

## Early American Studies Style Sheet – January 2024

In general, follow the *Chicago Manual of Style (CMS)*, 17th ed., but where something in *CMS* conflicts with this style guide, follow the latter.

### Capitalization, Punctuation, Spelling, Usage

- Use the first spelling in *Merriam-Webster's Collegiate Dictionary* ([www.merriam-webster.com](http://www.merriam-webster.com)) when an entry has two variants.
- See the Terms list below and *CMS*, chap. 8, for general guidance on capitalization.
- A split infinitive is OK if the text reads better with a split infinitive.
- Maintain subject-verb agreement and tense consistency.
- Use the serial comma.
- Do not use a comma before Jr., Sr.
- Ellipses: use a 3-dot ellipsis within a sentence or fragment; use a 4-dot ellipsis (a period plus three dots) to indicate an ellipsis between grammatically complete sentences, even when the end of the first sentence in the original source has been omitted. In general, do not use ellipses at the beginning or end of quotations.
- Lowercase the first letter after a colon except when the colon introduces a full-sentence quotation, one or more questions, or a numbered series. See *CMS* 6.63.
- Form the possessive of most proper nouns ending with the letter *s* by adding an apostrophe and an *s* (*CMS* 7.17): e.g., Descartes's philosophy; Jones's life; Euripides's plays; Jesus's name. But: the United States'; Massachusetts'
- Per *CMS* 7.63, use italics for words used as words (e.g., the term *constitution*; the word *happy*) and for non-English words not included in the main section of *Merriam-Webster's Collegiate Dictionary* (or labeled "foreign term" on [merriam-webster.com](http://merriam-webster.com)). For more, see the "Indigenous Vocabulary" section just below.
- In general, use roman punctuation after italicized words. See *CMS* 6.2: "All punctuation marks should appear in the same font—roman or italic—as the main or surrounding text, except for punctuation that belongs to a title in a different font (usually italics)."

### Indigenous Vocabulary; Racial and Ethnic Terms

- In general, follow *CMS* for treatment of non-English terms or phrases: italicize throughout unless a term is used so frequently that the italics would become distracting; in the latter case, use italics only on the first occurrence.
- Because this is often an intellectual and political choice, can vary by discipline, and is sometimes part of the piece's larger argumentative apparatus, authors may choose a different approach. Any strong preferences for a different style on this question (e.g., using roman type for all Indigenous-language words) should be expressed during the developmental editing phase. A consistent style within each article is more important than a consistent style across all articles.

- Capitalize terms used to identify people of color or of historically marginalized origins (e.g., Black, Indigenous). As a rule, do not capitalize terms used to identify people outside these groups (e.g., white). Do not capitalize *of color* constructions (e.g., *people of color*, *women of color*). Again, exceptions are allowed if an author has a strong preference or if their text would be, in the editors' view and with the author's concurrence, better served by an alternative style.
- In articles that follow the standard approach, glosses are in parentheses or quotation marks: e.g., *omvta*, or "hunters"; *tashka* (warriors). Longer quotations plus translation: e.g., "huey puerta motlalliani tlaquilolli" (a great painted door).
- Always use the plural for ethnographic groups, such as groups of Indigenous peoples (e.g., the Mohawks, Crees, Delawares, Ojibwas, etc.). Fox, Iroquois, Illinois, and the like are both singular and plural.

## Abbreviations

- Do not use periods in US, UK, or other abbreviations (e.g., PhD, PA, AHMS) where abbreviations are appropriate; spell out state names in running text.
- Do use periods in lowercase abbreviations (i.e., a.m., p.m.) and for initials. Latin abbreviations such as *i.e.*, *e.g.*, and *etc.* are spelled out in the text, though abbreviations are allowed (1) within parentheses in the text and (2) in the notes. When used, these abbreviations are set in roman type, but the word *sic* is italicized.
- Personal initials have periods and are spaced: e.g., W. E. B. Du Bois.

## Quotations

- Set as a block quotation a prose quotation of 5+ lines of text or a verse quotation of 3+ lines.
- For quotations from **primary, pre-twentieth-century sources**, do not change the case of the first character except to capitalize a lowercase first letter at the beginning of a sentence; in the latter case, **use square brackets** to indicate the change. Likewise, do not change the capitalization of the first letter after a 4-dot ellipsis.
- For quotations from **other sources (secondary sources, material published from 1900 on)**, do change the capitalization of the first letter of the quotation to fit the syntax of the sentence; **do not use square brackets** to indicate the change. Likewise, do change the capitalization of the first letter after a 4-dot ellipsis; do not use square brackets to indicate the change (though exceptions are possible for certain material).

