITALIZATION and PUNCTUATION (Ellipses)**

Set off quotations that are more than 400 characters (including spaces) in length.

**FIGURES AND TABLES**

Each figure or table should be referred to either parenthetically (*figure* is abbreviated as *fig.* when referenced parenthetically) or in running text at a relevant place in the discussion. Number tables and figures consecutively.

> The pressure of the flow repeatedly threatened to break down the walls that had just been created by cooling (fig. 3).
>
> As figure 1 shows, our labor took the form of designing supported experiences for GTAs.
>
> The problem with school attendance in the Bronx (see table 1) is largely the fault of a social system that neglects its children.

**Figure Captions**

Captions take sentence-style capitalization and have terminal punctuation. If credit or source information is provided, it should be the last element of the caption.

> Figure 1. The author with unidentified friend, 1977.
>
> Figure 2. The author posed for this picture with an unidentified friend in 1977.
>
> Figure 3. Noam Chomsky at a political rally, 1971. Courtesy of John Allan Cameron Archives, University of Florida, Gainesville.
>
> Figure 4. Coal miners in Matewan, West Virginia, April 1920. The miners' strike was depicted in John Sayles's film *Matewan*. Photograph courtesy of Matewan Historical Society.
>
> Figure 5. Winston Roberts, *When Last I Saw* (1893). Oil on canvas, 56 × 48 in. Courtesy of the Campbell Collection, Central State Community College Library, Pleasance, Nebraska.
>
> Figure 6. Harvey Nit, *These. These? Those!* (2011). Mascara on cocktail napkin, 16 × 16 cm. © Harvey Nit.

In addition to a caption, each figure requires *alt text*, a short description of the figure that allows nonsighted persons to access a publication's visual content.

**Table Titles**

Table titles take sentence-style capitalization but do *not* have terminal punctuation.

> Table 3. Comparative frequency of bicycles, mopeds, and Segways in Amsterdam, Dublin, and Toronto, 2005–2015

**GRAMMAR**

A split infinitive is OK if the text reads better with a split infinitive.

Make a distinction between *that* (restrictive) and *which* (nonrestrictive) but not obsessively (i.e., if making the distinction means that there will be several *that*s in a row, allow a restrictive *which*).

Maintain parallel structure.

Maintain subject-verb agreement and tense consistency.

**INCLUSIVE LANGUAGE**

Avoid sexist language and terms that are gender specific (*chairman*, *mankind*, etc.). Use gender-neutral alternatives, including recasting to plural or using singular *they*, rather than *he or she* constructions. Never allow the form *s/he*. Avoid alternating the use of masculine and feminine pronouns in an article. See CMS 5.251–60 (bias-free language), especially 5.255–56, and 5.48 (singular *they*).

However, there may be times when the generic masculine pronoun or gendered language is appropriate or preferred by the author: for example, in discussions of works of philosophy in which the original author used *he*, *him*, *man*, and the like generically, or if the article's author intentionally uses female pronouns exclusively or uses alternative pronouns such as *ze*.

**INITIALS. See ABBREVIATIONS**

**KEYWORDS. See also ABSTRACTS**

Articles that include an abstract should also include three to five keywords. Keywords should be lowercase (except for names or titles that would otherwise be capitalized) and separated by commas.

> *Keywords* negative affect, self-portrait, Del LaGrace Volcano, intersex, Polaroid photography

**NOTES. See also the section on documentation below.**

Avoid callouts for footnotes or endnotes in article titles, in heads, at the ends of epigraphs, or in figure captions.

Wherever possible, place note callouts at the end of a sentence, or at least at the end of a clause.

Callouts for footnotes in tables are handled separately. Each table has its own set of notes. See the journal's style sheet for guidance on the format used for callouts (e.g., lowercase letters, numerals, or symbols). See also CMS 3.79.

**NUMBERS. See also DATES AND TIMES**

Cardinal and ordinal whole numbers from one to ninety-nine (and such numbers followed by *hundred*, *thousand*, *million*, *billion*, etc.), any number at the beginning of a sentence, and common fractions are spelled out. Common fractions are hyphenated as well. See CMS, chap. 9.

> no fewer than six of the eight victims
>
> One hundred eighty-seven people were put to death there during the twenty-third century BC.
>
> attendance was about ninety thousand
>
> at least two-thirds of the electorate
>
> there were two million ballots cast
>
> the population will top between 27.5 and 28 billion

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

> no fewer than 6 of the 113 victims
>
> Almost twice as many people voted Republican in the 115th precinct as in the 23rd.

