In general, *French Colonial History* follows the *Chicago Manual of Style*, 15th edition. Following are some of the most common stylistic situations that come up and how to handle them, as well as terms or situations specific to *FCH*. For further information or when in doubt, please refer to the manual.

**Formatting**

- Articles are published in English or French
- Double space all text and references; insert extra line space between paragraphs and reference citations
- **Title Page**
  - Article title (Use headline style capitalization for English Articles, Sentence-Style for French Articles *(16.17, 10.30)*, Author Name on following line, Abstract on following line after author name, in italics. **Abstract** is in French if article is in English and vice versa.

  <CT>The Call of the Archetype and the Challenge of Acadian History
  <AU>A. J. B. Johnston

  <ABSTRACT>L'idée est répandue que l'Acadie historique (l'actuelle Nouvelle-Écosse) était un territoire très favori avant le début des déportations en 1755. Depuis plus de deux siècles, certains suggèrent, soit en mots, soit avec des illustrations, que l’ancienne Acadie était presqu’un paradis terrestre, une région qui a connu un véritable âge d’or avant 1755. L’auteur trace les origines et l’évolution de cette idée attrayante.</Abstract>

- Author info (appears at bottom of first page before copyright info; place at beginning of file for typesetter):
  - Capitalize author titles
  - Include institution and location (if state is obvious from institution name, do not include)
  - Include e-mail address in brackets

  <AU-INFO>—Place at bottom of first page, above copyright info>A. J. B. Johnston is a Historian with Parks Canada in Halifax, Nova Scotia. [John.Johnston@pr.gr.ca]</AU-INFO>

  <COPYRIGHT—Place at bottom of first page ©Michigan State University
ISSN 1539-3402</COPYRIGHT>

- **Typesetting Codes**
  - Use MSU Press typesetting codes
- **Spelling**
If more than one spelling is given in the dictionary, use the first. MSU Press uses http://merriam-webster.com.

Follow American, not British spelling (e.g., color, not colour) (7.5).

email (not e-mail, E-mail, etc.), listserv, plural listserv

Symbols

Spell out percent (do not use % symbol) (9.19). Exception: the % symbol is used in French articles.

Italics

In text, acts and other public documents should be set in Roman type.

Punctuation

- Use serial commas (The flag is red, white, and blue, not The flag is red, white and blue).
  
  **Exception:** French does not use serial comma (rouge, blanc et bleu)

- Periods and apostrophes go inside quotation marks (“The period goes inside the quotation mark.”). Colons and semi-colons go outside (I said to her, “Don’t go outside”; she didn’t like that.)
  
  **Exception:** Guillemets are used for quotations in French and all punctuation goes outside, except for punctuation within the original quote.

- Brackets indicating a change in capitalization at the beginning of a quote are not necessary. This is true for both run-in and block quotations. (John said that “the rules have changed . . . “ not John said that “[t]he rules have changed . . . ”) Please change and write note to author at first instance, explaining rule. CMS 11.15–11.18.

- African American (no hyphen), whether as a noun or adjective. Use the same style for French Canadian, Asian American, Japanese American, Italian American, etc. (8.41-8.42)

- Initials and Personal Names
  
  - Put a space between two initials of a person’s name and use periods, e.g., L. M. Montgomery, but do not use a space with U.S. (as in United States) (8.6)
  
  - But when people are commonly known by their initials, use only the initials and no spaces between, e.g. JFK (John F. Kennedy), FDR (Franklin Delano Roosevelt) (15.12)
  
  - 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**

- Refer to Table 7.90 in Chicago for an extensive guide.


- General rule of thumb: hyphens should be used to avoid ambiguity and difficult reading; where a misreading is unlikely, the compound should be closed.

