

# Encyclopedia Style Guide

The *Encyclopedia* uses the *Chicago Manual of Style*, Fifteenth Edition, as its base style. The following information provides some general style guidelines for your entry.

## **Abbreviations:**

- **Official Titles:**
  - ✓ Spell out instead of abbreviating titles preceding names on first reference: *Governor Clinton*; *Senator Pryor*; *Representative Snyder*
  - ✓ After the first reference, abbreviate the person's title if it seems necessary to use it: *Gov. Clinton*; *Sen. Pryor*; *Rep. Snyder*
- **Person's initials:** use a space after the first letter: *H. L. Mencken*
- **Political affiliation:** list a politician's political party and state (outside of Arkansas) after a name: *Senator Hillary Clinton (D-NY)*. List an Arkansas politician's party without the state abbreviation: *Senator Mark Pryor (D)*
- **Confederate or Union designation:** list a Civil War regiment's affiliation in parentheses using CS for Confederate States and US (no periods) for United States: *Second Kansas Infantry (US)*
- **Upper-case abbreviations:** do not use periods or spaces: *CIA*, *PhD*, *UN*, *GI*
- **Lower-case abbreviations:** use periods: *a.k.a.*, *a.m.*, *p.m.*, *e.g.*, *i.e.*
- **Academic Degrees:**
  - ✓ List as abbreviations: BA, BS, BSE, MA, MFA, etc., followed by the field of study: *Rosegood graduated from the University of Central Arkansas (UCA) with an MFA in painting.*
  - ✓ Do not capitalize or abbreviate the generic terms of degrees: *He got his bachelor's degree from UCA*; *Arkansas Tech University offers master's degrees.*
- **Institutions and Organizations:**
  - ✓ Write out the full name on first reference, followed by the accepted acronym if one is commonly used: *the National Organization for the Advancement of Colored People (NAACP)*; *the University of Arkansas at Little Rock (UALR)*
  - ✓ After the first reference, use the acronym: *the NAACP*, *UALR*
  - ✓ *The University of Arkansas at Fayetteville* should be spelled out on first reference followed by *(UA)* and abbreviated to *UA* for subsequent references.
- **United States:**
  - ✓ Spell out as a noun: *He was born in the United States.*
  - ✓ Abbreviate as an adjective: *He was born in a U.S. territory.*
  - ✓ Do not put a space in *U.S.*
  - ✓ Always use periods except when noting a Civil War regiment's affiliation (*US*) in parentheses.

## **Arkansas/Region-specific Information:**

- **Identifying town locations:** include county names in parentheses immediately after the first reference to a town or city in Arkansas: *Tull (Grant County)*

- **Institutions:** when mentioning an institution in Arkansas—including a cemetery—name the town it is in: *Main Library in Little Rock*
- **Natives:** the term *Arkansans* is used for Arkansas natives/residents.
- **Clarifying information:** on first reference to someone from Arkansas who is not the subject of an entry, include that person's place of residence or what the person is known for: *oil magnate O. C. Bailey; He married Elizabeth Bennett of Little Rock on May 30, 1816.*
- **Territories:**
  - ✓ Arkansas:
    - \* Differentiate between *Arkansas* as a state and *Arkansas Territory*.
    - \* Arkansas Territory was part of the Louisiana Purchase in 1803.
    - \* Arkansas became a state on June 15, 1836.
  - ✓ Indian Territory/Oklahoma:
    - \* Prior to 1889, call the area *Indian Territory*.
    - \* From 1890 to 1906, differentiate between *Oklahoma Territory* and *Indian Territory*.
    - \* From 1907 forward, call the area *Oklahoma*.

