

positions Style Guide

04/16

positions first adheres to the rules in this style guide. For issues not covered in the style guide, 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. See also SPELLING AND TERMS

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.

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.

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.

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.

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

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.

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

DOCUMENTATION

General Principles

positions uses the author-date form of citation, which consists of in-text citations and a reference section containing full bibliographic information (see CMS16, chap. 15).

Endnotes may include material that cannot be conveniently included in the text, such as discursive adjuncts and additional sources of information. Any material necessary for understanding the argument set forth in the article should be included in the text.

Legal sources (court cases, constitutions, treaties, statutes, and legislative materials, such as unenacted bills, hearings, and reports) should be cited in the main body of the article, not in the notes. If a case or law is well known (e.g., *Roe v. Wade*), it is not necessary to provide a full citation. The general form of legal citations should follow the conventions for law review footnotes in *The Bluebook: A Uniform System of Citation*, 16th ed. (especially secs. 1, 10, and 12–14).

In-Text Citations

In-text citations (enclosed in parentheses) should contain the author's surname (with first initial if ambiguous), the date, and the pages cited.

Wert (1984: 115–17) insists that his predecessors' conclusions were the merest speculation (see M. McLain 1981; P. McLain 1981).

If more than one work by the same author is cited, the author's name is not repeated.

(Wilson 1963, 1974)
 (Miller 1978: 267; 1994)

For works by four or more authors, only the surname of the first author is used, followed by "et al."

not (Cobb, Hornsby, Ott, and Smith 1982) *but* (Cobb et al. 1982)

If the work is meant, rather than the author, the parentheses are omitted.

Medwick 1924 remains the standard reference.

For reprints, the date of first publication is given in brackets.

(Williams [1905] 1974)

To refer again to the most recently cited source, "ibid." is used.

(ibid.: 23)

When one volume of a multivolume work is cited, the volume number is indicated after the date.

(Koufax 1973, 1:223)

Personal communications, such as telephone conversations, e-mail messages, and nonarchived letters, are identified as "pers. comm." and dated in the text but are not included in the References section.

Wilson (pers. comm., March 13, 2007) proved the hypothesis false.

Latin Abbreviations and Terms in Documentation

Apart from "ibid.," "et al.," and "cf.," Latin abbreviations and terms are not used. These abbreviations are not italicized. Note that "et" in "et al." is a whole word (meaning "and") and therefore is not followed by a period.

References

The References section at the end of the article provides full bibliographic information for all works cited in the text. Works that are not cited should *not* be included in this section. References are arranged alphabetically by author, then chronologically in ascending order. Works of four or more authors are listed by the first author, followed by "et al." Works published in the same year by the same author are labeled "a," "b," and so on.

In titles of works, DUP follows CMS16 by spelling out ampersands and lowercasing prepositions (per headline style). DUP differs from CMS16 by adding serial commas and spelling out numbers (contra CMS16, 8.163 and 14.96)..

If the place of publication is not widely recognized or is ambiguous, it is specified with a state, provincial, or national abbreviation.

Cambridge, MA
London, ON
Bengbu, PRC
Dover, UK

If the publisher is a university press, the words "University Press" are spelled out.

Lebanon, NH: University Press of New England
Chapel Hill: University of North Carolina Press

For online works, if no publication date is provided, an access date is required. In all URLs, "http://" is omitted.

Sample References

Book

- Anderson, Jon Lee Anderson. 2002. *The Lion's Grave: Dispatches from Afghanistan*. New York: Grove.
- Dachuan, Sun. 1991. *Jiujiu jiu yici (One Last Cup of Wine)*. Taipei: Zhang Laoshi Chubanshe.
- Lennox, Eleanor. 2000. *The Scottish Diaspora*. 2nd ed. Inverness, UK: Northern Light.
- Rodriguez, Juana Maria. Forthcoming. *Queer Gestures, Sexual Futures, and Other Latina Longings*. New York: New York University Press.
- Babbitt, Irving. [1919] 1955. *Rousseau and Romanticism*. New York: Meridian.
- Wood, David, ed. 1992. *Derrida: A Critical Reader*. Oxford: Blackwell.
- Whelan, Gerald P. 1997. *Acute Head Injury*. Chapel Hill, NC: Health Sciences Consortium. CD-ROM.

