



Chicago Manual of Style 15th ed. STYLE SHEET

CR: THE NEW CENTENNIAL REVIEW

In general, MSU Press journals follow the *Chicago Manual of Style*, 15th edition. Following are some of the most common style situations that come up and how to handle them, taking specific CR conventions into account. For further information or when in doubt, refer to Chicago.

Formatting

- Pagination note: CR pagination begins anew with each issue.
- Double space all text, notes, and references; insert extra spaces between paragraphs and reference citations.
- All text, notes, and references left justified, flush left
- **Title Page**
 - Article title (Use headline style capitalization (**8.167**), Name, Affiliation (include institution location unless location is obvious from institutional name):
<CT>Facing Brazil: The Problems of Portraiture and a Modernist Sublime
<AU>Esther Gabara
<AU-AFFIL>Duke University, Durham, North Carolina
 - For contributors list, capitalize author titles (exception to *Chicago*); include city and state where institution is located (omit state if obvious from institutional name). Example:
Press Preference: Esther Gabara is Associate Professor of English at Duke University, Durham, North Carolina. Among her publications are . . .
- **Typesetting Codes**
 - Use MSUP Typesetting Codes
 - Typesetter will assume normal paragraph indenting and CR style conventions unless indicated otherwise through <BL-IND>, <FL>, or other codes as necessary.
- **Spelling**
 - Follow **American spelling**, not British (e.g., color, not colour). (**7.5**)
 - If more than one spelling is given in the dictionary, use the first. MSU Press uses <http://merriam-webster.com>. (**7.1**)
 - MSU Press uses no ligatures.
 - percent, *not* % symbol (**9.19**); e-mail, *not* email, E-mail (**7.90.2**); listserv, plural listservs
- **Symbols**
 - **Ampersand (&):** Always spell out “and” in text, notes, or ref list.

Punctuation

- Use serial commas: The flag is red, white, and blue. *not* The flag is red, white and blue.
- Follow American punctuation, not British: “quote ‘within’ quote” *not* ‘quote “within” quote’
- Periods and commas go inside quotation marks, whether or not part of the quoted material: She tried to explain “American punctuation style,” but it’s illogical and we didn’t understand. Colons and semi-colons go outside: I said to her, “Don’t go outside”; she didn’t like that.



Chicago Manual of Style 15th ed. STYLE SHEET

- Quotation marks: The following uses of quote marks are correct: quoting other sources, word-as-word (see note below), and (sparingly) using a word or phrase in an unusual way. Avoid other uses; quoting for emphasis is a common misuse of quotation marks.
- **Word as Word:** Use quotation marks, not italic: They define “causality” differently.
- **Possessive:** Janis’s (s), soldiers’ (pl), John Adams’s (s), the Adamses’ (pl), Sentinels’s (group noun, s), United States’ (pl). Exception: Jesus’.
- **Ellipses**
 - o Follow *Chicago’s* “3- or 4-dot method” (11.57–61). “The spirit of our American radicalism is destructive and aimless. . . . On the other side, the conservative party . . . is timid and merely defensive of property.”
 - o Do not use [] around ellipses.
 - o Do not use the ... symbol; use periods with a space between each period.
- **Initials and Personal Names**
 - o Put a space between two initials of a person’s name and use periods:
L. M. Montgomery, W. E. B. Du Bois (8.6)
 - o *But* when people are commonly known by their initials, use only the initials and no spaces between:
JFK (John F. Kennedy), FDR (Franklin Delano Roosevelt) (15.12)
 - o Do not use a comma between a person’s name and Jr. or II, etc.: John Smith Jr., John Smith IV

Compound Words, Prefixes, and Suffixes

- Follow Hyphenation Guide for Compounds, Combining Forms, and Prefixes (7.90)
- If still in doubt, consult <http://merriam-webster.com>.
- **General rule:** Use hyphens to avoid ambiguity and difficult reading; where a misreading is unlikely, the compound or prefix may be closed.
- **Examples:** Common prefixes forming closed compounds, with *exceptions*:

non	nonviolent	re	reelection, reexamine	-class (hyphen)
multi	multifaceted	pre/post	prewar, postsuffrage	pan- (hyphen)
co	coauthor, coordinate; <i>but</i> co-opt	socio	socioeconomic, sociopolitical	self- (hyphen)

“Which” versus “that”

- Use “which” in nonrestrictive clauses, “that” in restrictive clauses. (6.38)
- TEST: If you can drop the clause and not lose the point of reference, use “which,” otherwise use “that.” A “which” clause is enclosed in commas, a “that” clause is not. (5.202)
 - This world, **which** is characterized by a radical contingency, is confronted with a world view that has to reduce the contingency of the world.
 - Globalization is presented as something **that** will take its course, and from which everybody will benefit if national policies do not interfere.
 - Buster’s bulldog, **which** had one white ear, won Best in Show.
 - The dog **that** won Best in Show was Buster’s bulldog.

