

## Pennsylvania History: A Journal of Mid-Atlantic Studies Style Sheet

Please submit your work only in electronic form using Microsoft Word, either attached to email or on a compact disc. Send to the editor at [pnewman@pitt.edu](mailto:pnewman@pitt.edu) or Paul Douglas Newman, Department of History, University of Pittsburgh at Johnstown, Johnstown, PA 15904.

In the case of any questions about style not addressed on this sheet, please refer to *The Chicago Manual of Style*, 15<sup>th</sup> ed. Chicago: The University of Chicago Press, 2003. Hereafter referred to as *CMS*.

### **Text Format**

-commas

-When a conjunction joins the last two elements in a series, a comma should appear before the conjunction.

-Example: "The presence in Pennsylvania history of the Paxton Boys, the Whisky Rebels, and Fries Rebellion has been used to highlight such a division."

-See *CMS* 6.19.

-double-spacing. All document text must be double-spaced.

-endnotes. Endnote reference numbers should occur primarily at the end of sentences. See Endnotes Format and Guidelines below.

-figures. In the text, do not use the word "see" before directing the reader to any figures.

-indentation.

-Do not indent first paragraph of an article.

-Do not indent first paragraph after article subheadings.

-italics. Use to express emphasis in the text.

-subheadings.

-all subheadings within the text should be bolded.

-subheadings should not have any punctuation at the end.

-one line space should come before and after the subheading.

-tables. In the text, do not use the word "see" before directing the reader to any tables.

### **Text Style Guidelines**

-academic degrees

-Within text, abbreviate a Bachelors degree as "BA," a Masters degree as "MA," and a doctorate as "Ph.D."

-Example: "Jane Smith is a Ph.D. candidate."

-See *CMS* 15.21.

-co

-Examples: coequal, coauthor, coeditor  
co-opt, co-worker

-See *CMS* 7.90

-dates

-Spell out months, using numerals for days and years.

-When writing out dates, place comma after the day.

-Example: September 13, 1791

-See *CMS* 6.46.

-decades

-Leave out apostrophe within decades.

-Example: "The struggle for union victory in the garment industry that blossomed in 1909 achieved victory in the 1930s."

-See *CMS* 9.37.

-department

-Examples: departmental; the State Department; the Department of State.

-governor

-Examples: Ed Rendell, governor of Pennsylvania; Governor Rendell; the governor.

-numbers: spell out whole numbers one through one hundred, and all round numbers, in words, rather than with digits. See *CMS* 9.3.

-four-digit numbers

-comma comes after first digit of any four digit number.

-Example: "Braddock accounted 1,330 men of the two regiments, and 2,041 overall, fit for duty."

-See *CMS* 9.59.

-large numbers

-Spell out very large numbers (such as millions and billions) with numerals rather than digits.

-Example: "By January 1763, the British national debt was 130 million pounds sterling."

-See *CMS* 9.10.

-numbers beginning sentences must be spelled out in words, not numerals.

-Example: "Four weeks into the bitter shirtwaist strike in the severest winter in recorded Philadelphia history (1909-1910), union leader Abraham Rosenberg had just about given up."

-See *CMS* 9.3.

-paragraphs

-Whenever multiple numbers appear in a paragraph, maintain consistency of usage, consistently spelling out numbers in words or using digits.

-Example: "A return dated January 24, 1758, however showed the regiment, still in Charleston, to be in far better condition: 942 men fit, 68 sick, 30 to complete."

-See *CMS* 9.7.

-percentages

-Write out the percentage in the text with numerals

-Example: "Many worked in the garment industry, and the proportion of Philadelphia wage-earners employed in the women's clothing industry grew from 7.4 percent in 1899 to 9.0 percent in 1914."

-See *CMS* 9.19.

-parliament

-Examples: the Scottish Parliament; parliamentary procedure.

-possessives

-For singular words and names (including those terminating in "s") add apostrophe and "s"

-Examples:

-"Becker's statements during the strike became increasingly strident."

-"a triumphant completion of its mission by Forbes's army."

-For plural words, add apostrophe only.

-Example: "the Lewistown Riots' disappearance from history."

-See *CMS* 7.17.

-president

-Examples: presidential; President Clinton.

-republican

-Examples: republicanism; the Republican party.

-revolution

-Examples: revolution (referring to revolutions in general); the American Revolution, Revolutionary (when referring to American Revolution).

-[sic]. Avoid using to indicate misspellings or poor grammar within quotations. Insert [word] after a word if its meaning is unclear.

-time of day

-a.m. and p.m.

-See *CMS* 9.42; 15.44.

-time period

-Time periods should not be capitalized

-Example: "early national period."

-See *CMS* 8.77.

-whig

Examples: whiggish; the Whig party.

### **Endnotes Format**

-double-spacing. All endnotes must be double-spaced.

-endnote numbers

-in text, should be superscript preferably at the end of sentences, in Arabic numerals

-should be full-sized Arabic numerals at back of text.

-first endnote should include acknowledgements, if any. Place this number at end of first sentence in text.