- Common prefixes forming closed compounds:
nonviolence, re-election, re-examine, non (hyphen)
multifaceted, pre-war, post-suffrage, pan-(hyphen)
co-author, coordinate; but co-opt
socioeconomic, sociopolitical, self-(hyphen)

"Which" versus "that"

- "Which" is used with nonrestrictive clauses, "that" with restrictive clauses. e.g. (5.202):
- TEST: If you can drop the clause and not lose the point of the sentence, use "which"; if you can’t, use "that."
- A “which” clause goes inside commas; a “that” clause doesn’t.
  - 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 acronym in parentheses
- With indefinite article: Choose the appropriate article according to how the acronym is read (15:9): A NATO meeting, a YMCA event, An NFL team, An NAACP position (but a National Association for the Advancement …)
- Brackets for first indication of abbreviations in references: Centre des Archives d’Outre-Mer, Aix-en-Provence, France [hereafter CAOM]

Foreign words

- Isolated foreign language 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 (7:53).
  - Longer foreign phrases of a sentence or more should be set in quotation marks in roman (regular) type (7.51).
  - Foreign language quotations, long or short, are always in roman (regular) type with quotation marks.
Capitalization

- **Academic fields:** lower case except when one or more of the terms is a proper noun or adjective, e.g., U.S. history, English literature. Note: exception made for author bios (editor’s preference).

- English capitalization rules are followed for French newspapers (*Le Monde*) (17.176).

- French organizations have only the substantives capitalized, as in “Alliance française” (10.29).
  - British Empire; the empire (8.55)
  - Supreme Court; the Court (8.69, exception to general rule applies only for U.S. Supreme Court)
  - capitalize Capitol, the building (8.61)
  - Ancien Régime (noun); ancien régime (adj.)

- **Names and Titles**
  - In general, titles are capitalized only when used as part of the person’s name (8.21-35) (e.g., Queen Elizabeth, President Bush, Professor Green, *but* the queen, the president) (*See 8.22 for exceptions to this rule*).
  - In French: Titles (military, political, religious) are not capitalized when they precede the name in French articles, (le maréchal Jean Foche, le général Duboissey) but may be capitalized in English articles:
    - Intendant Charles Étienne
    - Abbé Teilhard de Chardin
  - Lower case “black” and “white” when referring to race (8.43).

Place Names

- Spell out United States when used as a noun but abbreviate to U.S. when used as an adjective (life in the United States, U.S. government). The possessive form is United States’ (no extra s). (15.34)

Dates

- All dates, whether in text or references, are in day-month-year format, with months always spelled out (e.g., 10 October 2002) (9.39).

- No punctuation when only month and year are given: August 1945 (6.46)

- Months should be given in English, with two exceptions:
  - If the date is part of a title citation in another language (e.g., *Arrêt du 28 janvier 1934*)
  - If the month is in French in a French-language *FCH* article

- Centuries and Decades (9.4, 9.36)
  - Spell out references to particular centuries when in English (e.g., the eighteenth century; seventeenth-century history). **Note:** Numbers in the title of an *English language* work should remain as given, unless there is a good reason to change them for consistency. (17.52)
Exception: French centuries are not spelled out; instead, use Roman numerals with a superscript “e,” e.g., XVIIe siècle.

Decades may be spelled out or expressed in numerals (9.37): the 1880s and 1890s (not, 1880s and ’90s)

Note: no apostrophe before s in specifying a decade.

If the century context is clear, decades may be spelled out: during the eighties and nineties, but not the ’80s and ’90s (FCH preference)

The first two decades of a century may not be expressed in numerals; the following are acceptable:
- The first decade of the nineteenth century
- The years 1700–1709
- The years 1910–1918

Numbers (9.2-9.13)

- Spell out numbers one through ten, use numerals for 11 and above (exception to Chicago)
- But spell out large round figures (e.g., one hundred, two million) and centuries (e.g., the twentieth century) (9.4, 9.36)
- Very large numbers may be expressed in numerals followed by million, etc., e.g. 2.3 million (9.10)
- Always spell out a number if it begins a sentence (or recast the sentence to begin with another word), e.g., Twenty-seven percent of the cost was guaranteed. (9.5)
- Commas should be used in large numerals, except for page #s (e.g., 1,192 men; 2,394,014 people). (French rules are different; see French section below)

Inclusive Numbers (9.62-9.64, 18.13)
- 167–72, not from 167–72
- 1898–1903, not from 1898–1903
- from 1898 to 1903
- from 167 to 172
- between 167 and 172
- Inclusive page #s in references (9.64). MSU Press preference is to follow the system given in 9.64:

