THE OHIO STATE UNIVERSITY PRESS
HOUSE STYLE GUIDE (v6, MARCH 2025)

Instructions

As of March 2025, OSU Press has updated to:
- *Chicago Manual of Style* (*CMS*), 18th edition (for text style and citation style)
- *Modern Language Association* (*MLA*) *Handbook,* 9th edition (for citation style only)

Please continue to refer to Merriam Webster's Collegiate Dictionary (*MW*), online edition, for guidance about spelling and hyphenation.

What we detail here in our House Style Guide are
(1) rules that counter the sources above or
(2) rules we want to highlight because they are common issues that come up in manuscripts or involve conventions we think are important.

Of course, we are willing to diverge from all styles when an author's own chosen style is **consistent, clear, and comprehensible** to readers.

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SECTION 1: DOCUMENTATION

A. Overview of Common Citation Styles

Given that we publish primarily in the humanities, the most fitting styles are the *CMS* Notes-Bibliography System and *MLA* style, but other styles are acceptable, such as the *CMS* Author-Date System and *APA* style. Please refer to those style manuals for more guidance.

Regardless of your citation style, in all source lists, <u>do not use dashes or underscores</u> to indicate subsequent works by the same author. **Repeating the name in full is a more accessible practice and aligns with current *CMS* recommendations.**

1) ***CMS* Notes-Bibliography System:** Use shortened citation form in the notes—even on first mention—accompanied by a full bibliography with all sources listed (as opposed to a select bibliography and full citation form in the notes). See *CMS* 13.18, 13.21–26, and 14.1–2 for a general overview.

   <u>Shortened citation in note, book</u>: 1. Gold, *Literary Theory,* 138.

   <u>Entry in Bibliography, book</u>: Gold, Craig. *Literary Theory*. The Ohio State University Press, 2012.

   Note that a city of publication is no longer recommended for most book sources.

   <u>Shortened citation in note, journal article</u>: 2. Clark, "Distaff Dream Deferred?," 497.

   <u>Entry in Bibliography, journal article</u>: Clark, Keith. "A Distaff Dream Deferred? Ann Petry and the Art of Subversion." *African American Review* 26, no. 3 (1992): 495–505.

   Note that month or season information is no longer listed if both volume and issue information is present. See CMS *14.70 for more details.*

   <u>Shortened citation in note, chapter in an edited volume</u>: 3. Rubin and Smethurst, "Ann Petry's 'New Mirror,'" 33.

   <u>Entry in Bibliography, chapter in an edited volume</u>: Rubin, Rachel, and James Smethurst. "Ann Petry's 'New Mirror.'" In *Revising the Blueprint: Ann Petry and the Literary Left,* edited by Alex Lubin. University of Mississippi Press, 2007.

2) **MLA:** Please note the following in particular:
   - For works by the same author, differentiate sources by adding a short version of the title—**not** the publication year.
   - For more than two authors, list the first author only followed by *et al.*
   - In the Works Cited, shorten *University* and *Press* to *U* and *P* when the publisher is a university press.

   Examples:
   <u>In-text citations</u>:

	(Chen)
w/ page #s	(Chen 23)
	(Chen 23, 27)
	(Chen 27; Mehta 112, 124)
w/ titles	(Chen, *Animacies*)
	(Chen, "Agitation" 54)

   <u>Discursive footnote</u>:

   For more on biopolitics and biopower, see Bordo; Chen, *Animacies* 32.

   <u>Entries in Works Cited</u>:

   Chen, Mel Y. "Agitation." *South Atlantic Quarterly,* vol. 117, no. 3, 2018, pp. 551–66.

   Chen, Mel Y. *Animacies: Biopolitics, Racial Mattering, and Queer Affect.* Duke UP, 2012.

   Mehta, Binita. "Visualizing Postcolonial Africa in *La Vie de Pahé.*" *Postcolonial Comics: Texts, Events, Identities,* edited by Binitia Mehta and Pia Mukherji, Routledge, 2015, pp. 111–28.

3) **Hybrids/Variations:**
   - A permissible variation in the *CMS* Notes-Bib System is an author's use of in-text, parenthetical citations for primary sources repeated throughout the work and then shortened citations in notes for secondary sources (plus, of course, a full bibliography). If this variation is used, an author must include a note that in-text citations for a certain work have been used throughout the

book (e.g., "Hereafter, citations to *Jane Eyre* will occur parenthetically in text"). See *CMS* 12.78 for examples.