### **Capitalization:**

- **Academic disciplines:** do not capitalize unless they are part of a department or an official course name, or are themselves proper nouns (e.g., English, Latin): *She has published widely in the history of religions; She was a math professor; Jones is chair of the UCA Department of History.*
- **Buildings and Institutions:**
  - ✓ The names of buildings and monuments are capitalized unless the generic form is used: *the Symphony Center*, but *the center*
  - ✓ The full names of institutions, companies, and their departments are capitalized: *Stephens Inc.*; *Conway Regional Hospital*; *the University of Arkansas*
  - ✓ The word *the* preceding a name, even when part of the official title, is lowercased in running text: *I saw the Arkansas Symphony Orchestra perform Ravel's Bolero.*
  - ✓ Generic terms such as *school* and *company* are lowercased when used alone.
- **Directions:** compass directions are not capitalized unless they are referring to specific regions: *He traveled west; The North and South fought in the Civil War.*
- **Historical Periods and Events:**
  - ✓ Traditional names of periods are capitalized: *Reconstruction*
  - ✓ Names of specific historic events and groups are capitalized: *the New Deal; the Little Rock Nine*
  - ✓ Do not capitalize *secession*.
  - ✓ Names of specific natural phenomena or disasters of historic dimensions are often capitalized: *the Great Plague*
  - ✓ General names of phenomena are usually lower-cased: *the plague*
- **Military terms:**
  - ✓ The word *battle* is capitalized only when it is part of an accepted term: *the Battle of the Bulge*
  - ✓ Civil War battles, actions, and engagements are capitalized: *the Battle of Prairie Grove; the Action at Pine Bluff; the Engagement at Jenkins's Ferry*

- ✓ Military divisions are capitalized only after a country name: *U.S. Army; the army; U.S. Navy; the navy; naval battles*
- ✓ Army is not capitalized for Civil War armies: *Confederate army; Union army*
- ✓ *Axis* and *Allied* powers of World War II are capitalized: *The Allied powers faced the Axis powers in Germany.*
- ✓ *World War I*, not First World War or World War One; *WWI* can be used after the first reference or as an adjective: *WWI battles*
- ✓ *World War II*, not Second World War or World War Two; *WWII* can be used after the first reference or as an adjective: *WWII planes*
- **Political terms:**
  - ✓ Civil, military, religious, and professional titles are capitalized when they immediately precede a personal name: *President Clinton; Governors Huckabee and Bush; State Geologist Buchanan*
  - ✓ Titles are not capitalized if they stand alone: *the president; the president of the United States; the governors; state geologist of Arkansas*
  - ✓ The *Constitution* of the United States is capitalized: *the U.S. Constitution*
  - ✓ Do not capitalize *constitution* for state constitutions: *the Arkansas constitution*
  - ✓ Incomplete or generic forms are usually lowercased: *the treaty; constitutional law*
  - ✓ When a person is/was a member of the legislature in Arkansas, make it clear whether the person is/was in the Arkansas House of Representatives or the Arkansas Senate. This also applies to U.S. legislators.

### **Cultural Groups:**

- Use the following terms on first reference: *Native American, African American, Latin American*. After the first reference, use *Indian, black, and Hispanic*, respectively.
- Hyphenate *Native American, African American, Latin American* only when they are used as adjectives: *African-American literature; Native-American art; Latin-American music*
- The term *Hispanic* (instead of Latino/Latina) should be used as a general term to refer to someone who is of Spanish or Latin American descent.
- Gender designation: use *female* instead of “woman” or “women” as an adjective: *She was the first female bank president in Arkansas.*

### **Dates:**

- Use commas both before and after the year in the month-day-year style: *His birthday was on March 6, 1995, which was Tuesday.* Without the day, do not use a comma after the month: *In April 1978, two hundred workers lost their jobs.*
- When possible, list the publication or debut years for any writings, speeches, songs/albums, or interviews: *Faulkner’s Light in August (1932) was a major influence on his writing; As a child, she could sing every word of Joni Mitchell’s album Hejira (1976).*
- Use numerals for years: *Three ships sailed in 1492.*
- Do not start a sentence with a year: *The book was published in 1978;* not *1978 saw the book’s first publication.*

- Calendars: for entries dealing with pre-sixteenth-century periods, use dates that correspond to the Gregorian calendar used today. Julian dates should be converted into Gregorian dates for modern readers. You may note the Julian date also if confusion may ensue by the conversion.

