This style sheet is an important supplement to the DUP Journal Style Guide. Listed below are EASTS style points that are exceptions to DUP style; these are followed by style points that are in addition to what is outlined in the DUP Journal Style Guide.

**Exceptions to DUP Style**

**DATES**
EASTS uses a day-month-year format for expressing dates.

1 May 1968
1–3 May 1968
on 8 February 1996, at 8:15 a.m. and again at 6:15 p.m.

**PUNCTUATION**
The title *East Asian Science, Technology and Society* does not take a serial comma before the word *and*. In all other cases, however—in text, titles, and cover copy—the serial comma should be used.

**Style Points Unique to EASTS**

**ABBREVIATIONS**
With the exception of “STS,” abbreviations are used only after having been spelled out on first occurrence.

the Timorese Ministry of Agriculture and Fisheries (MAF)

Hyphenated names take hyphenated initials.

T.-H. Lee

**ACKNOWLEDGMENTS**
Acknowledgments are made in an unnumbered note on the first page of the article and are written in the first person.

I thank Paul Richards, Harro Maat, and two anonymous reviewers for their insightful suggestions on earlier drafts of this article. I also acknowledge the numerous colleagues and peers who have helped me to develop the ideas presented here, especially Ezra Berkhout, Roy Schipper, and Herman van Keulen, among many others. Finally, I am grateful to the Bill and Melinda Gates Foundation for its financial support of the research on which this article is based.

**AUTHOR INFORMATION**
Contact information for the author(s) appears at the bottom of the first page of the article in the following format: name (initials of first and middle names followed by complete last name), affiliation,
and email address. The affiliation information on the second line includes three elements only: department, university, and country where the university is located.

H. Tinn
History Department, Earlham College, USA
e-mail: tinnho@earlham.edu

J. A. Liu
Department of Anthropology, University of Waterloo, Canada
e-mail: jennifer.liu@uwaterloo.ca

Please note that the author contact information on the first page is separate from the author bio(s) that appears at the end of the article on the last page. Guidelines for author bios can be found in the Contributor’s Note section of the DUP Journal Style Guide.

BOOK REVIEWS
Book reviews should have as a heading the author, italicized title, city of publication, name of the publisher, year of publication, number of pages, and cost of the hardcover and/or paperback editions (without parentheses) under review.

Hoi-eun Kim, Doctors of Empire: Medical and Cultural Encounters between Imperial Germany and Meiji Japan
Toronto: University of Toronto Press, 2014. xiv+249 pp. $55.00 hardcover, $29.95 paperback.

For edited books, the abbreviation “ed.” (for a single editor) or “eds.” (for two or more), preceded and followed by commas, should appear after the editor’s or editors’ name(s).

Margaret E. Sleeboom-Faulkner, ed., Frameworks of Choice: Predictive and Genetic Testing in Asia
Amsterdam: IIAS and Amsterdam University Press, 2010. 271 pp. $62.50 paperback.


If the city of publication is likely to be unfamiliar to readers or may be confused with another city of the same name, the abbreviation of the state, province, or country should be included. When the publisher’s name includes the state name, do not include the state abbreviation.

Cambridge, MA: Harvard University Press
Cheshire, CT: Graphics Press
Cambridge: Cambridge University Press
Chapel Hill: University of North Carolina Press
For reviews of non-roman-language books, the title should be presented in the following order: italicized transliteration, original language, and a non-italicized translation in square brackets.

Heng-an Chen 陳恒安, *Ershi shiji houbanye Taiwan yanhuaxue pujizhishi de siweiyangshi* 二十世紀後半葉台灣演化學普及知識的思維樣式 *The Thought Styles in Popular Evolutionary Knowledge in Taiwan in the Second Half of the Twentieth Century*

Lie Sun 孫烈, *Deguo Kelubo yu wanqing huopao—Maoyi yu fangzhi moshi xia de jishu zhuanyi* 德國克虜伯與晚清火炮—貿易與仿制模式下的技術轉移 *Germany’s Krupp and Late Qing Dynasty Chinese Artillery: Technological Transfer through Trade and Imitation*

**DOCUMENTATION**

All names in the references section—including Asian names—are listed last name, first name. Note that there is a comma after the surname. The examples below show the author name followed by the correct listing in the references; last names are in italics, but italics should not be used with names published in the journal.

