

***Journal of Health Politics, Policy and Law* Style Sheet**

This style sheet is an important supplement to the DUP Journal Style Guide. Listed below are *Journal of Health Politics, Policy and Law* (JHPPL) style points that are exceptions to DUP style; these are followed by JHPPL style points that are in addition to what is outlined in the DUP Journal Style Guide.

Exceptions to DUP Style

DOCUMENTATION

JHPPL 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* (CMS), 17th edition, for additional information. The following are exceptions to DUP style and are adhered to by JHPPL (please see the next section, Style Points Unique to JHPPL, for additional documentation information).

When the "author" of a reference is an organization, the organization's abbreviation should be given first, with the full name in parentheses.

CDC (Centers for Disease Control and Prevention). Forthcoming. "Human Immunodeficiency Virus in the United States: A Review of Current Knowledge." *Morbidity and Mortality Weekly Report* 36, suppl. S–6.

The in-text citation for the above example is (CDC, forthcoming).

When there are multiple in-text citations within the same parentheses, JHPPL follows the *Publication Manual of the American Psychological Association* (APA), 6th edition, and lists the citations alphabetically in the same order in which they appear in the reference list.

Studies of reading in childhood have produced mixed results (Albright, Wayne, and Fortinbras 2004; Gibson 2011; Smith and Wexwood 2010).

However, in running text the order can be whatever the author wishes.

For titles of works, ampersands and numbers are spelled out (same as DUP), but serial commas are *not* added (exception to DUP).

Publisher names in references are shortened to omit "Press," "Publishers," etc.; however, if the publisher is a university press, "Press" is retained.

Legal citations are cited within the text only; they should not be listed alphabetically as references in a reference list. For more information regarding legal citations, please refer to "Legal Sources" in the Style Points Unique to JHPPL section of this style sheet.

FIGURES AND TABLES

Titles for figures and tables should be headline style in accordance with APA style. However, figure captions should follow the revised DUP/CMS style and include terminal punctuation.

NUMBERS

With regard to numbers in text, JHPPL adheres to the APA style rules outlined below.

NUMBERS EXPRESSED IN NUMERALS

Use numerals to express numbers 10 and above. Also use numerals to express numbers that represent time, dates, ages, scores and points on a scale, exact sums of money, and numerals as numerals.

the remaining 10%	at 12:30 a.m.
25 years old	2-year-olds
the 15th trial	scored 4 on a 7-point scale

Note that JHPPL uses percentage signs with numerals rather than the word *percent*, which is another exception to DUP and CMS style.

Numerals are used to express numbers that represent statistical or mathematical functions, fractional or decimal quantities, percentages, ratios, and percentiles and quartiles.

multiplied by	3 times as many [proportion]
0.33 of the	more than 5% of the sample
a ratio of 16:1	the 5th percentile

NUMBERS EXPRESSED IN WORDS

Use words to express any number that begins a sentence, title, or text heading; common fractions; and universally accepted usage. Whenever possible, reword a sentence to avoid beginning with a numbers.

Forty-eight percent of the sample showed an increase; 2% showed no change. Twelve students improved, and 12 students did not improve.

one fifth of the class	the Twelve Apostles
two-thirds majority	Five Pillars of Islam

COMBINING NUMERALS AND WORDS TO EXPRESS NUMBERS

Use a combination of numerals and words to express back-to-back modifiers.

2 two-way interactions	ten 7-point scales
------------------------	--------------------

A combination of numerals and words in these situations increases the clarity and readability of the construction. In situations where readability may suffer, spell out both numbers.

correct: first two items

incorrect: 1st two items or first 2 items

ORDINAL NUMBERS

Treat ordinal numbers the same as cardinal numbers.

second-order factor

the first item of the 75th trial

the fourth graders

the first and third groups

Style Points Unique to JHPPL

ABSTRACTS

Abstracts for research articles are set on the opening page before the running text. Abstracts should be no more than 200 words in length and should adhere to the following format.

Context: The abstract should begin with an explanation of the article’s background, objectives, and salience for policy and research.

Methods: Description of the procedures used to obtain and analyze data and/or research materials.

Findings: Summary of results from analyses.

Conclusions: Summary of the findings’ implications for policy, practice, and further research.

Articles published in the “Beneath the Surface” and “The Politics and Policy of Health Reform” sections will continue to have unformatted one-paragraph abstracts.

ACKNOWLEDGMENTS

All acknowledgment information—including funding information—follows the author bio(s), before the references, and this information is listed under an acknowledgment header. Any disclaimers (e.g., an article does not reflect the position of the author’s employer) should be included in this section.

