Rice Historical Review
Style Guide
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The RHR style guide was implemented to streamline the copy editing process for each accepted academic article for the year. The collective editorial board’s goals regarding copyediting are to clarify the scope of each article, standardize formatting (particularly citations) throughout the journal, and adhere to academic standards. Exceptions to this vision are considered on a case-by-case basis, such as regarding pronoun use or personal stylistic author choices. Many of these guidelines were adopted from the American Studies Journal, the Chicago Style Manual, and the Purdue Online Writing Lab (OWL), which has information on Chicago style. Citations of these sources are informally referred to using parenthetical citations, but are fairly straightforward to find using the source links on the last page of this guide.

Copy editors should use track changes and keep these accessible for the author. When in doubt, please consult the Chicago Style Manual for general historical formatting and copy editing conventions. The RHR defaults to these standards for any and all rules not explicitly outlined.

This guide was developed primarily by Ephraim Griffith in 2015-16 and reformatted by the 2017 Director of Copyediting, Abigail Panitz. The majority of the changes to the original document were developed and approved by the Editorial Board.
Basics

1. Spelling and word choice
   a. for foreign languages, we need to romanize words…
      i. pick a guide to follow for the entire article--here is a useful example for Japanese as provided by a highly reputable source, the Library of Congress: [https://www.loc.gov/catdir/cpso/romanization/japanese.pdf](https://www.loc.gov/catdir/cpso/romanization/japanese.pdf)
      ii. Use the same guide to romanize words from the same language across the journal (as an example, if we have multiple articles that use Chinese words ensure the guide used is the same for those articles).
   b. follow American spelling conventions for romanization and English vs American words (e.g. gray, not grey)
   c. word choice in general should be scholarly. Define any technical or specialized academic jargon being used.

2. Capitalization
   a. check Chicago Style or dictionary if CSJ does not show whether word/phrase is capitalized
   b. when in doubt, don’t capitalize
   c. capitalization, bold, italics, underline
      i. bold: title of article, section headings, etc.
   d. countries, cities, etc. are capitalized
   e. academic disciplines are not capitalized. Actual course names are capitalized. (the history major vs. Modern Southern History)
   f. Academic disciplines are not capitalized, but proper names remain proper names e.g., political science, European history, Middle East studies, Arabic literature" (ASJ)
   g. Titles of persons will be capitalized: e.g., Cardinal O’Connor, General Eisenhower, Ambassador Ross 2
h. Titles in apposition to a name are in lowercase: e.g., the Israeli prime minister, Yitzhak Rabin; the French president, François Mitterrand; the foreign minister of Syria
   i. Be aware of capitalizing proper titles vs improper nouns: “President Barack Obama” vs. “the president of our country, Barack Obama,...”
   i. Watch out for proper nouns. Capitalize “the Declaration of Principles,” but refer to “the declaration.” Capitalize “the Palestine National Charter,” but refer to “the charter.” Capitalize “the Stafford Commission,” but refer to “the commission.” Capitalize “Georgetown University,” but refer to “the university.” NOTE: The only exception to this rule is the Constitution of the United States. It is always referred to as “the Constitution.”
   j. Names of buildings and historically significant sites are capitalized (e.g. the Sistine Chapel).
   k. Chapters and numbers should not be capitalized: “In chapter four...” is correct; “In Chapter Four...” is incorrect. “Part one” is correct, “Part One” is incorrect.

3. Acronyms and Abbreviations (ASJ)
   a. Do not use an acronym without first defining it: He joined the Palestine Liberation Organization (PLO) when he was twenty-five. He joined the PLO when he was twenty-five. Make sure you watch out for this, because an acronym that may seem obvious to you (like the U.S.S.R.) still needs definition.
   b. Avoid incorrect usage of i.e. and e.g. (“i.e.,” id est, means “that is to say”; “e.g.,” exempli gratia, means “for example.”)] Look up other similar phrases when in doubt.

4. Dates
   a. Formatted using month, day, year order. Use American style dating.
b. Spell out centuries. “nineteenth century” and not “19th century” or “19th C”
c. BCE is used instead of BC
d. Apostrophes: decades do not have an apostrophe; in general, watch for correct apostrophe usage for possession, and remember that contractions are not as academic/encouraged as writing out the complete phrase

5. Ellipses (taken from ASJ)

Ellipses are three dots used to indicate that part of a quotation is missing. Each ellipsis point is separated by one space.

a. If the missing text is at the beginning of a sentence, use three ellipsis points and capitalize the first word.
   i. e.g., “. . . There was a crotchety old Arabic professor.”

b. If the missing text is in the middle of the quotation, use three ellipsis points.
   i. e.g., “Once upon a time . . . there was a crotchety old Arabic professor.”

c. If the missing text is at the end of the sentence, use FOUR ellipsis points.
   i. e.g., “Once upon a time, there was a crotchety old Arabic professor . . . . . . .”

d. If the missing text consists of the omission of one or more paragraphs, use four ellipsis points at the end of the paragraph preceding the omitted part. (If that paragraph ends with an incomplete sentence, only three points are used.) If the first part of a paragraph is omitted within a quotation, a paragraph indentation and three ellipsis points appear before the first quoted word.
   i. He joined the Palestine Liberation Organization (PLO) when he was twenty-five. He joined the PLO when he was twenty-five. He joined the PLO when he was twenty-five. He joined the PLO when he was twenty-five . . . . . . . He joined the PLO when he was twenty-five. He joined the PLO when
he was twenty-five. He joined the PLO when he was twenty-five. He joined the PLO when he was twenty-five.

