

the JOURNAL OF
SOUTHERN
HISTORY

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STYLE GUIDE

The *Journal* staff edits each accepted article manuscript and book review in two phases. First, we comprehensively fact-check each work (including both the text and endnotes in article manuscripts) to ensure historical accuracy. Second, each work is edited line-by-line for structural order and readability. All submissions should be double-spaced in order to expedite our editing. In book reviews, the *Journal* attempts to represent a diversity of voices, achieved by silent light editing. In article manuscripts, we expect clear, scholarly prose and often heavily edit—revising language to further the argument, simplifying convoluted sentences, and eliminating unacademic terms and redundancies. Our editorial procedure for article manuscripts, however, is a dialogue: stylistic revisions are generally suggestions that we submit to the author for approval. As the utility of a style guide is determined by its inclusiveness, we welcome your contributions, both emendatory and supplementary.

ON TEXT

Journal style generally avoids the use of the first person, jargon, and rhetorical questions. Section divisions in the text are not used. All dates should be written in the month-day-year sequence (i.e., May 13, 1607). For overly technical language, the introduction of definitions will often be solicited from the author. Briticisms will be revised to American usage, and gender-neutral and politically aware language will be privileged as appropriate. In most matters, the *Journal* is guided by *The Chicago Manual of Style*. For spelling and word division, we refer to *Merriam-Webster's Collegiate Dictionary*, as recommended by *The Chicago Manual of Style*. Regarding the use of ellipsis points, or dots, to indicate omissions within quoted material, we adhere to the "rigorous method" of *The Chicago Manual of Style*. This method is also explained in *Historian's Handbook: A Key to the Study and Writing of History* by Wood Gray et al. ([2nd ed.; Boston, 1964], 61), which is quoted as follows:

Deletions must never change the original meaning. Indicate the deletion by three alternately spaced dots (thus . . .) except at the beginning of a sentence, or by four if it immediately follows a completed sentence in the original (thus. . .), the first one being the period belonging to that sentence, or (thus . . .) if the quotation ends with an uncompleted sentence.

The following section selectively documents examples of stylistic preferences that are either notable or recurrent in the *Journal*.

TREATMENT OF WORDS AND PHRASES COMMON TO THE JOURNAL

CAPITALIZATION:

REGIONS:

Tidewater
Piedmont
Southside
Lowcountry
Northern Neck
Bootheel
the Wiregrass
the Gulf Coast
Okefenokee Swamp
the Panhandle (*Texas, Oklahoma, Florida*)
the Delta (*Mississippi only*)
the South, Old South, New South, Deep South
Mississippi River Valley, lower Mississippi River Valley
Atlantic world
but lowercase:
southern, southerners
upper South, lower South, antebellum South
south Alabama, western Maryland

POLITICAL DIVISIONS:

Dartmouth Township, Havenord and Ross Townships
Natchez District, Abbeville and Newberry Districts
Shelby County, Warren and Hancock Counties
Calcasieu Parish, Caddo and Catahoula Parishes

COURT HOUSES:

*county administrative buildings:
villages or crossroads,*

usually historical references:

Granville County Courthouse
Appomattox Courthouse, Spotsylvania Courthouse

POLITICAL PARTY or ERA:

Progressive era, Progressivism,
Progressive legislation (*only that advocated by
Progressive-era politicians; not capitalized in general
usage for other time periods*)
American Revolution, Revolutionary era
Federalist, Anti-Federalist
Free-Soil Party, Free-Soilers
Know-Nothing Party, Know-Nothings
Radical Republicans (*Reconstruction era*)
Democratic Party, Democrats
Populist, Populism
Prohibition
the Cold War
the Great Depression, the Depression, Depression-era
the civil rights movement
the Black Power movement
the early republic

BOOK TERMS:

Volume 8

but lowercase:

Part 1
chapter 8

OTHER TERMS:

Waverly plantation
Secretary of State Dean Rusk, the secretary of state
Union army, the Army of the Potomac
battle of Gettysburg
Peninsula campaign
Sixty-fifth U.S. Colored Infantry, the Ninth Alabama regiment
Pickett's Charge
General Pershing, the general
evangelical
manifest destiny
Social Gospel
the Founders
Black people, white people
Cuban missile crisis, Montgomery bus boycott
the federal government, but Federal troops (*in Civil War contexts*)

