

**Summary Style Sheet for *SoJourn* and Instructions to Editors**  
**Based on *Chicago Manual of Style (CMOS)***

As a general rule, the *Chicago Manual of Style* (from the 16<sup>th</sup> edition forward) will be the final arbiter in determining proper grammar, style, and citation usage for all articles submitted to *SoJourn*'s editorial board for publication. Despite the minimalist approach to punctuation that some instructors teach, the editors of *SoJourn* are more traditional and request that authors and editors employ traditional grammar, mechanics, and writing styles.

Below is a synopsis of some basic rules to consult when editing articles:

**Abbreviations:** Many words abbreviated in everyday use, including state names like NJ or PA, should be spelled out when writing for *SoJourn*.

An exception to this rule is found in endnotes (see directly below), where place of publication is noted; in those cases, postal code state abbreviations are used.

Charles C. Cole Jr., *The Social Ideas of the Northern Evangelists 1826–1860*  
(Rochester, NY: Octagon Books, 1966).

Another exception to this rule is Jr., Sr., or other name identifiers. Also, use no punctuation between full name and these appellations:

James Edward McDonald Jr. **NOT** ~~James Edward McDonald, Jr.~~

**Citations:** Authors most frequently fall short and will need editorial assistance with citations (both in formatting and substance). All articles prepared for *SoJourn* are required to be fully cited for source material.

- Review your text carefully to identify quotations that are not properly noted with a citation
- Identify areas that are not quotations, but where you suspect citations are necessary (such as areas of obvious paraphrasing or an assertion of uncited facts, statistics, etc.)
- Notes within the text are numbered from 1 to the final number (1 to 116, I believe, is the current record number of citations for an article)
- Place notation number as a superscript after the final punctuation of the appropriate word or sentence (such as here<sup>1</sup> or here,<sup>2</sup> or “here.”<sup>3</sup>)
  - Verify that *all* note numbers are present (authors often mistakenly skip a number)
  - If portions of the text are reordered, make sure that note citations are carefully renumbered along with accompanying endnotes
  - When working with *Word* docs, all citation notes should be compiled using the “References” tools in *Microsoft Word*
- *SoJourn* uses endnotes, not footnotes

- If you believe additional notes are needed, but you are not clear on the details of the note, ask Kinsella

### **Brief Citation Styles:**

#### **Book**

Gladys T. Harlow and Mike McGrath, *Different Ways to History* (New York: Simon and Schuster, 2007), 226-57. {NOTE: the author's name is **not** reversed.}

#### **Work in an anthology**

James T. Diddincorp, "The Story of Tomorrow," in *Late Breaking Ideas for Areal Studies: A Critical Anthology*, ed. Jenna Lee and Wyoming D. Boyes (Philadelphia: University of Pennsylvania Press, 2008), 93.

#### **Journal article from a database**

S. Danni North Jr., "The Cranberry or the Peach?: A Horticultural Quandary," *Journal of American Horticulture* 47, no. 2 (1993): 717, <http://search.jstor.com>.

#### **Short work from website**

Gabe Coia, "Mulliner the Mariner: The Man Beyond the Myth," *NJPineBarrens.com*, <http://www.njpinebarrens.com/mulliner-the-mariner-the-man-beyond-the-myth/>.

#### **Newspaper (where location is not obvious from title)**

"Mount Carbon," *The Statesman* (New York, NY), June 17, 1852, 2.

"Elias Wright of Atlantic City," *Bridgeton Evening News* (Bridgeton, NJ), August 17, 1890, 4.

NOTE: Inclusion of place of publication in parentheses, above, is used when the newspaper title does not make place clear. Well-known national papers such as the *Wall Street Journal* or *Christian Science Monitor* need no such amplification; neither do outlets such as *New York Times* or *Philadelphia Inquirer*.

#### **Manuscript material from library collection**

Daniel Robinson, A.L.S., to Daniel Estell Jr., manuscript, Rebecca Estell Bourgeois Collection, Special Collections and Archives, Richard E. Bjork Library, Stockton University, Galloway, New Jersey.

