
GPQ Style Sheet

General style notes

The *Chicago Manual of Style* (16th ed., 2010) is followed except where noted.

Webster's Collegiate Dictionary (11th ed.) is used to check spelling and hyphenation.

Date style (CMS 6.45 and 9.32)

- October 17, 2003
- If year is omitted: May 10 (*not* May 10th)

Number style

Spell out whole numbers one through one hundred); use numerals for 101 and above. (CMS 9.2)

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 numerals with "percent" (do not use %): 81 percent, 9 percent
- Use numerals with "degrees": 40 degrees north latitude

For abbreviation of inclusive numbers, including years, follow CMS 9.60 and 9.63. Example of correct elision of years: 1803–5; *not* 1803–05

Use an *en dash* to connect inclusive numbers (CMS 6.78 and 9.58): 1993–2000, pages 75–100.

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: 5 inches, 7 feet)
- nineteenth century

Currency (CMS 9.21): Follow the same general rule 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 numeral: \$1.25

Whole dollar amounts are set with zeros after the decimal point only when they appear in the same context with fractional amounts: "We sold them for \$7.00 and in three months raised the price to \$7.75."

Capitalization

For titles of works mentioned in text, follow CMS 8.154–195.

Names and terms of special note

- Tribal names: *GPQ* preference is to use the singular form as a collective noun. Where the plural is used (e.g., *the Hopis*), please change it to the collective singular (e.g., *the Hopi*). Do not follow CMS 7.9, 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

- Use an ellipsis (three spaced dots) to indicate omission of material from a quoted passage (CMS 13.51).
- Changes of capitalization must be indicated by bracketing the letter concerned (CMS 13.16).
- Space between initials: J. R. Miller; M. F. K. Fisher (CMS 10.12) [This applies when it is the person's preference to use initials (e.g., H. G. Wells); otherwise, authors' names are normally given as they appear on the title pages of their books (CMS 15.12).
- Do not set off "Jr." with commas. (CMS 6.47)

Hyphenation

Follow the hyphenation guide at CMS 7.85 for compounds and words formed with prefixes.

Abbreviations

U.S. Abbreviate U.S. as an adjective. In general, spell out "United States" in subject noun form.

In notes, abbreviate states and provinces in publishers' data using the two-letter, no-period postal abbreviations: "Westport, CT: Greenwood Press." Use CMS 10.26–29 for list of abbreviations.

Times of day in even, half, and quarter hours are usually spelled out (CMS 9.38), 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*.

Use UNL, UNO, UNK, UNMC for University of Nebraska–Lincoln, University of Nebraska at Omaha, University of Nebraska at Kearney, University of Nebraska Medical Center.

Quotations

Set off as a block quoted material of forty words or more. Start the quotation on a new line, indented a half inch from the left margin.

Callouts and Captions

Callouts in text: (Fig. 3) *or* (Table 1)

Caption:

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

TABLE 1

POPULATION GROWTH IN WEBSTER COUNTY,
1870–1900

Note style

- Use “*ibid.*” to refer to a single work cited in the note immediately preceding. It must never be used if the preceding note contains more than one citation. (Use *ibid.* 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, instruct the reader that “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 or province postal abbreviation for cities of publication that may not be well known: (Boulder, CO: Westview Press). Omit abbreviation for major cities: Baltimore: Putnam.
- Omit state or province 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)
- Capitalize spring, summer, fall, winter in periodical citations (CMS 14.180).
- Spell out names of months in notes (*not* Jan., Feb., etc.).

EXAMPLES OF NOTES AND THEIR SUBSEQUENT SHORTENED CITATIONS

Book

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.
3. *Ibid.*, 140.

Journal article

4. Barbara Belya, “Inland Journeys, Native Maps,” *Cartographica* 33, no. 3 (1996): 1–16.
5. Belya, “Inland Journeys,” 4.
6. 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.

Article in edited, multiauthor book (CMS 14.112)

7. 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, 11–39 (New York: Oxford University Press, 1975).
8. Tuan, “Geopietry,” 22.

Chapter or part of single-author book (CMS 14.111)

9. 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.
10. Smith, “Garden of the World,” 157.

Paper presented at a meeting (CMS 14.226)

11. David Driskell, “Aaron Douglas: Singing a New Song of Heritage” (paper presented at the African Americans and the Great Plains Symposium, Lincoln, NE, February 1995), 10.
12. Driskell, “Aaron Douglas,” 10.

Popular magazine (CMS 14.199–202)

13. 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.)
14. Acocella, “Cather and the Academy,” 60.

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Newspaper (CMS 14.203–13)

15. “Wheat Pool Is Factor in Enid Grain Handling,” *Enid Morning News*, November 18, 1928. (Page numbers may usually be omitted in newspaper citations, but a section number or name may be given. CMS 14.203)
16. “Wheat Pool,” *Enid Morning News*.

Interviews and Personal communications (CMS 14.218–22)

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

Book review (CMS 14.215)

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

Dissertation or thesis (CMS 14.224)

23. Philip J. Nelson, “The Elusive Balance: The Small Community in Mass Society, 1940–1960” (PhD diss., Iowa State University, 1996)
24. Harry Hornby, “Locating the Eastern Terminus of the Union Pacific Railroad” (master’s thesis, University of Nebraska, 1946), 2, 7.

Archival material (unpublished) (CMS 14.240)

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

Dictionary (CMS 14.247)

27. *Webster’s New Collegiate Dictionary*, 8th ed., s.v. “agnosticism.”

Informally published website content (CMS 17.245)

28. Association of Benedictine Colleges and Universities, “ACBU Member Institutions,” <http://www.osb.org/icbe> (accessed September 5, 2003).
29. “ACBU Member Institutions.”

Online journal article (CMS 17.184)

30. Barbara A. Thiesen, “Every Beginning Is Hard: Darlington Mennonite Mission, 1880–1902,” *Mennonite Life* 61, no. 2 (June 2006): 1–36, <http://www.bethelks.edu/mennonitelife/2006June/thiesen.php>.

Television show

31. *Friends*, episode no. 153, first broadcast November 16, 2000, by NBC, directed by David Schwimmer and written by Scott Silveri.