

## CONTAGION

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

### Format

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- Double space all text, notes, and references. Put extra <LS> between paragraphs and references.
- Left justify and flush left text, notes, and references (typesetter will assume normal indenting and *Contagion* specifications unless indicated with coding (e.g., <BL-IND>)
- **Title Page**
  - Title (headline style capitalization (**8.167**), Name, Affiliation (include institution and 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 titles (Chicago exception), and include city and state where institution is located (omit state if obvious from institutional name).
    - **Press Preference:** Esther Gabara is Associate Professor of English at Duke University, Durham, North Carolina. Her publications . . .
- **Typesetting codes**
  - Use MSUP typesetting codes.
  - Do not apply formatting directly to the text (**exceptions:** italics and small caps).
  - Remove superscript formatting (**exception:** note numbers in text).
  - Use align center, flush right, bold, and other formatting codes only where typesetter won't know what's needed according to *Contagion* specifications.
- **Spelling**
  - If more than one spelling is given in the dictionary, use the first (**7.1**). MSUP uses <http://merriam-webster.com>.
  - Follow American, not British spelling (e.g., analyze, not analyse) (**7.5**).
  - listserv, plural listservs; email (not e-mail, E-mail, etc.).
- **Symbols**
  - Ampersand (&): Always spell out whether in text, notes, or ref. list, except in acronyms.
  - Use section symbol ( § ), not “Sec.” (Go to: Insert>Symbol>Special Characters>§).
  - Spell out percent in text (not %) (**9.19**). May use % in tables.

### Punctuation

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- Use serial commas (The flag is red, white, and blue, *not* The flag is red, white and blue).
- No comma between a person's name and Jr. or II, etc. (**6.49**); *do* put a comma before religious (SS, SJ) and professional (RN, MD) designations (**15.22**).



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**STYLE SHEET**  
 (Updated 9-14-10)

- Periods and apostrophes go inside quotations marks (“The period goes inside.”); Colons and semi-colons go outside (I said to her, “Don’t go outside”; she didn’t like that).
- **Ellipses**
  - Use periods with a space between each period.
  - Ellipses are not used (1) before the first word of a quotation, even if beginning of original sentence is omitted (2) after last word of quotation, even if end of original sentence is omitted, unless sentence as quoted is deliberately incomplete (**11.54**).
  - Follow *Chicago*’s “3- or 4-dot” method: “The spirit of our American radicalism is destructive and aimless. . . . On the other side, the conservative party . . . is timid, and merely defensive of property” (**11.57-60**).
- **Initials**
  - 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**).
- Add ’s after a name that ends with “s” to form the possessive (Jones’s, Sentinels’s), including: Jesus’s, Moses’s, Aristophanes’s.
- African American (no hyphen), whether as a noun or adjective. Use the same style for Japanese American, Italian American, and so forth (**8.41-42**).
- Plural: M.A.’s, Ph.D.’s.

**Compound words, prefixes, and suffixes**

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- Follow Hyphenation Guide for Compounds, Combining Forms, and Prefixes (**7.90**).
- Common prefixes forming closed compounds:

<b>co</b>	e.g., coauthor, coordinate	<b>multi</b>	e.g., multifaceted
<b>re</b>	e.g., reelection, reexamine	<b>socio</b>	e.g., socioeconomic, sociopolitical
<b>non</b>	e.g., nonviolent		

- Common words: antinomianism, decision-making (adj), lifelong, nation-state, neo-classical, peacekeeping, preexisting, real-world (adj), side effect, wholehearted.
- Prefixes using hyphens (**exception to *Chicago***): anti-, pro-, neo-
- If still in doubt, consult <http://merriam-webster.com>.
- Hyphenated compounds in headings (**partial exception to *Chicago***).
  - Always capitalize the first element.
  - Capitalize all subsequent elements except for articles, prepositions, coordinating conjunctions (and, but, for, or, nor).

### “Which” versus “that”

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- Use "which" in nonrestrictive clauses, "that" in restrictive clauses (**6.38**).
- 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.)
  - Buster’s bulldog, **which** had one white ear, won best in show.
  - The dog **that** won best in show was Buster’s bulldog.
  - This world, **which** is characterized by a radical contingency, is confronted with a world view **that** has to reduce the contingency of the world.

### Acronyms (18.46)

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- 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 article according to how the acronym is read aloud (**15.9**):
  - A NATO meeting, a YMCA event, an NFL team.
  - An NAACP position (*but* a National Association for the Advancement ...).
- Spell out United States when a noun but abbreviate to U.S. when an adjective (life in the United States, U.S. government) (**15.34**). Possessive: United States’s (**7.19** exception).

