

BASICS OF STYLE

JCLC adheres first to the rules in these Guidelines. For issues not covered here, refer to *The Chicago Manual of Style*, 16th ed. (CMS16).

ABBREVIATIONS

Corporate, municipal, national, and supranational abbreviations and acronyms appear in full caps. Most initialisms (abbreviations pronounced as strings of letters) are preceded by *the*.

further expansion of NATO's membership
dissent within the AFL-CIO
sexism is rampant at IBM
her PhD dissertation
certain US constituencies

Latin abbreviations are usually restricted to parenthetical text and notes. *Ibid.* is used sparingly; *f.* (*ff.*), *op. cit.*, and *loc. cit.* are not used, nor are *eadem*, *idem*, *infra*, *passim*, and *supra*. Commonly used abbreviations include *cf.*, *ed.* (*eds.*), *e.g.*, *esp.*, *et al.*, *etc.*, *fig.* (*figs.*), *fol.* (*fols.*), *i.e.*, *l.* (*ll.*), *n.* (*nn.*), *p.* (*pp.*), *pt.* (*pts.*), *ser.*, *trans.*, *vol.* (*vols.*). Latin abbreviations are set in roman type, not italics. The word *sic*, however, is italicized.

Personal initials have periods and are spaced.

W. E. B. DuBois; C. D. Wright

Postal abbreviations are used for state names.

Wilmington, DE (*not* Del.)
Washington, DC (*not* D.C.)

ACKNOWLEDGMENTS

Acknowledgments are made in the first, unnumbered note and written in the first person.

CAPITALIZATION

After a Colon

If the material introduced by a colon consists of more than one sentence, or if it is a quotation or a speech in dialogue, it should begin with a capital letter. Otherwise, it begins with a lowercase letter. See CMS16, 6.61. For instance:

The study involves three food types: cereals, fruits and vegetables, and fats.
but
Henrietta was faced with a hideous choice: Should she reveal what was in the letter and ruin her reputation?

Quotations

Silently correct initial capitalization in quotations depending on the relationship of the quotation to the rest of the sentence (see CMS16, 13.14). For instance:

Smith stated that “we must carefully consider all aspects of the problem.”
but
Smith stated, “We must carefully consider all aspects of the problem.”

A lowercase letter following a period plus three dots should be capitalized if it begins a grammatically complete sentence (CMS16, 13.51).

The spirit of our American radicalism is destructive. . . . The conservative movement . . . is timid, and merely defensive of property.

Otherwise, an original lowercase letter following a period plus three dots should remain lowercase.

The spirit of our American radicalism is destructive. . . . the conservative movement . . .

Terms

A down (lowercase) style is generally preferred for terms, but proper nouns and their derivatives are usually capitalized. See CMS16, chap. 8, for detailed guidelines on capitalization of terms.

Titles of Works

For titles in English, capitalize the first and last words and all nouns, pronouns, adjectives, verbs, adverbs, and subordinating conjunctions (*if, because, that, etc.*). Lowercase articles (*a, an, the*), coordinating conjunctions, and prepositions (regardless of length). The *to* in infinitives and the word *as* in any function are lowercased.

Set off a romanized title within a title by setting it in roman.

Crafting a Collection: The Cultural Contexts and Poetic Practices of the Huajian ji.

A romanized book title should be italicized in its entirety, even if it contains embedded book titles or terms (e.g., *Tang caizi zhuan jiaojian*).

For hyphenated and open compounds in titles in English, capitalize first elements; subsequent elements are capitalized unless they are articles, prepositions, or coordinating conjunctions. Subsequent elements attached to prefixes are lowercased unless they are proper nouns. The second element of hyphenated spelled-out numbers or simple fractions should be capitalized. If a compound (other than one with a hyphenated prefix) comes at the end of the title, its final element is always capitalized.

