University of North Carolina Press Style Guide

The press primarily uses two references:

- *The Chicago Manual of Style*, 18th ed., for matters of style, punctuation, and hyphenation of compounds

- *Merriam-Webster's Collegiate Dictionary*, online edition, for spelling, capitalization, and use of italics for non-English terms

This guide emphasizes some issues that frequently arise in press titles and, where *Chicago* offers multiple options, lists the press's preference.

The guidelines in this style guide supersede the guidelines in *CMoS* and *M-W*. Title-specific guidelines, as provided by the project editor, supersede all other guidelines, including those in this guide. However, the author's preferences should always be taken into account. Please consult with your project editor before making significant global changes, and as long as the author is consistent, prioritize preserving the author's style.

If *CMoS* and *M-W* differ, follow *CMoS*. For example, *CMoS* lists "a.k.a." as the abbreviation for "also known as," while *M-W* lists "aka." In this case, follow *CMoS* and use "a.k.a."

A. General

- Language should be gender neutral and bias free. See *CMoS* 5.255–5.266.
- The singular "they" is acceptable both for a person of unspecified gender and when an individual prefers the pronoun "they" as a matter of identity. See *CMoS* 5.266.
- Do not allow page-specific cross-references to other pages in the book (e.g., see page 000, above); ask the author to replace them with more general references, such as "see chapter 2."
- Follow the author's lead on literary/historical present tense, but stay regionally consistent.
- When referring to a person, use "who," not "that": Sheila is the one who stayed (*not* Sheila is the one that stayed)
- Italicize online media that is analogous to print media, whether or not a print version exists. For example: *Slate*, *New York Times*. However, websites that are not analogous to print media are roman: Goodreads, Instagram.
- Words used as words should be enclosed in quotation marks.

B. Punctuation

- Use the serial comma.
- Any punctuation immediately following an italic word or phrase should be roman. (However, punctuation that is part of the italic word or phrase should also be italic: the album *Help!*)
- When a well-known open compound noun is used as an adjective before a noun, generally do not hyphenate unless misreading is possible: e.g., young adult literature; law school classmates; *but* small-business owners
- When "then" is used as an adjective in the sense of "former," use a hyphen between "then" and the noun: the country's then-chairman
- No need for commas with a nonrestrictive appositive referring to a spouse: his wife Iola. However, feel free to follow the author.

C. Spelling

- When *M-W* gives multiple spellings, use the first one listed (the main entry).
- When a non-English term is used repeatedly, generally italicize only its first appearance. However, if the appearances are far apart in the ms or the term is used only a few times, it may be italicized throughout.

D. Capitalization

- Use small caps for all-cap words, phrases, and sentences in quotations.
- Use title case for all headings (even if the heading is a quote from the text).
- Use sentence-style capitalization for all captions and table titles.
- Capitalize "Black," referring to race, but lowercase "white." If the author is consistent in an alternative usage, check with the project editor.
- As *CMoS* 8.115 notes, some names of battles and campaigns are traditionally capitalized while others are not. To simplify this guideline, if the author has consistently made the names of battles capitalized or lowercase, follow the author. If the treatment is inconsistent, query the author about which is preferred.

E. Names, Titles, and Terms

- In general, omit the hyphen in compound nationalities: African American. However, if the author uses a hyphen consistently, query before changing. See *CMoS* 8.39.
- *Plural forms of Native American groups*: See *CMoS* 7.10.
- *Military titles*: When these are used as part of names, abbreviate with full name (Lt. Gen. Henry Chicheley) and spell out with last name only (Lieutenant General Chicheley). Titles with no common and popularly understood abbreviation (e.g., general-in-chief, postmaster general) are always spelled out. When not used as part of a name, ranks are lowercased (the general).

- Contrary to *CMoS* 18th ed., when newspapers and other periodicals are mentioned in text, an initial *the*, even if part of the title on the masthead, is lowercased (unless it begins a sentence) and not italicized.

F. Quotations

- If the chapter title contains a quotation, omit the quotation marks in both the table of contents and chapter opener.
- Do not use Word's ellipsis character. Instead, use this format for an ellipsis: space + period + nonbreaking space + period + nonbreaking space + period + space. (The keyboard shortcut for a nonbreaking space is ctrl+shift+spacebar.)
- Do not use ellipses at the beginning or end of quoted material.
- Do not use brackets to indicate a change in capitalization at the beginning of a quotation.

