

## GPR Style Sheet

### General style notes

*Webster's Collegiate Dictionary* (11th ed.) is used to check spelling and hyphenation. British or Canadian spellings will be changed to American conventions (excluding proper names).

- *The Chicago Manual of Style* (16th ed., 2010) is followed unless otherwise noted in this style sheet.
- Titles of articles in Great Plains Research should be limited to 10 or fewer words.
- Authors must use Times New Roman font for text and tables.
- Save text and tables as Word.doc or docx.
- For more information on figures, see "GPR Images Style Sheet."

### Research Involving Human or Other Animal Subjects

Authors presenting research results of studies using human or other animal subjects must note in the methods section of their manuscripts that an Institutional Review Board, Institutional Animal Care and Use Committee, or other appropriate oversight committee at their institution approved all parts of the proposed investigation before it was undertaken, if such prior approval is required.

### Date style

- October 17, 2001 (if year is omitted: May 10)
- 19th century
- 1870s, 1930s (no apostrophe)

### Time of day

- Times of day can be spelled out, but numerals are used when exact moments are to be emphasized. Numerals are used with a.m. and p.m., but not with *o'clock*.
- The 24-hour system does not use punctuation: 0800–1130

### Units of measurement

- Physical quantities are always expressed in numerals and SI units: 33 m; 12 kg, 1 km<sup>2</sup>
- All measurements should be in metric. (If authors include both, the standard English variant will be deleted. If authors do not include a metric unit, they will be queried to provide one.) See CMS 15.55 for a list of some abbreviations used in physical and biological sciences.

### Number style

- Spell out one through nine (one-digit numbers); use numerals for 10 and above. The same rule applies to ordinal numbers: first through ninth, and thereafter 10th, 11th, 12th, etc.
- Fractions in scientific contexts should be treated as decimal fractions.
- Very large numbers (use numeral + million): 6 million.
- Percentages (CMS 9.18, recommendation for scientific and statistical copy): 2%, 99%, from 5% to 15%
- Use comma in numbers of 1,000 or more, with the usual exceptions of page numbers, addresses, and years.
- Numbers used for enumerated parts should be in numeral form: section 4, segment 3, part 5.
- For abbreviation of inclusive numbers, follow CMS 9.60, 9.63; use an n-dash to separate years and numbers.  
Elision of years: 1803–5, not 1803–05  
Elision of large page numbers: 1594–602, 11564–78, 13792–803

### Currency

- Follow same general rules for spelling out numbers. 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
- Fractional amounts over one dollar are set in figures. Whole dollar amounts are set with zeros after the decimal point when they appear in the same context with fractional amounts and only then, e.g., "We sold them for \$7.00 and in three months raised the price to \$7.75."

### Lists in text

Enumerated or bulleted lists set in outline style are to be avoided. Lists run into text are okay: (1), (2), (3), etc.

### Punctuation

- Use serial comma.
- For ellipses, follow CMS 13.51, the "three-or-four-dot method" with the additional requirement that changes of capitalization must be indicated by bracketing the letter concerned. CMS 13.16
- No space between initials: J.R. Miller; Set off "Jr." with commas.

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## Hyphenation

Follow CMS 7.85 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, although sometimes “USA” is used in subject noun form.
- Company or firm names: Spell out “Company” or “Corporation” in straight text but drop “Inc.” or “Ltd.”
- Abbreviated name appears in full when it is first mentioned, followed by the abbreviation or acronym in parentheses, for example: Bureau of Indian Affairs (BIA)
- The abbreviations etc., e.g., and i.e. are preferably confined to parenthetical references, are not italicized, and are followed by a comma.
- In both text and references, where states and provinces are abbreviated, use the two-letter postal abbreviation (e.g., Denver, CO; Ottawa, ON; Washington, DC). See CMS 10.28 for list of state abbreviations.
- Generally spell out “versus” but it’s acceptable to use “vs.” in technical matter. Seek consistency.
- Note that when numerals are used and the units are abbreviated, as in scientific copy, hyphens are omitted even before the noun (33 m distance; 12 kg weight, 1 km<sup>2</sup> scale).
- Use UNL, UNO, UNK, UNMC for University of Nebraska–Lincoln, University of Nebraska at Omaha, University of Nebraska at Kearney, and University of Nebraska Medical Center; University of Nebraska–Lincoln has an “n-dash,” not a hyphen.

