

Environmental Humanities: Style Guide

3/16

In general, submissions should be prepared in accordance with the following style guide and *The Chicago Manual of Style*, sixteenth edition (CMS).

ABBREVIATIONS. See also **DOCUMENTATION**

Most abbreviations are confined to parenthetical text and footnotes. Exceptions include *v.* (in legal references), national abbreviations (used as adjectives), and corporate acronyms and initialisms (most of which must be introduced parenthetically following the first reference to the entities they designate).

the landmark case *Roe v. Wade*
 certain US and UK institutions; UN peacekeeping forces
 What did NAFTA mean for the nation's MBAs?
 Will the NEH lose its funding?

Names of states and provinces are spelled out in running text.

Provo, Utah; Windsor, Ontario; Stuttgart, Baden-Württemberg

ABSTRACTS

An abstract, intended for online use only, must be provided with every article. Abstracts should be around 250 words and not exceed 300 words.

ACKNOWLEDGMENTS

Acknowledgments, written in the first person, appear in their own section following the text and preceding the contributor's note.

An earlier version of this article was presented at the Modern Language Association's annual meeting in New York on December 28, 2002. I wish to thank Steven Johnson and an anonymous reviewer for their helpful suggestions.

AFFILIATIONS

The author's academic or professional affiliation should appear beneath his or her name on the opening page of the finalized version of each article.

CAPITALIZATION. See **DOCUMENTATION, PUNCTUATION, QUOTATIONS**

CONTRIBUTOR'S NOTE

The contributor's note contains the contributor's name and affiliation.

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DATES AND TIMES

Dates and times are treated as follows:

February 1996

on February 8, 1996, at 8:15 a.m. and again at 6:15 p.m.

February 8–9, 1996; the spring of 1996

the 1950s and 1960s; the early and late 1950s; the mid-1950s

the early and late twentieth century; the mid-twentieth century;

mid- to late twentieth-century politics

1900–1910, 1903–5, 1910–17, 1917–2017

1066; AD 1066; 1066 CE; 350–345 BCE [In inclusive dates used with BCE or BC, where the higher number comes first, all digits are provided in the second number to prevent confusion (CMS 9.35).]

ca. 1820

DOCUMENTATION

Articles submitted to *Environmental Humanities* should use **footnotes** and include a full **bibliography** at the end of the paper. Short-form citations are given in footnotes, while the References section contains the complete bibliographic information of works cited. Every citation of a work, including the first citation, contains the author's surname, a shortened title, and, if needed, a page number. In consecutive citations of the same work, *ibid.* is used. If a work is cited frequently, however, an abbreviation defined in the first citation may be used in the running text, along with volume and/or page number, in lieu of a footnote.

For works by *more than three* authors or editors, *et al.* follows the first surname in the footnote, but all names appear in full in the references.

Commonly used **abbreviations** include *cf.* (“compare”), *chap.* (chaps.), *ed.* (eds.), *e.g.*, *esp.*, *et al.* (used of people), *etc.* (used of things), *fol.* (fols.), *ibid.*, *i.e.*, *introd.*, *l.* (ll.), *lit.* (“literally”), *pt.* (pts.), *repr.*, *sec.* (secs.), *ser.*, *s.v.*, *vol.* (vols.). Note also that *f.* (ff.), *op. cit.*, and *loc. cit.* are not used, nor are the words *eadem*, *idem*, *infra*, and *supra*. Latin abbreviations are not italicized.

For titles in English, headline-style **capitalization** is used: 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. Serial commas are added, ampersands are spelled out, and numbers are spelled out.

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 or adjectives. 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

For titles in *any* non-English language, capitalize the first letter of the title and subtitle and all proper nouns and adjectives. Diacritical marks on capital letters are retained in all languages.

If a citation is given to an **online work**, an access date is required only if no publication date is provided. In online citations, “http://” does not precede URLs unless they do not function without it. The use of digital object identifiers, or DOIs, in lieu of URLs is encouraged but not required (*CMS* 14.6).

The following examples illustrate **footnote citations** and the corresponding references.

BOOK

1. Griffiths, *Slicing the Silence*, 63.

Griffiths, Tom. *Slicing the Silence: Voyaging to Antarctica*. Sydney: NewSouth, 2007.

