



Midwest Archives Conference

Writers' Style Guide

2020

## Table of Contents

INTRODUCTION.....	5
<i>ARCHIVAL ISSUES</i> SUBMISSION GUIDELINES .....	5
Deadlines .....	5
Length.....	5
Writing Style.....	5
Submissions .....	5
<i>MAC NEWSLETTER</i> SUBMISSION GUIDELINES .....	5
Deadlines .....	5
Length.....	6
Images.....	6
Submissions .....	6
GENERAL SUBMISSION FORMAT .....	6
Contact and Attribution Format .....	6
Media.....	6
Text Format.....	6
DOCUMENT FORMATTING.....	6
Font and Font Size.....	6
Hyperlinks.....	6
Justification .....	7
Line Spacing .....	7
Margins .....	7
Naming Documents.....	7
Page Numbering.....	7
Final Preparation of Your Document .....	7
STYLE.....	7
Bias-Free Language.....	7
Titles .....	8
Headings .....	8
Block Quotations.....	8
Paragraph Spacing.....	8
Sentence Spacing.....	8
Italics .....	8

Hyphenation.....	8
Endnotes and Footnotes.....	8
<b>SPELLING</b> .....	8
General Guidelines.....	8
Frequently Used Words.....	9
Common Abbreviations.....	9
Academic Degrees and Professional Designations.....	9
Plurals.....	10
Trademarked Names.....	10
<b>CAPITALIZATION</b> .....	10
MAC Meetings.....	10
Time.....	11
Titles.....	11
Headings.....	11
<b>SYMBOLS</b> .....	11
Percent.....	11
Ampersand.....	11
<b>PUNCTUATION</b> .....	12
Apostrophes in Possessives and Plurals.....	12
Commas.....	12
Dashes and Hyphens.....	12
Ellipses.....	13
Periods.....	13
Quotation Marks.....	13
<b>NUMBERS</b> .....	13
Beginning a Sentence.....	13
Cardinal and Ordinal.....	13
Centuries.....	14
Dates.....	14
Fractions.....	14
Large Numbers.....	14
Telephone Numbers.....	14
Years.....	14

ZIP Codes .....	15
GEOGRAPHICAL TERMS .....	15
US States and Territories .....	15
“US” versus “United States” .....	15
Place Names with “Fort,” “Mount,” and “Saint” .....	16
Addresses .....	16
ENDNOTES AND CITATIONS .....	16
Books .....	16
Books with Editor(s), Compiler(s), Translator(s) in Addition to the Author .....	16
Chapter from an Edited Collection with Multiple Authors .....	17
Journal Articles, Textual and Electronic .....	17
Specific Archival Journals .....	17
Online Magazine Articles .....	18
Newspaper Articles .....	18
Government Publications .....	18
Lectures and Presentations .....	18
Interviews and Personal Communications .....	18
Web Resources .....	18
Web Pages with Known Author .....	19
Web Pages with Unknown Author .....	19
Electronic Mailing Lists (Listservs) .....	19
Blogs .....	19
APPENDIX A: Archival Issues Author Submission Form .....	20

## **INTRODUCTION**

All publications of the Midwest Archives Conference (MAC) reflect the professionalism of the association and its members. To ensure quality in MAC publications, authors submitting manuscripts and articles for the *MAC Newsletter* and *Archival Issues* must use this *MAC Style Guide*.

The guidelines for grammar and punctuation are based on those in the current edition of *The Chicago Manual of Style*. The current edition of *Merriam-Webster's Collegiate Dictionary* provides the basis for spelling—unless specified otherwise in *The Chicago Manual of Style*. 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*.

## **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.

### **Writing Style**

Wherever possible, avoid using the passive voice and first-person pronouns and adjectives in journal articles.

### **Submissions**

Send *Archival Issues* submissions, along with the Author Submission Form in Appendix A, to the Editorial Board chair. Contact information can be found on the MAC website at <http://www.midwestarchives.org/archival-issues>.