Nineteenth-Century Literature
Avoiding a Run-In
Policies on Re-creation
Twenty-First Century
Reading the Twenty-Third Psalm

When titles contain direct quotations, the headline-capitalization style described above and in CMS should be imposed.

“We All Live More like Brutes than Humans”: Labor and Capital in the Gold Rush

In capitalizing titles in any non-English language, including French, capitalize the first letter of the title and subtitle and all proper nouns. See CMS16, 11.24 and 11.42, for the treatment of Dutch and German titles, respectively.

Courtisanes Chinoises á la fin des T'ang, entre circa 789 et le 8 janvier 881, Pei-li tche (Anecdotes du quartier du Nord)

CAPTIONS AND CREDITS

Captions take sentence-style capitalization. Captions that are complete sentences include terminal punctuation; captions that consist solely of a single phrase do not. If a caption consists of two or more phrases or sentences, terminal punctuation should follow each phrase or sentence. If credit or source information is provided, it should be the last element of the caption, without terminal punctuation.

Figure 1. The author with unidentified friend, 1977

Figure 2. The author posed for this picture with an unidentified friend in 1977.

Figure 3. Noam Chomsky at a political rally, 1971. Courtesy John Allan Cameron Archives, University of Florida, Gainesville

Figure 4. Coal miners in Matewan, West Virginia, April 1920. The miners' strike was depicted in John Sayles's film *Matewan*. Photograph courtesy Matewan Historical Society

CHINESE CHARACTERS

Please refer to PART 3.

CONTRIBUTOR'S NOTE

Each contributor's note includes the author's name, rank, affiliation, and either one title of publication or one area of research concentration. Dates of publication, but not publishers' names, are given for books. A note should also be provided for the translator.

Rebecca Newman is professor of history at the University of Chicago. She is the author of *In the Country of the Last Emperor* (1991).

DATES AND TIMES. See also NUMBERS

May 1968; May 1, 1968; May 1–3, 1968
on February 8, 1996, at 8:15 a.m. and again at 6:15 p.m.
1960s counterculture; sixties [*not* 60s or '60s] counterculture
mid-1970s American culture
the mid-nineteenth century (note hyphen, not en dash)
the late twentieth century; late twentieth-century Kenya

the years 1896–1900, 1900–1905, 1906–9, 1910–18
AD 873; the year 640 BC; Herod Antipas (21 BCE–39 CE) [use full caps
without periods for era designations]
c. 1820
the year Yisi (1845) [do not italicize the year name]

ELLIPSES

Three dots indicate an ellipsis within a sentence or fragment; a period plus three dots indicates an ellipsis between grammatically complete sentences, even when the end of the first sentence in the original source has been omitted. In general, ellipses are not used before a quotation (whether it begins with a grammatically complete sentence or not) or after a quotation (if it ends with a grammatically complete sentence), unless the ellipses serve a definite purpose. See CMS16, 13.48–56, for more detailed guidelines on the use of ellipses.

EPIGRAPHS

The epigraph source includes the author's name or the author's name and the title of the work. No other bibliographical information is required.

INCLUSIVE LANGUAGE

Avoid sexist language and terms that are gender specific (chairman, mankind, etc.). Never allow the form *s/he*. State both pronouns—*he or she*, *him or her*, *his or her*—or recast the sentence in the plural. Avoid alternating the use of masculine and feminine pronouns in an article.

NUMBERS. See also DATES AND TIMES

Cardinal and ordinal whole numbers from one to ninety-nine (and such numbers followed by *hundred* and *thousand*), any number at the beginning of a sentence, and common fractions are spelled out. Common fractions are hyphenated as well. Numerals are used to express very large numbers (in the millions or more).

no fewer than six of the eight victims
no more than fifty-two hundred gallons
One hundred eighty-seven people were put to death there during the twenty-
third century BC.
at least two-thirds of the electorate
fully thirty-eight thousand citizens
there were 2 million ballots cast
the population will top 25 billion

Numbers applicable to the same category, however, are treated alike in the same context.

no fewer than 6 of the 113 victims
Almost twice as many people voted Republican in the 115th precinct as in the
23rd.