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

> an average of 2.6 years
>
> now estimated at 1.1 billion inhabitants
>
> more than $56, or 8 percent of the petty cash
>
> a decline of $0.30 per share

Inclusive page numbers are given as follows (per CMS 9.61):

> 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 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 iniquities.

Most critics consider *The Godfather, Part II* a better movie than *Jaws 2*. [Follow the usage in the original work, per CMS 9.43.]

Arabic numerals are used for the parts of books.

In part 2, chapter 2, of volume 11 of the *Collected Works*, our assumptions are overturned.

## POSSESSIVES

The possessive of nouns ending with the letter *s* are formed by adding an apostrophe and an *s* (CMS 7.17).

Burns's poetry

Camus's novels

Descartes's philosophy

Euripides's plays

Jesus's name

## PUNCTUATION

### En and Em Dashes
See CMS 6.75–92. Use real en and em dashes to indicate en and em dashes in the manuscript.

115–36

post–Civil War era

The United States' hegemony—that is, its domination of other nations—is increasing.

### Ellipses. See also CAPITALIZATION (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 at the start of a quotation (whether it begins with a grammatically complete sentence or not) or at the end of a quotation (if it ends with a grammatically complete sentence), unless the ellipses serve a definite purpose. See CMS 13.50–58 for more detailed guidelines on the use of ellipses.

### Hyphens. See SPELLING AND HYPHENATION

### QUOTATIONS. See EXTRACTS

## RACIAL AND ETHNIC TERMS

Capitalize terms used to identify people of color or of historically marginalized origins (e.g., *Black*, *Indigenous*). As a rule, do not capitalize terms used to identify people outside

these groups (e.g., *white*). Do not capitalize *of color* constructions (e.g., *people of color*, *women of color*). Exceptions are allowed if the author insists or if the author's text would be, in the editor's view and with the author's concurrence, well served by alternative treatment. The list that follows is intended to be illustrative, not comprehensive.

> Aborigine, Aboriginal
>
> BIPOC [Black, Indigenous, and People of Color]
>
> Black, Blackness, anti-Black, anti-Blackness
>
> Brown
>
> First Nations
>
> Indigenous, Indigeneity
>
> Native
>
> white, whiteness

## SPELLING AND HYPHENATION

Follow the online *Merriam-Webster's Collegiate Dictionary* (https://www.merriam-webster.com) 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*).

For further guidance regarding the hyphenation of compound words, see CMS 7.89.

Common foreign terms are set in roman type. (Common foreign terms are defined as those with main entries and not classified as "foreign term" in *Webster's*.)

Prefixes are hyphenated before numerals and proper nouns. Otherwise, prefixes are generally not hyphenated before words; refer to *Webster's* 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.

> 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.

**TABLES. See FIGURES AND TABLES and NOTES**

**TRANSLATIONS. See also the section on documentation below.**

**Non-English Titles with English Translation**
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 published title (whether or not the work represents a published translation; contra CMS 11.9) with title capitalization appropriate to the language.

> I read *Mi nombre es Roberto* (*My Name Is Roberto*) in 1989.

> I read *My Name Is Roberto* (*Mi nombre es Roberto*) in 1989.

> Rubén Darío's poem "Azul" ("Blue") is one of my favorites.

> Rubén Darío's poem "Blue" ("Azul") is one of my favorites.

**URLs**. **See also the section on documentation below.**

Use complete URLs when they appear in articles (notes, references, and main text). Include the protocol (*https* or *http*) and trailing slash (if it is part of the URL). DOIs appearing in notes and reference lists are presented as complete URLs. See CMS 14:10 for advice on shortening excessively long URLs.

> https://doi.org/10.1215/00982601-9467191

> https://www.nytimes.com/interactive/2021/us/covid-cases.html

> https://georgianpapers.com/research-funding/transcription/

## DOCUMENTATION: AUTHOR-DATE CITATIONS

This journal uses **author-date citations in the text** with a corresponding reference list of works cited at the end of the article.

Notes may also include material that cannot be conveniently presented in the text, such as discursive adjuncts and additional sources of information. Any material necessary for understanding the argument set forth in the article should appear in the text.