Charts and graphs should be submitted as separate image files, not embedded directly in the manuscript. Screenshots captured from computer screens are not acceptable because of their poor quality and low resolution.

## **MAC NEWSLETTER SUBMISSION GUIDELINES**

### **Deadlines**

The *MAC Newsletter* is published quarterly. Deadlines for copy are:

January issue: November 1

April issue: February 1

July issue: May 1

October issue: August 1

## **Length**

Submissions for the following columns are to be 1,500 words:

Archival Resources on the Web  
Electronic Currents  
Mixed Media  
Preservation Essentials

Submissions to "News from the Midwest" should be about 150 words each. For all other articles, strive to match the length of similar articles in previous issues of the *MAC Newsletter*, or consult the appropriate assistant editor or newsletter editor.

## **Images**

Images accompanying articles should be submitted as JPEGs 300 dpi or higher and must include a caption and a credit line.

## **Submissions**

Send *MAC Newsletter* submissions to the appropriate assistant editor. For more information, consult the newsletter editor. Contact information for the editor and assistant editors can be found on the MAC website at <http://www.midwestarchives.org/mac-newsletter>.

## **GENERAL SUBMISSION FORMAT**

### **Contact and Attribution Format**

Include your name, title, institution, address, telephone number, and email address.

### **Media**

Submit written materials as email attachments.

### **Text Format**

Use only the most recent version of Microsoft Word to submit written materials as electronic files. If you wish to submit electronically using different software, consult the editor in advance.

## **DOCUMENT FORMATTING**

### **Font and Font Size**

Use Times New Roman. The font size should be 12 point.

### **Hyperlinks**

Turn off any software feature that creates hyperlinks for websites and email addresses.

## **Justification**

Use left-hand justifications.

## **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:

AI40-2\_Greene  
MAC30-1\_Floyd

## **Page Numbering**

Do not number pages.

## **Final Preparation of Your Document**

Be sure to use spell check and pay special attention to the spellings of names of people and places. Search and replace double spaces between sentences with single spaces.

## **STYLE**

### **Bias-Free Language**

MAC strives to be an inclusive organization and supports the use of inclusive language in all cases. Please follow the guidelines outlined in the [American Psychological Association Style Guide](#).

A few guidelines that are especially important:

- Always use the terms preferred by the individuals/communities being written about.
- “African American” should not be used as an umbrella term for people of African ancestry worldwide because it obscures other ethnicities or national origins. Instead, use “Black.” Do not use Black/Blacks as a noun.
- One instance where MAC differs from APA style: Do not capitalize “white” when referring to race. MAC follows [The New York Times guidelines](#) on this.
- Do not hyphenate terms such as “African American” and “Native American.”

## **Titles**

Center article titles and format them in bold.

## **Headings**

Left justify main headings and format them in boldface type. Left justify subheadings and format them in boldface type and italics.

## **Block Quotations**

Use block quotations for quotations four lines or more in length. 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. Press “Enter” once between paragraphs to separate them.

## **Sentence Spacing**

Insert only one space between sentences.

## **Italics**

Use italics only for book, periodical, pamphlet, and motion picture titles; subheadings; emphasis; and foreign phrases. Do not italicize foreign terms and phrases 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.

## **Endnotes and Footnotes**

Use endnotes rather than footnotes.

## **SPELLING**

### **General Guidelines**

- Some words and abbreviations can be spelled more than one way, for example “audiovisual” and “audio-visual.” To achieve consistency in MAC publications, use the following preferred versions listed in the current edition of *The Chicago Manual of Style*. If a preferred spelling is not indicated, consult the current edition of *Merriam-Webster’s Collegiate Dictionary*.
- Change British, Canadian, Australian, etc., spellings to American English (e.g., colour vs. color).
- Capitalize the names of acts, treaties, and government programs; do not use quotation marks or italics

