

# ***Comparative Studies of South Asia, Africa and the Middle East (CSSAAME) Style Guide***

The *Comparative Studies of South Asia, Africa and the Middle East Style Guide* comprises three parts: (1) a style sheet listing elements of style and format particular to the journal; (2) the “Duke University Press Journals Style Guide,” which offers general rules for DUP journals based on *The Chicago Manual of Style*, 17th ed. (CMS); and (3) an explanation with examples of the journal’s format for citations and reference list or bibliography.

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# CSSAAME Style Sheet

## JOURNALS ART GUIDELINES

Full details on requirements for size, format, and resolution are available at <https://www.dukeupress.edu/Journals/Journals-Authors-Editors/Submission-Guidelines>. Please note that *CSSAAME* prints figures in grayscale.

## DOCUMENTATION

*CSSAAME* does not publish separate lists of primary, secondary, and archival sources. Primary and secondary sources should be combined; archive information should be listed in a note.

## ARCHIVES

All archival information is provided in an endnote. In general, authors should use the standard abbreviations and conventions of their particular field, while making sure readers understand what is being cited and how they could locate the information.

For non-English archive sources and texts, on first mention give the full name of the archive and a location, as follows:

Hindu Mahasabha Papers, Nehru Memorial Museum and Library, New Delhi (hereafter NMML/HMS): NMML/HMS/C-43/1943-44/221.

Subsequent citations are given in abbreviated form.

For earlier references regarding the missions of the office, see NMML/HMS/P-110/1947/15-17.

## LEGAL SOURCES

*Legal sources* (court cases, constitutions, treaties, statutes, and legislative materials, such as unenacted bills, hearings, and reports) should be cited in the main body of the article or in the notes. If a case or law is well known (e.g., *Roe v. Wade*), it is not necessary to provide a full citation. The general form of legal citations should follow the conventions for law review footnotes in *The Bluebook: A Uniform System of Citation*, 20th ed. For example:

*Lachmandas Kevalram Ahuja and Others v. State of Bombay*, 1952 SCR 710.

## USAGE

### Translations

In the main text of an article, translations of non-English titles of literary works, films, paintings, and other artistic works are provided. Translations of titles follow the original titles in parentheses and are treated as bona fide titles whether or not they represent published translations.

### Transliterations

Because *CSSAAME* is an English-language journal of comparative studies, its contents are prepared so as to be accessible to an English-reading audience. A word should be transliterated only if there is no acceptable English equivalent. Per CMS 11.74, transliterated forms that are listed in *Merriam-Webster's* are preferred (e.g., ulema, not 'ulamā').

If there is no acceptable English equivalent and no transliteration listed in *Merriam-Webster's*, authors should consult the ALA-LC romanization tables for the appropriate language. However, as per CMS 11.74, diacritics should be kept to the minimum level necessary to preserve clarity and specificity.

In particular, for Arabic and Persian texts, authors should use diacritical marks only for ' (ayn) and ' (hamza) (for example, talaq, not ṭalāq). Per CMS 11.77, the hamza is represented by an apostrophe (as in da'im), and the 'ayn by a single opening quotation mark (as in 'ayn).

## KITABKHANAS (BOOK REVIEWS)

When citing the main work under review, provide an endnote at first mention that includes the author's last name, short title, page number(s), and "hereafter cited in the text." In subsequent citations, page numbers should be given parenthetically in the text.

## GLOSSARY

anti-colonial (hyphenated)  
anti-imperial (hyphenated)  
Arab revolution  
Arab Spring (caps)  
area studies (lc)  
burka  
claim making (two words)  
decision-making (hyphenated)  
global North (lc)  
global South (lc)  
government of India (lc)  
governor-general (hyphenated)