Acronyms and Abbreviations (15.25)

- Set acronyms in all caps with no periods: YMCA, AFL-CIO, HMO
- Spell out first time used, followed by the acro or abbrev in parentheses.
- Choose the indefinite article according to how the acronym is pronounced: a NATO meeting, a YMCA event, an NAACP position, but a National Association for ... (15.9)

Foreign terms in text (7.51–54)

- Isolated foreign words and phrases that are not quotations should be set in italics. (7.51)
- Foreign words are set in roman type **if** they are:
 - **Proper nouns** in a foreign language are always set in roman type.
 - Integrated into the English language and appear in standard English dictionaries are set in roman type: *fait accompli*, *pro rata*, *mea culpa*, *a priori*.
 - Phrases of a sentence or more should be set in quotation marks in roman type. (11.85)
 - Foreign quotations in text (long or short) are always set in roman type with quotation marks.
 - Block quotations (foreign or English) are set in roman with no quotation marks. If both are presented (no matter the order), the second begins a new line and is set in square brackets []. If each has a separate source citation, the citations follow their respective quotes; if one citation covers both, it follows the second one.
- **Foreign terms with translations:** The foreign word or phrase is in italics, followed by its translation in parens (a gloss) or quote marks. Foreign words provided in parens or quote marks for English words follow the same rules.
 - The word she wanted was *pécher* (to sin), not *pêcher* (to fish).
 - German has two terms for eating—one for the way humans eat (*essen*) and another for the way animals eat (*fressen*). (6.99)
 - The Prakrit word *majjao*, “the tomcat,” may be a dialect version of either of two Sanskrit words: *madjaro*, “my lover,” or *marjaro*, “the cat” (from the verb *mrij*, “to wash,” because the cat constantly washes itself).



Chicago Manual of Style 15th ed. STYLE SHEET

- **Translations (11.85–92)**
 - **Foreign to English:** A line from Goethe, “Wer nie sein Brot mit Tränen aß” (Who never ate his bread with tears), comes to mind.
 - **English to foreign:** The understanding “determines inner sense . . . to inner intuition” (bestimmt darin jederzeit den inneren Sinn . . . zur inneren Anschauung), according to Kant.
- **Punctuation:** If you insert a translation into the quote, use square brackets []. If you add it after the quote, outside the quotation marks, use parens ().
- **Block quotations:**
- **Foreign titles in text (10.4–7):**
- Italics and quote marks are used in the same way as for English titles: *Italics* indicate stand-alone publications, and quote marks indicate short works and portions of larger publications (10.5).
- When title is translated for reader’s convenience, with no indication of English publication, the translated title need not show italics or quote marks (7.52, 10.6): Leonardo Fioravanti’s *Compendio de i secreti rationali* (Compendium of rational secrets) became a best seller.
- When the work has been published in both original language and English (10.6): Proust’s *À la recherche du temps perdu* (*Remembrance of Things Past*) was the subject of her dissertation.
- The same rules apply whether the English is given with a foreign translation or vice versa: Two remarkable essays are included in the final section, “On the Irreducible Element” (“Sur la partie de l’irréductible”).
- **Foreign currency:** 725 yen = ¥750; 40 euro = EUR 40 or € 15 British pounds = £15; 20 Israeli pounds = ₪; 300 Canadian dollars = C\$300 or Can\$300. US dollars can be simply \$ unless other dollar currencies are also mentioned, in which case all should be distinguished (9.23–29).

