

TOQ Style Sheet

In general, TOQ follows the *Chicago Manual of Style*, 15th edition. Common style issues and TOQ's departures from the *Chicago Manual* are listed below.

QUOTATIONS

- ❖ Words other than your own should be enclosed in quotation marks and cited appropriately. For example: "Neither the spirit of the family, nor of the party, nor the political interests that would have moderated every other Genevan, was capable of tempering the mystic rage of this tub thumper . . ."
- ❖ Quotations of fifty words or more should be set off as block quotations, and do not require quotation marks. For example:

Neither the spirit of the family, nor of the party, nor the political interests that would have moderated every other Genevan, was capable of tempering the mystic rage of this tub thumper, born in misfortune, scourged silly by an elderly spinster, and spoiled rotten by his first friends. Jack of all the trades, including the most disgusting, in turn lackey and minion, music master, parasite, kept man, he knew only one thing: his intellectual and moral bankruptcy. . . .

CITATIONS

- ❖ In reviews and review essays, full bibliographical information on the book under review is given at the beginning. Cite the book under review in the text as follows: "Neither the spirit of the family, nor of the party, nor the political interests that would have moderated every other Genevan, was capable of tempering the mystic rage of this tub thumper . . ." (p. 25). Note that the period goes after the citation.
- ❖ With block quotes, the citation goes after the period:

Neither the spirit of the family, nor of the party, nor the political interests that would have moderated every other Genevan, was capable of tempering the mystic rage of this tub thumper, born in misfortune, scourged silly by an elderly spinster, and spoiled rotten by his first friends. Jack of all the trades, including the most disgusting, in turn lackey and minion, music master, parasite, kept man, he knew only one thing: his intellectual and moral bankruptcy. . . . (p. 25)

- ❖ If multiple works by the same author are under review, differentiate the

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citations by including the title or an abbreviation of the title. For example: "I wish to show my fellows a man in all the truth of nature; and this man will be myself" (*Confessions*, 5). "Everything is good as it leaves the hands of the Author of things . . ." (*Emile*, 37).

- ❖ If works by different authors are under review, differentiate the citations by including the author's name. For example: "Everything is good as it leaves the hands of the Author of things . . ." (Rousseau, 37). "The visionary state of mind is nowhere more common than in hypochondria" (Kant, 78).
- ❖ For all other citations, use footnotes rather than endnotes or the author-date system.
- ❖ If there are more than three authors or editors, use the first author's or editor's name followed by et al. with no intervening punctuation (Charlotte von Klobloch et al.); otherwise include all names.
- ❖ Except for the preliminary pages of a book, which are set in lower cased Roman numerals, Arabic numerals should be used when referring to volume numbers, page numbers, chapters, or other parts of a book or periodical (even when Roman numerals are used in the original publication).
- ✓ **Note:** Numbers in the title of a work should remain as given, e.g., Anthony M. Ludovici, "My Education," Part II.

Books

The order of information is: 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.

❖ **Standard Book:**

Kevin MacDonald, *Cultural Insurrections: Essays on Western Civilization, Jewish Influence, and Anti-Semitism* (Atlanta: The Occidental Press, 2007), 151–60.

❖ **Two authors:**

Richard Lynn and Tatu Vanhanen, *IQ and Global Inequality* (Augusta, Ga.: Washington Summit Publishers, 2006).

❖ **Four or more authors or editors:**

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John Doe et al., eds., *Title of Book* (New York: PC Press, 1987), 151–60.

❖ Editor, translator, or compiler with an author:

Anthony M. Ludovici, *The Lost Philosopher: The Best of Anthony M. Ludovici*, ed. John V. Day (Berkeley, Cal.: Educational Translation and Scholarship Foundation, 2003), 152.

❖ Edition other than the first:

Savitri Devi, *Gold in the Furnace: Experiences in Post-War Germany*, 3rd ed., ed. R. G. Fowler (Atlanta: The Savitri Devi Archive, 2006).

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), etc. (Do not use superscripts on ordinal numbers.)

❖ Article in a book edited by someone else:

Sam G. Dickson, “Race and the South,” in *Race and the American Prospect: Essays on the Racial Realities of Our Nation and Our Time*, ed. Samuel Francis (Mt. Airy, Md.: The Occidental Press, 2006), 199–220.