6. Numbers (when not related to dates)
   a. do not need to be spelled out above ten
   b. spell out any number that starts a sentence
   c. for fractions, write it out
   d. chapter four: spell it out
Punctuation

7. Comma usage
   i. one space after comma is standard
   ii. The oxford comma is an *encouraged* stylistic tool
   iii. Other uses of the comma for breaking sentence structure include setting off items in a list, emphasizing, paired descriptions (e.g. Houston, Texas), adding etc. or et. al., using transitional adverbs, setting off appositives, etc.

1. Know the difference between when to use a semicolon and comma depending on the type of transition
   a. coordinating conjunctions For, And, Nor, But, Or, Yet, So take commas
   b. A semicolon is needed to join independent clauses into one sentence
   c. However, therefore, and indeed require semicolons whenever they are used to link clauses; they can be used with a semicolon accompanied by a comma, but not with a comma alone

2. The phrase “not only…, but also” needs a comma to work.
   Other examples of phrases and their accompanying complex rules are available in the Chicago Style Guide.

8. Quotes (Source: IJMES)
   i. [Gandhi stated, "Poverty is the worst form of violence."
   ii. Gandhi stated that "poverty is the worst form of violence."
   iii. Gandhi linked forms of oppression: "Poverty is the worst form of violence."
   iv. These are the three major punctuation types used with quotations--others are frowned upon.
9. colon and semicolon (ASJ)
   i.  “one space after semicolon
   ii. Colons and semicolons should appear outside quotation marks or parentheses unless they are part of the quoted material.
   iii. Do not capitalize text after a semicolon.”

10. Periods
    i. one space after period
    ii. Use periods for U.S. or U.K. or U.S.S.R., but omit them for organizations such as the UN.
        1. basically, any other acronym does not (e.g. political parties, international places, etc) need a period. ONLY countries get periods.
    iii. “Within quotes, a period should precede the end quote unless it changes the meaning of the quote” (ASJ); i.e., periods should be placed inside a quotation if it ends a sentence, unless there is another form of end punctuation (like a question mark) already there.

11. Quotation marks
    a. Double quotation marks (“”) are the standard punctuation.
    b. For a quote within a quote, the internal citation (dialogue, internally quoted fragment, etc.) is framed by one quotation marks (‘within the quote’), and the outside quote is still framed by double marks.
    c. Block quotes are not framed by quotation marks. Any quote longer than five lines of text should be blocked (Source: Purdue OWL) by indenting each line .5 in. One blank line of spacing goes before and after each block quote. [Single spaced]

12. Em dashes (ASJ)
a. Use “em” dashes in sentences when the author is setting off text. e.g., Philip Khoury—the noted historian from Harvard—does not subscribe to post-structuralist thought.

b. Make sure that these are merged/formatted by the Google Docs/Word processor in use if possible, rather than looking like two hyphens put together
Document Formatting

Note: these may change in the typesetting phase, but should be kept up during earlier copyediting

13. Headings, if used by the author, should be descriptive rather than basic “Introduction,” “Conclusion,” etc.

   a. The following are acceptable methods of formatting headings according to the Purdue OWL (these requirements are pre-typesetting stage):

   **Centered, Boldface or Italic Type,**
   **Headline-style Capitalization**

   **Centered, Regular Type, Headline-style Capitalization**

   **Flush Left, Boldface or Italic Type,**
   **Headline-style Capitalization**

   **Flush left, roman type, sentence-style capitalization**

   **Run in at beginning of paragraph (no blank line after), boldface or italic type, sentence-style capitalization, terminal period.**

As listed above, these guidelines discern between the standard for capitalizing headlines and the typical sentence-style guidelines (capitalizing proper nouns and first word of each sentence only, etc.)

14. As of the 2018 RHR edition, the editorial board has decided to uniformly use endnotes rather than footnotes.

   i. Notes follow the Chicago notes formatting.

Here is an example of formatting derived from the Purdue OWL website:

1. Contributors’ Names, “Title of Resource,” List the OWL as Publishing Organization/Web Site Name in Italics, last date source was edited, [http://owl.english.purdue.edu/owl/resource/717/13/](http://owl.english.purdue.edu/owl/resource/717/13/).
15. Non-paragraph document elements, such as tables and graphs, should be positioned after the paragraph that directly refers to the element. For sake of clarity, the table/graph/figure should include a number for identification purposes (e.g. Table 1), and a short description, both of which go to the left below the element. Discussion within the paper of the table/graph/figure should refer back to the element using its concise label, (e.g., in Table 1, the data suggests...).