AFFORDABLE CARE ACT (ACA) V. PATIENT PROTECTION AND AFFORDABLE CARE ACT

Within the text of a manuscript, use of the phrase Affordable Care Act is preferred to the longer phrase Patient Protection and Affordable Care Act (also ACA and *never* PPACA). The longer form is acceptable when discussing specific versions or evolution of the law; however, the shorter form is preferred whenever possible. Changes to the short form should be made in text only and not in references and similar occurrences. The term *Obamacare* is a widely used alternative name for this act but is not the official name of the act. This term should be used sparingly, if at all, and should only be used after the official name of the act has been introduced and acknowledged.

AUTHOR BIOS

There is no header for the author bios, which follow the article text. Academic degrees are not listed unless the author is a PhD candidate or graduate student, because this is considered to be their “job.”

The corresponding author's email address is on a separate line below the bio; it is listed by itself and does not include a terminal period.

dkjones@bu.edu

AUTHOR NAMES AND INSTITUTIONS

Author names are listed in the same order as when the article is submitted/accepted; the author's institution is listed below the author's name. If authors from the same institution are listed sequentially, the institution only needs to be listed after the last author in that group that is from the same institution. Should there be a break and then that institution appears again, it is listed again.

Marian Jarlenski
University of Pittsburgh

Philip Rocco
Marquette University

Renuka Tipirneni
University of Michigan

Amy Jo Kennedy
Nivedita Gunturi
Julie Donohue
University of Pittsburgh

DOCUMENTATION

ONLINE BOOK

IOM (Institute of Medicine). 1999. *Toward Environmental Justice: Research, Education, and Health Policy Needs*. Washington, DC: National Academies Press.
www.netlibrary.com/urlapi.asp?action=summary&v=1&bookid=6644.

ONLINE MAGAZINE ARTICLE

United Auto Workers. 2000. "RX Express." *Solidarity*, June.
www.uaw.org/solidarity/00/0600/feature03.html.

WORKING PAPER SERIES

Baker, Laurence C., and Sharmila Shankarkumar. 1997. "Managed Care and Health Care Expenditures: Evidence from Medicare, 1990–1994." NBER Working Paper No. 6187. Cambridge, MA: National Bureau of Economic Research.

REPORTS AND CORPORATE/ORGANIZATIONAL PUBLICATIONS

DOHMH (New York City Department of Health and Mental Hygiene). 2006. "NYC Health Department Proposals: Helping HIV-Positive People Get Optimal Care." Circular. March 7. New York: DOHMH.

Porter, Donna V. 2003. "Breast-Feeding: Impact on Health, Employment, and Society." Congressional Research Service (CRS) Report for Congress. July 18. Washington, DC: CRS.

U.S. House of Representatives. 2007. *Hearing on Competitive Bidding for Clinical Lab Services*. 110th Cong., 1st Sess. July 25. Washington, DC: House of Representatives.

ARCHIVAL MATTER

Archival citations vary in form but may contain any of the following as well as other pertinent information: city; name of archive; collection; catalog, drawer, folder, or other reference numbers; folio numbers; and date.

LEGAL SOURCES

Court cases, constitutions, treaties, statutes, and legislative materials (e.g., unenacted bills, hearings, and reports) should be cited in the main body of the article, not in the references. If a case or law is well known (e.g., *Roe v. Wade*), it is not necessary to provide a full citation. The general form of legal citations should follow the conventions for law review footnotes in *The Bluebook: A Uniform System of Citation*, 20th edition (especially sections 1, 10, 12, 13, and 14). The *Chicago Manual of Style* (CMS) also covers legal style in general and Bluebook in particular; please refer to CMS, Legal and Public Documents, 14.281–305.

When case names are used in textual sentences (including running heads), they are italicized. In all other instances, including case names in citations, the case name is set in roman (CMS 14.272).

MISC.

- *Text*: HealthCare.gov; *cites*:healthcare.gov
- *Since 2001*: Centers for Medicare and Medicaid Services (CMS; formerly Health Care Financing Administration [HCFA]; do not use "the" with either initialism)
- Congressional Budget Office (CBO; *not* U.S. Congressional Budget Office)
- Federal Trade Commission (FTC; *not* U.S. Federal Trade Commission)
- Subcommittee on Health is a subcommittee of the House Committee on Ways and Means
- *Since 1988*: Department of Veterans Affairs (formerly the Veterans Administration)
- Britain/Great Britain v. United Kingdom: depends on author preference/region being discussed

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

_____ 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 “l.” 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).]
- Midge, Anderson. 2002. *What Were They Thinking? The Real Lives of the Dichter*. New York: Petard. [Reverse italics (roman type) are used in book titles for terms that would themselves normally be italicized (CMS 8.173, 14.95).]
- 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

- Begley, Adam. 2014. *Updike*. New York: Harper. Kindle. [CMS 14.159]
- Doubtfire, Brenda. 2016. *Yeah, Right: Skepticism in the Fake News Era*. Whynot, NC: Says Who. iBooks.