COMPOUND WORDS:

Please refer generally to The Chicago Manual of Style and Webster's for questions on compound words

OPEN *as noun & adj.:*

Sun Belt, black belt, Bible Belt
African American
home front
slave owner
the South in the early twentieth century

CLOSED *as noun & adj.:*

backcountry, upcountry
battlefront
slaveholder, nonslaveholder

HYPHENATED FORMS:

early-twentieth-century South
plain-folk culture, *but* the plain folk
poor-white attitudes, *but* poor whites
stock-law advocates, *but* the stock law
Confederate-gray-colored glasses
twenty-three-year-old poet
non-English-speaking people
in telephone numbers, 555-7777
in acronyms, AFL-CIO
to avoid misleading reader, non-elite

DEVICES FOR DISTINCTIVE EXPRESSIONS:

QUOTATION MARKS *for*

quoted phrases:

Thomas Jefferson's phrase "the empire of liberty"

slang:

the proliferation of "wanna-bes"

ironic expressions:

the search for disembodied "truth"

but not after so-called:

so-called free people of color

The *Journal* prefers sparing use of quotation marks for ironic expressions and slang.

ITALICS *for*

terms: the controversial term *jezebel*
unfamiliar foreign words: *oikos, sankofa, encomienda*
words as words: the word *republicanism* is often misinterpreted

ROMAN TYPE *for*

foreign words in the dictionary *ad hominem, laissez-faire, Festschrift*

QUOTATIONS *within* QUOTATIONS *or*

PARENTHETICALS *within* PARENTHETICALS:

single & double According to Forrest McDonald, David Hume
quotation marks believed that “parties arising ‘from *principle*,
in alternation especially abstract speculative principle’ . . . were
destructive to the point of ‘madness’.”

parentheses & brackets After first shying away from a confrontation with
in alternation Joseph McCarthy (“you don’t get in a pissin’ contest
with a polecat” [quoted by Robert Dallek in *Lone Star*
Rising: Lyndon Johnson and His Times, 1908–1960
(New York, 1991), 453]), Johnson eventually engineered
McCarthy’s censure by the Senate.

ABBREVIATIONS: Most abbreviations such as U.S. and Ph.D. do not have a space between each letter; however, spaces do separate first and middle initials of a person’s name such as W. E. B. Du Bois.

with comma, no italics: i.e., ID EST, or THAT IS
e.g., EXEMPLI GRATIA, or FOR EXAMPLE

COURT CASES:

italics *Brown v. Board of Education*

TITLES WITHIN TITLES:

roman type for material that
would ordinarily be italicized,
as in:

book titles The Mind of the South: *Fifty Years Later*
ships: *The Sinking of the USS Cairo*
legal cases: *From Brown to Bakke: The Supreme Court . . .*
newspapers: *The South Carolina Gazette, 1732–1775*

SPECIAL CHARACTERS:

EN DASH: (Should appear as —, longer than a hyphen - but shorter than
in compound adjectives, an em dash —.)
if one element is an pre–Civil War, post–World War II
open compound United States–Mexico resolution (but U.S.-Mexican War)
or if two or more elements are
hyphenated compounds: quasi-historian–quasi-novelist
to denote continuity
between numbers or dates: 1960–1963, pp. 1–8, May–Sept., Fall–Spring

ON NOTES

All factual statements beyond common knowledge should be documented in numbered endnotes created by the automatic footnoting function of the author’s word-processing program and located at the end of the manuscript. The precise source of all quotations and quoted phrases should be

indicated in the endnotes unless the source is clearly indicated in the text. Lengthy discursive endnotes should be avoided. One endnote should not be used to cover more than one paragraph. The number of the endnote should be placed only following the terminal punctuation of a sentence, not in the middle. An endnote with multiple citations should indicate the exact source of each documented quotation with parenthetical identifications. Multiple citations within a single endnote are separated by semicolons. Only if the multiple citations are listed in the form of a sentence (e.g., "See also" or "For studies that emphasize class see . . .") should the word *and* be inserted before the last source. The endnote number should be raised and separated by only one space from the first word of the endnote text. Endnotes will appear as footnotes in the *Journal*.

