

Style for dates and numbers

Decades: 1920s, mid-1920s, twenties, midtwenties ('60s, '70s okay if century is clear but not preferred style)

nineteenth century, twentieth century

In chapter text, spell out numbers one through ninety-nine, whether alone or followed by *hundred* or *thousand* (if local consistency or ease of comparison requires, break this rule); millions: 5 million, 6.3 million, etc.; dollar figures: \$5,000, \$5 million, \$42, etc.; use numerals for percentages, e.g., 25 percent.

Currency: US\$25 (in cases where US is needed), ninety-eight Mexican pesos = \$98, fifty pence = 50P, NZ\$749

8 a.m., eight o'clock, eight in the morning

chapter 2, figure 1, part 5, etc. (lowercase)

Use comma for 4-digit numbers, except dates, page numbers, serial numbers, etc. (e.g. 9,999).

Use abbreviated page spans, e.g., 245–46, 101–2.

Do not number subheads.

Notes and References

Notes per AQ style guidelines.

For university presses, one place (U.S., except for Verso); examples:

Cambridge, Mass.: MIT Press

New York: Routledge

London: Verso

Durham, N.C.: Duke University Press

New York: Oxford University Press

Note refs.: 264n12

Punctuation

Series comma: “dogs, cats, and rabbits”

For compound words follow *Merriam Webster* 11 and *CMS* 15 (closed style preferred for words such as countersubversion, bureauwide, anticlericalism, and so on).

Follow *CMS* for formation of possessives: e.g., Jones's (*but* Euripides').

No commas around Jr., Sr., etc., per *CMS* 15: James Smith Jr.

No periods with PhD, MA, etc. (per *CMS* 15)

Abbreviations

Allow e.g., etc., i.e., in notes and parenthetical comments, but not in text.

Spell out United States as noun; U.S. okay as adjective.

Legal cases

Miranda v. Arizona, the *Miranda* case; examples of documentation:

11 U.S. 116, 136 (1812)

48 U.S.C. sec. 1411-19

133 F.2d 743, 747 (9th Cir. 1943)

121 S. Ct. 2053 (2001)

Act of May 6, 1882, ch. 126, 22 Stat. 58

Typographical style notes

Use small caps for AD and BC.

No periods: PhD, MA, 500 BC, AD 800, etc.

Use en-dashes in number spans and multiword compounds (“a Chicago–New York flight”).

Miscellaneous notes

Follow *Merriam Webster's Collegiate Dictionary*, 11th ed., for spelling, hyphenation, and italicization of foreign-language words. Non-English words that are not in *Webster's* are italicized throughout, not just at first occurrence.

When a word or term is referred to as the word or term itself, prefer italics: “the word *word* . . .”

Enforce that/which, although/while distinctions to eliminate ambiguity

Use “other” rather than “Other” (for binary oppositions).

No footnotes on essay titles.

Spelling guide (03-03-09)

aboveground

absentmindedly

abstract expressionism
Abu Ghraib
the administration, the Clinton administration
African American
aforementioned
airplay
Al Jazeera
all-out (adj)
Al Qaeda
American studies
anti-abolitionist
anti-Catholicism
anticapitalist
anticolonial
anticommunist
antidemocratic
antifascist
anti-lynching activist
antiremoval
antislavery
antiunion
apiece (adv)
art form
artifact
Auburn System
avant-garde (n/adj)
baby boomer
backbreaking
backstory
backwater
battlefront
battle line
best seller (n)
best-selling (adj)
bioarchitectural
biracial
black, black people, black culture
Black (cap OK if author strongly prefers and is consistent)
Black Arts Movement or black arts movement, if author is consistent
Black Atlantic
black heritage
black nationalism
blacklisted
Black Marxism
Black Panther Party
the Black Power movement

Black Protestant Project
Black Youth Empowerment Project
blind spot
bloodline
blueprint
B movie
boardinghouse
build up (vt)
buildup (n)
built-up (adj)
buyouts
buzzword
by-product
catch-22
caregiver
cartoonlike
caseworker
cease-fire (n)
cha-cha-chá
checklist
check mark (n)
checkmark (v)
checkout (n)
checkpoint
cherry-pick (v)
childbearing
child care
childlike
child rearing
church, but St. John's Catholic Church
citywide
the civil rights movement
clear-cut (n/adj)
clearinghouse
cliché
close-up (n)
clothesline
coauthor
cochair
co-congregant
co-conspirator
Code Noir
codex
coeditor
coexist
codefendant

cofounder
cold war
color-blind (adj)
color blindness (n)
common sense (n)
commonsense (adj)
Communion (sacrament)
communism
Communist (member of party), Communist Party, the party
congressional
contra (prep)
cooperate
co-opt
co-optation
copublisher
coreligionist
counterhegemonic
counterhistorical
the court, unless Supreme Court, then the Court
co-worker
co-writer
Creole
crosscutting
cross fire
crossroads
crybaby
culture maker
cutout (n/adj)
dead end (n)
dead-end (adj)
decision making
decision-making (adj)
deep South
de jure
Democratic Party, the party
denaturalizing
depoliticization
deregulation
die-hard (adj)
diehard (n)
double bind (n)
Du Bois, W. E. B.
East Los Angeles
Eastern Hemisphere
Edenic
emancipation

Emancipation (as a specific historical event)
émigré
emplotting
ensure (make sure)
equal rights amendment
ethnic studies
everlasting
Euro-American or Euroamerican (if consistent)
ex nihilo
face-to-face (adv/adj)
far-fetched
farmworker
fault line
fellow traveler
field-test (v)
field test (n)
fieldwork
field-worker
filmmaker
filmstrip
fine-tune (v)
firebreak
firefighter
First Amendment
firsthand
First of August (celebration), the First
Five Year Plan
folklore
folk song
folktale
Fourth of July, the Fourth, July Fourth
freedman, freedpeople
freestanding
frontline (adj)
front man
full time (n)
full-time (adj)
full-timer
fund-raiser (n)
fund-raising (n)
gangbanging, gangbanger
globe-trotter, globe-trotting
grass roots (n)
grassroots (adj)
great-grandmother
groundbreaking

