The *American Speech* Style Guide comprises three parts: (1) a style sheet listing elements of style and format particular to *American Speech*; (2) the "Duke University Press Journals Style Guide" (DUP), which offers general rules for DUP journals based on *The Chicago Manual of Style*, 18th ed. (*CMS18*); and (3) an explanation with examples of the journal's format for citations and reference list.

American Speech Style Guide

American Speech adheres to the rules of this style guide and to *The Chicago Manual of Style*, 18th edition (*CMS18*). We also follow the European Accessibility Act's guidelines and supply alt text for all illustrations and tag foreign-language words and phrases, which allows a screen reader to know when a shift in the dominant language occurs, making pronunciation more accurate.

Each issue of *American Speech* is approximately 112 pages and contains the following: (1) cover; (2) American Dialect Society officers and membership information (inside front cover); (3) editorial policy and subscription information (inside back cover); (4) title and contents page; (5) full-length articles; (6) audio features (if any); (7) "Among the New Words"; (8) response pieces (if any); (9) reviews (if any and if space permits); and (10) short essays in a Miscellany section (if any and space permits). An additional 32-page pedagogy supplement titled "Teaching American Speech" appears at the end of the May issue of each volume.

Full-length articles include the following: (1) title; (2) author's name and affiliation; (3) abstract; (4) keywords; (5) text; (6) appendix(es) (if any); (7) acknowledgments (if any); (8) author bio; and (9) reference list. A copyright slug with the article's Digital Object Identifier (DOI) appears at the bottom of the first page. Articles may also include examples, tables, figures, lists, and glossaries set off from the text. If an author is not affiliated with a specific institution or project, his or her city of residence and state are given in place of the affiliation. The text may be divided into sections, each of which must be titled. The use of section numbers is discouraged but is sometimes necessary if an article has multiple layers of subsections or frequent cross-references within the text.

Response pieces and Miscellany essays include the following: (1) title; (2) author's name and affiliation; and (3) text. Reviews include the following in this order: (1) title; (2) bibliographic information for the work under review; (3) author's name and affiliation; (4) text; and (5) author bio. Response pieces, Miscellany essays, and reviews may also include some of the elements listed above for full-length articles (e.g., a reference list), which should be likewise arranged. Like pieces are grouped into sections, with the copyright slug appearing at the bottom of the section's first page. A unique DOI is placed at the end of each contribution.

Audio features are online-only audio presentations. The print journal contains information about the presentation, including (1) title; (2) author's name and affiliation; (3) abstract; (4) keywords; (5) instructions on how to access the audio file; and (6) author bio. The print description of the audio feature may also include some of the elements listed above for full-length articles (e.g., a reference list), which should be likewise arranged. A copyright slug with the feature's DOI appears at the bottom of the first page of the print description. A transcription of the audio feature should be made available online but not in the print journal. (Note, audio features should not be confused with audio clips, which are embedded in the online PDFs of journal articles.)

ABBREVIATIONS

Abbreviations are used regularly in parenthetical text, tables, lists, glossaries, and documentation but rarely in running text. Exceptions include *et al.* and common grammatical abbreviations (e.g., *NP* meaning 'noun phrase'), which require no explanation. Other common acronyms and initialisms, such as those used for organizations, linguistic terms, language varieties, statistical models, and reference works, and shorthand abbreviations specific to an individual article must be introduced parenthetically following the first references to the entities they designate. If the abbreviated item is usually italicized, as with a book title, the abbreviation should also be set in italics. Abbreviations commonly used, especially in documentation, include *ca.*, *cf.*, *chap.*, *comp.*, *dept.*, *diss.*, *ed.* (pl. *eds.*), *e.g.*, *esp.*, *etc.*, *fig.* (pl. *figs.*), *i.e.*, *lit.*, *M.A.*, *MS*, *M.S.*, *n.* (pl. *nn.*), *n.d.*, *no.* (pl. *nos.*), *n.p.*, *p.* (pl. *pp.*), *pers. comm.*, *Ph.D.*, *repr.*, *rev.*, *ser.*, *s.v.*, *trans.*, *vol.* (pl. *vols.*), and *vs.* (for a complete list of acceptable abbreviations, see *CMS18*, §10.48). Abbreviations of Latin words and phrases are set in roman type (i.e., not in italics), but *sic* is italicized.

> studied by Wolfram et al. (1982)
> based on the morphological characteristics of the head V of the predicate VP
> African American Vernacular English (AAVE) can be heard … not all members of the community
>> speak AAVE
> a common feature in the *Dictionary of American Regional English* (*DARE*)
> listed in *Merriam-Webster's Collegiate Dictionary*, 11th ed. (*W11*)
> "the proliferation of online wine and beer stores are [*sic*] troubling"

Abbreviations used in glossaries in print are not followed by periods. Those listed in *CMS18* (§10.48) can be supplemented by those in *Webster's Third New International Dictionary* (*W3*, pp. 54a–56a), along with *quot* for 'quotation' (pl. *quots*). Online-only glossaries, where space is less of a concern, periods are used with abbreviations or they are spelled out.

Standard abbreviations for languages can be used only before an example in that language and do not require periods.

> During this period, inflection on the main verb was variable, particularly with the "three-verb cluster" constructions, as in ME *He hadde don sherchyd* 'He had finished searching'.

Geographic abbreviations are not used in running text but are used in parenthetical text, tables, lists, glossaries, and documentation. An exception is *U.S.*, which can be used attributively before a noun but must be spelled out when used elsewhere (contra *CMS18*, §10.37). Two-letter postal abbreviations are used only in mailing addresses when followed by a zip code; in all other contexts, traditional abbreviations should be used.

> ferry service connects the residents of Bar Harbor, Maine, and Yarmouth, Nova Scotia
> comments made by speaker 104 (a 74-year-old woman from St. Petersburg, Fla.)
> send dues to Duke University Press Journals, 905 W Main St, Durham NC 27701

ABSTRACTS

Full-length articles should include an abstract of 150–200 words, written in the third person. Reviews and shorter articles do not require abstracts. Because abstracts often appear in isolation, they should not include note callouts or author-date references.

ACKNOWLEDGMENTS

Acknowledgments of prior publication, intellectual debts, funding, and the like are written in the first person and appear after the body of the article and any appendix(es) and before the author's bio..

> I would very much like to thank Mark Davison for his comments on earlier versions of this paper. This article is a revised and expanded version of a paper presented at the annual meeting of the American Dialect Society, Los Angeles, January 6–9, 1999.

APPENDIX

If an article has an appendix, it is placed between the text and acknowledgments. Each appendix should be referenced at least once in the article, either parenthetically or in running text at a relevant place in the discussion. Two or more appendixes should be numbered using Arabic numerals. An appendix requires a title and may include a brief explanatory note or source information in parentheses under the title. The word *appendix* is not capitalized when referenced in the text.

> Several different types of direct evidence point to the presence of Barbadian indentured servants in South Carolina. For instance, scattered records contain the names of some of the indentured servants themselves and the terms of their indentures (Smith 1961, 7; see also appendix 2).

APPENDIX 2
Indenture of Three Servants Leaving Barbados for Carolina in 1672
(from Salley 1944, 65)

AUDIO CLIPS

A speaker icon (🔊)) is placed in the text to indicate that the online version of the article contains an audio clip pertinent to the adjacent content. A description of the audio sample and source documentation should be provided. Audio clips of speech samples should include a transcription. A note with instructions to readers on how to access the online audio clips must appear at the first instance in an article.

> The term was used to refer to Washington, D.C., in several interviews in the corpus: "When I was coming up, it was called the Chocolate City" (DCB_se2_ag4_f_01, 2483.84 🔊)).[3]

> 3. A speaker icon (🔊)) indicates that an audio clip of the example is embedded in the online PDF version of this article (http://doi.org/10.1215/00031283-7308060). Note, however, that this feature may not be supported by all PDF viewers; if you are unable to access the audio clip

using your current viewer, try opening the PDF in Adobe's free Acrobat Reader (http://get.adobe.com/reader/).

CAPITALIZATION

AFTER A COLON. Within a sentence, the first word after a colon is lowercased unless the material introduced by a colon consists of a proper noun or other term that would normally be capitalized), one or more complete sentences, or is a quotation (*CMS18*, §6.67).

QUOTATIONS. The capitalization of the first word of quoted passage may need to be changed to conform to the syntax of the surrounding text. When such changes are made, the changed letters should be contained in square brackets. If the quoted matter contains an ellipsis after terminal punctuation, the first word after the three ellipsis dots is capitalized if it begins a new grammatical sentence.

> He argues that among mainstream lesbians the use of high pitch when talking about gay topics indexes femininity. […] [R]adical lesbians reject the "hyperfemininity" to which mainstream lesbians orient.

TITLES OF WORKS. For titles in English, capitalize the first and last words and all nouns, pronouns, adjectives, verbs, adverbs, verbal particles, and subordinating conjunctions (*if*, *because*, *that*, etc.). Lowercase articles (*a*, *an*, *the*), coordinating conjunctions, and prepositions (regardless of length; contra *CMS18*, §8.160). The *to* in infinitives and the word *as* in any function are lowercased.

For hyphenated compounds in titles in English, capitalize first elements; subsequent elements are capitalized unless they are articles, prepositions, or coordinating conjunctions. Subsequent elements attached to prefixes are capitalized. If a compound (other than one with a hyphenated prefix) comes at the end of the title, its final element is always capitalized.

A quotation within a title receives headline-style capitalization. When cited as a linguistic form, a word or phrase that is not normally capitalized should not be capitalized when used in a title unless it is the first word of a title or subtitle.

> "'Stillyet, de Net Ain Teah': Gullah Geechee Language Expression in the Digital Age"
> "Collective *y'all* in Present-day English: A Usage-based and Network Model Account"

Sentence-style capitalization is used for titles in languages other than English (i.e., capitalize the first letter of the title and subtitle and all proper nouns) unless the language uses different conventions (e.g., the capitalization of all nouns in German). The title of a published English translation of a foreign-language work receives headline-style capitalization; if the author provides an English translation of the foreign-language title, it should use sentence-style capitalization (*CMS18*, §11.8; contra DUP style).

CONTRIBUTORS' NOTES

A brief professional biography of each author, written in the third person, appears at the end of their contribution. If published works are given, only the publisher, year of publication, and any coauthors or

coeditors are included; these works do not appear in the reference list unless they are also cited in the article. Unless the author objects, his or her email address is also listed.

> PENELOPE ECKERT is author of *Jocks and Burnouts* (Teachers College Press, 1989), *Language Variation as Social Practice* (Blackwell, 2000), and *Language and Gender* (with Sally McConnell-Ginet; Cambridge University Press, 2003). Email: eckert@stanford.edu.

DATES AND TIME

Dates are treated as follows:

> February 1996
> February 8–9, 1996
> On February 8, 1996, at 8:15 a.m.
> the spring of 1996
> the 1950s and 1960s; the fifties and sixties; the late 1950s; the late fifties; the mid-1950s; the mid-fifties
> the twentieth century; the early twentieth century; the mid-twentieth century
> twentieth-century literature; early twentieth-century literature; mid-twentieth-century literature
> 1800–1810; 1904–8; 1940–44; 1917–2017
> 640 BC, AD 873; or 640 BCE, 873 CE
> 350–345 BCE
> ca. 1820
> 10:30 a.m. (PDT)

DOCUMENTATION

The author-date system of parenthetical documentation is used. Parenthetical references include the author's last name and the year of publication (unless given in the text), followed by a comma and the page number (if relevant) (contra DUP style, which calls for a colon before the page number). The authors' first initials are to be used to distinguish works cited in the same article by authors with the same last name.