- ✓ **Note:** TOQ prefers that you include the page numbers of such articles.

❖ Multivolume works:

Muriel St. Clare Bynre, ed., *The Lisle Letters*, 6 vols. (Chicago: University of Chicago Press, 1981). (if citing entire work)

William Farmwinkle, *Survey of American Humor*, vol. 2, *Humor of the American Midwest* (Boston: Plenum Press, 1983), 132. (if citing a particular volume with its own title)

Edward Banicek, *A History of India* (Philadelphia: Ross and Kittredge, 1988), 2:345. (if citing a particular volume without a separate title, in this example vol. 2)

- ✓ **Note:** When naming the city of publication, one need not indicate the state or country when that is commonly known or obvious from the name of the press itself. For example:

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Worcester, Mass. *but not* Boston, Mass.

Vienna, Va. *but not* Vienna, Austria

Charlottesville, Va.: Molehill Press *but not* Charlottesville, Va.: University of Virginia Press

- ✓ **Note:** Never use postal abbreviations for states in citations. For example, for Virginia, the abbreviation is Va., not VA. When in doubt, consult: <http://www.stateabbreviations.us/>

Dissertations or Theses

- ❖ Titles of dissertations and theses are placed in quotes, not italicized. For example:

Alexander Hawryluk, "Friends of FIGHT: A Study of a Militant Civil Rights Organization" (Ph.D. diss., Cornell University, 1967), 49.

- ✓ **Note:** For an M.A. thesis, replace Ph.D. diss. with Master's thesis.

Periodicals

The order of information is: Author; Title of article or column; Title of periodical; Issue info (vol., issue # if needed, date); Page number(s), URL (if online).

- ❖ **Journals:**

Marc Shell, "Language Wars," *New Centennial Review* 1, no. 2 (2001): 1-17.

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).

- ✓ **Note:** TOQ prefers that issue numbers be included only when citing other articles in TOQ. Otherwise, they can be omitted.
- ✓ **Note:** Use Arabic numerals, not Roman, for volume or issue numbers, even if the journal cited uses roman numerals.

- ❖ **Popular Magazines:**

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

❖ Newspapers:

"Kodak Holds Its Meeting Amid Racial Protests," *New York Times*, April 26, 1967, A2.

- ✓ **Note:** In English-language newspapers, omit the initial "The," if any, in newspaper titles; retain its equivalent in foreign language newspapers (e.g., *Le Monde*). In text, "the" is lower cased and set in Roman type ("He read the *New York Times* every morning."). This rule applies to magazines and journals too.

Miscellaneous References

❖ Correspondence and Manuscript Materials:

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):

George Creel to Colonel House, September 25, 1918, Edward M. House Papers, Yale University Library.

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

❖ Website References:

- ✓ "General" URLs (e.g., the homepage for an organization mentioned in the text) should be given in the text, in parentheses. For example:

By 1990 he had become director of his own small think tank, the Philadelphia-based Middle East Forum (<http://www.meforum.org>).

- ✓ Specific URLs (e.g., the citation for a particular article or other item online) should be placed in footnotes. For example:

George W. Bush, "President Bush Announces Major Combat Operations in Iraq Have Ended," May 1, 2003,
<http://www.whitehouse.gov/news/releases/2003/05/iraq/20030501-15.html>.

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- ✓ The date information was accessed may be included, especially in contexts when the information on the web might change. For example:

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

- ✓ Put URLs in standard Roman type, not in italics. Do not set them off in angle brackets (< >) as specified in the *Chicago Manual*.
- ✓ Do not hyphenate or break URLs at the end of a line, lest inaccuracies creep in.

❖ Legal Cases:

- ✓ Elements to be included are: case name (followed by comma), volume of reporter, name of reporter, opening page of decision (followed by comma), cited page number(s), court and date (in parentheses). For example:

Bridges v. California, 314 US 252 (1941)

United States v. Dennis, 183 F2d 201, 203 (2d Cir 1950)

- ✓ Court cases should be italicized in text (e.g., *Smith v. Brown* established . . .).
- ✓ **Note:** In court cases the abbreviation for "versus" is v. *not* vs.

