

## Text Elements

### Words

### Sources:

Webster's 11<sup>th</sup> Collegiate  
Chicago Manual of Style, 15<sup>th</sup> Edition  
MLA Handbook, 6<sup>th</sup> Edition

#### 1. Capitalization

- A.D. and B.C. are in small caps. (Proofmark with 2 lines rather than 3 under letters.)
- Job titles always capitalized: X is Assistant Professor of English and Creative Writing
- Regions of the country are capitalized: Northwest, Midwest. BUT: in southern Missouri, in the northwest corner of the US.
- Colons:
  - First letter of a quotation following a colon is capped. Use brackets if original was l.c.
  - Do not cap after colon in sentence that does not introduce quotation.
- Adjectives from proper nouns (e.g. oedipal, orphic) are generally lowercased, but confirm with Webster's.
- See wordlists for examples/exceptions.

#### 2. Hyphenation

- In general, follow Chicago 15 Section 7.90.
- "Third World" is never hyphenated
- Ethnic identities:
  - Generally, open as noun but hyphenated as adjective: Italian American, but Italian-American food; African American, but African-American writer.
  - Never hyphenated:
    - Asian American
    - Chinese American
    - Japanese American
    - Native American
    - Texas Mexican
- See wordlists for further examples/exceptions.
- Alphabetizing hyphenated names
  - use first name of hyphenated name: Jane Salzman; Joe Smith-Jones.

- for unhyphenated compound names, use last name:  
Jones, Joe Smith, then Jane Salzman.

### 3. Spelling

- Follow Webster's first variant, always
  - abridgment
  - compelled, compelling
  - knowledgeable BUT acknowledgment
  - sizable
  - usable
- No funky formulations not in Webster's (e.g. use "made fragile" rather than "fragilized.")
- US – never United States, never periods
- See wordlist for examples.

### 4. Italics

- Do not italicize:
  - Foreign words listed as an entry in Webster
  - Quotes in foreign languages
- Italicize words listed in "foreign words and phrases" section or Webster or not listed in Webster at all
- Italics in quotes
  - If italics are in original, no note is needed
  - If italics are added, citation should have semicolon after number and the phrase "emphasis added" → (23; emphasis added)

## *Numbers and Dates*

### 1. Spell out

- Numerals in Titles: such as Thirteenth Amendment
  - Periods: Nineteenth Century
  - Numbers over 10
2. Use commas in numbers 1,000 and over (e.g. 3,000 not 3000)
  3. Use symbols with numerals -- \$100, 20% (not 100 dollars, 20 percent)
  4. Dates in text: 1 April 1994
  5. Decades:
    - Both 1960s and the sixties are acceptable
    - Be consistent within an article
    - Do not
      - Capitalize: the Sixties
      - Use apostrophes: the '50s, 1960's
      - Use "the 50s" except as follows
    - "throughout the 1940s and 50s" is acceptable but "throughout the 1940s and 1950s" is preferable.

## *Punctuation*

1. US – no periods
2. Possessives
  - put apostrophe-s after names ending in s
    - Dickens's
    - Michaels's
3. Initials
  - Put space between them: D. H. not D.H.
4. Et al.
  - al. is an abbreviation and takes a period
  - not italicized
5. Slashes – MLA says only use when paired terms are used as noun; use hyphen as adjectives
  - East/West, individualism/capitalism
  - East-West relations; individual-capitalist system
6. Ellipses
  - Three ellipses
    - Indicate that only part of the sentence has been omitted
    - Spaces between all ellipses and all words
  - Four ellipses
    - Indicate that the end of a sentence has been omitted
    - No space between the last word and the first ellipses
    - Spaces between all ellipses and between the last ellipses and the next word

### **Examples:**

*Three ellipses:*

“I thought . . . of Rosanna Spearman.”

*Four ellipses:*

“I thought directly of Rosanna Spearman. . . . The matron of the Reformatory had reported her.”

## **Typographical Elements**

### *Quotations*

1. Indention
  - Indent if quote is more than 8 lines (3 lines for poetry)
  - If indented quote has more than one paragraph, indent additional paragraphs. Do not use line spaces
2. Italics
  - Do not italicize if quote is in foreign language.

- If parenthetical documentation says “qtd in,” use regular quotation marks, not “ ‘. Use double and single quotes only when there’s dialogue and other text too, so it’s clear where dialogue begins and ends.
- No ff. or passim should appear for page range. Query author for specific page range.