The notations f. (ff.), ibid., op. cit., and loc. cit. are **not** used, nor are eadem, idem, infra, passim, and supra. Commonly used abbreviations include cf., ed. (eds.), e.g., esp., et al., etc., fig. (figs.), fol. (fols.), i.e., n. (nn.), p. (pp.), pt. (pts.), ser., trans., vol. (vols.). Latin abbreviations are not italicized. Note that in et al., et is a whole word (meaning "and") and therefore is not followed by a period. In references to poetry, where the abbreviation "l." or "ll." might be mistaken for a numeral, the word "line" or "lines" is spelled out.

The reference list at the end of the article contains only works cited. References are arranged alphabetically by author, then chronologically in ascending order. For multiple references by the same author, the author's name is repeated; 3-em dashes are not used. In titles of works, serial commas are added, ampersands are spelled out, and numbers are spelled out. URLs, including for DOIs, use "https://" to ensure that links work online (CMS 14.7). For additional guidelines concerning the treatment of titles, see CAPITALIZATION in the Duke University Press Journals Style Guide.

### Sample Reference List Items

BOOK

> Langford, Gerald. 1971. *Faulkner's Revision of "Absalom, Absalom!": A Collation of the Manuscript and the Published Book*. Austin: University of Texas Press. [A book title within a book title is quoted and italicized (CMS 14.94). A main title ending in an exclamation point or a question mark is followed by a colon only if the question mark or exclamation point appears within quotation marks (CMS 14.96).]
>
> Midge, Anderson. 2002. *What Were They Thinking? The Real Lives of the* Dichter. New York: Petard. [Reverse italics (roman type) are used in book titles for terms that would themselves normally be italicized (CMS 8.173, 14.95).]
>
> Smith, John. 2011. *All Tongue-Tied and Nowhere to Go; or, How to Save Face When They Put You on the Spot*. Vail, CO: Slippery Slopes. [Treatment of double titles, contra the preferred form in CMS 8.167]

E-BOOK

> Begley, Adam. 2014. *Updike*. New York: Harper. Kindle. [CMS 14.159]

Doubtfire, Brenda. 2016. *Yeah, Right: Skepticism in the Fake News Era*. Whynot, NC: Says Who. iBooks.

CHAPTER

Dollimore, Jonathan. 1985. "Transgression and Surveillance in *Measure for Measure*." In *Political Shakespeare: New Essays in Cultural Materialism*, edited by Jonathan Dollimore and Alan Sinfield, 72–87. Ithaca, NY: Cornell University Press.

Weinstein, Donald. 1989. "*The Art of Dying Well* and Popular Piety in the Preaching and Thought of Girolamo Savonarola." In Tetel, Witt, and Goffen 1989: 88–104.
[A shortened form is used for chapters from collections that are also included in the reference list.]

PREFATORY MATTER

Brown, Marshall. 1995. Preface to *The Uses of Literary History*, edited by Marshall Brown, vii–x. Durham, NC: Duke University Press.

EDITED WORK

Navarre, Marguerite de. 1967. *L'heptaméron*. Edited by Michel François. Paris: Garnier.

Tetel, Marcel, Ronald G. Witt, and Rona Goffen, eds. 1989. *Life and Death in Fifteenth-Century Florence*. Durham, NC: Duke University Press.

REPRINT

Williams, Theodore. (1905) 1974. *The Art of Porcelain during the Late Ming Dynasty*. New York: Grove. [For reprint editions, the date of first publication may be supplied parenthetically, followed by the date of the reprint (CMS 15.40). Both dates appear in the corresponding citation.]

TRANSLATION

Valéry, Paul. 1958. *The Art of Poetry*. Translated by Denise Folliot. New York: Pantheon.

FOREIGN-LANGUAGE WORK

Ayzland, Reuven. 1954. *From Our Springtime* (in Yiddish). New York: Inzl.

Dachuan, Sun. 1991. *Jiujiu jiu yici* (*One Last Cup of Wine*). Taipei: Zhang Laoshi Chubanshe. [This form is recommended for works in languages relatively unfamiliar to the journal's expected readership. The translated title uses italics and headline capitalization (contra CMS 11.9)—in other words, it is treated as if it named a published translation even if it does not.]

MULTIVOLUME WORK

Foucault, Michel. 1990. *An Introduction*. Vol. 1 of *The History of Sexuality*. Translated by Robert Hurley. 3 vols. London: Penguin.