> this construction does not appear in Yoruba (Warner-Lewis 1992, 221)
> Visser (1970, 116) made a similar observation
> recordings from Frazer's (1985) study of Chicano English
> various Appalachian studies summarized by Michael Montgomery (1989)
> similar results were found in a parallel study (B. Simon 1982)

For a work that is under contract but has not yet been published, one should substitute *forthcoming* for the date in both the in-text author-date citations and the reference list. Do not use the projected publication date. Works not under contract are treated as unpublished manuscripts and should be referenced by the date.

> As described by Munson et al. (2010) and Ladd (forthcoming)
> work on speech-sound variation is particularly well-suited (Edwards, forthcoming)

Frequently used reference books are cited by title instead of editor. The title may be abbreviated if the work is referenced numerous times in a single article; such abbreviations are introduced parenthetically at the work's first mention. If the cited work is arranged alphabetically and the referenced material is easily found, page numbers are not required. However, if the cited material is not listed under an obvious headword, *s.v.* plus the headword is needed.

> the explanatory notes to the tenth edition of *Merriam-Webster's Collegiate Dictionary* (1993, 10a–22a)
> according to the *Dictionary of American Regional English* (*DARE* 1985–)
> earlier instances of *computer* have been documented in the *OED2* (1989)
> *already* has a long history in English (*Webster's Dictionary of English Usage* 1991)
> an 1895 usage of *spit an' image* is cited in *Picturesque Expressions* (1985, s.v. LIKENESS)

If no author or editor is listed, the work is usually referenced by title and date (the title may be shortened in parenthetical references).

> as described in "Board Votes to Retain 'Blackhawk' Name" (1994)
> decided to retain in a close election ("Board Votes" 1994)

For works with three or more authors, only the first author's name is given, followed by *et al.* without intervening punctuation.

> studies by Wolfram and Schilling-Estes (1997)
> similar maps appeared in Kurath et al. (1949, 113)
> an earlier study of urban African American speech (Labov et al. 1972)

Two or more authors in a single parenthetical citation are listed chronologically and separated by semicolons. Additional works by the same author are given by date only and separated by commas unless page numbers are required, in which case semicolons are used. An alphabetical identifier must be added to the dates of works by the same author with the same dates of publication.

> (Stewart 1970; Dillard 1972; Rickford 1975)
> (Rickford 1977, 1986)
> (Winford 1992a, 28; 1992b)
> (Traugott 1972; Mufwene 1983, 1986)

Citing a personal communication, such as a telephone conversation or an email exchange, is done parenthetically using the source's full name (last name is sufficient if the source's full name appears elsewhere in the text or reference list) followed by *pers. comm.* and full date. Similarly, an unpublished interview by the author is cited parenthetically and should include the subject's name, *interview by author*, location, and full date.

> Joan Hall (pers. comm., Mar. 27, 2000) reports that 17 informants
> a conflict model may be more appropriate (John R. Rickford, pers. comm., Jan. 12, 1986)

When works are cited as examples of a linguistic feature or usage, complete citations are given parenthetically adjacent to the quoted text using the same format as notes outlined in *CMS18* (with the

addition of the place of publication for books). These works are not listed in the reference list. Examples with lengthy citations are best set off from the text. If it is from the same source as an earlier example, an abbreviated citation (i.e., author's last name, shortened title, and page number, if different) can be used if the source of the example is cited in full earlier in the article under another example.

> 16. But Nike's critics HAVE ARGUED that the company cannot monitor work standards with its own staff or with hired guns. ["Taking a Look inside Nike," *Time*, Mar. 30, 1998, 52]

For works cited using the author-date system, full bibliographic information is provided in a list of references at the end of the article. The authors' names and titles are listed in full as they appear on the title pages of the works. Headline-style capitalization is used for book, article, periodical, series, and conference titles.

BOOK. Basic entries for books include the author's (editor's) name, year of publication, title, and publisher, each followed by a period except the place of publication, which is followed by a colon. More detailed information is sometimes required and should be ordered as follows: (1) author's name; (2) year of publication; (3) title (and subtitle) of a part of the book; (4) title (and subtitle) of the book; (5) name(s) of the editor, compiler, and/or translator; (6) edition used; (7) number of the volumes; (89) name and number of series; and (9) publisher.

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EXAMPLES

Examples of linguistic forms (words, phrases, sentences, grammatical structures, etc.) can be run into or set off from the text. If the example is a word or short phrase, it is run into the text. If the example is a longer phrase or sentence, it can be run into the text if it is referenced only once and if there are few other examples. If a specific example is referenced more than once or if there are numerous examples, they should be set off.

The treatment of a run-in example depends on whether it is hypothetical (that is, made up by the author to illustrate the form under discussion) or an actual quotation. Run-in examples generated by the author are set in italics. If the example is a complete sentence, it receives sentence-style capitalization and no terminal punctuation unless it ends with a question mark or exclamation point. A definition or translation that follows an example is set in roman type and placed immediately after the example in single quotation marks with no intervening punctuation. Only translations that are complete sentences have the initial word capitalized, and unless they end with a question mark or exclamation point, they are not given terminal punctuation. Punctuation belonging to the including sentence as a whole is placed outside the single quotation marks. Multiple definitions or translations are separated by a comma for short items and by a semicolon for longer items. If both a gloss and a translation are given, they are separated by a semicolon and the abbreviation *lit.* should appear before a gloss.

> In a recent article published in *American Speech,* we discussed the regional and social variation of the grammatical construction *need* + past participle, as in *The car needs washed* and *The cat needs fed*.

> French does not take definiteness into account when marking temporal reference; compare *Je n'ai jamais lu ce livre* 'I have never read this book' with *J'ai lu ce livre hier* 'I read this book yesterday'.

> German *Krankenhaus* 'hospital; lit. sick house' is an example of this type of construction.

If the example is an actual quotation, it is set in roman type and placed in quotation marks. If the source is not in the text, it is placed after the closing quotation mark in parentheses. If the example is followed by a definition or translation, it is placed after the quotation in parentheses before the source information, if any, and separated from it by a semicolon.

> For example, in "Who unu me go da trip fa?" ('Who did you go on that trip for?'; Rol 20), the use of *me* before the punctual verb *go* could be interpreted as referring to a condition existing prior to the trip.

Whether they are generated by the author or are actual quotations, examples that are set off from the text are set in roman type without quotation marks. If the example is followed by a definition or translation, it is placed in single quotation marks with no intervening punctuation immediately after short examples or on the next line for longer examples. For quotations, if the source is not in the text, it should be placed in square brackets immediately after the last element outside the terminal punctuation, if any.

It is quite easy to find written instances of *want* + V-*en* online; just searching for *want(s) fed* on February 15, 1997, turned up several examples:

> The cat wants fed and doesn't get what it wants, either. [from the comments of a literary critic who is judging haiku poetry; http://www.faximum.com/aha.d/ssgame4.html]

Creoles appear to match this general trend; some have drawn their future from a verb of volition (*want*) and others from a verb of movement (*go*):

> A wan do it 'I will do it' [Brazilian]
> A go do it 'I will do it' [Jamaican, Gayanese, Gullah, Nigerian Pidgin]

To aid the reader, it is often helpful to number examples, especially if they are referenced repeatedly throughout the text. Examples are numbered independently within each article and should be referenced at least once in the text. Multiple examples from the same source or illustrating the same form may be placed under a single number and distinguished with lowercase letters. The numbers introducing the examples are followed by a period.

> During the initial phase of this development, *have* and *be* competed as auxiliaries for the new category, as in the sentences from Chaucer in 25.

> 25. a. He took his wif to kepe whan he is gon
>   b. and also to han gon to solitaire exil
>   c. the yonge sonne hath in the Ram his halfe course yronne
>   d. as rody and bright as dooth the yonge sonne that in the Ram is foure degress up ronne [quoted in Brunner 1963, 87]

> Note how examples 25a and 25b compare with 26 from Samaná English with respect to the verb form.

> 26. I'm never been in prison. Never in my life I've been in prison. [SEC/KMN/998–99]

An asterisk placed before an example indicates that it is unacceptable to native speakers or that it is a reconstructed form. The null sign (Ø) can be used without parentheses or brackets to indicate the absence of a variable form or the zero allomorph.

> Since there is no evidence that the -'s in examples 15c or 15d might be related to *is* rather than *have* as in *She is been there before*, we maintain that perfective uses of *be* are restricted to *I'm*.

> In Lumbee Vernacular English, we find constructions like 14a and 14b but not typically comparable uses for contracted forms of *are*.

> 14. a. I'm been there before.
>   b. I'm seen it all.
>   c. *We're been there before.
>   d. *We're seen it all.

As shown in example 1, in most linguistic environments, speakers may choose among the three variants without producing an ungrammatical sentence in any dialect.

1. a. This is the house which I told you about.
   b. This is the house that I told you about.
   c. This is the house Ø I told you about.

Displaying complex examples requires a degree of flexibility and creativity. Whatever style is adopted should be applied consistently and may require some explanation in the text or in a note.

42. *Da* *me* *Ø* *wan* *propaganda* *ting:* *an* *i* *come* *one* *time* *when*
    that PAST ZERO a propaganda thing and it come one time when
    dis *Guatemala* *question* *me* *Ø* *kinda* *hot*
    this Guatemalan question PAST ZERO kind of hot
    'That was pure propaganda, and it happened when the Guatemalan question was hot'
    [Belizean Creole; Escure Rol 20, 17]

FIGURES

Figures can include statistical charts, maps, diagrams, and photographs. They are numbered independently within each article and should be referenced at least once in the text (the word *figure* is not capitalized when referenced in the text). They should be placed at the top or bottom of the page as close as possible after the first in-text reference to the figure; however, it is sometimes necessary because of an awkward page break to place a figure above the first in-text reference on the same page. Figures should be run vertically, not broadside, if possible. Every figure requires a title and may include a brief explanatory note or source information in parentheses under the title. Figures should contain sufficient information (e.g., a key) to be meaningful in isolation. Each figure also requires alt text, a short description of the figure that allows nonsighted people to access a publication's visual content using a screen reader.

Correspondences between language proficiency claims and income are similar. Four income measures against five levels of English proficiency are plotted in figure 1. The four economic indices have been converted into ten-point scales to permit a more direct comparison among them.

FIGURE 1
Mean Income Level by Level of English Proficiency
(derived from U.S. Census Bureau 1993b)

GLOSSARY

Each entry in a glossary consists of a headword (1) and one or more of the following kinds of information: (2) pronunciation, (3) part of speech label, (4) inflected forms, (5) etymology, (6) definition, (7) citations, (8) notes, and (9) related forms. Most entries will include only a few. Divisions of an entry

should have no terminal punctuation but should be separated by an em space. Entries should be ordered alphabetically letter by letter.

> **moose** /mus/ *n* *pl* **meese** /mis/ (jocular), **mooses** [Jap *musume* 'daughter'] **1:** Young woman **1953** soldier conversation Taegu Korea That's an ichi-ban ['first-rate'] little moose, but her aboji ['father'] won't let her out. **2:** Girlfriend **1960** John T Algeo "Korean Bamboo English" *American Speech* 35.2: 120 If the GI maintained off-post quarters for a *moose*, he was *shacking up with* her. (military slang, Far East)

A glossary entry should be as full as the available evidence warrants and adequate description requires but should avoid extraneous matter. When in doubt, authors are asked to err on the side of inclusion, since the editor can easily suggest deletions but cannot supply missing data.

Abbreviations in the glossary should not be followed by periods. Abbreviations in *CMS18* (§10.48) and *W3* (pp. 54a–56a) may be used, supplemented by *quot* for 'quotation' (pl. *quots*). Abbreviated titles may be used for frequently cited works if complete bibliographic information is provided in the introductory text or, if they are numerous, in a reference list at the end of the article. If the abbreviated work is usually italicized, as with a book or journal title, the abbreviation should also be set in italics.