Numbers that express decimal quantities, dollar amounts, and percentages are written as figures.

an average of 2.6 years
now estimated at 1.1 billion inhabitants
more than \$56, or 8 percent of the petty cash
a decline of \$0.30 per share

Inclusive page numbers are given as follows (per CMS16, 9.60):

1–2, 3–11, 74–75, 100–103, 104–9, 112–15, 414–532, 505–16, 600–612,
1499–1501

Roman numerals are used in the pagination of preliminary matter in books, in family names and the names of monarchs and other leaders in a succession, in the names of world wars, in statutory titles, in legal instruments, and in the titles of certain sequels.

On page iii Bentsen sets out his agenda.
Neither John D. Rockefeller IV, Elizabeth II, nor John Paul II was born before
World War I.
Title XII was meant to rectify not only inequities but iniquities.
Most critics consider *The Godfather, Part II* a better movie than *Jaws 2*.
[Follow the usage in the original work, per CMS16, 9.44.]

Arabic numerals are used for the parts of books.

In part 2, chapter 2, of volume 11 of the *Collected Works*, our assumptions
are overturned.

POSSESSIVES

The possessives of nouns ending with the letter *s* are formed by adding an apostrophe and an *s*.

Kansas's weather
Burns's poetry
Camus's novels
Descartes's philosophy
Euripides's plays
Demosthenes's orations
Jesus's name
Moses's direction

QUOTATIONS. See also ELLIPSES

Quotations must reproduce the wording, spelling, capitalization, and punctuation of the original exactly, with the following exceptions: (1) A change in capitalization *at the beginning of* a quotation may be made silently (without brackets) if the quotation's syntactic relationship to the preceding text suggests it. Changes in capitalization *within* a quotation must be bracketed. (2) The terminal punctuation may be omitted or changed to a comma if necessary, and internal punctuation before or after ellipsis points may be omitted. (3) Original notes and their superscript callouts are omitted. (4) Obvious typographical errors (e.g., "teh") may be silently corrected, but idiosyncratic spellings found in older works must be preserved.

Prose quotations more than eighty words in length and verse quotations longer than two manuscript lines are set off from the surrounding text. The first word is

capitalized if the sentence preceding it is syntactically complete; it is not capitalized if the quotation is syntactically a continuation of that sentence. *Sic*, used sparingly, is inserted in brackets after a misspelling or an odd usage, and for visibility's sake is italicized.

ROMANIZATION

Use the pinyin system. If Wade-Giles romanizations appear in a quotation, please change them to pinyin and place in square brackets.

Incorporate word boundaries when transliterating; i.e., yanjiu ziliao, not yan jiu zi liao.

SPELLING AND TERMS

Follow *Merriam-Webster's Collegiate Dictionary*, 11th ed. (W11), and *Webster's Third New International Dictionary* for spelling. If more than one spelling is provided in the dictionary, follow the first form given (e.g., *judgment*, not *judgement*; *focused*, not *focussed*). Common foreign terms are set in roman type. (Common foreign terms are defined as those with main entries in W11.)

Prefixes are hyphenated before numerals and proper nouns. Otherwise, prefixes are generally not hyphenated before words; refer to W11 for guidance. Temporary compound adjectives are hyphenated before the noun to avoid ambiguity but are left open after the noun. Non-English phrases used as modifiers are open in any position, unless hyphenated in the original.

Put neologisms within quotation marks at first use.

A term referred to as the term itself is italicized.

In the twentieth century *socialism* acquired many meanings.

The term *liufa* was so ubiquitous in later discussions of Chinese art right through the twentieth century it could be used to signify "painting."

The word *hermeneutics* is the most overused term in recent monographs.

The term *lyricism* was misused in Smith's book review.