### **Numbers:**

- **Spell Out:**
  - ✓ When using numbers one through ninety-nine, write them out: *He ate three and a half pies; Eighty-three votes decided the election.*
  - ✓ When a number begins a sentence, it should always be spelled out, even if it is greater than ninety-nine: *One hundred and ten candidates were accepted.*
  - ✓ Write out and hyphenate fractions: *three-fifths*
  - ✓ Format for U.S. dollars: if the number is spelled out, so is “dollars”: *six million dollars*
  - ✓ Ordinals: spell out *first* through *ninety-ninth*: *twentieth century; nineteenth-century novels; the Fifth Amendment to the Constitution; the Fifty-seventh Infantry Brigade*
- **Use Numerals:**
  - ✓ When the numbers are greater than ninety-nine, use numerals: *The election was decided by 114 votes.*
  - ✓ Format for U.S. dollars: if a dollar amount is in numerals, precede it with the dollar sign: *\$450; \$12 million*
  - ✓ Measurements: use numerals for measurements such as height, length, and distance, including fractions and decimals: *He set the pole-vaulting record at 11'8" in 1998; She ran two races of 14¼ miles and 6.73 miles; The high jump record is 6' ¾".*
  - ✓ Scores: use numerals for sports scores: *The Cardinals won 6-5; The golfers scored in the 70s.*
  - ✓ Ordinals: use numerals and a superscript ending for *100<sup>th</sup>* and greater: *101<sup>st</sup> Airborne Division*
  - ✓ Ordinal exception: use numerals and a superscript ending for all street numbers: *5<sup>th</sup> Street; 2<sup>nd</sup> Avenue; 119<sup>th</sup> Boulevard*
- **Times:**
  - ✓ When discussing exact times, use numerals: *At 5:23 a.m., we won the jackpot.*
  - ✓ When rounding or using hour increments, write out the number: *It is about five o'clock.*

### **Place Names:**

- Specify between county and city if the name of the place being described could cause confusion: *Conway County; Conway, a city in Faulkner County, ...*
- When discussing a municipality outside of Arkansas, include on first reference the state or country it is currently in: *Augusta, Maine; Hamburg, Germany*

## **Punctuation:**

- **Commas:**

- ✓ Use a comma after all introductory phrases: *After completing his BA degree, he moved to Memphis; In 1997, the Senate met nine times.*
- ✓ Serial comma: items in a series are separated by commas, including the comma before the conjunction: *She took a photograph of her parents, the president, and the vice president; The owner, the agent, and the tenant were having an argument.* However, items in a series that are joined by conjunctions do not need a comma: *Is it by Snodgrass or Shapiro or Brooks?*
- ✓ Use commas to set off a place of residence immediately following a person's name unless the place is essential to the meaning of the sentence or is considered part of the person's name: *Gerald Ford, from Grand Rapids, Michigan, ascended to the White House; Clement of Alexandria; Helen of Troy*
- ✓ Use commas to set off the individual elements in place names: *Greenbrier, Arkansas, is considered by some to be a suburb of Conway.* Note that *Washington DC* is an exception to the city/state rule. It should appear with no comma and no periods.
- ✓ Do not use commas with *Jr.* or *Sr.*: *Martin Luther King Jr.*
- ✓ When using *Inc.* and *Ltd.* after a company name, use commas only if they appear in the official company name: *Stephens Inc. employs many in Little Rock; Sun Microsystems, Inc., opened a new branch office.*
- ✓ Use a comma to separate independent clauses: *He moved to Chicago with his wife, and she returned to Arkansas a year later.*
- ✓ Commas and periods go inside quotation marks.

