UNC PRESS GUIDE TO MANUSCRIPT PREPARATION

CONTENTS

BEFORE YOU BEGIN

Before you begin, make sure you're using Microsoft Word to create your manuscript. We cannot work with files created in other programs, such as Google Docs or Pages, and converting files from these programs to Word causes errors.

SECTION ONE. EDITORIAL AND STYLE PREFERENCES

UNCP's style preferences are outlined here. They may be supplemented with *The Chicago Manual of Style*, 18th ed. We follow the online dictionaries Merriam-Webster.com and Merriam-Webster Unabridged (https://unabridged.merriam-webster.com/) for spelling and word division. Should your discipline use another style guide that you wish to employ, please consult with your acquisitions editor.

The more you can follow the instructions outlined in this guide early on, the less work you'll have in the weeks before you submit your final manuscript for copyediting and publication. That said, the guidance that follows is geared specifically to that final manuscript; manuscripts submitted for peer review are not required to follow all the standards below.

Inclusive writing and language

The University of North Carolina Press is committed to equity and inclusion, and that commitment extends to the preparation of our books. We endorse the use of inclusive language as part of that commitment. Inclusive writers and publishers make their texts accessible to a wide audience by acknowledging and addressing the diversity of their audience and sources, by being sensitive to the historical and social context of their work, and by conveying respect to all people.

Because inclusive writing is sensitive to context, it can take a variety of forms depending on the subject and audience of the book. Accessible scholarly discourse remains technical and includes challenging, sometimes difficult to grasp, concepts and terminology. Like all things, usage evolves with time, and inclusive writing demonstrates awareness of that evolution.

What follows are broad guidelines that hold for most of our books.

- *Avoid making assumptions about people and communities based on race, age, religion, ethnicity, gender, trans or cis status, sexual orientation, economic status, or disability*. Where those are irrelevant to the dis-

cussion, convert specific language to neutral language except within quoted matter. When specific language is relevant, refer to individuals and communities as they wish to be referred to. Affirm trans and gender nonconforming people's capacity to identify their own gender with the appropriate gendered terminology, including but not limited to the correct gendered pronouns and nouns (e.g., a trans woman might be someone's daughter or sister and related to a nonbinary person who is her child or sibling).

- *When writing about historical subjects, guard against uncritically adopting the terminology of the period.* The fact that most of a book's sources make use of the word "Negro" or "homosexual," for example, is not a sound reason for reproducing those terms. Terms should, of course, be retained in quotations or in proper names, but otherwise use inclusive terms (e.g., "Black" or "African American," "gay" or "lesbian") appropriate to contemporary scholarly discourse.

- *In a similar vein, when writing about Indigenous communities, guard against uncritically adopting settler-colonialist terminology.* Always follow contemporary Indigenous communities in the use of terms and political designations (e.g., the "Tohono O'odham Nation" rather than the "Papago tribe"). Wherever possible, do the same for historical Indigenous communities. Where a historical Indigenous community's designations are not known and an external designation must be used, make it clear that the community's self-designation is unknown.

- *Finally, take care with the use of material that includes dehumanizing slurs and graphic details of violence.* Consider whether quoting the slur or describing the violence in detail is necessary. When it is necessary, prepare the reader for the graphic content they will encounter and affirm the dignity of the people who have been subject to it. Keep in mind that people who have been subject to that violence, whose communities have been subject to that violence, may be among the text's readers.

Languages Other Than English

Words and phrases derived from other languages that are now commonly used in English (as denoted by their inclusion in *Merriam-Webster*) are not italicized. For example: ancien régime, apparatchik, de facto, gemütlich, raison d'être, per se, prima facie.

Less commonly used non-English words and phrases are italicized, but proper names of organizations, institutions, etc., are not (Vaterländischer Frauenverein, Frente Sandinista de Liberación Nacional, Opéra-Comique, the restaurant La Cupertina).

The division of non-English words into syllables when they must be broken at the ends of lines in typesetting can be problematic for compositors. Most compositors are capable of handling relatively familiar languages—French, German, Spanish, Italian, and Latin, for example—without special instructions. But if your manuscript contains a large number of names or terms derived from another language—and especially if these are transliterated (e.g., from Greek, Russian, Chinese, Japanese, or Arabic)—please provide a list of the most frequently used names and terms showing proper syllabification for the compositor's reference.

Quotations

The following guidelines for quotations are related to presentation and formatting only. Please keep in mind that citations are required for most quotations from other sources; see the section on documentation for details.

Extracts

Prose quotations of fewer than 100 words should be run in to the text; quoted prose of 100 or more words should appear as a block quotation (extract).

All extracts should be separated from the text above and below by an extra line space.

Extracts should not be enclosed in quotation marks. Any quoted matter within a block quotation should be enclosed in double quotation marks, even if the source quoted used single quotation marks.

Poetry

Poetry can be run in to the text when only one or two lines are quoted (a solidus being used to indicate the break between lines) but should be set off as an extract when the quotation consists of three or more lines.

Changes to quotations

The first word in a quotation should be either uppercase or lowercase depending on how the quotation fits the syntax of the sentence into which it is incorporated, regardless of how the word appeared in the original source: He said, "The troops might rebel under such circumstances." / He said that "the troops might rebel under such circumstances." The initial letter of the first word should not be enclosed in brackets when the case is changed.

Ellipses signaling the omission of one or more words normally appear only in the middle of quotations; they are dispensed with at the beginning or end of quotations except when they are included at the end of a quote whose point is its inconclusiveness: Raising an eyebrow, she said, "If you don't stop . . ."

Four-dot ellipses are used when the preceding words of a quotation form a complete sentence, even if the sentence doesn't end there in the original text: "Four score and seven years ago our fathers brought forth . . . a new nation, conceived in Liberty, and dedicated to the proposition that all men are created equal. Now we are engaged in a great civil war. . . . We are met on a great battle-field of that war."

Special Considerations

If it's important that a particular spelling or term that's not considered standard is used, please discuss this with your acquiring editor. When you submit the final manuscript, include a list of words and terms that need to be treated in a particular way so that we can let the copyeditor know.