<table>
<thead>
<tr>
<th>AUTHOR NAME</th>
<th>CITATION LISTING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gee Jung Kwon</td>
<td>Kwon, Gee Jung</td>
</tr>
<tr>
<td>Wuchou Zhou</td>
<td>Zhou, Wuchou</td>
</tr>
<tr>
<td>Hsiu-Hua Cheng</td>
<td>Cheng, Hsiu-Hua</td>
</tr>
</tbody>
</table>

There are a few exceptions whereby old and familiar spellings that do not include commas after the surname are retained in the citation, e.g., Sun Yat-sen, Chiang Kai-shek, and Mao Zedong.

*Please note that EASTS follows author-date style for in-text citations and references listed at the end of the article. Please refer to DUP’s “Documentation: Author-Date Citations” and the Chicago Manual of Style, 17th edition, for additional information.*

**DUAL ABSTRACTS**

EASTS provides authors with the option to publish translated abstracts and keywords, with the English version of the abstract and keywords being followed by an Asian translation of the abstract and keywords. Authors are solely responsible for ensuring the accuracy of the translations.

**EPIGRAPHS**

The epigraph source includes the author’s name or the author’s name plus the title of the work. No other bibliographical information is required.
SUBHEADS AND RUNNING HEADS
Both A- and B-level subheads are numbered sequentially throughout a manuscript: A-level subheads are 1, 2, 3, and so on; B-level subheads are 1.1, 1.2, 2.1, 2.2, 3.1, 3.2, and so on.

On the verso (left-hand) pages of articles, the running head is the author’s first initial and surname. On recto (right-hand) pages, the running head is the full title of the article, unless the title is too long to fit, in which case only the main title (before the colon) is used. With book reviews, the running head is “Review: [title of book].”

TABLES AND FIGURES
Tables and figures should have corresponding parenthetical “call-outs” at relevant places in the text that direct readers’ attention to the image or the table.

Additionally, elaborate inscriptions on the bricks expose the administrative and operative hierarchy of people involved in production; they identify the officials and craftsmen by name, rank, position, or profession (Fig. 1).

TRANSLATIONS
Upon first appearance, Chinese, Japanese, and Korean terms and phrases in the main text are presented in the following form: transliteration + original characters + (English translation). The original characters are not required for titles, terms, and phrases in other languages that do not rely on the Roman alphabet, but their inclusion is strongly encouraged.

Guoli Jiangsu yixueyuan 國立江蘇醫學院 (National Jiangsu Medical College)
Zhongguo fayixue hui 中国法医学会 (Forensic Medicine Association of China)

All entries for works in Chinese, Japanese, and Korean in the References present the title in the following form: transliteration of title + title in original script + (English translation of title).

Ji ti wang lu 積體網路 (Making It Integrated: An Analysis of Industrial Networks in Taiwan’s Integrated-Circuit Industry)

Xiyuan jilu 洗冤集錄 (Collected Writings on the Washing Away of Wrongs)

All essay, article, and chapter titles are presented in the following form: “transliteration of title” + title in original script + (“English translation of title”).

“Zhongguo fayixue shi” 中國法醫學史 (“A History of Legal Medicine in China”)

“Qianlong shiqi Yu yaochang de guanli tizhi he guanyang zhidu” 乾隆時期御窯廠的管理體制和官樣制度 (“The System of Official Models and the Relation between the Imperial and Private Kilns during the Qianlong Period”).

On issues related to translation, please consult CMS, chap. 11, particularly rules 11.82–90.
Duke University Press Journals Style Guide
4/18

Duke University Press journals adhere to the rules in this style guide and to *The Chicago Manual of Style*, 17th ed. (CMS). Documentation style and elements of style specific to individual journals are addressed in separate documents.

**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*.

- further expansion of NATO’s membership
- dissent within the AFL-CIO
- sexism is rampant at IBM
- certain US constituencies

Latin abbreviations, such as e.g. and i.e., are usually restricted to parenthetical text and notes and are set in roman type, not italics. The word *sic*, however, is italicized.

Personal initials have periods and are spaced.

*W. E. B. Du Bois; C. D. Wright*

**ABSTRACT**

Substantial articles should include an abstract of approximately 200 words. Book reviews and short issue introductions do not require abstracts.

Abstracts should be written in the third person (“This article proposes . . .”) not the first person (“I propose . . .”).