governorate (lc)  
interior minister (lc, unless directly preceding a proper name)  
interregional (no hyphen)  
Iranian revolution  
Islamic Republic (caps)  
Islamic revolution (lc)  
Left (capped), leftist (lc), left-wing (adj., lc)  
Ministry of Interior (caps)  
Muslim League (capped); the league (lc)  
Muslim Personal Law  
non-aligned movement (hyphenated)  
nonalignment (closed)  
noncooperation movement (lc, no hyphen)  
Pakistan's West Wing  
Partition (capped)  
policy making, policy maker  
post-World War II years (en-dash, compound adjective)  
pre-WWI (hyphen)  
pre-World War I (en-dash)  
Quran (not Koran)  
Romanticism; Romantic  
scheduled castes (lc)  
Second International (caps)  
settler colonialism (no hyphen)  
sharia  
Shariat benches  
Shia, Shias  
Shi'i  
Shiism  
Shiite  
Third International (caps)  
World War I; the First World War; the Great War; the war  
World War II; the Second World War; World Wars I and II; the First and Second World Wars; the two world wars

# Duke University Press Journals Style Guide

March 2024

Duke University Press journals adhere to the rules in this style guide and to *The Chicago Manual of Style*, 17th 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*. Always use *US* as an adjective and *United States* as a noun.

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 . . .").

## 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 more than one 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 6.63.

### **Quotations**

Silently correct initial capitalization in quotations depending on the relationship of the quotation to the rest of the sentence (see CMS 13.19). 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 13.53).

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, and subordinating conjunctions (*if, because, that, etc.*). Lowercase articles (*a, an, the*), coordinating conjunctions, and prepositions (regardless of length). The *to* in infinitives and the word *as* in any function are lowercased.

For hyphenated and open 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 lowercased unless they are proper nouns. 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.

Nineteenth-Century Literature

Avoiding a Run-In

Policies on Re-creation

Reading the Twenty-Third Psalm

When titles contain direct quotations, the headline-capitalization 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 11.70 and 11.39 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 9.29–38.

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.* when referenced parenthetically) 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 take sentence-style capitalization 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*. Photograph 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.

### **Table Titles**

Table titles take sentence-style capitalization but do *not* have terminal punctuation.

Table 3. Comparative frequency of bicycles, mopeds, and Segways in Amsterdam, Dublin, and Toronto, 2005–2015

## **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 *thats* in a row, allow a restrictive *which*).

Maintain parallel structure.

Maintain subject-verb agreement and tense consistency.

## **INCLUSIVE LANGUAGE**

Avoid sexist language and terms that are gender specific (*chairman, mankind, etc.*). Use gender-neutral alternatives, including recasting to plural or using singular *they*, rather than *he or she* constructions. Never allow the form *s/he*. Avoid alternating the use of masculine and feminine pronouns in an article. See CMS 5.251–60 (bias-free language), especially 5.255–56, and 5.48 (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*.

**INITIALS. See ABBREVIATIONS**

**KEYWORDS. See also ABSTRACTS**

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

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

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

Avoid callouts for footnotes or endnotes 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.

Callouts for footnotes in tables are handled separately. Each table has its own set 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 3.79.

## 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.*), any number 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

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 9.61):

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 9.43.]

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 6.75–92. 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.

### 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 13.50–58 for more detailed guidelines on the use of ellipses.

### Hyphens. See SPELLING AND HYPHENATION

## QUOTATIONS. See EXTRACTS

## 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 author's 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.

Aborigine, Aboriginal

BIPOC [Black, Indigenous, and People of Color]

Black, Blackness, anti-Black, anti-Blackness

Brown

First Nations

Indigenous, Indigeneity

Native

white, whiteness

## 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 7.89.

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*.)

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.

A term referred to as the term itself is italicized.

In the twentieth century *socialism* acquired many meanings.

The word *hermeneutics* is the most overused term in recent monographs.

The term *lyricism* was misused in Smith's book review.

**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, the first version (whether original or translation) takes the form of an original title, and the second version is always enclosed in parentheses and treated like a published title (whether or not the work represents a published translation; contra CMS 11.9) with 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 CMS 14:10 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

This journal uses **note citations** 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, with multiple works by the same author arranged alphabetically by title. 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 14.7). For additional guidelines concerning the treatment of titles, see CAPITALIZATION in the Duke University Press Journals Style Guide.

