ECL Style Guide  August ’07

Eighteenth-Century Life generally follows the seventeenth edition of The Chicago Manual of Style (henceforth CMS17). This sheet contains the “house rules” that govern our copyediting.

Manuscripts should be in Microsoft Word, submitted by e-mail.

ABBREVIATIONS

Corporate, municipal, national, and supranational abbreviations and acronyms appear in full caps. Most initialisms (abbreviations pronounced as strings of letters) are preceded by “the.”

Latin abbreviations, such as e.g. and i.e., are usually restricted to parenthetical text and set in Roman type, not italics, except for sic, which is italicized for visibility’s sake. Pace, Latin for “contrary to,” is italicized to avoid confusion with “pace.” We’ll allow e.g. and i.e. to appear in the text of the notes. According to Chicago Manual, if used in running text, abbreviations should be confined to parenthetical expressions.

Personal initials have periods and are spaced.

W. E. B. Dubois; C. D. Wright

State abbreviations now used the postal codes (CMS17, 10.27):

Wilmington, DE
Washington, DC

BYLINE AND AFFILIATION

The author’s name and affiliation appear on the opening page of each article. No abbreviations are used within the affiliation. If more than one author appears, an ampersand separates the authors.

Sylas Tomkyn Comberbache
University of Southern North Dakota, Hoople

Martinus Scriblerus
University of Southwest Wales
&
Isaac Bickerstaff
Yale University

AMPERSANDS

The use of ampersands is limited to “The College of William & Mary” on the cover, on the title page, and in copyright slugs, and to separating multiple authors in the byline on article-opening pages.
HEAD QUOTATION
Flush left. The author is given on the line below, starting with an em-dash, also flush left. If there’s a date for a publication, it goes in parentheses after the title.

CAPITALIZATION. See also SPELLING AND TERMS

Terms
A down (lowercase) style is generally preferred for terms, but proper nouns and their derivatives are usually capitalized. We use Merriam-Webster’s Collegiate Dictionary (available online) for spelling and hyphenation. If the word isn’t in Merriam-Webster, then we rely on the OED.

After a Colon
If the material following a colon consists of more than one sentence, or if it is a formal statement, a quotation, or a speech in dialogue, it should begin with a capital letter. Otherwise, it may begin with a lowercase letter.

Quotations
Silently correct the initial capitalization in quotations depending on the position of the quotation to the rest of the sentence.

Smith stated that “we cannot eradicate all the children without making a fuss.”

but

Smith stated, “We must carefully consider whether to eradicate all the children.”

If, however, the quotation is lines of poetry, retain the capitalization of the initial letters of the lines, no matter what the grammatical relationship of the poem to the sentence may be:

The hint is made explicit, when “The Ghosts of traitors from the Bridge descend, / With bold Fanatick Spectres to rejoyce.”

Don’t use brackets to indicate the change of case for an initial letter—just change it.

An original lowercase letter following a period plus three dots should remain lowercase. If the resumption after the ellipses begins a new sentence, then capitalize it.

The spirit of our American radicalism is destructive. . . . the conservative movement . . .

Titles of Works
Titles of modern English-language works follow regular title capitalization: all nouns, adjectives, adverbs, and verbs are capitalized. Articles and conjunctions are not. The first word after a colon in a title is capitalized. For hyphenated words (like “eighteenth-century”), capitalize both elements, because it looks better and it more closely matches Eighteenth-Century Life. Titles of English-language works published before the twentieth century should retain the
original capitalization, and original spelling, though a word in full caps will take an initial capital letter. In capitalizing foreign titles, stick to the original capitalization.