**CAPITALIZATION. See also SPELLING AND TERMS**

**After a Colon**

If the material introduced by a colon consists of more than one sentence, or if it is a quotation or a speech in dialogue, it should begin with a capital letter. Otherwise, it begins with a lowercase letter. See CMS 6.63.
Quotations
Silently correct initial capitalization in quotations depending on the relationship of the quotation to the rest of the sentence (see CMS 13.19). For instance:

Smith stated that “we must carefully consider all aspects of the problem.”

but

Smith stated, “We must carefully consider all aspects of the problem.”

A lowercase letter following a period plus three dots should be capitalized if it begins a grammatically complete sentence (CMS 13.53).

The spirit of our American radicalism is destructive. . . . The conservative movement . . . is timid, and merely defensive of property.

Terms
A down (lowercase) style is generally preferred for terms. See CMS, chap. 8, for detailed guidelines on capitalization of terms.

Titles of Works
For titles in English, capitalize the first and last words and all nouns, pronouns, adjectives, verbs, adverbs, and subordinating conjunctions (if, because, that, etc.). Lowercase articles (a, an, the), coordinating conjunctions, and prepositions (regardless of length). The to in infinitives and the word as in any function are lowercased.

For hyphenated and open compounds in titles in English, capitalize first elements; subsequent elements are capitalized unless they are articles, prepositions, or coordinating conjunctions. Subsequent elements attached to prefixes are lowercased unless they are proper nouns. The second element of hyphenated spelled-out numbers or simple fractions should be capitalized. If a compound (other than one with a hyphenated prefix) comes at the end of the title, its final element is always capitalized.

Nineteenth-Century Literature
Avoiding a Run-In
Policies on Re-creation
Reading the Twenty-Third Psalm

When titles contain direct quotations, the headline-capitalization style described above and in CMS should be imposed.

“We All Live More like Brutes than Humans”: Labor and Capital in the Gold Rush

In capitalizing titles in any non-English language, including French, capitalize the first letter of the title and subtitle and all proper nouns. See CMS 11.70 and 11.39 for the
treatment of Dutch and German titles, respectively. Diacritical marks on capital letters are retained in all languages.

CONTRIBUTOR’S NOTE

Each contributor’s note includes the author’s name, rank, affiliation, areas of activity or research, and most recent works. Dates of publication, but not publishers’ names, are given for books.

Rebecca Newman is professor of history at the University of Chicago. She is author of In the Country of the Last Emperor (1991).

Yingjin Zhang teaches Chinese literature at Indiana University. His book Configurations of the City in Modern Chinese Literature is forthcoming.

DATES AND TIMES. See also NUMBERS

For more information, see CMS 9.29–38.

May 1968
May 1, 1968
May 1–3, 1968
on February 8, 1996, at 8:15 a.m. and again at 6:15 p.m.
September–October 1992
from 1967 to 1970
1960s counterculture; sixties [not 60s or ’60s] counterculture
the 1980s and 1990s
mid-1970s American culture
the mid-nineteenth century [note hyphen, not en dash]
the late twentieth century; late twentieth-century Kenya
the years 1896–1900, 1900–1905, 1906–9, 1910–18
AD 873; the year 640 BC; Herod Antipas (21 BCE–39 CE) [use full caps without periods for era designations]
ca. 1820

ELLIPSES. See also CAPITALIZATION

Three dots indicate an ellipsis within a sentence or fragment; a period plus three dots indicates an ellipsis between grammatically complete sentences, even when the end of the first sentence in the original source has been 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. See CMS 13.50–58 for more detailed guidelines on the use of ellipses.
EXTRACTS. See also CAPITALIZATION and ELLIPSES

Set off quotations that are more than 400 characters (including spaces) in length.

FIGURE CAPTIONS AND TABLE TITLES

Captions take sentence-style capitalization and have terminal punctuation. If credit or source information is provided, it should be the last element of the caption. Table titles take sentence-style capitalization but do not have terminal punctuation.

Figure 1. The author with unidentified friend, 1977.

Figure 2. The author posed for this picture with an unidentified friend in 1977.

Figure 3. Noam Chomsky at a political rally, 1971. Courtesy John Allan Cameron Archives, University of Florida, Gainesville.

Figure 4. Coal miners in Matewan, West Virginia, April 1920. The miners’ strike was depicted in John Sayles’s film Matewan. Photograph courtesy Matewan Historical Society.

Figure 5. Winston Roberts, When Last I Saw (1893). Oil on canvas, 56 × 48 in. Courtesy of the Campbell Collection, Central State Community College Library, Pleasance, Nebraska.

Figure 6. Harvey Nit, These. These? Those! (2011). Mascara on cocktail napkin, 16 × 16 cm. © Harvey Nit.

