

The Division of Academic Affairs
Editorial and Publication Style Guide
Recommendations
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The Division of Academic Affairs Editorial and Publication Style Guide

Overview and Purpose

The Division of Academic Affairs has selected Chicago style as the preferred writing and citation style for documents and publications sponsored by the Office of the Provost. For information about writing and citation style details consult *The Chicago Manual of Style*, 16th ed. (or most recent addition). In addition, the Online Writing Lab (OWL) at Purdue University offers a brief overview and examples of common editorial and stylistic principles in Chicago style (CMS).

- *The Chicago Manual of Style* Online -- <http://www.chicagomanualofstyle.org/home.html>
- OWL at Purdue -- <https://owl.english.purdue.edu/owl/resource/717/01/>

CMS recommends using *Webster's Third New International Dictionary* and *Merriam-Webster's Collegiate Dictionary* to check spelling, abbreviations, and other grammatical conventions. Both reference publications can be accessed online.

- *Webster's Third New International Dictionary* – <http://unabridged.merriam-webster.com/>
- *Merriam-Webster's Collegiate Dictionary* – <http://www.amazon.com/Merriam-Websters-Collegiate-Dictionary-Laminated-Cover/dp/0877798079>

The Office of University Relations & Marketing, however, uses The Associated Press (AP) style for its publications because journalistic, public relations, and marketing professionals most often employ that style. As a result, the Office of University Relations & Marketing encourages all Divisions, units, Offices, Schools, and programs also to use AP style when crafting text in any form for primarily external audiences (website landing pages for the institution, Schools, programs, clubs, groups, etc.; documents announcing events, that is, flyers, blurbs, and advertisements; marketing materials, such as brochures, posters, etc.; press releases about all Stockton-specific events and student, faculty, or professional staff accomplishments; and articles written for the news media).

To facilitate broad use of AP style for documents geared to an external audience, the Office of University Relations & Marketing has created a website for its style and branding guides, which detail the specifics of Stockton's visual identity.

- Stockton University Editorial Style Guide -- <http://intraweb.stockton.edu/eyos/extaffairs/content/docs/Stockton%20University%20Editorial%20Style%20Guide.pdf>
- Stockton University Brand Guide -- <http://digital.turn-page.com/t/139136-stockton-university-brand-guide>

The Division of Academic Affairs uses CMS for research, internal communications and reports, policy and procedure documents, University *Bulletin*, Board of Trustees' snapshots, annual Scholarly Activity Report, internal pages of Academic Affairs websites, etc. A shared style across the Division of Academic Affairs will lead to consistent document production and presentation.

This writing and citation preference, of course, does not apply to research and publications produced by faculty members and students working in disciplines and fields that recommend styles other than CMS (e.g. American Psychological Association style, APA, or Modern Language Association style, MLA) or to scholarly or creative activity appearing in discipline-specific publication or presentation venues.

Faculty members should be aware, though, that regardless of original publication style or venue, the Office of University Relations & Marketing will employ the writing conventions of AP style when reporting academic accomplishments in journalistic, public relations, or marketing documents. As well, the Division of Academic Affairs will use CMS editorial and citation style when sharing faculty accomplishments in its publications, reports, and internal communications.

If you have any questions or comments/suggestions, please contact Carra Hood at carra.hood@stockton.edu or 609-652-4606.

The Chicago Manual of Style (CMS) Recommendations

Formatting

- Double space throughout a document.
- Exception to double spacing: bibliographic entries are single spaced with an extra space between entries AND block quotations are single spaced (no quotation marks) and indented 0.5 right and left margin with an extra space before and after the block quote.
- Single space after punctuation, including a single space after a period at the end of a sentence or a colon.
- Do not add spaces between paragraphs; indent a new paragraph one tab.
- Use italics rather than underlining to indicate a book title, journal title, etc.
- Place chapter titles on a new page; upper and lowercase characters, rather than all uppercase.
- Include subheadings on a new line; follow CMS conventions for heading levels; upper and lowercase characters, rather than all uppercase.

Proofreading

CMS recommends using *Webster's Third New International Dictionary* and *Merriam-Webster's Collegiate Dictionary* to check spelling, abbreviations, etc.