### The Bible

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- Always capitalize “Bible” and books of the Bible, regardless of how prominent (follow **CMoS 8.111** instead of 8.113)
- Do not abbreviate books of the Bible in texts: Ephesians; not Eph., except when they are listed with the book and verse (e.g., Gen. 1:2, Gen. 3:5, and Isa. 41:12.) (**15.48**).
- Chapters and verses use colon between: Acts 27:1, Exodus 20:3-17, Psalm 121 (**9.30**).
- MSU Press uses the abbreviated version *with* a period. Some books are not shortened: Ruth, 1 Kings, Ezra, etc. (**15.51-53**).
- Every essay with scriptural reference must include a note specifying the Bible version used. If more than one version is used, an endnote is required: 2 Kings 11:8 (NRSV).

### Foreign words

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- Isolated foreign language words, phrases, and currency terms should be set in italics (**7.51**).
- Foreign words are in roman type **if** they are:
  - Common enough to appear in standard English dictionaries (*fait accompli*, *pro rata*, *mea culpa*, *a priori*) (**7.54**).
  - Phrases of a sentence or more should be in quotation marks, in roman type (**11.85**).
  - Proper nouns in a foreign language (**7.53**).
- MSUP preference is to italicize a foreign word each time it appears (**7.55** exception).

## Capitalization

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- MSUP preference is to **not** use brackets indicating a change in capitalization at the beginning of a quote. (John said “the rules have changed . . .” *not* John said “[t]he rules have changed . . .”) (**11.16–19**).
- **Common issues:**
  - Empire: British Empire; the empire (**8.55**); however, author’s preference.
  - Supreme Court; the Court (**8.69**, exception to general rule, only for U.S. Court).
  - Capitol, the building (capitalize) (**8.61**).
  - Cold War (MSUP preference is to capitalize).
  - Lower case “black” and “white” when referring to race. (**8.43**).
  - Titles are capitalized when used as part of the person’s name (e.g., Queen Elizabeth, President Bush, Professor Green, Pope Cyrus, *but* the queen, the president, the pope, the papacy) (**8.21**).
  - Lower case academic fields except when one or more of the terms is a proper noun or adjective, e.g., U.S. history, English literature (**8.91**).
- **Religious issues:**
  - Capitalize the titles of revered religious works and books of the Bible, but do not italicize: Bhagavad Gita, Talmud, the Vedas, the Upanishads (**8.111**) (do not follow 8.113, which lowercases “book”).
  - Follow author’s preference when it comes to platonic ideals (Other vs. other), disciplines (Ecumenical vs. ecumenical), religious pronouns (His vs. his), groups, icons, and events (Salvation vs. salvation; the Cross vs. the cross) (**8.116** exception).
  - Atheism and agnosticism are only capitalized when they refer to sectarian non-religiosum, on a case by case basis.
  - Church, when used to refer to Christianity in general can be left lowercase. When used to refer to the Catholic Church (“the Church”) or with another sect implied, it is appropriate to capitalize (**8.106**). When referring to a building, lowercase unless it is given a sectarian or specifying adjective: Bethany Church, Babri Mosque; *but* the mosque, the church (**8.109**).
  - Lowercase the names of rituals (**8.118**), divine dwelling places (heaven, hell) (**8.117**), and well-known Bible stories (the miracle of loaves and fishes) (**8.115**).

## Numbers (9.2–9.10)

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- Spell out numbers one through ten, use numerals for 11 and above or for lower numbers grouped with numbers 11 and above, e.g., from 6 to 12 hours of sleep (partial exception to *Chicago*); use numerals for larger round figures such as 100, 2,000 (exception to *Chicago*).
- Very large numbers may be expressed in numerals followed by million, etc. (2.3 million) (**9.10**). Commas are used in large numerals, except for page numbers (2,014 people).
- If a number begins a sentence, always spell it out (or recast the sentence to begin with another word): Twenty-seven percent of the cost was guaranteed (**9.5**).
- Inclusive numbers (**9.62-66, 18.13**)

- “167-72” instead of “from 167-72”; “1898-1903” instead of “from 1898-1903.”
- MSUP preference follows Chicago (**9.64** and **18.13**):

1 <sup>st</sup> number	2 <sup>nd</sup> number	Examples
Less than 100	Use all digits	3-10, 71-72, 96-117
Multiple of 100	Use all digits	100-104, 1100-1123
101-109 (in multiples of 100)	Use changed part only, omit zeros	107-8, 505-17, 1002-6
110 through 199 (in multiples of 100)	Use changed part, but a minimum of two digits	321-25, 11564-78, 415-532, 1496-504

- Use Arabic numerals to designate chapters, parts, volumes, etc.: chapter 1, vol. 2, part 1.
- Numbers in the title of a work should remain as given, unless there is a good reason to change them for consistency (**17.52**).

