

Great Plains Research
UNIVERSITY OF NEBRASKA–LINCOLN

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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

- Use numerals and lowercase a.m. and p.m., with periods. For example: 5:00 p.m.
- 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 *CMOS* 10.52 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.
- For very large numbers, use numeral + word. For example: 6 million.

- Percentages (*CMOS* 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 *CMOS* 9.60 and 9.63. Use an en 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 numerically. Whole dollar amounts are set with zeros after the decimal point when they appear in the same context with fractional amounts. For example: “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 acceptable: (1), (2), (3), etc.

Punctuation

- Use serial comma.

Hyphenation

Follow *CMS* 7.85 for compound words and words with prefixes and suffixes.

Abbreviations

- US (used as an adjective): without periods, even in titles of other works and quotes. In general, spell out “United States” in subject noun form.
- 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 *CMOS* 10.28–29 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 (33 m distance; 12 kg weight, 1 km² scale).

- Use UNL, UNO, UNK, UNMC for University of Nebraska–Lincoln, University of Nebraska 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.

- Omitted material from a quoted passage is indicated by an ellipsis, or three spaced periods (as detailed in *CMOS* 13.48–56).
- Changes of capitalization in quotations must be indicated by bracketing the letter concerned.
CMOS 13.16

Levels of headings in text

- (1) Text Headings are left-justified and bold: Introduction, Methods, Results, Discussion, Conclusion, Acknowledgments, References.
- (2) Text Subheadings are left-justified and italic.
- (3) Text Lower Subheadings are left-justified and roman.

Figure and table captions

Figure 3. Spatial distribution of mean annual precipitation (mm) in the central grassland region of North America.

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 should 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 *CMOS* chap. 15.

REFERENCE LISTS

Arrangement of entries (CMS 15.11)

- Arrange entries alphabetically according to the author list(s) without regard to chronology; use chronological order when arranging multiple entries by the same author(s).
- Works by same author(s) are given from oldest to newest.
- 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.
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- DO NOT use 3-em dash to replace repeated author names in References (this is a departure from *CMOS* 15.17).

Author names

Use the form of authors' names as they appear on the title page or at the head of an article or chapter (see *CMOS* 15.12). Though it is not necessary for authors' given names to appear in initials in references, if the author chooses that style, it should be consistent within a reference list.

Titles

- Titles of articles and chapters are capitalized headline-style and enclosed in quotation marks.
- Book and journal titles are capitalized headline-style and italicized.

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: If an acronym for an organization is given as author, include the spelled-out name of the organization in parentheses. The acronym alone may be used in text citations.

Place of publication

Use the two-letter postal abbreviation (e.g., Denver, CO; Ottawa, ON). See *CMOS* 10.28–29 for lists of state and province abbreviations.

REFERENCE examples:

Book

Bedell, R., 2001. *The Anatomy of Nature: Geology and American Landscape Painting, 1825–1875*. Princeton, NJ: Princeton University Press.

Berg, B. L. 2004. *Qualitative Research Methods for the Social Sciences*. 5th ed. Boston: Pearson.

Edited book

Blouet, Brian W., and Frederick C. Luebke, eds. 1979. *The Great Plains: Environment and Culture*. Lincoln: University of Nebraska Press.

Journal articles

Voogt, Eric. 1996. “Pork, Pollution, and Pig Farming: The Truth about Corporate Hog Production in Kansas.” *Kansas Journal of Law and Public Policy* 5:219–38.

Congdon, J. D., D. W. Tinkle, G. L. Breitenbach, and R. C. van Loben Sels. 1983. “Nesting Ecology and Hatchling Success in the Turtle *Emydoidea blandingi*.” *Herpetologica* 39 (4): 417–29.

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Article in edited book

Vepraskas, M. J. 2001. “Morphological Features of Seasonally Reduced Soils.” In *Wetland Soils: Genesis, Hydrology, Landscapes, and Classification*, ed. J. L. Richardson and M. J. Vepraskas, 163–82. Boca Raton, FL: Lewis Publishers.

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. Missoula: University of Montana Press,.

Thesis or dissertation

Medlin, J. A. 1974. “Abundance of Black-Tailed Jackrabbits, Desert Cottontail Rabbits, and Coyotes in Southeastern New Mexico.” Master's thesis, New Mexico State University, Las Cruces, NM.

May, J. F. 1974. “A Survey of Ring-Necked Pheasants in Iowa.” PhD diss., Iowa State University, Ames, IA.

Law case citation. See *CMOS* 15.55 for guidance on citing court cases.

- Court decisions are rarely included in References when using author-date reference style. 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]).

Personal 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.

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.

- 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 accepted for publication but not yet published

Bozell, J. R., R. E. Pepperl, and G. F. Carlson. Forthcoming. "Archeological Investigations at Engineer Cantonment: Winter Quarters of the 1819–1820 Long Expedition, Washington County, Nebraska." *Nebraska State Historical Society Publications in Anthropology* 12, Lincoln, NE.

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.

Reprint

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

Archival documents

USDI-NPS (U.S. Department of the Interior, National Park Service). 1944. "Record of Live Shipments of Buffalo." Box N-340, File 715-03. Yellowstone National Park Archives, Yellowstone National Park, WY.

Online citation (see *CMOS* 14.4–7 for guidance in citing online sources)

- Include either a URL or DOI with an online citations.
- Access dates for online citations are unnecessary.

Text citation examples

- One author: (Jones 1980)
- Two authors: (Smith and Jones 1980)
- Three or more authors: (Smith et al. 1980)
- Arrange multiple references chronologically, from oldest to newest: (Jones 1970; Smith and Jones 1980; Larson 1981), except as follows: (Jones 1970, 1985; Smith and Jones 1980)

- 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)
- Style for citing page numbers and figures, tables, or plates (use lowercase “fig., table, plate” when citing those items from other works):
 - (Smith 1980, 635)
 - (Smith 1980, fig. 1)
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