## Frequently Used Words

addenda (not addendums")	hands-on	record-keeping (adjective preceding noun)
appendices	hardcover	regionwide
audiocassette	homepage	resource allocators
audiotape	hypertext markup language	rethink
audiovisual	interinstitutional	roundtable (noun)
bistate	Internet	round-table (adjective preceding noun)
broadscale	keyword	semiactive
bylaws	large-scale	semiannual
by-product	Listserv	short-range
catalog	macroappraisal	socioeconomic
coauthor	master's degree	softcover
cochair	mid-January	statewide
cosponsor	multicourse	subfield
coworker	multidisciplinary	time frame
course work	multi-institutional	time line
cross-reference	multinational	top-down
cross section	multistate	vice president
crowdsource	nationwide	web
dialogue	nonarchivist	web page
e-book	noncommercial	website
e-journal	nongovernmental	work flow
email	nonmember	workplace
end user	one-time (adjective preceding noun)	World Wide Web
fax	online	worldwide
flowchart	on-site	year-round
<i>fonds</i> (singular and plural)	preconference	
fund-raising	Presidents' Award Committee	
	record keeping (noun)	

## Common Abbreviations

BCE (before the Common Era)

CE (Common Era)

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)

For state postal abbreviations, see the section on Geographical Terms.

## Academic Degrees and Professional Designations

When spelled out, academic degrees are not capitalized:

bachelor's degree, master of science, doctorate

Degrees and designations are set off by commas when they follow a personal name:

Jane Doe, CA, lives in New York.

AB (*artium baccalaureus*: “bachelor of arts”)

BA (bachelor of arts)

BS (bachelor of science)

CA (certified archivist)

JD (*juris doctor*: “doctor of jurisprudence”; doctor of laws)

LIS (bachelor of library and information science)

MA (*magister artium*: “master of arts”)

MIS (master of information science)

MLIS (master of library and information science)

MLS (master of library science)

MS (master of science)

MSLIS (master of science in library and information science)

PhD (*philosophiae doctor*: “doctor of philosophy”)

## Plurals

78s, LPs, CDs

1990s

Data, metadata

Media

## 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 or to substitute generic equivalents if possible (“tissue” instead of “Kleenex”). However, the symbols <sup>TM</sup> and ®, which often accompany registered trademark names on product packaging and in advertisements, need not be used in running text.

## CAPITALIZATION

### MAC Meetings

The official designations for MAC’s two meetings are “Annual Meeting” and “Fall Symposium.” The terms “Spring Meeting” and “Fall Meeting” are no longer used. To simplify usage, any mention of the Annual Meeting or Fall Symposium should be capitalized.

MAC Annual Meeting  
MAC Fall Symposium  
MAC 2019 Annual Meeting

MAC 2019 Fall Symposium  
2019 Annual Meeting  
2019 Fall Symposium

Annual Meeting  
Fall Symposium  
Annual Meetings

Fall Symposia  
MAC Council  
MAC Speakers Bureau

Major events at the Annual Meeting are capitalized.

Members' Meeting  
New Members Dinner

## **Time**

Use lowercase letters with periods to indicate morning and afternoon.

The circus will begin at 8:00 a.m. and end at 11:00 p.m.

## **Titles**

A position title should only be capitalized when it immediately precedes a name. When a position title follows a name or is used in lieu of a name, lowercase letters should be used, regardless of the stature of the position.

Cochair Jane Doe  
Vice President John Doe  
Jane Doe, cochair

## **Headings**

Capitalize the first and last words and all nouns, pronouns, adjectives, verbs, adverbs, and subordinating conjunctions (if, because, as, that, etc.). Lowercase articles (a, an, the), coordinating conjunctions (and, but, or, for, nor), and prepositions, regardless of length, unless they are the first or last word of the title or subtitle. Lowercase the "to" in infinitives.

## **SYMBOLS**

### **Percent**

Use "percent" instead of "%."

### **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**

### **Apostrophes in Possessives and Plurals**

the dog's tail  
the horses' manes  
the women's club  
1999's heaviest snowstorm  
Kansas's legislature  
the Lincolns' house  
dinner at the Browns'  
for appearance' (or conscience', righteousness', etc.) sake

### **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 (Oxford 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. Do not use a comma when only the month and year are used.