## Dates and Numbers

Use American-style dates: March 17, 1802

Number ranges (pages, years, etc.) are abbreviated as follows *except* in chapter titles and subheads: 75–76, 75–106, 100–106, 106–8, 175–76, 175–223, 1800–1825, 1861–65.

Spell out 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: eleven years; ninety-two miles; one hundred days; thirty thousand people.

Use numeral plus word for round millions and billions: 6 billion years.

Common fractions are hyphenated: one-third, three-quarters.

Other number examples and exceptions:

- 5 percent, 95 percent
- chapter 3, figure 1, act 2, scene 3
- on February 8, 1796, at 8:15 a.m. and again at 6:15 p.m.
- September–October 1792
- from 1767 to 1770
- the 1810s and 1820s
- old-style/new-style dates: 1704/05
- Fifth Avenue, Twenty-First Street
- Fourteenth Amendment
- US currency: five dollars, fifty cents, \$5.50, \$100, \$10 million
- British currency: two pounds, three and sixpence; £12 18s. 8d.

## Figures and Tables

Captions take sentence-style capitalization and have terminal punctuation. If credit or source information is provided, it should be the last element of the caption. For example: Figure 4. Front of the Seal of Charles II, National Archives, United Kingdom, SP 108/388. Reproduced by permission of the National Archives, UK.

## Documentation

- Note numbers should fall at the end of a sentence if at all possible, or at least at the end of a clause.
- Note numbers should not appear on the article title, any subheads, at the ends of epigraphs, or in figure captions.
- Callouts for footnotes in tables are handled separately. Each table has its own set of notes.
- Avoid using “*ibid.*” when the referent may not be clear. Use roman type for “*ibid.*”
- Do not use the notations *f.* (*ff.*), *idem*, *op. cit.*, *loc. cit.*, *infra*, *passim*, and *supra*.
- Latin abbreviations are not italicized. Note that *et al.*, *et* is a whole word (meaning “and”) and therefore is not followed by a period.
- In references to poetry, where the abbreviation “*l.*” or “*ll.*” might be mistaken for a numeral, the word “line” or “lines” is spelled out.
- Set legal cases in roman type. (In the text, use italics.)
- Cite notes with the letter and no added space: e.g., 324n15.
- Do not use “*cf.*” to mean “see”; use “*cf.*” sparingly and only to mean “compare.”

- Include state abbreviations (postal codes) in citations unless the city is large or the location of a well-known university: e.g., New York, Chicago, Boston, Baltimore, Ithaca, New Haven, Princeton. Do use “Cambridge, MA” for Harvard University Press and MIT Press.
- Cite only one location for the publisher. If a title was simultaneously published in the United States and abroad, list the US city unless you are quoting from, e.g., a UK edition.
- OK to omit the publisher’s name for titles published before 1900.

#### BOOK

- Daniel H. Usner, *Indians, Settlers, and Slaves in a Frontier Exchange Economy: The Lower Mississippi Valley before 1783* (Chapel Hill: University of North Carolina Press, 1992), 89.
- Michelle Burnham, *Transoceanic America: Risk, Writing, and Revolution in the Global Pacific* (New York: Oxford University Press, 2019), 8–10.
- [John Dickinson], *The Letters of Fabius, in 1788, On the Federal Constitution; And In 1797, On the Present Situation of Public Affairs* (Wilmington, 1797), 34. [Original capitalization can be retained rather than standardized in titles before 1800.]

#### REPRINT

- Bernard Bailyn, *The Ideological Origins of the American Revolution* (1967; repr., Cambridge, MA: Harvard University Press, 2017), 67–68.

#### CHAPTER

- Hugh Amory, “A Boston Society Library: The Old South Church and Thomas Prince,” in David D. Hall, ed., *Bibliography and the Book Trades: Studies in the Print Culture of Early New England* (Philadelphia: University of Pennsylvania Press, 2004), 160n31.

