# THE OHIO STATE UNIVERSITY PRESS
## HOUSE STYLE (V3, last updated January 2016)

In general, we follow the *Chicago Manual of Style (CMS),* 16th edition, for style and format and *Merriam Webster's Collegiate Dictionary (MW),* online edition, for spelling and hyphenation. For any issue not addressed herein, please consult these resources.

### SECTION 1: DOCUMENTATION

1) **Documentation Style:** Given that we publish primarily in the humanities, the most fitting styles are *CMS* Notes-Bibliography System or *MLA* style. Other styles are acceptable: *CMS* Author-Date System and *APA* style.

   - If you are using the *CMS* Notes-Bibliography System, **you must use shortened citation form** in the notes accompanied by a full bibliography with all sources listed (as opposed to a select bibliography and full citation form in the notes). See *CMS* 14.2, 14.14, and 14.18 for a general overview.

     Shortened note citation: 1. Gold, *Literary Theory,* 138.

     Entry in bibliography: Gold, Craig. *Literary Theory.* Columbus: The Ohio State University Press, 2012.

   - A permissible variation in the Notes-Bib System, not covered by *CMS*, is an author's use of in-text citations for primary sources cited repeated throughout the work and then shortened citations in notes for secondary sources (plus, of course, a full bibliography). But note that if this variation is used, an author must include a note that in-text citations for a certain work have been used throughout the book.

   - Many classics titles use a hybrid of *CMS* Notes-Bib and Author-Date—i.e., including the year in in-text citations but placing those citations in notes. This is fine; consistency and comprehension are paramount.

   - Note that the Author-Date System closely mirrors *APA* style (except for how citations are punctuated) in that in-text parenthetical citations are used with author last name, year, and page number (if needed) included.

     In-text citation: (Gold 2012, 87–90)

     Entry in bibliography: Gold, Craig. 2012. *Literary Theory.* Columbus: The Ohio State University Press.

2) **Bibliography (*CMS*) or Works Cited (*MLA*)**

- In the Bibliography or Works Cited, authors should NOT place any tabs. Authors should use the hanging indent function or just set block style, and we will format from there.

- Count the abbreviation *ed./eds.* when alphabetizing a bibliography (note this is contrary to *CMS*). In other words, if an author is also an editor of a source, the edited source gets listed after any authored sources.

- Abbreviations for information commonly missing in electronic sources:

  | No date: | n.d. |
  | No publisher/source: | n.p. (note this does not mean "no page") |
  | No pages: | n. pag. |

3) **In-Text Citations and Quotations**

- **Brackets:** A capital letter can be used to start a quote with no bracket needed to indicate a change from the original. Likewise, a capital letter in the original can be changed to lowercase to start a quote (see *CMS* 13.15 for more on this specific rule and then *CMS* 13.7 for more on other permissible changes to quotes).
- **Ellipses:** Ellipses at the beginning and end of a quote are not needed, per *CMS* 13.50. However, note exceptions for poetry and verse (*CMS* 13.55). When ellipses are present, ensure correct use of three dots vs. four.
- **Translations:** We differ slightly from *CMS* in how we treat translations in running text. The quotation in the original language should be treated as usual (with quotation marks followed by parenthetical citation). The translation that follows should be placed within brackets (but note that if an author has consistently used parentheses, or consistently diverged in some other comprehensible manner, this is acceptable).

  > He singles out his contemporary physicians Paracelsus, Fioravanti, and Argenterius for criticism: "Car ils ne changent pas seulement une recepte, mais, à ce qu'on me dict, toute la contexture et police du corps de la medicine" (II, 37, 772A/586) [For they change not merely one prescription, but, so they tell me, the whole contexture and order of the study of medicine].

  For a block quote, the translation should be placed after the original and

separated by a line break. Special styling (e.g., brackets, italics) is not needed. Authors may also footnote/endnote translations, in which case the translation would just be enclosed in quotation marks (no brackets necessary).

4) Citations to poetry extracts should be on their own line (see *CMS* 13.69–70).

## SECTION 2: STYLE, USAGE, AND PUNCTUATION

Italics

1) We prefer italics for words as words rather than quotation marks.

2) Italics will not be used for foreign words now in common use (e.g., ibid., oeuvre). A good test is whether the word is in *MW*; if so, no italics needed.

3) We set italic punctuation after a word in italics for commas and periods but NOT for colons, semicolons, question marks, and exclamation points. For exceptions, see *CMS* 6.2 and 6.5 (e.g., italicize the exclamation point in "the Beatles' *Help!*" because it is part of the title).

Spelling, Prefixes, and Compounds

4) Words with prefixes such as *non, pro, pre, post, re, anti, inter,* and *in* will be spelled solid and not hyphenated, unless doing so results in a misleading or confusing word. Please consult *CMS* 7.85, Section 4 (pp. 383–84).

5) Compound words will by hyphenated according to *CMS* 7.85, Sections 1–3 (pp. 375–82), and *MW*. Compound adjectives containing an *-ly* adverb will not be hyphenated (e.g., *highly developed*).

6) British spellings and punctuation will be changed to American (except in quotations).

Capitalization

7) References in the text to chapters, tables, and figures will not be capitalized (e.g., as shown in figure 3.1; see chapter 2).

8) Captions for figures, illustrations, etc. should follow *CMS* 3.21 and 3.22 for syntax, punctuation, and capitalization. Regarding capitalization, use sentence style except for formal titles of works (which use headline style).