Figures, Illustrations, Tables

- Use consecutive numbering; first number is the chapter and second number is the place in the sequence of figures in that chapter (3.4 = chapter 3, 4th figure).
- In the text, refer to each figure as “figure 1” “figure 3.4.”
- Figure titles appear as “Figure 1.” “Figure 3.4.”
- When pointing out locations in a figure, italicize (Figure 3.4. *Above left, . . .*).
- The figure number should be followed by a period and then the caption.
- The caption can appear as a series of words or as a complete sentence; if a series of words then no period at the end, but if a complete sentence then a period should appear at the end.

Grammar and Usage

Chapter 5 of *The Chicago Manual of Style*, 16th ed. covers recommended grammar and usage; refer to this chapter to answer grammar and usage questions.

This chapter also includes a primer on gender-neutral and bias-free language. One recommendation, to avoid using pronouns, may not satisfy all situations. The CMS encourages writers not to use s/he, wo/man, and they/their as a singular pronoun. Instead, the CMS suggests rewriting sentences to eliminate problematic pronouns altogether. As an illustration:

Problem pronoun:

The programmer should update the records when data is transferred to her by the head office.

Revision:

The programmer should update the records when data is transferred by the head office.

OR

The programmer should update the records when receiving data transferred from the head office.

Punctuation

Chapter 6 of *The Chicago Manual of Style*, 16th ed. covers recommended punctuation; refer to this chapter to answer grammar and usage questions.

The following are a few CMS punctuation conventions:

- CMS recommends not italicizing punctuation (commas, periods, etc.) when they are not part of an italicized title. For instance:

The title of my newest book is *Time for Fasting*. (The period is not italicized).
- Punctuation should appear inside a closing quotation mark. For example:

The title of my most recent article is “Homebound.”
- Only one space should appear after punctuation, including after a period at the end of a sentence.
- CMS recommends use of the comma before the conjunction with items in a series. For example:

Sally went to the store to buy lettuce, bread, and milk.
- Avoid etc. in formal/official documents. When etc. (and other words of that type) appear in text, they should be preceded by a comma. For instance:

Sally went to the store to buy lettuce, bread, milk, etc. for dinner that night.
- An ampersand (&) should be used only if it appears as part of a formal title. No comma precedes the ampersand.
- Dates should appear in the month day, year format: January 3, 2011. If the date appears mid-sentence, a comma should follow both the day and the year.
- State names should be spelled out; a comma should follow both the town name and the state:

Waukegan, Illinois, is not far from the Wisconsin border.
- A comma does not follow Jr. (or other words/designations of this type):

John Doe Sr. owns a local company.
John Doe III owns a local company.
- A comma should appear before a quotation:

Robert Frost wrote, “Whose woods these are.”
She replied, “I don’t think so.”
- Possessives are generally formed by adding an ‘s. Some examples and exceptions follow:

Horse’s mouth
Horses’s mouths
Bass’s stripes
Children’s literature
Kansas’s legislature
Marx’s theories
Jesus’s disciples
Ganges’s source
Euripides’s tragedies
- When a plural noun appears the same in singular and plural forms and ends in an s, then the possessive only requires an apostrophe. For instance:

Politics’ true meaning
The United States’ role in international relations
The National Academy of Sciences’ new policy
- Unique possessive recommendations:

My aunt and uncle’s house (meaning one house)
Minneapolis and St. Paul’s transportation system
My aunt’s and my uncle’s medical records (meaning 2 sets of medical records)
Student assistants’ time cards
My son-in-law’s address
My sons-in-law’s addresses
- CMS recommends using italics for foreign words and phrases; if the foreign word is common (or becomes common throughout the piece of writing), then italics should be used only when the word first appears in the text or if it appears infrequently.
- CMS discourages the use of scare quotes.

- Hyphens should be used with compound adjectives before a noun, but not necessarily when the compound adjective appears after the noun.

Well-read students BUT students are well read.

