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 km²
- 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.
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 km² 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.
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
Text citation: (Potts 1986) or Potts (1986)

Edited book
(Blouet and Luebke 1979)

Journal article
(Heim 2002) or Heim (2002)

(Leistritz and Coon 2009) or Leistritz 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

Article in series publication

Article in a multivolume work

Article in a subsequent edition

Thesis or dissertation

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

Popular magazine

Newspaper citation
( Omaha World-Herald 1999)
• Italicize city names in newspaper citations: Saskatoon Star-Phoenix

Work in press
(Hoy 1999)
(Hall in press)

Paper read at meeting

Working papers and other unpublished works
(Waizer and Robarts n.d.)

Reports and in-house published works
(Taylor and Alley 2001)

Reprints.

Census Bureau
(U.S. Census Bureau 1933)

State and Institutional Documents
(Dhuyvetter et al. 1999)

Government Documents
(NOAA 2002)

(USDI-NPS 1944)

(USDA-SCS 1976)

(US Fish & Wildlife Service 1936)
Online citation (see CMS 14.167, 14.245, 15.4, 15.9)

Online database


(USDA-NASS 1994)

Organization as author


With author


Without author


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.)