For example, if you prefer "Harper's Ferry" to the traditional spelling of "Harpers Ferry," it will save time to let us know in advance so the copyeditor doesn't change it (and then you won't have to stet it everywhere when you review the copyedited manuscript).

SECTION TWO. MANUSCRIPT FORMATTING

Before you submit your final manuscript, it's important to make sure that it's set up and formatted correctly. This guide explains the parts of a manuscript and how they should be formatted—including font, margins, subheads, and so on—as well as how to organize and name your manuscript files. Manuscripts submitted for peer review are not required to follow all the standards below, but final manuscripts submitted to the press are.

Front Matter

The front matter is composed of a title page, dedication (optional), epigraph (optional), and table of contents.

A list of illustrations is usually included only when the illustrations are "of intrinsic interest apart from the text they illustrate" (CMOS 3.39). If you want to include a list of illustrations in your ms, please check with your acquisitions editor.

Place all the front matter items in ONE file.

Manuscript Body

Since the manuscript cannot be edited in piecemeal fashion, every part of it, including the illustrative materials, should be submitted together. You are welcome to submit your manuscript all in one document OR chapter by chapter.

Font, margins, and pagination

Please present your manuscript uniformly in Times New Roman, 12-point font, double-spaced with 1-inch margins (*including and especially the notes and bibliography*). The entire MS must be left justified (not full justification).

If you submit your ms all in one document, paginate it consecutively and consistently from beginning to end (not chapter to chapter). Start your page numbering with 1 in the front matter.

Eliminate all formatting that is not essential, and do not try to "style" the various elements of the manuscript. The plainer the Word files, the easier it will be for the editor and the designer to work with them.

Section breaks and subheads

To indicate a section break within a chapter, insert "<section break>" on its own line between paragraphs. Highlight these notations. There's no need to include asterisks or other ornaments for a section break; these will be determined by the book's interior designer.

If subheads are used in the text, they should be formatted consistently. Similarly, if there are subheads nested under other subheads (also called second-level and third-level subheads), they must be identified so as to be distinguished from the higher-level subheads. We prefer the following system: <A>First-Level Subhead; <B>Second-Level Subhead; <C>Third-Level Subhead; etc.

New lines and indentation

Hard returns (starting a new line by using the Enter key) should be used only where you want a new line to begin in the printed book. In other words, they should occur only at the ends of paragraphs, before and after extracts, and at the ends of items in lists and lines of poetry.

If you indent extracts, epigraphs, etc., move the arrow on the ruler over to where you want the line to begin or set the indent in the Layout menu. Do not insert extra spaces or tabs to achieve the effect of an indentation.

Align all poetry passages so that they appear in the manuscript exactly as you want them to appear in the printed book. If necessary, you may use spaces and tabs, in addition to setting the line's indent, to achieve the appropriate alignment of poetry. If the indentions in a poem are irregular and/or have many different levels, please let us know. If the poem has already been published, please provide us with a scan of the poem in its previously published form so that it will be typeset accurately.

Mechanics and typography

Use only one space after colons and after periods at the ends of sentences.

For hyphenated words, use a single hyphen (-), closed up. For dashes indicating breaks in thought, use an em dash, which can be typed as two hyphens (--), with no space before, between, or after the hyphens.

Our software will automatically change underlined text to italic. If some underlined text needs to remain underlined, please let us know when you submit the final manuscript.

All diacritic marks (é, ö, ñ, ç, ø, š, etc.) and special characters (œ, £, ¢, ¿, §, etc.) that should appear in the printed book must appear in the manuscript files submitted for editing. If your manuscript contains diacritics that are especially complex or require a special font—ancient Greek, for example, or Cherokee, or transliterated Arabic—you should consult with your project editor.

Parts of the book

Please number and title all chapters. Chapter titles should match the table of contents exactly. Quotations in chapter titles should not be enclosed in quotation marks. (They tend to look bad in the print book, and it's usually easy to tell what's a quotation, especially when the quotation appears within the chapter as well.)

Introductions, conclusions, prologues, and epilogues should not be assigned chapter numbers.

If you have divided your manuscript into parts/sections, be sure to

- indicate the parts/sections in the table of contents (as shown on previous page), and

- insert a page in the manuscript that stands as a placeholder for the part/section title.

Illustrations

Please do not embed any illustrations in the text. Instead, insert a callout at the end of a paragraph ("<Figure 1.1>") to indicate the location of each illustration. Please highlight all callouts. See Section 3: Illustrations for instructions for organizing and submitting your art files.

Acknowledgments

The acknowledgments usually appear at the end of the book, immediately after the main text and before apparatus such as an appendix, notes, and bibliography.

Acknowledgments may appear at the beginning of a book if it's important to acknowledge up front the contributions of people not mentioned on the title page—for example, when the listed author is an organization or when the book is an edited collection. If you want to include the acknowledgments at the beginning, please alert your acquiring editor.

Notes and Bibliography

See Section 4: Documentation for more information about the notes and bibliography. While our preferred house style is Chicago-style short-form endnotes followed by a full bibliography, we will consider a style that conforms to other acceptable guides. Please consult with your acquiring editor before using a different documentation style.

Inserting notes

We ask that you use the "Insert Endnote" function in Word, which creates endnotes linked to superscript note numbers in the text. The advantage of doing this is that if notes are added or deleted during your writing process and our review of the final manuscript, any renumbering of notes will be done automatically.

All notes should be set as endnotes, not footnotes. No superscript note numbers should appear next to chapter titles, author's names, headings and subheadings, or epigraphs.

Numbering notes

Note numbers must begin at 1 in each chapter. Note numbers must be consecutive, and no notes can be missing or incomplete.

The number of superscript note numbers in the text must match the number of notes in the notes section.

Naming Manuscript Files

To submit the MS all in one file, use your last name followed by an underscore and "FinalMS," like this: Lewis_FinalMS. Remember to include a separate captions and credits document, named this way: Lewis_Captions. (See Section 3: Illustrations for more on captions and credits.)

