

Great Plains Quarterly Style Sheet

L. Dearmont
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General style notes

Chicago Manual of Style (15th ed., 2003) is followed except where noted.
Webster's Collegiate Dictionary (10th ed.) is used to check spelling and hyphenation.

Date style (CMS 6.46 and 9.35)

October 17, 2003

If year is omitted: May 10 (*not* May 10th)

Number style

Spell out 1 through 100 (CMS 9.3); use numerals for 101 and above. (Note that contrary to CMS 9.4, GPQ does not spell out whole numbers followed by hundred, thousand, etc. Example: Use “90,000” not “ninety thousand.”)

Follow above rule for ordinals (e.g., seventy-fifth, 101st, 102nd, 103rd, etc.)

Exceptions to above:

Very large numbers (use numeral + million): 6 million

Use numeral with “percent” (do not use %): 81 percent, 9 percent

Use numeral with “degrees”: 40 degrees north latitude

For abbreviation of inclusive numbers, follow CMS 9.62-64 and 9.66-68. Example of correct elision of years: 1803-5, *not* 1803-05

Examples of number style:

1870s

3,538; 6,000 (use comma)

(1), (2), (3) run in lists

forty inches (It is also permissible to use numerals to express a physical quantity [CMS 9.14-15]: 5 inches, 7 feet)

nineteenth century

Currency (CMS 9.24): Same general rule for spelling out numbers is followed. If number is spelled out, so is “dollars.” If numeral is used, the symbol \$ is used. Examples:

\$65,000

six dollars

\$2,500,000 or \$2.5 million

Capitalization

For titles of works mentioned in text, follow CMS 8.164 et seq.

Names and terms of special note

Tribal names: *GPQ* preference is to allow the singular form to be used as a collective noun (e.g., *the Hopi* rather than *the Hopis*). Do not follow CMS 7.10, which recommends adding *s* to tribal names to form the plural.

Capitalize “Native” when it stands alone and is used in the sense of Native Americans.

Use of “*on* the Great Plains” vs. “*in* the Great Plains”. Use the latter to emphasize that the Great Plains is a region.

Treat “Great Plains” as a collective singular noun (as in the above sentence).

Punctuation

For ellipses, follow CMS 11.57-60, the “three-or-four-dot method” with the additional requirement that changes of capitalization must be indicated by bracketing the letter concerned (CMS 11.63).

Space between initials: J. R. Miller; M. F. K. Fisher (CMS 8.6)

Do not set off “Jr.” with commas. (CMS 6.49)

Hyphenation

Follow CMS 7.90 for compound words and words with prefixes and suffixes.

Abbreviations

U.S. (adjective): with periods, even in titles of other works and quotes. In general, spell out “United States” in subject noun form.

In notes, abbreviate states in publishers' data, using the two-letter, no-period state abbreviations: “Westport, CT: Greenwood Press.” Use CMS 15.29 for list of state abbreviations.

Quotations

Set off as a block quoted material of four lines or longer (this is journal style vs. book style of ten lines or more).

Callouts and Captions

Callout: (Fig. 3) *or* (Table 1)

Caption: Fig. 1. Elizabeth Cady Stanton. Courtesy of the Nebraska State Historical Society.

Note style

Use “*ibid.*” for repeating a citation immediately above (but use judiciously; a long string of *ibid.*'s should be replaced by page numbers in text).

For many text citations to a work, use parenthetical page numbers rather than many notes. In the first full note citation, use the phrase “Further citations to *Title of Work* are given in parentheses in the text.”

If there is more than one work discussed in text, differentiate with abbreviated forms, for example, the works *Cheyenne Autumn* and *Crazy Horse* are cited as (CA, 85) and (CH, 104).

Italicize city names in newspaper citations: *Saskatoon Star-Phoenix*

Do not use initial article in newspaper titles: *New York Times*, not *The New York Times*.

Publishers’ names: Use short form for better-known publishers (e.g., “Macmillan” instead of “The Macmillan Company”). Include full name of publisher if it is lesser known (but spell out “&”).

Don't shorten university press names.

Give state abbreviation with city of publication for smaller towns and cities: (Boulder, CO: Westview Press)

Well-known cities need not include the state: Baltimore: Putnam

Omit name of state when it is in the publisher's name: Ames: Iowa State University Press

Reprint data is given as follows: (1802; reprint, New York: Dover, 1956)

Do not capitalize spring, summer, fall, winter in periodical citations.

{Does not apply} Source cited at the end of a discursive note may appear sentence-style (need not be in parentheses). (CMS 16.53)

Spell out names of months in Notes (*not* Jan., Feb., etc.).

EXAMPLES OF NOTES AND THEIR SUBSEQUENT SHORTENED CITATION:

Book (CMS 17.26-30):

1. Donald Worster, *Under Western Skies: Nature and History in the American West* (New York: Oxford University Press, 1992), 136-53.
2. Worster, *Under Western Skies*, 139.6. Ibid., 140.

