

## Style Guide

### *Huntington Library Quarterly*

#### GENERAL STYLE

The *HLQ* follows the *Chicago Manual of Style*, 18th edition, with a few exceptions that are explained below. If you do not see specific instructions on a given issue in this style guide, please default to Chicago.

#### SPELLING AND PUNCTUATION

We use US punctuation and spelling (e.g., ~ize/~Imation/~izing endings; ~or instead of ~our). Our dictionary of first resort is *Merriam-Webster's Collegiate Dictionary* (online at [www.m-w.com](http://www.m-w.com)); next is *Webster's Third New International Dictionary* (online at [www.Merriam-WebsterUnabridged.com](http://www.Merriam-WebsterUnabridged.com), but only by subscription). And if those fail us, we check the *OED*, [www.oed.com](http://www.oed.com).

- Please change all quotation marks to US style: Céline responds, "It's time to go."
- Please limit the use of semicolons; they're overused and often misused.

#### QUOTATIONS

Quotations should correspond exactly with the originals in wording, spelling, interior capitalization, and interior punctuation. We do, however, use modern English orthography: replacing f with s, u with v when the u represents a v, i with j when the i represents a j, etc. Thus: love, not loue; just, not iust, possess, not pollefs.

Two or more lines of verse are best set off as an extract. Lines are separated by a forward slash with a space on either side (*CMS* 6.111). For example:

The beloved rhetorically asks her lover, "Did wee lie downe because twas night?"  
and claims, "Love that in dispight of darkness brought us hither / Should in despite of  
light hould us together."

Generally, we do not use brackets to indicate ellipses or changes in initial capitalization in quotations of secondary works. These may be appropriate for quotations of primary sources, however, especially if the argument depends on close textual analysis. Ellipsis points are seldom necessary at the beginning or end of a quoted passage, since the reader normally assumes that something precedes and follows any quotation. (*CMOS* 13.51–56.)

#### USAGE (*CMS* 5.250)

In cases where American usage of particular words is distinct from British, we use the US style, e.g.,

toward/onward/forward instead of towards/onwards/forwards  
amid/instead of amidst  
among/while instead of amongst/whilst

We use the serial ("Oxford") comma.

## NAMES AND TITLES

People must be fully identified by first and last names when they are first mentioned in the text. Names of authors mentioned in text must correspond to their names as given in footnotes.

Job titles are lowercased: the lord lieutenant, the archbishop of Canterbury, the governor of New France. English titles of nobility are capitalized (as proper names) when given in full. When only the generic part of the title is given, however, it is lowercased: the duke, the king, the kaiser. Non-English titles should follow the conventions of that language.

Acronyms should not be used to identify organizations until the organizational name has first been provided in full and the acronym indicated—for example, the African American Intellectual History Society (AAIHS).

## DATES AND NUMBERS

Dates are given as month day, year: January 4, 1651.

Numbers under 100 are spelled out, except in footnotes when they are part of a citation.

We abbreviate inclusive numbers as per *CMS* 9.63. However, inclusive years should be typed as 1582–1587, not as 1582–87.

| <i>First number</i>                       | <i>Second number</i>                                                     | <i>Examples</i>                                       |
|-------------------------------------------|--------------------------------------------------------------------------|-------------------------------------------------------|
| Less than 100                             | Use all digits                                                           | 3–10<br>71–72<br>96–117                               |
| 100 or multiples of 100                   | Use all digits                                                           | 100–104<br>1100–1113                                  |
| 101 through 109,<br>201 through 209, etc. | Use changed part only                                                    | 101–8<br>808–33<br>1103–4                             |
| 110 through 199<br>210 through 299, etc.  | Use two digits unless more<br>are needed to include all<br>changed parts | 321–28<br>498–532<br>1087–89<br>1496–500<br>11564–615 |

For example:

1. Jodi A. Byrd, *The Transit of Empire: Indigenous Critiques of Colonialism* (University of Minnesota Press, 2011), 100–105, 193–94, 201–5, 213–24.

To avoid ambiguity, inclusive Roman numerals are always given in full, i.e., xxv–xxviii and cvi–cix.

