

### **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