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. Criticisms 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:

administration:
Granville County Courthouse

villages or crossroads,
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
civil rights movement
the Black Power movement
civil rights movement
the early republic

BOOK TERMS:
Volume 8
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:

According to Forrest McDonald, David Hume believed that “parties arising ‘from principle,
especially abstract speculative principle’ . . . were destructive to the point of ‘madness’.”

After first shying away from a confrontation with 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 an em dash —.)
in compound adjectives, pre–Civil War, post–World War II
if one element is an 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 “hereafter 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: ibid. IBIDEM or IN THE SAME PLACE (do not use with preposition in)
c. CIRCA
[sic] EDITORIAL PROTEST

in roman type: c. COPYRIGHT
et al. ET ALII or AND OTHERS
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:
 Subsequent citation:

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:

For more than one volume of a multivolume work.
 Subsequent citation:

For only one volume of a multivolume work when each volume has its own title.
 Subsequent citation:
8 Rawick, ed., American Slave, 10:36.

REVISED OR SUBSEQUENT EDITIONS:
 Subsequent citation:
10 Woodward, Burden of Southern History, 56.

TESSES AND DISSERTATIONS:
 Subsequent citation:
12 Apodaca, “They Kept the Home Fires Burning,” 68.
JOURNAL ARTICLES:

Subsequent citation:
14 Fishel, “Northern Prejudice and Negro Suffrage,” 17.

SEPARATE ESSAYS WITHIN A COLLECTION:

Subsequent citation:
16 Walsh, “‘Till Death Us Do Part,’” 137.

EDITED AND COMPILLED 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.

Subsequent citation:


Subsequent citation:

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.

Subsequent citation:

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

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.

Subsequent citation:
26 Olmsted, *Cotton Kingdom*, 570.
For a compiled work.


**Subsequent citation:**

**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.


**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.


**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.


Subsequent citation:

CIVIL WAR RECORDS AND DOCUMENTS:


Subsequent citation:


Subsequent citation:

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.


Subsequent citation:
44 Confederate Military History, 16:621.


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.


**Subsequent citation:**

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.


**Subsequent citation:**

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

**Subsequent citation:**

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


**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.


**Subsequent citation:**

**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.

Subsequent citation:

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.


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.