Selected hyphen recommendations:

Three-year-old child
 Fifteen- and thirty-year mortgage
 Chicago- or Milwaukee-bound passengers
 A five-by-eight-foot rug
 Both over- and underfed cats
 Emerald-green tie
 Twenty-one but three hundred
 At three thirty but the three-thirty train
 Much-needed addition
 A lesser-paid colleague but a less prolific artist
 HIV-positive men but they are HIV positive
 Matter-of-fact reply
 Stick-in-the-mud
 Jack-of-all-trades
 Mosquito-borne illness
 The twenty-first century
 Twenty-first-century history

Capitals in Names and Titles

- CMS prefers the “down” style, which means using capitals sparingly.
- Civil, military, religious, and professional titles are capitalized when they immediately precede a personal name – and used as part of the name – but lowercase when following a name, used in place of a name, or used in apposition (equivalent to a name).
 EX: President Lincoln, BUT the president.....
 John R. Kerry, senator from Massachusetts, BUT Senator Kerry
- In business
 Pat Beldos, chief executive office of Caterham Industries, BUT the CEO
- In academia
 Francoise Meltzer, professor of comparative literature
 Jonathan M. Hall, chair of the Department of Classics
 Thomas F. Rosenbaum, provost of the University of Chicago, BUT Provost Rosenbaum

With named professorships

Mircea Eliade Distinguished Service Professor of the History of Religions in the Divinity School

Emerita/tus

Professor Emerita Neugarten
 Professor Emeritus Neugarten
 Robert Neugarten, professor emeritus

Names of degrees

Degrees appear in lowercase when referred to generically (a master’s degree, a doctorate).

Titles of roles

She has published widely in the history of religions. BUT She is the chair of the Committee on History of Religions.

- **EXCEPTION**

In promotional and ceremonial contexts, capitals in names and titles are generally retained – this applies only when the personal name precedes or follows the title; if the title is used in place of the name, then it appears lowercase.

EX: Maria Martinez, Director of International Sales

Products, like eBay and iPod

- Retain the above spelling unless at the beginning of a sentence: EBay and iPod.

Initials and Other Name Features

- EX: P. D. James (space between initials), BUT LBJ (no space between initials)
- Particles (last name begins a sentence: De Man and Du Maurier, but Sadat)
 - Paul de Man
 - John Le Carre
 - Daphne du Maurier
 - Anwar el-Sadat
- Victoria Sackville-West (last name begins a sentence: Sackville-West)
 - John Hope Franklin (last name begins a sentence: Franklin)
 - Alexis de Tocqueville (last name begins a sentence: Tocqueville)
 - Jean de La Fontaine (last name begins a sentence: La Fontaine)
 - John-Paul Sartre, J.-P. Sartre

Compass Directions

- Directions should appear in lowercase when indicating a direction only (southern New Jersey), but uppercase when referring to a region (the South).

Selected Writing Style Conventions

- CMS recommends using italics for titles of major works (books, journals, movies, paintings) and quotation marks for subsections of major works.

Below are selected elaborations:

- Periodical titles
 - The New York Times* is a major newspaper. BUT I read an article in the *New York Times*.
 - OR
 - The New York Times* is a major newspaper. BUT I read an article in *The New York Times*.
- Poems
 - Poems should appear in quotation marks except in the case of a book-length poem, which should appear in italics.
 - Robert Frost's "Stopping by the Woods on a Snowy Evening." BUT Homer's *Iliad*.
- Dissertation/Thesis/unpublished materials
 - Title appears in quotation marks, rather than in italics.
- Movies, TV, radio programs
 - Movies, TV shows, and radio programs are italicized, BUT episode titles or segments appear in quotation marks.
- Electronic publications/websites
 - In general, websites are capitalized and not italicized.

BUT *The Chicago Manual of Style Online* and *Wikipedia* are italicized (because they are comparable to books).

- Websites for businesses
CMS recommends writing in the following way:
The website for Apple, Inc. OR Apple.com AND Microsoft's website OR Microsoft.com
- Titles of blogs are italicized, but the titles of blog posts appear in quotation marks.
- Music/recordings
Titles of CDs or long musical/theatrical pieces are italicized (the opera *The Marriage of Figaro* AND the "Anvil Chorus" from Verdi's *Il Trovatore*).
- Artwork
Titles of paintings, drawings, photographs, statues, and other works of art are italicized.

Titles of expositions, like The World's Fair, are capitalized, not italicized.

Titles of museum exhibits are italicized.
- Numbers
CMS advises spelling out numbers from 1-100.

EXCEPTIONS: 60-watt bulb, size 14 dress, fuel efficiency of 40 miles per gallon.

Simple fractions should be written out: three-fourths of the book.

