positions Style Guide
06/11

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.

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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
Endnotes are used; there is no bibliography. The first citation of a work provides full bibliographic information; subsequent citations provide the author’s last name, a shortened title, and the page number. If a citation is given to an online work, an access date is required only if no publication date is provided. In online citations, “http://” does not precede URLs.

Book
2. Sun Dachuan, Jiujiu jiu yici (One Last Cup of Wine) (Taipei: Zhang Laoshi Chubanshe, 1991), 133.

Chapter in a Collection
5. Ibid., 36.
6. Elizabeth Chen, “Chinese Dreams,” in Kunitz, Ways of Looking, 73–85. [If the collection has already been cited in full, the editor’s name and the collection’s title are abbreviated.]

Translation

Multivolume Work

Multiauthor Work
11. Li Ruzhen et al., *Shiso (Thought)* (Taipei: Taiwan Wenyuan Shuju, 1980), 103–6. [More than three authors]

**Online Book**

**Journal Article**
15. David Meban, “Temple Building, *Primus* Language, and the Proem to Virgil’s Third *Georgic*,” *Classical Philology* 103, no. 2 (2008): 153. [Journal published in volumes; the month or season is not required. As a courtesy to readers, who increasingly are locating articles online, issue numbers can be given if available.]

**Online Journal Article**

**Magazine Article**

**Online Magazine Article**

**Newspaper Article**

**Online Newspaper Article**

**Dissertation**

**Paper or Presentation**

**Interview**
Websites (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.


29. To contact Focus on the Global East, subscribe to its publications, or find out more about its organizing principles and activities, see www.focusonglobaleast.org/aboutus.


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 *Beijing 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 . . .

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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*)