16. Citations (Source: Purdue OWL)

   a. Any arguments that are not the author’s own work must either be directly quoted (using quotations) or paraphrased, with a noted citation (endnote or footnote) corresponding to the source from which the information was found.
      i. If the author of the essay adds italics to the direct quote, s/he must indicate that with brackets after the quote e.g. [emphasis mine]
      ii. Any outdated or misspelled words, and/or situations of incorrect grammar within direct quotes should be indicated with the Latin phrase [sic] within the quotes, inserted directly after the phrase in question

   b. The Bibliography section must include all sources consulted, not just cited. Bibliography follows standard Chicago Academic formatting--consult the Manual of Style for in-depth guidelines for each source type.
      i. The Bibliography is single-spaced. There should be two lines of white space between the “Bibliography” header and the first entry.
      ii. Subsequent citations have one line of space in between them.
      iii. Sources are listed alphabetically by first word of the citation.
      iv. Authors should list publisher names, cities, etc., in full rather than using abbreviations.
      v. In general, citations should be comprehensive and include as many of the required elements as possible (for example, if no date of publication is available for a printed source, n.d. Is substituted).
vi. For electronically accessed sources, the URL is often used as an identifier. Many scholarly sites have DOIs, which are identifiers that withstand URL changes; if this can be found, the author should cite the DOI in place of where the URL would be listed.

c. For endnotes (or footnotes), a note for the second mention of the same source in a row need not contain all of the written-out source information; “Ibid., page number” suffices.

d. The second note for a source previously cited, if it is not the second in a row, should be written in condensed form: e.g., for a book, the second note of this type would be “Author, *Title*, pg.”
Miscellaneous

17. Expressing Unclear Concepts

a. Spell out many words/concepts: i.e., “percent” rather than “%”

b. [The abbreviation “US” is an adjective. “United States” is a proper noun. It is proper to write “US foreign policy” or “The United States is a mess.” It is improper to write, “The US has been criticized.” ] (ASJ)

i. Many abbreviations can be expressed in different ways--inconsistent or unfamiliar abbreviations should be checked against and if needed, replaced by the Chicago Style Manual’s list. If the abbreviation is Rice-specific (either pertaining to Rice history or original intellectual thought),

c. hyphens (ASJ):

i. Hyphenate appropriately. “Art in the Nineteenth Century” is a nominal construction. “Nineteenth-Century Art” is an adjectival construction. Make sure that the construction being used fits correctly as a part of speech in the sentence in question.

ii. Certain words or phrases are often mis-hyphenated or mistakenly not hyphenated. Others change meaning, like in i., depending on the presence of a hyphen. Here are some past examples:

1. Mass produced
2. Meaning making
3. neoconservative
4. neoliberal
5. multilayered
6. reimagine
7. post-structuralist
8. socioeconomic
9. geopolitics, geo-political
10. nondescriptive
iii. Hyphenations happen for descriptive phrases preceding the noun:
   a well-timed publication; the publication is well timed a
   thought-provoking text; the text is thought provoking under-utilized]
d. “Policymaker” is a one-word construction. “Policy-making” is a hyphenated
   construction. “Decision maker” is a two-word construction. As a general
rule, when in doubt, look it up in Webster's Unabridged Dictionary or
consult the Chicago Manual of Style, 16th Edition
(chicagomanualofstyle.org)
Strategies for Copy-Editing

18. General Guidelines for Line Editing
   a. For any stylistic changes, make sure you have developed an argument before line editing in a change (i.e. for awkward phrasing, have a concise reason for why it is awkward).
   b. If a word or phrase is unfamiliar, assume it is the copyeditor’s lack of knowledge. Query yourself before querying the writer! E.g. if someone writes a slur, ask yourself/fellow copy editors and, if necessary, the author, why they did so, instead of assuming his or her ignorance.
   c. For individual author quirks, have a conversation with the author in regards to changes (e.g. someone who uses lots of parentheses can be asked to use fewer). Keep in mind that these conversations need to be resolved somewhat quickly as the printing schedule cannot be changed -- final changes from authors for the 2018 edition must be sent back to the editorial board by April 7.

19. Tone
   a. It is up to the copyeditor to pick up on and edit accordingly for inconcise language. This includes language use that interferes with the substance of the paper, such as passive voice, awkward phrasing, and, most importantly, objective grammar errors. Any subjective or controversial choices should be made in consultation with the Director of Copyediting. If you’re unsure about a change, it is better to use the “comment” tool instead of directly line editing
      i. Avoid maximizers, i.e. unnecessary double adverbs/adjectives like “very happy”
Design Style Guide

- Rice Website: fonts
- Colors: Grey, Blue, White, Black from Rice
- Rice Logo and stuff -- vector image
- Simple, minimalist stuff for the website
- https://staff.rice.edu/Template_RiceBrand.aspx?id=4718
SOURCES

Links:
Chicago Manual of Style
http://www.chicagomanualofstyle.org/home.html
Purdue OWL
https://owl.english.purdue.edu/owl/resource/717/2/
Oxford English Dictionary
http://www.oed.com/
ASJ: American Studies Journal
http://www.asjournal.org/
IJMES: International Journal of Middle Eastern Studies
http://mesana.org/publications/ijmes.html