- **Hyphens:**

- ✓ Do not hyphenate double-vowel words such as *reelect*, *reenact*, and *reentry*. Only hyphenate to differentiate meanings, as in the case of *re-creation/recreation* and *re-cover/recover*.
- ✓ Hyphenate *mid-1930s* but not *late 1930s* or *early 1930s*.

- **Dashes:**

- ✓ An en dash is a short dash (–). In Word, the shortcut is Ctrl+minus sign.
- ✓ An em dash is a long dash (—). In Word, the shortcut is Ctrl+Alt+minus sign.
- ✓ Year spans: use an en dash between years: *1979–1981; from 1979 to 1981*, never from 1979–1981
- ✓ Day spans: use an en dash between days: *The battle, which occurred August 23–25, 1863, was one of the most important of the war.*
- ✓ Comma-heavy sentences: use an em dash to set off phrases when too many commas would be confusing: *The mayor—who lived in a red, white, and blue house—had three sons, two daughters, and eight grandchildren.*

- **Apostrophes:**

- ✓ Use the s after the apostrophe for the possessive of proper nouns ending in s: *Arkansas's lakes, Dickens's novels*
- ✓ Do not add an apostrophe before the s in plural numerals: *The scores were well into the 70s for both golfers.* The same rule applies for decades: *That suit would have been great in the 1960s.*
- ✓ Use curled apostrophes, not straight: *the state's*, not the state's

- **Other Punctuation:**

- ✓ Ampersand: use an ampersand only if it is part of a company or organization's official title:  
*Barnes & Noble*
- ✓ Question marks and exclamation points: these go outside quotation marks unless they are part of a title: *Why do people go to see "Who's Afraid of Virginia Woolf"?*
- ✓ Quotes: use curled quotes (" "), not straight (" "). Exception: Straight quotes and apostrophes are used for measurements, including longitude and latitude: 12 feet, 11 inches=*12', 11"*; *34°07'37"N 093°26'23"W*
- ✓ Avoid contractions (use *do not* instead of don't), but do not alter those used inside a quotation.

**Tense:**

- Consistency of tense makes entries accessible and easy to understand. For the most part, the tense should be simple past. *She attended college in Arkadelphia; He played with Johnny Cash in Memphis.*

**Titles:**

- **Italicize titles/names of:**
  - ✓ movies: *Spellbound*
  - ✓ albums: *Abbey Road*
  - ✓ TV series: *Northern Exposure*
  - ✓ books: *Middlemarch*
  - ✓ plays: *Romeo and Juliet*
  - ✓ journals: *The Journal of Parasitology* (Capitalize and italicize *The* only when it is the first word of an official title.)
  - ✓ newspapers: the *Arkansas Democrat-Gazette* (Do not capitalize or italicize the if it is not part of the official title.)
  - ✓ long, book-length poems: Dante's *Inferno*
  - ✓ long musical compositions: Handel's *Messiah*
  - ✓ regularly running cartoons: *The Far Side*
  - ✓ ships, aircraft, and other vessels: the *Titanic*, the *Spirit of Saint Louis*, *Apollo 12* (use numerals for all *Apollo* missions), *USS Enterprise*, *HMS Frolic* (note: *USS*, *HMS*, etc., are not italicized). Makes of vessels are capitalized but not italicized: *Boeing 747*, *Concorde*, *Dodge Caravan*
- **Use quotation marks for titles of:**
  - ✓ songs: "The Devil Went Down to Georgia"
  - ✓ poems (non-book-length poems): "The Love Song of J. Alfred Prufrock"
  - ✓ one episode of a TV series: "Hush" (an episode of  *Buffy the Vampire Slayer*)
  - ✓ speeches: the "Gettysburg Address"
  - ✓ works of art, such as paintings, sculptures, etc.: "Starry Night," "Hermes"
  - ✓ unpublished works, dissertations, and manuscripts: "God or Whale: Religious Doctrine in Melville's *Moby-Dick*"

- **Legal cases:** the names of legal cases are italicized. The abbreviation *v.* (for versus) is italicized as well: *Bloomfield Village Drain Dist. v. Keefe*
- **Musical media:** distinguish between *single* and *album*. A *single* is the release of a single song, while an *album* refers to a long-playing phonograph, audiocassette, or compact disc recording (a grouping of songs released at the same time). Avoid the ambiguous term “record.”