### **Endnotes Style Guidelines**

-authors

-books written or edited by one author

-Example:

-First reference:

-Louis Levine, *The Women's Garment Workers: A History of the ILGWU* (New York: B.W. Huebsch, 1924), 6-7.

-Subsequent references:

-Levine, *Women's Garment Workers*, 10.

-See *CMS* 17.26.

- books written or edited by two authors

-Example:

-First reference:

-Glenn Gingerich and Anne Kreider, *Amish and Mennonite Genealogy* (Philadelphia: Campion Press, 1986).

-Subsequent references:

-Gingerich and Kreider, *Amish and Mennonite Genealogy*.

-See *CMS* 17.27.

- books written or edited by three or more authors

-Example:

-First reference:

-S. K. Stevens, Donald H. Kent, and Autumn L. Leonard, eds., *The Papers of Henry Bouquet* (Harrisburg: Pennsylvania Historical and Museum Commission, 1951).

-Subsequent references:

-Stevens et al., *Bouquet Papers*.

-See *CMS* 17.29.

- chapters. use “chap.” or “chaps.” to cite a chapter in footnotes or endnotes.
  - Example: Whitfield J. Bell, Jr., *John Morgan: Continental Doctor* (Philadelphia: University of Pennsylvania Press, 1965), chap. 2.
  
- chapter from a multiauthor book.
  - Example: Tim H. Blessing, “The American Revolution in the Upper Juniata Valley,” in *Beyond Philadelphia: The American Revolution in the Pennsylvania Hinterland*, ed. John B. Frantz and William Pencak (University Park: Penn State University Press, 1998), 157-58.
  - See CMS 17.69.
  
- citing different editions of a work
  - Example: *The Chicago Manual of Style*, 15<sup>th</sup> ed. (Chicago: The University of Chicago Press, 2003).
  - See CMS 17.79.
  
- citing notes.
  - Examples: 290n13.  
201nn16-17.
  - See CMS 18.110.
  
- correspondence
  - Examples:
    - Pitt to Forbes, Whitehall, Jan. 23, 1759, in *Correspondence of William Pitt when Secretary of State with Colonial Governors and Military and Naval Commissioners in North America*, ed. Gertrude Selwyn Kimball (New York: Macmillan, 1906).
    - 1<sup>st</sup> reference to archival or manuscript collection: Legislative Communications from the Governor to both Houses of the Legislature, Sept. 21, 1791. Record Group 26, Records of Department of State, Secretary of the Commonwealth, Executive Correspondence [Mifflin Administration], Letter Book and Rough Copies [hereafter cited as Mifflin Correspondence, State Archives]. On microfilm, Reading Room, Pennsylvania State Archives, Harrisburg, PA.
    - Subsequent references: Letter from Thomas Beale, Esq. of the County Mifflin to the Governor, Sept. 21, 1791, Mifflin Correspondence, State Archives.
  - See CMS 17.76.
  
- dissertations and theses.
  - Example: Tim Harry Blessing, “The Development of a Dysfunctional Society: The Systems of Pennsylvania’s Juniata Valley, 1740-1985” (Ph.D. diss., The Pennsylvania State University, 1989).
  - See CMS 17.214.

-editor or translator

- Example: Theodor W. Adorno and Walter Benjamin, *The Complete Correspondence, 1928-1940*, ed. Henri Lonitz, trans. Nicholas Walker (Cambridge, MA: Harvard University Press, 1999).
- See CMS 17.42.

-ibid.

- When using ibid., do not use italics.
- Use only ibid. and passim, not other Latin abbreviations such as op. cit.
- See CMS 16.47

-journal articles

- Example: Jacqueline Dowd Hall, "Disorderly Women: Gender and Labor Militancy in the Appalachian South," *Journal of American History* 73 (1986): 354-382.
- See CMS 17.157.
- citing a volume series.
  - Example: "Letter of John Sewall," *Proceedings of the Massachusetts Historical Society*, 2<sup>nd</sup> ser., 10 (January 1896): 414.
  - See CMS 17.178.
- citing a multivolume series
  - Example: *The Collected Works of F.A. Hayek* (Chicago: University of Chicago Press, 1988-).
  - See CMS 17.118

-newspapers

- Examples: 1<sup>st</sup> reference: Philadelphia *Public Ledger*, January 17, 1910.  
Subsequent references: *Public Ledger*, January 17, 1910.  
Mike Royko, "Next Time, Dan, Take Aim at Arnold," *Chicago Tribune*, September 23, 1992.
- See CMS 17.188.

-place of publication

- Include state when necessary for clarity.
  - Example: Cambridge, MA: MIT Press.  
Cambridge: Cambridge University Press.
- Include country after city or town when necessary for clarity.
  - Example: Harmondsworth, UK: Penguin Books.
- See CMS 17.100.

-volume

- citing a particular volume.
  - Example: Gertrude Selwyn Kimball, ed., *Correspondence of William Pitt when Secretary of State with Colonial Governors and Military and Naval Commissioners in North America* (New York: Macmillan, 1906), 2:16-17.
  - See CMS 17.85.