- Many classics titles use a hybrid of *CMS* Notes-Bib and Author-Date—including the year in citations but placing those citations in notes. This is fine; consistency and comprehension are paramount.
- As stated above, for MLA style, use a shortened version of the title (not year) to differentiate works by the same author. Publication year is not an acceptable alternative to a shortened title in MLA because it appears near the end of the Works Cited entry. It is therefore not a reader-friendly way of citing.

Note on Online Sources:
- DOIs are preferred if available.
- An access date should be listed only when a publication date or last updated date is not available.
- For URLs, include the protocol https:// or http://. For DOIs, add the protocol https://doi.org if it is not already listed.

*Whichever style is selected, in the end-of-book bibliography, authors **should NOT format entries using tabs for indents**. Authors should use the hanging indent function or simply set all lines flush left, and we will format from there.*

B. In-Text Citations and Quotations

1) **Ibid:** For accessibility reasons, **do not use *ibid*. for a repeated citation.** List the shortened citation again.

2) **Changes to capitalization:** A capital letter can be used to start a quote with no bracket needed to indicate a change from the original. Likewise, a capital letter in the original can be changed to lowercase to start a quote (see *CMS* 12.18–20 for more on this specific rule and then *CMS* 12.7 for more on other permissible changes to quotes). The same applies to changes in initial capitalization following an ellipsis.

3) **To indicate deletion of a letter in a quotation,** enclose brackets around one nonbreaking space, like so: *At best, such ideologies perpetuate a history of diminishing the linguistic, rhetorical, and cultural output of minority groups; at worst, they "serve[ ] to justify racist and nativist biases under the cover of American patriotism."*

4) **Ellipses:** Ellipses at the beginning and end of a quote are not needed, per *CMS* 12.61. However, note exceptions for poetry and verse (*CMS* 12.66).

When ellipses are present, ensure correct use of **three dots vs. four** (in short, if the sentence to the left of the ellipsis ends anywhere inside the ellipsis, a fourth period is standard). For the use of **brackets** in distinguishing added vs. original ellipses, see *CMS* 12.67 (we assume unbracketed ellipses are the author's own and not original to the quoted text unless otherwise specified in a note). These rules are important for authors to understand and apply consistently, as editors cannot accurately apply them without consulting the original quoted text.

5) **Block quotations:** The first paragraph of a block quotation has an overall indent but not a first-line indent. Subsequent paragraphs have a first-line indent.

6) **Translations:** While Chicago style is preferred for treating translations in running text or block quotes, an author's preferred style is acceptable as long as it is clear, comprehensible, and consistent. We prefer that translations are styled in the least cumbersome manner possible.

C. Citation Managers

If citation management software was used (such as Zotero or EndNotes) the resulting embedded field codes must be removed. See *CMS* 13.13 for more information.

D. Crediting the Use of AI

See *CMS* 14.112 for suggestions on how to cite content generated by AI tools. Such uses can be cited in the main text or in a note but generally do not need to appear in a bibliography. Include the publisher/developer, tool, and prompt if relevant. Note whether (and how) the text was edited after generation. For example:

1. Text [or image] generated by ChatGPT-3.5, OpenAI, March 20, 2024, [url]. Response to ["prompt"], edited for [aim of editing].

SECTION 2: STYLE, USAGE, AND PUNCTUATION

A. Italics

1) **We prefer italics for words as words** rather than quotation marks, but it is permissible for an author to use double quotation marks (not single) to set off specialized terms if done consistently across the book.

2) **Italics should not be used for foreign words in common use** (e.g., oeuvre). A good test is whether the word is in *MW*; if so, no italics are needed. However, exceptions can be made per *CMS* 7.56, such that if a non-English word listed in the dictionary appears very near a non-English word *not* listed, both can be italicized.

Please note that **italics need not be used on non-English words at all if the author prefers.** Chicago's overall recommendation for scholarly works is to italicize non-English words on their first use and then to set them in roman thereafter.

3) **Commas and periods should be in italics when they follow an italicized word.** All other punctuation (semicolons, colons, quotation marks, brackets, etc.) should follow *CMS* 6.2–6—that is, they should follow the style of the main/surrounding text. Note exceptions such as italicizing the exclamation point in "the Beatles' *Help!*" because the punctuation is part of the song title.