**Titles of Royalty (CMS15, 8.34)**
The duke; the Duke and Duchess of Windsor
The earl; the Earl of Shaftesbury; previous earls of Shaftesbury
The prince; Prince Charles; the Prince of Wales; the Prince Regent
Frederick, Prince of Wales [note the comma]
The King of England; but a king of England, when it’s not a specific king
when the generic term is used alone, without the specific title, it’s lower-case
e.g., When he brought this to the attention of the king, . . .
titles of French officials, e.g., comptroller general, intendant, are not ordinarily capitalized (CM15 10.28ff).

the Honorable Bob Smith, but Hon. Bob Smith
the Reverend Jason Jason, but Rev. Jason Jason (CM 10.18)
spell-out Honorable and Reverend when preceded by “the”

In names of French organizations, only the first substantive is capitalized.

l’Academie française.

In French, generic words denoting roadways, squares, and the like, are lowercased, with the proper name capitalized.

le place de l’Opéra.

In French, names of buildings are usually capitalized [we’re considering bridges as buildings]:

le Palais du Louvre
Pont Neuf

And for people:

de Gaulle
Le Bossu

Titles of nobility:

duc d’Orleans
comte de Buffon
marquis de Sade [Giula Pacini]
marchioness d’Harcourt

In Italian, a title preceding a proper name is normally lowercased.

il commendatore Ugo Emiliano
la signora Rossi
CAPTIONS

For the sake of consistency, captions will end with terminal punctuation.

Parenthetical references to figures are done like this: (figure 3)

Figure 1. John Smith, View of the Village Green (1756). Courtesy British Museum.

Joseph Boiston, Brutus, (1792), marble, 86 x 60 x 36 cm, Musee des Beaux-Arts, Tours, INVD50-6-2. Photo credit: Art Resources, NY.

Figure 3. Jacques-Louis David, Study for Brutus (ca. 1788), oil on paper, 27½ x 35 cm, Nationalmuseum, Stockholm, NM 2683. Nationalmuseum.

Figure 4. Studio of Jacques-Louis David, Marat assassiné (1793), oil on canvas, 165 x 128 cm, Musée du Louvre, Paris, RF1945-2. Photo credit: Réunion des Musées Nationaux/Art Resource, NY.

Figure 1. John Russell, Mikak and Tutauki (1769), oil on canvas, ca. 700 x 830 mm. George August-University Göttingen, Institute für Ethnologie and Ethnologische Sammlung. Photo: Harry Hasse.

Date in parentheses. Commas separate all entries, except for the final credit line: i.e., Courtesy The J. Paul Getty Collection would be preceded by a period.

Note, cm for centimeter, no period, but in. for inch, period. Also, when dimensions are given: height x width x depth (if applicable).

DATES

1 May 1768 – our standard form
September–October 1789
from 1967 to 1970
1765? [the ? comes after the date]
1960s counterculture; sixties [not 60s or ’60s] counterculture
the 1980s and 1990s
mid-1970s American culture
the late twentieth century; late-twentieth-century Kenya
the mid-eighteenth century; mid-eighteenth-century America
when a month + day date appears in a sentence, write it out so that it’s pronounceable, i.e., “The events occurred on August 16th.” “They convened on December 2nd.”

When inclusive years appear in titles, give the full years, i.e., 1752–1796

But, in titles, inclusive years are given in full:

AD 873 [abbreviation AD precedes year]
But BC follows the year, 43 BC
5:00 a.m. 6:30 p.m. (no space)
9:30 a.m., but nine thirty in the morning, when spelled out

NUMBERED SERIES

There are three principle ideas: (1) that Swift was never married; (2) that he was nonetheless a heterosexual; and (3) that we have no way of knowing either (1) or (2). These can be separated either by commas or by semi-colons.

DIACRITICS

In Romance languages, do not use diacritics with capital letters; in other languages, use diacritics with capital letters.