### Dates

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- Use (Month-Date-Year): November 12, 2001 (**6.46**)
  - When only month and year are given: August 1945.
  - **Exception:** “September 11th” or “9/11” for the attacks on the world trade towers.
- **Centuries and Decades**
  - Spell out centuries (e.g., the twentieth century, eighteenth-century history) (**9.36**).
  - Decades should be expressed as: The 1880s and 1890s (*not* 1880s and '90s) (**9.37**) [*Note: no apostrophe before s in specifying a century*].
  - The first two decades of a century may not be expressed in numerals (e.g., *not* 1910s or 1900s). The following are acceptable (**9.37**):
    - The first decade of the nineteenth century...
    - The years 1800–1809 / The years 1910–19...
  - Follow author’s preference with respect to the AD/BC and CE/BCE dating systems. The letters should be all caps, no periods, no spaces: 33 BCE, 107 AD. Years early in the common era should be noted (“107 CE” versus “1964”) (**9.38**).

### States/Provinces/Territories

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- **In text:** names of states, provinces, and territories of the United States and Canada are spelled out, e.g., “She went to school in East Lansing, Michigan.”
- **In reference:** list the state with the city when unclear to potential readers, unless the state appears in the press name (East Lansing: Michigan State University Press).
  - Abbreviate using the two-digit postal codes (**15.29-30**).

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



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

## Grammar and Usage

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- Good versus Common Usage (5.202)
- Active versus passive voice (5.112)
- Pronouns: “Who” versus “whom” (5.56), and “whose” versus “of which” (5.62).
- When the singular form of a noun ending in *s* looks like a plural and the plural form is the same as the singular, the possessive of both singular and plural is formed by the addition of an apostrophe only. If ambiguity threatens, use *of* to avoid the possessive (7.19).
- Troublesome words and prepositions (5.209)

## Notes

### General

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- Use **endnotes (16.23-70)**, rather than footnotes or the author-date system.
- Do not use automatic footnote/endnote. Notes cannot be imbedded; they must be removed with FileCleaner.
- Do not use *ibid.* for repeating citations.
- Except for the preliminary pages of a book set in lower case roman numerals, arabic numerals should be used for other parts of work (even if roman in original) (17.129).
- “See” and “cf.” – Use “see” to identify the source of some information, evidence, argument, etc., not “cf.” There is a distinction between *see* and *cf.*; use *cf.* only to mean “compare” or “see, by way of comparison.” Neither term is italicized in notes (16.58 ).

### Book

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- 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 numbers (17.17).
- **Standard Book (17.26)**
  - Emery Blackfoot, *Chance Encounters* (Boston: Serendipity Press, 1987), 151-60.
- **Two authors (17.27)**
  - Kurt Johnson and Steve Coates, *Nabokov’s Blues: The Scientific Odyssey of a Literary Genius* (Cambridge, MA: Zoland Books, 1999).
- **Three or more authors or editors (17.28-29)**
  - John Smith et al., eds., *Title of Book* (Boston: Serendipity Press, 1987), 151-60.
  - 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).

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- **Editor, translator, or compiler with an author (17.42)**
  - John Smith, *Title of Book*, ed. Jane Doe (New York: Publishers Press, 2002), 152.
- **Edition other than the first (17.79)**
  - John N. Hazard, *The Soviet System of Government*, 5th ed. (Chicago: University of Chicago Press, 1980), 25.
  - Halsey Stevens, *The Life and Music of Béla Bartok*, rev. ed. (New York: Oxford University Press, 1964), 128-29.
  - *Note abbreviations for editions*: rev. (revised), 2nd (second), 3rd (third), 4th.
- **Article in a book edited by someone else (17.69)**
  - Ernest Kaiser, “The Literature of Harlem,” in *Harlem: A Community in Transition*, ed. J. H. Clarke (New York: Citadel Press, 1964), 298–302.
  - *Contagion* preference is to include page numbers.
- **Multivolume works**
  - If citing entire work: Muriel St. Clare Byrne, ed., *The Lisle Letters*, 6 vols. (Chicago: University of Chicago Press, 1981).
  - Particular volume with own title: William Farmwinkle, *Survey of American Humor*, vol. 2, *Humor of the American Midwest* (Boston: Plenum Press, 1983), 132.
  - Particular volume without separate title: Edward Banicek, *A History of India* (Philadelphia: Ross and Kittredge, 1988), 2:345. (*In this example, citing vol. 2.*)