#### EDITED OR TRANSLATED WORK

- Jürgen Heideking, *The Constitution before the Judgement Seat: The Prehistory and Ratification of the Constitution, 1787–1791*, ed. John P. Kaminski and Richard Leffler (Charlottesville: University of Virginia Press, 2012).
- Maurie D. McInnis and Louis P. Nelson, eds., *Shaping the Body Politic: Art and Political Formation in Early America* (Charlottesville: University of Virginia Press, 2011).
- Paul Hazard, *The Crisis of the European Mind, 1680–1715*, trans. J. Lewis May (1935; repr., New York: New York Review Books, 2012), xvi

#### PRIMARY SOURCES IN MULTIVOLUME WORK

- Thomas Jefferson to Major John Cartwright, June 5, 1824, in Andrew A. Lipscomb and Albert Ellery Bergh, eds., *The Writings of Thomas Jefferson*, 20 vols. (Washington, DC: Thomas Jefferson Memorial Association of the United States, 1903–5), 16:44.
- Alexander Hamilton, “The Farmer Refuted, &c.,” 1775, in Harold C. Syrett, ed., *The Papers of Alexander Hamilton*, vol. 1: 1768–1778 (New York: Columbia University Press, 1961), 122.

#### REFERENCE WORK

- Peter Holland, “Bannister, Charles (bap. 1741, d. 1804), Actor and Singer,” *Oxford Dictionary of National Biography*, September 23, 2004, <https://www.oxforddnb.com/view/10.1093/ref:odnb/9780198614128.001.0001/odnb-9780198614128-e-1315>.

#### JOURNAL ARTICLE

- Ronald J. Zboray and Mary Saracino Zboray, “Is It a Diary, Commonplace Book, Scrapbook, or Whatchamacallit? Six Years of Exploration in New England’s Manuscript Archives,” *Libraries and the Cultural Record* 44, no. 1 (2009): 101–23.
- Ashley E. Moreshead, “To ‘Share in This Glorious Work’: Anglo-American Missions and American Baptist Identity in the Early Republic,” *Early American Studies* 19, no. 3 (2021): 569–600.
- Peter S. Onuf, “Liberty, Development, and Union: Visions of the West in the 1780s,” *William & Mary Quarterly* 43, no. 2 (1986): 188–90.
- “Diary of Col. William Winston Fontaine,” *William & Mary Quarterly*, 1st ser., 16 (January 1908): 158.
- Judith Ridner, “Archibald Loudon and the Politics of Print and Indian-Hating in the Early Republic,” *Early American Studies* 19, no. 3 (2021): 546, <https://doi.org/10.1353/eam.2021/0017>.
- Tamara Harvey, “‘Taken from Her Mouth’: Narrative Authority and the Conversion of Patience Boston,” *Narrative* 6, no. 3 (1998): 256–57, 259, 263–64, <https://www.jstor.org/stable/20107156>.

#### SPECIAL ISSUE

- Rachel A. Shelden, ed., “Federalism in the Civil War Era,” special issue, *Journal of the Civil War Era* 9, no. 4 (2019): 499–632.

#### MAGAZINE OR NEWSPAPER ARTICLE

- Corey Robin, “How Do We Survive the Constitution?,” *New Yorker*, October 4, 2023.
- “Proclamation,” *New York Times*, March 18, 1756. [No page number(s) are needed for newspapers.]
- Letter to the Editor, *Carlisle (PA) Gazette*, September 5, 1767.
- “Western Emigration,” *The Times* (Hartford, CT), December 2, 1817.

#### DISSERTATION

- Jill Mudgett, “The Hills of Home: Environmental Identity in the Rural North, 1815–1860” (PhD diss., University of Massachusetts–Amherst, 2008), 47–52.

#### ONLINE MATERIAL

- “To Thomas Jefferson from John Cartwright,” February 29, 1824, Founders Online, National Archives and Records Administration, College Park, MD, <https://founders.archives.gov/documents/Jefferson/98-01-02-4081> (accessed January 1, 2022).

#### ARCHIVAL MATERIAL

For manuscript collections, the goal is to give a reader enough information to find the source. This generally means providing (as applicable) the **author**, a **title** or description, the **date** of the item, any **collection number** or identifier, the **box and folder**, the **collection name**, the **repository name**, and the **repository location**. If a collection or item is cited several times, using an abbreviation after the first occurrence may be advisable. Examples:

- “Thomas Prince Journal, 1709–1711,” MS N-749, Massachusetts Historical Society, Boston (hereafter Prince, “Journal, 1709–1711”), [53].