## INCLUSIVE LANGUAGE

### Singular “they” (CMS 5.48)

*They* and its forms have emerged as the most common alternatives to *he* and *she* for referring to people who do not identify with gender-specific pronouns, or people whose gender is unknown to the author. *They* has followed the pattern of *you*, which is well established as both singular and plural. Singular *they* is construed with a plural verb even when denoting one person (e.g., **they are** the top student in **their** culinary arts program). And *themselves* (like *yourself*) may be used to signal the singular antecedent when it appears to be the logical choice, although some people will prefer *themselves* (e.g., they blamed **themselves**). If an individual is known to use *they* and its forms as their personal pronouns rather than the gendered *he* or *she*, their preferred usage must be respected.

### Ethnic and National Groups and Associated Adjectives (CMS 8.38)

The adjectives Indigenous and Native are generally capitalized when referring to people. Similarly, the adjective Black is generally capitalized when it refers to people. Some writers and editors capitalize White also, on the principle that the capital letter in both instances signals a person rather than a color. The decision whether to capitalize either term (or the term Brown when referring to people) is usually left to the writer but will generally prompt a query from the editors.

## REFERENCES

*HLQ* uses footnotes for references. Below are examples of notes that illustrate some of our style preferences. All citation information must be in the footnotes. No works cited page or bibliography is required. We do not use in-text parenthetical source notes. Only one note callout should be used per sentence, placed at the end. For more examples, please see *Chicago Manual of Style*, 18th edition.

### Books

We use “headline style” capitalization for secondary works, meaning that all words except for prepositions and “little words” are capitalized.

Author names are given in full (as they appear in the publication).

For works published in 1900 CE or later, we follow recent updates to *CMS* by including the publisher and year and omitting the city of publication. For works published before 1900 CE, we list the city of publication and the year, but not the publisher. We can include the publisher if it is relevant to the content of the article. A comma, not a colon, follows the place. Omit p. and pp. for page numbers unless doing so could lead to confusion. For a printed work without pagination, or in which pagination is erratic, indicate signatures, abbreviated as sig./sigs.

1. George Ker, *A Discoverie of the Unnatural and Traiterous Conspiracie of Scottisch Papists, against God, his Kirk, their native Cuntrie, the Kingis Majesties persone and estate* (Edinburgh, 1593), sig. B3.
2. Cervantes Saavedra, Miguel de, *El ingenioso hidalgo Don Quixote de la Mancha*, 2 vols. (Madrid, 1605–1615).

3. John F. Meginniss, *Biography of Frances Slocum, the Lost Sister of Wyoming* [ . . . ] (Williamsport, PA., 1891).

but

1. Eva Marie Garrouette, *Real Indians: Identity and the Survival of Native America* (University of California Press, 2003).
2. Robert G. Parkinson, *Heart of American Darkness: A Story of Murder and Revolution on the Early Frontier* (W. W. Norton, 2024).

### Edited Volume

For a single editor, the abbreviation ed. (editor) follows the editor's name. For multiple editors, use eds. (editors). If there are three or more editors, use "First Author, et al., eds." In short titles, the abbreviation ed./eds. is omitted.

Citing the entire volume:

1. Ulinka Rublack, ed., *Gender in Early Modern German History* (Cambridge University Press, 2002).
2. Rublack, *Gender*.
1. Noémie Ndiaye and Lia Markay, eds., *Seeing Race Before Race: Visual Culture and the Racial Matrix in the Premodern World* (ACMRS Press, 2023).
2. Ndiaye and Markay, *Race Before Race*.

To cite a chapter in an edited volume, start with the chapter's author, followed by the chapter title, then "in *Volume Title*, ed. Volume Editor (Press, year), page." In the case of multiple editors, use ed. (not eds.) to indicate "edited by":

1. Cécile Vidal, "Fictions in the Archives: Jupiter alias Gamelle or the Tales of an Enslaved Peddler in the French New Orleans Court," in *Hearing Enslaved Voices: African and Indian Slave Testimony in British and French America, 1700-1848*, ed. Sophie White and Trevor Burnard (Routledge, 2020), 40–57.
2. Vidal, "Fictions," 46.

### Titles in Languages Other than English (CMS 11.8)

Following *Chicago*, capitalize Latin titles of antique and medieval works in sentence style (capitalize first word and proper nouns/adjectives). This is also the general rule for titles in other non-English languages.

1. Henri Brémond, *Histoire littéraire du sentiment religieux en France depuis la fin des guerres de religion jusqu' à nos jours*, II vols. (Librairie Bloud et Gay, 1929–1933), 1:239–54.
2. Diego Duran, *Historia de las indias de Nueva España y islas de Tierra Firme*, ed. Jose F. Ramirez, 2 vols. (Mexico City, 1867).