DOCUMENTATION

End notes are used; there is no bibliography. The first citation of a work provides full bibliographic information, and the author’s name should be given in full (i.e., don’t use just the last name). After the first citation, use parenthetical citations and include the minimum information necessary for clarity, which is often just a page number, without p. or pp., e.g. (36). When that isn’t clear, give author’s name and page number (Smith, 36), and if that isn’t clear, give author, abbreviated title, and page number (Smith, Contrasts, 36). The idea is to give the necessary information, but not to impede the flow of the text. If it turns out that the parenthetical note would be clumsy, for example, when more than one work is being cited, then use an end note.

Subsequent citations in the endnotes should also be abbreviated; however, here it is appropriate to use author, short title, and page number.

In abbreviated titles, omit the article, i.e., Bingham, The Bastille, becomes Bingham, Bastille. Also, in abbreviating the title, do not merely give one word, but go as far as a complete-looking short title. Thus, Gerbers, The Formulation of English in Eighteenth-Century Society becomes Gerbers, The Formulation of English.

We avoid ibid, op cit., and loc. cit., eadem, idem, infra, and supra.

passim is allowed, as is ff. (for “the following”). Commonly used abbreviations include ca. (for “circa”), chap. (chaps.), cf. d. (died), ed. (eds.), for either editor (editors) or edition (editions); e.g., esp. et al., etc., facs. (for “facsimile”), fig. (figs.), fl. (floruit = flourished), fol. (fols.), i.e., ill. (ills.), I. (II.), n. (nn.), n.d. (no date—no brackets in a parenthetical reference), no. (nos.), n.p. (no pagination), p. (pp.), pt. (pts.), qtd. (for “quoted in”), rep. (for “reprint”), rev., ser., sig., s.v. (under the word), trans., vol. (vols.). Latin abbreviations are not italicized. Ordinal numerals can be used to designate centuries in the notes, and “century” is abbreviated as “c.” “18th-c. literature is commonly misunderstood” and “the early 20th c. saw the birth of academia in Chicago.” Publisher names are shortened with the following abbreviations: Univ., Assoc., Foun., Inst., Lib. Do not include “Press” or “Publisher” in the publisher’s name, i.e., (New Haven, Yale University Press, 1978) becomes (New Haven: Yale Univ., 1978).
Superscript note numbers go only at the ends of sentences, not in the middle. Parenthetical page references go as close to the quoted passage as possible, following the example of line numbers (ll. 184–92), except when a series of quotations in a sentence can be more compactly annotated by a covering parenthetical reference at the end of the sentence or at the end of a paragraph.

Superscript numbers should be Arabic. For some loony reason, the default mode for endnotes in Microsoft Word uses Roman numerals. The default can be changed by clicking on Tools, then Reference, then Footnotes (which also means “Endnotes”).

Sample Note Citations

**Period Titles**

If the title is not a first edition, put the year of publication in parentheses following the title. If a title is not followed by the year of publication, then it’s a first edition.

Since many books are jobbed out to different printers and publishers, put just the name of the first publisher, since that’s generally sufficient to identify the text. If it’s “printed for the author,” then (London: Printed for the Author, 1722). If this is followed by a list of publishers or booksellers, then include just the first one mentioned: (London: Printed for the Author by Conway). If the title-page says London: J. Hawkes and P. Spurling, for Jonathan Banks, at the Sign of the Cross, next to the Scepter and Parrot Tavern, in Pissing Alley, 1746), then the reference should be (London: J. Hawkes and P. Spurling, 1746)

When there is no publisher given, which is often the case for earlier works: (London, 1769).

**Single-Volume Book**


State abbreviations are not normally given for familiar presses and universities, on the theory that most readers will know where New Haven or Los Angeles is, or can find out readily enough. State names, using Chicago Manual abbreviations (CMS15, 29), are given only for obscure publishers, obscure locations, or where there is some chance for confusion if the state is not given. Similarly, country names are not given.


[Note: Insert a serial comma and a comma before dates in titles, even if the commas are not present on the work’s title page. Also, no ampersands are used in titles, even if they appear on the title page.]

