



Midwest Archives Conference

Writers' Style Guide

Summer 2013

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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 (16th) edition of *The Chicago Manual of Style*. The current (11th) 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*.

HOW TO USE THIS STYLE GUIDE

Examples may be found after each rule. Instructions in brackets show menu selections for establishing a setting in Microsoft Word.

If you are using this guide online, 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.

Writing Style

Wherever possible, avoid writing journal articles in a way that requires the use of first-person pronouns and adjectives.

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 files, not embedded into the manuscript. Screen shots 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 are to be 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. Images 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, fax number, and e-mail address.

Media

Submit written materials as e-mail attachments.

Text Format

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

DOCUMENT FORMATTING

Use the following settings:

Font and Font Size

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

Hyperlinks

Turn off any software feature that creates hyperlinks to websites and e-mail 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:

AI 22 2 Greene
MAC 27 1 Floyd

Page Numbering

Do not use page numbering.

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 AND USAGE

STYLE

Titles

Center article titles and format them in bold.

Headings

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

Conclusion

Left justify subheadings and format them in boldface type.

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 main headings; for book, periodical, pamphlet, and motion picture titles; for names of ships; for emphasis; and for foreign phrases. Use roman type for 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., spelling to American English.
- Capitalize the names of acts, treaties, and government programs; do not use quotation marks or italics.

Frequently Used Words

addenda (not “addendums”)	bylaws	crowdsource
African American (noun and adjective)	by-product	dialogue
appendices	catalog	e-book
audiocassette	coauthor	e-journal
audiotape	cochair	e-mail
audiovisual	cosponsor	end user
bistate	coworker	fax
broadscale	course work	flowchart
	cross-reference	<i>fonds</i> (both singular and plural)
	cross section	

fund-raising	noncommercial	round-table (adjective
hands-on	nongovernmental	preceding noun)
Henry Ford Museum & Greenfield Village	nonmember	semiactive
hardcover	one-time (adjective	semiannual
homepage	preceding noun)	short-range
hypertext markup language (HTML)	online	socioeconomic
interinstitutional	on-site	softcover
Internet	preconference	statewide
keyword	Presidents' Award	subfield
large-scale	Committee	The Ohio State University
Listserv	principal (noun and	time frame
macroappraisal	adjective): main; chief;	time line
master's degree	person in charge	top-down
mid-January	principle (noun only): law;	vice president
multicourse	doctrine	web
multidisciplinary	record keeping (noun)	web page
multi-institutional	record-keeping (adjective	website
multinational	preceding noun)	work flow
multistate	regionwide	workplace
nationwide	resource allocators	World Wide Web
nonarchivist	rethink	worldwide
	round table (noun)	year-round

Common Abbreviations

AD (anno Domini)

BC (before Christ)

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)

Ste. is not an abbreviation for “suite.” Write out “suite.”

For state abbreviations, see the section on Geographical Terms.

Academic Degrees and Professional Designations

When spelled out, academic degrees are not capitalized:

doctorate

bachelor's degree

master of science

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)
PhD (*philosophiae doctor*: “doctor of philosophy”)
SJ (Society of Jesus)
SLIS (specialty in library and information science)

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 TM 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 2012 Annual Meeting	MAC 2012 Fall Symposium
2012 Annual Meeting	2012 Fall Symposium
Annual Meeting	Fall Symposium
Annual Meetings	Fall Symposiums
MAC Council	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.

How Our Procedures Changed under the New Standards

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 (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. 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 canned 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	CO	GA
AL	CT	HI
AR	DC	IA
AZ	DE	ID
CA	FL	IL

IN	ND	SC
KS	NE	SD
KY	NH	TN
LA	NJ	TX
MA	NM	UT
MD	NV	VA
ME	NY	VT
MI	OH	WA
MN	OK	WI
MO	OR	WV
MS	PA	WY
MT	PR	
NC	RI	

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

Specific Publications

- *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.

Library and Information Science Research 7 (January–March 1985): 31–51.
Archival Issues 17, no. 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, 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.)

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.

Journals

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

Newspapers

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.

Editor(s), Compiler(s), Translator(s) in Addition to 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.

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

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

Websites

1. general title of website,
2. "title of page or section of website,"
3. author of content, if any,
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.

Kentucky Digital Library, "Collection Highlights," University of Kentucky, last modified June 18, 2013, <http://kdl.kyvl.org>.

Documents on Websites

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.

- General websites:
Jonathan G. Harris, "The Return of the Witch Hunts," Witchhunt Information Page, accessed June 18, 2013, <http://www.geocities.ws/jgharris7/fellsshort.html>.

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>.

- 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>.

Electronic Books (e-books)

Charles Darwin, *The Voyage of the Beagle* (1845, Project Gutenberg, 1997), <http://www.gutenberg.org/ebooks/944>.

Articles in Electronic Journals (e-journals)

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>.

Articles in Electronic Magazines (e-zines)

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

Articles in Library or Other Commercial Databases

William Maiben, “A Tombeau for John Lennon, 1940–1980,” *Perspectives of New Music* 19, nos. 1–2 (Autumn 1980–Summer 1981): 533, <http://www.jstor.org/stable/832614>.

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>.

Other Legal and Public Documents

See the *Chicago Manual of Style*, 16th ed., 14.281–317, for citation examples based on types of legal or public documents and countries of origin.

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, e-mail survey response to author, February 16, 1999.

Constance Conlon, e-mail message to author, April 17, 2000.

Electronic Mailing Lists

1. author’s name,
2. name of the list,
3. month date year of posting,
4. month date year of access,

5. file name or number,
6. URL.

Daniel LaLiberte to 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, 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, January 26, 1996, NN 960126: Follow-up to Don's Comments about Citing URLs, <http://www.ttu.edu/lists/acw-l>.

Appendix A

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: _____

E-mail: _____

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.

Yes, new author: ____ No, previously published: _____