Inclusive Number Rules for Citing Page Numbers

- ❖ If the first number cited is less than 100, then use all digits of the second number. For example:

3-10
71-72
96-117

- ❖ If the first number is 100 or a multiple of 100, then use all digits of the second number. For example:

100-104
600-613
1100-1123

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- ❖ If the first number is 101 through 109 (or 201 through 209, etc.), then use only the changed part of the second number. For example:

107-8
505-17
1002-6

- ❖ If the first number is 110 through 199 (or 210 through 299, etc.), then use at least two digits of the second number, more when necessary. For example:

321-25
415-532
1536-38
1496-504
11564-78

ACRONYMS AND INITIALS

- ❖ Set acronyms entirely in capital letters with no periods (YMCA, AFL-CIO, HMO).
- ❖ Spell out acronyms the first time you use them, followed by the acronym in parentheses.
- ❖ When using acronyms with an indefinite article, choose the appropriate article according to how the acronym is read. For example:

A NATO meeting, a YMCA event
An NFL team (*but* a National Football League team)
An NAACP position (*but* a National Association for the Advancement . . .)

- ❖ TOQ does not grant the United States special status. Therefore, contra the *Chicago Manual*, you may use simply US as a noun, as one would use USSR and UK.
- ❖ Do not use periods with US, UK, USSR, and the like.
- ❖ With an individual's initials, use periods and put a space between the letters, e.g., G. R. G. Mure *not* G.R.G. Mure.
- ❖ However, when a person is commonly known by his initials, use only the initials, without periods or spaces between, e.g., JFK, LBJ, FDR.

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PUNCTUATION

- ❖ Use serial commas (“The flag is red, white, and blue,” *not* “The flag is red, white and blue.”).
- ❖ Periods and apostrophes go inside quotations marks (“The period goes inside the quotation mark.”). Colons and semi-colons go outside (I said to her, “Don’t go outside”; she didn’t like that.).
- ❖ Do not use a comma between a person’s name and Jr. or II, etc. (John Smith Jr., John Smith IV).
- ❖ Ellipses are period-space-period-space-period-space. Do not use the ellipsis character.
- ❖ Use only one space after every period, comma, semicolon, or colon.

CAPITALIZATION

- ❖ Do not capitalize the color designations of races, e.g., use white *not* White, negro *not* Negro, black *not* Black.
- ❖ Capitalize geographical designations of races, e.g., European, Caucasian, African, Asian, Australoid, Capoid, Congoid, Amerindian.
- ❖ In general, titles of individuals are capitalized only when used with the person’s name, e.g., Emperor Julian, Queen Elizabeth, Professor Wolters, Prime Minister Thatcher, President Reagan, Swami Satyananda, Pope Alexander VI. But they are not capitalized when used on their own, e.g., the emperor, the queen, the professor, the prime minister, the president, the swami, the pope. See *Chicago Manual* 8.22 for exceptions.
- ❖ Roman Empire; the empire
- ❖ Supreme Court; the court (contra the *Chicago Manual*, TOQ does not make an exception for the US Supreme Court)
- ❖ Capitol, the building (capitalize)
- ❖ Cold War (TOQ preference)
- ❖ first lady (lower case)
- ❖ civil rights movement (lower case)

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- ❖ Congress, congressional
- ❖ Communist, Community Party, communism
- ❖ First World War and Second World War are preferred to World War I and World War II, but never use WW I and WW II.

CENTURIES AND DECADES

- ❖ Spell out references to particular centuries, e.g., the twentieth century, eighteenth-century history.
- ❖ No apostrophe before s in specifying a decade or century, e.g., 1960s *not* 1960's.
- ❖ Decades should be expressed as the 1980s *not* the '80s, unless the contracted form is part of everyday usage, e.g., "Shy Tuna is an '80s music cover band."
- ❖ The following ways of referring to the first two decades of a century are acceptable:

the first decade of the nineteenth century
the years 1800–1809
the years 1910–19

COMPOUND WORDS

- ❖ As a general rule, hyphens should be used to avoid ambiguity and difficult reading; where a misreading is unlikely, the compound should be closed.
- ❖ Common prefixes forming closed compounds:
 - co e.g., coauthor, coordinate
 - re e.g., reelection, reexamine
 - non e.g., nonviolent
 - multi e.g., multifaceted
 - socio e.g., socioeconomic, sociopolitical
- ❖ If in doubt, consult the *Chicago Manual*, 7.90 or the *American Heritage College Dictionary*.