Hooker, Joseph. 1977–82. *Of the Laws of Ecclesiastical Polity*. Edited by Georges Edelen, W. Speed Hill, P. G. Stanwood, and John E. Booty. 4 vols. Cambridge, MA: Belknap Press of Harvard University Press. [If there are ten editors or fewer, all are listed by name; if more than ten, the first is listed by name, followed by "et al." (CMS 14.76).]

MULTIAUTHOR WORK

Dewey, Alfred, John Cheatham, and Elias Howe. 2003. *Principles of Commerce during the Early Industrial Revolution*. Birmingham, UK: Steamer.

Gustafson, Albert K., Jonas Edwards, Ezra Best, and Nathan Wise. 1985. *If I Were a Rich Man: Comparative Studies of Urban and Rural Poverty*. Murphy, WI: Fore and Aft. [If there are ten authors or fewer, all are listed by name; if more than ten, the first is listed by name, followed by "et al." (CMS 14.76).]

ANONYMOUS WORK. See also UNSIGNED ARTICLE

*A True and Sincere Declaration of the Purpose and Ends of the Plantation Begun in Virginia, of the Degrees Which It Hath Received, and Means by Which It Hath Been Advanced*. 1610. London. [The title appears in place of the author; "Anonymous" or "Anon." is not used. For purposes of alphabetization an initial article is ignored (CMS 14.79).]

UNDATED WORK

Kloman, Harry. n.d. "Introduction." The Gore Vidal Index. https://www.pitt.edu/~kloman/vidalframe.html (accessed July 27, 2003).

Sales, Robert. n.d. *Victory at Sea: Being a True Account of the Recent Destruction of an Infamous Foreign Fleet*. Dublin. [Note that the "n" in "n.d." is not capitalized (CMS 14.145).]

REFERENCE WORK

13. *Oxford English Dictionary*, 3rd ed., s.v. "self," A.1.a; *Encyclopaedia Britannica Online*, Academic ed., s.v. "Arturo Toscanini," https://academic.eb.com/EBchecked/topic/600338/Arturo-Toscanini (accessed April 6, 2016). [Reference works do not appear in the reference list (CMS 14.233).]

JOURNAL ARTICLE, PRINT

Meban, David. 2008. "Temple Building, *Primus* Language, and the Proem to Virgil's Third *Georgic*." *Classical Philology* 103, no. 2: 150–74. [Journal published in volumes; the month or season is not required. As a courtesy to readers who consult articles online, issue numbers should be given if available.]

Wood, Ellen Meiksins. 1988. "Capitalism and Human Emancipation." *New Left Review*, no. 167: 1–20. [Journal published only in issues.]

JOURNAL ARTICLE, ONLINE

Esposito, Joseph J. 2010. "Stage Five Book Publishing." *Journal of Electronic Publishing* 13, no. 2. https://quod.lib.umich.edu/cgi/t/text/text-idx?c=jep;view=text;rgn=main;idno=3336451.0013.204.

Jovanovic, Boyan, and Peter L. Rousseau. 2008. "Specific Capital and Technological Variety." *Journal of Human Capital* 2, no. 2: 129–52. https://doi.org/10.1086/590066. [If the author has provided a DOI rather than a URL, use the DOI in URL form, as indicated here. See CMS 14.8.]

REVIEW

Jameson, Fredric. 1991. "The Historian as Body-Snatcher." Review of *Learning to Curse: Essays in Early Modern Culture*, by Stephen J. Greenblatt. *Times Literary Supplement*, January 18, 7. [Page numbers are not needed in citations of or references to newspapers (CMS 14.191) but may be included in citations of or references to supplements and other special sections (CMS 14.197).]

SPECIAL ISSUE, and ARTICLE IN SPECIAL ISSUE

Ferguson, Margaret, and Marshall Brown, eds. 2004. "Feminism in Time." Special issue, *MLQ* 65, no. 1.
Mandell, Laura. 2004. "The First Women (Psycho)analysts; or, The Friends of Feminist History." In "Feminism in Time," edited by Margaret Ferguson and Marshall Brown. Special issue, *MLQ* 65, no. 1: 69–92. [CMS 14.178]

MAGAZINE ARTICLE

Franzen, Jonathan. 2003. "The Listener." *New Yorker*, October 6, 84–99.

NEWSPAPER ARTICLE, PRINT

DeParle, Jason. 1993. "Whither on Welfare: Even Though They Please Moynihan, Clinton's Actions Are Far from Bold." *New York Times*, February 3. [No page number is required (CMS 14.191).]

