

Style Sheet for Authors

Topic: The Washington and Jefferson College Review

Could you format your electronic file as closely as possible to this style sheet after you finish your final revisions? In general, we use the *Chicago Manual of Style*, 15th edition.

SPELLING AND PUNCTUATION

Apostrophes for possessives. Add *apostrophe-s* to singular nouns (even if it already ends in *s*) unless you are quoting or encountering one of *Chicago's* few exceptions (7.17–23). Examples: Collins's, Dickens's, Rees's, Philips's; an exception: "the United States' policies."

Commas after introductory words, phrases, or clauses. Use them consistently (*Chicago* 6.25 allows you more slack than we do): "If you are doubt about whether to use the en-dash or the hyphen, consult the style manual" and "On Tuesday, he ate only cake." British usage tends to omit these commas.

Commas and sequences. Use a serial comma consistently after a conjunction (*Chicago* 6.19): "Save us from the world, the flesh, and the devil."

Contractions. Spell them out unless they appear in a quotations ("cannot, will not, should not" rather than "can't, won't, shouldn't").

Dashes. Dashes used to separate phrases must be typed as two hyphens flush against the words ("Finney--the man, not the goose--regarded me balefully"). Microsoft Word may change these automatically to em-dashes ("Finney—the man, not the goose—regarded me balefully"). That is fine.

Ellipsis. If convenient, use three spaced dots . . . instead of the ellipsis ... symbol under Insert/Symbol. We will ensure they do not break over a line.

Hyphenated, open, or closed? Check a hardcover collegiate dictionary or *Merriam-Webster Online* (<http://www.m-w.com>) if in doubt whether a compound is currently "hyphenated," "open" (two words), or "closed" (one word). If it is not in the dictionary, then it is "open." A few common examples: postcolonial (closed), cross-dressed (hyphenated).

Hyphens. Use this to link nouns and modifiers *before* the noun ("lower-class cultural product," "upper-class manners," "well-read person," "eighteenth-century texts" but not *after* the noun ("novels in the eighteenth century" or "a person of the upper class"). Do not use with *-ly* adverbs ("highly regarded novel").

Italics. Use italics, not underlining, if possible. Italicize words used as words ("In local parlance, *cool* often means "very good.") The word *sic* is italicized, but foreign words in common usage are rarely italicized. Check a recent English dictionary: if the word is there, it is unlikely to be italicized.

Names & initials. Give the full name of authors and persons on the first appearance of the name. For those better known by initials, insert a space between each letter: "J. G. A. Pocock" and "J. K. Rowling."

Spaces. One space after end punctuation (period, question mark, exclamation mark) is nice, but whether you go with one or two is no big deal. We fix it at our end.

Spelling. Use American spelling: “color” rather than “colour” or “recognize” rather than “recognise.” If you cannot get your software’s spell-checker to cooperate, send us a note and we will handle it. Careful when spell-checking quotations—stick to the original spelling in them.

Quotation marks. Follow American style (periods and commas go *inside* double quotation marks; colons, semi-colons, and note numbers go *outside*):

- “industriousness,” “industriousness.”³ “industriousness”;

But note that all punctuation goes *after* a parenthetical reference:

- Remember that “to forgive [is] *Divine*” (Pope 525).
- Remember that “to forgive [is] *Divine*” (Pope 525).²

TIME & NUMBERS

Days. Unless they occur within a quotation, present as number-month-year (“10 March 1792,” “3 January 1722/3”) or month-year (“March 1792”).

Months. Spell out in full.

Years. Write out in full (“1789” and “the 1780s,” not “’89” and “the ’80s”).

Decades. Use simple plurals, not possessives (“the 1660s,” not “the 1660’s”).

Centuries. Spell out in full (“the eighteenth century” and “nineteenth-century sentiments,” not “the 18th century” and “19th-century sentiments”).

Citations. For citing page or line numbers, show only digits that change (for example, 7–8, 200–3, 452–4, 225–307).

Textual divisions. Use numbers (“chapter 1,” “act 3,” and “volume 5”) even if the original text uses words or Roman numerals. If you are using in-text references, divide volume from page numbers with a colon (“2:3”) and act from scene/line numbers with a period (“3.4.33–45”). No spaces, no roman numerals except for prefatory material in a book.

Currency. Use numerals with symbols (\$435, 10/3d, 11/–); also use numerals with rounded or large, general amounts (3 billion dollars). If you are often mentioning specific amounts of money, go with symbols and numerals all the time (£10, 3 gns). If you have only a few references to small or general amounts, go with words (ten pounds, three shillings, five dollars).

Numbers or numerals? Spell out if they fit into one or two words; otherwise, use numerals. For example: three, one hundred, twenty-first birthday, fifth attempt, but 351, 4545, 1001st attempt.