The following special type styles are used for the purposes indicated: (1) boldface is used for headwords, inflected forms, sense numbers, years of citations, and related forms; (2) small capitals are used for any cross-references to another headword within the glossary or work cited; and (3) italics are used for words and phrases cited as a linguistic form, for parts of speech labels, and for the titles of books and periodicals.

HEADWORD. Headwords should be in boldface, lowercase letters, with capitals used only in words normally containing capitals. When there is a choice, prefer lowercase letters to uppercase and write compounds solid rather than open or hyphenated. Initialisms and acronyms are normally entered without periods and unspaced.

Alternate spellings should be separated by commas; alternate forms by semicolons. If one variant is more common, it should be listed first; otherwise, the forms should be listed in chronological order based on the citations. Variant forms that are distinguished only by capitalization or by the spacing or punctuation of compounds need not be recorded in the headword unless they are of special interest.

> **A-OK, A-okay**
> **double dipsies; double doodles**
> **wisenheimer; weisenheimer**

> NOT: **A-OK, A-O.K., A O.K., A-okay, A-Okay, A Okay**

Headwords should not start with *the*, *a*, *an*, or *to*. If an initial article is an essential part of the headword, it should come last and be preceded by a comma. Phrases used as headwords should be alphabetized under the most important word in the phrase, the one under which a reader is most like to look for the expression.

> **Hound, the**
> **anchor, clap on the**

anchor, drop the

If asterisks, daggers, or the like are used, they should immediately follow the headword, with their meanings explained in the introductory text.

PRONUNCIATION. If a guide to pronunciation is required, it should be by means of the International Phonetic Alphabet (IPA), enclosed in slashes if the transcription is phonemic, otherwise in square brackets. Alternate pronunciations are separated by commas within one set of slashes or brackets.

boof   /buf/
phffft   [pɸːt]
smog   /smɔg, smɑg/
tar   [tɑɹ, tɒɹ, tɒə, tɑː]

PART OF SPEECH LABEL. The part of speech will be indicated in italics and abbreviated without a period using the labels and abbreviations listed in *W3* (pp. 54a–56a).

magnetosphere   *n*
starf   *v*

INFLECTED FORMS. If noteworthy, inflected forms can be shown in boldface, preceded by an italicized identification.

moose   *n*   *pl* **meese**

ETYMOLOGY. Square brackets are used to enclose the etymology. Source words or parts of words should be italicized and their meanings enclosed in single quotation marks.

pararescue   [*para*chute + *rescue*]
Ranchero Nosferatu   [Sp *ranchero* 'of the ranch' + *Nosferatu*, title of 1922 vampire film]
riffle   [variant of *ripple*]

An etymology may be replaced or followed by attestations in a dictionary, glossary, or other source. The referenced work can be cited in full, or if it is listed elsewhere (e.g., in the introductory text or in the reference list), an author-date citation or abbreviated title can be used. If the headwords in the referenced work are listed alphabetically and the information is under the same headword as in the glossary, no page numbers is necessary; if the information is under a different headword, an *sv* reference should be used; if the referenced work is not part of an alphabetical list, a page number is needed.

boomerang baby   [LeMay, Lerner & Taylor (1988), sv BOOMERANG KID]
fubar   [David K Barnhart & Allan A Metcalf, *America in So Many Words* (Boston: Houghton Mifflin, 1997), 239]
John Q. Public   [*RHWUD*]

It is sometimes useful to provide the earliest or the latest dates for citations; in such cases, an arrow can be placed after the date to indicate the earliest or before the date to indicate the latest. The chronological range of a dictionary's citations can be shown by inclusive dates.

garnel   [*OED* →1821]
yellow dog ticket   [*DA* 1894→]
youthy   [*OED* 1712–1841]

DEFINITION. A definition should begin with a capital letter but does not receive terminal punctuation. Alternate expressions of the same sense should be joined by commas or semicolons.

green-collar   Of or pertaining to work intended to protect the environment
Net-savvy   Knowledgeable about the Internet
policy wonk   Expert in government policy; professional political appointee, bureaucrat, or statesman
post-Boomer   Member of the Thirteenth Generation, born after the Baby Boomers

It is recommended that a definition begin with the general class to which the defined term belongs and follows with a statement of the ways the defined term differs from other members of that class.

big hole it   Apply the brakes forcefully so as to bring the vehicle to a sudden stop
NOT: **big hole it**   Suddenly stop by forceful application of the brakes

Different senses or parts of speech of the same headword should be numbered with boldface Arabic numerals followed by colons, and each sense begun with a capital letter. Any information that comes before the numbered senses must apply to all of them. Information that applies to only one sense should follow the number for that sense. Information that applies to multiple senses, but not all, must be repeated for each sense or lettered subdivisions must be used.

archie   **1:** *n*   [*OEDS* 1915→ in British use]   Antiaircraft artillery or its fire   **2:** *n*   [*W3*] Antiaircraft gunner or crewman   **3:** *vt*   [*OEDS* 1917→]   Subject to antiaircraft fire
OR
archie   **1:** *n*   **a:** [*OEDS* 1915→ in British use]   Antiaircraft artillery or its fire   **b:** [*W3*] Antiaircraft gunner or crewman   **2:** *vt*   [*OEDS* 1917→]   Subject to antiaircraft fire

A definition should be grammatically substitutable for the term defined. Definitions should never start with *the*, *a*, *an*, or *to*, which would interfere with the substitutability of the definition for the headword, nor should they contain comments like *a term used by*, *a slang word for*, *a word referring to*, *a reference to*, *used to refer to*, or similar expression that do not add information.

overkill   Destruction of an enemy target with greater force than is required
NOT: **overkill**   Destroys an enemy target with greater force than is required

down in the corner   In the lowest gear of an automotive engine
NOT: **down in the corner**   Lowest gear of an automotive engine

vorlauf   *v*   Run a course before a race to test the layout of the track or estimate the time
NOT: **vorlauf**   *v*   To run a course before a race to test the layout of the track or estimate the time

Some linguistic forms, however, are definable only by comment. Because comments are not definitions and cannot substitute for the headword, they may begin with articles.

> **a-** A prefix for the present participle or gerund
> **get out** *exclamation* An expression of exaggerated shock
> **oy vey** *interj* Used to express surprise
> **Sore-Loserman 2000** Parody of the Gore-Lieberman 2000 poster

If two or more entries are synonyms, so that one definition is applicable to both (or all) of them, the definition should appear with the headword that is most common. Other headwords should be cross-referenced. If the definition includes a different headword to which the author wants to refer the reader, that entry should be put in small capitals.

> **big hat** State trooper, police officer
> **gestapo** BIG HAT
> **high on** Under the influence of
> **zonked** In a narcotic state, HIGH ON a drug

Examples constructed by the author to illustrate the use of the term are less desirable than genuine citations, but they are sometimes helpful. The example should be introduced by *as in* and form part of the definition; it should be italicized and punctuated normally.

> **down with, be** *v phr* Be close with friends, as in *He always wanted to be down with the popular kids.*
> **widen** *v* Increase the opening (of a throttle valve), so as to accelerate a locomotive, as in *widen on the throttle*

CITATIONS. Give the source, with minimal internal punctuation and heavily abbreviated, followed by the quotation. The year of publication is set in boldface. If two or more citations are given for the same entry, they should be ordered chronologically, oldest first, with an em space between each. If a citation is revealing about the headword but does actually contain it, the entire citation is placed in square brackets.

> **dead tree edition** *n* **1996** Dec 22–29 *US News & World Report* 80 Dear tree edition, which is cybernaut lingo, reeks of disdain for the medium as both outmoded and environmentally costly. Most often than they will admit, however, cybernauts use their printers to make their own dead tree editions of their favorite Internet fare.
> **show me the receipts** *v phr* Provide evidence that something has transpired [**2002** Dec 4 *Primetime* ABC http://abcnews.go.com/Entertainment/transcript-whitney-houston-im-person-life/story?id=15574357 [Diane] Sawyer: This says $730,000 drug habit. This is a headline. / [Whitney] Houston: Come on, 730? I wish. No. I wish that was making that money off of me, you could share it with me. No, no way. I want to see the receipts. From the drug dealer that I bought $730,000 worth of drugs from. I want to see the receipts.]

Source information should begin with the year, followed by the month and day. The rest of the citation information should be ordered like a bibliographic note, starting with the name of the author (of written examples) or speaker (of spoken examples). If the quoted material comes from a secondary source (e.g., ProQuest, YouTube, Internet Archive), the details of the original source should be given first, followed by the secondary source in parentheses. Further explanation of the quoted material may also be given after the citation information (e.g., *caption*, *head*, *ad*). If an audio clip of the quotation is embedded in the online version of the glossary, a small speaker icon (◀)) is placed in parentheses at the end of the source information.

1996 Connie C Eble *Slang and Sociability: In-Group Language among College Students* (Chapel Hill: Univ of North Carolina Press) 121

1998 Feb 8 Mike Clark Florida *Times-Union* (Jacksonville) F3 (NewsBank) (subhead & text)

2001 Sept 22 Carmelita Cortez *alt.tv.kids-in-hall* (Usenet newsgroup) http://groups.google.com/group/alt.tv.kids-in-hall/msg/d491cb382bd356e0

2005 Aug 16 Cuban Link ft Jadakiss "Talk about It" *Chain Reaction* MOB Records (◀))

2010 Dec 17 Greg comment on *Whatever* (blog) http://whatever.scalzi.com/2010/12/17/taxes-and-obama/

2013 July 26 Amber Tamblyn & David Cross (writers) & Lisa D'Apolito (dir) *Gynotician* YouTube https://www.youtube.com/watch?v=PRnYlQmR1eQ (◀))

2015 Feb 23 Sean Brennan "How To Get Awareable: Designing The Future" *The Movement* (podcast) ep10 26:07 (◀))

2016 Oct 13 Megan Twohey & Michael Barbaro *New York Times* A1 (LexisNexis)

2016 Oct 19 Nasty Woman Radida (@RadidaG) Twitter https://twitter.com/RadidaG/status/788940119197749249

For examples from private conversations, it may not be possible or ethical to identify the writer's or speaker's identity. In these cases, after the year, month, and day, a simple characterization of the speaker (sex, approximate age, birthplace, etc.) and the occasion is provided.

> **2005** Feb 20 male age ca 30 fr Lancaster Pa overheard conversation Washington DC
> **2011** Jan 28 female age 19 fr eTenn undergrad linguistics class UNC-Chapel Hill
> **2015** Aug 31 male age 72 fr Roxboro NC private text message

The quotation should include enough contexts to suggest the meaning, use, or collocations of the form, and no more. See the QUOTATION section for the general treatment with the following exceptions: Glossary quotations are not enclosed in quotation marks. It is unacceptable to silently correct a glossary quotation for any reason. Typographical errors and unconventional spelling, grammar, and punctuation can be followed by *sic* in square brackets if they are likely to be thought erroneous. The compiler may not change the type styles of the original (e.g., the compiler is not to add italics for emphasis or small capitals to cross-reference another headword); any variation in type style is assumed to be in the original, so it is not necessary to state, for example, *emphasis in original*. Ellipsis points not in the original are enclosed in square brackets and are not used at the beginning or ending of quotations. A vertical line (|) is used to separate different elements. In poetry or lyrics, a slash (/) is used between lines and a double slash (//) between stanzas and versus. Quotations from songs should be enclosed in musical notes (♫). A paragraph break in the original text is indicated with a paragraph symbol (¶).