## NOTE CITATIONS

Short-form citations appear in notes, and a reference list at the end of the article contains the complete bibliographic information of the works cited. Every citation of a work, including the first citation, contains the author’s surname, a shortened title, and, if needed, a page number. For consecutive citations of a given work, this information is repeated; *ibid.* is not used. For works that are cited frequently, an abbreviation for the title may be introduced at the first mention and used thereafter, with page number, in the running text.

## SAMPLE NOTE CITATIONS WITH CORRESPONDING REFERENCE LIST ENTRIES

### Book

1. Langford, *Faulkner’s Revision of “Absalom, Absalom!”*, 174; Midge, *What Were They Thinking?*, 63; Smith, *All Tongue-Tied*, 132.



- Langford, Gerald. *Faulkner's Revision of "Absalom, Absalom!": A Collation of the Manuscript and the Published Book*. Austin: University of Texas Press, 1971. [A book title within a book title is quoted and italicized (CMS 14.94). 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 14.96).]
- Midge, Anderson. *What Were They Thinking? The Real Lives of the Dichter*. New York: Petard, 2002. [Reverse italics (roman type) are used in book titles for terms that would themselves normally be italicized (CMS 8.173, 14.95).]
- Smith, John. *All Tongue-Tied and Nowhere to Go; or, How to Save Face When They Put You on the Spot*. Vail, CO: Slippery Slopes, 2011. [Treatment of double titles, contra the preferred form in CMS 8.167]

## E-book

2. Begler, *Updike*, chap. 9; Doubtfire, *Yeah, Right*, "Put-Ons and Put-Downs." [Chapter numbers or section headings are used; page and location numbers are not (CMS 14.160).]

- Begley, Adam. *Updike*. New York: Harper, 2014. Kindle. [CMS 14.159]
- Doubtfire, Brenda. *Yeah, Right: Skepticism in the Fake News Era*. Whynot, NC: Says Who, 2016. iBooks.

## Chapter

3. Dollimore, "Transgression and Surveillance," 72; Weinstein, "Art of Dying Well," 89.

Dollimore, Jonathan. "Transgression and Surveillance in *Measure for Measure*." In *Political Shakespeare: New Essays in Cultural Materialism*, edited by Jonathan Dollimore and Alan Sinfield, 72–87. Ithaca, NY: Cornell University Press, 1985.

Weinstein, Donald. "The Art of Dying Well and Popular Piety in the Preaching and Thought of Girolamo Savonarola." In Tetel, Witt, and Goffen, *Life and Death in Fifteenth-Century Florence*, 88–104. [A shortened form is used for chapters from collections that are also included in the reference list.]

## Prefatory matter

4. Brown, preface, vii.

Brown, Marshall. Preface to *The Uses of Literary History*, edited by Marshall Brown, vii–x. Durham, NC: Duke University Press, 1995.

## Edited work

5. Navarre, *L'heptaméron*, 475; Tetel, Witt, and Goffen, *Life and Death*, 115.

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

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

## Reprint

6. Williams, *Art of Porcelain*, 13.

Williams, Theodore. *The Art of Porcelain during the Late Ming Dynasty*. 1905; repr., New York: Grove, 1974. [The date of first publication is followed by the facts of publication for the reprint edition (CMS 14.114).]

## Translation

6. Valéry, *Art of Poetry*, 45 (hereafter cited as *AP*). [Abbreviation introduced for a frequently cited work (CMS 14.59)]

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

## Foreign-language work cited in English

7. Ayzland, *From Our Springtime*, 166; Dachuan, *Jiujiu jiu yici*, 23.

Ayzland, Reuven. *From Our Springtime* (in Yiddish). New York: Inzl, 1954.  
Dachuan, Sun. *Jiujiu jiu yici* (*One Last Cup of Wine*). Taipei: Zhang Laoshi Chubanshe, 1991. [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 11.9)—in other words, it is treated as if it named a published translation even if it does not.]