CHAPTER

2. Haraway, “Cloning Mutts,” 294; Helmreich, “Kinship in Hypertext,” 142.

Haraway, Donna. “Cloning Mutts, Saving Tigers: Ethical Emergents in Technocultural Dog Worlds.” In *Remaking Life and Death: Toward an Anthropology of the Biosciences*, edited by Sarah Franklin and Margaret Lock, 293–327. Santa Fe, NM: SAR, 2003.

Helmreich, Stefan. "Kinship in Hypertext: Transubstantiating Fatherhood and Information Flow in Artificial Life." In *Relative Values: Reconfiguring Kinship Studies*, edited by Sarah Franklin and Susan McKinnon, 116–43. Durham, NC: Duke University Press, 2001.

PREFATORY MATTER

3. Vetter, introduction, 15.

Vetter, Jeremy. Introduction to *Knowing Global Environments: New Historical Perspectives on the Field Sciences*, edited by Jeremy Vetter, 1–16. New Brunswick: Rutgers University Press, 2011.

EDITED WORK

4. Robin, Heinsohn, and Joseph, *Boom and Bust*, 47.

Robin, Libby, Robert Heinsohn, and Leo Joseph, eds. *Boom and Bust: Bird Stories for a Dry Country*. Collingwood, Vic: CSIRO, 2009.

TRANSLATION

5. Despret, *Our Emotional Makeup*, 45.

Despret, Vinciane. *Our Emotional Makeup: Ethnopsychology and Selfhood*. Translated by Marjolin de Jager. New York: Other, 2004.

FOREIGN-LANGUAGE WORK CITED IN ENGLISH

6. Ayzland, *From Our Springtime*, 166.

Ayzland, Reuven. *From Our Springtime* (in Yiddish). New York: Inzl, 1954.

MULTIVOLUME WORK

7. Hooker, *Of the Laws*, 1:99; Maczulak, *Environmental Engineering*, 102.

Hooker, Joseph. *Of the Laws of Ecclesiastical Polity*, edited by George Edelen et al. 4 vols. Cambridge, MA: Belknap Press of Harvard University Press, 1977–82.

Maczulak, Anne. *Environmental Engineering: Designing a Sustainable Future*. Vol. 5 of *Green Technology*. 8 vols. New York: Facts on File, 2010.

MULTIAUTHOR WORK

8. Gustafson et al., *If I Were a Rich Man*, 103–6. [More than three authors.]

9. Meadows, Randers, and Meadows, *Limits to Growth*, 15. [Three or fewer authors.]

Gustafson, Albert K., Jonas Edwards, Ezra Best, and Nathan Wise. *If I Were a Rich Man: Comparative Studies of Urban and Rural Poverty*. Murphy, WI: Fore and Aft, 1985.
Meadows, Donella, Jorgen Randers, and Dennis Meadows. *The Limits to Growth: The Thirty-Year Update*. White River Junction, VT: Chelsea Green, 2004.

REFERENCE WORK

10. *Oxford English Dictionary*, 3rd ed., s.v. "self," A.1.a. [Reference works do not appear in the References list.]

JOURNAL ARTICLE, PRINT

11. Belcourt, "Animal Bodies," 12; Wood, "Capitalism and Human Emancipation," 20.

Belcourt, Billy-Ray. "Animal Bodies, Colonial Subjects: (Re)Locating Animality in Decolonial Thought." *Societies* 5, no. 1 (2014): 1–14. [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.]

Wood, Ellen Meiksins. "Capitalism and Human Emancipation." *New Left Review*, no. 167 (1988): 1–20. [Journal published only in issues.]

JOURNAL ARTICLE, ONLINE

12. Othman, "Assessing Scenic Beauty"; Jovanovic and Rousseau, "Specific Capital and Technological Variety," 135.

Othman, Jamilah. "Assessing Scenic Beauty of Nature-Based Landscapes of Fraser's Hill." *Procedia Environmental Sciences* 30 (2015): 115–20.
www.sciencedirect.com/science/article/pii/S1878029615006143. [URL or DOI should be given only if the source is an online-only publication. If the reference has a print counterpart, cite it as a print publication.]

Jovanovic, Boyan, and Peter L. Rousseau. "Specific Capital and Technological Variety." *Journal of Human Capital* 2, no. 2 (2008): 129–52. doi:10.1086/590066. [If the author has provided a DOI rather than a URL, use the DOI; no URL is needed. See CMS 14.6.]

REVIEW

13. Jameson, "The Historian as Body-Snatcher."

Jameson, Fredric. "The Historian as Body-Snatcher." Review of *Learning to Curse: Essays in Early Modern Culture*, by Stephen J. Greenblatt. *Times Literary Supplement*, January 18, 1991, 7.