The first citation of a source should contain both the author's name and the full title as they appear on the title page of the work. If the title is unduly long, three ellipsis points are placed at the end of the cited form of the title to indicate the omission. The author and title are followed by parentheses containing the place and year of publication. *The name of the press is not included.* However, preceding the place and year of publication and within the same parentheses, the number of the edition or the number of volumes for multivolume works should be included when relevant. The abbreviation *et al.* is used to refer to a number of authors, editors, or compilers greater than three—for example, Ira Berlin et al., eds. After the closing parenthesis, the page number or relevant page range in arabic numerals is cited without abbreviations. If an entire chapter is cited, indicate that with the phrase "chap. 4." Finally, and only if necessary for clarity, the first citation of the work should be terminated with a semicolon and a statement announcing the chosen short title, using the phrase "hereinafter cited as." Subsequent citations usually include only the author's last name, short title (omitting the initial article such as *The* or *A* in the title), specific volume number, and page numbers.

To refer to a note in another work, use the following order of elements: the abbreviation for page or pages and a space; the page number; the italicized lowercase letter *n* and the endnote number—for example, (p. 111ⁿ⁷⁷) or (pp. 503–4ⁿ²³). To refer to a note within the same work, simply name the material and the number of the endnote in a statement—for example: ¹¹ See the good roads propaganda cited in note 2.

Abbreviations such as U.S., Ph.D., and P.O. do not have a space between each letter; however, spaces do separate first and middle initials of a person's name such as W. E. B. Du Bois. The use of *ibid.* is appropriate only when the possibility of ambiguity does not exist: within the same footnote to repeat the immediately preceding reference; or, in a different footnote, if the preceding footnote has only one reference.

ABBREVIATIONS IN ENDNOTES:

Months are not abbreviated in footnotes.

in italics:	<i>ibid.</i>	IBIDEM or IN THE SAME PLACE (do not use with preposition in)
	<i>ca.</i>	CIRCA
	[sic]	EDITORIAL PROTEST
in roman type:	c.	COPYRIGHT
	et al.	ET ALII or AND OTHERS
for states, use abbreviation, not postal form:	Ky.	KENTUCKY (do not use KY)
	N.C.	NORTH CAROLINA (no space between letters, and do not use NC)
	Maine	MAINE (do not use ME)

En dashes are used in endnotes between inclusive numbers and dates to indicate continuity—for example, Vols. 1–21, pp. 1–8, 1960–1963.

SAMPLE CITATIONS

MONOGRAPHS AND OTHER SINGLE-VOLUME WORKS:

¹ Mary Beth Norton, *The British-Americans: The Loyalist Exiles in England, 1774–1789* (Boston, 1972), 303–4 (first quotation on 303; second quotation on 304).

Subsequent citation:

² Norton, *British-Americans*, 307.

MULTIVOLUME WORKS:

³ William Hand Browne et al., eds., *Archives of Maryland* (72 vols.; Baltimore, 1883–1972), 7:69 and 107; hereinafter cited as *Arch. Md.*

Subsequent citation:

⁴ *Arch. Md.*, 9:110.

For more than one volume of a multivolume work.

⁵ Philip L. Barbour, ed., *The Complete Works of Captain John Smith (1580–1631) in Three Volumes* (3 vols.; Chapel Hill, 1986), 1:276–77, 2:233–34.

Subsequent citation:

⁶ Barbour, ed., *Complete Works of Captain John Smith*, 1:276–77, 2:233–34.

For only one volume of a multivolume work when each volume has its own title.

⁷ George P. Rawick, ed., *The American Slave: A Composite Autobiography*. Vol. 10: *Arkansas Narratives*, Pts. 5 and 6 (Westport, Conn., 1972), 21.

Subsequent citation:

⁸ Rawick, ed., *American Slave*, 10:36.

REVISED OR SUBSEQUENT EDITIONS:

⁹ C. Vann Woodward, *The Burden of Southern History* (3rd ed.; Baton Rouge, 1993), 56.

Subsequent citation:

¹⁰ Woodward, *Burden of Southern History*, 56.

THESES AND DISSERTATIONS:

¹¹ Maria Linda Apodaca, “They Kept the Home Fires Burning: Mexican-American Women and Social Change” (Ph.D. dissertation, University of California, Irvine, 1994), 68.