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DATES

- ❖ All dates, whether in text or references, should be in month-day-year format, with months always spelled out, e.g., October 10, 2002.
- ❖ No punctuation is needed when only a month and year are given, e.g., August 1945.

FOREIGN WORDS

- ❖ Contrary to the *Chicago Manual*, TOQ style is to set foreign words that have been integrated into the English language and appear in standard English dictionaries in italic type, e.g., *fait accompli*, *pro rata*, *mea culpa*, *a priori*.
- ❖ Isolated foreign language words and phrases that are not quotations should be set in italics.
- ❖ Proper nouns in a foreign language are always set in Roman (regular) type.
- ❖ Foreign phrases a sentence or more in length should be set in quotation marks in Roman (regular) type, even if they are not quotations.
- ❖ Foreign language quotations, long or short, are always in Roman (regular) type with quotation marks.

MISCELLANEOUS

- ❖ Follow American, not British spelling, e.g., color, not colour.
- ❖ If more than one spelling is given in the dictionary, use the first. TOQ uses the *American Heritage College Dictionary*.
- ❖ Academic fields should be referred to in lower case, except when one or more of the terms is a proper noun or adjective, e.g., US history, English literature.
- ❖ Use Japanese American, Italian American, African American, etc. as nouns, Japanese-American, Italian-American, African-American, etc. as adjectives.
- ❖ Spell out percent; do not use % symbol.
- ❖ The ampersand (&) may be used only in notes, and only where it appears in the name of a publisher.

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- ❖ Use e-mail *not* email or E-mail.
- ❖ listserv, plural listservs
- ❖ “Which” is used with nonrestrictive clauses, “that” with restrictive clauses. For example:

The basenji, which is the smallest breed of hound, is both highly intelligent and extremely mischievous.

Miscegenation is often presented as something that is inevitable, but in fact it could be prevented by racial separation.

- ✓ A rule of thumb: If you can drop the clause and not lose the point of the sentence, use “which”; if you can’t, use “that.”
- ✓ Another rule of thumb: A “which” clause goes inside commas; a “that” clause doesn’t. For example:

Mike’s dog, which is a Rhodesian ridgeback, carried the kitten to safety.

The dog that carried the kitten to safety is Mike’s Rhodesian ridgeback.

- ❖ Never use just the last name of a living person. Men are always Mr., Professor, Doctor, etc. Women are Miss or Mrs., if their marital status is known, Miss if not known. Never use Ms.
- ❖ Do not use the passive voice unless absolutely necessary.
- ❖ Use Hispanic, not Latino.
- ❖ Make every word count.
- ❖ Do not use a long word when a short one will do.

NUMBERS

- ❖ *Usually*, numbers are spelled out up to “ten,” and numerals are used for 11 and higher.
- ❖ *However*, when comparing statistics, it is best to use numerals consistently, e.g., 5 to 15 percent *not* five to 15 percent, from 6 to 12 hours of sleep *not* from six to 12 hours of sleep
- ❖ Always use numbers to express clock time, e.g., 1 p.m. *not* one p.m.

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- ❖ Never start a sentence with a numeral; spell out the number instead.
- ❖ All numbers over 999 (except dates) require commas, e.g., \$1,000 *not* 1,000 BC.
- ❖ Ordinals are 12th, 13th, etc. Do not use superscript for the “th.”
- ❖ Use numerals for larger round figures such as 100, 2,000.
- ❖ Very large numbers may be expressed in numerals followed by million, etc., e.g. 2.3 million.
- ❖ Inclusive number rules:

167-72

from 167 to 172 (*not* from 167-72)

between 167 and 172 (*not* between 167-72)

1898-1903

from 1898 to 1903 (*not* from 1898-1903)

between 1898 and 1903 (*not* between 1898-1903)