To submit the MS as separate chapter files, please number and name the files in this manner:

01_FrontMatter_Lewis

02_Introduction_Lewis

03_Chapter1_Lewis

04_Chapter2_Lewis

05_Chapter3_Lewis

06_Conclusion_Lewis

07_Acknowledgments_Lewis

08_Appendix_Lewis

09_Bibliography_Lewis

10_Captions _Lewis

All illustrations and their permissions must accompany submission of the final manuscript. The manuscript cannot move forward until these pieces are in place.

Submit your art files to us via either (a) a file-sharing service like Dropbox or Google Drive or (b) a thumb drive you send to us. If you have hard copies of art that need professional scanning, please send the art to your editor and their assistant, and we will scan them for you. We will return the materials to you after scanning.

Organizing the Art

Numbering Pieces of Art

Art should be numbered consecutively by chapter throughout the manuscript (e.g., map 6.2 would be the second map in chapter 6). The different kinds of art—figures, color plates, maps, tables, and graphs (see "Kinds of Art" below)—are numbered independently; for example, figure numbers do not affect map numbers.

The file naming and numbering system for art should look like this. Please do not use long file names/descriptors, and do not use spaces.

Fig_1.1_Lewis

Fig_1.2_Lewis

Graph_1.1_Lewis

Map_3.1_Lewis

Table_3.1_Lewis

Table_3.2_Lewis

If you want two or more pieces of art to be grouped together on the printed page, give them the same figure number and append a letter: "Figure 1.1A," "Figure 1.1B," etc. Figures grouped like this generally share a single caption.

Callouts

Please do not embed any illustrations in the text. Instead, insert a callout ("<Figure 1.1>") between paragraphs to indicate the location of each piece of artwork that will appear in your book. The callout should always follow the paragraph in which the illustration or the subject of the illustration is mentioned. Make sure the callout formatting and language is consistent throughout the manuscript. Highlight all callouts.

> giving her money, he loaned sums to her, ranging anywhere from fifty to sixty hundred dollars. The act of lending implies that Corinna had her own income with which to repay him, plus interest.
>
> <Figure 1.1. here>
>
> Hinton was not alone in her position as female boardinghouse keeper. With few employment opportunities open to them, women often took their skills to the urban market, hoping to sell

Please note that on the printed page, layout requirements may mean that the image doesn't appear in the exact location of the callout, but it will be placed as close to it as possible.

We generally assume that the illustrations will be scattered throughout the text of a book, but there are circumstances in which grouping many illustrations together may be desirable (a central gallery of chronologically arranged photos in a biography, e.g., or a set of figures gathered as an appendix). If you intend to use such a grouping, please include a callout like this: "<Gallery of figures 1.1 through 1.15 here>." If you will have a gallery *in addition to* images scattered throughout the text, they should be numbered separately. The images in the gallery can be numbered consecutively—plate 1, plate 2, plate 3, etc.—but the other images should be numbered by chapter— fig. 1.1 is the first image in chapter 1; fig. 2.3 is the third image in chapter 2; etc.

Captions and Credits

The captions and credits column of the art and permissions log includes details about each piece of art. It also includes information about the work's provenance and the granting of rights by copyright holders and licensors.

All captions and credit information should appear in the art and permissions log, and the information you enter into that log should match the order and labels used in your file names. Captions usually do not include figure numbers in the printed book, although, of course, they should if the text refers to any figures by number (e.g., "see figure 1.7" or "as shown in table 2.1"). Placing angled brackets around figure numbers and headings indicates that they are for reference only and should not be typeset.

Rightsholders often request that particular language be used for the credit line and give this language in the permissions form. In these cases, make sure that the credit line in the art log includes the required language

Alt Text

Alt text is an accessibility feature for visually impaired readers that is read aloud by a screen reader (it's not visible in the print book). Alt text describes the illustration without reference to information in the text or caption. It's meant solely to convey to readers who can't see the image what it looks like. Unlike a caption, it should not include names or dates, and it should include any text in the image.

Kinds of Art

Figures

These include black-and-white photographs, line drawings, and historical materials, including historical maps, artifacts, etc. Our Digital Art Guidelines give instructions for submitting digital files of art. Please contact your editor and their assistant with any questions about these guidelines; doing so will save you a great deal of time later on.

Color Plates

If your book will include full-color images, please see the Digital Art Guidelines for instructions on obtaining and submitting these files.

Graphs

Each graph requires (a) an Excel file of data and (b) a mock-up of what you envision the graph to look like. Since graphs will print in grayscale, mock-ups using color lines will be redrawn with symbols (e.g., dotted lines, dashed lines, starred lines).

Tables

Preparing tables: Tables should be saved in Word, not Excel. Bear in mind that because book pages are in "portrait" rather than "landscape" format, very wide tables are difficult to reproduce. If you are reproducing a table from a copyrighted source, as opposed to compiling the table yourself, permission of the copyright holder is required.

Tables should be prepared in a consistent format (see sections 3.48–3.81 in *The Chicago Manual of Style* for detailed recommendations).

To create a table in Word, click "Insert" in the top menu bar and then "Table" in the toolbar.

Notes and numbering: If there are more than ten tables in a manuscript, they should be numbered consecutively by chapter, utilizing the common double-number system, in which "table 4.2" signifies the second table in chapter 4. If there are fewer than ten, they should be numbered consecutively (table 1, table 2, etc.) throughout the manuscript.

Notes to a table should never be numbered in sequence with the notes to the surrounding text. Table notes should be numbered separately within each table (never sequentially across multiple tables), and the source of each table should be provided below the table in an unnumbered note.

Sample Format for Tables

The title is at top of table and data sources follow it:

Table 4.2. Percentage of men in the House of Refuge, mid-nineteenth century

Year	Total residents	Male residents	Percentage male
1857	173	156	90.2
1858	219	212	96.8
1859	281	258	91.8
1860	318	281	88.4

Source: Calculated from table 1, Superintendent's Report, Seventh (1857), Eight (1858), Ninth (1859), and Tenth (1860) Annual Reports of the Managers of the House of Refuge, EPFL.

Maps

This section refers to maps created specifically for your book—not a previously published map or a historic map found in an archive. Map creation can be tricky. Please work with your editor and their assistant ahead of time on these materials.