[Note: “New York,” rather than “N.Y.,” is used to designate New York City. Also, only one city is used for the place of the publication, even if two are listed on the title page.]

For parenthetical references in the running text:

(Jacobs, Colonial Controversy, 60)

[Note: The style for a subsequent citation in the endnotes is author, short title, page(s), without "p." or "pp."

(Unwin and Arnold, 31)

[Note: No short title for above citation because it’s cited only once.]

If you need to cite a note, say on page 143, the appropriate form is:

143n.

The period is used only if this is at the end of a citation; otherwise, it’s 143n, 237nn, 311. If we want to indicate a specific note on that page, the citation is: 15n29  Again, a period only if this is the end of a sentence. For volume plus page plus note, 1:15n29. However, if the pagination is Roman numerals, add a comma, thus: xxiv, n17

**Edition and Reprint**


Note that the “rd” in 3rd is not raised; this is done automatically in Word. To turn off the function, go to Tools, then Auto-Correct, then Auto-format as you type, under which you take the check out of the box entitled “Ordinals (1st) with superscript.”


When using older books that are not first editions, it is helpful to indicate the date of first publication in parentheses after the title when the annotation appears in a note. Similarly, on the first mention of a title in the text, the date of publication should be given, in parentheses. Since it is difficult to determine whether early editions are reprints or new typesetting, we will use “rep.” only for works that we know are reprints, which mostly applies to modern works.

**Book in a Series**
Chapter in Edited Collection


[ed. after a title means “edited by,” so we do not use “eds.” if there are more than one editor]

If the book does not have pagination, it is appropriate to indicate the signature, and recto or verso, in the following format:

sig.G3r-v — Note: no period after r or v for recto or verso (CM 17.136)
sig.G6v-7r = a range of four pages
fol.61v – since there’s no space after the sig. for signature, let’s have no space after fol.


Translation


Multivolume Work


[Note: Journal titles are not abbreviated. The exceptions are *PMLA* and *ELH*, since those are technically the names of the journals, and not actually abbreviations. Note that *Studies in English Literature 1500–1900* has no comma]

Authors should not use issue numbers, or names of months, since this is generally unnecessary information and clutters the citations. The rule is: use issue numbers only when the journal paginates each issue of a volume separately, as is the case for *Eighteenth-Century Life*. For most scholarly journals, however, pagination is continuous throughout each volume, in which case authors should omit issue numbers as well as month or season

Here are the exceptions:


*Nineteenth-Century Art Worldwide: A Journal of Nineteenth-Century Visual Culture* is an electronic journal: it has no page numbers, so issue numbers are necessary.

*English Historical Review* 118 (475) (2003): 33–58. This is how the journal refers to itself, but in fact, 475, 476, and 477 are simply issues of 118, and 118 is paged continuously. So, it should be *English Historical Review* 118 (2003).


For Review of English Studies, we need only the vol. number, not the number number, since each volume is paginated continuously across the numbers.

In pagination, if a colon is preceded by an Arabic number, do not put a space between the colon and the Arabic numbers to follow; if the colon is preceded by a parenthesis or bracket, it is appropriate to put a space between the colon and the Arabic numbers to follow, thus:


Magazine Article

[Note: “The” is dropped before periodicals in the notes]

Drop “The” before modern newspapers, magazines, etc.


For modern journals or publishers, drop the initial article:

Review of English Studies
(Baltimore: Johns Hopkins Univ., 1983)
(London: British Library, 1975)
(Cambridge: MIT, 1978)

This is the format for modern magazines and periodicals; since in the 18th century it is impossible to distinguish between journals and magazines, treat 18th-century periodical titles like modern periodicals, with volume number, where available, followed by date in parentheses.
For periodicals, if the date is known, the entry is:

_The Idler_ 22 (16 September 1758) – i.e., modern documentation style

If the reference lacks the date, the reference is:

_The Idler_ 22 – i.e., no comma between issue and number, following the modern documentation style above: if there’s auxiliary information, for example, pertaining to a volume in which the essay is reprinted, then it’s:

_The Idler_ 22, 3:145

**Newspaper Article**


**Dissertation**


In Oxford, they call it a DPhil, and a thesis.