SPECIAL ISSUE

14. Ferguson and Brown, "Feminism in Time."

Ferguson, Margaret, and Marshall Brown, eds. 2004. "Feminism in Time." Special issue. *MLQ* 65, no. 1.

MAGAZINE ARTICLE

15. Patriquin, "Move Over, Mushers," 2.

Patriquin, Martin. "Move Over, Mushers: A Battle Brews over Sled Dog Parking in Iqaluit." *Maclean's*, January 20, 2015, 2–3.

NEWSPAPER ARTICLE, PRINT

16. Ellender, "Long Way from Home."

Ellender, Lulah. "A Long Way from Home." *Guardian*, November 26, 2010. [No page number is required (CMS 14.203).]

NEWSPAPER ARTICLE, ONLINE

17. Pettman, "Noble Cabbage."

Pettman, Dominic. "The Noble Cabbage." *LA Review of Books*, July 28, 2013. lareviewofbooks.org/review/the-noble-cabbage-michael-marders-plant-thinking.

DISSERTATION

18. Myers, "'Body-Fullness,'" 26.

Myers, Natasha. "'Body-Fullness' in Biology: Feminist Environmentalism Meets Merleau-Ponty's Philosophy." MA thesis, York University, 2001.

PAPER OR PRESENTATION

19. Poovey, "Between Political Arithmetic and Political Economy."

Poovey, Mary. "Between Political Arithmetic and Political Economy." Paper presented at the conference "Regimes of Description," Stanford University, Stanford, CA, January 1996.

INTERVIEW OR PERSONAL COMMUNICATION

20. Jacques Petits Fours (provost, Upper Midwestern University), interview by author, Ames, IA, February 20, 1995; Wilson Everett, pers. comm., July 14, 1967; Jackie Gleason, e-mail message to author, April 1, 1987; Harpo Marx, telephone conversation with author, March 31, 1956. [Personal communications, such as untranscribed

interviews, e-mail messages, telephone conversations, and nonarchived letters, are cited in footnotes but are not included in the References list.]

CITATION FOLLOWING QUOTATION

21. As Sylvia Molloy 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” (*At Face Value*, 43).

Molloy, Sylvia. *At Face Value: Autobiographical Writing in Spanish America*. Cambridge: Cambridge University Press, 1991.

NOTE

22. Javitch, “Reconsidering the Last Part of *Orlando Furioso*,” 385n; Adams, “Christine de Pizan,” 5n10, 8nn20–21. [With unnumbered notes, 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 14.164).]

Adams, Tracy. “Christine de Pizan, Isabeau of Bavaria, and Female Regency.” *French Historical Studies* 32, no. 1 (2009): 1–32.

Javitch, David. “Reconsidering the Last Part of *Orlando Furioso*: Romance to the Bitter End.” *MLQ* 71, no. 4 (2010): 385–405.

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 8.186 and 14.244 for guidance as to whether such titles should be set in roman type or italicized. Websites and social media postings are cited in footnotes but are not included in the References list. Items resembling articles in form, such as blog postings, are cited in footnotes and also included in the References list.]

23. Greenpeace International, “Invasion of the Forest Snatchers,” www.greenpeace.org/international_en/news/details?item_id=714618 (accessed February 1, 2005).

24. Lasar, “FCC Chair Willing.”

Lasar, Matthew. 2008. “FCC Chair Willing to Consecrate XM-Sirius Union.” *Ars Technica* (blog), June 16. arstechnica.com/news.ars/post/20080616-fcc-chair-willing-to-consecrate-xm-sirius-union.html.

Citations of films do not require notes but may appear in running text. They include the director’s name, the film’s title, and the year of release.

Salvatore Piscicelli’s film *Immacolata e concetta* (1979) was shown at the festival.

The film *Immacolata e concetta* (dir. Salvatore Piscicelli, 1979) was shown at the festival.

Biblical citations may appear in the running text as well. The version of scripture used may be indicated within the citation if identifying it is important.

As the book of Exodus points out, “Their knops and their branches shall be of the same” (25:36).

“Their knops and their branches,” it is said, “shall be of the same” (Exod. 25:36 KJV).

ELLIPSES

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. For more detailed guidelines on the use of ellipses, see CMS 13.48–56.