Capitalization

- For hyphenated words in titles and headings: cap first letter of both words: Self-Defense (8.170)
- **Academic fields:** Lower case except when one or more of the terms is a proper noun or adjective: U.S. history, English literature (8.91). (*Exception* is author titles, noted above.)
- **Questions within sentences:** When the sentence contains a question but is not itself a question, format as follows: The preceding discussion leads to the question, Does each constituency have its own theory?
- **Brackets in quotations:** In run-in and block quotations, brackets indicating a change in capitalization at the *beginning* of the quote are not necessary (11.15–18). Do indicate such a change mid-quote, however: John said that “the rules have changed. . . . [W]e never intended to continue in the same manner.”
- **Race, ethnicity:** African American, Japanese American, Mexican American, etc.: no hyphen as noun or adjective. Lowercase “black” and “white” when referring to race. (8.41–43)



Chicago Manual of Style 15th ed. STYLE SHEET

- o **Examples:**
 - A.M., P.M.—note small caps and periods. (Press to code small caps.)
 - BC, AD, BCE, BP—caps and no periods
 - black and white—when referring to race (8.43)
 - British Empire; the empire (8.55); follow author’s preference, per editor)
 - Capitol, the building (capitalize) (8.61)
 - Cold War (Press preference, exception to *Chicago*)
 - Communist, Community Party, communism
 - Congress, congressional
 - first lady, first gentleman (lower case)
 - left-wing, right-wing, the Left, the Right, the middle
 - movements: civil rights movement, women’s movement, etc. (lower case)
 - Supreme Court; the Court (U.S. Supreme Court only); the court (state and other courts) (8.69)
 - Western Europe, the West, western ideas
- **Titles of People (8.21–35)**
 - o **Capitalize** civil, military, religious, professional, and official titles when they immediately precede a personal name and are thus used as part of the name: Queen Elizabeth, President Kennedy, Professor Green). (But see 8.22 for exceptions to this rule.)
 - o **Lowercase** titles when they follow a name or are used in place of a name, or when they are in apposition before a personal name as a descriptive tag: the queen, the president of France, the Austrian emperor
 - o **Note:** For an author’s title in Contributors list, use the form: Jane Smith is Professor of History at Michigan State University (Press preference; exception to *Chicago*)

Place Names—Countries, States, Provinces, Territories

- **United States:** Spell out as a noun but abbreviate to U.S. as an adjective: life in the United States, U.S. government. **Possessive:** United States’ (pl) (15.34)
- **Washington, D.C.:** Use commas and periods
 - o *In text:* Washington, D.C.
 - o *In notes:* Washington, DC: Publisher.
- *In text*, spell out: She went to school in East Lansing, Michigan. *In notes*, abbreviate using the two-digit postal codes (see 15.29–30 for lists) with a city whose state may not be known, unless the state appears in the press name (East Lansing: Michigan State University Press). Note that state university presses serve to identify the state. (17.100) **Examples:**

• Don’t include state	• Do include state
Paris (...France)	Paris, TX
Cambridge (...UK)	Cambridge, MA
Chicago New York Minneapolis	Washington, DC New Haven, CT



Chicago Manual of Style 15th ed. STYLE SHEET

Geneva	London	Baltimore	Ithaca, NY	Chapel Hill, NC
Los Angeles	Boston	Philadelphia	East Lansing, MI	Ann Arbor, MI

Dates (6.46)

- Use month-day-year format, with months always spelled out: October 10, 2002. (6.46)
 - No punctuation when only month and year are given: August 1945
 - **Exception:** September 11th or 9/11
- **Centuries and Decades (9.36–37)**
 - Spell out references to particular centuries: the twentieth century, eighteenth-century history, mid-eighteenth-century poet, a late nineteenth-century poet. **Note: no apostrophe before the “s”:** the 1880s and 1890s (*not* 1880s and '90s)
 - The first two decades of a century may not be expressed in numerals (e.g., *not* 1910s or 1900s). The following are acceptable: the first decade of the nineteenth century; the years 1800–1809; the years 1910–19
- Use regular caps and no periods to indicate eras: BC, AD, BCE, BP.