**Paper or Presentation**


**Interview**


**Letters, Memoranda, Petitions, Reports, Manuscripts, Web sites** (CM 17.76)

Elizabeth Montagu to Edward Montagu, Bath, [31 August 1765], MO 2575. (this is when the date is conjectura—hen known, omit brackets)

The word “letter” is not necessary. But if it’s a report or a petition, it should be identified as such. When citing 18th-century petitions, stick to original capitalization, as we do in 18th-century book titles.

For Web sites, we’ll use this, without a date on which it was accessed:

<http://www.uwyo.edu/culturalprograms/>.

This allows us to end the Web site with a period. If we omitted < and >, we’d sometimes have notes that did not have a period at the end, which is inconsistent.

As of November 2014, if there’s a line break, it should come before the punctuation. We’ve been doing it the other way around up to now. But http://www – the break goes after the //

*Materials in Special Collections & Classical References:*

Here is how we handle such things as British Museum and British Library materials: on first appearance, spell out British Museum, afterwards, abbreviate as follows:

BL, Add. MS 26645  BL, Add. MS 41813, fol.19r.

I had taken the comma after BL out to match Bodleian entries. But since most special collections use a comma, let’s do it the other way around. We’ll use a comma for BL, and also for the Bodleian shelfmarks.

Sir Hans Sloane’s Correspondence, BL, Sloane MS 4039, fol.226.

When a note is simply a letter or an artifact followed by a BL citation, a comma should separate the two. When a note is a comment followed by a BL citation, a period should separate the two. There is no space after fol., since there is no space after sig.

The titles of databases are in Roman, not italics. For articles or items within a database, the article or item is in quotation marks.

Henceforth, assume people know that BL is the British Library and PRO is the Public Record Office. In 2003, the Public Record Office moved from its venue in Chancery Lane and is now part of the National Archives, based in Kew. However, since everybody knows it as the PRO, and since the PRO still exists as a legal entity, we’re sticking with PRO.

Still explain *ODNB* and *DNB*, since this comes in a variety of titles, including online *ODNB* (specify “online at”). Note that, although databases are Roman rather than italics, when it’s an online version of a book, like *ODNB* or *DNB*, the abbreviation is italicized.

ESCT, No. T220997  [English Short-Title Catalogue]

ECCO

EEBO

PRO, CO 137-48

Here is a standard entry for British Museum Catalogue, which is different from just the British Library

BMC, nos. 9863 (8:78), 9869 (8:81-82), and 9872 (8:83-84).

For the Bodleian—we’re adding commas to make these match British Library shelfmarks
For references to acts of parliament and the like, see CMS 17, 14.297ff. The proper shorthand reference to an Act of Parliament can be:

Calico Act, 7 Geo. I, c. 7 (1721).

Note: the regnal information is sufficiently specific, according to CMS, but we’re adding the year of the act in parentheses, since people will not be able to figure out regnal years at the drop of a hat.

Classical References

Horace Odes 1.22 (CMS17, 14:242-51)

Here’s how we do Loeb Classical Library editions:


Websites

Include author, title of the page in quotation marks, title of the owner of the site, URL:


In this case, there is no separate owner of the site.

Sample Entries for the Review Section

Book with Single Author


Multiauthor


Edited Collection/Anthology


[for reviews, author’s name is in normal order, followed by comma. Note the way we do two prices. We’re also doing 5 b/w + 4 color iills.]

**Edition and Reprint**


**Multivolume**


**Translation**


**Series**

Title of a series is not italicized and not put in quotation marks. Capitalization follows normal headline style used for titles. The number of the item in the series follows the series title, with no intervening comma.