If you hire someone to draw a map for you, make sure you share our Digital Art Guidelines with your mapmaker. All too often, we receive maps that are not usable or require many revisions because the mapmaker was not aware of our specifications. Please work with your editor and their assistant ahead of time to ensure that your mapmaker's work will be acceptable.

If you give us instructions and the Press draws the map, you'll need to provide us with two things:

1. A base map and any instructions for drawing—for example, whether to include or exclude topographical features, or add or delete an inset. The base map can be a jpg, tif, or pdf. It should NOT be embedded in a Word document. When selecting a base map, please do not use Google Maps. Choose instead a map that demonstrates clear boundaries as you want them represented on the final map.

2. Map copy that includes all the labels you would like to appear on the map. This should be a Word document.

Sample Base Map and Map Copy

Map 1.1. Base Map for National Map of Peru

Map 1.1. Map Copy of National Map of Peru

Countries

Peru

Ecuador

Columbia

Brazil

Bolivia

Chile

Natural features

Andes Mountains *<Note to mapmaker: Please translate it from the "Cordillera de los Andes" on the map. And if you can, show the topography of the mountains.>*

Pacific Ocean

Lake Titicaca

Cities/sites

Lima

Trujillo

Arequipa

Mollendo

Machu Picchu

Cusco

Art Permissions

For a complete overview of illustration permissions, see the UNC Press Guide to Permissions. This guide also outlines the required documentation for permission submission.

Place all art permissions in a folder titled "Permissions" and match the permissions file names to the art file names. That is, a permission for figure 1.1 should be labeled "Figure 1.1." If a permission applies to more than one piece of art, indicate multiple numbers by separating those numbers with an underscore: "Figures 1.1_2.3_5.6."

The citations in notes and the bibliography directly link a book to other works on a topic, making it part of a wider universe of scholarship. They also provide critical information about primary sources, particularly in archives and libraries, that support your arguments and analyses.

Formatting the notes and bibliography correctly and consistently will help readers understand what source is being cited and how they can locate it. While copyeditors will do what they can to make sure sources are documented correctly, not even the best copyeditor can catch every error—and the more problems there are in a manuscript, the more errors will slip through to the print book.

The information provided here is designed to help you format the notes and bibliography according to UNC Press house style, which closely follows *The Chicago Manual of Style*. Following these guidelines will save time and headaches down the road, and the earlier you start, the easier it is to follow them consistently.

General Guidelines

Notes-bibliography style

Our preferred house style for documentation is the *Chicago Manual of Style* notes and bibliography system, in which *short-form notes are followed by a full bibliography*.

When a book features a complete bibliography of all sources cited, note citations need not repeat all of the information provided in the bibliographic entries. In this case, all note citations should be given in a short form consisting, for most sources, of the following:

- the author's last name

- the title of the work, shortened if it is more than four words long, and with beginning articles like "the" and "an" omitted

- the page number(s), preceded as necessary by the volume

When a book has no bibliography or a selected bibliography, the first citation for a source in a chapter should include full bibliographic information. Subsequent citations within that chapter are shortened.

Note numbers in the text

Make sure there's only one note number per sentence. If there are multiple sources for that sentence, separate sources in the note with a semicolon: Wilson, *Southern Way of Life*, 100; Brown, *Meade at Gettysburg*, 200.

The note number should come at the end of the sentence.

Citation generators

While you're welcome to use citation generators to help you store and organize your citations, please keep in mind that they often don't format citations correctly and the citations usually need significant editing. If you use a citation generator, plan to review and revise the citations and bibliography according to the guidelines in this section before submitting your manuscript.

Abbreviations, Symbols, Numbers, and Typography

Latin abbreviations

Please do not use "ibid.," "op. cit.," "loc. cit.," or "id." Instead, use the short citation of the intended source.

Page numbers

In citing page numbers, please omit "p." and "pp." ("page" and "pages") before page numbers. The one exception to this rule would be for a publication whose arrangement necessitates a more explicit citation (bk. 2, pt. 4, p. 37).

Page numbers should be elided following these patterns: 1–5; 48–49 (not 48–9); 225–42 (not 225–242); 200–201.

Any source accessed online

URLs should not be italicized or enclosed in brackets, and they should not contain an embedded hyperlink. If Word adds a hyperlink automatically (usually shown with an underline), remove it by right-clicking on the link and selecting "Remove hyperlink."

Access dates for online material are not required if the source has a date of publication, date updated, or other indication of when it was created. If the source does not, an access date is required.

URLs with long alphanumeric strings are impossible for readers of the print book to use. In those cases, it's usually best to include the URL for the main site, from which readers can locate the source using the other information in the citation.

URLs break frequently, so it's important to include enough information in the citation that readers will be able to find the source even if the URL no longer works.

Creating the Bibliography

Formatting

Please do not use manual tabs and hard returns within entries to format the bibliography. Instead, you can leave the entries unindented or use a hanging indent (under "Format," select "Paragraph" and then choose "Hanging" from the "Special" dropdown). Otherwise the tabs and hard returns will need to be removed manually, one by one, which is a time-consuming process we want to avoid. Hard returns should appear only at the end of an entire citation, never at the end of a line within a citation.

What to Omit

Certain kinds of sources are generally not included in the bibliography:

- *Newspaper and magazine articles*: These are cited in full in the notes. The bibliography contains a list of the newspapers and magazines cited in the notes but not the articles themselves.

- *Items in an archive*: Individual items located in archives are cited in full in the notes. The bibliography contains a list of the archives consulted but not the actual items in those archives.

- *Website material*: Generally speaking, sources available online should be cited by their genre—for example, a report posted online should be cited as a report; a newspaper article found online should be cited as a newspaper article. "Website material" here refers to material created specifically for a website, such as a social media post (or comment on a social media post), an organization's "About Us" page, a page on a city's website listing local attractions, a blog post, or information posted on a government website (that is not part of another government publication).

- *Statutes, case law, and government documents*: These citations follow the style in *The Bluebook*, the style guide predominantly used in the legal profession. Because legal publications usually don't include a bibliography, these citations are intended for the notes only.

Structure

Bibliographies are often arranged into "Primary Sources" and "Secondary Sources"; within "Primary Sources" may be the subcategories "Archives and Manuscript Collections," "Periodicals," and "Books," while within "Secondary Sources" there may be "Books" and "Journal Articles and Dissertations." The exact subcategories you use will depend on what works best for your book.