NOTE: A.L.S. above stands for "autograph letter signed." The abbreviation is used to describe handwritten letters with signatures.

#### **Deed Books**

Deed Book 64: 124, 126, Atlantic County Clerk's Office, Mays Landing, New Jersey.

**See more help with endnotes here:**

[http://writing.umn.edu/sws/assets/pdf/quicktips/chicago\\_fn.pdf](http://writing.umn.edu/sws/assets/pdf/quicktips/chicago_fn.pdf)

**Contractions:** When preparing articles for *SoJourn*, do not use contractions such as “don’t” for “do not”; “that’s” for “that is”; etc. unless within quoted dialogue or text.

**Italicization:** Foreign words, including Latin, German, Spanish and French usage, will be italicized within the text and the endnotes as long as the words or phrases have not become familiar: *gros poissons*, *sopa de pollo*, *fluss-bootsfahrt*. Phrases that are familiar are set in roman type: weltanschauung, c’est la vie, raison d’être, recherché, etc.

Publication titles should be italicized both in the text and in all endnotes. Underlining of publication titles should not be used in articles prepared for *SoJourn*.

Vessel and train names should not be italicized; rather, they should be set in small caps, e.g., THE BLUE COMET; schooner THIRTEEN FRIENDS; steamer SYLVAN DELL.

**Italicizing abbreviations:** Italicize abbreviations only if they stand for a term that would be italicized if spelled out—the title of a book or periodical, for example. Common Latin abbreviations are not italicized:

*OED*, *PMLA*, *ibid.*, etc., e.g., *i.e.*

**Numbers:** Numbers from 1 to 20 will be spelled out rather than using numerals. All ordinal numbers will be spelled out: first, second, third, etc., rather than using 1<sup>st</sup>, 2<sup>nd</sup>, 18<sup>th</sup>, 19<sup>th</sup>, 20<sup>th</sup>, etc.

## **Punctuations**

**Colons:** Used to introduce an element or series of elements illustrating or amplifying what has preceded the colon.

**Commas:** The most common use for the comma in writing is to insert pauses in sentences, thus fostering ease in reading the definitive reasoning. Commas also serve to separate items in series. The Oxford comma should be used in series when writing articles for *SoJourn*. Always use commas to set off dependent clauses.

**Hyphens and Dashes:** Hyphens are used with compound words that modify a noun, e.g., “nineteenth-century viewpoint” or “twenty-horsepower engine.”

An en dash is used to separate numbers such as a range of years or the span of hours.

An em dash—or simply “a dash”— is used to amplify an explanatory element in a sentence. Both the en dash and the em dash can be accessed through the Type menu in InDesign (Type/Insert Special Character/Hyphens and Dashes). In general, *SoJourn* makes use of em dashes.

When using an em dash to separate words or ideas, generally there is no space between words and dash, thus:

Sweet honey—taken from the hive despite the bees—is golden nectar.

**Periods:** Provides a definitive end to a sentence. Only one space must follow a period—never two spaces. Periods are always placed inside of ending quotation marks.

**Quotation Marks:** Periods and commas always precede closing quotation marks.

Contrarily, colons, semicolons, question marks and exclamation marks all follow closing quotations marks *unless* these punctuation marks are part of the quoted material.

If quoted material is longer than three sentences, then the quoted material should be inserted into the text as a block quote with 0.5-inch indented left margin (2p3) and no beginning and ending quotation marks. If the quoted material in the block quote contains a quotation, double quotation marks will be used within the block quote.

In endnotes, double quotation marks should be used to denote cited article titles or chapter titles that appears in publications. The publication title should be in italics.

**Semicolons:** used to separate two independent clauses that could stand alone as separate sentences, but are combined into one sentence. Also used within a series of items that contain other punctuation, e.g., “The following major league teams won: Phillies, 6–4; Mets, 3–2; and Orioles, 5–3.”