Subsequent citation:

¹² Apodaca, “They Kept the Home Fires Burning,” 68.

JOURNAL ARTICLES:

¹³ Leslie H. Fishel Jr., "Northern Prejudice and Negro Suffrage, 1865–1870," *Journal of Negro History* 39 (January 1954): 8–26 (quotations on 13).

Subsequent citation:

¹⁴ Fishel, "Northern Prejudice and Negro Suffrage," 17.

SEPARATE ESSAYS WITHIN A COLLECTION:

¹⁵ Lorena S. Walsh, "'Till Death Us Do Part': Marriage and Family in Seventeenth-Century Maryland," in Thad W. Tate and David L. Ammerman, eds., *The Chesapeake in the Seventeenth Century: Essays on Anglo-American Society* (New York, 1979), 126–52.

Subsequent citation:

¹⁶ Walsh, "'Till Death Us Do Part,'" 137.

EDITED AND COMPILED BOOKS:

Note that the abbreviations ed. or eds. and comp. or comps. are set off by commas after the editor's or compiler's name and are repeated in short titles.

For an edited work when the title does contain the author's name, the editor is listed first.

¹⁷ Emil Rosenblatt and Ruth Rosenblatt, eds., *Hard Marching Every Day: The Civil War Letters of Private Wilbur Fisk, 1861–1865* (Lawrence, Kans., 1992), 29.

Subsequent citation:

¹⁸ Rosenblatt and Rosenblatt, eds., *Hard Marching Every Day*, 29.

¹⁹ C. Vann Woodward, ed., *Mary Chesnut's Civil War* (New Haven, Conn., 1981), 111.

Subsequent citation:

²⁰ Woodward, ed., *Mary Chesnut's Civil War*, 243.

For an edited work when the title does not contain the author's name, the author's name is listed first, followed by the title and then the editor's name.

²¹ Thomas Jefferson, *Notes on the State of Virginia*, edited by William Peden (Chapel Hill, 1955), 117.

Subsequent citation:

²² Jefferson, *Notes on the State of Virginia*, 117.

For a first edition of an edited work when the title does not contain the author's name.

²³ Frederick Law Olmsted, *The Cotton Kingdom: A Traveller's Observations on Cotton and Slavery in the American Slave States . . .*, edited by Arthur M. Schlesinger (New York, 1953), 570.

Subsequent citation:

²⁴ Olmsted, *Cotton Kingdom*, 570.

For a reprint edition of an edited work when the title does not contain the author's name.

²⁵ Frederick Law Olmsted, *The Cotton Kingdom: A Traveller's Observations on Cotton and Slavery in the American Slave States . . .*, edited by Arthur M. Schlesinger Sr. (1953; reprint, New York, 1984), 570.

Subsequent citation:

²⁶ Olmsted, *Cotton Kingdom*, 570.

For a compiled work.

²⁷ Lathan A. Windley, comp., *Runaway Slave Advertisements: A Documentary History from the 1730s to 1790* (4 vols.; Westport, Conn., 1983), 4:137.

Subsequent citation:

²⁸ Windley, comp., *Runaway Slave Advertisements*, 4:137.

CONFERENCE PAPERS:

²⁸ Christopher D. Willoughby, "Infecting the Enslaved Body: Race and Medicine in the Antebellum Gulf South" (paper presented at the Southern Historical Association annual meeting, Mobile, Alabama, November 2012), 2–4.

⁴⁵ Willoughby, "Infecting the Enslaved Body," 2–4.

NEWSPAPERS:

Section numbers precede page numbers where appropriate. First and subsequent citations are generally identical. For most newspaper citations we require page numbers. Headlines and bylines, when available, are also required. For quoted material, page numbers are absolutely necessary. Column numbers are useful but not required.

²⁹ Marcia Baker, "Atlanta's Foreign Colonies Prove Intriguing to Visitor," *Atlanta Constitution*, April 15, 1929, p. 17.

³⁰ "Repeal of Racial Tax Laws Asked," *Atlanta Daily World*, November 16, 1956, p. 1.

ON NEWSPAPER TITLES:

City or town of publication precedes newspaper title, in roman type, regardless of whether city is on masthead.
If newspaper title on masthead carries a state, county, or regional identification, then title is preceded by city of publication in roman type.
For lesser known cities, the state abbreviation follows the city, in parentheses and roman type.