G. Abbreviations

- In notes and bibliography, our preference is to use postal codes for states: AL; CT (*not* Ala.; Conn.); Washington, DC (*not* Washington, D.C.). Spell out state names in running text.
- Use the following styles for these abbreviations: US, DC, BP, BCE, CE, AD, a.m., p.m.
- Be flexible in the use of abbreviations and spelled-out versions (see *CMoS* 10.3). Generally spell out acronyms and initialisms at first appearance in each chapter and include the acronym in parentheses. Thereafter in the same chapter, it's okay to use the acronym and spelled-out version interchangeably. However, if there's a list of abbreviations/initialisms in the front matter, spell out the acronym only at first appearance in the book; do not spell it out in later chapters.
- It may also be desirable to spell out a term at first appearance and use the abbreviation later, without putting it in parentheses first.
- The above guideline notwithstanding, if the abbreviation is better known than the full name, the abbreviation may be given first, followed by the spelled-out version: "The benefits of ERISA (Employee Retirement Income Security Act) are familiar to many."
- Some abbreviations may be used without being spelled out: ATM, DIY, DNA, etc. See *CMoS* 10.3.

H. Numbers and dates

- Use numerals for monetary amounts over one hundred dollars and amounts that include cents: $7.37; $4 billion; $150; *but* five dollars; seventy-eight dollars.
- Spell out most ordinal numbers and fractions: in fourth place, one-third of the students, three-sixteenths of an inch. If a fraction is to appear as a numeral (e.g., in a quote), make sure the fraction is formatted: ½ rather than 1/2. Unicodes are available for most

fractions. For nonstandard fractions, use a double slash: 1//16. Always make a note on the style sheet or the list of styles when there are nonstandard fractions in the manuscript.

- Compound fractions should appear as numerals: 2¼.
- *Percentages:* In running text, use numerals and spell out "percent" in text: 45 percent. In tables, boxes, and charts, the percent symbol may be used.
- Spell out most numbers in dialogue, even if they would otherwise be numerals: ninety-five percent. (Exceptions: Years and phone numbers should not be spelled out in dialogue.)
- Often the names of historical figures are followed by birth and death dates: Ulysses S. Grant (1822–85). If the person is still living, use this format: Bill Clinton (b. 1946).
- For inclusive number and date ranges, including page numbers, the numbers are elided per *CMoS* 9.61: 52–58; 87–110; 100–104; 1100–1113; 101–8; 808–33; 1103–4; 321–28; 1496–1500; etc.
- Inclusive years should always be abbreviated (including birth/death year range). When the century changes, however, or when the sequence is BCE, BC, or BP (diminishing numbers), all digits must be presented.

I. Documentation

- In general, place note numbers (superscripts) at the end of a sentence rather than the end of a clause. Use a semicolon to separate multiple citations within a single note.
- For online sources, access dates are required only if (a) the date of publication or revision cannot be determined from the source or (b) the source no longer exists. If the author has consistently not used access dates, in the case of (b), add "no longer available" to the citation. However, if the author consistently included access dates, do not delete them.
- If a URL begins with "www," omit "http://"
- Use a shortened citation instead of "ibid." Titles or shortened titles must always be included.
- If a full bibliography is included and contains all sources cited, shortened citations should be used in all notes, even at the first appearance of the source. (Newspaper and magazine articles, archival sources, and webpages without a named author are exceptions; these should be cited in full in the notes and omitted from the bibliography. The bibliography should, however, contain a list of archives/collections and a list of newspapers and magazines.)
- Shorten titles of works in shortened citations only if they are more than four words. Do not add words to shortened titles unless there's the potential for confusion with other cited works. See *CMoS* 13.36.
- If the bibliography does not provide a complete list of cited works, or there is no bibliography, then the first citation of a work in each chapter should be a full citation. Shortened citations may be used thereafter in that same chapter. See *CMoS* 13.33–13.36 on the format of shortened citations.

J. Word List

Black (referring to race)

Eastern North Carolina

fundraising

mindset

Northern; Northerner (all US cultural contexts, not just Civil War)

policymakers

Southern; Southerner (all US cultural contexts, not just Civil War)

underway

Western North Carolina

white (referring to race)

Civil War books style sheet

<u>Documentation</u>
Citations in notes give author's family name and title of work (but not subtitle) as well as any relevant page numbers. For works that have citations in the bibliography, full publication facts are not repeated in the notes. Newspaper articles are cited in the notes only.

Bibliographic entries:

U.S. War Department. *The War of the Rebellion: A Compilation of the Official Records of the Union and Confederate Armies*. 128 vols. Washington, D.C.: Government Printing Office, 1880–1901 (hereafter *OR*). *OR* citations take the following form: *OR*, series number, volume number (part number, if applicable): page number, thus:

OR, ser. 1, 11(2):934–38; *OR*, 33:1297–98

<u>Numbers and Dates</u>
Spell out one to ninety-nine, use numerals for 100 and above, but all numerals used when
        numbers in both categories are used comparatively in the same paragraph. Similar
        principles apply to ordinal numbers.
Twenty-Fifth Corps, Sixty-Second U.S. Colored Infantry

<u>Spelling and Terms</u>

Plural form for Native American group names: Use first-listed form in *Webster's* online.

Union and Confederate Military Unit Nomenclature

Battalion:
Capitalized when it is a part of the name of a unit, i.e. Second Georgia Battalion or Fourth U.S. Battalion.