### Older Titles and Very Long Titles (CMS 14.97)

Titles of works published in the eighteenth century or earlier may retain their original punctuation, spelling, and capitalization (except for whole words in capital letters, which should be given an initial capital only). Very long titles may be shortened in a note; indicate such omissions using unitalicized bracketed ellipses. The brackets signal that the ellipsis has been supplied by the author and is not part of the original title.

1. Bernardino Escalante, *A Discourse of the Navigation which the Portugales doe make to the Realmes and Provinces of the East Partes of the Worlde* [. . .], trans. John Frampton (London, 1579).

### Dissertations and Theses

1. Ashli White, “‘A Flood of Impure Lava’: Saint Dominguan Refugees in the United States, 1791–1820” (PhD diss., Columbia University, 2003), 29–71.
2. White, “Saint Dominguan Refugees,” 29–71.

### Academic Journals and Other Periodicals

Citations of journals and other periodicals include the volume and issue number. As with books, we abbreviate inclusive page numbers according to the table above.

1. Tim Matthewson, “Jefferson and Haiti,” *Journal of Southern History* 61, no. 2 (May 1995): 209.
2. Nigel Smith, review of *Lords of Wine and Oile*, ed. Ruth Connolly and Tom Cain, *Times Literary Supplement*, February 24, 2012.

### Books Consulted Online (CMS 14.161)

To cite a book consulted online, include either a URL or the name of the database. Please do not cite URLs that are paywalled by a library. For downloadable ebook formats, name the format; if no fixed page numbers are available, cite a section title or a chapter or other number in the note (or simply omit).

1. Arundhati Roy, *The God of Small Things* (Random House, 2008), chap. 6, Kindle.
2. Philip B. Kurland and Ralph Lerner, eds., *The Founders’ Constitution* (University of Chicago Press, 1987), chap. 10, doc. 19, <https://press-pubs.uchicago.edu/founders/>.
3. Brooke Borel, *The Chicago Guide to Fact-Checking*, 2nd ed. (University of Chicago Press, 2023), 92, EBSCOhost.
4. Herman Melville, *Moby-Dick; or, The Whale* (New York, 1851), 627, <https://melville.electroniclibrary.org/moby-dick-side-by-side>.

### Webpages and Websites

Include as much of the following as can be determined: the title or description of the specific page (if cited), the title or description of the site as a whole (see CMS 14.206), the owner or sponsor of the site, and a URL. Include a publication date or the date of the most recent update or revision (see also CMS 14.13). If no such date can be determined, include an access date (see CMS 14.12).

1. “Balkan Romani,” Endangered Languages Project, First Peoples’ Cultural Council and ELCat/ELP, University of Hawai‘i at Mānoa, accessed October 1, 2022, <https://www.endangeredlanguages.com/lang/5342>.
2. “Wikipedia: Manual of Style,” Wikimedia Foundation, last modified September 9, 2022, 21:35 (UTC), [https://en.wikipedia.org/wiki/Wikipedia:Manual\\_of\\_Style](https://en.wikipedia.org/wiki/Wikipedia:Manual_of_Style).
3. “Land Acknowledgement,” City of Chicago, accessed September 11, 2022, <https://www.chicago.gov/city/en.html>.

### Blog Posts and Blogs

1. James Fisher, “Carving up the Georgian Papers: Metadata and Subject Indexing,” *GPP* (blog), August 28, 2018, <https://georgianpapersprogramme.com/2018/08/28/carving-up-the-georgian-papers-metadata-and-subject-indexing/>.
2. “Black Bibliography Project,” *Meredith L. McGill: Information, Writing, Work-in-Progress* (blog), accessed November 30, 2018, <https://mlmcgill.com/current-projects/black-bibliography-project/>.

### Dictionaries and Encyclopedias

If these are used frequently in an article, you may use an abbreviation at subsequent mentions.

1. *Oxford Dictionary of National Biography* [hereafter *ODNB*], s.v. “Osborne, Thomas, first duke of Leeds (1632–1712),” by Mark Knights, last modified October 2008, <https://doi.org/10.1093/ref:odnb/20884>.
2. *Oxford English Dictionary* [hereafter *OED*], s.v. “motto, *n.* 2a,” last modified March 2003, <https://doi.org/10.1093/OED/7386665338>.

### Online Versions of Print Publications

1. *Calendar of State Papers Domestic: James II, 1685*, ed. E. K. Timings (London, 1960), <https://www.british-history.ac.uk/cal-state-papers/domestic/jas2/1685>.