**Illustrations**


**Music**

Sonata in E-flat, op. 31, no. 3; Sonata op. 31;
Fantasy in C Minor, K. 475; Fantasy K 475
Gershwin’s *Rhapsody in Blue*

Titles of operas, oratorios, tone poems, and other long musical compositions are italicized, while songs and shorter works are in quotations, in Roman. Same logic as the distinction between italicized book and long-poem titles, and chapter and shorter poems Romanized.

**Titles**

Titles of poems are set in Roman type, capitalized, and set within quotation marks. Long poems, and poems published separately as books, are in italics; titles of plays are italicized. When long poems and short poems are mixed, it’s best to italicize all for consistency.

**Titles within Titles**

Titles of long or short works appearing within an italicized title are enclosed in quotation marks (CMS 17, 14.94)


When a term is italicized normally, and when it is not the title of a work, and when you put it into in italicized title, then reverse the italics and make it roman.


**Punctuation around Titles within Titles**


[Logically, this should be ‘Scrutinizing Age’,” . but this would mean extremely tedious copyediting, since we’d always be trying to figure out whether the comma really went there. So, for the sake of consistency, always put the quotation marks, all of them, outside the comma.

**Citing Poetic Lines**

Usually, line numbers, with “l.” or “ll.” will suffice. Three or more lines of poetry should be indented. In the event that the poem is subdivided so that it has stanzas, or cantos, then we do this:

canto 2, ll. 212-14
subsequent references   (2:214-16)
act 2, scene 3, lines 222-24 (in text),

but if following a quotation, or in parentheses, resort to the standard II.iii.222-24.

Canto, book, act, scene are not capitalized (CMS 8.194).

When referring to chapters in narrative, lower-case chapter, but use Arabic number, i.e., chapter 3.

ELLIPSES. See also CAPITALIZATION

Three dots, with spaces between, indicate an ellipsis within a sentence or fragment; a period plus three dots with spaces between indicates an ellipsis between sentences, even when the end of the first sentence (if still grammatically complete) is omitted. In general, ellipses are not used before a quotation (whether it begins with a grammatically complete sentence or not) or after a quotation (if it ends with a grammatically complete sentence), unless the ellipses serve a definite purpose. If the grammar requires it, you can add a comma (then a space) before the ellipse, thus:

“He was often stingy when it came to donations, . . . but he gave generously when it was a Republican calling.”

EXTRACTS. See also CAPITALIZATION and ELLIPSES

In general, quotations longer than eighty words (usually more than four lines) in length are set off as extracts. The editors, however, may set off shorter quotations at their discretion.

INCLUSIVE LANGUAGE

In general, avoid sexist language. Never allow the form s/he, and don’t go with “he or she,” which is awkward, and calls attention to itself as being politically correct. Go with “he” or recast the sentence in the plural. Avoid alternating the use of masculine and feminine pronouns in an article.

INITIALS. See ABBREVIATIONS

NUMBERS. See also DATES

Cardinal and ordinal numbers from one to ninety-nine, such numbers followed by hundred, any number at the beginning of a sentence, and common fractions are spelled out. Fractions are hyphenated as well.

no fewer than six of the eight victims
no more than fifty-two hundred gallons
One hundred eighty-seven people were put to death there during the twenty-third century BC at least two-thirds of the electorate
fully 38,000 citizens [use commas for numbers of four or more digits, except, of course, for years]

If one number in a category is above 100, then all numbers in that category, within the paragraph, should also be in Arabic.

no fewer than 6 of the 113 victims
Almost twice as many people voted Republican in the 115th precinct as in the 23rd.

Numbers that express decimal quantities, dollar amounts, and percentages are written as figures.

an average of 2.6 years
more than $56, or 8 percent of the petty cash
a decline of $.30 per share

Note that in humanistic texts, the word “percent” is written out, but the number is in Arabic rather than spelled out:

40 to 50 percent of the prisoners

British currency is abbreviated as follows

£106 4s. 6d.

