Midwest Archives Conference
Writers' Style Guide

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INTRODUCTION

All publications of the Midwest Archives Conference reflect the professionalism of the association and its members. To ensure quality in MAC publications, the MAC Writers' Style Guide is to be used by authors submitting manuscripts and articles for *MAC Newsletter* and *Archival Issues*.

The guidelines for grammar and punctuation are based on those in *The Chicago Manual of Style*, Fourteenth Edition. *Merriam Webster Collegiate Dictionary*, Tenth Edition, provides the basis for spelling. For guidance on style, formatting, usage, and citation issues not found in this brief style guide, consult the current version of *The Chicago Manual of Style.*

HOW TO USE THIS STYLE GUIDE

Examples in italics may be found after a rule. Instructions in brackets show menu selections for establishing a setting in Microsoft Word. For example:

Use small capital letters to indicate morning and afternoon. [Use the cursor to highlight the text you want to change. Format, Font, Effects, Small caps]
Follow the same steps to turn this feature off before you continue typing.
The circus will begin at 8:00 A.M. and end at 11:00 P.M.

If you are using this guide on-line, click on a page number in the table of contents to find the topic you're interested in.

ARCHIVAL ISSUES SUBMISSION GUIDELINES

Deadlines

There are no submission deadlines for *Archival Issues,* which is published twice a year.

Length

There is no established length for *Archival Issues* articles. Book reviews should be between 750 and 1,500 words.

Submissions

Send *Archival Issues* submissions to William J. Maher, University Archivist, University of Illinois Archives, 19 Main Library 1408 W. Gregory Drive Urbana, IL 61801, or (w-maher@illinois.edu, phone: 217-333-0798, fax: 217-333-3828).

MAC NEWSLETTER SUBMISSION GUIDELINES

Deadlines
MAC Newsletter is published quarterly. Deadlines for copy are November 15 (January issue); May 15 (July issue); August 15 (October issue); and February 15 (April issue).

Length
Strive to match the length of your articles to that of articles in previous issues of *MAC Newsletter*, or consult the appropriate section editor or newsletter editor.

Submissions
Send *MAC Newsletter* submissions to the appropriate section editor. For more information, contact Kathy Koch, Archivist-Librarian, American Association of Nurse Anesthetists, 222 South Prospect Avenue, Park Ridge, IL 60068-4037, or kkoch@aana.com (phone: 847-655-1106, fax: 847-939-3566).

GENERAL SUBMISSION FORMAT

Contact and Attribution Information
Include your name, title, institution, address, telephone number, fax number, and E-mail address.

Media
Submit written materials as E-mail attachments (preferred) or on 3.5-inch, PC-formatted floppy disks.

Text Format
Use only recent versions of Microsoft Word or WordPerfect to submit written materials as electronic files. Authors who wish to submit electronically using different software or in plain text should consult the editor in advance.

FORMATTING YOUR DOCUMENT

Use the following settings:

Font and Font Size
Use Times New Roman or CG times. The font size should be 12 points.

Hyperlinks
Turn off any software feature that creates hyperlinks to Web sites and E-mail addresses.

Justification
Use left-hand justification.

Line Spacing

Double-space text.

Margins

Use one-inch margins on all edges.

Naming Documents

Save your electronic document as "AI" for *Archival Issues* or "MAC" for *MAC Newsletter*, followed by the volume number, issue number, and your last name.

AI 22 2 Greene

MAC 27 1 Floyd

Page Numbering

Do not use page numbering.

Quotation Marks

Use the "smart quotes" feature of your word processor to render quotation marks.

Final Preparation of Your Document

Use your word processor to check the spelling in your document. Pay special attention to names of people and places. Search and replace double spaces with single spaces.

STYLE AND USAGE

Style

Headings

Center main headings and format them in boldface type and italics.

Conclusion

Left justify subheadings and format them in boldface type.

Block Quotations

Insert one line of spacing before and after each block quotation. Indent the entire quotation one-half inch.