You may prefer not to divide your sources into "Primary Sources" and "Secondary Sources" and instead group most sources into one long list, or you may prefer to use those categories but not include genre-based subcategories in either section, or just not in the "Secondary Sources" category. All these options are fine.

However, if your book includes archival sources, the archives and collections you consulted should appear in a discrete section at the beginning of the bibliography. If your book includes newspaper sources, a list of these newspapers should be included below the archives section. Whether or not the rest of the bibliography is divided into categories, the archives and newspapers need to be listed separately at the beginning of the bibliography.

Using Abbreviations in Notes

If you use materials from a particular archive or collection at least five times, you may find it helpful to use an abbreviation to avoid repeating information in many citations. If you use abbreviations, please include a list of abbreviations that appear only in the notes at the beginning of the notes section. You can then use the abbreviations from the very first citation. With a list of abbreviations, "hereinafter…" notations should be omitted.

For example, if you want to use an abbreviation for the C. Peter Wagner Collection at Fuller Theological Seminary, here's how that would look in the list of abbreviations:

> PW   C. Peter Wagner Collection, Special Collections, Fuller Theological Seminary,
> Pasadena, CA

In the notes, a citation referring to this collection would look like this:

> World Prayer Center brochure, folder 5, box 29, PW.

Note that the abbreviation for a collection covers not just the collection but also the archive where it is located—the archive does not need its own abbreviation.

Guidelines for Citing Sources, with Examples

In the sections below, each source has a bibliography entry (B)—unless this kind of source should not appear in the bibliography—a full citation for notes when there is not a complete bibliography (F), and a shortened citation for notes (S).

These sections focus on the types of sources most often used in UNC Press books. Guidelines for other kinds of sources, along with additional information, are available in *The Chicago Manual of Style*.

Archives

Items in archives are cited in full in the notes and omitted from the bibliography. Though the exact information you provide will depend on the archive's organization, most citations for archival items will include some combination of the following: folder name/number, box name/number, collection, series number, shelf location. It's crucial to include as much information as possible so that readers are able to locate the source.

There are few hard-and-fast rules for shortening an archive citation in the notes—just make sure that enough distinctive information is provided that readers can find the full note.

For an example of archives listed in the bibliography, see the sample notes and bibliography at the end of this guide.

(F) King to FDR, "Memorandum for the President," March 5, 1942, folder King, Ernest J., box 3, Safe File, Franklin D. Roosevelt, Papers as President: The President's Secretary's File (PSF), 1933–1945, Franklin D. Roosevelt Presidential Library and Museum, Hyde Park, NY, www.fdrlibrary.marist.edu/_resources/images /psf/psfa0039.pdf.

(S) King to FDR, "Memorandum," March 5, 1942.

(F) Marjorie Selfridge Dresbach, scrapbook, Marjorie Selfridge Dresbach Papers, MSS 861x, box 3 of 3, Texas Woman's University, Denton, TX.

(S) Dresbach, scrapbook.

Book by a single author

(B) Neely, Mark E., Jr. *Lincoln and the Triumph of the Nation: Constitutional Conflict in the American Civil War*. University of North Carolina Press, 2011.

(F) Mark E. Neely Jr., *Lincoln and the Triumph of the Nation: Constitutional Conflict in the American Civil War* (University of North Carolina Press, 2011), 25.

(S) Neely, *Lincoln and the Triumph*, 151–52.

Book by two authors

(B) Gaddy, Kristina R., and Rhiannon Giddens. *Go Back and Fetch It: Recovering Early Black Music in the Americas for Fiddle and Banjo*. University of North Carolina Press, 2025.

(F) Kristina R. Gaddy and Rhiannon Giddens, *Go Back and Fetch It: Recovering Early Black Music in the Americas for Fiddle and Banjo* (University of North Carolina Press, 2025), 37.

(S) Gaddy and Giddens, *Go Back and Fetch It*, 37–39.

Book by more than two authors

In shortened citations, list only the first author's last name, followed by "et al." If there is no bibliography, list up to six authors in the first, full note. If there is a bibliography, list up to six authors in the bibliography. In both cases, for a work with more than six authors, wherever the full publication information appears, list the first three authors, followed by "et al."

(B) Bishir, Catherine W., Charlotte V. Brown, Carl R. Lounsbury, and Ernest H. Wood III. *Architects and Builders in North Carolina: A History of the Practice of Building*. University of North Carolina Press, 1990.

(F) Catherine W. Bishir, Charlotte V. Brown, Carl R. Lounsbury, and Ernest H. Wood III, *Architects and Builders in North Carolina: A History of the Practice of Building* (University of North Carolina Press, 1990), 90.

(S) Bishir et al., *Architects and Builders*, 54–57.

Book with author and editor or translator

(B) Rollin, Frances Anne. *The Reconstruction Diary of Frances Anne Rollin: A Critical Edition*. Edited by Jennifer Putzi. University of North Carolina Press, 2025.

(F) Frances Anne Rollin, *The Reconstruction Diary of Frances Anne Rollin*, ed. Jennifer Putzi (University of North Carolina Press, 2025), 46–49.

(S) Rollin, *Reconstruction Diary*, 46–49.

Multivolume works

(B) Mawdsley, Evan, ed. *The Cambridge History of the Second World War*. 3 vols. Cambridge University Press, 2015. [NB: The full work is cited.]

(B) Ferris, John, and Evan Mawdsley, eds. *Fighting the War*. Vol. 1 of *The Cambridge History of the Second World War*, edited by Evan Mawdsley. Cambridge University Press, 2015. [NB: One volume of the work is cited.]

(B) Mawdsley, Evan, ed. *The Cambridge History of the Second World War*. Vol. 1, *Fighting the War*, edited by John Ferris and Evan Mawdsley. Cambridge University Press, 2015. [NB: One volume of the work is cited.]

(F) John Ferris and Evan Mawdsley, eds., *Fighting the War*, vol. 1 of *The Cambridge History of the Second World War*, ed. Evan Mawdsley (Cambridge University Press, 2015), 202.