<u>Footnotes/Endnotes</u>

9) We prefer footnotes over endnotes, but endnotes are allowed if that is the author's preference.

10) We also prefer that notes not be attached to chapter opening material (chapter number, chapter title, or author name). When a note is attached to chapter opening material, it must be attached to the same part of that opening material across the entire book.

<u>Abbreviations</u>

11) Abbreviations are okay in parentheses (e.g., i.e., etc., fig., chap.) and in the notes but not in running text.

12) Use either the designations (a) BCE (before Common Era) and CE (Common Era) or (b) BC (before Christ) and AD (anno Domini). Ensure the style is small caps with no space in between letters (and no periods).

<u>Punctuation</u>

13) No comma is necessary after a short introductory phrase (typically two words or less):

   In 1971[,] I moved to Chicago.

14) We use the serial comma in a series of three or more:

   apples, oranges, and pears [*not* apples, oranges and pears]

15) The possessive case of a singular noun will be formed by adding *'s* even when the noun ends in *s* (except for the names *Jesus* and *Moses,* and those names of more than one syllable with an unaccented ending pronounced *eez*—e.g., *Xerxes', Euripides', Ramses'*).

16) Epigraphs do not require quotation marks.

17) Slash marks (/) require no space when separating single words (and/or) but do require a space on each side when separating lines of poetry in running text. Although *CMS* encourages the use of a space when the slash separates phrases with more than one word, exceptions can be made for the sake of parallel structure, as in this example:

That is also why Deborah Kamen and Sarah Levin-Richardson go to such trouble to disaggregate the binary oppositions of active/passive, insertive/receptive, dominant/submissive, superordinate/subordinate, masculine/feminine, and man/woman.

## Other Common Style and Usage Issues

18) When a numbered or alphabetized list occurs in running text, ensure the number is enclosed in parentheses and not just followed by one: "Two related questions need to be addressed, and those concern (1) the changing ontological status of previously impossible events that become possible due to technological innovations and (2) differing cultural concepts of what is possible or realistic."

19) We prefer that authors not refer to themselves in the third person. Limited use of first-person pronouns is acceptable (*I, we, us,* etc.). Likewise, second-person pronouns can be used sparingly and when appropriate.

20) Allow use of gendered pronoun *(he, she, him, or her)* and do not change to the more cumbersome *he/she* or *him/her.* (If author has chosen this latter convention, it is fine to leave as-is.) But advise author to go back and forth between the gendered pronoun for best representation.

21) Split infinitives are perfectly acceptable, and even desirable in some sentences. It's also okay to end a sentence with a preposition.

22) Contractions are permissible when they fit the style of the writing.

23) We use *that* for restrictive clauses and *which* for nonrestrictive clauses set off (sometimes) by commas. However, we do allow *which* in restrictive clauses in some cases—for example, when the clause is widely separated from its noun, when the noun is itself preceded by *that,* or when there are too many *that*s in the sentence.

24) *While* can be used in the sense of "although" or "whereas" and will be changed only if the sentence is ambiguous. Similarly, *since* can be used to mean "because" as long as there is no confusion with its temporal meaning.

## Special Note about Classics and Medieval Titles

25) Note that many classics and medieval titles contain lemma/lemmata, a quotation from a text (a word or phrase) that the commentator then explains. The best way to indicate the lemma is with underlining, given that italics will already be present

in the manuscript to indicate words as words, emphasis, etc. However, feel free to use whatever style the author has deemed appropriate, as long as you think it makes clear the lemma and is consistent across the ms.

26) Refer to *CMS* 14.256–14.270 for more on acceptable conventions for Greek and Latin references.

<u>Numbers</u>

27) In most cases, numbers less than 100 will be spelled out, and % will be spelled out in the text (but not in tables). In scientific copy, or in social science works where there are a lot of numbers and percentages, numbers under 10 can be spelled out and % is permissible in the text. Whatever the rule being followed, numbers referring to the same category of things should be treated alike in the same context.

28) Always use numerals for percentages (82 percent), unless it comes at the beginning of a sentence.

29) Either style for dates—12 January 1986 or January 12, 1986—is acceptable, and author's style will not be changed, except for consistency.

30) Inclusive numbers will be in *CMS* style: 1960–70, 1900–1907, 233–34, 100–105, 108–9. Numbers will not be shortened in display matter (titles or subtitles).

31) Commas will be used in numbers of four or more digits (e.g, 1,200), except for addresses, page numbers, and years.

32) We use roman numerals only for the preliminary pages of a book (not for vol. nos.). Inclusive roman numerals are given in full.

**ADDITIONAL NOTES**

➢ quotation marks will be deleted around *so-called*
➢ don't use *prior to* to mean simply *before*
➢ *not only* . . . [no ,] *but also*
➢ *cf.* for "compare" only, not "see"
➢ *but* or *and* can start a sentence, in moderation
➢ *none* does not have to take a singular verb (e.g., "none of the books were interesting" is fine)
➢ use *first, second,* etc., not *firstly, secondly* . . .
➢ a book "comprises" its chapters, not vice versa
➢ *whose* can be used for inanimate things

- in comparisons such as *cars like Hondas,* it is not necessary to replace *like* with *such as* (unless the meaning is unclear)
- only one set of em dashes per sentence
- *U.S. government,* but *in the United States* (and note no space between *U.* and *S.*)