> **hook up with** *v phr* Date **1996** Oct 18 *Indianapolis Star* np WHAT TO SAY IF: … You're dating— | I'm hooking up with …
> **microbakery** *n* Small bakery that produces specialty breads **1997** Oct 20 *Newsweek* 15/3 (head & text) It's no Wonder | Unable to live on Wonder bread alone, many are turning to microbakeries.
> **Net TV** *n* Television equipped for Web browsing **1996** June 9 *Harrisburg (Pa) Patriot News* D3/1 The Japanese consumer electronics company is working at its laboratories in Japan to build an Internet browser intro a TV. ¶ Sharp [Laboratories of America] has demonstrated a prototype of the so-called Net TV in Japan.

> **spider hole**   *n*   Hole with covering used for ambush and protection in war   **1994** *Houston Chronicle* A23 (Lexis-Nexis)   Some spider holes contained land minds [*sic*] that the Japanese apparently were supposed to detonate if a tank or other vehicle rolled over them, [Albert Hartl] said.

If the quotation includes an adequate definition of the headword, the compiler does not need to provide a definition.

> **rail meat**   *n*   **1996** May 24 Jeff Bell *Victoria (BC) Times Colonist* B1   Rail potato (or rail meat): […] someone whose job it is to sit on the rail and lean into the wind to help the boat pick up speed.

If a quotation contains example usages of two or more headwords, the quotation can be given in full under one and cross-referenced under the other(s).

> **functional chewing gum**   *n*   Chewing gum designed to deliver nutrients or medicine   **1998** Aug 11 Quot sv NUTRACEUTICAL
> **nutraceutical**   *n*   Food designed to improve health   **1998** Aug 11 *All Things Considered* NPR [GumTech Intl Pres Gary Kehoe:] It's not pharmaceutical, but it's nutritional, kind of a combination. Functional chewing gum is probably a better word, but nutraceutical is the way we talk about it in the industry.

NOTES, STATUS LABELS, CROSS REFERENCES. Supplementary information is placed in parentheses and immediately follows the information to which it refers. A note that pertains to a single citation should directly follow the source. If a note is a word or phrase, it should begin with a lowercase letter and should have no terminal punctuation. If a note is a complete sentence, it should have an initial capital and terminal punctuation.

> **Com-Con**   *n*   [*Com*mand and *Con*trol]   Headquarters   (UK source)
> **flagman**   *n*   **1:** Man stationed at a railroad crossing who stops traffic by flagging   (obs)
> **2:** Brakeman who protects the rear of the train by flagging
> **grunge**   *adj*   **1992** Dec 13 J D Considine *Des Moines* (Iowa) *Sunday Register* F2 (from a glossary of pop music)   Grunge *(grunj)* n. 1. Rock style generally associated with alternative-metal bands from the Seattle area
> **knockin' boots**   *part phr*   Having sex   (euphemistic slang among African Americans)
> **toast**   *pred n, adj*   Ruined, deprived of status, faltering   **1991** Sept 20 *Atlanta Constitution* F2 Bad news for the American economy, which is supposed to be toast for the rest of the century.   (The Gulf War use noted in *AS* 66: 403 was a specialized application of the general sense.)

RELATED FORMS. Derived words, idioms, and other related expressions may immediately follow the main headword's entry, preceded by an em space and an unspaced dash, followed by its own glossary components. If multiple derivations are included, they should be ordered alphabetically.

> **flame**   *v*   Communicate angrily or intemperately on email   **1992** Mar 2 *Houston Chronicle* B3 Sociologists note that, without visual cues, people communicating on-line tend to flame.
> **— flamefest**   *n*   Heated exchange of emails   **1993** Feb 8 *Time* 62   The question "Is there a cyberpunk movement?" launched a freewheeling on-line FLAME-fest that ran for months.

—**flame mail** *n* Angry email message **1993** Mar 24 *Wall Street Journal* B5 People who are offensive or irrelevant are shouted down by "flame mail," a barrage of messages by angry users**.** —**flaming** *adj* Angry, antagonistic **1994** June 19 William Safire *New York Times Magazine* 6 Another breach of netiquette: excessive cross-posting, asking for information in a number of forums, which sometimes brings a flaming response.

nom de ——— *comb form* Pseudonym, alternate name —**nom de campaign** **1976** Feb 23 *New Yorker* 30 As Presidential candidates go, Sam Silverstein is diverting. For starters, he uses a nom de campaign to discourage crank callers. —**nom-de-combat** **1977** Apr 16 *TV Guide* 9 When the pickings got tough, he [boxer Holly Mims]'d even fight under a nom-de-combat**.** —**nom de screen** **1994** Mar 21 *Wall Street Journal* R12 No longer the Currier daughter, Colleen is "Goofy," her nom de screen on the bulletin board. —**nom de TV** **1994** June 12 *Los Angeles Times Magazine* 12 On camera, her [Nancy Lydick's] name is Nashiha al-Sakina—"tranquil adviser"—an apt *nom de TV* for a psychologist who teachers at National University's LA campus.

INCLUSIVE LANGUAGE

Avoid sexist language (e.g., *mankind*) and terms that are gender specific for a referent whose gender is irrelevant (e.g., *chairman*, *man* 'anyone'). Do not use generic *he*, generic *she, he/she, s/he, he or she*, or alternating *he* and *she*. Recast to use gender-neutral alternatives such as plural or singular *they* (for other options, see *CMS18* §5.265).

Racial categories based on color terms (i.e., *Black*, *Brown*, *White*) are capitalized unless the author requests otherwise (contra DUP, which lowercases *white*). To lowercase *white* frames Whiteness as natural and standard, a position that also permeates discussions of language, in which White varieties of regional dialects are often viewed as THE regional standard. For further insight on our position, see Ann Thúy Nguyễn and Maya Pendleton's "Recognizing Race in Language: Why We Capitalize 'Black' and 'White,'" *Center for the Study of Social Policy*, Mar. 23, 2020 (https://cssp.org/2020/03/recognizing-race-in-language-why-we-capitalize-black-and-white/).

KEYWORDS

Articles that include an abstract should also include three to five keywords that express the main ideas of the article. Because keywords are intended to supplement the article title metadata to facilitate online searches and cataloging, words already in the title do not need to be repeated, though synonyms may prove helpful. Keywords should be lowercase (except for names or titles that would otherwise be capitalized) and separated by commas.

LISTS

Short lists and lists of short items are run into the text. Parenthetical numerals are used, when necessary, to separate the items.

> Such morphosyntactic features as *a*-prefixing, verbal *-s* with plural NPs, static locative *to*, and *weren't* regularization are found in both island communities.

The current study indicates that the linguistic and sociolinguistic principles guiding the directionality of dialect death may center around (1) the type of population shift affecting speakers of the dying variety, (2) the linguistic status of the language features in question and of the changes the features are undergoing, and (3) the social marking of the language features.

Long lists or lists of long items, containing several sentences each, are set off from the text and arranged vertically; each item begins on a line by itself. Whether the items begin with capital or lowercase letters and what terminal punctuation they have, if any, depend on their syntactic relationship to the sentence that introduces the list.

NOTES

Discursive footnotes are numbered independently within each article and placed at the bottom of the page on which the callout appears. Longer notes may overflow onto the foot of the next page is there is insufficient space on the page after the callout. Note callouts in the text are superscript, and the numbers introducing the notes themselves are set on the line and followed by a period.

NUMBERS

Cardinal numbers under ten are spelled out; for those ten or higher, numerals are used (contra DUP). Numerals are always used in parenthetical matter and documentation.

> four income measures against five levels of English proficiency
> based on the speech of 75 native speakers
> including 715 tokens extracted from interviews with six speakers
> decreased to 25% (only 2 out of 8 instances)

Commas should be used before every third digit from the right for numbers over 999. Exceptions include four-digit dates, street addresses, and page numbers.

> 1,204 subjects
> population of 45,697,543
> in 1992
> 2334 Broad Street
> page 1012

Cardinal numbers under ten followed by *million*, *billion*, and so on are spelled out; for those ten or higher, numerals are used.

> some six billion inhabitants
> an expanse of 13 million acres

Ordinal numbers formed from numbers under ten are spelled out. Numerals with the appropriate suffix (*-st*, *-nd*, *-rd*, *-th*) set inline (i.e., not superscript) are used for those formed from numbers ten or higher. Ordinal numbers followed by *century* are always spelled out. Numerals are always used in parenthetical matter and documentation.

in Merriam-Webster's eighth and ninth editions
at the 14th annual meeting of the Linguistics Society of America
evidence from the eighteenth century
from the *Oxford English Dictionary* (2nd ed.)

At the beginning of a sentence, all cardinal and ordinal numbers are spelled out.

Eighty-five percent of the female subjects
Thirty-second place was not bad out of 8,050 students

Numbers applicable to the same category are treated alike within the same context.

as many as 8 of the 54 instances
the number of subjects was increased to 24 to better reflect the racial makeup: 16 European
    Americans, 6 African Americans, and 2 Native Americans

Numerals are always used in addresses, dates, decimal fractions, and page references and in conjunction with abbreviations and symbols.

4401 9th Avenue
April 1, 1995
8.3
page 7
$3
9%

For inclusive numbers, the following guidelines are used: (1) if the first number is less than 100, all digits are used; (2) if the first number is 100 or a multiple of 100, all digits are used; (3) if the first number is 101 through 109, 201 through 209, etc., only the changed part is used; and (4) if the first number is 110 through 199, two or more digits are used to include all changed parts.

1–2, 3–24, 71–119, 100–105, 203–7, 6003–5, 395–401, 1438–56, 1608–774

Capital roman numerals are used for the primary divisions of an outline and after names of individuals in a series. Lowercase roman numerals are used for citing pages so numbered.

Elizabeth II
John D. Rockefeller IV
found in the preface (iv–xi)

PHONETIC TRANSCRIPTIONS

The International Phonetic Alphabet (IPA) is used for all phonetic transcriptions. Phonetic transcriptions are enclosed in brackets ([ ]) and phonemic transcriptions in slashes (/ /). Examples of graphemes (i.e., written letters) are set in italics or enclosed in angled brackets (⟨ ⟩) if it is uncertain whether the author is referring to the word or to its spelling. The transcription may immediately follow a cited form with no

intervening punctuation. Beginning a sentence with a phonetic transcription should be avoided by recasting the sentence. An asterisk placed before a transcription indicates that it is unacceptable to native speakers and does not require explanation.

> This can be seen in table 13, where two differently stressed pronunciations of the word *laboratory*—American *láboratory* /ˈlæbrətɔri/ and British *labóratory* /ləˈbɒrətri/—are both easily developed from the spelling.

> This is the assimilatory process by which /z/ surfaces phonetically as [d] before syllabic /n/ in the contracted negative auxiliary verb forms *isn't*, *wasn't*, *doesn't*, and *hasn't*, especially in casual or rapid speech. That is, these forms may optionally be pronounced as [ɪdn], [wɑdn] or [wʌdn], [dʌdn], and [hædn], respectively.

> The traditional approach to orthography relates graphemes to phonemes directly, establishing correspondences like ⟨ph⟩ to /f/ and ⟨oy⟩ to /ɔi/.

The IPA does not have capital letters and cannot be set using italics, obliques, boldface, small caps, or ligatures; that is, transcriptions must always appear in lowercase roman type, even when appearing in text normally set otherwise, as in titles or subheads. Also, attention should be paid to typeface because some IPA symbols use different glyphs of the same letter (e.g., /a/ vs. /ɑ/, /ɡ/ vs. /g/).

EXTENDING OUR UNDERSTANDING OF THE /z/ → [d] RULE

THE PRONUNCIATION OF /r/

> *The History of the* /z/ → [d] *Phenomenon.* It is thus clear in the American South today that auxiliary verbs may exhibit the optional rule /z/ → [d] when conditioned by the enclitic morpheme *-n't*.