(S) Ferris and Mawdsley, *Fighting the War*, 202.

Contribution to an edited collection

(B) McCurry, Stephanie. "Women Numerous and Armed: Gender and the Politics of Subsistence in the Civil War South." In *Wars Within a War: Controversy and Conflict over the American Civil War*, edited by Joan Waugh and Gary W. Gallagher. University of North Carolina Press, 2009.

(F) Stephanie McCurry, "Women Numerous and Armed: Gender and the Politics of Subsistence in the Civil War South," in *Wars Within a War: Controversy and Conflict over the American Civil War*, ed. Joan Waugh and Gary W. Gallagher (University of North Carolina Press, 1994), 16.

(S) McCurry, "Women Numerous and Armed," 16–18. [NB: Do not include page numbers if you're citing the essay as a whole.]

(B) Kuehn, John T. "The War in the Pacific, 1941–1945." In *Fighting the War*, edited by John Ferris and Evan Mawdsley, vol. 1 of *The Cambridge History of the Second World War*, edited by Evan Mawdsley. Cambridge University Press, 2015.

(F) John T. Kuehn, "The War in the Pacific, 1941–1945," in *The Cambridge History of the Second World War*, ed. Evan Mawdsley, vol. 1, *Fighting the War*, ed. John Ferris and Evan Mawdsley (Cambridge University Press, 2015), 422–24.

(S) Kuehn, "War in the Pacific," 422–24.

Article in a scholarly journal

URLs are required only if you consulted the source online. If a URL begins with "www," please omit "http//."

(B) Freedman, Stephen. "The Baseball Fad in Chicago, 1865–1870: An Exploration of the Role of Sport in the Nineteenth-Century City." *Journal of Sport History* 5, no. 2 (1978): 42–64. www.jstor.org/stable/43608921.

(F) Stephen Freedman, "The Baseball Fad in Chicago, 1865–1870: An Exploration of the Role of Sport in the Nineteenth-Century City," *Journal of Sport History* 5, no. 2 (1978): 50, www.jstor.org/stable/43608921.

(S) Freedman, "Baseball Fad," 49–50. [NB: Do not include page numbers if you're citing the article as a whole. Page numbers for the full article appear only in the bibliography.]

Article in a newspaper

A list of newspapers cited in the notes should be included in the bibliography. Individual articles should not be in the bibliography.

In the notes, the first citation of a newspaper article in each chapter should be a full citation. Please include the article title; it is not sufficient to supply only the newspaper title and date. If an author is named in the newspaper, please include that as well. Shortened citations can be used after the first appearance in that chapter.

URLs are not required unless you consulted the source online. If a URL begins with "www," please omit "http//."

Because a newspaper's issue of any given day may include several editions and items may be moved or eliminated in various editions, page numbers are best omitted.

Do not use volume and issue numbers for newspapers—only the date is required.

(B) *Charleston (WV) Gazette*

   Daily News (Pittsburgh, PA)

   New York Times

   Sun Reporter (San Francisco)

   Washington Post

(F) Randy Kennedy, "Saving Nina Simone's Birthplace as an Act of Art and Politics," *New York Times*, March 2, 2017, www.nytimes.com/2017/03/02/arts/design/nina-simone-house-birthplace.html..

(S) Kennedy, "Saving Nina Simone's Birthplace."

(F) "Senate Sets Decision on DC Voting," *Washington Post*, August 22, 1978.

(S) "Senate Sets Decision on DC Voting."

Website material

Online versions of print publications are cited as print publications, with the URL added at the end of the citation. For example, an online journal article is cited as a journal article; an online report is cited as a report.

"Website material" here refers to text produced for a website, such as a social media post, an organization's "About Us" page, a blog post, or an informational page on a government website. These kinds of sources are cited only in the notes and omitted from the bibliography. Comments on blog posts or other webpages should reference the original post or page (see the last example in this section).

(F) "Durham County, North Carolina," United States Census Bureau website, accessed March 7, 2025, https://data.census.gov/profile/Durham_County,_North_Carolina?g=050XX00US37063.

(S) "Durham County, North Carolina," Census Bureau website.

(F) NASA Webb Telescope (@NASAWebb), "Sneak a peek at the deepest & sharpest infrared image of the early universe ever taken—all in a day's work for the Webb telescope. (Literally, capturing it took less than a day!)," Twitter (now X), July 11, 2022, https://twitter.com/NASAWebb/status/1546621080298835970.

(S) NASA Webb Telescope, "Sneak a peek."

(F) William Germano, "Futurist Shock," *Lingua Franca* (blog), *Chronicle of Higher Education*, February 15, 2017, www.chronicle.com/blogs/linguafranca/2017/02/15/futurist-shock/.

(S) Germano, "Futurist Shock."

(F) Jim, February 16, 2017, comment on Germano, "Futurist Shock."

YouTube videos

As online material, YouTube videos may be omitted from the bibliography and cited only in the notes.

(F) Bart Weetjens, "Conscious Leadership in Challenging Times," YouTube video, 2:21, posted by ashokaaustria on February 1, 2017, www.youtube.com/watch?v=IDOkvwJHwbo&t=29s.

(S) Weetjens, "Conscious Leadership."

(F) Bill de Blasio, "Mayor de Blasio Delivers State of the City Address," NYC Mayor's Office, streamed live on January 10, 2019, YouTube video, 1:22:40, https://youtu.be/aZZYlpfZ-iA.

(S) de Blasio, "Mayor de Blasio Delivers."

Reports

Reports, white papers, pamphlets, and other freestanding publications are cited similarly to books. Publication data may vary, but sufficient information should be given to identify the document.

(B) Ryan, Timothy J., Andrew M. Engelhardt, Jennifer Larson, and Mark McNeilly. *Free Expression and Constructive Dialogue in the University of North Carolina System*. May 17, 2022. https://fecdsurveyreport.web.unc.edu/wp-content/uploads/sites/22160/2022/05/FECD_Report_5-17-22.pdf.

(F) Timothy J. Ryan, Andrew M. Engelhardt, Jennifer Larson, and Mark McNeilly, *Free Expression and Constructive Dialogue in the University of North Carolina System*, May 17, 2022, p. 4, https://fecdsurveyreport.web.unc.edu/wp-content/uploads/sites/22160/2022/05/FECD_Report_5-17-22.pdf.

