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
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 countergovernment, 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-cha
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
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)
omoned 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
postsavory
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
reeslave
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