## Quotations

Set off as a block quoted material of four lines or longer.

## Levels of headings in text

Title of the article and “ABSTRACT” are all caps (bold the word “Abstract” followed by an m-dash, then the beginning sentence.

- (1) **Text Headings** are left-justified, all caps, and bold: INTRODUCTION, METHODS, RESULTS, DISCUSSION, CONCLUSION, ACKNOWLEDGMENTS, REFERENCES.
- (2) **Text Subheadings** are left-justified, title caps, and bold.
- (3) **Text Lower Subheadings** are left justified, title caps, bold, no tab, and lead into the paragraph.

## Figure and table call-outs in text

- Figure 3. In parentheses: (Fig. 3) or (Figs. 3 and 4) or (Figs. 1–3)
- Table 1
- Appendix (numbered 1, 2, . . . when there’s more than one)
- Only the words “Figure” or “Figures” are abbreviated parenthetically.

## Table and figure captions

- Figure 3. Spatial distribution of mean annual precipitation (mm) in the central grassland region of North America.
- Reference name and date (when used) appears in parentheses at the end of sentence or after the sentence.
- Use capital letters A, B, C, etc., to label parts of figures.

TABLE 2  
WETLAND LOSSES IN GREAT PLAINS STATES  
SINCE SETTLEMENT

## Style for tables

Column heads use sentence-style capitalization. Use capital A, B, etc. to distinguish separate subtables.

## Style for table notes

Footnotes would appear in the order given here:

1. The word “Source(s)” followed by colon precedes a source note only:  
Source: Dahl 1990.
2. The word “Note(s)” followed by a colon precedes a general note.
3. Note reference marks (either superscript letters a, b, c, etc., or where superscript letters would be confusing, symbols such as \*, †, §, # are used for specific notes.
4. Notes on significance levels.

## Species names and names of higher taxa

- Authors are instructed to use the *International Code of Botanical Nomenclature* (2000) and/or the *International Code of Zoological Nomenclature* (1999) in articles including systematics.
- Use square brackets in place of parentheses if there are alternative authorities on a species, for example: [*Lespedeza cuneata* (Dum.-Cours.) G. Don]

## Documentation style

The author-date system of citation is used, as described in CMS chap. 15.

## REFERENCE LISTS

### Arrangement of entries (CMS 15.11)

- When there are multiple reference entries attributed to a single author and to that same author with co-authors, the single-author entry comes before the multi-author entry. Works by same author(s) are given from **oldest to newest**.
- Alphabetize the author list(s) without regard to chronology; use chronological order when arranging multiple entries by the same author(s).
- DO NOT use 3-em dash to replace repeated author names in References.

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## Author names

Use initials for the author's first and middle names:

Alexander, R.B. (In references in which the author list is very long, it is acceptable to list the first three authors followed by "et al." Do not italicize "et al.")

## Titles

Titles of articles are capitalized sentence-style, but book and journal titles are given regular title capitalization.

## Publisher

- 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.
- Organizations as authors: In References, spell out the name and provide the acronym in parentheses. The acronym alone may be used in text citations.

## Place of publication

For states and provinces, use the two-letter postal abbreviation (e.g., Denver, CO; Ottawa, ON). See CMS 10.28 for list of state abbreviations.

## Subsequent edition or series number

In references, use "2nd, 3rd" per CMS 15.38–39.

## REFERENCE examples followed by text citation:

### Book

Potts, G.R. 1986. *The Partridge: Pesticides, Predation, and Conservation*. Collins, London.  
Text citation: (Potts 1986) or Potts (1986)

### Edited book

Blouet, B.W., and F.C. Luebke, eds. 1979. *The Great Plains: Environment and Culture*. University of Nebraska Press, Lincoln.  
(Blouet and Luebke 1979)

### Journal article

Heim, R.R., Jr., 2002. A review of twentieth-century drought indices used in the United States. *Bulletin of the American Meteorological Society* 83:1149–65.  
(Heim 2002) or Heim (2002)

Leistriz, F. Larry, and Randal C. Coon. 2009. Socioeconomic impacts of developing wind energy in the Great Plains. *Great Plains Research* 19:3–12.  
(Leistriz and Coon 2009) or Leistriz and Coon (2009)

1. Capitalize spring, summer, fall, winter in periodical citations.
2. When page numbers immediately follow volume number, do not leave space after colon (e.g., "5:153–57"). Omit issue number.