Paragraph Spacing

Use block style for paragraphs. Do not indent at the beginning of a paragraph. Use one carriage return [Enter] between paragraphs to separate them.

Sentence Spacing

Insert only one space between sentences.

> *The invitation was a surprise. Shall we attend the ball?*

Italics

Use italics only for main headings, for book, periodical, pamphlet, and motion picture titles, for names of ships, for emphasis, and for foreign phrases. To avoid losing italics during transmission of electronic documents, use <Italics>Yoga Chicago<Italics>.

Use roman type for foreign terms that are commonly used, such as "ad hoc" and "de facto."

Hyphenation

Do not hyphenate words at the ends of lines. Let them automatically wrap to the next line.
Even though the professor was known for her strict grading methods and tough examinations, her students adored her.

Endnotes and Footnotes

If the software permits, use endnotes rather than footnotes.

Spelling

General Guidelines

- You may see a word or abbreviation spelled more than one way, for example "audiovisual" and "audio-visual." To achieve consistency in MAC publications, use the following preferred versions listed in *Merriam Webster Collegiate Dictionary*, Tenth Edition.
- Change British, Canadian, Australian, etc., spelling to American English.
- Acts, Treaties, and Government Programs: use initial capitals, no quotation marks, no italics.

Spelling of Frequently Used Words

addenda (not "addendums")	key word	principal (noun and
African-American	large-scale	adjective): main; chief;
audiocassette	Listserv	person in charge
audiotape	Local Arrangements	principle (noun only): law;
audiovisual	Committee	doctrine
bistate	MAC Spring 1999 meeting	record keeping (noun);
broadscale	(official meeting	record-keeping (adjective
by-product	designation; all other	preceding noun)
catalog	references are not	regionwide
cochair	capitalized, e.g., spring	resource allocators
cosponsor	meeting, 1999 spring	rethink
coworker	meeting)	round table (noun); round-

course work	macroappraisal	table (adjective preceding
cross-reference	master's degree	noun)
cross section	mid-January	semiactive
E-mail	multicourse	semiannual
end user	multidisciplinary	short-range
fax (all lower case)	multi-institutional	socioeconomic
flowchart	multinational	statewide
fonds (both singular and	multistate	subfield
plural)	nationwide	The Ohio State University
fund-raising	nonarchivist	time frame
hands-on	noncommercial	top-down
Henry Ford Museum &	nongovernmental	vice president
Greenfield Village	nonmember	Web site
homepage	onetime (adjective)	work flow
Hypertext Markup	on-line	workplace
Language (HTML)	on-site	World Wide Web
interinstitutional	President's Award	worldwide
Internet	Committee	year-round

Abbreviations

B.C.E. (before the common era)
D.C. (District of Columbia)
e.g. [*exempli gratia*: for example (always set off by commas)]
FAQ: frequently asked questions
i.e. [*id est*: that is (always set off by commas)]
Ste. is not an abbreviation for "suite." Write out "suite."
U.S. (United States)

Academic Degrees and Honors

Academic degrees are not capitalized: *doctorate, bachelor's degree, master of science*

A.B. (*artium baccalaureus*: bachelor of arts)
B.A. (bachelor of arts)
B.S. (bachelor of science)
J.D. (*juris doctor*: doctor of jurisprudence; doctor of law)
L.I.S. (bachelor of library and information science)
M.A. (*magister artium*: master of arts)
M.I.S. (master of information science)
M.L.I.S. (master of library and information science)
M.L.S. (master of library science)
M.S. (master of science)
Ph.D. (*philosophiae doctor*: doctor of philosphy)
S.L.I.S. (specialist in library and information science)

Plurals

78s, LPs, CDs
Data, metadata (plural)
> *The curator insists that the data are ready to examine.*

Media
> *The media are covering the launch closely.*

Trademarked Names

Be alert for commonly used product names that are, in fact, trademarked or copyrighted. Dictionaries indicate registered trademark names. A reasonable effort should be made to capitalize such names. However, the symbols ® and ™, which often accompany registered trademark names on product packaging and in advertisements, need not be used in running text: Dumpster™, Elderhostel™, Styrofoam™.