POSSESSIVES

The possessive of nouns ending with the letter *s* is formed by adding an apostrophe and an *s*.

> Kansas's weather
> Burns's poetry
> Ross's land
> Camus's novels
> Descartes's philosophy

A noun followed by a gerund should take the possessive form in contexts where a pronoun substitute would be in the possessive case.

> Eleanor's [her] revealing her secret resulted in a lawsuit.
> Fathers' [his] assuming the care of children has changed many lives.
> We listened to Randy [him] singing a solo. *or* We listened to Randy's [his] singing a solo.
> Guests [they] wishing to park their own cars should check with the management.

QUOTATIONS

In direct quotation, the wording, spelling, capitalization, and internal punctuation of the original should be reproduced exactly. Any changes or insertions made by the author must be contained within square brackets, including but not limited to changes in capitalization to fit the context of the surrounding text, use of *sic* to mark any unconventional spelling, grammar, and punctuation that are likely to be thought erroneous, and insertions for clarity, such as a pronoun's antecedent or the translation of a foreign phrase. Original notes and their superscript callouts can be omitted.

In general, prose quotations that are less than four lines long are run into the text. The terminal punctuation may be omitted or changed to a comma if necessary. A slash is used to separate lines of verse or different elements (e.g., head and text of an article).

> The trade term *alcopop* began appearing in mainstream publications: "'Alcopops' pitched to younger drinkers are stirring controversy / […] It's alcohol—specifically new lemonade-flavored drinks that contain 4% alcohol, the same punch as beer but masked so well they can be chugged liked soda" (head and text; *Business Week*, Sept. 23, 1996, 158).

BLOCK QUOTATIONS. Quotations that are four or more lines long or that comprise more than one paragraph are set off from the text. If the quotation is from a single paragraph, the first line is not indented; if the quotation spans two or more paragraphs, the indention of the original should be preserved (if the first part of the opening paragraph is omitted, the opening line of the block quotation is not indented). Whether block quotations are introduced with a colon, a comma, or no mark of punctuation depends on their syntactic relationship to the preceding text.

> And Holm, whose data Poplack and Sankoff (1987) extensively cite, himself acknowledged that his previous analysis of Jamaican Creole was inherently flawed:
>
>> After having worked on Miskito Coast Creole […] I realize that table 1 reflects some naive assumptions which I held when this paper was first written. Not all words corresponding to forms of standard English *be* should have been lumped together. [Holm 1984, 303]

ELLIPSES. Ellipsis dots used to indicate the omission of a word, phrase, sentence, or one or more paragraphs are placed in square brackets. An omission within a quoted sentence is indicated by three dots. Punctuation around the three dots is omitted unless needed for clarity. Three dots with a space before are also used at the end of a sentence to indicate that it was intentionally left grammatically incomplete. If one or more sentences is omitted, the sentence before the ellipsis is given terminal punctuation followed by three dots. A period and three dots may also be used if part of the sentence preceding the ellipsis has been omitted as long as it is still grammatically complete.

The first word after an ellipsis is capitalized if it begins a new grammatically complete sentence. In general, ellipses are not used at the beginning of a quotation (whether it begins with a grammatically complete sentence or not) or at the end of a quotation if it ends with a grammatically complete sentence.

Ellipsis dots that appear in the original material are reproduced in the quotation but not contained within square brackets. If the origin of the ellipsis is unclear, *ellipsis in original* can appear in roman type parenthetically after the quotation (if parenthetical source information already follows the quote, such a phrase appears last within the parentheses preceded by a semicolon).

SOURCE. The source of a quotation can be included in the text introducing the quotation or after the quotation parenthetically, or it can be indicated with a combination of both. For run-in quotations, source information not in the text is placed after the closing quotation mark in parentheses. The quotation's terminal punctuation is moved after the source outside the parentheses unless the quotation ends with a question mark or an exclamation point, in which case the terminal punctuation is left at the end of the quotation and a period or comma is placed after the source information outside the parentheses. For block quotations, source information not provided in the text is placed after the terminal punctuation in square brackets.

INTERPOLATIONS. Insertions may be made in quoted material to clarify an ambiguity, to provide a missing word or name, to provide the meaning of an unfamiliar usage, or to give the original word or phrase in an English translation to convey the exact sense. Such interpolations should be kept to a minimum and are enclosed in square brackets.

EMPHASIS. If the author wishes to emphasize a certain word or words within a quotation, such words are set in small capitals and the phrase *emphasis mine* should appear in roman type parenthetically after the quotation (if parenthetical source information already follows the quote, such a phrase appears last within the parentheses preceded by a semicolon). For clarity, it might be necessary to indicate that an emphasized word or words appeared in the original work; in such cases, the phrase *emphasis in original* should be used.

TRANSLATION. Quotations of works originally in a foreign language cited for their content alone, not for their linguistic form, can appear in their English translation alone. The published source of the translation should be given in author-date form after the quotation and in full in the reference list. If the translation is done by the author, the phrase *my translation* should follow the quotation in roman type parenthetically. If parenthetical source information already follows the quote, *my translation* is placed last within the parentheses, preceded by a semicolon.

See EXAMPLES for the treatment of quotations given as examples of a linguistic usage or feature.

SPELLING

For spelling, consult the *Merriam-Webster.com* (*MW*) online dictionary (https://www.merriam-webster.com/) and *Webster's Third New International Dictionary*. If more than one spelling is provided in the dictionary, follow the first form given. Common foreign terms (i.e., terms with main entries in *MW*) are set in roman type.

Prefixes are hyphenated before numerals and proper nouns. Otherwise, prefixes are generally not hyphenated before words; refer to *MW* and *CMS18* (§7.96) for guidance. Temporary compound adjectives are hyphenated before the noun to avoid ambiguity but are left open after the noun. Non-English phrases used as modifiers are open in any position, unless hyphenated in the original.

TABLES

Tables are numbered independently within each article and should be referenced at least once in the text. They should be placed at the top or bottom of the page as close as possible after the first in-text reference to the table; however, it is sometimes necessary because of an awkward page break to place a table above the first in-text reference on the same page (the word *table* is not capitalized when referenced in the text). Tables should be run vertically, not broadside, if possible.

Every table requires a title, which is placed under the table number using headline-style capitalization with no terminal punctuation. Subtitles are placed on the line with the title after a colon. A brief explanatory note or source information can appear in parentheses under the title. Such a note receives no capitalization or terminal punctuation, and multiple elements are separated by semicolons.

Column heads receive headline-style capitalization and are centered over the columns. A column head may be set flush left if the column contains long text items set flush left, especially if there are runovers. Column heads are set in italics, and cut-in heads are set in roman type. Items normally set in italics, such as linguistic forms under discussion, are changed to roman type in column heads. The stub need not have a column head if it is made obvious by the table title or stub items.

Stub items receive sentence-style capitalization, are set in roman type, and are flush left. Subheads within the stub are flush left with items under the subhead indented. If there are two or more levels of subheads, each level is indented further. A hanging indent is used for runovers. If a subdivision or an entire column is totaled, TOTAL appears in small capitals aligned with the other items at that level of subdivision with no intervening space.

Items in the body of the table receive sentence-style capitalization and are set in roman type. Figures are vertically aligned by the decimal point or slash, short text items are centered, and longer text items are flush left with a hanging indent for runovers. If there are runover items in the stub, items in the body should align horizontally with the last line.

Notes are placed below the table and receive sentence-style capitalization and terminal punctuation. A note that applies to the entire table appears first, after NOTE: in small caps. For notes that apply only to a specific item, such as a column head, stub item, or item in the body, superscript lowercase letters are used as callouts. In the note itself, the reference letter is set on the line and followed by a period. Asterisks are reserved for notes indicating the level of probability. When multiple levels of probability are indicated, a single asterisk is used for the lowest level of probability, two for the next level, and so on; these may be set on the same line and appear after all other notes.

TABLE 2
Percentages of Subject Relative Pronoun Choice by Humanness
of Antecedent in American English Vernacular Dialects

Speech Samples [a]	+Human Subject RRs				–Human Subject RRs			
	wh-	*that*	*Zero*	*N*	*wh-*	*that*	*Zero*	*N*
Appalachian, middle-class	26	63	11	91	—	87.5	12.5	24
Appalachian, working-class	4.2[b]	61	35	143	4[c]	61	35	72
Oklahoma[d]	12	69	19	246	—	87	13	231
Terkel WC interviews	46	44	10	100	—	—	—	—
Mexican American English	16	82	2	326	1	98	1	118

a. Hackenberg's study of Appalachian English (1972) and Terkel's working-class interviews (1974) are both reanalyzed in Ball (1996); the Oklahoma data are from Berni (1995).

b. Includes tokens of *who*, *what*, and *which.*
c. Includes tokens of *which* and *what.*
d. Includes data for speakers with high-school education or less and speakers with more than a high-school education.

TRANSLATION

A translation of a non-English phrase or linguistic usage is set in roman type and placed immediately after the original in single quotation marks with no intervening punctuation. If the phrase is longer than a few words and set off from the text, the translation may appear on the next line. Only translations that are complete sentences have the initial word capitalized, and unless they end with a question mark or exclamation point, they are not given terminal punctuation. Punctuation belonging to the including sentence as a whole is placed outside the single quotation marks. Multiple definitions or translations are separated by a comma for short items and by a semicolon for longer items. If both a gloss and a translation are given, they are separated by a semicolon and the abbreviation *lit.* should appear before a gloss.

> French does not take definiteness into account when marking temporal reference; compare *Je n'ai jamais lu ce livre* 'I have never read this book' with *J'ai lu ce livre hier* 'I read this book yesterday'.

> German *Krankenhaus* 'hospital; lit. sick house' is an example of this type of construction.

> Creoles appear to match this general trend; some have drawn their future from a verb of volition (*want*) and others from a verb of movement (*go*):

> A wan do it 'I will do it' [Brazilian]
> A go do it 'I will do it' [Jamaican, Gayanese, Gullah, Nigerian Pidgin]

> Phrases glossed variously in standard English also occupied some the teaching scrolls:

> Mo ni ologbo kekere kan.
> 'I have a small kitten'

A translation of an in-text quotation is placed after it in single quotation marks within parentheses. If source information is also provided parenthetically after the quotation, the translation appears before the source information followed by a semicolon.

> For example, in "Who unu me go da trip fa?" ('Who did you go on that trip for?'; Rol 20), the use of *me* before the punctual verb *go* could be interpreted as referring to a condition existing prior to the trip.

A block quotation from a work in a foreign language can appear either with an English translation immediately after or in translation only. In both cases, the translator should be credited; if the material is translated by the author quoting it, the phrase *translation mine* should be used. The translation or original text may be placed in a note.

If a word or phrase within a longer quotation requires translation, it should immediately follow the original word or phrase in the quotation and be enclosed in single quotation marks within square brackets. If a quotation appears in English translation only and a word or phrase from the original would help clarify the meaning, it should set in italics, enclosed in square brackets, and immediately follow the corresponding English word or phrase.

> Cambridge's collected terms were not put into alphabetical order, but were worked into a "pastoral" poem:

> For breakfast, mush ['grits'] and th' top o' milk's ['cream'] treat,
> Or bonny clabber with molasses sweet;
> At dinner, let me that best buck-skin ['native of Virginia'] dish,
> Broth made from bacon, cream and eke cat-fish,
> With toss 'em boys ['chicken'], and belly bacon see,
> Cushie, and dough-boys, and small homony.