**Single Quotation Marks:** Only used to set off a quote within a quote. Not to be used to set off special words, names, or nicknames from the remainder of a sentence.

**Presentation of Decades:** When referring to decades or centuries, such as 1890s, 1920s, or 1900s, do not use an apostrophe before the final “s”; thus *do not* write 1890’s.

**Tables:** Talk with Kinsella about setting up tables in InDesign, if necessary.

**Place names (Toponyms):** Beginning in 1890, through an Executive Order, the United States Board of Geographic Names sought to bring uniformity to toponyms. As a result, virtually no possessive apostrophes related to proper and official place names remain in use. If you are referring to an individual tavern keeper, mill owner, store proprietor, etc., then possessives are appropriate to use.

### Frequently used tips from CMOS

## **Dates / Punctuating dates**

When using a complete date within a sentence—with month, day, and year—it is standard to place commas on both sides of the year, as follows:

They moved into the Kellogg house on March 22, 1977, even though the painting was not complete.

The period between June 11, 1712, and April 4, 1713, was considered a happy time.

When using month and year, but not the date, commas are not used, as follows:

The Battle of Turtle Gut Inlet took place in June 1776 in Cape May County, New Jersey.

Note that abbreviations for ordinals are not used in dates: NOT June 11<sup>th</sup>, 1712, but they can be used if referring to just the day of the month within the text, such as “By the 11<sup>th</sup>, the ship began to list badly on the starboard side.”

## **Ellipses**

When using an ellipsis (three dots), do not use the standard ellipsis symbol provided by *Word*. Instead, use three dots with one space on either side of each dot:

The words were . . . spooky.

When using an ellipsis at the end of a sentence, four dots are used as follows (note there is no space between the concluding word and the first dot):

. . . even though trouble might have ensued. . . .

“. . . the difficulty became quite misunderstood. . . .”

## **States / Punctuating names of states & territories**

In running text, the names of states, territories, and possessions of the United States should always be spelled out when standing alone and preferably (except for DC) when following the name of a city: for example, “Galloway Township, New Jersey, was incorporated in 1774.” In bibliographies, tabular matter, lists, and mailing addresses, they are usually abbreviated. When abbreviated in such contexts, Chicago prefers the two-letter postal codes to the conventional abbreviations. As noted in the quoted example provided above, commas are inserted after the municipality or county name and then after the state name.

## **Ethnic and national groups / Capitalizing**

Names of ethnic and national groups are capitalized. Adjectives associated with these names are also capitalized.

Aborigines; an Aborigine; Aboriginal art

African Americans; African American culture

American Indians; an American Indian (see text below)

Arabs; Arabian

Asians; Asian influence in the West; an Asian American

the British; a British person or, colloquially, a Britisher, a Brit

Caucasians; a Caucasian

Chicanos; a Chicano; a Chicana

European Americans

the French; a Frenchman; a Frenchwoman

French Canadians

Hispanics; a Hispanic

Hopis; a Hopi; Hopi customs

Inuit; Inuit sculpture

Italian Americans; an Italian American neighborhood

Jews; a Jew; Jewish ethnicity

Latinos; a Latino; a Latina; Latino immigration

Native Americans; Native American poetry (see text below)

New Zealanders; New Zealand immigration

Pygmies; a Pygmy; Pygmy peoples

Romanies; a Romany; the Romany people

Many among those who trace their roots to the aboriginal peoples of the Americas prefer American Indians to Native Americans, and in certain historical works Indians may be more appropriate. Canadians often speak of First Peoples (and of First Nations).

In instances where people are identified by color, such as “that White man” or “that Black woman,” the color is capitalized. Traditionally, the phrase “people of color” has not been capitalized.

### **Initials / Spacing between initials**

There should always be one space between initials:

NOT W.E.B. Du Bois      BUT W. E. B. Du Bois

NOT T.E. Kinsella      BUT T. E. Kinsella