CHAPTER

Dollimore, Jonathan. 1985. "Transgression and Surveillance in *Measure for Measure*." In *Political Shakespeare: New Essays in Cultural Materialism*, edited by Jonathan Dollimore and Alan Sinfield, 72–87. Ithaca, NY: Cornell University Press.

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.]

PREFATORY MATTER

Brown, Marshall. 1995. Preface to *The Uses of Literary History*, edited by Marshall Brown, vii–x. Durham, NC: Duke University Press.

EDITED WORK

Navarre, Marguerite de. 1967. *L'heptaméron*, edited by Michel François. Paris: Garnier.

Tetel, Marcel, Ronald G. Witt, and Rona Goffen, eds. 1989. *Life and Death in Fifteenth-Century Florence*. Durham, NC: Duke University Press.

REPRINT

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.]

TRANSLATION

Valéry, Paul. 1958. *The Art of Poetry*, translated by Denise Folliot. New York: Pantheon.

FOREIGN-LANGUAGE WORK CITED IN ENGLISH

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

Dachuan, Sun. 1991. *Jiujiu jiu yici* (*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.]

MULTIVOLUME WORK

Foucault, Michel. 1990. *An Introduction*. Vol. 1 of *The History of Sexuality*, translated by Robert Hurley. 3 vols. London: Penguin.

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

- Dewey, Alfred, John Cheatham, and Elias Howe. 2003. *Principles of Commerce during the Early Industrial Revolution*. Birmingham, UK: Steamer.
- 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

- Kloman, Harry. n.d. "Introduction." The Gore Vidal Index.
www.pitt.edu/~kloman/vidalframe.html (accessed July 27, 2003).
- 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

13. *Oxford English Dictionary*, 3rd ed., s.v. "self," A.1.a; *Encyclopaedia Britannica Online*, Academic ed., s.v. "Arturo Toscanini," academic.eb.com/EBchecked/topic/600338/Arturo-Toscanini (accessed April 6, 2016). [Reference works do not appear in the reference list (CMS 14.233).]

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

JOURNAL ARTICLE, ONLINE

- Esposito, Joseph J. 2010. "Stage Five Book Publishing." *Journal of Electronic Publishing* 13, no. 2. quod.lib.umich.edu/cgi/t/text/text-id?c=jep;view=text;rgn=main;idno=3336451.0013.204.
- 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

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

Mandell, Laura. 2004. "The First Women (Psycho)analysts; or, The Friends of Feminist History." In "Feminism in Time," edited by Margaret Ferguson and Marshall Brown. Special issue, *MLQ* 65, no. 1: 69–92. [CMS 14.178]

MAGAZINE ARTICLE

Franzen, Jonathan. 2003. "The Listener." *New Yorker*, October 6, 84–99.

NEWSPAPER ARTICLE, PRINT

DeParle, Jason. 1993. "Whither on Welfare: Even Though They Please Moynihan, Clinton's Actions Are Far from Bold." *New York Times*, February 3. [No page number is required (CMS 14.191).]

NEWSPAPER ARTICLE, ONLINE

Associated Press. 2003. "Jackson Arrested at Yale after Protest Backing Strike." *Washington Post*, September 2. www.washingtonpost.com/wp-dyn/articles/A12012-2003Sep1.html.

UNSIGNED ARTICLE

Cinéma. 1968. "Loin du Vietnam." January.

DISSERTATION

Jones, Jennifer M. 1991. "'The Taste for Fashion and Frivolity': Gender, Clothing, and the Commercial Culture of the Old Regime." PhD diss., Princeton University.

PAPER OR PRESENTATION

Poovey, Mary. 1996. "Between Political Arithmetic and Political Economy." Paper presented at the conference "Regimes of Description," Stanford University, Stanford, CA, January 12.

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.]

The Chicago Manual of Style. 2015. "Is the world ready for singular they? We thought so back in 1993." Facebook, April 17.

www.facebook.com/ChicagoManual/posts/10152906193679151.

O'Brien, Conan (@ConanOBrien). 2015. "In honor of Earth Day, I'm recycling my tweets." Twitter, April 22, 11:10 a.m. twitter.com/ConanOBrien/status/590940792967016448.

Souza, Pete (@petesouza). 2016. "President Obama bids farewell to President Xi of China at the conclusion of the Nuclear Security Summit." Instagram photo, April 1. www.instagram.com/p/BDrmfXTtNct.

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.]

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.

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.