No one could believe she was born on July 4, 1776, during an enemy attack. She retired from her job in March 2009.

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 and phone numbers. Check the dictionary to verify spelling.

How much time will you save by checking the online source? 312-867-5309

Use an en-dash (–) for date and number ranges.

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.

University of Wisconsin–Milwaukee

Use an em-dash (—) for a break in thought.

I know this road—although unpaved and dark—is the quickest way back to town.

## **Ellipses**

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. Create ellipses manually rather than using your word processing program’s default mark.

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. . . .

## **Periods**

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.

Do not use a superscript “th” in ordinal numbers.

That was the 15th time my horse won.

### **Centuries**

Spell out the ordinal number before a century.

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

### **Dates**

Do not separate month and year with a comma.

September 1999

Insert a comma between date and year.

September 24, 1999

Do not use “rd” or “th” 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 Codes**

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

Buffalo Grove, Illinois 60089

## **GEOGRAPHICAL TERMS**

### **US States and 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 when following the name of a city (except for “DC”).

Lake Bluff, Illinois, was incorporated in 1895.

In mailing addresses and endnotes, use the two-letter postal code.

AK	LA	OK
AL	MA	OR
AR	MD	PA
AZ	ME	PR
CA	MI	RI
CO	MN	SC
CT	MO	SD
DC	MS	TN
DE	MT	TX
FL	NC	UT
GA	ND	VA
HI	NE	VT
IA	NH	WA
ID	NJ	WI
IL	NM	WV
IN	NV	WY
KS	NY	
KY	OH	

### **“US” versus “United States”**

In running text, spell out “United States” as a noun; reserve “US” for the adjective form only. Use no periods in US or other acronyms.

US dollars

music in the United States

## Place Names with “Fort,” “Mount,” and “Saint”

Generic terms as elements of geographic names should be abbreviated only where space is at a premium. *San* and *Santa* are never abbreviated.

Fort Myers  
Saint Paul

## Addresses

In running text, spell out names of streets.

The building is on Main Street.

In mailing addresses, use the following abbreviations:

Ave.	Hwy.	Rd.
Bldg.	Ln.	Rte.
Ct.	Pl.	Sq.
Dr.	PO Box	St.

Single-letter compass points accompanying a street name are normally followed by a period; two-letter ones are not. When used in an address, the abbreviations NE, NW, SE, and SW remain abbreviated even in running text. A compass point that is part of the address (Northwest Hwy.) is never abbreviated.

1425 E. Main St.

876 NW Walnut Rd.

The building is on Elm Street NW, close to the river.

## ENDNOTES AND CITATIONS

### Books

Geoffrey C. Ward and Ken Burns, *The War: An Intimate History, 1941–1945* (New York: Knopf, 2007), 52.

Virginia Woolf, *A Room of One's Own* (New York: Harcourt, Brace, and Company, 1929), 145–48.

### Books with Editor(s), Compiler(s), Translator(s) in Addition to the Author

Even if there is more than one editor, compiler, or translator in addition to the author, use “ed.,” “comp.,” or “trans.” These mean “edited by,” “compiled by,” and “translated by” and appear after the book title. Be sure that accents and other diacritical marks print correctly in final versions.

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

## Chapter from an Edited Collection with Multiple Authors

Muriel Harris, "Talk to Me: Engaging Reluctant Writers," in *A Tutor's Guide: Helping Writers One to One*, ed. Ben Rafoth (New Hampshire: Heinemann, 2000), 24-34.

## Journal Articles, Textual and Electronic

Eva Moseley, "Women in Archives: Documenting the History of Women in America," *American Archivist* 36, no. 4 (1973): 215–22.

Online periodicals are cited exactly as their print counterparts with the addition of a DOI or URL at the end of the citation.

Tonya Browning, "Embedded Visuals: Student Design in Web Spaces," *Kairos: A Journal for Teachers of Writing in Webbed Environments* 3, no. 1 (1997), <http://english.ttu.edu/kairos/2.1/features/browning/index.html>.