Inclusive numbers follow the Reverend-Edson protocol, because it’s simpler than CMS 17, 9.60, with its seven separate rules: always give the last two digits; if more than the last two digits change, then give the entire number:

1–13
74–75
93–104
397–403
1,462–78,
1,462–1503.

Exception: when inclusive years appear in titles, give all four digits, i.e., 1789-1791. Also, for Roman numerals, give the full numerals:

cxix–cxxx

Roman numerals are used in the pagination of preliminary matter in books, in family names and the names of monarchs and other leaders in a succession, in the names of world wars, and in statutory titles. They are also used for the traditional division of Acts and scenes: III.ii.136-37.

On page iii Bentsen sets out his agenda.
Neither John D. Rockefeller IV, Elizabeth II, nor John Paul II was born before World War I. Yet Title XII was meant to rectify not only inequities but iniquities.
Arabic numerals are used for the parts of books.

In part 2, chapter 2, of volume 11 of the Collected Works, our assumptions are overturned.

**POSSESSIVES**

The *Chicago Manual* has been gradually normalizing its possessive rules (CMS 17, 7.16ff). “The possessive of most singular nouns is formed by adding an apostrophe and an s. The possessive of plural nouns (except for a few irregular plurals, like *children*, that do not end in *s*) is formed by adding an apostrophe only:

Kansas’s weather  the Lincolns’ marriage  
Burns’s poetry  dinner at the Browns’ home  
Marx’s theories  the Martinezes’ daughter  
Berlioz’s works  
Strauss’s Vienna  
Dickens’s novels

Also, names ending with an unpronounced *s*:

Descartes’s dreams  
the marquis’s mother  
Albert Camus’s novelss

This even includes (and it’s a change from previous editions of CMS)

Euripides’s tragedies  
the Gangess’ source  
Xerxes’s armies

**QUOTATIONS. See EXTRACTS and TRANSLATIONS**

**SPELLING AND TERMS**

Follow *Merriam-Webster’s Collegiate Dictionary* (available online). If more than one spelling is provided in the dictionary, follow the first form given (e.g., use *judgment*, rather than *judgement*; use *focused*, rather than *focussed*). Common foreign terms are set in roman type. Common foreign terms (such as *bon vivant, ad hoc, realpolitik*, and *ex post facto*) are defined as those with main entries in *Merriam-Webster’s Collegiate Dictionary*, 11th ed. Once the foreign word is in *Merriam-Webster’s*, it’s considered naturalized.

Foreign official titles, however, are not italicized (comptroller general, garde des sceaux, etc.), since it would look peculiar to have an italicized title followed by a Roman name, and inconsistent to have the title italicized when there is no name and Roman when there is a name.

Prefixes are hyphenated before numerals and proper nouns; they are also hyphenated to prevent confusion (e.g., *reform, re-form*). Temporary compound adjectives are hyphenated
before the noun to avoid ambiguity but are always open after the noun. Non-English phrases used as modifiers are open in any position, unless hyphenated in the original.

Put neologisms within quotation marks at first use.

A term referred to as the term itself is italicized.

In the twentieth century socialism has acquired many meanings.

But

Twentieth-century “socialism” has many meanings.

The term “lyricism” was misused in Smith’s book review.

TRANSLATIONS

When an original non-English title and its translation appear together in the text, the first version (whether original or translation) takes the form of an original title, and the second version is always enclosed in parentheses and italicized.

The first time I read *Mi nombre es Roberto* (My Name Is Roberto) was probably in the summer of 1989.

For longer passages in a foreign language, give the whole passage in the original, followed by an English translation in brackets.

BOOKS RECEIVED EXAMPLES

b/w + color illustrations:


hardcover and paper


a book in a series


several volumes in a set

an annual


special issue of a journal


price in Euros


price in pounds and dollars