Capitalization

Time

Use small capital letters to indicate morning and afternoon.
> *The circus will begin at 8:00 A.M. and end at 11:00 P.M.*

Titles

Use a lowercase letter when the title follows a name.
> *Helena Troy, cochair*

Use an uppercase letter when the title precedes a name.
> *Cochair Mark Downe*

Headings

Capitalize the first and last words and all nouns, pronouns, adjectives, verbs, adverbs, and subordinating conjunctions (*if, because, as, that,* etc.). Articles (*a, an, the*), coordinating conjunctions (*and, but, or, for, nor*), and prepositions, regardless of length, are lowercased unless they are the first or last word of the title or subtitle. The *to* in infinitives is also lowercased.
> *How Our Procedures Changed Under the New Standards*

Publications

- *American Archivist, Midwestern Archivist,* and *Ohio Archivist* do not include "The" as part of the title.
- The volume number is not italicized.
- The season for a volume is lowercase: autumn, fall, summer, winter, spring.
- Replace the season with an issue number where possible, e.g., winter: 1; spring: 2; summer: 3; fall: 4.
> *Library and Information Science Research* 7 (January–March 1985): 31–51
> *Archival Issues* 17:1 (1992): 31–48

American Archivist should have issue numbers. The issues correspond to seasons, as above. Until the late 1970s or early 1980s, months were used instead of seasons (January: 1; April: 2; July: 3; October: 4). In 1999, *American Archivist* went to two issues a year, so there may be inconsistencies.

1999   spring: 62:1   fall: 62:2
1998   spring: 61:1   fall: 61:2
1997   winter: 60:1   spring: 60:2   summer: 60:3   fall: 60:4

Archivaria issue numbers:
38   fall 1994
39   spring 1995
40   fall 1995
41   spring 1996
42   fall 1996
43   spring 1997

Archivaria 32 (1991): 25–50 (Note that the season is omitted.)

Symbols

Percent
Use "percent" instead of "%."
> *Only 20 percent of the staff attended the picnic.*

Ampersand
Use "and" instead of "&." Note exceptions such as "Henry Ford Museum & Greenfield Village," in which the ampersand is part of the formal name of the organization.

Punctuation

Change British, Canadian, Australian, etc., punctuation to American punctuation.

Apostrophes in Possessives and Plurals
the dog's tail
the horses' manes
the women's club

But:
for appearance' (conscience', righteousness', etc.) sake
Samuels's

Triple sibilants: As in two of the above examples, an "s" is not placed after a possessive apostrophe if it creates a third sibilant.

Commas

Use a comma in an address before an apartment or suite number.
1543 Elmwood Avenue, Suite 776

Use a comma after each item in a series of three or more items (serial comma). Insert a comma before a conjunction that joins the last two items in a series.
They selected the tile, the trim, and the grout.

Use commas to set off a year within a sentence when the date is in month-date-year format.
No one could believe she was born on July 4, 1776, during an enemy attack.

Use commas to set off the individual elements in addresses and names of geographical places or political divisions.
Los Alamos, New Mexico, was the setting for a disastrous wildfire.

Dashes and Hyphens

Do not insert a space before or after a dash or hyphen.

Use a hyphen (-) for certain compound words. Check the dictionary to verify spelling.
How much time will you save by checking the on-line source?

Use an en dash (–) for date and number ranges. [Alt + 0150]
The next meeting of lawn flamingo collectors will take place May 5–7.
Unless 45–50 members show up, we'll cancel the meeting.

Use an en dash (–) for names of cities following a college or university. [Alt + 0150]
University of Wisconsin–Milwaukee

Use an em dash (—) for a break in thought [Alt + 0151] or [press the hyphen key twice].
I know this road—although unpaved and dark—is the quickest way back to town.