Numbers—Digits and Words (9.2–13)

- Spell out numbers one through ten, use numerals for 11 and above (exception to *Chicago*) and for lower numbers grouped with numbers 11 and above: from 6 to 12 hours of sleep.
- Very large, round numbers: 100, 2,000, 2.3 million (exception to *Chicago*), *but* spell out centuries. Use commas in large numerals (except not in page numbers): 1,192 men; 2,394,014 people.
- Always spell out a number if it begins a sentence, or recast the sentence to begin with another word: Twenty-seven percent of the cost was covered. They covered 21 percent of the cost.
- **Ordinals** used in endnotes: rev. (revised), 2nd (second, *not* 2e or 2d), 3rd (third, *not* 3d), 4th (fourth, *not* 4th)
- **Parts of a work:** Use Arabic numerals to designate chapters, parts, volumes, etc.: chapter 1, vol. 2, part 1
- **Time:** 24-hour cycle, *but* four hours away.
- **Titles:** Numbers in the title of a work should remain as given, unless there is a good reason to change them. (17.52)
- **Plurals:** Use only “s”: She scored in the 240s. The bonds were convertible 4½s. The archives were organized in the 1960s. The gymnast scored solid 6s. (9.58)
- **Leading zero:** Use the leading zero in decimals unless that particular value disallows it: 0.557 *not* .557, but .45-calibre weapon. (9.20–21)
- **Inclusive Ranges (9.62–64)**
 - Note that ranges take n-dashes, not hyphens.



Chicago Manual of Style 15th ed. STYLE SHEET

- o Roman numerals are always given in full: xxv–xxvii, *not* xxv–vii.
- o MSU Press preference is show in the table below. **(9.64)**
 - 67–72 *or* from 167 to 172, *not* from 167–72
 - between 167 and 172, *not* between 167–72
 - 1898–1903 *or* from 1898 to 1903, *not* from 1898–1903
 - between 1898 and 1903, *not* between 1898–1903

1st number	2nd number	Examples
1–99	Use all digits	3–10, 71–72, 96–117
100 or multiple of 100	Use all digits	100–104, 600–613, 1100–1123
101 through 109 (in multiples of 100)	Use changed part only, omit unneeded zeros	107–8, 505–17, 1702–6
110 though 199 (in multiples of 100)	Use two digits, more if needed	321–25, 415–532, 1536–38, 1496–504, 11564–78, 13792–803
	<i>But</i> if 3 digits of a 4-digit number change, or if 4 of a 5-digit number change, repeat all digits.	1278–1329, 15892–16077

Miscellaneous

- **URLs in text:** These must be general to the homepage or very close (more detailed URLs belong in Notes or Refs), and appear in italics. Be sure the link is not live: The fan club maintains a substantial archive (*www.rockandbullwinkle.com*).
- **Epigram format:** Italicized text (no quotation marks), roman source info (except for titles) **(11.40)**
- *It is a truth universally acknowledged that a single man in possession of a good fortune must be in want of a wife.*
- —Jane Austen, *Pride and Prejudice*
- *Oh, what a tangled web we weave,
When first we practice to deceive!*
- —Sir Walter Scott
- **Interviews in text:** Use at least two initials to identify the speaker. Nonverbal glosses take the form [*Laughter*]. Add verbal glosses to complete names, titles, relationships as needed; use the third person: I spoke to him [Ed, her brother] about that later. *not* I spoke to [my brother Ed]. **(11.50)**

Documentation

- **CR uses endnotes (“Notes”) with superscript numbers in text for substantive comments only. External sources are documented according to the author-date system, found in**



Chicago Manual of Style 15th ed. STYLE SHEET

Chicago chapters 16 and 17, based on style “R” (i.e., “References”), which requires author-date citations in text that are linked to full source notes in the References.

Endnotes (“Notes”)

- Endnotes (not footnotes) are used for explanatory material, not general reference citations
- Author acknowledgements (e.g., “This research was funded by . . .”; “This article is based on a paper presented at. . .”; “The author wishes to thank . . .”) should be placed in an unnumbered endnote to appear first, followed by the standard numbered endnotes.
- In-text numbers are superscript. Numbers in “Notes” are followed by a period, then tab to note text.

References (“References”)

- The purpose of the author-date system is to enable the reader to locate a given item easily in the References. In-text reference citations include the author’s last name, year of publication, and often page number(s) in parentheses, and the reference list is alphabetical by the author’s last name, followed immediately by the year of publication.
- **Note:** author-date ref. list differs from a bibliography, which puts the year of publication at the end.
- **All parenthetical references must appear in the reference list, and all entries in the reference list must be cited in text.**