- John Sevier to the Gentlemen of the Senate and the Gentlemen of the House of Representatives, November 3, 1803, box 2, John Sevier Papers (2nd ser.), Tennessee State Library and Archives, Nashville (hereafter cited as Sevier Papers, TSLA).

#### SAMPLE NOTES

Elisa Tamarkin, *Anglophilia: Deference, Devotion, and Antebellum America* (Chicago: University of Chicago Press, 2008), xxviii; “Thomas Prince Journal, 1709–1711,” MS N-749, Massachusetts Historical Society, Boston (hereafter Prince, “Journal, 1709–1711”), [53].

<sup>2</sup> Prince, “Journal, 1709–1711,” [3].

<sup>3</sup> Tamarkin, *Anglophilia*, 25–27.

<sup>4</sup> Grant Tapsell, “Introduction: the Later Stuart Church in Context,” in Tapsell, ed., *The Later Stuart Church, 1660–1714* (Manchester: Manchester University Press, 2012), 2.

<sup>5</sup> Charles II himself took a more nuanced view of Nonconformism, though he was never a consistent advocate of toleration for Dissenters; see Jacqueline Rose, “By Law Established: The Church of England and the Royal Supremacy,” in Tapsell, *Later Stuart Church*, 25–26.

<sup>6</sup> Brendan McConville, *The King’s Three Faces: The Rise and Fall of Royal America, 1688–1776* (Chapel Hill: University of North Carolina Press, 2012), 41–48 (quotation on 42); Julian Hoppit, *A Land of Liberty? England 1689–1727*, New Oxford History of England (New York: Oxford University Press, 2000), 233.

<sup>7</sup> Henry Dearborn to James Wilkinson, October 5, 1803, in Clarence Edwin Carter, ed., *The Territorial Papers of the United States*, vol. 9, *The Territory of Orleans, 1803–1812* (hereafter cited as *TPUS*) (Washington, DC: Government Printing Office, 1940), 71.

<sup>8</sup> Matthew Lyon to Albert Gallatin, [October?] 30, 1803, in *TPUS*, 9:88.

## Terms

Aboriginal (n)

acknowledgment

act 2

administration: e.g., Adams administration

adviser

African American (n, adj)

African American studies

Age of Revolution

Age of Sail

Algonquian

American studies

analog

anglicize

Anglo-American

Anglophile

Anglophone (n, adj)

Anishinaabe (sing; pl, Anishinaabeg)

Anti-Federalist

antislavery, antiwar, etc.; anti-institutionalist

appendixes

archaeology  
Atlantic coast  
Atlantic Seaboard  
Atlantic world  
axe  
Baroque (period, style)  
bateau (pl. bateaux)  
Battles of Lexington and Concord  
B.C.E.  
bestseller (n), best-selling (adj)  
Bible; biblical; Biblicism  
birch bark (n), birch-bark (adj)  
Black Atlantic  
Black Nationalism  
Black, Blacks, Blackness (but see “Racial and Ethnic Terms” section above)  
British army (but Royal Navy)  
British Conquest (of Canada)  
British Empire; the empire  
ca. (not c.) for “circa”  
catalog, cataloged, cataloging  
C.E.  
century: e.g., mid-eighteenth century (n); mid-eighteenth-century (adj); early nineteenth century (n);  
early nineteenth-century (adj); late eighteenth-century (adj)  
coauthor, coeditor, cowrote, etc.; co-opt, co-owner  
Cold War  
colonial; colonial era  
Colonial Revival  
colony: e.g., Plymouth colony, Massachusetts Bay colony  
Columbian Exchange  
Communion (Christian sacrament)  
Congress (US); congressional  
Constitution, US; constitutional  
Continent (*referring to Europe*); Continental  
Continental army  
Continental Congress  
Creole; creolization  
Crown, the  
data set  
decision-maker, decision-making (n, adj)  
Deep South  
Deist, Deism  
Delaware Valley  
Democratic Party  
Dissenter (British Nonconformist)  
Divine Providence  
Du Bois, W. E. B.  
early American studies  
early modern (adj)