**Website (17.4-15)**

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- Put in italics, no angle brackets (< >) (exception to *Chicago*). **Be sure the URL is not a hyperlink** (causes text to drop out in typesetting).
- 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.
- Date info accessed **required**.
- Example
  - **In text**: “By 1990 he had become director of his own small think tank, the Philadelphia-based Middle East Forum (*www.meforum.org*).”
  - **Notes**:

George W. Bush, “President Bush Announces Major Combat Operations in Iraq Have Ended,” May 17, 2003, *www.whitehouse.gov/news/releases/2003/05/iraq/20030501-15.html*.

Chris Mooney, “The Barbary Analogy,” *American Prospect Online*, October 16, 2001, *www.prospect.org/webfeatures/2001/10/mooney-c-10-16.html* (accessed July 24, 2002).

- **Avoid breaking URLs or e-mail addresses wherever possible (7.44, 17.11)**
  - 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.
  - LINE BREAK MAY...

- ...appear **before**: a tilde (~), period, comma, hyphen, underline ( \_ ), question mark, number sign, or percent symbol.
- ...appear **after**: a double slash ( // ) or single slash ( / ).
- ...appear **before OR after**: an equal sign or an ampersand (&).

<i>http://msupress/journals/ test/rcr/</i>	<i>www.dontbethatguy .com</i>
<i>presshelp@gmail. com</i>	<i>http://msupress.msu.edu/journals/fg/index.php ?Page=home</i>

## Periodical (17)

- Elements: author, title, periodical, vol., issue, date, page number, URL (if online) (17.149).
- **Journal (17.154-181)**
  - Marc Shell, “Language Wars,” *New Centennial Review* 1, no. 2 (2001): 1-17.
    - Preference is to add issue number if available.
    - Use arabic numerals, not roman, for vol. # even if the journal cited uses roman numerals.
  - John Smith, “Irony in the Wife of Bath’s Tale,” *Chaucer Review* 10 (1997): 56-75.
  - Margaret M. Author, “Article Title,” *Journal Name* 98 (forthcoming). (for article accepted for publication but not published yet).
- **Newspaper (17.188-198)**
  - **Print**
    - “Kodak Holds Its Meeting amid Racial Protests,” *New York Times*, April 26, 1967, A2.
    - In English-language newspapers, omit initial “The” in titles (but retain its equivalent in foreign language newspapers [*Le Monde*]). In text, “the” is lower case and set in roman type (“He read the *New York Times* every morning.”). This rule also applies to magazines and journals (7.136, 15.242).
  - **Online**
    - Identical to print newspapers, plus the URL:  
Richard Stenger, “Tiny Human-Borne Monitoring Device Sparks Privacy Fears,” *CNN.com*, December 20, 1999, <http://www.cnn.com/1999/TECH/ptech/12/20/implant.device/>.
      - When possible, subhead, chapter or paragraph number, or descriptive phrase that follows the organizational divisions of the work cited is used in notes or parenthetical citations (16.14).
      - If URL becomes invalid before publication, or if the article obtained for a fee, include only the main entrance (<http://www.nytimes.com/>). “Home page” and other directory-level URLs end with a slash.

Reuters, “Russian Blasts Kill 21, Injure More Than 140,” *Yahoo! News*, March 24, 2001, <http://dailynews.yahoo.com/>.



- **Popular Magazine (17.182-187)**

- John Smith, "Computers Hit the Classroom," *U.S. News and World Report*, March 7, 1994, 75.

**Dissertation or Thesis (17.214)**

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- Alexander Hawryluk, "Friends of FIGHT: A Study of a Militant Civil Rights Organization" (Ph.D. diss., Cornell University, 1967), 49.
- Replace "Ph.D. diss." with master's thesis if needed.

**Legal Cases (17.275-289)**

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- Elements: [case name], [volume of reporter, name of reporter, opening page of decision], [in parentheses, cited page number(s), court and date].
  - United States v. Dennis, 183 F2d 201, 203 (2d Cir 1950).
- In text: *Smith v. Brown* established that ...

**Correspondence and Manuscript Materials (17.222-229)**

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- 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).
  - Burton to Charles Merriam, telegram, January 26, 1923, Charles E. Merriam Papers, University of Chicago Library.