In-Text Citation Format

- The following are acceptable forms of the full citation; shortened forms are acceptable in some circumstances. The full form must appear if there is any chance of confusion—e.g., several people mentioned in the discussion, several works by the same author discussed in close proximity. Every quotation and substantive bit of data must also include page(s) of origin in the source document. Specific examples follow:
 - o (Smith 1987)
 - o (P. Smith 1987)—for two authors named Smith published in the same year. Note: If there are two Smiths publishing in different years, no other differentiation necessary **(16.108)**
 - o (Smith 1995a)—if the same author published more than one work in the same year. Entries are listed alphabetically by title of work in the reference list, and letters are added to dates for use in citations (1995a, 1995b, etc.) **(16.116)**
 - o (Smith 1987; 1998)—more than one publication by the same author **(16.119)**
 - o (Smith and Garcia 1987), (Smith, Garcia, and Jones 1987)—Note “and,” *not* ampersand. **(16.117)**
 - o (Smith et al. 1987)—if more than three authors. *But* if more than one work cited would reduce to this abbreviation, include first *two* authors’ names (Smith, Garcia, et al. 1987), or as many as needed to differentiate. **(16.118)**



Chicago Manual of Style 15th ed. STYLE SHEET

- o (Smith 1987, 32–33)—if citing specific pages (**16.109**)
- o (Smith 1987, vol. 1)—if whole volume is being cited with no page numbers (**16.110**)
- o (Smith 1987, 3:32–33)—if citing specific volume and pages (**16.110**)
- o (Smith 1987; Jones 2001; and Brown 2003)—for multiple citations in the same parentheses. Items are separated by semicolons. (**16.119**)
- o (Smith 2010)—if accepted for publication and publication date is known.
- o (Smith n.d.)—if accepted for publication and publication date is *not* known, or if manuscript.
- **Short forms:** If the text gives the author name, the paren'd citation may include only the year. If the source is clearly identified in the text, a page number in parentheses is sufficient. The goal is to include all the requisite info to facilitate certain identification of the reference, but to avoid needless and/or distracting repetition.
- **Citing block quotations:** The parenthetical ref goes on the same line but outside the closing period of quotation, so it is clear the citation is not part of the quotation itself:
- Morelli thought that the screw must have been something else, a god or something like that. Picasso takes a toy car and turns it into the chin of a baboon. (Cortázar 1966, 384)
- **Citing notes or graphics:**
 - o (Smith and Jones 1999, 214 n)—if there is only one note on that page
 - o (Smith and Jones 1999, 214 n. 2)—if there is more than one note on that page
 - o (Smith and Jones 1999, 214 nn. 3, 4)—if citing more than one note
 - o (Smith and Jones 1999, 214, fig. 2)—if citing a graphic

Reference List Entry Format

- The title is References (not Works Cited, Bibliography, etc.; Press preference).
- **Order of entries:**
 - o Arrange alphabetically by first author's (or editor's) last name; if there is no author or editor, then by the title or first substantial word (**16.93**). Subsequent authors' names are not inverted: Smith, John; Susan Garcia; and Jane Jones. All authors' names are included.
 - o Single-author entry comes before a multi-author entry beginning with the same name (**16.101**)
 - o All works by the same author or editor are listed together in chronological order, beginning with the earliest (**16.103**)
 - o Two or more works by the same author(s) published in the same year are differentiated by lower case letter: Smith 1993a, Smith 1993b. Alphabetize in reference list by title (**16.105**)
 - o Names of multiple authors are separated by semicolons, not commas (Press preference)
 - o Repeated authors: use 3-em dash for subsequent listing by same author or editor. Note: author(s) or editor(s) must be *exactly* the same (**16.103**)



Chicago Manual of Style 15th ed. STYLE SHEET

- **Title format (17.48–67):**
- Capitalize titles of books and periodicals headline style (title case). (8.167, 17.50)
- Capitalize titles of articles or chapters headline style (title case), without quotation marks, e.g., *Literary History and Literary Modernity* (Press preference)
 - Foreign language titles: Capitalize sentence style, according to the conventions of the language. Use a colon to separate title from subtitle, even if a period is used in the original language. (17.64, 17.176)
 - **Titles within titles (17.58, 17.157):** In an italicized title: *Annotations to “Finnegan’s Wake”*
In a nonitalicized title: *On the Impact of Finnegan’s Wake*
 - **Translated titles (17.177):** Title in Language of Publication [Title in English]. *or* Title in This English Publication [Title in Original Language].
 - **City of Publication:** See above, under Place Names.
- **Examples of author and title format:**
 - Cortázar, Julio. 1979. *Conversaciones con Cortázar: Uno, Dos, Tres* [Conversations with Cortázar: One, Two, Three]. Barcelona: Edhasa.
 - ———. 1986a. *The Absent Days*. In *Weekly Worlds*, trans. Maria Muldaur. San Francisco: Not These Books.
 - ———, ed. 1986b. *Elementary Editions*. Santa Fe: Mesa.
 - ———. 1986c. *Glass with Rose*. In *Around the Day in Eighty Worlds*, trans. Thomas Christenson. San Francisco: North Point.
 - Cortázar, Julio; and Jane Jones. 1971. *Early-Morning Collaborations in Frost*. Anchorage, AK: Mooserax.