4) **An initial "the" in periodical titles,** according to *CMS* 18 (8.172), is now capitalized and italicized as part of the title if it is included in the publication's own masthead or cover. Thus, in running text: *The New York Times, The Wall Street Journal, but* the *Los Angeles Times.*

5) Contra *CMS* 8.178, we prefer that **all series titles still be set in roman** (capped title case), regardless of whether the series name corresponds to a particular book in the series or the official/unofficial status of the series name vis-à-vis the publisher.

6) Regarding **italicized terms within titles,** two distinct scenarios recur: (1) italic titles within italic titles and (2) italicized terms such as boat names, species names, or non-English terms within italic titles. On the former, *CMS* advises setting internal italic titles in quotation marks, and on the latter, they now advise avoiding roman, or "reverse italic," such that all words are italicized. Examples:

   Becoming Pynchon: Genetic Narratology and "V" (italic quotation marks on the internal book title)

   On Black Bandes Dessinées and Transcolonial Power (forgoing reverse italic on *Bandes Dessinées*)

B. Spelling and Hyphenation

1) **Words with prefixes** such as *anti, co, inter, non, post, pre, pro, re,* and *semi* will be spelled solid and not hyphenated, unless doing so results in a misleading or confusing word (e.g., coauthor, *but* co-op). Please consult *CMS* 7.96, section 4.

2) **Compound words** will be hyphenated according to *CMS* 7.96, sections 1–3, and *MW*. Compound adjectives containing an *-ly* adverb will not be hyphenated (e.g., *highly developed area*). Note in particular the *CMS* 18 updates re: "then" (now hyphenated in "then-president Bush" and the like) and "mid" (close up or hyphenate according to the dictionary; if not listed, hyphenate).

3) **British spellings** and punctuation will be changed to US forms (except in quotations).

C. Inclusive Language

Many sources now offer guidance on using inclusive language. See, for example, "Guidelines on Inclusive Language and Images in Scholarly Communication" by the Coalition for Diversity & Inclusion in Scholarly Communications,[1] which recommends:

- using "people-first" language: emphasize individuals over attributes (e.g., "person with diabetes" rather than "a diabetic")[2]
- being cognizant of the way bias structures communication: ask what a given perspective assumes as a "default" and who might be excluded
- including identity details only when they are pertinent: in particular, be wary of the tendency to note such details only when referring to identity categories perceived as outside the "default." If identity details are germane to a discussion, aim to be as specific as possible (e.g., list an individual's specific age rather than describing them as "elderly")

1) Terms referring to sexual orientation or gender identity and expression are typically **lowercased.** An author's preference for terminology will be respected.

2) Likewise, we agree with Chicago that "a person's stated preference for a specific pronoun should be respected." Thus, we **allow use of *they, he, she, them, him,* or *her* for singular antecedents.** Do not use the more cumbersome *he/she, him/her, s/he.* When a gendered pronoun is to be used, it is best to go back and forth between the gendered pronouns.

3) **Geopolitics:** When referring to residents of the United States, use the more specific "US American" rather than "American." In the context of economics, as alternatives to "first world," "third world," and "developing country," consider using the nation's specific income designation by the World Bank.

4) **Race, Ethnicity, and Indigeneity**
   a. We prefer to capitalize *Black* when referring to race/ethnicity. In contrast, *white,* not generally regarded as an ethnic designation, should be lowercase unless an author has offered a rationale for capitalizing. *Brown* is also not typically considered an ethnic designation, but consider parallel treatment in scenarios such as "Black and Brown people." Ultimately, an author's well-

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[1] See also Conscious Style Guide and Radical Copyeditor for more guidance on inclusive language practices.

[2] Please note that the opposite approach ("identity-first") may also preferred (see *CMS* 5.261 for further discussion). For example, members of the Deaf and autistic communities often wish to emphasize their deafness or autism as central to their identity.

grounded preference for lowercasing or capitalizing such terms will be respected. Usage should be consistently applied either across a monograph or within chapters of an edited collection.

b. *Latino/as* is fine as a plural version of *Latino/a*. Note also that both *Latinx* and *Latine* are acceptable terms (author's preference should guide usage), with *Latinxs* and *Latines* being the plural forms.

c. We prefer to capitalize *Indigenous* and *Native* when these adjectives refer to groups of people.[3]

5) **Racial, sexual, or gendered slurs**—or slurs of any nature: It is our preference not to reproduce slurs in their full form. Where they are important to include, we ask they be elided. Depending on context, the use of internal asterisks paired with a final letter may clarify what the original term is. For example:

"n——" or "n——s"
"f****t," "f*g"
"J—" or "J*p"

One's positionality as author and the context of the use are both relevant factors, but please consider that the elision of hate speech, rather than compromising learning, often expands readers' and students' ability to engage with texts.

