



THE OHIO STATE UNIVERSITY PRESS  
**HOUSE STYLE (V4, March 2018)**

As of March 1, 2018, OSU Press has updated to:

- *Chicago Manual of Style (CMS)*, 17<sup>th</sup> edition (for text style and citation style).
- *Modern Language Association (MLA) Handbook*, 8<sup>th</sup> 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** are (1) rules that counter the sources above or (2) rules and guidelines that are especially important to use from the sources above. **Of course, we are always willing to diverge from all styles when an author's own chosen style is consistent, clear, and comprehensible to readers.**

## SECTION 1: DOCUMENTATION

### A. Overview of Common Documentation 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.

- 1) ***CMS* Notes-Bib System:** If you are using the *CMS* Notes-Bib System, you must use shortened citation form in the notes accompanied by a full bibliography with all sources listed (as opposed to a select bibliography and full citation form in the notes). See *CMS* 14.2, 14.19, and 14.23 for a general overview.

Shortened note citation: 1. Gold, *Literary Theory*, 138.

Entry in bibliography: Gold, Craig. *Literary Theory*. Columbus: The Ohio State University Press, 2012.

- 2) ***MLA*:** Note these important updates from the 8<sup>th</sup> edition, which we prefer:
  - For three or more authors, list the first author only followed by *et al.*
  - City of publication is no longer required except in special situations.
  - Issues of scholarly journals now identify volume and number—as in “vol. 64, no. 1” rather than the previous “64.1.”
  - Do not use angle brackets around the URL. It is also optional to provide the date the online source was accessed.
  - Medium of publication is no longer stated, except when needed for clarity.
  - You can omit placeholders for unknown information, such as:

No date:	n.d.
No publisher/source:	n.p.
No pages:	n. pag.

3) **Hybrids/Variations:**

- A permissible variation in the *CMS* Notes-Bib System (not covered by *CMS*) 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). But note that 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.")
- 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.

*Whichever style is selected, in the end-of-book bibliography, authors **should NOT place tabs**. Authors should use the hanging indent function or just set block style, and we will format from there.*

B. OSU Press Style Preferences for In-Text Citations and Quotations

- 1) **Ibid:** Per the recent edition of *CMS*, use of *ibid.* is now discouraged in favor of repeating the shortened citation.
- 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* 13.18–20 for more on this specific rule and then *CMS* 13.7 for more on other permissible changes to quotes).
- 3) **To indicate deletion of a letter in quote,** 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* 13.52. However, note exceptions for poetry and verse (*CMS* 13.57). When ellipses are present, ensure correct use of three dots vs. four.
- 5) **Block quotations:** The first paragraph of a block quotation is set flush left (not indented). Subsequent paragraphs will be indented.
- 6) **Translations:** While Chicago 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 as 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* 14.5 for more information.

## 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 will not be used for foreign words** now in common use (e.g., *ibid.*, *oeuvre*). A good test is whether the word is in *MW*; if so, no italics are needed.
- 3) **We set italic punctuation** after a word in italics for commas and periods but NOT for colons, semicolons, question marks, and exclamation points. For exceptions, see *CMS* 6.2 and 6.5 (e.g., italicize the exclamation point in “the Beatles’ *Help!*” because it is part of the title).
- 4) **The initial “the” in periodical titles** should be lowercased and not italicized: the *New York Times*, the *Wall Street Journal*, etc.

### B. Spelling, Prefixes, Compounds

- 1) **Words with prefixes** such as *non*, *pro*, *pre*, *post*, *re*, *anti*, *inter*, and *in* will be spelled solid and not hyphenated, unless doing so results in a misleading or confusing word. Please consult *CMS* 7.89, Section 4 (pp. 455–57).
- 2) **Compound words** will be hyphenated according to *CMS* 7.89, Sections 1–3 (pp. 445–55), and *MW*. Compound adjectives containing an *-ly* adverb will not be hyphenated (e.g., *highly developed area*).
- 3) **British spellings** and punctuation will be changed to American (except in quotations).

### C. Cultural Sensitivity with Terms and Pronouns

- 1) Terms referring to sexual orientation or gender identity and expression are **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, **allow use of *they*, *he*, *she*, *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) While Chicago style is preferred for ***black*** and ***white*** when referring to ethnicity, an author’s preference to capitalize either term will be respected. Usage should be consistently applied either across a monograph or within chapters of an edited collection.
- 4) ***Latino/as*** is fine as a plural version of *Latino/a*. Note also that ***Latinx*** is an acceptable

term (author's preference should guide usage), with *Latinxs* being the proper plural form.

#### D. Capitalization

- 1) Note that *internet* is now lowercased and *email* is no longer hyphenated.
- 2) **References in the text to chapters, tables, and figures** will 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 style except for formal titles of works (which use headline style).
- 4) **When a full sentence (independent clause) follows a colon, capitalize the first word** (contrary to *CMS* 6.61 and 6.63—but again, author's consistent style on this issue is acceptable).
- 5) Contrary to *CMS* 8.161, **all words in a hyphenated compound in a title should be capitalized**, (e.g., *Anti-Identitarian French Feminist Fictions*).

#### E. Footnotes/Endnotes

- 1) **We prefer footnotes over endnotes in scholarly material**, but endnotes are allowed if that is the author's preference (and, in fact, desired in trade projects).
- 2) Notes should **not be attached to chapter opening material** (chapter number, chapter title, or author name). When a note is attached to chapter opening material, it must be attached to the same part of that opening material across the entire book.

#### 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 that we now follow Chicago style for treatment of the following abbreviations:
  - **US** (all capitals, no periods—whether adjective or noun form)
  - **BCE, CE, AD** (all capitals, no periods)
  - **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.”
- 2) **We use the serial comma** in a series of three or more: “apples, oranges, and pears” (*not*

“apples, oranges and pears”).

- 3) **We prefer the use of double quotation marks** rather than single quotations marks most often found employed as British style.
- 4) **Possessives of words that end in s** should be formed by adding 's in almost all cases (*Xerxes's armies, Euripides's plays, Descartes's three dreams, Burroughs's lost notebook*)—though we are willing to make exceptions to this in TRADE projects and when an author's usage is consistent.
- 5) **Epigraphs** do not require quotation marks.
- 6) **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, insertive/receptive, dominant type/submissive type, superordinate/subordinate, masculine/feminine, and man/woman.”

#### H. Other Common Style and Usage Issues

- 1) **When a numbered or alphabetized list occurs in running text**, ensure the number 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 *thats* 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 the author has deemed appropriate, as long as you think 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* 14.242–14.252 for more on acceptable conventions for Greek and Latin references.

## J. Numbers

- 1) **In most cases, numbers less than 100 will be spelled out.** In social science works where there are a lot of numbers and percentages, numbers under 10 can be spelled out 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 context.
- 2) Always **use numerals for percentages** (82 percent), unless it comes at the beginning of a sentence.
- 3) **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.
- 4) **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: 1900–1999*.
- 5) **Commas will be used in numbers of four or more digits** (e.g., 1,200), except for addresses, page numbers, and years.
- 6) **We use roman numerals only for the preliminary pages** of a book (not for vol. nos.). Inclusive roman numerals are given in full.

## **ADDITIONAL NOTES**

- quotation marks will be deleted around *so-called*
- *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