NEWSPAPER ARTICLE, ONLINE

Associated Press. 2003. "Jackson Arrested at Yale after Protest Backing Strike." *Washington Post*, September 2. https://www.washingtonpost.com/wp-dyn/articles/A12012-2003Sep1.html.

UNSIGNED ARTICLE

*Cinéma*. 1968. "Loin du Vietnam." January.

DISSERTATION

Jones, Jennifer M. 1991. "'The Taste for Fashion and Frivolity': Gender, Clothing, and the Commercial Culture of the Old Regime." PhD diss., Princeton University.

PAPER OR PRESENTATION

Poovey, Mary. 1996. "Between Political Arithmetic and Political Economy." Paper presented at the conference "Regimes of Description," Stanford University, Stanford, CA, January 12.

PERSONAL COMMUNICATION OR INTERVIEW

Noah Fence (pers. comm., April 1, 2014) speculated on the pitfalls of having a play on words for a name. [References to such communications as emails or private messages shared on social media often can be run in to the text, without need of note or reference (CMS 14.214).]

24. Jacques Petits Fours (provost, Upper Midwestern University), interview by author, Ames, IA, February 20, 1995. [Interviews or other personal communications in which more information than the date is pertinent may appear in a note (CMS 14.214).]

SOCIAL MEDIA CONTENT

[Citations of social media content may contain such elements as the author of the post; the title, or the text, of the post; the type of post (e.g., the service and/or a brief description); the date; and a URL. Contra CMS 14.209, such citations have corresponding references.]

*The Chicago Manual of Style*. 2015. "Is the world ready for singular they? We thought so back in 1993." Facebook, April 17. https://www.facebook.com/ChicagoManual/posts/10152906193679151.
O'Brien, Conan (@ConanOBrien). 2015. "In honor of Earth Day, I'm recycling my tweets." Twitter, April 22, 11:10 a.m. https://twitter.com/ConanOBrien/status/590940792967016448.
Souza, Pete (@petesouza). 2016. "President Obama bids farewell to President Xi of China at the conclusion of the Nuclear Security Summit." Instagram photo, April 1. https://www.instagram.com/p/BDrmfXTtNCt.

WEBSITES (OTHER THAN ONLINE PUBLICATIONS)

[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 titles of websites and blogs generally use headline-style capitalization. See CMS 8.191 and 14.206 for guidance as to whether such titles should be set in roman type or italicized. Websites and social media postings are cited in notes but are not included in the reference list. Items resembling articles in form, such as blog postings, are treated like articles: cited parenthetically and also included in the reference list.]

Lasar, Matthew. 2008. "FCC Chair Willing to Consecrate XM-Sirius Union." *Ars Technica* (blog), June 16. https://arstechnica.com/news.ars/post/20080616-fcc-chair-willing-to-consecrate-xm-sirius-union.html.

**Author-Date Citations**

This system uses in-text citations—usually enclosed in parentheses and comprising the author's surname (with first initial if ambiguous), the date, and the pages cited—and a reference list at the end of the article contains the complete bibliographic information of the works cited. See the sample references immediately above. Note that in the author-date system, works published in the same year by the same author must be labeled "a," "b," and so on for clarity.

> The witnesses had been, one observer surmised, tampered with (Northrup 1957a: 3). [The date and page number are separated by a colon, not a comma (contra CMS 15.9).]

The date and page number should immediately follow the author's name, even if the name is used in the possessive (CMS 15.25). This may mean that the parenthetical citation appears midsentence.

> As Sylvia Molloy (1991: 43) observes, "The previous letter, marked by subservience, waived Manzano's rights to the text by 'giving' it to del Monte; the second letter, marked instead by resistance, has Manzano keep the text for himself."

Multiple references within a sentence are usually combined and placed just before a mark of punctuation (unless the author's name is given in the sentence).

> This movement, as many scholars of education studies have noted, is not usually included in the state curriculum (Grove 2015; Hetherington and Rudolph 2015; Smith 2009). [The order in which the citations are given may depend on what is being cited, and in what order, or it may reflect the relative importance of the items cited. If neither criterion applies, alphabetical order is appropriate.]

> It is no surprise that, as one study pointed out, "the state curriculum generally omits this history" (Hetherington and Rudolph 2015; see also Grove 2015; and Smith 2009). [The source of a direct quotation, if present, always appears first; "see" and "see also" references are always last.]