Kirsi Peltonen et al. "Parental Violence and Adolescent Mental Health," *European Child & Adolescent Psychiatry* 19, no. 11 (2010): 813-822, <https://doi.org/10.#####/#####>.

## Specific Archival Journals

- *American Archivist*, *Midwestern Archivist*, and *Ohio Archivist* do not include "The" as part of the title.
- The volume number is not italicized.
- Replace the season(s) or month(s) with an issue number where possible (e.g., winter: 1; spring: 2; summer: 3; fall: 4)

*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, no. 1 fall: 62, no. 2

1998 spring: 61, no. 1 fall: 61, no. 2

1997 winter: 60, no. 1 spring: 60, no. 2 summer: 60, no. 3 fall: 60, no. 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.)

## **Online Magazine Articles**

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

## **Newspaper Articles**

Christopher Lehmann-Haupt, "Robert Giroux, Editor, Publisher and Nurturer of Literary Giants, Is Dead at 94," *New York Times*, September 6, 2008, New York edition.

## **Government Publications**

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

## **Lectures and Presentations**

Paul Hanstedt, "This is Your Brain on Writing: The Implications of James Zull's *The Art of Changing the Brain for the Writing Classroom*" (presentation, Annual Convention of the Conference on College Composition and Communication, San Francisco, CA, March 12, 2009).

## **Interviews and Personal Communications**

Sr. Christiane Althaus, telephone interview by the author, February 12, 1999.

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

Fr. Gabriel O'Donnell, email survey response to author, February 16, 2018.

Constance Conlon, email message to author, April 17, 2016.

## **Web Resources**

1. author's name (if known),
2. "title of document,"
3. title of website,
4. owner or sponsor of website,
5. month date year of publication or last modified (if known), or month date year of access if publication or modification date is not known,
6. URL.

### **Web Pages with Known Author**

Leslie R. Shade, "Gender Issues in Computer Networking," Massachusetts Institute of Technology, last modified February 14, 1994, <http://www.mit.edu:8001/people/sorokin/women/lrs.html>.

### **Web Pages with Unknown Author**

Kentucky Digital Library, "Collection Highlights," University of Kentucky, last accessed June 18, 2018, <http://kdl.kyvl.org>.

### **Electronic Mailing Lists (Listservs)**

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

Victor Parente to [philosed@sued.syr.edu](mailto:philosed@sued.syr.edu), May 27, 1996, On Expectations of Class Participation.

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

Nick Carbone at [acw-l@unicorn.acs.ttu.edu](mailto:acw-l@unicorn.acs.ttu.edu), January 26, 1996, NN 960126: Follow-up to Don's Comments about Citing URLs, <http://www.ttu.edu/lists/acw-l>.

### **Blogs**

Kate Theimer, "Now Available: Job Search Experiences and Career Satisfaction Among Recent Archives Program Graduates," *ArchivesNext* (blog), February 20, 2013, <http://www.archivesnext.com/?p=3398>.

## APPENDIX A: Archival Issues Author Submission Form

### *Archival Issues: Journal of the Midwest Archives Conference*

#### Author Submission Form

This form must be submitted to the Editorial Board chair (see contact information at <http://www.midwestarchives.org/archival-issues>), along with the manuscript you would like to be considered for publication in *Archival Issues*. Only the chair receives this form to use for tracking purposes. Your manuscript will undergo a blind review, and your name will not be attached to the submission in any way. Information in the manuscript that might allude to your identification will also be removed prior to submission to the Editorial Board.

Name (complete a separate form for each author):

---

Contact Address:

---

---

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Title of Manuscript:

---

---

Date Submitted: \_\_\_\_\_

If you have not been previously published in a peer-reviewed library or archival professional journal, you will be eligible for consideration for our New Author Award if your manuscript is accepted (please check one).

Yes, new author: \_\_\_\_\_ No, previously published: \_\_\_\_\_