Battery, brigade, division:
The Confederates and the Federals used a different nomenclature to identify units. The Confederates named batteries, brigades, divisions, and corps after the man who officially commanded the unit, whether he actually commanded it or not. The Federals used numbers to designate the official names of units. Thus, for a Confederate brigade officially and actually led by the same man, the unit would be called Greene's Brigade. The official Federal designation of a brigade would be, for example, Third Brigade, First Division, Fifth Corps. If Colonel Greene led that Federal brigade, it would be referred to as Greene's brigade; again, if Greene was a Confederate it would be Greene's Brigade. In some cases, Confederate units retained the name of their official commander, even after that man was absent and someone else actually commanded it. Thus, if Confederate Colonel Greene's Brigade was actually led by Colonel Smith, due to Greene's absence, the unit could be called Greene's Brigade or Smith's brigade.

Military titles:
When these are used as part of names, abbreviate with full name (Gen. Ulysses S. Grant) and spell out with last name only (General Grant). Titles with no common and popularly understood abbreviation (e.g., general-in-chief, postmaster general) are always spelled out. When not used as part of a name, ranks are lowercased (the general).

> *Abbreviations (generally follow traditional form in* Chicago Manual of Style*, 10.15)*:
> Adj. (Adjutant)
> Adj. Gen. (Adjutant General)
> Adm. (Admiral)
> Brig. Gen. (Brigadier General)
> Capt. (Captain)
> Cdr. (Commander)
> Col. (Colonel)
> Cpl. (Corporal)
> 1st Lt. (First Lieutenant)
> Gen. (General)
> Lt. (Lieutenant)
> Maj. (Major)
> Pvt. (Private)
> 2nd Lt. (Second Lieutenant)
> Sgt. (Sergeant)

Note: Abbreviations should not be used for Judge Advocate General or civil titles (e.g., no "Pres.," "Sen.," "Gov.")

Names and terms (which may or may not come up in the book you're working on)

100-day men
amid (not amidst)
Army of Tennessee (Confederate), Army of the Tennessee (Union)
battalion (see above)
battery (see above)
Blacks & Whites
blueclad
brigade (see above)
bushwhackers (generic term for irregular guerrillas on either side)
California Column
cannon (pl. and sing.)
cease-fire (n.)
Coehorn mortar
common council
Confederate army
Cotton Kingdom
cottonclad (spelled closed, like *ironclad*)

court-martial
customhouse but U.S. Custom House
demi-brigade, demi-division
Department of Arkansas, the department
Departments of the South and the Gulf
District of Eastern Arkansas, the district
division (see above)
the East (n., region of the United States), to travel east (adv.)
eastern theater
Emperor Maximilian
Federal (as opposed to Confederate): Federal soldiers, Federals, Federal forces, etc.*but* federal
      government
fiancée
First District of Columbia Cavalry
Five Civilized Tribes (Cherokee, Chickasaw, Choctaw, Creek, and Seminole)
Gaines' Mill
general-in-chief
Grant, Ulysses S.
grapeshot
grayclad
guerrilla
Gulf Coast
gunboat
gunboat
Harpers Ferry
Indian Territory
Jayhawkers (Kansas antislavery guerrillas), jayhawking (plundering)
Lower South (capitalized like Deep South)
matériel
no-man's-land
noncombatant, nonrepresentative
the North (n., region of the United States), to travel north (adv.)
Northern(er)
Overland Campaign
Petersburg-Richmond theater
Plains Indians
pre-sited
proslavery, prosecession, pro-Union, pro-Confederate
pump-boat
Radical Republicans
Reams' Station
Reams' Station
rear guard (n.), rear-guard (adj.)
rear-area (adj.)
rear-echelon (adj.)
Rebel (as opposed to Yankee)

re-form (form again), reform (amend)
Richmond Howitzers
riverbank
Rives' Salient
scorched-earth policy
Second Offensive
Second U.S. Colored Cavalry
second-in-command
Sharps rifles, carbines
the South (n., region of the United States), to travel south (adv.), Southern(er)
South Side Railroad
Southside, Virginia
stand (pl. and sing.) of colors, small arms, etc.
tête de pont
the North; Northern(er)
tinclad (spelled closed, like *ironclad*)
towboat
Trail of Tears
trans-Mississippi *but* Trans-Mississippi Department, Army of the Trans-Mississippi
trans-Mississippi theater
twenty-pounder Napoleon howitzer
twenty-pounder Parrott rifle
underway (adv. and adj.)
Union army
United States (n.), US (adj.)
upon: avoid "upon" (use "on" instead); except in cases like "upon Hancock's return" or "upon
        learning of the assault plans"
upriver (adv., adj.)
US Colored Troops (USCT)
US Military Academy
US Senate
War Department
-ward (toward, forward, backward, onward, etc.)
the West (n., region of the United States), to travel west (adv.), western, westerner
western theater
wing: Left Wing, Right Wing, Center Wing