Table 3. Comparative frequency of bicycles, mopeds, and Segways in Amsterdam, Dublin, and Toronto, 2005–2015

INCLUSIVE LANGUAGE

Avoid sexist language and terms that are gender specific (chairman, mankind, etc.). Never allow the form s/he. State both pronouns—he or she, him or her, his or her—or recast the sentence in the plural. Avoid alternating the use of masculine and feminine pronouns in an article. See CMS 5.251–60, especially 5.255–56.

INITIALS. See ABBREVIATIONS

KEYWORDS. See also ABSTRACT

Articles that include an abstract should also include three to five keywords. Keywords should be lowercase (except for names or titles that would otherwise be capitalized) and separated by commas.
Keywords negative affect, self-portrait, Del LaGrace Volcano, intersex, Polaroid photography

NUMBERS. See also DATES AND TIMES

Cardinal and ordinal whole numbers from one to ninety-nine (and such numbers followed by hundred and thousand), any number at the beginning of a sentence, and common fractions are spelled out. Common fractions are hyphenated as well. Numerals are used to express very large numbers (in the millions or more).

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
attendance was about ninety thousand
at least two-thirds of the electorate
there were 2 million ballots cast
the population will top 25 billion

Numbers applicable to the same category, however, are treated alike in the same context.

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
now estimated at 1.1 billion inhabitants
more than $56, or 8 percent of the petty cash
a decline of $0.30 per share

Inclusive page numbers are given as follows (per CMS 9.61):

1–2, 3–11, 74–75, 100–103, 104–9, 112–15, 414–532, 505–16, 600–612, 1499–1501

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, in legal instruments, and in the titles of certain sequels.

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.
Most critics consider *The Godfather, Part II* a better movie than *Jaws 2*. [Follow the usage in the original work, per CMS 9.43.]

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 possessive of nouns ending with the letter *s* are formed by adding an apostrophe and an *s* (CMS 7.17).

- Burns’s poetry
- Camus’s novels
- Descartes’s philosophy
- Euripides’s plays
- Jesus’s name

**QUOTATIONS. See EXTRACTS**

**SPELLING AND TERMS**

Follow the online *Merriam-Webster’s Collegiate Dictionary* (www.merriam-webster.com) and *Webster’s Third New International Dictionary* for spelling. If more than one spelling is provided in the dictionary, follow the first form given (e.g., *judgment*, not *judgement*; *focused*, not *focussed*). Common foreign terms are set in roman type. (Common foreign terms are defined as those with main entries and not classified as “foreign term” in *Webster’s*.)

Prefixes are hyphenated before numerals and proper nouns. Otherwise, prefixes are generally not hyphenated before words; refer to *Webster’s* for guidance. Temporary compound adjectives are hyphenated before the noun to avoid ambiguity but are left 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* acquired many meanings.
The word *hermeneutics* is the most overused term in recent monographs.
The term *lyricism* was misused in Smith’s book review.
TABLES. See FIGURE CAPTIONS AND TABLE TITLES

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 treated like a published title (whether or not the work represents a published translation) with title capitalization appropriate to the language.

I read Mi nombre es Roberto (My Name Is Roberto) in 1989.
I read My Name Is Roberto (Mi nombre es Roberto) in 1989.

Rubén Darío’s poem “Azul” (“Blue”) is one of my favorites.
Rubén Darío’s poem “Blue” (“Azul”) is one of my favorites.
DOCUMENTATION: AUTHOR-DATE CITATIONS

*EASTS* uses **author-date citations in the text** with a corresponding reference list of works cited at the end of the article.

Notes may also include material that cannot be conveniently presented in the text, such as discursive adjuncts and additional sources of information. Any material necessary for understanding the argument set forth in the article should appear in the text.

The notations *f. (ff.), ibid., op. cit., and loc. cit.* are not used, nor are *eadem, idem, infra, passim, and supra.* Commonly used abbreviations include *cf., ed. (eds.), e.g., esp., et al., etc., fig. (figs.), fol. (fols.), i.e., n. (nn.), p. (pp.), pt. (pts.), ser., trans., vol. (vols.).* Latin abbreviations are not italicized. Note that in *et al.,* *et* is a whole word (meaning “and”) and therefore is not followed by a period. In references to poetry, where the abbreviation “1.” or “ll.” might be mistaken for a numeral, the word “line” or “lines” is spelled out.