Gulf Coast, Louisiana Gulf Coast, but Alabama and Louisiana Gulf coasts

Gulf War

half-deck (n)

halfhearted

Halttunen

hand in hand (adv)

hand-in-hand (adj)

handmade

hand to hand (adv)

hand-to-hand (adj)

handwritten

hard-core (adj)

hard core (n)

hardheadedness

hard-heartedness

headhunting (n, adj)

head shots

health care

highbrow

hip-hop

Hispanicized

home builder

home buyers

the home front

homegrown (adj)

home owners

housekeeper

in-between

indigenous

in-migration

insure (underwrite)

Internet

interracial

jump-start (vt)

jump start (n)

landowner

late nineteenth century (n)

late-nineteenth-century (adj)

lavender scare

the Left, the Far Left, the left wing (see more below)

life force

life-form

lifeline

lifelong

lifestyle

like-minded (adj)

Listserv
long-standing (adj)
long-term (adj)
longtime
Los Angeles City Council, the city council
lowrider
lovemaking
manifest destiny or Manifest Destiny, if consistent
man-made, human-made (adj)
Mass (service)
Mexican Revolution, the revolution
micromanagement
midcentury
middle class (n)
middle-class (adj)
Middle Passage
midsixties (age)
mid-twentieth century (n)
mid-twentieth-century (adj)
the Midwest, midwestern, midwesterner
millwork
mind-set
mine worker
modern-day (adj)
monied or moneyed
monolingual
multifaceted
multigenerational
multilayered
multimedia
multinational
multipronged
multiracial
mythmakers
naive
naively
naïveté
nation building (n)
nation-state
natural-born (adj)
neoconfederate
neoconservative
neofascist
New Democrat
New-York Historical Society
nightclub

no-man's-land
nonadaptive
noncomparable
nondiachronic
nonfiction
nonindigenous
nonprofessional
nonprofit
nonquantitative
nonspecialist
nonunion
nonwhite
the Northeast
northeastern
northern, northerner
Northern, Northerner (in the Civil War context)
the Northwest
northwestern
officeholder
offshoot
offshore
offspring
online
onshore
open-ended
Orientalist
out-migration
nongovernmental
pace (prep)
panindigenous
Panopticon
pantribal
pathbreaking
peacebuilder
peacemaker
the Pentagon
photo-essay
place-name
plotline
point-blank (adj/adv)
policymaker
policymaking
pop art
Popular Front
postcolonial (adj)
post-emancipation

postindependence (adj)
postmodern
postmodernity
postnationalist
post-race
postracial
postslavery
postwar
precontact
predate
preemptively
preestablished
preexisting
preindustrial
premodern
prerevolutionary
pretest
Progressive Era
pro-choice
proindustrial
pro-life
promarket
pro-segregation
proslavery
pseudoscience
psycho-ideological
put-down (n)
quarterdeck
ragtag
real-life (adj)
rearrest
recenter
record keeper
re-create (to distinguish from recreate)
red-baiting
Red Power movement
red scare
reemerge
reenslave
re-sound (v.; sound again)
re-vision (n; new vision)
the Revolution
the Revolutionary War
revolutionary times
the Right, right-wingers, on the right, religious Right, radical Right
right-hand (adj)

rhythm and blues, R&B
rhythm-and-blues (adj)
roller coaster (n)
roller-coaster (adj)
rubber stamp (n)
rubber-stamped (v)
Rust Belt
sardinelike
sawmill
school board
schoolbook
schoolchildren
school grounds
schoolhouse
schoolmistress
schoolteacher
secretary of state, Secretary of State Powell
seedpod
second line (n, adj), second lining
Senate (U.S.)
setup (n)
shadowlands
shipbuilding
short circuit (n)
short-circuit (v)
shortsighted
shortsightedness
slaveholder
slaveholding (n/adj)
slave owner
smoke screen
smokestack
social Darwinism
sociocultural
socioeconomic
sociohistoric
sociolinguistic
sociopolitical
socio-technical
soul-searching
sound bite (n)
sound-bite (adj)
the South
South Los Angeles
southern
Southern (in Civil War contexts)

Southern California
the Southwest
southwestern
Speaker of the House
stand-alone (adj)
standoff
State (cap for the United States)
state building
State Department, the department
status loss (n)
stepping-stone
still life
stocktaking
storefront
storied or storeyed
story line
storytelling
straitjacket
subhumanity
subpart
sui generis
Sun Belt
superseded
tagline
take over (v)
takeover (n)
third world (n)
third-world (adj)
timeline
toward
T-shirt
transatlantic
trick or treat (n)
trick-or-treater
trick-or-treating
troublemaker
turn-of-the-century (adj)
turn of the century
unburiable
underwater (adj, adv)
under way (adv)
university-wide (adj)
up-to-date (adv/adj)
Vietnam War
viewpoint
vis-à-vis

voice-over
war on drugs
war on terror
weeklong
the West, western, westerner
West Coast
Western Hemisphere
white
whitewash
workday
working class (n)
working-class (adj)
World Wide Web, the Web, Web site
zoot suit
zoot-suiter (n)

Political left and right terms

the Left, the Right
left-wingers, right-wingers
members of the left wing, right wing
on the left, on the right
leftist
right-wing group
the radical Right
the Christian Right
the Far Left, Far Right
the religious Right
the political Left, political Right
left-leaning people
the academic Left
the New Right