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Use American spelling, such as “center,” “honor,” “fulfillment,” “toward,” and “judgment.” With verbs whose endings can be spelled using either “s” or “z,” “z” is the preferred form (for example, “analyze” rather than “analyse”). Merriam-Webster’s Dictionary is a helpful resource for determining the appropriate spelling of words.

Follow Merriam-Webster’s Dictionary and the CMS’s hyphenation guidelines. See CMS 7.81-89.

Format dates as day-month-year (for example, “23 November 1900” rather than “November 23, 1900”).

Avoid gender-specific language, except when only one gender is meant. Writing in the plural (“historians do their research” rather than “the historian does his research”) avoids much of the difficulty. Use “humankind” instead of “mankind.”

Spell centuries out in full, without capitalization; hyphenate only when centuries are used adjectivally. For example, “in the seventeenth century” and “seventeenth-century science.”

Use the serial comma, as in: “examples of marine birds include northern gannets, pelicans, and penguins.”

Observe the distinction between restrictive “that” (“Gems that sparkle often elicit forgiveness”) and nonrestrictive “which” (“Diamonds, which are expensive, often elicit forgiveness”). See CMS 5.250 and 6.27.

Use double quotation marks throughout except to indicate quotations within quotations (in such instances, single quotation marks should be used). Always place periods and commas inside quotation marks except when the quotation is followed by a parenthetical statement or page number. Placement of other punctuation marks depends on whether they belong to the quotation or to the sentence in which they appear. See CMS 6.9-11.

**REFERENCES AND CITATIONS**

First reference to an author should include the author’s full name. Subsequent mentions should be by surname only.

The first time a source is cited in a footnote, give the full name of its author(s), its complete title, source/place of publication, publisher’s name, and publication date. Only use short titles of books after they have already been cited in full. Italicize the titles of books and journals. Place the titles of essays, chapters, and journal articles in double quotation marks.


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11 According to Hayden White, “historians sometimes argue that it is only in history that art and science meet in harmonious synthesis” (“The Burden of History,” *History and Theory* 5, no. 2 [1966], 111).

23 “Contemporary philosophers of science are clearer about the nature of scientific explanations,” according to White, “and scientists themselves have succeeded in gaining that mastery of the physical world of which they could only dream throughout most of the last century” (“Burden of History,” 113).

**QUOTATIONS**

Incorporate all quoted material exactly as it appears in the original source. Any necessary adjustments to the original phrasing must be indicated with brackets. See CMS 13.7 for permissible changes to punctuation, capitalization, and spelling and 13.11-17 for guidelines related to incorporating quotations into prose.

Do not use ellipsis marks at the beginning or ending of quotations. Note the distinction between three-point and four-point ellipses: omissions within a quoted sentence are noted by three spaced periods; use four periods (with no space before the first) to indicate when the omitted passage includes the end of a sentence.

Format quoted passages that exceed four lines (approximately seventy or more words) as block quotes. Regardless of length, quotations of two or more paragraphs (and any quotations requiring special formatting, such as more than three lines of poetry) should be formatted as block quotes. See CMS 13.9-10.

Paragraphs immediately following block quotes should be indented only if they constitute new paragraphs. Otherwise, the first line of text following the block quote should be flush with the left margin.

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Do not use common abbreviations of Latin words and phrases in the text. These include abbreviations such as e.g., cf., etc. The term “ibid.” may be used to indicate consecutive references to the same source.

Translate long quotations in other languages into English. The quotation in the original language may be placed in a footnote, if necessary. If you are the translator, indicate that in the corresponding footnote citation (with the phrase “my translation”) or include the phrase “Unless otherwise noted, all translations are my own” after the citation for the first translated passage.

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**QUESTIONS?**

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