DOCUMENTATION

Note numbers. Do not leave a space between the end of a sentence or phrase and the superscripted note. Good: text.¹ Bad: text. ² (The extra space causes havoc in page layout.)

Style. We will be going with notes (N) at the end of each article with no bibliography. For formatting, consult *Chicago* 16.10, *Chicago* chapter 17, and this cheat sheet (adapted from one created by Kevin Cope of Louisiana State University), which covers most common situations.

Essay in a collection

1. Kevin L. Cope and Barney Cousteau, "Blimpic Structuralities: Hot Air Balloons, Whale Watching, and the Eco-Orbs of Observation," in *Round World, Deep Sea*, ed. Zecharias Montgolfier (Cambridge: Massachusetts Institute of Aeronautics Press, 2004), 25.

Journal article

2. Kevin L. Cope, "Plucking the Theban Eagle: Cock Cries in Purdue's *Combiad*," *Poultry Studies* 4, no. 3 (1993): 65–6, 56n16. [Note: the issue number may be omitted in through-numbered volumes but feel free to keep it in.]

Monograph

3. Joseph Blow, *To Save a Turnpike: My Life in the New Jersey National Guard*, 4th ed. (Newark: University of Concrete Press, 1998), 333.

Work in a multi-volume set

4. B. E. D. Spring, "Beauty Rest," in *Complete Works*, ed. William Sealy, rev. ed. (Springfield: Posturepedic Press, 2007), 8:333.

Short Forms for Subsequent References. Do not italicize *ibid.* *Op. cit.* and *loc. cit.* are not to be used—instead, repeat the author's surname and the short title. For examples, see *Chicago* 16.42, 16.47, and 16.50 and the following:

1. Kevin L. Cope, "Plucking the Theban Eagle: Cock Cries in Purdue's *Combiad*," *Poultry Studies* 4, no. 3 (1993): 68.

2. *Ibid.*

3. *Ibid.*, 20–30.

4. Joseph Blow, *To Save a Turnpike: My Life in the New Jersey National Guard*, 4th ed. (Newark: University of Concrete Press, 1998), 333.

5. Cope, "Plucking the Theban Eagle," 66.

6. B. E. D. Spring, "Beauty Rest," in *Complete Works*, ed. William Sealy, rev. ed. (Springfield: Posturepedic Press, 2007), 8:333. For a contrasting view, see Blow, *To Save a Turnpike*, 244–60.

Geographical References. Keep geographical references to a minimum. Except in cases of extreme ambiguity, omit states or countries. Cite only the first or principal place of publication.

In-Text Citations. If you have a primary text from which you quote frequently, parenthetical references in the text may be more usable than a long sequence of *ibids*. The first reference goes in the note; the rest will be in the text.

SPECIAL REQUESTS

Acknowledgements. Put any credits into a note appended to the final sentence of the essay.

Article title and section titles. Think about including the right search keywords as you design your article title. Make section titles parallel and the sections about the same length. No notes in any titles.

Block/set-off/inset quotations. Since the desktop-publishing process removes your indentations, replacing them with ours, please type the word BLOCK on the line above the quotation and END on the line after so we can find them. Do not fake the indentations with lots of TABS and RETURNS (we have to take them all out); leave the margin at the default. We will assume no new paragraph starting directly after a block quotation; indicate otherwise by typing the word TAB at the start of such a paragraph (or any other place that needs such an indicator).

Images. Images should be sent as b/w photos or as digital grayscale jpg, bmp, or tiff files, ideally 1250 pixels wide. If offered the choice of image quality when saving, choose “10” or “high.” Indicate clearly where the image should go in the text (preferably by referring directly to the image in the text), and provide wording for captions (which must include credits) in a separate file.

Preparing the file. Place the content in this order: title of essay—author’s full name—text of essay with notes—affiliation (school and city/state or, if you prefer, just city/state). Name the file with your own surname and the word *final* (“Jones final.doc”). If possible, convert footnotes to endnotes (if you do not know how to do this, do not worry—we will take care of it for you).

Delivery. Email as an attachment to ltroost@washjeff.edu or topic@washjeff.edu (they come to the same inbox). You will receive PDF page proofs and the publishing agreement when we get closer to publication.

SOME FINAL CHECKS BEFORE SUBMITTING YOUR EDITED FILE

- Did you obtain permission to quote from manuscript material or reproduce images, and did you send us a copy of your clearances? *Topic* is not able to reimburse you for any fees paid.
- Did you properly and accurately document all quoted and paraphrased material, checking names, titles, dates, text, and page numbers against originals or photocopies?
- Did you check that every quotation and source is documented with a note?
- Did you explain your terms and keep jargon to a minimum?
- Did you state your thesis clearly and within the first 10 percent of your essay? You can never make it too obvious.
- Does your title contain the keywords you want database searchers to find? The cute quotation in a title does not really help—think about dropping it.
- Did you run the spell-checker one last time and do one final proof-reading on paper?