3. In text references to works by three or more authors, list first authors last name, followed by "et al."
4. Note placement of "Jr." or "Sr." with first author's name.
5. When page numbers immediately follow a volume number, separated only by a colon, no space follows the colon. But when parenthetical information intervenes, a word space follows the colon. Examples: *Social Networks* 14:214–29; *Critical Inquiry* 19 (Autumn): 164–85

## Article in edited book

Wedel, W.R. 1994. Coronado and Quivira. In *Spain and the Plains*, ed. R.H. Vigil, F.W. Kaye, and J.R. Wunder, 45–66. University Press of Colorado, Niwot, CO.

## Article in series publication

Popowski, J. 1976. Role of windbreaks for wildlife. In *Shelterbelts on the Great Plains*, 110–11. Great Plains Agricultural Council Publication 78. University of Montana Press, Missoula, MT.

## Article in a multivolume work

Daubenmire, R. 1968. Ecology of fire in grasslands. In *Advances in Ecological Research*, ed. J.B. Cragg, 5:209–66. Academic Press, New York.  
Page, A.L., R.H. Miller, and D.R. Keeney. 1982. *Methods of Soil Analysis*. Pt. 2 of *Chemical and Microbiological Properties*. 2nd ed. American Society of Agronomy, Madison, WI.

## Article in a subsequent edition

Goldsmith, F.B., C.M. Harrison, and A.J. Morton. 1986. Description and analysis of vegetation. In *Methods in Plant Ecology*, 2nd ed., ed. P.D. Moore and S.B. Chapman, 458. Blackwell Scientific Publications, Oxford, UK.

## Thesis or dissertation

May, J.F. 1974. A survey of ring-necked pheasants in Iowa. Master's thesis, Iowa State University, Ames, IA.  
May, J.F. 1974. A survey of ring-necked pheasants in Iowa. PhD diss., Iowa State University, Ames, IA.

## Law case citation. Author-date reference style can't be used for court cases. See CMS 15.55 for the abbreviations used in citing court cases.

- Court decisions are rarely included in References. Instead, citations to federal decisions are given in running text followed by the official legal citation: "In 1941, in *Bridges v. California* (314 US 252), the Court held . . ."
- Likewise, references to state and local court decisions are made in text only and are cited in a form similar to that used for federal courts: (*Williams v. Davis*, 27 Cal. 2d 746 [1946]) [Note: Retain abbreviations 2d, 3d, etc., in legal citations.]

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### Personal interviews or communications

Reference-list entries are unneeded. Use parenthetical citations in text: (N.J. Ewing, pers. comm. 1992)

### Popular magazine

Long, M.E. 1998. The vanishing prairie dog. *National Geographic*, April, 27–29.

Ezzell, C. 2000. Care for a dying continent. *Scientific American*, May.

### Newspaper citation

Robbins, S. 1982. Police use tear gas to rout meat plant marchers. *New York Times*, July 27, 14A.

*Omaha World-Herald*. 1999. Computer use splits cultures. July 8.

(*Omaha World-Herald* 1999)

- 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*.

### Work in press

Hoy, J. 1999. Whither cowboy poetry? *Great Plains Quarterly* 19 (in press).

(Hoy 1999)

Hall, K.L. In press. The legal culture of the Great Plains. In *Law and the Great Plains*, ed. J.R. Wunder. Greenwood Press, Westport, CT.

(Hall in press)

### Paper read at meeting

Hernandez, D.J. 1999. Children of immigrants: One-fifth of America's children and growing. Paper presented at biennial meeting of the Society for Research in Child Development, Albuquerque, NM.

Hayes, M.J., M.D. Svoboda, C.L. Knutson, and D.A. Wilhite. 2004. Estimating the economic impacts of drought. Paper presented at the joint conference of the 15th Symposium on Global Change and Climate Variations and the 14th Conference on Applied Climatology, Seattle, WA.

### Working papers and other unpublished works

Waiser, M.J., and R.D. Robarts. n.d. Structure and composition of DOC in prairie wetlands and saline lakes. National Hydrology Research Institute, Saskatoon, SK.