<table>
<thead>
<tr>
<th>1st #</th>
<th>2nd #</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;100</td>
<td>Use all digits</td>
<td>3–10, 71–72, 96–117</td>
</tr>
<tr>
<td>100 or multiple of 100</td>
<td>Use all digits</td>
<td>100–104, 600–613, 1100–1123</td>
</tr>
<tr>
<td>101 through 109 (in multiples of 100)</td>
<td>Use changed part only, omit unneeded zeros</td>
<td>107–8, 505–17, 1002–6</td>
</tr>
<tr>
<td>110 though 199 (in multiples of 100)</td>
<td>Use two digits, more if needed</td>
<td>321–25, 415–532, 1536–38, 1496–504, 11564–78, 13792–803</td>
</tr>
</tbody>
</table>
Translation

- In general, do not translate single words and phrases unless obscure enough to cause difficulties for the non-French-speaking reader. Restrict translation to difficult words and long phrases and quotations. Do not translate French quotations in endnotes.

Special Terms

- Use “mulattos” for plural form of “mulatto” unless gender is indicated.
- Métropole: Refers to Paris, or the center of the French Empire. However, the same word in English, “metropole,” also means basically the same thing, and may be used as long as it is consistent within the article.
- Moderne: Note, use caution if considering changing moderne. In French, moderne means the 16th–18th centuries; it is not equivalent to the English “modern” (contemporaine).
- Saint-Domingue (with hyphen)

References

- Use endnotes rather than the author-date system (i.e., use Chicago documentation one style found in chapter 16).
- If there are more than three authors or editors, use first author’s or editor’s name followed by et al. with no intervening punctuation (Charlotte Marcus et al.); otherwise include all names (16.118)
- Except for the preliminary pages of a book, which are set in lower case roman numerals, arabic numerals should be used when referring to volume, page #, chapter, or other parts of a book or periodical (even when roman numerals were used in the original publication). (17.129)
- Use of “p.” or “pp.” for page #s: omit unless confusion would result (e.g., may be necessary to distinguish from a series or other # when an item is cited from a manuscript collection).
- Folio #s: insert “fol.” or “fols.” to distinguish from page #s.

Book (16.90-16.120)

Order of information is: Author; Title; Editor, compiler, or translator; Edition, if not the first; Volume, if a single volume is being cited out of a multivolume work; Title of individual volume, if applicable; Series title, if applicable; Facts of publication (city, publisher, date); Page #s. (16.62)
Note about citing editors: For multiple editors when there is no author, use the abbreviation “eds.”; when there are multiple editors with an author, use the abbreviation “ed.,” which in that situation stands for “edited by,” not “editors.” See specific examples below.

- **General**: Within French article titles, use periods rather than replacing with colons per CMoS OR OK to simply retain author’s style, whichever preferred.

- **Standard Book**
  - Emery Blackfoot, *Chance Encounters* (Boston: Serendipity Press, 1987), 151–60. (Note: One space between colon and publisher name.)

- **Editor, translator, or compiler in place of author (15.96)**
  - Mary Brown, ed., *Title of Book* (New York: Publishers Press, 2001), 147. (Note: for more than one editor, use the abbreviation eds., e.g. Mary Brown and John Smith, eds., *Title of Book*)

- **Editor, translator, or compiler with an author (15.97-100)**
  - John Smith, *Title of Book*, ed. Jane Doe (New York: Publishers Press, 2002), 152. (Note: not “edited by” and not “eds.” when more than one editor; cf. example above of editor in place of author, where “eds.” is used with multiple editors.)

- **Edition other than the first (15.132)**
  - Note abbreviations for editions: rev. (revised), 2d (second), 3d (third)

- **Article in a book edited by someone else (15.122)**
  - Note: Here “ed.” stands for “edited by” and is therefore used even when there is more than one editor.

- **Multivolume works**
Dissertations or Theses
- For references in French: thèse de doctorat.

Periodicals (15.204–47)
- Order of information is: Author; Title of periodical; Issue info (vol., issue # if needed, date); Page #.