> There is evidence, for example, that the negative outcomes associated with family structure instability are more pronounced for young children as compared with older children (Sigle-Rushton and McLanahan 2004) and for boys as compared with girls (Cooper et al. 2011). [Parenthetical citations may be placed mid-sentence to help clarify source attribution.]

No note should consist solely of an author-date citation, but discursive notes may contain author-date citations.

> 25. Wert (1984: 115–17) insists that his predecessors' conclusions were the merest speculation. See also M. McLain 1981: 190–200; P. McLain 1981. [When the author is meant, the citation is given in parentheses. If the work is meant, no parentheses are required.]

To refer again to the most recently cited source within the same paragraph, the name need not be repeated, and only a page number is used.

> The sperm whale, Beale (1839: 46) concluded in *The Natural History of the Sperm Whale*, is "remarkably timid, and is readily alarmed by the approach of a whale boat." Beale noted that "it is difficult to conceive any object in nature calculated to cause alarm to this leviathan" (46).

When an author's name doesn't appear in the sentence, it's best to have the citation before the final mark of punctuation:

> Many scholars and poets believe that Marcus Aurelius was one of the greatest men in history (see, e.g., Brodsky 1990: 257; Patterson 1996: 112).

If more than one work by the same author is included in a parenthetical citation, the author's name is not repeated.

> (Wilson 1963, 1974; Brody 2009, 2010)
> (Miller 1978: 267; 1994)

For works by more than three authors, only the surname of the first author is used, followed by et al.

> *not* (Cobb, Hornsby, Ott, and Smith 1982) *but* (Cobb et al. 1982)

If there is no author, use the shortened title or publication title in the author position in the reference.

> (*New Yorker* 1974)

If there is no date, n.d. is used.

> (McGarry n.d.)

If the work is meant, rather than the author, the parentheses are omitted.

> Medwick 1924 remains the standard reference.

> 12.  For more on this point, see Molloy 1991: 43; and Medwick 1924.

If the citation is to a reprint edition, the original date of publication should be cited first, in brackets within a parenthetical citation and in parentheses not within a parenthetical citation (e.g., in a note). See CMS 15.40.

> (Williams [1905] 1974: 41)

1. For a more in-depth discussion of this point, see Williams (1905) 1974.

When one volume of a multivolume work is cited, the volume number is indicated after the date, following a comma.

(Koufax 1973, 1:223)

To cite an unnumbered note, the abbreviation n or nn follows the page number without an intervening space. With numbered notes, the note number or numbers follow the abbreviation without intervening period or space (CMS 14.157).

(Javitch 2010: 385n; Adams 2009: 5n10, 8nn20–21)

Personal communications, such as telephone conversations, email messages, and nonarchived letters, are identified as "pers. comm." and dated in the text but are not included in the reference list.

Wilson (pers. comm., March 13, 2007) proved the hypothesis false.

When "emphasis added," "my translation," and the like are used, they appear after the parenthetical citation, separated with a semicolon:

He says, "Marcus Aurelius was one of the *greatest* men who ever lived" (Brodsky 1990: 257; emphasis added). [Emphasis in quoted material is assumed to match the original source unless otherwise stated; omit notes such as "emphasis in original."]

If the parenthetical citation appears midsentence, "emphasis added" and the like should come after the quotation:

According to Brodsky (1990: 257), "Marcus Aurelius was one of the *greatest* men who ever lived" (emphasis added).

**Citing Works Whose Authors Have Changed Names**

Sometimes, a cited author's affirmed name differs from the name on the work cited. In these cases, use the author's affirmed name when discussing their published work in the text of an article or book. We also recommend using the affirmed name in citations:

**Text/note discussion** As {Affirmed name} wrote, "Quote from cited author."
**Bibliographical citation** {Affirmed name: Last, First}. 1995. *Title: Subtitle*. Durham, NC: Duke University Press.

However, if it is known that a cited author would like citations to their work to use the name on the publication, use the published name in the citation instead:

**Text/note discussion** As {Affirmed name} wrote, "Quote from cited author."
**Bibliographical citation** {Name on publication: Last, First}. 1995. *Title: Subtitle.* Durham, NC: Duke University Press.

In cases where the author deems it appropriate to include both names in a reference list item, we recommend listing the affirmed name first, followed in brackets by the name under which the work was originally published:

{Affirmed name: Last, First} [Name on publication]. 1995. *Title: Subtitle.* Durham, NC: Duke University Press.