Ellipsis

An ellipsis indicates the omission of a word, phrase, or other text from within a quoted passage. An ellipsis consists of three dots separated by spaces.
I never saw a purple cow . . . I'd rather see than be one.

At the end of a sentence, the ellipsis follows the period or other punctuation ending the sentence.
At the end of a sentence, an ellipsis should look like this. . . .

Period

Use only one period at the end of a sentence when the sentence ends with an abbreviation.
Be sure to pack needles, thread, buttons, etc.

Quotation Marks

Use single quotation marks only within a sentence or phrase already enclosed in double quotation marks.

Alice asked, "Where do you think the 'Fabulous Four' are hiding?"

Numbers

Beginning a Sentence

If the first word in a sentence is a number, spell it out.

Nineteen ninety-nine came and went very quickly.

Cardinal and Ordinal

Spell out numbers from one through nine and multiples such as one hundred and nine thousand.

Only one in a thousand would risk his life to save her; unfortunately, you're one in 47.
She was the third person in line for food and the 30th to clean up.

Centuries

Spell out the ordinal number before a century.

What will commuting be like in the twenty-second century?

Dates

Do not separate a month and year with a comma.

September 1999

Insert a comma between a date and year.

September 24, 1999

Do not use "th" or "rd" with a date.

Meet me in Bimini on January 1.

Fractions

Hyphenate fractions that are spelled out.

Not quite two-thirds of the book is devoted to pictures.

Large Numbers

Use a comma to separate large numbers in groups of three.

I can't believe that 1,200 snakes live in such a small space.

Telephone Numbers

Use hyphens in telephone numbers to separate the area code, exchange, and remaining digits.

555-555-5555, ext. 1234

Years

Add an "s" only (no apostrophe) to indicate a span of years.

The 1990s brought us many technological advances.

ZIP Code

Insert only one space between a state and a ZIP code.

Buffalo Grove, Illinois 60089

ENDNOTES AND CITATIONS

Books

Digital Image Access & Retrieval: Proceedings of the 1996 Clinic on Library Applications of Data Processing, 33rd ed., ed. P. Bryan Heidorn and Beth Sandore (Urbana, Illinois: Graduate School of Library and Information Science, University of Illinois at Urbana-Champaign, 1997): 157–163.

Virginia Woolf, *A Room of One's Own* (New York: Harcourt, Brace, and Company, 1929): 145–148.

Journals

American Archivist 36:4 (1973): 215–222.

Newspapers

New York Times, 17 February 1980, sec. 1A, p. 3.

Editor(s), Compiler(s), and Translator(s)

Use "ed.," not "eds." or "edited by." "Ed." means "edited by."

John Stuart Mill, *Autobiography and Literary Essays,* ed. John M. Robson and Jack Stillinger (Toronto: University of Toronto Press, 1980): 15.

Use "comp.," not "comps." or "compiled by." "Comp." means "compiled by."

Lewis J. Bellardo and Lynn Lady Bellardo, comp., *A Glossary for Archivists, Manuscript Curators, and Records Managers* (Chicago: Society of American Archivists, 1992): 24.

Use "trans." not " translated by." "Trans." means "translated by."

Julio Cort<zar, *Cronopios and Famas,* trans. Paul Blackburn (New York: Random House, Pantheon Books, 1969).

Note: Be sure that accents and other diacritical marks print correctly in final versions.

World Wide Web Sites

1. author's name (if known),
2. "title of document,"
3. *title of complete work* (if applicable),
4. date month year of publication or last revision (if known),
5. <URL>
6. date month year of access.

- Personal site:
  Joseph Pellegrino, "Homepage," 24 September 1997, <http://www.english.eku.edu /pellegri/personal.htm> (7 November 1997).
- General Web site:
  Jonathan G. Harris, "The Return of the Witch Hunts," *Witchhunt Information Page*, 19 April 1997, <http://liquid2-sun.mit.edu/fells.short.html> (19 November 1997).

  Leslie R. Shade, "Gender Issues in Computer Networking," 14 February 1994, <http://www.mit.edu:8001/people/sorokin/women /lrs.html> (26 November 1997).