Chapter in a Collection

- Goldstein, Rebecca. 1987. "Exploitation in the West Bank." In *Thirteen Ways of Looking at the Middle East*, edited by Wallace Kunitz, 31–37. Chicago: University of Chicago Press.
- Marty, Kenneth L. 1987. "Jerusalem Dreams." In Kunitz, *Thirteen Ways*, 73–85. [If the collection has already been cited in full, the editor's name and the collection's title are abbreviated.]

Chapter in Author's Own Book

- David, Angela. 1981. "Racism, Birth Control, and Reproductive Rights." In *Women, Race, and Class*, 202–21. New York: Vintage.

Translation or Authored Volume with Editor

- Rivera, José. 1999. *Labor Unions in Baja, California*. Translated by Will Moore. Richmond, VA: University of Richmond Press.
- Zerifopol-Johnston, Ilinca. 2009. *Searching for Cioran*. Edited by Kenneth R. Johnston. Bloomington: Indiana University Press.

Multivolume Work

- Foucault, Michel. 1986. *The Care of the Self*. Vol. 3 of *The History of Sexuality*. Translated by Robert Hurley. New York: Pantheon. [One volume is cited individually.]
- Foucault, Michel. 1978–1986. *The History of Sexuality*. 3 vols. Translated by Robert Hurley. New York: Pantheon. [The work as a whole is cited.]

Multiauthor Work

- Peters, Harold, Mary Kay Rogers, and Lawrence Burke. 1992. *Why the Revolutions Stopped*. Wilmington, DE: Strong and Wills. [Include all authors, no matter how many.]

Online Book

- Pyatt, Timothy D., ed. 1996. *Guide to African American Documentary Resources in North Carolina*. Charlottesville: University of Virginia Press.
www.upress.virginia.edu/epub/pyatt/index.html.

Journal Article

- Goldston, James. 2002. "Roma Rights, Roma Wrongs." *Foreign Affairs*, March–April. [Journal published with only months, no volume or issue numbers.]
- Meban, David. 2008. "Temple Building, *Primus* Language, and the Proem to Virgil's Third *Georgic*." *Classical Philology* 103, no. 2: 150–74. [Journal published in volumes; the month or season is not required. As a courtesy to readers, who increasingly are locating articles online, issue numbers should be given if available.]

- Wood, Ellen Meiksins. 1988. "Capitalism and Human Emancipation." *New Left Review*, no. 167: 1–20. [Journal published only in issues.]
- Weinan, Xu. 1931. "Taiwan shengfan de yishu wenhua" ("The Artistic Culture of the Taiwanese Barbarians"). *Yishu jie (Art World)* 21: 133–54.

Online Journal Article

- Abdulhadi, Rabab. 2003. "Where Is Home? Fragmented Lives, Border Crossings, and the Politics of Exile." *Radical History Review*, no. 86: 89–101.
muse.jhu.edu/journals/radical_history_review/v086/86.1abdulhadi.html.
 [Electronic versions of print articles should include page range from print version.]
- Esposito, Joseph J. 2010. "Stage Five Book Publishing." *Journal of Electronic Publishing* 13, no. 2. quod.lib.umich.edu/cgi/t/text/text-idx?c=jep;view=text;rgn=main;idno=3336451.0013.204.
- Jovanovic, Boyan, and Peter L. Rousseau. 2008. "Specific Capital and Technological Variety." *Journal of Human Capital* 2: 135. doi:10.1086/590066. [If the author has provided a DOI rather than a URL, use the DOI; no URL is needed. See CMS16, 14.6.]

Magazine Article

- Tuckman, Mitch. 1976. "Exiled on Main Street." *Village Voice*, July 26. [Note: *The* is dropped before periodicals in the notes.]

Online Magazine Article

- Davis, Peter. 2003. "Ignited Iraq: Baghdad Journal." *Nation*, August 28.
www.thenation.com/doc.mhtml?i=20030915&s=davis.

Newspaper Article

- DeParle, Jason. 1993. "Whither on Welfare: Clinton's Actions Are Far from Bold." *New York Times*, February 3. [Note: Page cite not necessary per CMS16, 14.203.]