The reference list at the end of the article contains only works cited. References are arranged alphabetically by author, then chronologically in ascending order. For multiple references by the same author, the author’s name is repeated; 3-em dashes are not used. In titles of works, serial commas are added, ampersands are spelled out, and numbers are spelled out. For additional guidelines concerning the treatment of titles, see **CAPITALIZATION** in the Duke University Press Journals Style Guide.

**Sample Reference List Items**

**BOOK**

Langford, Gerald. 1971. *Faulkner’s Revision of “Absalom, Absalom!”: A Collation of the Manuscript and the Published Book.* Austin: University of Texas Press. [A book title within a book title is quoted and italicized (CMS 14.94). A main title ending in an exclamation point or a question mark is followed by a colon only if the question mark or exclamation point appears within quotation marks (CMS 14.96).]


Smith, John. 2011. *All Tongue-Tied and Nowhere to Go; or, How to Save Face When They Put You on the Spot.* Vail, CO: Slippery Slopes. [Treatment of double titles, contra the preferred form in CMS 8.167]

**E-BOOK**


Weinstein, Donald. 1989. “The Art of Dying Well and Popular Piety in the Preaching and Thought of Girolamo Savonarola.” In Tetel, Witt, and Goffen 1989: 88–104.[A shortened form is used for chapters from collections that are also included in the reference list.]


Williams, Theodore. (1905) 1974. The Art of Porcelain during the Late Ming Dynasty. New York: Grove. [For reprint editions, the date of first publication may be supplied parenthetically, followed by the date of the reprint (CMS 15.40). Both dates appear in the corresponding citation.]


Dachuan, Sun. 1991. Jiujiu jiuyici (One Last Cup of Wine). Taipei: Zhang Laoshi Chubanshe. [This form is recommended for works in languages relatively unfamiliar to Western readers. The translated title uses italics and headline capitalization (contra CMS 11.9)—in other words, it is treated as if it named a published translation even if it does not.]


Hooker, Joseph. 1977–82. Of the Laws of Ecclesiastical Polity, edited by Georges Edelen, W. Speed Hill, P. G. Stanwood, and John E. Booty. 4 vols. Cambridge, MA: Belknap Press of Harvard University Press. [If there are ten editors or fewer, all are listed by name; if more than ten, the first is listed by name, followed by “et al.” (CMS 14.76).]
MULTIAUTHOR WORK


Gustafson, Albert K., Jonas Edwards, Ezra Best, and Nathan Wise. 1985. *If I Were a Rich Man: Comparative Studies of Urban and Rural Poverty.* Murphy, WI: Fore and Aft. [If there are ten authors or fewer, all are listed by name; if more than ten, the first is listed by name, followed by “et al.” (CMS 14.76).]

ANONYMOUS WORK. See also UNSIGNED ARTICLE

*A True and Sincere Declaration of the Purpose and Ends of the Plantation Begun in Virginia, of the Degrees Which It Hath Received, and Means by Which It Hath Been Advanced.* 1610. London. [The title appears in place of the author; “Anonymous” or “Anon.” is not used. For purposes of alphabetization an initial article is ignored (CMS 14.79).]

UNDATED WORK


Sales, Robert. n.d. *Victory at Sea: Being a True Account of the Recent Destruction of an Infamous Foreign Fleet.* Dublin. [Note that the “n” in “n.d.” is not capitalized (CMS 14.145).]

REFERENCE WORK


JOURNAL ARTICLE, PRINT

Meban, David. 2008. “Temple Building, *Primus* Language, and the Proem to Virgil’s Third *Georgic.*” *Classical Philology* 103, no. 2: 150–74. [Journal published in volumes; the month or season is not required. As a courtesy to readers who consult articles online, issue numbers should be given if available.]


JOURNAL ARTICLE, ONLINE


Jovanovic, Boyan, and Peter L. Rousseau. 2008. “Specific Capital and Technological Variety.” *Journal of Human Capital* 2, no. 2: 129–52. doi.org/10.1086/590066. [If the author has provided a DOI rather than a URL, use the DOI in URL form, as indicated here. See CMS 14.8.]
REVIEW

Jameson, Fredric. 1991. “The Historian as Body-Snatcher.” Review of Learning to Curse: Essays in Early Modern Culture, by Stephen J. Greenblatt. Times Literary Supplement, January 18, 7. [Page numbers are not needed in citations of or references to newspapers (CMS 14.191) but may be included in citations of or references to supplements and other special sections (CMS 14.197).]