(S) Ryan et al., *Free Expression*, 4.

(B) Anti-Defamation League. *Murder and Extremism in the United States 2021*. Anti-Defamation League, February 10, 2022. www.adl.org/murder-and-extremism-2021.

(F) Anti-Defamation League, *Murder and Extremism in the United States 2021* (Anti-Defamation League, February 10, 2022), www.adl.org/murder-and-extremism-2021.

(S) Anti-Defamation League, *Murder and Extremism*, 10.

Interviews

The interviewee is listed first in interview citations, not the interviewer.

Broadcast or published interviews

(F) McGeorge Bundy, interview by Robert MacNeil, *MacNeil/Lehrer NewsHour*, PBS, February 7, 1990.

(S) Bundy, interview.

(F) Caitlin Dickerson, "Minneapolis Reveals Where Trump's Deportation Agenda Is Going," interview by Ezra Klein, *Ezra Klein Show* (podcast), *New York Times*, January 23, 2026, www.nytimes.com/2026/01/23/opinion/ezra-klein-podcast-caitlin-dickerson.html.

(S) Dickerson, "Minneapolis Reveals."

Interviews in archives

(F) George Charland, interview, December 7, 1998, World War II Veterans Oral History Collection, National Museum of the Pacific War, digitalarchive.pacificwarmuseum.org.

(S) Charland, interview.

Speeches

Some speeches have titles, but many do not.

(F) Barack Obama, "A More Perfect Union," speech, Philadelphia, Pennsylvania, March 18, 2008, National Constitution Center Presents, https://constitution center.org/amoreperfectunion.

(S) Obama, "More Perfect Union."

(F) James Madison, speech before Congress, Washington, DC, December 3, 1816, American Presidency Project, University of California, Santa Barbara, www.presidency.ucsb.edu/node/204790.

(S) Madison, speech. [NB: If other untitled Madison speeches are cited, they can be distinguished by date: Madison, speech, December 3, 1816.]

Legal citations

Legal citations are generally omitted from bibliographies and listed only in the notes. Follow the styles outlined in *The Bluebook* for legal citations. The guide from the Georgetown Law Library may be helpful: https://guides .ll.georgetown.edu/c.php?g=261289&p=2339383.

Case law

Here's a basic template for legal citations for court cases (a "reporter" is a kind of publication that reproduces cases):

> Case Name, [Volume of reporter] [Name of reporter, abbreviated] [page number on which the case begins], [page number being quoted/cited, if relevant] ([Name of the court, abbreviated] [Year]).
>
> Smith v. Jones, 123 F.3d 456 (9th Cir. 1996).

Note that the case name is not italicized in the full citation. In regular text and in a shortened citation, however, it is italicized.

If you don't have access to a legal reporter, your best bet may be to search for the case online and follow the citation format you find on a reputable site.

(F) United States v. Christmas, 222 F.3d 141, 145 (4th Cir. 2000).

(S) *Christmas*, 222 F.3d at 145.

Supreme Court decisions are always published in the reporter *United States Reports*, which is abbreviated "U.S." If a decision has not yet been published in that reporter, it may be in *Supreme Court Reporter*, which is abbreviated "S. Ct."

(F) Tinker v. Des Moines Independent Community School District, 393 US 503 (1969).

(S) *Tinker*, 393 US at 505.

Statutes

Federal statutes are published first as slip laws ("Pub. L" for "Public Law"), then in *United States Statutes at Large* (abbreviated "Stat."), and finally in *United States Code* (abbreviated "USC").

In the following example, the act was passed in 1964 and published in vol. 78 of *Statutes at Large* on p. 890.

(F) Wilderness Act, Pub. L. No. 88-577, 78 Stat. 890 (1964).

Government publications

Like legal citations, government publications are cited according to the style in *The Bluebook*. They are omitted from the bibliography, and the notes citations usually aren't shortened. For more details, consult *The Chicago Manual of Style* 14.170–14.176 and 14.182–14.207.

Reports and documents

Reports by government agencies may be cited as regular reports (p. 18). Congressional reports are cited differently, using abbreviations and document numbers. If the title and/or author are not mentioned in the text, they may be included in the citation. A page reference is preceded by "at."

Comm. on Interstate and Foreign Commerce, Amending the Federal Food, Drug, and Cosmetic Act of June 25, 1938 (H.R. 3151), H.R. Rep. No. 81-499 (1949).

S. Doc. No. 77-148, at 2–5 (1941).

Hearings

Titles are included in citations for congressional hearings, and the title includes the committee name. The page reference follows the Congress number.

Wounded Warrior Program Update: Hearing Before the Subcomm. on Military Personnel of the Comm. on Armed Service, H.R., 114th Cong. 6 (2015) (statement of Brig. Gen. Patrick J. Doherty, Director, Air Force Services, USAF).

Congressional Records

Congressional debates since 1873 are published in *Congressional Records*. (For debates before 1873, see below.) It's preferable to cite the permanent, bound edition. If you cite the daily edition, include that in the citation. In the examples below, the first number refers to the volume and the second number is the page number(s), followed by the year or date in parentheses.

147 Cong. Rec. 1239–40 (2001) (statement of Sen. Bayh).

172 Cong. Rec. H147 (daily ed. Jan. 8, 2026) (statement of Rep. Ansari).

Congressional debates before 1873

Before 1873, congressional debates were printed in *Annals of the Congress of the United States*, *Register of Debates*, and *Congressional Globe*. Citation formats closely follow those for the *Congressional Record*, but the *Globe* citations give the Congress number and session rather than volume and page number. For the other sources, the volume number goes at the beginning, then the abbreviated title, then the page number and year.

Cong. Globe, 34th Cong., 3d Sess. 149 (1856).