> Yasuo Yoshioka (1990, 61) defines *regional common language* in the same proceedings:

> The diffusion of a regional common language has a dual nature. There is at once an increase in the variety of regional language [地域語] brought about by the co-usage of new and old language varieties, and a decline in local dialects as dominant prestige dialects from central areas diffuse into the periphery. [my translation]

When the title of a work in a foreign language is mentioned in text, an English translation may follow in parentheses. The translation is given sentence-style capitalization and is not italicized unless it is a book that has also been published under the translated title. In the reference list, such title translations appear in square brackets (see examples in DOCUMENTATION).

> Part 1 of *Deutsche als Muttersprache in den Vereinigten Staaten* (German as mother tongue in the United States) covers the Midwest.

> Mikhail Bakhtin's *Вопросы литературы и эстетики: Исследования разных лет* (Questions of literature and aesthetics: Studies of different years) reveals his as a philosopher of language, a cultural historian, and a major theoretician of the novel.

TYPOGRAPHIC CONVENTIONS

In the text, italics are used to set linguistic forms under discussion and the titles of books and journals. Small caps can be used by the author to emphasize a word or phrase, to call attention to a technical term at the first mention (subsequent mentions are set in roman type), and to indicate that the linguistic form appears as a headword in a cited glossary. Phonetic and phonemic transcriptions use the International Phonetic Alphabet and cannot be set using capitals, italics, obliques, boldface, small caps, or ligatures; that is, transcriptions must always appear in lowercase roman type, even when appearing in text normally set otherwise, as in titles or subheads.

Duke University Press Journals Style Guide

Duke University Press journals adhere to the rules in this style guide and to *The Chicago Manual of Style*, 18th ed. (CMS). We also follow the European Accessibility Act's guidelines and supply alt text for all illustrations and tag foreign-language words and phrases, which allows a screen reader to know when a shift in the dominant language occurs, making pronunciations more accurate.

ABBREVIATIONS

Corporate, municipal, national, and supranational abbreviations and acronyms appear in full caps. Most initialisms (abbreviations pronounced as strings of letters) are preceded by *the*.

> further expansion of NATO's membership
>
> dissent within the AFL-CIO
>
> sexism is rampant at IBM
>
> certain US constituencies

Spell out Latin abbreviations such as *i.e.*, *e.g.*, and *etc.* in the text, though allow abbreviations within parentheses in the text. Allow abbreviations in notes. When used, these abbreviations are set in roman type, not italics. The word *sic*, however, is italicized.

Personal initials have periods and are spaced.

> W. E. B. Du Bois; C. D. Wright

ABSTRACTS

Substantial articles should include an abstract of approximately 200 words. Book reviews and short issue introductions do not require abstracts.

Abstracts should be written in the third person ("This article proposes . . ."), not the first person ("I propose . . .").

It is preferable for abstracts to summarize the content and argument of the article, not describe the contents and argument. For example:

> The Marxist theory of primitive accumulation explains the rise of the postbellum cotton industry in the southern United States. However, it fails to account for the parallel penetration of railways into the region. Federal subsidies played a significant role in supporting railways, demonstrating the link between a protoglobal industry and federal government, which sought to promote "free labor" and international trade.
>
> *not*

This article defends the view that the Marxist theory of primitive accumulation explains . . .

CAPITALIZATION. See also SPELLING AND HYPHENATION

See CMS, chap. 8, for general guidance on capitalization.

In Romance and other languages, use diacritics with capital letters.

After a Colon
If the material introduced by a colon consists of a complete sentence, or if it is a quotation or a speech in dialogue, it should begin with a capital letter. Otherwise, it begins with a lowercase letter. See CMS 6.65, 6.67.

Quotations
Silently correct initial capitalization in quotations depending on the relationship of the quotation to the rest of the sentence (see CMS 12.19). For instance:

> Smith stated that "we must carefully consider all aspects of the problem."
>
> *but*
>
> Smith stated, "We must carefully consider all aspects of the problem."

A lowercase letter following a period plus an ellipsis should be capitalized if it begins a grammatically complete sentence (CMS 12.62).

> The spirit of our American radicalism is destructive. . . . The conservative movement . . . is timid, and merely defensive of property.

Terms
A down (lowercase) style is generally preferred for terms. See CMS, chap. 8, for detailed guidelines on capitalization of terms.

Titles of Works
For titles in English, capitalize the first and last words and all nouns, pronouns, adjectives, verbs, adverbs, subordinating conjunctions (*if, because, that*, etc.), and prepositions with five or more characters (*about, between, without*, etc.). Lowercase articles (*a, an, the*), coordinating conjunctions, prepositions with four or fewer characters (*on, of, with*, etc.), the *to* in infinitives, and the word *as* in any function. In rare cases, a shorter preposition may be capitalized when paired with a longer preposition (*for* in *For and Against*). See CMS 8.160.

For hyphenated and open compounds in titles in English, capitalize first elements; subsequent elements are capitalized unless they are articles, prepositions with four or fewer characters, or coordinating conjunctions. Subsequent elements attached to prefixes are capitalized. The second element of hyphenated spelled-out numbers or simple fractions should be capitalized. If a compound (other than one with a hyphenated prefix) comes at the end of the title, its final element is always capitalized. See CMS 8.162.

> Nineteenth-Century Literature
>
> Avoiding a Run-In
>
> Policies on Re-Creation
>
> Reading the Twenty-Third Psalm
>
> Singing While You Work

When titles contain direct quotations, the title case style described above and in CMS should be imposed.

> "We All Live More like Brutes than Humans": Labor and Capital in the Gold Rush

In capitalizing titles in *any* non-English language, including French, capitalize the first letter of the title and subtitle and all proper nouns. See CMS 11.77 and 11.42 for the treatment of Dutch and German titles, respectively. Diacritical marks on capital letters are retained in all languages.

CONTRIBUTOR'S NOTE

Each contributor's note includes the author's name, rank, affiliation, areas of activity or research, and most recent works. Dates of publication, but not publishers' names, are given for books.

> Rebecca Newman is professor of history at the University of Chicago. She is author of *In the Country of the Last Emperor* (1991).
>
> Yingjin Zhang teaches Chinese literature at Indiana University. His book *Configurations of the City in Modern Chinese Literature* is forthcoming.

DATES AND TIMES. See also NUMBERS

For more information, see CMS 9.31–40.

> May 1968
>
> May 1, 1968
>
> May 1–3, 1968
>
> on February 8, 1996, at 8:15 a.m. and again at 6:15 p.m.
>
> September–October 1992
>
> from 1967 to 1970
>
> 1960s counterculture; sixties [*not* 60s *or* '60s] counterculture
>
> the 1980s and 1990s
>
> mid-1970s American culture
>
> the mid-nineteenth century [note hyphen, not en dash]

the late twentieth century; late twentieth-century Kenya

the years 1896–1900, 1900–1905, 1906–9, 1910–18

"The Audacity of His Enterprise: Louis Riel and the Métis Nation That Canada Never Was, 1840–1875" [use full year range in titles of works and headings]

AD 873; the year 640 BC; Herod Antipas (21 BCE–39 CE) [use full caps without periods for era designations]

ca. 1820

EXTRACTS. See also CAPITALIZATION and PUNCTUATION (Ellipses)

Set off quotations that are more than 400 characters (including spaces) in length.

FIGURES AND TABLES

Each figure or table should be referred to either parenthetically (*figure* is abbreviated as *fig.* within parentheses) or in running text at a relevant place in the discussion. Number tables and figures consecutively.

> The pressure of the flow repeatedly threatened to break down the walls that had just been created by cooling (fig. 3).

> As figure 1 shows, our labor took the form of designing supported experiences for GTAs.

> The problem with school attendance in the Bronx (see table 1) is largely the fault of a social system that neglects its children.

Figure Captions

Captions are sentence case and have terminal punctuation. If credit or source information is provided, it should be the last element of the caption.

> Figure 1. The author with unidentified friend, 1977.

> Figure 2. The author posed for this picture with an unidentified friend in 1977.

> Figure 3. Noam Chomsky at a political rally, 1971. Courtesy of John Allan Cameron Archives, University of Florida, Gainesville.

> Figure 4. Coal miners in Matewan, West Virginia, April 1920. The miners' strike was depicted in John Sayles's film *Matewan*. Courtesy of Matewan Historical Society.

> Figure 5. Winston Roberts, *When Last I Saw* (1893). Oil on canvas, 56 × 48 in. Courtesy of the Campbell Collection, Central State Community College Library, Pleasance, Nebraska.

> Figure 6. Harvey Nit, *These. These? Those!* (2011). Mascara on cocktail napkin, 16 × 16 cm. © Harvey Nit.

In addition to a caption, each figure requires *alt text*, a short description of the figure that allows nonsighted persons to access a publication's visual content. See CMS 3.28.

Table Titles

Table titles are sentence case but do *not* have terminal punctuation.

> Table 3. Comparative frequency of bicycles, mopeds, and Segways in Amsterdam, Dublin, and Toronto, 2005–15

GRAMMAR

A split infinitive is OK if the text reads better with a split infinitive.

Make a distinction between *that* (restrictive) and *which* (nonrestrictive) but not obsessively (i.e., if making the distinction means that there will be several *that*s in a row, allow a restrictive *which*).

Maintain parallel structure.

Maintain subject-verb agreement and tense consistency.

INCLUSIVE LANGUAGE

Disability and Ableism

See CMS 5.260–62 for guidance on disability-inclusive language and avoiding ableism.

Gendered Language

Avoid sexist language and terms that are gender specific (*chairman*, *mankind*, etc.). Do not use *he or she*, or *s/he*, or alternating *he* and *she*. Recast to use gender-neutral alternatives such as plural, singular *they*, or other options listed in CMS 5.265. See CMS 5.255–66 (bias-free language), especially 5.263–66, and 5.51–52 (singular *they*).

However, there may be times when the generic masculine pronoun or gendered language is appropriate or preferred by the author: for example, in discussions of works of philosophy in which the original author used *he*, *him*, *man*, and the like generically, or if the article's author intentionally uses female pronouns exclusively or uses alternative pronouns such as *ze*.

Themself may be used if the antecedent is clearly singular.

Racial and Ethnic Terms

Capitalize terms used to identify people of color or of historically marginalized origins (e.g., *Black*, *Indigenous*). As a rule, do not capitalize terms used to identify people outside these groups (e.g., *white*). Do not capitalize *of color* constructions (e.g., *people of color*, *women of color*). Exceptions are allowed if the author insists or if the text would be, in the editor's view and with the author's concurrence, well served by alternative treatment. The list that follows is intended to be illustrative not comprehensive. See CMS 8.39.

> Aborigine, Aboriginal
>
> BIPOC [Black, Indigenous, and People of Color]

Black, Blackness, anti-Black, anti-Blackness

Brown

First Nations

Indigenous, Indigeneity

Native

white, whiteness

A distinction may be made between this usage (which is usually capitalized) and the use of these terms in other senses, such as, generally, "originating in a particular place" (which would not be capitalized).

Indigenous peoples (referring to more than one group); the Indigenous peoples of the Caribbean; Indigenous cultures; Indigenous people; an Indigenous person (*but* peoples and cultures that are indigenous to the Americas)

INITIALS. See ABBREVIATIONS

KEYWORDS. See also ABSTRACTS

Articles that include an abstract should also include three to five keywords or key phrases. Keywords should be lowercase (except for names or titles that would otherwise be capitalized) and separated by commas. Full names should be used for people included as keywords

> *Keywords* negative affect, self-portrait, Del LaGrace Volcano, intersex, Polaroid photography

NOTES. See also the section on documentation below.

Callouts for footnotes or endnotes are not permitted in article titles, in heads, at the ends of epigraphs, or in figure captions.

Wherever possible, place note callouts at the end of a sentence, or at least at the end of a clause.

Each table has its own set of notes numbered separately from the article's list of notes. See the journal's style sheet for guidance on the format used for callouts (e.g., lowercase letters, numerals, or symbols). See also CMS 3.80.