Electronic Book

Charles Darwin, *The Voyage of the Beagle* (London, 1845), Project Gutenberg, June 1997, <ftp://uiarchive.cso.uiuc.edu/pub/etext /gutenberg/etext97/vbgle10.txt> (1 October 1997).

Article in an Electronic Journal (ejournal)

Tonya Browning, "Embedded Visuals: Student Design in Web Spaces," *Kairos: A Journal for Teachers of Writing in Webbed Environments* 3:1 (1997) <http://english.ttu.edu/kairos /2.1/features/browning/index.html> (21 October 1997).

Article in an Electronic Magazine (ezine)

Nathan Myhrvold, "Confessions of a Cybershaman," *Slate*, 12 June 1997, <http://www .slate.com/CriticalMass/97-06-12/CriticalMass.asp> (19 October 1997).

Government Publication

George Bush, "Principles of Ethical Conduct for Government Officers and Employees," Executive Order 12674, 12 April 1989, pt. 1, <http://www.usoge.gov/exorders/eo12674.html> (30 October 1997).

E-Mail Message

1. author's name (if known),
2. <author's E-mail address>
3. "subject line from posting,"
4. date month year of publication,
5. type of communication (personal E-mail, distribution list, office communication)
6. (date month year of access).

Norman Franke, <franke1@llnl.gov> "SoundApp 2.0.2," 29 April 1996, personal E-mail (3 May 1996).

Danny Robinette, <robinetted@ccmail .gate.eku.edu> "Epiphany Project," 30 April 1996, office communication (29 May 1996).

Web Discussion Forum Posting

1. author's name,
2. <author's E-mail address>
3. "subject line or title of posting,"
4. date month year of publication,
5. type of message (if appropriate),
6. <URL>
7. (date month year of access).

 Daniel LaLiberte, <liberte@ncsa.uiuc.edu> "HyperNews Instructions," 23 May 1996, <http:// union.ncsa.uiuc.edu/HyperNews/get/hypernews /instructions.html> (24 May 1996).

Art Saffran, <saffran@wisbar.org> "It's Not That Hard," 5 January 1996, reply to "HyperNews Instructions" by Daniel LaLiberte, <http://www.hypernews.org/HyperNews/get/hypernews/instructions.html> (24 May 1996).

Listserv Message

1. author's name (if known),
2. <author's E-mail address>
3. "subject line from posting,"
4. date month year of publication,
5. <address of Listserv>
6. (date month year of access).

 Victor Parente, <vrparent@mailbox.syr.edu> "On Expectations of Class Participation," 27 May 1996, <philosed@sued.syr.edu> (29 May 1996).

To document a file that can be retrieved from a list's server or Web address, provide the following information after the publication date:

1. address of Listserv, in angle brackets
2. address or URL for the list's archive, preceded by "via" and enclosed in angle brackets
3. (date of access).

Nick Carbone, <nickc@english.umass.edu> "NN 960126: Followup to Don's Comments about Citing URLs," 26 January 1996, <acw-l@unicorn .acs.ttu.edu> via <http://www.ttu.edu/lists /acw-l> (17 February 1996).

Newsgroup Message

1. author's name (if known),
2. <author's E-mail address>
3. "subject line from posting,"
4. date month year of publication,
5. <name of newsgroup>
6. (date month year of access).

Robert Slade, <res@maths.bath.ac.uk> "UNIX Made Easy," 26 March 1996, alt.books.reviews (31 March 1996).

If you cannot determine the author's name, then use the author's E-mail address, enclosed in angle brackets, as the main entry.

<lrm583@aol.com> "Thinking of Adoption," 26 May 1996, alt.adoption (29 May 1996).

Real-Time Communication

To document a real-time communication, such as those posted in MOOs, MUDs, and IRCs, provide the following information:

1. name of speaker(s) (if known) or name of site,
2. "title of event (if appropriate),"
3. date month year of event,
4. type of communication (group discussion, personal interview), if not indicated elsewhere in entry
5. <address using a URL> or command-line directions
6. (date month year of access).