New York Times

actual masthead reads: The New York Times

Anniston (Ala.) Daily Hot Blast

actual masthead reads: The Daily Hot Blast

Little Rock Arkansas Gazette

actual masthead reads: The Arkansas Gazette

Center (Tex.) Shelby County Champion

actual masthead reads: The Shelby County Champion

Greenville (Miss.) Delta Democrat-Times

actual masthead reads: The Delta Democrat-Times

MANUSCRIPT RECORDS:

We cite manuscript records in the form preferred by the repository that holds the collection. The information that is generally required is the title of the item, date, folder/file number (if necessary for location), box number, collection name, and repository information (in parentheses). In subsequent citations, use only the shortened form for the name of the collection, and do not repeat the location when referring to other collections in the same repository.

For manuscript collections.

³¹ Ira Parkers to John Sharpe, August 12, 1928, Folder 26, John Sharpe Papers #3592 (Southern Historical Collection, Wilson Library, University of North Carolina at Chapel Hill; hereinafter cited as SHC).

Subsequent citation:

³² Ira Parkers to John Sharpe, August 12, 1928, Folder 26, Sharpe Papers.

If microfilm has been used, the place of deposit should be followed by the word microfilm and the source of the microfilm if it is different from the manuscript repository. We also provide reel numbers and frames, too, if that latter information is necessary to find the source conveniently.

³³ David Robinson to William Thompson, February 18, 1764, Document 2QQ44, Draper Manuscripts (State Historical Society of Wisconsin, Madison), microfilm, reel 21.

Subsequent citation:

³⁴ David Robinson to William Thompson, February 18, 1764, Doc. 2QQ44, Draper Mss., reel 21.

For references to material from the National Archives, the record group number should be supplied.

³⁵ "Summary Proposal for Disengagement in Vietnam," Folder "April–June 1967," Box 7, Papers of Carl M. Marcy, Records of the U.S. Senate, Record Group 46 (National Archives and Records Administration, Washington, D.C.; hereinafter cited as NARA); hereinafter cited as Marcy Papers.

Subsequent citation:

³⁶ "Summary Proposal for Disengagement in Vietnam," Marcy Papers.

CIVIL WAR RECORDS AND DOCUMENTS:

³⁷ *The War of the Rebellion: A Compilation of the Official Records of the Union and Confederate Armies* (70 vols. in 128; Washington, 1880–1901), Ser. 1, Vol. 26, Pt. 2, p. 169; hereinafter cited as *Official Records*.

Subsequent citation:

³⁸ *Official Records*, Ser. 1, Vol. 10, Pt. 2, pp. 118–19.

³⁹ *Official Records of the Union and Confederate Navies in the War of the Rebellion* (30 vols.; Washington, 1894–1922), Ser. 1, Vol. 2, pp. 97–98; hereinafter cited as *Official Records, Navies*.

Subsequent citation:

⁴⁰ *Official Records, Navies*, Ser. 2, Vol. 1, p. 176.

⁴¹ *The Medical and Surgical History of the War of the Rebellion* (2 vols. in 6; Washington, 1870–1888), Vol. 1, Pt. 1, p. 527; hereinafter cited as *Medical and Surgical History*.

Subsequent citation:

⁴² *Medical and Surgical History*, Vol. 1, Pt. 3, pp. 189–90.

⁴³ Clement A. Evans, ed., *Confederate Military History, Extended Edition: A Library of Confederate States History . . .* (17 vols., 1899; rpt., Wilmington, N.C., 1987), 16:611–51; hereinafter cited as *Confederate Military History*.

Subsequent citation:

⁴⁴ *Confederate Military History*, 16:621.

⁴⁵ [Varina Howell Davis], "Stonewall's Widow: Mrs. Jackson Described by Mrs. Jefferson Davis," *Southern Historical Society Papers*, 21 (1893), 340–43.

Subsequent citation:

⁴⁶ [Davis], "Stonewall's Widow," 341.

