

**EXPANDED STYLE GUIDELINES, Version 30 October 2012**

Style Standards and Variations on Turabian, 5<sup>th</sup> ed.

To help with writing and editing chapters, we have compiled a list of tips based on Turabian, exceptions to Turabian and some other variations in keeping with contemporary American English and international English usage. A number of the following questions emerged as we saw authors using a range of approaches in writing the expanded chapter descriptions.

**Many of these corrections can be checked for and done through search and replace** (NOTE: The list is in somewhat random order):

SPELLING:

Correct British spellings to the American usage.

TYPE FACE, KEYBOARDING AND STYLE QUESTIONS:

The type face for the book is MS Word's Times New Roman 12.

Reduce double space after period to single (double spaces are a hangover from high school typing classes; modern pagination automatically sets the correct space).

Make sure direct stand-alone and block quotes (which are required when quoting more than five lines of text) are indented one inch from left margin, and half inch from right.

Block quotes do *not* take either opening or closing quotation marks.

If two or more paragraphs are quoted, indent first line of each.

If a block of text is in italics, convert names of publications within the quote to conventional Roman.

Titles of books, movies, magazines and plays are italicized.

Book Series and magazine and journal department names are capitalized as proper names, but *without quotation marks*.

## ABBREVIATIONS:

State and country location listings: Spell out state names in text (See TURABIAN 2.13-2.15)

- Endres . . . University of Akron (Ohio)
- University of Louisville (Kentucky).
- Dane S. Claussen, Point Park University (Pittsburgh, Pennsylvania).

but

Country names are spelled out except when used as an adjective: i.e., “United States” versus U.S.; “United Kingdom, versus “U.K.,” and when referencing country of origin of contributor, “U.S.A.” “U.K.”

## CAPITALIZATION:

Capitalize the first letter of the first word following a colon (:) if it begins a complete sentence (subject + verb). Do not capitalize if the phrase following is not a complete sentence.

Web, Web sites, World Wide Web, Internet (cf: Merriam-Webster’s Collegiate 11<sup>th</sup> ed. and [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html))

DATES: Look for style on *centuries*: 19<sup>th</sup> Century should be nineteenth century, all lower case (See also, TURABIAN 2.53).

For full date references, the preferred style is for the *date* to precede the *month*, followed by the *year*, without commas: 30 October 2012.

## NUMBERS:

Turabian generally recommends spelling out numbers from one through one hundred; for *The Future of the Magazine Form*, spell out through ninety-nine. Use Arabic numerals beginning with 100 and to present data. Check manual if in doubt and for other exceptions (See also, TURABIAN 2.29f).

Check page number style in endnotes, e.g., 169–187. Note “en dash” between page numbers; used between continuing or inclusive numbering. But non-inclusive numbering uses a comma: 2,7254.

## PUNCTUATION:

1. Commas and periods are enclosed within quotation marks “ , ” (See TURABIAN 3.106).
2. It's, the contraction of it is, takes an apostrophe. Its, the possessive, does not.
3. Do not use “serial commas.” Even though Strunk and White recommend the serial comma, it is generally regarded as an archaic form, except [when omitting the series comma changes the meaning](#).

NOTE: THIS IS A VARIATION ON TURABIAN 5<sup>th</sup>, BUT WILL BE THE STYLE FOR *The Magazine Form*, in keeping with evolving contemporary magazine style.

4. If you have two complete sentences connected by however (subject + verb + however + subject + verb), use a semicolon (;) before however and a comma after it. If a prepositional phrase (rather than a complete sentence) precedes however, place commas both before and after it.
5. With and, but and or, if what follows is not a complete sentence (subject + verb), do not use a comma in front of them.

If, however, what follows the and, but or or is a complete sentence, use a comma in front of them.

6. Dashes (used as either pause punctuation or in pairs parenthetically are often indicated in manuscript form with two hyphens (--)) with no space between them or around them.

Correct double hyphens [--] to “em dashes” [—]; MS Word may make the conversion. Delete blank spaces before and after.

Correct “en dashes” [shorter than em dashes but longer than hyphens] to “em dashes [—] when using the em dash for a pause. Delete blank spaces before and after.

An em dash is this—

An en dash is this—(half an em dash)

A hyphen is this-

7. Compound modifiers take a hyphen, unless the first word of the compound modifier is an adverb ending in “ly.”

8. Ellipsis uses full spaces between periods, unless it completes a sentence, and then the first period in the string of four is flush against the last word. Other anomalies here. [CAUTION: It may be that some versions of Microsoft Word automatically establish the spacing between three contiguous periods, and the spacing is a little less than a full space.]

OTHER:

Will use Shortened References, not *Ibid.*, *op. cit.* or *loc. cit.* (in either italicized or roman posture) (See TURABIAN 9.130-1.33; Shortened References, METHOD A, 9.134-136. See also, 2.23).