### *Figures*

1. Author must provide photographic-quality reproduction of figure/illustration; electronic files of images are acceptable and often preferable (consult production editor)
2. Labels
  - Fig 1, period.
  - Cap first word, period at end, even if not complete sentence.
  - Attach or stick label on back of photo and send with article.

<p><b>Example:</b> Fig 1., blah de blah.</p>
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### *Headings*

1. Indent
2. Boldface Roman
3. Caps as for title
4. Numbered with period after number
5. If only numbers are used, they are also boldface, roman, and indented, but there is no period.

<p><b>Examples:</b></p>
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<p><b>1. Archeological Ethics</b> and <b>1</b></p>
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### *Epigraphs*

- a. At beginning of article
  - i. Text: italics, bold, flush left
  - ii. Author and title: separate line, bold, flush *right*
  - iii. Author name: Rom
  - iv. Book title: Ital
  - v. Story, article, or poem title: Rom, quot marks
  - vi. No dashes before names
  - vii. Page numbers are not needed for epigraphs
- b. At beginning of section

- i. Text: rom, no boldface or italics, flush left with heading indent
- ii. Author and title: Flush right, rom, no dashes, no quotation marks

**Examples:**

Epigraphs beginning an essay

Book:

*...one of the deepest purposes of intellectual sophistication is to provide a distance between us and our most disturbing personal truths and growing fears.*

**Richard Russo, *Straight Man***

Article/short story:

*To rightfully appreciate this, or, in fact, any other statue, one must consider where they came from and under what circumstances they were formed. In other respects they reveal their own history.*

**Herman Melville, “Statues in Rome”**

Poem:

*The English Are so nice*

*So awfully nice*

*They are the nicest people in the world.*

**D.H. Lawrence, “The English Are So Nice!”**

Epigraph beginning a section

To rightfully appreciate this, or, in fact, any other statue, one must consider where they came from and under what circumstances they were formed. In other respects they reveal their own history.

Herman Melville, *Statues in Rome*

*References*

Use first and last name at first reference

- Exceptions:
  - casual references to the very famous (Shakespeare, Mozart, Michaelangelo)
  - commonly used pseudonyms: Voltaire rather than Francois-Marie Arouet (see MLA 3.4.2 – 3.4.3)

## Notes

1. Contributor's Notes
  - Name of author in italics, indent
  - Biographical info flush left
  - Books: include title of work and date, no publisher
  - Articles: include title of work and date, journal if desired
  - Job titles: capitalize
  - Techniques for cutting notes
    - a. Use MLA style, which gives only last names of people mentioned in text
    - b. Cut extraneous material (ALH editors will handle ii. and iii. based on specialized knowledge in the discipline)
      - i. Notes that praise or thank friends (may let slide depending on author, especially when snuck in as a citation)
      - ii. Notes that provide a too-extensive list of suggested reading
      - iii. Notes that are of limited interest or of no interest to anyone but the author
      - iv. Abbreviate whenever possible
      - v. Most common abbreviations: ch. (chapter); esp. (especially); cf. (compare)
2. Books and author names which have been mentioned in passing in the note but nowhere else should be cited in the note and not in the works cited page.

## Works Cited

**For many issues concerning notes and references, style is a matter of disciplinary convention and editorial judgment. Defer to ALH editors on issues such as whether a book is a “passing reference” that does not need an entry on the Works Cited page and allowable in-text citations of articles.**

*Follow MLA diligently. Some specifics:*

1. For an author with more than one book, use 3 em dashes for name after first name and list books in alphabetical order
2. When authors deviate from normal typography in names or titles, follow style used by author (e.g. bell hooks, e.e. cummings, Re/Production)
3. Abbreviate months, except May, June, July
4. Alphabetize Mc and Mac using letter-by-letter method.
5. Trans. comes before ed. and intro.
6. Volumes
  - a. Cite volume only if using 2 or more volumes
  - b. For journals, if continually paginated, volume number and year are sufficient; no issue number is needed. Don't query for an issue number, but do not remove one if it is provided.

7. Editions
  - a. For new or revised edition, used revision date, not original.
  - b. For reprint by different publisher, give both dates.
8. Cut publisher names down to lowest common denominator
  - a. No initials

*Inclusions:*

1. Do not include:
  - a. publisher for books published before the 20<sup>th</sup> century. Do not query, but do not remove if it is provided.
  - b. states for publishers
  - c. “published for...by...” annotations.
  - d. The Bible
  - e. Books mentioned in passing in the body
2. The first mention of a book or an article in the body of the article gets a full reference in the text.