Books

- **Standard book reference**
 - Doel, Marcus. 1999. *Poststructuralist Geographies: The Diabolical Art of Spatial Science*. Edinburgh: Edinburgh University Press.
 - Deleuze, Gilles; and Felix Guattari. 1988. *A Thousand Plateaus: Capitalism and Schizophrenia*. London: Athlone Press.
 - Brecher, Jeremy; Tim Costello; and Brendan Smith. 2002. *Globalization from Below: The Power of Solidarity*. Cambridge, MA: Southend Press.
- **Editor, compiler, or translator (17.69-17.70):**
 - Include all editors’, compilers’, or translators’ names, whether or not an author’s name is given (Press preference, extension of 17.29–30)
- **Editor but no author:**
 - Wang, Jen Yu; and Gerald L. Berger, eds. 1962. *Bibliography of Agricultural Meteorology*. City: Publisher.
- **Editor or translator with author:**



Chicago Manual of Style 15th ed. STYLE SHEET

- o Aries, Phillippe. 1962. *Centuries of Childhood: A Social History of Family Life*. Trans. Robert Bladock. New York: Knopf.
- **Translation in addition to original edition:**
 - o Derrida, Jacques. 1967. *De la grammatologie*. Paris: Les Editions de Minuit. Translated by Hans-Jörg Rheinberger as *Grammatologie* (Frankfurt am Main: Suhrkamp, 1974). (17.66)
- **Article in a book edited by someone else (17.69):**
 - o Bosniak, Linda. 1996. "Nativism" the Concept. In *Immigrants Out! New Nativism*, ed. Juan Perea, 199–213. New York: NYU Press. (Press preference is ALWAYS to include page numbers.)
- **Edition other than the first (17.79)**
 - o Smart, Ninian. 1976. *The Religious Experience of Mankind*. 2nd ed. New York: Scribner's Sons.
 - o Weber, M.; and O. Abel. 1928. *Die Saugetier*. 2nd ed. 2 vols. Jena: Gustav Fischer.
- **Multivolume works (17.83–89)**
 - o If citing all the volumes: Wright, Sewall. 1968–78. *Evolution and the Genetics of Populations*. 4 vols. Chicago: University of Chicago Press.
 - o If citing a particular volume with its own title: Farmwinkle, William. 1983. *Survey of American Humor*. Vol. 2, *Humor of the American Midwest*. Boston: Plenum Press.
 - o If citing a particular volume with no individual title: Appadurai, Arjun. 1996. *Modernity at Large: Cultural Dimensions of Globalization*. Public Worlds. Vol. 1. Minneapolis: University of Minnesota Press.
- **Forthcoming or in-press books (16.57)**
 - o If accepted for publication but pub date not known: Zamora, Lois Parkinson, ed. n.d. *Baroque New Worlds: Representation, Transculturation, Counterconquest*. Durham, N.C.: Duke University Press, forthcoming. —Citation is (Zamora n.d.)
 - o If accepted for publication and pub date is known: Zamora, Lois Parkinson. 2009 (forthcoming). *The Inordinate Eye: Baroque Designs in Contemporary Latin America*. Chicago: University of Chicago Press. —Citation is (Zamora 2009)
- **Book in a series (17.90)**
 - o Wolf, Theta Holmes. 1938. *The Effects of Praise and Competition on the Persisting Behavior of Kindergarten Children*. Child Welfare Monography Series, no. 15. Minneapolis: University of Minnesota Press.