LambdaMOO, "Seminar Discussion on Netiquette," 28 May 1996, <telnet://lambda.parc.xerox.edu:8888> (28 May 1996).

Andrew Harnack, "Words," 4 April 1996, group discussion, <telnet://telnetmoo.du.org/port=8888> (5 April 1996).

Personal Communications

Sr. Christiane Althaus, telephone interview by the author, 12 February 1999, notes in possession of author.

Fr. Thomas Esser, letter to Mother Mary Samuel, 15 June 1912.

Fr. Gabriel O'Donnell, E-mail survey response to author, 16 February 1999.

Telnet Site

To document a telnet site or a file available via telnet, provide the following information:
1. author's name (if known),
2. "title of document (if known),"
3. *title of full work* (if applicable),
4. date month year of publication (if known),
5. word telnet,
6. complete telnet address, with no closing punctuation
7. directions for accessing document
8. (date month year of access).

Aquatic Conservation Network, "About the Aquatic Conservation Network," National Capital Freenet, n.d., telnet freenet.carleton.ca login as guest, go acn, press 1 (28 May 1996).

California Department of Pesticide Regulation, "Pest Management Information," CSU Fresno ATI-NET, n.d., telnet caticsuf.csufres no.edu login as super, press a, press k (28 May 1996).

FTP Site

To document a file for downloading via file transfer protocol, provide the following information:
1. author's name (if known),
2. "title of document,"
3. date month year of publication (if known),
4. *any print publication information*,
5. abbreviation FTP
6. address of FTP site, with no closing punctuation
7. full path to follow to find document, with no closing punctuation
8. (date month year of access).

Ted W. Altar, "Vitamin B12 and Vegans," 14 January 1993, ftp wiretap.spies.com#Library /Article/Food/b12.txt (28 May 1996).
You may use a URL (enclosed in angle brackets) instead of the command, address, and path elements.

Francis Fukuyama, "Immigrants and Family Values," May 1993, <ftp://heather.cs.ucdavis.edu/pub/Immigration/Index.html> (19 November 1997).

U.S. Senate, "Safe and Affordable Schools Act of 1997," *Congressional Record*, 21 January 1997 <ftp://ftp.loc.gov/pub/thomas/c105/s1.is.txt> (20 October 1997).

Gopher Site

To document information obtained by using the gopher search protocol, provide the following information:
1. author's name (if known),
2. "title of document,"
3. *any print publication information*,
4. date month year of on-line publication (if known),
5. <URL>
6. (date month year of access).

Charles A. Smith, "National Extension Model of Critical Parenting Practices," 1994, <gopher://tinman.mes.umn.edu:4242/11/Other/Other/NEM_Parent> (28 May 1996).

To document the location of information using a gopher command-path format, give the following information instead of the URL:
1. word gopher
2. site name
3. path followed to access document, with slashes to indicate menu selections

Association for Progressive Communications, "About the APC," March 1997, gopher gopher.humanrights.org About IGC Networks/Association for Progressive Communications/About the APC (December 11, 1997).

Linkage Data

To document a specific file (or information appearing in a frame within a larger Web document) and give linkage data showing its hypertext context, provide the following information:
1. author's name (if known),
2. "title of document,"
3. abbreviation lkd. ("linked from")
4. *title of document to which file is linked*,
5. additional linkage information (if applicable), preceded by at
6. date month year of publication (if known),
7. <URL for source document>
8. (date month year of access).

Allison Miller, "Allison Miller's Home Page," lkd. EKU Honors Program Home Page, at "Personal Pages," n.d., <http://www.csc.eku.edu /honors> (2 April 1996).

Jason Crawford Teague, "Frames in Action," lkd. *Kairos: A Journal for Teachers of Writing in Webbed Environments* at "Cover Web: Tenure and Technology," 11 March 1997, <http://english.ttu.edu/kairos/2.1> (19 November 1997).