**Example:**

In *Freakery: Cultural Spectacles of the Extraordinary Body* (1996), Rosemary Garland Thomson argues....

3. Books and articles mentioned in passing.
  - a. This in-text reference is the only “citation” for books mentioned in passing; do not include those in works cited.
  - b. Articles mentioned in passing still require a full reference. If articles are mentioned only in a note, they do not need to be included in the works cited. Reference information can appear only in the note.
  - c. Cited books, where a specific page or chapter is referenced, must have an entry in works cited.

## *American Literary History Wordlists*

(boldface in wordlist indicates a deviation from Webster's; see table following)

<b>Capitalization</b>
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**aboriginal**: lowercase in all forms. Use n: "aborigine" and adjective "aboriginal."

**Agrarian** (capitalized at editor's discretion, when appropriate for meaning)

American Dream

American studies (women's studies, African American studies)

anti-Federalist (some authors prefer Anti-Federalist)

bell hooks

Bible but biblical; Talmud but talmudic

black

civil rights movement

**Cold War**

communist, communism; but Communist Party, Communism for specific party/movement, esp. in USSR

Congress (US); congressperson (US)

Constitution (US); constitutional

Continental (Europe)

DuPont

earth

Eastern bloc

ecocriticism

Fascist Party, **Fascism** (for specific party/movement); fascism, fascist (concept in general) founding father

Hellenic; Hellenistic (adj.) Hellene (n.), but hellenize (v)

Internet

language poets (not l-a-n-g-u-a-g-e)

Left (n.), left-wing, **Leftist**

Midwest, Midwesterner

manifest destiny

Marxism; Marxist

Native American

New Historicism, New Criticism

new Western history (history of the American West)

northern hemisphere

Northwest

Old World, New World (n); old-world, new-world (adj.)

Plains, Great Plains

Southern, Southerner

Revolution, American Revolution, Revolutionary War

Right (n), right-wing (adj.)

Romantic movement, Romanticism, but romantic feeling

third world  
transcendentalism  
**website**  
Western (region and culture)  
US

## **Hyphenation**

anti-Federalist  
avant-garde  
best-selling, best-seller  
by-product  
common sense (n.); commonsense (adj)  
co-opt  
early-, mid-, late-nineteenth-century (adj.); early, mid, late nineteenth century (n)  
ever compounds: confirm with dictionary, but usually open. (ever present, ever increasing)  
fact gatherer  
filmmaker  
first person  
first-wave feminism  
folktale  
front-page  
full-time  
give-and-take  
grass roots (n); grassroots (adj)  
groundbreaking  
hand-wringing  
hard-boiled  
high wire act  
hip-hop  
inner city (hyphen as adjective)  
job seeker  
knowledge gathering  
limited- (hyphenate adjs)  
large-scale (see websters for other “large” compounds)  
left-wing  
**longstanding**  
long-term  
**mindset**  
moviegoing, moviegoer  
multi: close unless word begins with “i”  
nation-state  
New World (n); new-world (adj)  
note taker

oft-  
 old-fashioned (n and adj)  
 Old World; old-world (adj)  
 online  
 part-time  
 present-day  
 psycho compounds closed  
 quasi- compounds hyphen with adj., open as noun.  
 right-wing  
 sea change  
 second-wave feminism  
 setup  
 sound bite  
 state-form  
 third world  
 upper- compounds: follow Webster  
 under way  
 vice-regent, vice-chancellor BUT vice president, vice admiral  
 anti-Semitic  
 Euro-American, Euramerican, Eurocentric  
 Mesoamerican

**Notable exceptions to Websters; follow ALH style:**

<b>ALH STYLE</b>	<b>WEBSTER'S</b>
aboriginal: lowercase in all forms. Use n: "aborigine" and adjective "aboriginal."	Often capitalized when referring to Australian Aborigine
Agrarian (at editor's discretion)	agrarian
Cold War	cold war
website	Web site
longstanding	long-standing
mindset	mind-set
Fascist Party, Fascism (for specific party/movement); fascism, fascist (concept in general)	Fascist
Left (n.), left- wing, Leftist	leftist

**ALH- or discipline-specific:**

Essay-review (not review-essay)  
 Other (in specialized sense)