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) 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). 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., owëttë, or “hunters”; tashkë (warriors). Longer quotations plus translation: e.g., “huey puerta motallianì tlacuilollo” (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 in 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, 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**
- [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**

**CHAPTER**

**EDITED OR TRANSLATED WORK**

**PRIMARY SOURCES IN MULTIVOLUME WORK**

**REFERENCE WORK**
JOURNAL ARTICLE


SPECIAL ISSUE


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


ONLINE MATERIAL


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:


SAMPLE NOTES


3 Tamarkin, Anglophilia, 25–27.


5 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.


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
cia. (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
 naïve; 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”)
nelonites, 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