COURT CASES:

The order of cited elements should read: the entire case title in italics; the volume number of the reporter in arabic numerals; the abbreviated title of the reporter in roman type; the opening page number of the decision; the year of the court session in parentheses; and the word *at* followed by the page number for the exact location of the citation. For federal court decisions, the *United States Supreme Court Reports* is the preferred source and may be cited as *U.S.* throughout. In subsequent citations, the case title, with any clarifying information in parentheses, is followed by the page number of the quoted material; however, the year is always excluded.

⁴⁷ *Cherokee Nation v. State of Georgia*, 30 U.S. 1 (1831), at 25.

Subsequent citation:

⁴⁸ *Cherokee Nation v. State of Georgia*, at 25.

For state court cases, the official reporter is the preferred source.

⁴⁹ *George v. State*, 37 Miss. 316 (1859), at 318.

Subsequent citation:

⁵⁰ *George v. State* (Miss.), at 318.

GOVERNMENT DOCUMENTS:

For Congressional serial set, please give serial numbers on first citation.

⁵¹ *Senate Reports*, 42 Cong., 2 Sess., No. 41: *Report of the Joint Select Committee to Inquire into the Condition of Affairs in the Late Insurrectionary States* (13 vols., Serials 1484–96, Washington, 1872), 1:20; hereinafter cited as *Report of the Joint Committee*.

Subsequent citation:

⁵² *Report of the Joint Committee*, 12:210.

⁵³ *House Reports*, 38 Cong., 2 Sess., No. 24 (Serial 1235), 18, 20, and 22.

Subsequent citation:

⁵⁴ *House Reports*, 38 Cong., 2 Sess., No. 24, pp. 3–4.

For Congressional hearings, references may simply indicate the committee, such as the House Committee on the Judiciary, or provide fuller information as below.

⁵⁵ U.S. House of Representatives, Committee on Woman Suffrage, 65 Cong., 2 Sess., *Extending the Right of Suffrage to Women: Hearings on H.J. Res. 200, Jan. 3–7, 1918* (Washington, D.C., 1918), 327; hereinafter cited as *Extending the Right of Suffrage*.

Subsequent citation:

⁵⁶ *Extending the Right of Suffrage*, 329.

The *Debates and Proceedings in the Congress of the United States* is cited as *Annals of Congress*. First citations spell out the word Congress, but subsequent citations use the abbreviation Cong. A reference to one of these works is by title, by Congress and session with appropriate abbreviations, and by page reference, followed by the date in parentheses. Subsequent cites exclude the dates. Volume numbers are not cited in either first or subsequent cites.

⁵⁷ “Declaration of Constitutional Principles,” *Congressional Record*, 84 Cong., 2 Sess., March 12, 1956, at 4515–16 (quotation on 4516).

Subsequent citation:

⁵⁸ *Cong. Rec.*, 84 Cong., 2 Sess., March 12, 1956, at 4515.

MANUSCRIPT CENSUS RECORDS:

If you have accessed manuscript census returns via a subscription database, such as *Ancestry.com* or *Proquest*, please indicate, and still include the data about the original microfilm reels, which is included with the information for the digital images.

⁶¹ Manuscript Census Returns, Seventh Census of the United States, 1850, Davidson County, Tennessee, Schedule 2, Slave Population (hereinafter cited as 1850 U.S. Census, Davidson County, Tenn., Slave Pop.), National Archives Microfilm Series (NAMS) M-432, reel 902, frames 201–10.

Subsequent citation:

⁶² 1850 U.S. Census, Davidson County, Tenn., Slave Pop., NAMS M-432, reel 902, frames 201–10.

WEB SITES:

The Chicago Manual of Style now provides extensive guidance on citing electronic sources. When the author can choose to consult and cite either a printed version or an electronic version of the same source, the Journal prefers the citation also include the information for the printed version.

⁶³ “NCSU Dedicates Courtyard to Kerr, Bob Scott,” *Under the Dome* (Raleigh News and Observer blog), March 10, 2010,
http://projects.newsobserver.com/under_the_dome/ncsu_dedicates_court_yard_to_kerr_bob_scott.

Subsequent citation:

⁶⁴ “NCSU Dedicates Courtyard to Kerr, Bob Scott.”

FILMS, DVDS, VIDEOCASSETTES:

⁶⁵ *Birth of a Nation*, DVD, directed by D. W. Griffith (1915; Chatsworth, Calif., 1998).

Subsequent citation:

⁶⁶ *Birth of a Nation*.