NUMBERS. See also DATES AND TIMES

Cardinal and ordinal whole numbers from one to ninety-nine (and such numbers followed by *hundred*, *thousand*, *million*, *billion*, etc.), most numbers at the beginning of a sentence, and common fractions are spelled out. Common fractions are hyphenated as well. See CMS, chap. 9.

> no fewer than six of the eight victims
>
> One hundred eighty-seven people were put to death there during the twenty-third century BC.

attendance was about ninety thousand

at least two-thirds of the electorate

there were two million ballots cast

the population will top between 27.5 and 28 billion

Years as digits may start a sentence, although it may be better to reword.

1937 was marked, among other things, by the publication of the eleventh edition of Bartlett's *Familiar Quotations*.

or, better,

The year 1937 . . .

Numbers applicable to the same category, however, are treated alike in the same context.

no fewer than 6 of the 113 victims

Almost twice as many people voted Republican in the 115th precinct as in the 23rd.

Numbers that express decimal quantities, dollar amounts, and percentages are written as figures.

an average of 2.6 years

now estimated at 1.1 billion inhabitants

more than $56, or 8 percent of the petty cash

a decline of $0.30 per share

Inclusive page numbers are given as follows (per CMS 9.63):

1–2, 3–11, 74–75, 100–103, 104–9, 112–15, 414–532, 505–16, 600–612, 1499–1501

Roman numerals are used in the pagination of preliminary matter in books, in family names and the names of monarchs and other leaders in a succession, in the names of world wars, in legal instruments, and in the titles of certain sequels.

On page iii Bentsen sets out his agenda.

Neither John D. Rockefeller IV, Elizabeth II, nor John Paul II was born before World War I.

Yet Title XII was meant to rectify not only inequities but iniquities.

Most critics consider *The Godfather, Part II* a better movie than *Jaws 2*. [Follow the usage in the original work, per CMS 9.45.]

Arabic numerals are used for the parts of books.

In part 2, chapter 2, of volume 11 of the *Collected Works*, our assumptions are overturned.

POSSESSIVES

The possessive of nouns ending with the letter *s* are formed by adding an apostrophe and an *s* (CMS 7.17).

> Burns's poetry
>
> Camus's novels
>
> Descartes's philosophy
>
> Euripides's plays
>
> Jesus's name

PUNCTUATION

En and Em Dashes
See CMS 6.79–100. Use real en and em dashes to indicate en and em dashes in the manuscript.

> 115–36
>
> post–Civil War era
>
> The United States' hegemony—that is, its domination of other nations—is increasing.
>
> Ali–Frazier bouts
>
> Watson–Crick model
>
> Russia–Finland border

Ellipses. See also CAPITALIZATION (Quotations)
Three dots indicate an ellipsis within a sentence or fragment; a period plus three dots indicates an ellipsis between grammatically complete sentences, even when the end of the first sentence in the original source has been omitted. In general, ellipses are not used at the start of a quotation (whether it begins with a grammatically complete sentence or not) or at the end of a quotation (if it ends with a grammatically complete sentence), unless the ellipses serve a definite purpose. See CMS 12.59–69 for more detailed guidelines on the use of ellipses.

Hyphens. See SPELLING AND HYPHENATION

QUOTATIONS. See EXTRACTS

SPELLING AND HYPHENATION

Follow the online *Merriam-Webster's Collegiate Dictionary* (https://www.merriam-webster.com) and *Webster's Third New International Dictionary* for spelling. If more than one spelling is provided in the dictionary, follow the first form given (e.g., *judgment*, not *judgement*; *focused*, not *focussed*).

For further guidance regarding the hyphenation of compound words, see CMS 7.96.

Common foreign terms are set in roman type. (Common foreign terms are defined as those with main entries and not classified as "foreign term" in *Webster's*.) Non-English words and phrases that would be familiar to a particular author, narrator, or speaker do not necessarily require italics even if they might be unfamiliar to readers.

Prefixes are hyphenated before numerals and proper nouns. Otherwise, prefixes are generally not hyphenated before words; refer to *Webster's* for guidance. Temporary compound adjectives are hyphenated before the noun to avoid ambiguity but are left open after the noun. Non-English phrases used as modifiers are open in any position, unless hyphenated in the original.

Put neologisms within quotation marks at first use.

When a word or phrase is not used functionally but is referred to as the word or phrase itself, it is italicized. This should be limited to metatextual or linguistic discussions of the terms (as in the first two examples) and should not be used for discussions of the underlying concepts (as in the third example). See CMS 7.66.

> The word *hermeneutics* is the most overused term in recent monographs.
>
> The term *lyricism* was misused in Smith's book review.
>
> In the twentieth century, socialism acquired many meanings.

TABLES. See FIGURES AND TABLES and NOTES

TRANSLATIONS. See also the section on documentation below.

Non-English Titles with English Translation
When an original non-English title and its translation appear together in the text, both are styled as published titles (regardless of whether the translation has been published, contra CMS 11.11). The second-listed title is enclosed within parentheses. Both have title capitalization appropriate to the language.

> I read *Mi nombre es Roberto* (*My Name Is Roberto*) in 1989.
>
> I read *My Name Is Roberto* (*Mi nombre es Roberto*) in 1989.
>
> Rubén Darío's poem "Azul" ("Blue") is one of my favorites.
>
> Rubén Darío's poem "Blue" ("Azul") is one of my favorites.

URLs. **See also the section on documentation below.**

Use complete URLs when they appear in articles (notes, references, and main text). Include the protocol (*https://* or *http://*) and trailing slash (if it is part of the URL). DOIs appearing in notes and reference lists are presented as complete URLs (see the first example below for format). See CMS 13.9 for advice on shortening excessively long URLs.

https://doi.org/10.1215/00982601-9467191

https://www.nytimes.com/interactive/2021/us/covid-cases.html

https://georgianpapers.com/research-funding/transcription/

DOCUMENTATION: AUTHOR-DATE CITATIONS

This journal uses **author-date citations in the text** with a corresponding reference list of works cited at the end of the article.

Notes may also include material that cannot be conveniently presented in the text, such as discursive adjuncts and additional sources of information. Any material necessary for understanding the argument set forth in the article should appear in the text.

The notations f. (ff.), ibid., op. cit., and loc. cit. are not used, nor are eadem, idem, infra, passim, and supra. Commonly used abbreviations include cf., ed. (eds.), e.g., esp., et al., etc., fig. (figs.), fol. (fols.), i.e., n. (nn.), p. (pp.), pt. (pts.), ser., trans., vol. (vols.). Latin abbreviations are not italicized. Note that in et al., et is a whole word (meaning "and") and therefore is not followed by a period. In references to poetry, where the abbreviation "l." or "ll." might be mistaken for a numeral, the word "line" or "lines" is spelled out.

The reference list at the end of the article contains only works cited. References are arranged alphabetically by author, then chronologically in ascending order. For multiple references by the same author, the author's name is repeated; 3-em dashes are not used. In titles of works, serial commas are added, ampersands are spelled out, and numbers are spelled out. URLs, including for DOIs, use "https://" to ensure that links work online (CMS 13.6). For additional guidelines concerning the treatment of titles, see CAPITALIZATION in the Duke University Press Journals Style Guide.

Note: Following the new guidance in *The Chicago Manual*, 18th ed., places of publication are not included (list only the publisher) and page ranges aren't included for book chapters.

Sample Reference List Items

BOOK

> Langford, Gerald. 1971. *Faulkner's Revision of "Absalom, Absalom!": A Collation of the Manuscript and the Published Book*. University of Texas Press. [A book title within a book title is quoted and italicized (CMS 13.96). A main title ending in an exclamation point or a question mark is followed by a colon only if the question mark or exclamation point appears within quotation marks (CMS 13.98).]
> Smith, John. 2011. *All Tongue-Tied and Nowhere to Go; or, How to Save Face When They Put You on the Spot*. Slippery Slopes. [Treatment of double titles, contra the preferred form in CMS 8.169]

E-BOOK

> Begley, Adam. 2014. *Updike*. Harper. Kindle. [CMS 14.58]
> Doubtfire, Brenda. 2016. *Yeah, Right: Skepticism in the Fake News Era*. Says Who. iBooks.

CHAPTER

Dollimore, Jonathan. 1985. "Transgression and Surveillance in *Measure for Measure*." In *Political Shakespeare: New Essays in Cultural Materialism*, edited by Jonathan Dollimore and Alan Sinfield. Cornell University Press.

Weinstein, Donald. 1989. "*The Art of Dying Well* and Popular Piety in the Preaching and Thought of Girolamo Savonarola." In Tetel et al. 1989. [A shortened form is used for chapters from collections that are also included in the reference list.]

PREFATORY MATTER

Brown, Marshall. 1995. Preface to *The Uses of Literary History*, edited by Marshall Brown. Duke University Press.

EDITED WORK

Navarre, Marguerite de. 1967. *L'heptaméron*. Edited by Michel François. Garnier.

Tetel, Marcel, Ronald G. Witt, and Rona Goffen, eds. 1989. *Life and Death in Fifteenth-Century Florence*. Duke University Press.

REPRINT

Williams, Theodore. (1905) 1974. *The Art of Porcelain during the Late Ming Dynasty*. Grove. [For reprint editions, the date of first publication may be supplied parenthetically, followed by the date of the reprint (CMS 14.16). Both dates appear in the corresponding citation.]

TRANSLATION

Valéry, Paul. 1958. *The Art of Poetry*. Translated by Denise Folliot. Pantheon.

FOREIGN-LANGUAGE WORK CITED IN ENGLISH

Ayzland, Reuven. 1954. *From Our Springtime* (in Yiddish). Inzl.

Dachuan, Sun. 1991. *Jiujiu jiu yici* (*One Last Cup of Wine*). Zhang Laoshi Chubanshe. [This form is recommended for works in languages relatively unfamiliar to the journal's expected readership. The translated title uses italics and headline capitalization (contra CMS 11.8)—in other words, it is treated as if it named a published translation even if it does not.]

MULTIVOLUME WORK

Foucault, Michel. 1990. *An Introduction*. Vol. 1 of *The History of Sexuality*. Translated by Robert Hurley. 3 vols. Penguin.

Hooker, Joseph. 1977–82. *Of the Laws of Ecclesiastical Polity*. Edited by Georges Edelen, W. Speed Hill, P. G. Stanwood, and John E. Booty. 4 vols. Belknap Press of Harvard University Press. [If there are six editors or fewer, all are listed by name; if more than six, the first is listed by name, followed by "et al." (CMS 13.78).]

MULTIAUTHOR WORK

[If there are six authors or fewer, all are listed by name; if more than six, the first is listed by name, followed by "et al." (CMS 13.78).]

[Two to six authors]

Dewey, Alfred, John Cheatham, and Elias Howe. 2003. *Principles of Commerce during the Early Industrial Revolution*. Steamer.

Gustafson, Albert K., Jonas Edwards, Ezra Best, and Nathan Wise. 1985. *If I Were a Rich Man: Comparative Studies of Urban and Rural Poverty*. Fore and Aft.

[Seven or more authors]

Moss, A. J., et al. "Prophylactic Implantation of a Defibrillator in Patients with Myocardial Infarction and Reduced Ejection Fraction." *New England Journal of Medicine* 346, no. 12: 877–83.

ANONYMOUS WORK. See also UNSIGNED ARTICLE

A True and Sincere Declaration of the Purpose and Ends of the Plantation Begun in Virginia, of the Degrees Which It Hath Received, and Means by Which It Hath Been Advanced. 1610. London. [The title appears in place of the author; "Anonymous" or "Anon." is not used. For purposes of alphabetization an initial article is ignored (CMS 13.81). For books published before 1900, the city of publication is often of greater interest than the publisher and can be listed instead (CMS 14.31).]