Journal
- John Smith, “Irony in the Wife of Bath’s Tale,” Chaucer Review 10, no 4 (1997): 56–75. (always include number, even those with continuous pagination across numbers)

Popular Magazines

Newspapers
- Note: In English-language newspapers, omit the initial “The,” if any, in newspaper titles; retain its equivalent in foreign language newspapers (e.g., Le Monde). In text, “the” is lower cased and set in roman type (“He read the New York Times every morning.”). This rule applies to magazines and journals too. (7.136, 15.242)

Correspondence and Manuscript Materials (15.277–87)
- In general, begin with the specific item being cited followed by all relevant information (date, type of item if not a letter, name of collection, and its location):
  - George Creel to Colonel House, 25 September 1918, Edward M. House Papers, Yale university Library.
  - Burton to Charles Merriam, telegram, 26 January 1923, Charles E. Merriam Papers, University of Chicago Library.
- As noted above, use English format even for French documents (e.g., _____ to _____, not à):
Website References

- Used for a specific item being cited that is located on the web. “General” URLs (eg, homepage for an organization mentioned in the text) may be given in the text.
- URLs: put in italics, no angle brackets (&gt;)
- **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.
- Examples:
  - Citation in text: “By 1990 he had become director of his own small think tank, the Philadelphia-based Middle East Forum (http://www.meforum.org).”

  - Avoid breaking URLs or e-mail addresses wherever possible
    - Never use a hyphen to denote a line break; hyphens that are part of a URL or email address should not appear at the end of a line.
    - 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 (&).

  - Examples:
    - http://msupress/journals/ test/rcr/admin/
    - http://www.dontbethatguy .com
    - http://www .dontbethatguy.com
    - presshelp@gmail .com
General Rules for French

- **Abstracts:**
  - French tenses: Technically should use *passé simple* (used in academic or literary written French) rather than *passé composé* for past perfect tense. However, OK to leave abstracts using the *passé composé*, so long as it is correct (as it would be if spoken in conversation or informally written).

Punctuation

- **French does not use serial comma (rouge, blanc et bleu)**
- Within French article titles, use periods rather than replacing with colons per CMoS OR OK to simply retain author’s style, whichever preferred.
- Eliminate thin spaces before colons, semicolons, question marks, and exclamation marks. However, do use spaces with guillemets. (10.31, 10.32)
- Guillemets are used for quotations in French and all punctuation goes outside, except for punctuation within the original quote.
- For quotes within quotes, use English double quotation marks within the guillemets, for example: Il écrit ceci: « Nos “bibliothèques” lycéennes étaient pauvres… » (10.33)
- In French, brackets are put around ellipses in quotations: [ . . . ] or […] (10.53, 10.36)
- Superscript note numbers in French articles should come after all punctuation, as in English articles (16.30). Use Chicago style here for a more consistent look throughout the journal.
- Accents: Accent initial capitals such as Édition, Île where appropriate to assure consistency. Do not add accent to capital A.

Capitalization

- Article and book titles, as well as headings, in French use sentence-style capitalization (10.30). However, capitalize first word in subtitle.
- Exception may be made for titles of journals, which are often capitalized headline style.
- In French titles, the first word is capitalized, but not the first substantive, according to the new style recommended by both CMS and Grevisse, *Le bon usage* (10.30).
- Organizations are always in roman (regular) type: Alliance française
- Certain words not capitalized in English are capitalized in French: e.g., l’État, la Métropole.
Numbers

- French centuries are not spelled out; instead, use Roman numerals with a superscript “e,” e.g., XVIIᵉ siècle.
- Use thin spaces in French numbers where commas would normally occur in English, e.g., 54 000 rather than 54,000. Apostrophes are also acceptable (54’000). Avoid periods.
- For four-digit numbers, no break is used (4191 personnes)
- For decimals, use a comma (e.g., 66,5%)
- Use % symbol rather than “pour cent”

References

- For references in French, use Chicago Style for order of information and punctuation.
- For clarity and conformity with Chicago style, it is preferable to lower-case and spell out: carton, dossier.
- Use brackets for first indication of abbreviations (e.g., [ci-après CAOM])