EPIGRAPHS

Epigraphs appear at the beginning of an article, under the byline; they may appear at the beginning of a section as well. The attribution, set off with an em dash, appears on the following line and may contain the author’s name and the title. No footnote is provided.

Gegenverkehr und Umkehr, das ist zweierlei [Countertraffic and
turnabout are two different things].

—Paul Celan, *Der Meridian*

FIGURES

All figures in the text should have captions. They should be numbered in order of appearance and should be cited parenthetically in the text.

It should have been clear that the sculpture was meant to be a caricature (fig. 1).

Every caption should identify the figure and its source and should indicate permission to use the figure if permission is necessary. Sentence-style capitalization is used.

Figure 1. Bust of Stéphane de Renard, by Jacques Héléne. Courtesy Musée du Louvre, Paris

HEADINGS

Sections may or may not have headings. Headings begin flush left, use title capitalization, and are not numbered. The first paragraph after a heading or an unheaded section break is not indented.

KEYWORDS

With their submissions contributors should supply 5–7 keywords that reflect as accurately and specifically as possible the main topics.

LISTS

Short lists and lists of short items are run into the text. Parenthetical numerals are used, when necessary, to separate the items (CMS 6.123).

In short order she had published a best-selling mystery, *A Placesetting for Death*; had been accused of plagiarizing Walker's forgotten novel of the same name; and had tried to mollify Walker's survivors by supplementing their inheritance with a modest fraction of her royalties.

This article attempts to demonstrate three points: (1) Lewis and Sullivan had been political opponents since their student government days at Yale. (2) It was primarily to avenge a bitter defeat to Sullivan back then that Lewis decided to run against him for Congress in 1992. (3) Contrary to popular opinion, Lewis did not buy the election; his father did.

Long lists or lists of long items (containing several sentences each) are set off from the text and arranged vertically, with a hanging indentation. On numbering, capitalizing, and punctuating such lists, see CMS 6.124–25.

NUMBERS

Cardinal numbers up to one hundred, as well as the ordinal numbers derived from them, and such numbers followed by *hundred*, *thousand*, *million*, and so on are spelled out.

no fewer than sixteen of the ninety-eight photographs
an outbreak that claimed thirty-two hundred lives
earned fifty-one thousand euros in the fourth quarter
placed in the seventy-second percentile

For cardinal numbers greater than one hundred, and the ordinal numbers derived from them, numerals are used.

no fewer than 104 photographs
finished 203rd and 232nd, respectively, out of 317 entrants

However, any number at the beginning of a sentence is spelled out.

One hundred four photographs were on display.
Two hundred third out of 317?

Numbers applicable to the same category are treated alike within the same context.

no fewer than 16 of the 104 photographs

There were 8 students in this department, 27 students in that department, and 119 students in the other department.

For numbers that represent decimal quantities, are used in combination with symbols, or express percentages, numerals are used.

weighed 4.5 tons, or exactly 2 percent of the total
an average temperature of 8°C. [There is no space between number and symbol or between symbol and letter (CMS 9.18, 15.55).]

For inclusive numbers (see CMS 9.60), if the first number is less than one hundred, all digits are used in the second number.

1–2, 3–24, 71–119

If the first number is one hundred or a multiple of one hundred, all digits are used in the second number.

100–105, 300–323, 1100–1139

If the first number is 101 through 109 (in multiples of one hundred), only the digits that change are used in the second number.

107–8, 505–17, 1006–9

If the first number is 110 through 199 (in multiples of one hundred), two or more digits, as necessary, are used in the second number.

321–27, 411–68, 597–622, 1379–1405

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 (CMS 9.44).]

Arabic numerals are used for divisions of written works (CMS 14.121, 14.154, 14.267–68).

In part 2, chapter 2, of volume 11 of the *Collected Works*, our assumptions are overturned. “That eye that told you so looked but a-squint” (*King Lear*, 5.3.73). Yet in act 3 Goneril had . . .

POSSESSIVES

The possessive of nouns ending with the letter *s* are formed by adding an apostrophe and an *s*.

Burns’s poetry
 Camus’s novels
 Demosthenes’s orations
 Descartes’s philosophy
 Euripides’s plays
 Jesus’s name
 Kansas’s weather
 Moses’s direction

PUNCTUATION

An open style of punctuation is preferred. For example, the comma traditionally used to separate a brief introductory phrase from the remainder of a sentence is omitted.

In the final version Bishop interpolated a strikingly different image.