UNDATED WORK

Kloman, Harry. n.d. "Introduction." The Gore Vidal Index. https://www.pitt.edu/~kloman/vidalframe.html (accessed July 27, 2003). [Access dates are of limited value to readers (see CMS 13.15) but may be used for undated sources that may change without notice. "Last modified" dates, if available, may be used (CMS 13.16).]

Sales, Robert. n.d. *Victory at Sea: Being a True Account of the Recent Destruction of an Infamous Foreign Fleet*. Dublin. [Note that the "n" in "n.d." is not capitalized (CMS 14.44).]

REFERENCE WORK

13. *Oxford English Dictionary*, 3rd ed., "self," A.1.a; *Encyclopaedia Britannica Online*, Academic ed., "Arturo Toscanini," https://academic.eb.com/EBchecked/topic/600338/Arturo-Toscanini. [Reference works do not appear in the reference list (CMS 14.130–32).]

JOURNAL ARTICLE, PRINT

Meban, David. 2008. "Temple Building, *Primus* Language, and the Proem to Virgil's Third *Georgic*." *Classical Philology* 103, no. 2: 150–74. [Journal published in volumes; the month or season is not required. As a courtesy to readers who consult articles online, issue numbers should be given if available.]

Wood, Ellen Meiksins. 1988. "Capitalism and Human Emancipation." *New Left Review*, no. 167: 1–20. [Journal published only in issues.]

JOURNAL ARTICLE, ONLINE

Esposito, Joseph J. 2010. "Stage Five Book Publishing." *Journal of Electronic Publishing* 13, no. 2. https://quod.lib.umich.edu/cgi/t/text/text-idx?c=jep;view=text;rgn=main;idno=3336451.0013.204.

Jovanovic, Boyan, and Peter L. Rousseau. 2008. "Specific Capital and Technological Variety." *Journal of Human Capital* 2, no. 2: 129–52. https://doi.org/10.1086/590066. [If the author has provided a DOI rather than a URL, use the DOI in URL form, as indicated here. See CMS 13.7.]

[CMS 13.6: "Book and journal publishers may retain URLs in citations of sources that would be difficult to locate without one but URLs are not required in citations of journal articles, books, and other formally published sources that would be easy to find online from a title and other basic details alone."]

REVIEW

Jameson, Fredric. 1991. "The Historian as Body-Snatcher." Review of *Learning to Curse: Essays in Early Modern Culture*, by Stephen J. Greenblatt. *Times Literary Supplement*, January 18, 7. [Page numbers are not needed in citations of or references to newspapers (CMS 14.89) but may be included in citations of or references to supplements and other special sections, which are treated as magazines (CMS 14.95).]

SPECIAL ISSUE, and ARTICLE IN SPECIAL ISSUE

Ferguson, Margaret, and Marshall Brown, eds. 2004. "Feminism in Time." Special issue, *MLQ* 65, no. 1.

Mandell, Laura. 2004. "The First Women (Psycho)analysts; or, The Friends of Feminist History." In "Feminism in Time," edited by Margaret Ferguson and Marshall Brown. Special issue, *MLQ* 65, no. 1: 69–92. [CMS 14.77]

MAGAZINE ARTICLE

Franzen, Jonathan. 2003. "The Listener." *New Yorker*, October 6, 84–99.

NEWSPAPER ARTICLE, PRINT

DeParle, Jason. 1993. "Whither on Welfare: Even Though They Please Moynihan, Clinton's Actions Are Far from Bold." *New York Times*, February 3. [No page number is required (CMS 14.89).]

NEWSPAPER ARTICLE, ONLINE

Associated Press. 2003. "Jackson Arrested at Yale after Protest Backing Strike." *Washington Post*, September 2. https://www.washingtonpost.com/wp-dyn/articles/A12012-2003Sep1.html.

UNSIGNED ARTICLE

Cinéma. 1968. "Loin du Vietnam." January.

DISSERTATION

Jones, Jennifer M. 1991. "'The Taste for Fashion and Frivolity': Gender, Clothing, and the Commercial Culture of the Old Regime." PhD diss., Princeton University.

PAPER OR PRESENTATION

Poovey, Mary. 1996. "Between Political Arithmetic and Political Economy." Paper presented at the conference "Regimes of Description," Stanford University, Stanford, CA, January 12.

PERSONAL COMMUNICATION OR INTERVIEW

Noah Fence (pers. comm., April 1, 2014) speculated on the pitfalls of having a play on words for a name. [References to such communications as emails or private messages shared on social media often can be run in to the text, without need of note or reference (CMS 14.111).]

24. Jacques Petits Fours (provost, Upper Midwestern University), interview by author, Ames, IA, February 20, 1995. [Interviews or other personal communications in which more information than the date is pertinent may appear in a note (CMS 14.111).]

REPORTS AND THE LIKE

[Reports and other freestanding publications can usually be treated as books (CMS 14.117).]

International Atomic Energy Agency. n.d. *Nuclear Safety, Security, and Safeguards in Ukraine, February 2022–February 2023*. https://www.iaea.org/sites/default/files/23/02/nuclear-safety-security-and-safeguards-in-ukraine-feb-2023.pdf.
Starbucks. 2022. *Starbucks Fiscal 2021 Annual Report*. https://investor.starbucks.com/financial-data/annual-reports/.

SOCIAL MEDIA CONTENT

[Citations of social media content may contain such elements as the author of the post; the title, or the text, of the post; the type of post (e.g., the service and/or a brief description); the date; and a URL. Contra CMS 14.106, such citations have corresponding references.]

The Chicago Manual of Style. 2015. "Is the world ready for singular they? We thought so back in 1993." Facebook, April 17.
https://www.facebook.com/ChicagoManual/posts/10152906193679151.
O'Brien, Conan (@ConanOBrien). 2015. "In honor of Earth Day, I'm recycling my tweets." Twitter, April 22. https://twitter.com/ConanOBrien/status/590940792967016448. [CMS 14.106: "Note that Twitter content posted before the company's 2023 rebranding as X need not be updated to refer to the new name (though that information may be added parenthetically).")]
Souza, Pete (@petesouza). 2016. "President Obama bids farewell to President Xi of China at the conclusion of the Nuclear Security Summit." Instagram photo, April 1.
https://www.instagram.com/p/BDrmfXTtNCt.

WEBSITES (OTHER THAN ONLINE PUBLICATIONS)

[Include as much of the following information as possible: author of the content, title of the page (if there is one), title or owner of the site, URL, and date of publication or last modified date. The titles of websites and blogs generally use title case. Titles of publication-like websites should be italic (CMS 14.103). Online sources that resemble periodicals or formally published works (e.g., reports, white papers, etc.) should be included in the reference list and follow the format for those types of materials. Brief mention of a website in general may appear in running text or notes only.]

Gaspar, Maria, and James Gordon Williams. 2023. "Force of Things: In Conversation with Artist Maria Gaspar and Live Performance by James Gordon Williams." El Museo del Barrio, June 21. https://www.elmuseo.org/event/in-conversation-with-artist-maria-gaspar/.

Poetry Foundation. n.d. "Robert Frost." https://www.poetryfoundation.org/poets/robert-frost. [Access dates are not required for sources that are not likely to change without notice (see CMS 13.15).]

Author-Date Citations

This system uses in-text citations—usually enclosed in parentheses and comprising the author's surname (with first initial if ambiguous), the date, and the pages cited—and a reference list at the end of the article contains the complete bibliographic information of the works cited. See the sample references immediately above. For multiple references by the same author, the author's name is repeated; 3-em dashes are not used. Note that in the author-date system, works published in the same year by the same author must be labeled "a," "b," and so on for clarity.

The witnesses had been, one observer surmised, tampered with (Northrup 1957: 3). [The date and page number are separated by a colon, not a comma (contra CMS 13.106).]

As Sylvia Molloy (1991: 43) observes, "The previous letter, marked by subservience, waived Manzano's rights to the text by 'giving' it to del Monte; the second letter, marked instead by resistance, has Manzano keep the text for himself." [The date and page number appear immediately after the author, not at the end of the sentence, if he or she is named in the sentence (CMS 13.119).]

25. Wert (1984: 115–17) insists that his predecessors' conclusions were the merest speculation (see M. McLain 1981; P. McLain 1981). [No note should consist solely of an author-date citation, but discursive notes may contain author-date citations.]

If more than one work by the same author is cited, the author's name is not repeated.

(Wilson 1963, 1974)
(Miller 1978: 267; 1994)

For works by more than two authors, only the surname of the first author is used, followed by et al.

not (Cobb, Hornsby, and Smith 1982) *but* (Cobb et al. 1982)

If there is no author, use the shortened title or publication title in the author position in the reference.

(*New Yorker* 1974)

If there is no date, n.d. is used.

(McGarry, n.d.)

If the work is meant, rather than the author, the parentheses are omitted.

Medwick 1924 remains the standard reference.

If the citation is to a reprint edition, the original date of publication should be cited first, in brackets within a parenthetical citation and in parentheses not within a parenthetical citation (e.g., in a note). See CMS 14.16.

(Williams [1905] 1974: 41)

1. For a more in-depth discussion of this point, see Williams (1905) 1974.

To refer again to the most recently cited source, a page number is used.

The sperm whale, Beale (1839: 46) concluded in *The Natural History of the Sperm Whale*, is "remarkably timid, and is readily alarmed by the approach of a whale boat." Beale noted that "it is difficult to conceive any object in nature calculated to cause alarm to this leviathan" (46).

When one volume of a multivolume work is cited, the volume number is indicated after the date.

(Koufax 1973, 1:223)

To cite an unnumbered note, the abbreviation n or nn follows the page number without an intervening space. With numbered notes, the note number or numbers follow the abbreviation without intervening period or space (CMS 14.56).

(Javitch 2010: 385n; Adams 2009: 5n10, 8nn20–21)

Personal communications, such as telephone conversations, email messages, and nonarchived letters, are identified as "pers. comm." and dated in the text but are not included in the reference list.

Wilson (pers. comm., March 13, 2007) proved the hypothesis false.

When "emphasis added," "my translation," and the like are used, they come after a quotation:

According to Brodsky (1990: 257), "Marcus Aurelius was one of the *greatest* men who ever lived" (emphasis added). [Emphasis in quoted material is assumed to match the original source unless otherwise stated; omit notes such as "original emphasis."]

When an author's name doesn't appear in the text, it's best to have the citation before the final mark of punctuation:

Many scholars and poets believe that Marcus Aurelius was one of the greatest men in history (see, e.g., Brodsky 1990: 257; Patterson 1996: 112).

If the journal follows the author-date system, make sure to differentiate between authors and works. For example: "In Smith 1980, there is . . ." or "Smith (1980) argues that there is . . ."

Citing Works Whose Authors Have Changed Names

Sometimes, a cited author's affirmed name differs from the name on the work cited. In these cases, use the author's affirmed name when discussing their published work in the text of an article or book. We also recommend using the affirmed name in citations:

Text/note discussion As {Affirmed name} wrote, "Quote from cited author."
Bibliographical citation {Affirmed name: Last, First}. 1995. *Title: Subtitle*. Duke University Press.

However, if it is known that a cited author would like citations to their work to use the name on the publication, use the published name in the citation instead:

Text/note discussion As {Affirmed name} wrote, "Quote from cited author."
Bibliographical citation {Name on publication: Last, First}. 1995. *Title: Subtitle*. Duke University Press.

In cases where the author deems it appropriate to include both names in a reference list item, we recommend listing the affirmed name first, followed in brackets by the name under which the work was originally published:

{Affirmed name: Last, First} [Name on publication]. 1995. *Title: Subtitle*. Duke University Press.