**“For Additional Information” Section:**

- The “**For additional information**” section at the end of your entry should guide readers to the best sources for more in-depth information on a topic. It is not a bibliography of all the sources used for the entry and should be limited to sources readily available to the general public.
- Items in this section should use the following formats and should be alphabetized, with the lines after the first line indented:

- ✓ **Books:** Author’s Last Name, First Name Middle Name/Initial. *Title of Publication*. Publisher’s City (note: include the state’s postal abbreviation if the city may be unknown to readers or could be confused with another; not needed if the publisher’s name includes the state name): Publisher, year of publication.

Baynes, Kenneth, James Bohmann, and Thomas McCarthy, eds. *After Philosophy*. Cambridge, MA: MIT Press, 1987.

Ehrenreich, Barbara. *Nickel and Dimed: On (Not) Getting By in America*. New York: Owl Books, 2002.

Stuck, Dorothy D., and Nan Snow. *Roberta: A Most Remarkable Fulbright*. Fayetteville: University of Arkansas Press, 1997.

- ✓ **Journals:** Author’s Last Name, First Name Middle Name/Initial. “Title of Article.” *Title of Publication* volume or series in Arabic numerals no matter how they appear on the publication (Season or Month and Year of Publication): page numbers.

Schneider, Albert J. “‘That Troublesome Old Cocklebur’: John R. Brinkley and the Medical Profession of Arkansas, 1937–1942.” *Arkansas Historical Quarterly* 35 (Spring–Summer 1976): 27–46.

Wilson, George. “Again, Theory: On Speaker’s Meaning, Linguistic Meaning, and the Meaning of a Text.” *Critical Inquiry* 19 (Autumn 1992): 1–21.

- ✓ **Newspaper Articles:** Author’s Last Name, First Name Middle Name/Initial if article is attributed. “Title of Article.” *Title of Publication*. Date of publication, page number(s).

Dunnahoo, Pat. “Dardanelle’s Historic Homes Bring Back Long Memories From a Gracious Past.” *Arkansas Gazette*. August 16, 1964, p. A6.

“Zoning Changes Arkansas’s Border.” *New York Times*. September 12, 2003, p. C2.

- ✓ **Obituaries:** Obituary of Person’s Name (as listed in the obituary). *Title of Publication*. Date, page number.

Obituary of Elizabeth Huckaby. *Arkansas Democrat-Gazette*. March 20, 1999, p. C7.

- ✓ **Archival Collections:** Title of Collection. Repository with collection. Institution holding the repository, City, State.

John Gould Fletcher Collection. Special Collections. University of Arkansas Libraries,  
Fayetteville, Arkansas.

- ✓ **Interviews:** Interviewee's Last Name, Interviewee's First Name Middle Name/Initial.  
Interviewed by Interviewer's First Name Middle Name/Initial Last Name, Date of interview.  
Repository with interview, Institution holding the repository, City, State.  
Harding, Thomas. Interviewed by Tom W. Dillard, May 7, 2001. Butler Center for Arkansas  
Studies, Central Arkansas Library System, Little Rock, Arkansas.
- ✓ **Electronic Sources:** Title of Web Source. Web Address (accessed date).  
Virginia Center for Digital History. <http://www.vcdh.virginia.edu> (accessed July 9, 2003).
- ✓ **Museums/Other Locations:** Museum Name. City, State. Website (if available)  
Hemingway-Pfeiffer Museum and Educational Center. Piggott, Arkansas.  
<http://hemingway.astate.edu>