Journal article (CMS 17.154-179):

3. Barbara Belya, “Inland Journeys, Native Maps,” *Cartographica* 33, no. 3 (1996): 1-16.
4. Belya, “Inland Journeys,” 4.

5. G. Malcolm Lewis, "An Early Map on the Skin of the Area Later to Become Indiana and Illinois," *British Library Journal* 22, no. 1 (Spring 1996): 66-87. [CMS 17.164: Seasons, though not capitalized in running text, are traditionally capitalized when standing in lieu of a month or an issue number.]

Article in edited, multiauthor book (CMS 17.69):

6. Yi-Fu Tuan, "Geopietry: A Theme in Man's Attachment to Nature and to Place," in *Geographies of the Mind*, ed. D. Lowenthal and M. Bowden, 44-56 (New York: Oxford University Press, 1975).
7. Tuan, "Geopietry," 55.

Chapter or part of single-author book (CMS 17.68):

Single author:

8. Henry Nash Smith, "The Garden of the World," bk. 3 of *Virgin Land: The American West as Symbol and Myth* (Cambridge: Harvard University Press, 1950), 121-260.
9. Smith, "Garden of the World," 157.

Paper presented at a meeting (CMS 17.215):

10. David Driskell, "Aaron Douglas: Singing a New Song of Heritage" (paper presented at the African Americans and the Great Plains Conference, Lincoln, NE, February 1997), 10.
11. Driskell, "Aaron Douglas," 10.

Popular magazine (CMS 17.182-186):

12. Joan Acocella, "Cather and the Academy," *New Yorker*, November 27 1995, 56-71. [While a specific page number may be cited, the inclusive page numbers may be omitted, since they are often widely separated by extraneous material. CMS 17.183]
13. Acocella, "Cather and the Academy," 60.

Newspaper (CMS 17.188-197):

14. "Wheat Pool Is Factor in Enid Grain Handling," *Enid Morning News*, November 18, 1928
[Note: Generally, it isn't necessary to include page numbers in newspaper citations. However, if newspaper section or column is given in addition to page number, use abbreviations, e.g., "sec. 1A, p. 4."]
15. "Wheat Pool," *Enid Morning News*.

Interviews and Personal communications (CMS 17.204-209):

16. Gerald Frazier, interview by author, Enid, OK, October 29, 1996.
17. Frazier, interview.
18. Gwen Puckett Mercer, letter to author, November 9, 1996.
19. Mercer, letter.

Book review (CMS 17.201):

20. Paul Theroux, "The Wizard of Kansas," review of *PrairyErth*, by W. L. Heat-Moon, *New York Times Book Review*, October 27, 1991, 25-26.
21. Jeanie Thompson, review of *Weather Central*, by Ted Kooser, *Southern Humanities Review* 30 (1996): 407.

Dissertation or thesis (CMS 17.214):

22. Philip J. Nelson, "The Elusive Balance: The Small Community in Mass Society, 1940-1960" (PhD diss., Iowa State University, 1996)

Archival material (unpublished) (CMS 17.230):

23. Meeting minutes of the Union of Saskatchewan Indians, January 4, 1946, R834, F37, Saskatchewan Archives, Saskatoon.
24. Meeting minutes, Union of Saskatchewan Indians.

Dictionary (CMS 17.238):

25. Webster's New Collegiate Dictionary (1979), s.v. "agnosticism."

Congressional public laws (CMS 17.310):

26. *Bankhead-Jones Farm Tenant Act*, Public Law 210, 75th Cong., 1st sess. (July 22, 1937), 85-91.
27. *Bankhead-Jones Farm Tenant Act*.

Congressional reports and documents (CMS 17.306):

28. U.S. House, *Platte River, Colo., Wyo., and Nebr.*, 73rd Cong., 2nd sess., 1934, H. Doc. 197, serial 9826, 259-62.
29. House, *Platte River, Colo., Wyo., and Nebr.*, 260.

Congressional Record (follow CMS 17.302-303)

Online citations:

Informally published electronic material (CMS 17.234-37):

30. Association of Benedictine Colleges and Universities, "ACBU Member Institutions," <http://www.osb.org/icbe> (accessed September 5, 2003).
31. "ACBU Member Institutions."

Database online (CMS 17.357-358):

32. United States Historical Census Data Browser, Inter-university Consortium for Political and Social Research,
<http://fisher.lib.virginia.edu/census/> (accessed 26 January 2003).
33. U.S. Historical Census Data Browser.

See also CMS 17.142-47 (Electronic Books), CMS 17.180-81 (Electronic Journals), CMS 17.187 (Online Magazines), CMS 17.198 (Online Newspapers)