Chicago Manual of Style 15th ed. STYLE SHEET

Periodicals

- **Journal (17.154–79):** Always include issue number, and do not abbreviate names of journals (**Press preference**).
 - Bakshi, Gurdip S.; and Zhiwu Chen. 1994. Baby Boom, Population Aging, and Capital Markets. *Journal of Business* 67, no. 2: 165–202.
- **Newspaper (17.188–98)**
 - Note that in text and References, newspaper titles do not show “the” as part of the title, whether or not it is: the *New York Times*, not *The New York Times*.
 - Newspaper citations usually can be cited in the running text and so do not need to be included in the reference: “An editorial in the *Philadelphia Inquirer*, July 30, 1990, took the position that ...”
 - Should the circumstances require the citation to be included in the references, examples:
 - *Philadelphia Inquirer*. 1990. Editorial, July 30.
 - Finnonian, Albert. 1990. The Iron Curtain Rises. *Wilberton Journal*, February 7, final edition.
- **Popular magazines (17.182–86)**
 - John Smith. 1994. Computers Hit the Classroom. *U.S. News and World Report*, March 7, 74–75.
 - Currents in the News. 1980. *U.S. News and World Report*, February 11, 55.
- **Text citation** when there is no author should include the title (shortened title if long) and year: (Currents in the News 1980) or (Currents 1980).

Unpublished Materials and Dissertations (17.214)

- Alexander Hawryluk. 1967. Friends of FIGHT: A Study of a Militant Civil Rights Organization. Ph.D. diss., Cornell University.
- **Papers presented at meetings (17.215)**
 - Royce, John C. 1988. Finches of De Page County. Paper read at 22d Annual Conference on Practical Bird Watching, May 24–26, at Midland University, Flat Prairie, Illinois.
- **Correspondence and Manuscript Materials (17.222–33)**
 - **Several manuscripts from a single collection cited:** Identify the specific item in running text and identify the collection in parenthetical reference:
 - In a letter to Colonel House dated 25 September 1918 (House Papers), Creel wrote . . .
 - House, Edward M. Papers. Yale University Library



Chicago Manual of Style 15th ed. STYLE SHEET

- **Note:** No date specified in the parenthetical citation because each item in the collection would have its own date. The parenthetical citation may also contain info to aid in finding the specific item in the collection: (House Papers, box 36).
- **One manuscript from a collection cited:** Cite the item under its own name and date:
 - The reply, when it came, was abrupt and unexpectedly discourteous (Hooker 1948).
 - Hooker, Rathburn. 1948. Who the Devil Do You Think You Are? Memorandum, November 17. Torrentsworth Papers. Blanchelevre Archives, Blachelevre, Ariz.

Website

- URLs cited in References may be to a specific webpage or may be a general URL to the homepage (whereas URLs in text must be general only).
- URLs in italics, no angle brackets (< >). Do not include http:// if the web address begins with www.
- **Important: Be sure the URL is not a hyperlink** (causes text to drop out in typesetting).
- Date info was accessed may be included, especially if it matters that information on web may change.
- **Titles:** Titles are treated as they would be if printed: book-length works are italicized; articles, speeches, other shorter works are not. Websites and weblogs are roman, no quote marks. **(8.197–99)**
- **Examples:**
 - Bush, George W. 2003. President Bush Announces Major Combat Operations in Iraq Have Ended. May 1. *www.whitehouse.gov/news/releases/2003/05/iraq/20030501–15.html* (accessed August 18, 2008).
 - Mooney, Chris. 2001. The Barbary Analogy. American Prospect Online, October 16. *http://prospect.org//mooney-c-10–16.html* (accessed July 24, 2002).
 - Citation in text: “By 1990 Buffett had become director of his own small think tank, the Key West–based Changing Latitudes Forum (*www.chalatforum.org*).”
- **Breaking a URL or e-mail address at end of printed line (6.17, 7.44, 17.11)**
- **Avoid breaking URLs or e-mail addresses wherever possible.**
- **Never** add a character of any kind to a URL, such as a hyphen to denote a line break.
- If it is necessary to break a URL, the period should appear on the new line, never at the end of the line above.
- Line breaks may be made **after:** a double slash (//) or single slash (/)
- Line breaks may be made **before:** a tilde (~), period, comma, hyphen, underline (_), question mark, number sign, or percent symbol
- Line breaks may be made **before or after:** an equal sign or an ampersand (&).



Chicago Manual of Style 15th ed. STYLE SHEET

- **Examples:**

- o `http://msupress/journals/ test/rcr/admin/`
- o `http://www.dontbethatguy .com`
- o `http://www .dontbethatguy.com`
- o `presshelp@gmail .com`