Most text introduced by a colon begins with a lowercase letter, as do individual questions introduced with a comma. However, complete-sentence quotations and series of interrogative or declarative sentences presented as lists begin with capital letters (see also CMS 6.61).

Thus Hanson asks, what were Napoléon’s reasons for invading Russia?

When pressed, Sanderson repeated his client’s denial: “He has done nothing but what he was sworn to do.”

The protesters were detained under orders adapted, it seemed, from the game of Monopoly: Go to jail. Go directly to jail. Do not call a lawyer. Do not post bail.

QUOTATIONS. See also TRANSLATIONS

Quotations must reproduce the wording, spelling, capitalization, and punctuation of the original exactly, with the following exceptions (see also CMS 13.1): (1) A change in capitalization *at the beginning* of a quotation may be made silently (without brackets) if the quotation’s syntactic relationship to the preceding text suggests it (see CMS 13.14):

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

but

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

Changes in capitalization *within* a quotation must be bracketed, in general, but a lowercase letter following a period plus three dots should be capitalized if it begins a grammatically complete sentence, and this change may be silent (CMS 13.51). (2) The terminal punctuation may be omitted or changed to a comma if necessary, and internal punctuation before or after ellipsis points may be omitted. (3) Original notes and their superscript callouts are omitted. (4) Obvious typographical errors (e.g., "teh") may be silently corrected, but idiosyncratic spellings found in older works must be preserved. Such spellings that are likely to be thought erroneous may be, and grammatical errors in the original should be, followed by *sic* in brackets; those that may pose a hindrance to the reader may be followed by the modern spellings in brackets.

In general, prose quotations that contain at least four hundred characters and spaces or that comprise more than one paragraph are set off from the text. Whether such quotations are introduced with a colon, a comma, or no punctuation depends on their syntactic relationship to the preceding text. The first line is not indented. Verse quotations of one line or two lines are run into the text.

Williams's elegy to his contemporary begins, "Green points on the shrub / and poor Lawrence dead."

Verse quotations of more than two lines are set off from the text, and omitted lines are indicated with a line of dots approximately equal in length to the preceding line:

solid but airy; fresh as if just finished
and taken off the frame.
.
Directly after Mass, humming perhaps

Quotations of dramatic dialogue include the characters' names, followed by a colon.

William: But how did you know I was here?
Andrew: Are you kidding? Who else would drive a car like that?
William: How would *you* drive it?

REFERENCES. See **DOCUMENTATION**

REVIEW ARTICLES

Review articles are titled and have a byline, just as regular articles do. For each book under review, the head matter provides the author's or editor's name, the book's title, and the facts of publication, without terminal punctuation.

Helmut Müller-Enbergs, ed., *Inoffizielle Mitarbeiter des Ministeriums für Staatssicherheit: Richtlinien und Durchführungsbestimmungen* (Berlin: Links, 1996)

TERMS. See also **GLOSSARY** (at end), **TRANSLATIONS**

Proper nouns and their derivatives are capitalized; otherwise, a down (lowercase) style of capitalization is preferred (for detailed guidelines on capitalization of terms, see *CMS*, chap. 8). Apart from quoted matter, American English spelling is used. *Merriam-Webster's Collegiate Dictionary*, eleventh edition, and *Webster's Third New International Dictionary* give the spellings that are standard for this journal; for words spelled in more than one way—for example, *traveled*, *travelled*—the primary spelling according to *Webster's* is used. Most non-English words defined in *Webster's* are not italicized; however, the treatment of German words is left to the author's discretion.

Terms referred to as the terms themselves are italicized, even if the act of quotation is suggested.

Warner defines the term *Enlightenment* more narrowly than Aikens.
By *sautéed* Stevens evidently means "burned to a crisp."

Isolated non-English words and phrases that are not defined in *Webster's* must be translated into English. When non-English words and phrases are translated into English, or vice versa, parentheses or quotation marks are used.

The second *cavalier* (horseman) rode swiftly on.
The second *cavalier*, "horseman," rode swiftly on.
Spirit (*Geist*), in Hegel's phenomenology . . .

Hyphens are used to separate prefixes from root words and to join temporary compound adjectives when misreading would be likely without the hyphen.

re-form (cf. reform); re-creation (cf. recreation); illegitimate-birth rate

Hyphens are also used in permanent compound adjectives.

good-natured; thought-provoking

TITLES. See **DOCUMENTATION**, **TRANSLATIONS**