SPECIAL ISSUE, and ARTICLE IN SPECIAL ISSUE


MAGAZINE ARTICLE


NEWSPAPER ARTICLE, PRINT


NEWSPAPER ARTICLE, ONLINE


UNSIGNED ARTICLE


DISSERTATION


PAPER OR PRESENTATION

PERSONAL COMMUNICATION OR INTERVIEW

Noah Fence (pers. comm., April 1, 2014) speculated on the pitfalls of having a play on words for a name. [References to such communications as emails or private messages shared on social media often can be run in to the text, without need of note or reference (CMS 14.214).]

24. Jacques Petits Fours (provost, Upper Midwestern University), interview by author, Ames, IA, February 20, 1995. [Interviews or other personal communications in which more information than the date is pertinent may appear in a note (CMS 14.214).]

SOCIAL MEDIA CONTENT

[Citations of social media content may contain such elements as the author of the post; the title, or the text, of the post; the type of post (e.g., the service and/or a brief description); the date; and a URL. Contra CMS 14.209, such citations have corresponding references.]


WEBSITES (OTHER THAN ONLINE PUBLICATIONS)

[Include as much of the following information as possible: author of the content, title of the page (if there is one), title or owner of the site, URL, and access date (if no publication date is provided). The titles of websites and blogs generally use headline-style capitalization. See CMS 8.191 and 14.206 for guidance as to whether such titles should be set in roman type or italicized. Websites and social media postings are cited in notes but are not included in the reference list. Items resembling articles in form, such as blog postings, are cited in notes and also included in the reference list.]


Author-Date Citations

This system uses in-text citations—usually enclosed in parentheses and comprising the author’s surname (with first initial if ambiguous), the date, and the pages cited—and a reference list at the end of the article contains the complete bibliographic information of the works cited. See the sample references immediately above. For multiple references by the same author, the author’s name is repeated; 3-em dashes are not used. Note that in the author-date system, works published in the same year by the same author must be labeled “a,” “b,” and so on for clarity.
The witnesses had been, one observer surmised, tampered with (Northrup 1957: 3). [The date and page number are separated by a colon, not a comma (contra CMS 15.9).]

As Sylvia Molloy (1991: 43) observes, “The previous letter, marked by subservience, waived Manzano’s rights to the text by ‘giving’ it to del Monte; the second letter, marked instead by resistance, has Manzano keep the text for himself.” [The date and page number appear immediately after the author, not at the end of the sentence, if he or she is named in the sentence (CMS 15.25).]

25. Wert (1984: 115–17) insists that his predecessors’ conclusions were the merest speculation (see M. McLain 1981; P. McLain 1981). [No note should consist solely of an author-date citation, but discursive notes may contain author-date citations.]

If more than one work by the same author is cited, the author’s name is not repeated.

(Wilson 1963, 1974)
(Miller 1978: 267; 1994)

For works by more than three authors, only the surname of the first author is used, followed by et al.

not (Cobb, Hornsby, Ott, and Smith 1982) but (Cobb et al. 1982)

If there is no author, use the shortened title or publication title in the author position in the reference.

(New Yorker 1974)

If there is no date, n.d. is used.

(McGarry n.d.)

If the work is meant, rather than the author, the parentheses are omitted.

Medwick 1924 remains the standard reference.

If the citation is to a reprint edition, the original date of publication should be cited first, in brackets within a parenthetical citation and in parentheses not within a parenthetical citation (e.g., in a note). See CMS 15.40.

(Williams [1905] 1974: 41)

1. For a more in-depth discussion of this point, see Williams (1905) 1974.

To refer again to the most recently cited source, a page number is used.
The sperm whale, Beale (1839: 46) concluded in *The Natural History of the Sperm Whale*, is “remarkably timid, and is readily alarmed by the approach of a whale boat.” Beale noted that “it is difficult to conceive any object in nature calculated to cause alarm to this leviathan” (46).

When one volume of a multivolume work is cited, the volume number is indicated after the date.

(Koufax 1973, 1:223)

To cite an unnumbered note, the abbreviation n or nn follows the page number without an intervening space. With numbered notes, the note number or numbers follow the abbreviation without intervening period or space (CMS 14.157).

(Javitch 2010: 385n; Adams 2009: 5n10, 8nn20–21)

Personal communications, such as telephone conversations, email messages, and nonarchived letters, are identified as “pers. comm.” and dated in the text but are not included in the reference list.

Wilson (pers. comm., March 13, 2007) proved the hypothesis false.