D. Capitalization

1) In a significant change to title case rules, ***CMS* now recommends capitalizing prepositions of five or more letters (8.160).** Thus, *A Tale of Two Cities,* but *The Wind Through the Keyhole.*

2) **References in the text to chapters, tables, and figures** should not be capitalized (e.g., as shown in figure 3.1; see chapter 2).

3) **Captions** for figures, illustrations, etc. should follow *CMS* 3.21 and 3.22 for syntax, punctuation, and capitalization. Regarding capitalization, use sentence case except for formal titles of works (which use title case).

4) **All words in a hyphenated compound in a title should be capitalized** (e.g., *Anti-Identitarian French Feminist Fictions*).

5) **When a full sentence (independent clause) follows a colon, capitalize the first word** (see *CMS* 6.65 and 6.67).

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[3] More regionally specific resources are available on the Conscious Style Guide website in the "First Nations / Indigenous / Native Peoples" section on the Ethnicity, Race + Nationality page.

6) **Titles in apposition** are now capitalized (see 8.22), as in "former P̲resident Carter." In combination with the rules on en dashes and hyphenation of "then," this rule may lead to constructions such as "then–Secretary of State Hillary Clinton."

7) Lowercase the second (genus) part of a binomial **species name** even if it is the last word in a title or subtitle (8.160). Species and genus names should be italicized, e.g. *Esox lucius* (8.121).

8) When **parentheses** appear at the start of words in title case scenarios, we prefer to capitalize the main word: (Re)Generation.

E. Footnotes/Endnotes

1) **Footnotes are our default notes system** for scholarly material (for accessibility reasons), so your notes will be changed to this system as needed.

2) **Notes should not be attached to chapter opening material** (chapter number, chapter title, or author name) **or captions.**

F. Abbreviations

1) **Abbreviations are okay in parentheses** (*e.g., i.e., etc., fig., chap.*) and in the notes but not in running text.

2) Note the following preferences regarding abbreviations and acronyms:

   ➢ **US** (all capitals, no periods—whether adjective or noun form). Please note that both *US* and *United States* are acceptable in noun form and that a given work can employ both interchangeably. The preferred possessive form is *United States'* (*CMS* 7.20).
   ➢ **BCE, CE, AD** (all capitals, no periods)
   ➢ **COVID-19** (*not* covid-19 or Covid-19)
   ➢ **a.m., p.m.** (lowercase, with periods)

G. Punctuation

1) **No comma is necessary after a short introductory phrase** (typically two words or less): "In 1971 I moved to Chicago." **Commas *should* appear after sentence adverbs or introductory dependent *clauses* of any length:** "Fortunately, we won"; "After Jill left, she drove home."

2) **We use the serial comma** in a series of three or more: "apples, oranges, and pears" (*not* "apples, oranges and pears").

3) **Commas should *not* appear between compound predicates** except in rare cases where a comma prevents confusion (see *CMS* 6.24): "He grabbed his keys and wallet but forgot where he was going" *but* "She remembered the student who answered the question, and smiled" (the comma clarifies that *she,* not the student, smiled).

4) **We prefer the use of double quotation marks** rather than single quotation marks most often found employed as British style.

5) **Possessives of singular nouns that end in *s*** should be formed by adding *'s* in all cases (*Xerxes's armies, Euripides's plays, Descartes's three dreams, Burroughs's lost notebook*).

6) **Epigraphs** do not require quotation marks.

7) **Slash marks (/)** require no space when separating single words (*and/or*) but do require a space on each side when separating lines of poetry in running text. Although *CMS* encourages the use of a space when the slash separates phrases with more than one word, exceptions can be made for the sake of parallel structure, as in this example: "That is also why Deborah Kamen and Sarah Levin-Richardson go to such trouble to disaggregate the binary oppositions of active/passive, dominant type/submissive type, masculine/feminine, and man/woman."