Complex numerical expressions can be written with numbers: 3 feet 5 1/4 inches tall.

Percentages are expressed with numbers: 70 percent OR 20% increase.
- Money
Amounts from 1-100 are usually written out (except when there are a lot of numbers in a text, like a budget or an annual report).

Amounts larger than 100 are usually written in numbers with a dollar sign \$.
- Dates
In most cases, write out the entire date: 1776. BUT '76 (informal writing).

Preferred CMS style for writing dates: May 26, 2015

November 5, 2009, BUT On the twenty-fifth.....
- Times
Generally, write out times of day.
EX: Five o'clock in the morning, AND Half past three.
BUT when exact times are necessary, then write out the times using numbers: 5:32 a.m.
- Numbered highways, roadways
EX: US Route 40 OR US 41
First Avenue AND Ninety-Fifth Street OR 122nd Street
- Number plurals
EX: Twenties and thirties
The couple is in their sixties.
- Commas with numbers
In most cases, use a comma with numbers larger than 4 digits.
EX: 1,000

HOWEVER no commas with page numbers, line numbers, addresses, years.

- Academic degrees

CMS recommends that doctor or Dr. not be used with academic degrees.

CMS recommends no periods in academic degree designations (BA, PhD).

- Company names should follow the style the company uses, so it's best to check to make sure that the company name appears accurately in all documents.
- Cities and States
EX: Bethlehem, PA, and Jonestown, NY (Note the comma after PA when writing two cities and states). AND Quartz, IL 08909 (Note no comma after IL).
- Months and days of the week should be spelled out.

Selected Citation Style Conventions

Book

Pollan, Michael. *The Omnivore's Dilemma: A Natural History of Four Meals*. New York: Penguin, 2006.

Pollan, Michael, and Cindy Sokolov, eds. *The Omnivore's Dilemma: A Natural History of Four Meals*. New York: Penguin, 2006.

Book with more than a single author

Ward, Geoffrey C., and Ken Burns. *The War: An Intimate History, 1941-1945*. New York: Knopf, 2007.

Ward, Geoffrey C., Ken Burns, and Jackson Hsu.

Section of a book

Gould, Glenn. "Streisand as Schwarzkopf." In *The Glenn Gould Reader*, edited by Tim Page, 308-11. New York: Vintage, 1984.

Published proceedings (not in a named journal) also appear in this form.

Journal articles

Blair, Walter. "Americanized Comic Braggarts." *Critical Inquiry* 4, no. 2 (1977): 331-49.

Novak, William J. "The Myth of the 'Weak' American State." *American Historical Review* 113 (June 2008): 752-72. doi:10.1086/ahr.113.3.752.

Novak, William J. "The Myth of the 'Weak' American State." *American Historical Review* 113 (June 2008): 752-72. <http://www.jstor.org/stable/3435987>.

Published proceedings in a named journal also appear in this form.

Conference Presentations/Performances

Teplin, Linda A., Gary M. McClelland, Karen M. Abram, and Jason J. Washburn. "Early Violent Death in Delinquent Youth: a Prospective Longitudinal Study." Paper presented at the Annual Meeting of the American Psychology-Law Society, La Jolla, CA, March 2005.

Magazine and Newspaper Publications

Wallraff, Barbara. "From Here to There." *Atlantic Monthly*, July/August 2008, 48.

CMS recommends not including inclusive page numbers, just the number of the first page when citing articles appearing in magazines and newspapers.

Borzi, Pat. "Retirement Discussion Begins Anew for Favre." *New York Times*, January 25, 2002.
<http://www.nytimes.com>.

The full url should be used when citing a magazine or newspaper articles appearing in an online version of the publication.

In the above citation, the initial The is omitted from *New York Times*. CMS accepts this as an alternate to including The in *The New York Times* and in other publications beginning with an initial The.

Review

Sorby, Angela. Review of *Songs of Ourselves: The Uses of Poetry in America*, by Joan Shelley Rubin. *American Historical Review* 113 (April 2008): 449-51. doi:10.1086/ahr.113.2.449.

Posters

Rohde, Hannah, Roger Levy, and Andrew Kehler. "Implicit Causality Biases Influence Relative Clause Attachment." Poster presented at the 21st CUNY Conference on Human Sentence Processing, Chapel Hill, NC, March 2008.