## Multivolume work

8. Hooker, *Of the Laws*, 1:99; Foucault, *Introduction*, 102.

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

Hooker, Joseph. *Of the Laws of Ecclesiastical Polity*. Edited by Georges Edelen, W. Speed Hill, P. G. Stanwood, and John E. Booty. 4 vols. Cambridge, MA: Belknap Press of Harvard University Press, 1977–82. [If there are ten editors or fewer, all are listed by name; if more than ten, the first is listed by name, followed by “et al.” (CMS 14.76).]

### **Multiauthor work**

9. Dewey, Cheatham, and Howe, *Principles of Commerce*, 15 (hereafter cited as *PC*). [If a work has three or fewer authors, all are named in a citation (CMS 15.29).]

10. Gustafson et al., *If I Were a Rich Man*, 103–6. [If there are more than three authors, the first is named in a note, followed by “et al.” (CMS 15.29).]

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

Gustafson, Albert K., Jonas Edwards, Ezra Best, and Nathan Wise. *If I Were a Rich Man: Comparative Studies of Urban and Rural Poverty*. Murphy, WI: Fore and Aft, 1985. [If there are ten authors or fewer, all are listed by name in a reference; if more than ten, the first is listed by name, followed by “et al.” (CMS 14.76).]

### **Anonymous work. See also “Unsigned article”**

11. *True and Sincere Declaration*, 1. [A shortened title is used in place of the author; “Anonymous” or “Anon.” is not used (CMS 14.79).]

*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*. London, 1610. [The title appears in place of the author; “Anonymous” or “Anon.” is not used. For purposes of alphabetization an initial article is ignored (CMS 14.79).]

### **Undated work**

12. Sales, *Victory at Sea*, 23; Kloman, “Introduction.”

Kloman, Harry. n.d. “Introduction.” *The Gore Vidal Index*.  
<https://www.pitt.edu/~kloman/vidalframe.html> (accessed July 27, 2003).

Sales, Robert. *Victory at Sea: Being a True Account of the Recent Destruction of an Infamous Foreign Fleet*. Dublin, n.d. [Note that the “n” in “n.d.” is not capitalized (CMS 14.145).]

### Reference work

13. *Oxford English Dictionary*, 3rd ed., s.v. “self,” A.1.a; *Encyclopaedia Britannica Online*, Academic ed., s.v. “Arturo Toscanini,” <https://academic.eb.com/EBchecked/topic/600338/Arturo-Toscanini> (accessed April 6, 2016). [Reference works do not appear in the reference list (CMS 14.233).]

### Journal article, print

14. Meban, “Temple Building,” 153; Wood, “Capitalism and Human Emancipation,” 20.

Meban, David. “Temple Building, *Primus* Language, and the Proem to Virgil’s Third *Georgic*.” *Classical Philology* 103, no. 2 (2008): 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. “Capitalism and Human Emancipation.” *New Left Review*, no. 167 (1988): 1–20. [Journal published only in issues.]

### Journal article, online

15. Esposito, “Stage Five Book Publishing”; Jovanovic and Rousseau, “Specific Capital and Technological Variety,” 135.

Esposito, Joseph J. “Stage Five Book Publishing.” *Journal of Electronic Publishing* 13, no. 2 (2010). <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. “Specific Capital and Technological Variety.” *Journal of Human Capital* 2, no. 2 (2008): 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 14.8.]

### Review

16. Jameson, “Historian as Body-Snatcher.”

Jameson, Fredric. “The Historian as Body-Snatcher.” Review of *Learning to Curse: Essays in Early Modern Culture*, by Stephen J. Greenblatt. *Times Literary Supplement*, January 18, 1991, 7. [Page numbers are not needed in citations of

or references to newspapers (CMS 14.191) but may be included in citations of or references to supplements and other special sections (CMS 14.197).]