### Archival Manuscripts

Archival citations should move from the specific to the general: title or description of item, date, folder number, box number, collection name, repository name, repository location. URL if applicable.

For foliated, rather than paginated, works, use fol. and fols. The letters r and v for recto and verso are not superscripted. Supply archive city (and, if needed, country).

1. 1832 Plantation accounts Lataste Estate from January 1, 1832–December 31, 1832, General account . . . Lataste Estate in Grenada the property of Sir George Cornwall Baronet, Accounts & Surveys, Granada Plantation Records ca. 1737–1845, Schomburg Center for Research in Black Culture, New York Public Library, New York.
2. Trial of Simón López de Aguarda for Observing the Law of Moses, 1642–1649, Mexican Inquisition Papers, HM 35118, The Huntington Library, Art Museum, and Botanical Gardens, San Marino, CA.

3. Translation of part of an Italian work by Lorenzo Selve, re: achromatic lenses [late 18th century], item 6, MSS Blundell, History of Science Museum, University of Oxford, <https://www.hsm.ox.ac.uk/manuscripts>.
4. “Aanteekeningen betreffende Pierre Jurieu en de familie De Rochefort,” 480, Archieven van de Waalse Hervormde Kerk de Rotterdam, Stadsarchief Rotterdam, Rotterdam.

## ARTWORK SPECIFICATIONS AND PERMISSIONS

For submission, we require only legible figures. If your essay is accepted, we require publication-quality images. Any image that is not in the public domain must be accompanied by the requisite permission to publish. You are responsible for contacting the owner of each image and obtaining permission in writing for its reproduction. Make sure that you are also obtaining permission for the illustrations to be used in the online issue of the journal.

### Permissions Information

Below are answers to some questions commonly asked by image rights-holders about how images will be used in the *HLQ*:

1. Black-and-white or color? Color
2. Print run? 100
3. Electronic versions? The *HLQ* is available to subscribers in.pdf (with embedded images) and.html on *Project MUSE*, a nonprofit database. Images online are lower resolution, for screen reading, and not downloadable.
4. Inside or cover? Inside (unless otherwise established with the editor).
5. Full page,  $\frac{3}{4}$  page,  $\frac{1}{2}$  page,  $\frac{1}{4}$  page? Consult with the editor.
6. Rights sought? One-time, nonexclusive, worldwide rights in English.

You may wish to append the following to request a reduction or waiver of fees:

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### Color Reproduction

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### Artwork

Artwork must be submitted as an electronic file in the appropriate format (**.TIFF or .JPEG preferred**), size, and resolution. Do not paste images into your document. Name each image file with the relevant figure number so that it is clearly identified (e.g., Fig01.tif) and indicate the approximate placement for each image in the text with a callout tag such as <FIG. 1 ABOUT HERE>. Each figure must have an accompanying caption that includes attribution of source.

## Tables

All tables must be supplied as text-only Word documents (captions and alt text included) and saved as individual Word files. Please do not submit tables in any other format.

| Image Type      | Description                                                                                 | Examples                                                | Specifications                                                        |
|-----------------|---------------------------------------------------------------------------------------------|---------------------------------------------------------|-----------------------------------------------------------------------|
| Line            | Consists of only black lines or solid blocks of black with no gradations of gray (screens). | Maps, diagrams, ink drawings, text, charts* and graphs* | Resolution: 1200 dpi preferred.<br><br>Size: desired print dimensions |
| Black and white | Contains shades of gray and is reproduced as a halftone.                                    | Photographs, historical maps, paintings                 | Resolution: 300 dpi<br><br>Size: desired print dimensions             |

\*Please submit all Excel charts and graphs as.XLS files. Other types of charts and graphs may be submitted as.TIFF files (saved to 1200 dpi at the desired print dimensions).

## **ALT TEXT**

For accessibility reasons, it is important that authors providing figures also provide alt text, text that describes the content of an image, for readers who use screen readers. Alt text should be concise and descriptive and make sense when read in the context of the surrounding text. Alt text is ideally no longer than 125 characters (1 to 2 sentences). Captions and alt text are different. A screen reader will read both aloud, so it's important that they not be duplicated. Alt text describes the purpose of the figure and how it relates to the article. Here are some resources:

- Florida International Libraries LibGuide Accessibility Resource Guide:

<https://library.fiu.edu/web-accessibility/alt-text>

- Supercool How to Write Good Alt Text:

<https://supercooldesign.co.uk/blog/how-to-write-good-alt-text>