42 Annals of Cong. 1697 (1824).

3 Reg. Deb. 388 (1829).

Introduction
Lorem Ipsum

Lorem ipsum dolor sit amet, consectetur adipiscing elit. In luctus mi at congue ultricies.[1] Donec pretium aliquet nibh, sed tempus nulla. Curabitur a erat at quam lacinia egestas. Mauris iaculis odio lacus, sit amet mollis risus luctus ut.[2] Cras a dui id nisl pretium pulvinar. Nulla semper pellentesque metus, vel varius diam eleifend et. Praesent consequat, ex sed molestie pharetra, lacus massa cursus mi, at ornare sapien libero id velit.[3] Donec ac risus vitae ex blandit viverra a ac diam. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia curae; Aliquam ac lobortis nisi. Nam lobortis id eros ut interdum. Donec maximus lectus nec orci luctus, maximus posuere lorem porta.[4]

<Fig 0.1>

Vestibulum tincidunt consequat auctor. Suspendisse potenti.[5] Nam in ornare felis. Proin ultrices elementum mollis.[6] Vivamus volutpat mollis dui, at faucibus est. Mauris volutpat porta dictum. Morbi mattis enim quis fringilla lacinia. Sed nec mi non justo volutpat blandit.[7] Nam rhoncus tristique convallis. Etiam commodo dui sit amet aliquam euismod. Morbi et vulputate velit, sed consequat sapien.[8]

Chapter 1
Praesent Consequat

Vivamus eu velit nulla. Praesent a egestas leo, ac consequat dui. Nunc egestas suscipit nibh, nec aliquam ante scelerisque id. Vestibulum et metus vel purus bibendum vehicula. Nunc at justo vel felis volutpat fringilla non sagittis metus. Nam cursus justo in ligula facilisis, vitae accumsan erat posuere. In vitae nibh tempor, efficitur mauris eget, sodales tellus. Aenean luctus ligula ac urna placerat pharetra. Donec lectus lectus, tincidunt ac varius eu, malesuada eget sapien.[1]

<A>Subhead Level 1

Cras dapibus lorem eu turpis facilisis, ac suscipit lacus porttitor. Quisque non dictum lorem. In lacinia tellus quis urna malesuada interdum. In interdum neque vel porttitor sodales. Ut vulputate condimentum venenatis. Fusce elementum ligula eu porta mollis. Donec fermentum vulputate tristique.

<Fig 1.1>

Phasellus consequat ex at aliquam mollis. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Integer vestibulum metus non sollicitudin pharetra. Fusce tristique risus vel imperdiet vehicula. Nulla at mattis lectus. Praesent dignissim sagittis sagittis. Praesent nec diam eros. Aenean porttitor maximus placerat.[2] Praesent a egestas leo, ac consequat dui. Quisque a ex leo. Morbi elementum eros vitae eros gravida, sed vulputate ante tempor. In quis sapien lorem. Nulla a felis

purus. Quisque a ex leo. Morbi elementum eros vitae eros gravida, sed vulputate ante

tempor. In quis sapien lorem. Nulla a felis purus.[3]

<B>Subhead Level 2

Nunc egestas suscipit nibh, nec aliquam ante scelerisque id. Vestibulum et metus vel

purus bibendum vehicula. Nunc at justo vel felis volutpat fringilla non sagittis metus.

Nam cursus justo in ligula facilisis, vitae accumsan erat posuere. In vitae nibh tempor,

efficitur mauris. In quis sapien lorem. Nulla a felis purus.[4]

Fusce tristique risus vel imperdiet vehicula. Nulla at mattis lectus. Praesent dig-

nissim sagittis sagittis. Praesent nec diam eros. Aenean porttitor maximus placerat.

Notes

Abbreviations

Coolidge Collection	Coolidge Collection of Thomas Jefferson Manuscripts, Massachusetts Historical Society, Boston
CSU-Schutt	Harold G. Schutt Collection, Madden Library, California State University, Fresno
Douglass Papers	Papers of Andrew Ellicott Douglass, Special Collections, University of Arizona Libraries
MCC	Records of the Metropolitan Crime Commission, National Archives and Records Administration, College Park, MD
Memorandum Books	James A. Bear Jr. and Lucia Stanton, eds., *Jefferson's Memorandum Books: Accounts, with Legal Records and Miscellany*, 2 vols. (Princeton University Press, 1997)
RG22	Record Group 22: Records of the US Fish and Wildlife Service, National Archives and Records Administration, Washington, DC

Introduction

1. *Memorandum Books*, 2:98.

2. Jim Garrison to Aaron Kohn, February 28, 1964, MCC.

3. Jones, *Wolf Mountains*, 192; Robinson, *Predatory Bureaucracy*, 11.

4. "Our Purpose," Zealandia Sanctuary, accessed October 31, 2023, www.visitzealandia.com/About/Our-Purpose; Paul C. Paquet, interview by the author, August 30, 2019.

5. Paquet, interview.

6. Rutherford, *Villain, Vermin, Icon*, Kin, 51, 66; Joseph Bullington, "Montana Ranchers Share Landscape with Grizzlies," *Great Falls(MT) Tribune*, May 11, 2019.

7. "Montana Ranchers Learn Ways to Live with Wolves," *Weekend Edition Saturday*, NPR, February 8, 2014, www.npr.org/2014/02/08/273577607/montana-ranchers-learn-ways-to-live-with-wolves.

8. Bullington, "Montana Ranchers"; *The West Wing*, season 1, episode 5, "The Crackpots and These Women," directed by Anthony Drazen, aired October 20, 1999, on NBC.

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1. T. P. Strode to R. E. Bateman, April 17, 1926, container 21, entry #P 179, RG22.

2. Alberto, "El Negro Raúl," 681.

3. Aamodt et al., *Ellen Harmon White*, 152.

4. Jefferson to Adams, July 4, 1782, Coolidge Collection.

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University of Arizona Libraries, Tucson

    Special Collections

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California

Sequoia and Kings Canyon National Parks Museum Collection, Three Rivers

    Fire Records

    Park Files

California State University

    Madden Library

        Harold G. Schutt Collection

Maryland

National Archives and Records Administration, College Park

    Records of the Metropolitan Crime Commission

Massachusetts

Massachusetts Historical Society, Boston

    Coolidge Collection of Thomas Jefferson Manuscripts

Washington, DC

National Archives and Records Administration

Record Group 22: Records of the US Fish and Wildlife Service

Periodicals

Boston Globe

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