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
• 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.
• 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 BREVITIZED CITATION:

Book (CMS 17.26-30):
2. Worster, Under Western Skies, 139.6. Ibid., 140.

Journal article (CMS 17.154-179):

Article in edited, multiauthor book (CMS 17.69):

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

Paper presented at a meeting (CMS 17.215):

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]
Great Plains Quarterly Style Sheet

Newspaper (CMS 17.188-197):
   [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.”]

Interviews and Personal communications (CMS 17.204-209):
17. Frazier, interview.
18. Gwen Puckett Mercer, letter to author, November 9, 1996.

Book review (CMS 17.201):

Dissertation or thesis (CMS 17.214):
    diss., Iowa State University, 1996)
23. Harry Hornby, “Locating the Eastern Terminus of the Union Pacific Railroad” (master’s thesis,
    University of Nebraska, 1946), 2, 7.

Archival material (unpublished) (CMS 17.230):
24. Meeting minutes of the Union of Saskatchewan Indians, January 4, 1946, R834, F37, Saskatchewan
    Archives, Saskatoon.
25. Meeting minutes, Union of Saskatchewan Indians.

Dictionary (CMS 17.238):

Congressional public laws (CMS 17.310):

Congressional reports and documents (CMS 17.306):
    9826, 259-62.

Congressional Record (follow CMS 17.302-303)

Online citations:
Informally published electronic material (CMS 17.234-37):
32. “ACBU Member Institutions.”

Database online (CMS 17.357-358):
33. United States Historical Census Data Browser, Inter-university Consortium for Political and Social
34. 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)

L. Dearmont
November 2009

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