Online Newspaper Article

- Associated Press. 2003. "Jackson Arrested at Yale after Protest Backing Strike." *Washington Post*, September 2. www.washingtonpost.com/wp-dyn/articles/A12012-2003Sep1.html.

Dissertation

- Thomas, Joe. 1992. "Eroticism and American Pop Art." PhD diss., University of Texas at Austin.

Paper or Presentation

- Gilmore, Donald. 1989. "What Does Hermeneutics Really Mean in Art?" Paper presented at the annual meeting of the College Art Association, Boston, February 13.

Interview

- Vazquez, Jay. 1995. Author interview, Fairfax County, VA, February 20.

Website (Other than Online Books and Periodicals)

[Include as much of the following information as possible: author of the content, title of the page (if there is one), title or owner of the site, URL, and access date (if no publication date is provided). The titles of websites and blogs generally use headline-style capitalization. See CMS16, 8.186 and 14.244, for guidance as to whether such titles should be set in roman type or italicized.]

- Kloman, Harry. 2003. "Introduction." Gore Vidal Index.
www.pitt.edu/~kloman/vidalframe.html (accessed July 27).

- Southern Poverty Law Center. 2003. "Center Information."
www.splcenter.org/centerinfo/ci-index.html (accessed August 27). [If there is no author, the owner of the site may stand in the author's place.]
- Barack Obama's Facebook page. www.facebook.com/barackobama (accessed July 19).
- Lasar, Matthew. 2008. "FCC Chair Willing to Consecrate XM-Sirius Union." *Ars Technica* (blog), June 16. arstechnica.com/news.ars/post/20080616-fcc-chair-willing-to-consecrate-xm-sirius-union.html.
- Astier, Henri. 2012. "French Election Irrelevant in Poor Suburbs." BBC News, Europe, March 26. www.bbc.co.uk/news/world-europe-17425269.

Unpublished or Archival Source

- Purcell, J. c. 1772. "A Map of the Southern Indian District of North America." MS 228, Ayer Collection, Newberry Library, Chicago.
- McQuown, Norman, ed. 1971. *The Natural History of an Interview*. Microfilm Collection of Manuscripts on Cultural Anthropology, ser. 15, nos. 95–99. Chicago: University of Chicago, Joseph Regenstein Library, Department of Photoduplication.

Film

- All That Folk*. 2004. Dir. Bojan Vuletić. Belgrade: B92 network, TV.
- Burn after Reading*. 2008. DVD. Directed by Ethan Coen and Joel Coen. Universal City, CA: Focus Features.
- The End of Violence*. 1997. DVD. Directed by Wim Wenders. Los Angeles: MGM Home Entertainment.
- Wesley Willis's Joyrides*. 2008. DVD. Directed by Chris Bagley. Oaks, PA: MVD Visual.

ELLIPSES. See also CAPITALIZATION

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.

EXTRACTS. See QUOTATIONS

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.

INITIALS. See ABBREVIATIONS

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 and EXTRACTS

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.

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 word *hermeneutics* is the most overused term in recent monographs.
The term *lyricism* was misused in Smith's book review.

TRANSLATIONS

When an original non-English title and its translation appear together in the text, the first version (whether original or translation) takes the form of an original title, and the second version is always enclosed in parentheses and treated like a bona fide title (whether or not the work represents a published translation) with title capitalization appropriate to the language.

The first time I saw *Beiqing chengshi* (*City of Sadness*) was probably in the winter of 1990 . . .

In Kawamura Minato's interview of Lee Yang-ji, "'Zainichi bungaku' o koete" ("Beyond 'Resident Literature'"), we sense the passion of . . .

The first time I saw *City of Sadness* (*Beiqing chengshi*) was probably in the winter of 1990 . . .

In Kawamura Minato's interview of Lee Yang-ji, "Beyond 'Resident Literature'" ("Zainichi bungaku' o koete"), we sense the passion of . . .

Isolated non-English words and phrases rendered into English are placed in parentheses.

assimilating them to the *bunmei* (civilization)
because of their *hajichi* (hand tattoos)

assimilating them to the civilization (*bunmei*)
because of their hand tattoos (*hajichi*)