   Overall, be cautious with your use of slash marks, keeping in mind that most **screen readers will read the slash.** This may be desirable in some cases, as in the example above, but less so in others: *M/otherhood* will be read by the screen reader as *M slash otherhood*.

H. Other Common Style and Usage Issues

1) **When a numbered or alphabetized list occurs in running text,** ensure the number or letter is enclosed in parentheses and not just followed by one: "Two related questions need to be addressed, and those concern (1) the changing ontological status of previously impossible events and (2) differing cultural concepts of what is possible or realistic."

2) **We prefer that authors not refer to themselves in the third person.** Limited use of first-person pronouns is acceptable (*I, we, us,* etc.). Likewise, second-person pronouns can be used sparingly and when appropriate.

3) **Split infinitives are perfectly acceptable,** and even desirable in some sentences. It's also okay to end a sentence with a preposition.

4) **Contractions are permissible** when they fit the style of the writing.

5) **We use *that* for restrictive clauses and *which* for nonrestrictive clauses** set off (sometimes) by commas. However, we do allow *which* in restrictive clauses in some cases—for example, when the clause is widely separated from its noun, when the noun is itself preceded by *that,* or when there are too many *that*s in the sentence.

I. Special Note about Classics and Medieval Titles

1) **Note that many classics and medieval titles contain lemma/lemmata,** a quotation from a text (a word or phrase) that the commentator then explains. The best way to indicate the lemma is with underlining, given that italics will already be present in the manuscript to indicate words as words, emphasis, etc. However, feel free to use whatever style is deemed appropriate, as long as it makes clear the lemma and is consistent across the ms.

2) **We prefer "the *Canterbury Tales*"** and not "*The Canterbury Tales*."

3) Refer to *CMS* 14.142–52 for more on acceptable conventions for Greek, Latin, and medieval references.

J. Numbers

1) In most cases, **whole numbers zero through one hundred and their round multiples ending in *hundred, thousand,* or *hundred thousand* are spelled out** (e.g., four pears, sixty-three years, nine hundred words, *but* 107 articles, 42,655 votes). See *CMS* 9.2 and 9.4.

   In social science works with a lot of numbers and percentages, numerals can be used for numbers 10 and up and **%** is permissible in the text. Whatever the rule being followed, numbers referring to the same category of things should be treated alike in the same immediate context.

2) Always **use numerals for percentages** (82 percent) except at the beginning of a sentence.

3) Note that *CMS* 18 calls for **greater flexibility on the use of numerals overall,** allowing a numeral year to begin a sentence, though recasting is still preferred (see 9.5), and allowing numerals for centuries, ages, and editions if these units occur

frequently (see 9.7). Ordinals may now be used in dates of the type "the 5th of June" and "the 5th" (see 9.33), but when a month precedes the numeral, cardinal numbers are still preferred (June 5, *not* June 5th).

4) **Month/day/year (January 12, 1986) is the preferred style for dates,** and inconsistent usage should be changed to this form. But, if an author has consistently used day/month/year format (12 January 1986), that is acceptable.

5) **While *CMS* style is preferred for inclusive numbers,** we do **not** apply this rule for display matter such as titles and subtitles: *Advertising to Women: 1921–1999*. In MLA works, follow *CMS* style for inclusive numbers given how inclusive ranges always appear in the index and may appear in running text.

6) **Commas will be used in numbers of four or more digits** (e.g., 1,200), except for addresses, page numbers, and years.

7) **We use roman numerals only for the preliminary pages** of a book (not for vol. nos.). Inclusive roman numerals are given in full.

SOME ADDITIONAL NOTES

- *not only* . . . [no ,] *but also*
- *cf*. for "compare" only, not "see"
- *but* or *and* can start a sentence, in moderation
- *none* does not have to take a singular verb (e.g., "none of the books were interesting" is fine)
- use *first, second,* etc., not *firstly, secondly* . . .
- a book *comprises* its chapters, not vice versa
- *whose* can be used for inanimate things
- in comparisons such as *cars like Hondas,* it is not necessary to replace *like* with *such as* (unless the meaning is unclear)
- only one set of em dashes per sentence
- we prefer to spell "healthcare" as one word, though it is listed as two in *MW*
- when citing Patricia Hill Collins by last name, use *Hill Collins* (not *Collins*), per the Library of Congress