(Waiser and Robarts n.d.)

### Reports and in-house published works

Taylor, C.J., and W.M. Alley. 2001. *Ground-Water-Level Monitoring and the Importance of Long-Term Water-Level Data*. U.S. Geological Survey Circular. USGS, Reston, VA.

(Taylor and Alley 2001)

### Reprints.

Webb, W.P. [1931] 1981. *The Great Plains*. Reprint, University of Nebraska Press, Lincoln, NE.

(Webb [1931] 1981)

### Census Bureau

U.S. Census Bureau. 1933. *US Census of Population, 1930. Population*. Vol. 6, *Families*. U.S. Government Printing Office, Washington, DC.

(U.S. Census Bureau 1933)

### State and Institutional Documents

Dhuyvetter, J., K. Hoppe, and V. Anderson. 1999. *Wheat Middlings*. North Dakota State University Extension Service Publication AS-1175. North Dakota State University, Fargo, ND.

(Dhuyvetter et al. 1999)

### Government Documents

National Oceanic and Atmospheric Administration (NOAA). 2002. *Nebraska Annual Climatic Summary*. National Climatic Data Center, Asheville, NC.

(NOAA 2002)

U.S. Department of the Interior, National Park Service (USDI-NPS). 1944. Record of live shipments of buffalo. Box N-340, File 715-03. Yellowstone National Park Archives, Yellowstone National Park, WY.

(USDI-NPS 1944)

U.S. Department of Agriculture, Soil Conservation Service (USDA-SCS) 1976. *Soil Survey of Pipestone County, Minnesota*. U.S. Government Printing Office, Washington, DC.

(USDA-SCS 1976)

U.S. Fish & Wildlife Service. 1936. Fort Niobrara Annual Report. Fort Niobrara National Wildlife Refuge, Valentine, NE.

(US Fish & Wildlife Service 1936)

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### Online citation (see CMS 14.167, 14.245, 15.4, 15.9)

#### Online database

U.S. Department of Agriculture, National Agriculture Statistics Service (USDA-NASS). 1994. Prices received by commodity, historic data series, and indexes. ERS-NASS, Herndon, VA. <http://jan.mannlib.cornell.edu/data-sets/crops/92152> (accessed January 20, 2003). (USDA-NASS 1994)

#### Organization as author

American Psychological Association. 1999. Electronic reference formats recommended by the American Psychological Association. <http://www.apa/journals/ab1.html> (accessed January 25, 1996).

#### With author

Daniel, R.T. 1995. The history of Western music. In *Britannica Online: Macropaedia*, <http://www.eb.com:180/cgi-bin/g:DocF=macro/5004/45/0.html> (accessed June 14, 1995).

#### Without author

*Britannica Online: Macropaedia*. The history of Western music, <http://www.eb.com:180/cgi-bin/g:DocF=macro/5004/45/0.html> (accessed June 14, 1995).

### Text references

1. One author: (Jones 1980)
2. Two authors: (Smith and Jones 1980)
3. Three or more authors: (Smith et al. 1980)
4. Arrange multiple references chronologically in a list of citations, from oldest to newest: (Jones 1970; Smith and Jones 1980; Larson 1981) *except as follows*: (Jones 1970, 1985; Smith and Jones 1980)
5. Several references to one author in one year should be arranged alphabetically by title in the reference list, with letters a, b, c, etc., appended to the year: (Jones 1960a, 1960b)
6. Use a comma to separate years in a list of same-author citations (see above).
7. Use a semicolon to separate each reference in a list of citations: (Jones 1960; Smith 1980)
8. Other possible text references (other than those given in examples above):  
(Jones n.d.)  
(Jones unpublished data)  
(Jones in preparation)  
(Jones personal observation) *or* (Jones 1999 personal observation)  
(Jones in Smith 1980)
9. Style for citing page numbers and figures, tables, or plates [**note the use of a comma and not a colon after the year and before the page number**]:  
(Smith 1980, 635)  
(Smith 1980, 642–49)  
(Smith 1980, fig. 1)  
(Smith 1980, table 3)  
(Smith 1980, plate 1)
10. Lowercase “fig., table, plate” should always be used when citing those items from other works.)