East Coast  
eastern (United States); Eastern (Hemisphere); the East  
Eastern Seaboard  
economics: use singular verb  
English American (n, adj)  
English Canadian (n, adj)  
Enlightenment, the  
enslaved person / enslaver (*rather than* slave / slaveholder, wherever possible)  
Euro-American  
federal  
Federalist Papers (rom)  
Federalist Party  
Founders (Founding Fathers)  
Framers  
Francophone  
Freemasons  
French Canadian (n, adj)  
French Empire; the empire  
Gospel (scriptural)  
Gothic  
gray  
Great Awakening  
Haudenosaunee  
health care (n), health-care (adj)  
heaven  
hell  
High Federalists  
Hudson Valley, Hudson River Valley  
Ile-St-Jean (now PEI)  
Illinois Country  
Indigenous  
industrial revolution  
Irish American (n, adj)  
judgment  
King Philip's War  
knowledge-maker (n), knowledge-making (n, adj)  
left (n, political)  
leveled, leveling  
Lord Mayor  
Lord Protector  
Lords Proprietor  
Lowcountry (n, adj)  
Lower Peninsula (Michigan)  
Lower South  
Loyalist(s)  
Maritime region (Canada)  
Maroons; *marronage*  
marshaled, marshaling



Mass (Catholic)  
Massachusetts' (possessive)  
Meeting (Quaker)  
meetinghouse  
Mi'kmaq (not Micmac)  
midcentury; mid-Atlantic; mid-eighteenth century (n); mid-eighteenth-century (adj)  
middle class (n), middle-class (adj)  
Middle Colonies  
Middle Passage  
Midwest; midwestern  
Mississippi delta  
Mississippi River; Mississippi River Valley  
mixed-race (adj)  
modeled, modeling  
naive; naïveté  
Native (i.e., American Indian; n, adj); Native American (n, adj)  
Native American and Indigenous Studies (NAIS)  
New World  
Nine Years' War  
none (can take pl v; e.g., "none come close")  
nonelites, nonprofessional, etc.; non-kin; non-family members  
North, Northeast (n); northern, northeastern; northerner, northeasterner  
Ohio Confederacy  
Ohio Country  
Ohio River; Ohio River Valley; Ohio Valley  
Old World  
Pan-Africanism  
Parliament; parliamentary  
Patriot (American Revolution); Patriots; patriotic, patriotism  
Piedmont  
Pietism, Pietist  
Pilgrim  
plow  
Plymouth Plantation  
Plymouth Rock; the Rock  
policymaker, policymaking (n, adj)  
politics: use singular verb  
postemancipation, postwar; post-Revolutionary  
proslavery, prorailroad, etc.  
Providence; providentialism  
puritan  
redcoats  
reelect, reenact, reread, etc.; re-enslave  
Republic; republican (*except when referring to specific political party*)  
Republican Party  
Revolution (American Revolution); Revolutionary era; post-Revolutionary; *but* a revolutionary movement  
right (n, political)

Romantic movement/style  
Royal Navy  
Royalist (n, adj)  
scripture, scriptural  
settler colonial (adj); settler colonialism  
Seven Years' War  
Shays' Rebellion  
Shenandoah Valley  
sizable  
slave owner (n), slave owning (n), slave-owning (adj)  
Slave Power  
slave trader (n), slave trading (n, adj)  
South, Southeast (n); southern, southeastern; southerner, southeasterner  
Spanish Empire; the empire  
speakers: e.g., English-speakers, German-speakers  
Stamp Act of 1765; the act  
states' rights (n, adj)  
Taíno  
Thirty Years' War  
Tidewater  
toward  
trans-Appalachia, trans-Appalachian  
Transcendentalism, Transcendentalist  
traveled, traveling  
Trinitarian  
Union army  
United Kingdom (n), UK (adj)  
United States (n), US (adj)  
upcountry (n, adj)  
upon: Use only to indicate a change in circumstance: e.g., "Upon her arrival, she ate dinner."  
Otherwise, use "on": e.g., "He depended on his wife and mother."  
Upper Louisiana, Upper South, etc.  
Upper Peninsula (Michigan)  
US Army; the army  
USS *Ship Name*  
vice president, vice presidential (adj)  
War for Independence; the war  
War of Jenkins' Ear  
-ward: toward, forward, upward, etc.  
western (United States); Western (Hemisphere); the West  
Whig Party  
white, whites, whiteness (but see the "Racial and Ethnic Terms" section above)  
worshipped, worshipping, worshipper  
XYZ Affair  
yearlong  
Yearly Meeting