### **Special issue, and article in special issue**

17. Ferguson and Brown, "Feminism in Time"; Mandell, "First Women (Psycho)analysts," 74.

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

Mandell, Laura. "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 (2004): 69–92. [CMS 14.178]

### **Magazine article**

18. Franzen, "Listener," 84.

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

### **Newspaper article, print**

19. DeParle, "Whither on Welfare."

DeParle, Jason. "Whither on Welfare: Even Though They Please Moynihan, Clinton's Actions Are Far from Bold." *New York Times*, February 3, 1993. [No page number is required (CMS 14.191).]

### **Newspaper article, online**

20. Associated Press, "Jackson Arrested at Yale."

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

### **Unsigned article**

21. *Cinéma*, "Loin du Vietnam." [The newspaper or magazine title appears in place of the author (contra CMS 14.199). No page number is needed for a newspaper citation (CMS 14.191).]

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

## Dissertation

22. Jones, "'Taste for Fashion and Frivolity,'" 26.

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

## Paper or presentation

23. Poovey, "Between Political Arithmetic and Political Economy."

Poovey, Mary. "Between Political Arithmetic and Political Economy." Paper presented at the conference "Regimes of Description," Stanford University, Stanford, CA, January 12, 1996. [The exact date, if known, is desirable (CMS 14.217).]

## 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 14.214).]

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 14.214).]

## Citation following quotation

25. As Sylvia Molloy 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" (*At Face Value*, 43; emphasis added). [Emphasis in quoted material is assumed to match the original source unless otherwise stated; omit notes such as "original emphasis."]

Molloy, Sylvia. *At Face Value: Autobiographical Writing in Spanish America*. Cambridge: Cambridge University Press, 1991.

## Note

26. Javitch, "Reconsidering the Last Part of *Orlando Furioso*," 385n; Adams, "Christine de Pizan," 5n10, 8nn20–21. [With unnumbered notes, 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 14.157).]

Adams, Tracy. "Christine de Pizan, Isabeau of Bavaria, and Female Regency." *French Historical Studies* 32, no. 1 (2009): 1–32.

Javitch, David. "Reconsidering the Last Part of *Orlando Furioso*: Romance to the Bitter End." *MLQ* 71, no. 4 (2010): 385–405.

## 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 14.209, such citations have corresponding references.]

27. O'Brien, "In honor of Earth Day, I'm recycling my tweets."

28. Souza, "President Obama bids farewell to President Xi of China at the conclusion of the Nuclear Security Summit."

29. *The Chicago Manual of Style*, "Is the world ready for singular they? We thought so back in 1993."

*The Chicago Manual of Style*. "Is the world ready for singular they? We thought so back in 1993." Facebook, April 17, 2015.

<https://www.facebook.com/ChicagoManual/posts/10152906193679151>.

O'Brien, Conan (@ConanOBrien). "In honor of Earth Day, I'm recycling my tweets." Twitter, April 22, 2015, 11:10 a.m.

<https://twitter.com/ConanOBrien/status/590940792967016448>.

Souza, Pete (@petesouza). "President Obama bids farewell to President Xi of China at the conclusion of the Nuclear Security Summit." Instagram photo, April 1, 2016. <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 access date (if no publication date is provided). The titles of websites and blogs generally use headline-style capitalization. See CMS 8.191 and 14.206 for guidance as to whether such titles should be set in roman type or italicized. Websites and social

media postings are cited in notes but are not included in the reference list. Items resembling articles in form, such as blog postings, are cited in notes and also included in the reference list.]

31. Barack Obama's Facebook page, <https://www.facebook.com/barackobama> (accessed July 19, 2008).

32. Lasar, "FCC Chair Willing."

Lasar, Matthew. "FCC Chair Willing to Consecrate XM-Sirius Union." *Ars Technica* (blog), June 16, 2008.

<https://arstechnica.com/news.ars/post/20080616-fcc-chair-willing-to-consecrate-xm-sirius-union.html>.

## 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}. *Title: Subtitle*. Durham, NC: Duke University Press, 1995.

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}. *Title: Subtitle*. Durham, NC: Duke University Press, 1995.

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]. *Title: Subtitle*. Durham, NC: Duke University Press, 1995.