
UNIVERSITY OF MASSACHUSETTS PRESS HOUSE STYLE GUIDE

Generally, follow the *Chicago Manual of Style (CMS)*, 15th or 16th edition, *Merriam-Webster's Collegiate Dictionary, Eleventh Edition*, and *Webster's Third New International Dictionary*, unabridged.

Numbers

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

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

Use the following elided forms for number ranges:

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

Punctuation

Use series comma (i.e., “this, that, and the other”).

Use comma before the conjunction in compound sentences.

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

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

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

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

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

No hyphen between -ly adverbs and adjective

Use the three- or four-dot method for ellipses (see *CMS*). Ellipses should not be enclosed in brackets (i.e., not “[. . .]”).

Abbreviations or not

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

Standard (e.g., Mass.) and post office (e.g., MA) abbreviations for states are both acceptable, but use one style throughout manuscript.

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

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

bk. 1

trans. (not tr.)

Capitalization

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

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

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

Usually capitalize a question after a colon.

Lowercase a phrase after a colon.

Usually lowercase a clause after a colon.

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

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

Time designations such as AD and BCE are set in FULL caps without periods. For times of day (a.m. and p.m.), use lowercase with periods.

The generic term (mountain, river, street, etc.) is capitalized when it is part of the name; it is also capitalized in the plural when it applies to two or more names (e.g., the Connecticut and the Housatonic Rivers; Chestnut and Pine Streets).

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

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

Names of seasons are lowercase in text but capitalized in documentation when used in place of a month.

Italics or not

Words to be set in italics can be indicated with either Word's underlining or *italics* feature.

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

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

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

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

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

Possessives

Usually add “s” after the apostrophe.

Descartes's (Decartes' is optional; see *CMS* 7.21)
Habermas's

James's
Frances's

Exceptions:

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

Idiosyncrasies and Other Conventions

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

Native American, Native, and Indian are all acceptable variations. In our Native Americans of the Northeast series and other books in early American history, be guided by the author.

Do not attach note numbers to chapter titles, author by-lines, epigraphs, or subheads. Find an appropriate sentence in the text.

Use “on” (not “upon”) in general.

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

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

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

Epigraph attributions should not include full bibliographical facts.

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

Spelling

Use standard American spelling (examples below).

No hyphen needed in most familiar compounds (anticommunist, counterculture, fourfold, prewar).

Retain hyphen in less common compounds (post-regime) or to avoid ambiguity or awkwardness (re-creation, co-owner).

No hyphen necessary in familiar permanent compounds as either nouns or adjectives (inverted pyramid structure, general interest publication).

No hyphen in African American, European American, Asian American, Native American, and similar constructions in either adj. or noun form.

adviser (not advisor)

among (not amongst)

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

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

decision maker

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

e-mail

focused (not focussed)

Foucauldian

gray

Internet

Listserv

online

policyholder

policymaker

policymaking

re-create

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

toward (not towards)

website, webpage

World Wide Web, the Web

Documentation

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

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

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

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

Do not use the abbreviations “p.” and “pp.” before page numbers, unless it would be unclear without them (for example, with certain archival items). Don't use “p.” and “pp.” for page(s) of books or magazine/journal articles.

Page numbers are no longer given for newspaper citations.

For citations of online material, we generally follow *CMS* 16. Note that access dates are no longer required for most online sources. Check all URLs before sending in your manuscript; do not rely on URLs that may have worked a few (or several) years ago. If the URL no longer works, try to find one that does. If the page has disappeared from the Web entirely, shorten the URL to just the main site, and add “(no longer available)” after it. Example:

The page at www.site.com/122pgsd.tywrt-723645.html no longer exists and you can't find the same material at another URL. Shorten the cite to this: www.site.com (no longer available).

In general, do not provide URLs or online source info for journals that you accessed online but also have a print edition; treat these as print sources. Do not list Project MUSE or J-STOR as sources; simply give the info for the print edition, which will be identical. For online-only material, do not list the institution that provided access, such as your school's library.

For large newspapers such as the *New York Times*, treat as a print source regardless of whether you accessed the article online, on microfilm, or in the print edition.

For more specifics and for Author/Date style, please refer to *CMS*.