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This style guide addresses exceptions to editorial style used in *The Chicago Manual of Style*, 15th edition (*CMOS*). In addition, it reiterates style issues common to ALA publications and addresses matters not contained in *CMOS* or peculiar to the materials published by the ALA. Sources used by ALA include the following:

- For editorial style, the primary reference source is the 15th edition of *CMOS*. *CMOS* now has a companion website (www.chicagomanualofstyle.org). There is also a helpful Q & A section that pertains to issues of style perhaps not specifically addressed in *CMOS* or particularly problematic to writers and editors.


- For technological and Internet-related terms not covered by *CMOS* or *Merriam-Webster’s*, consult webopedia.org.
NUMBERS

Numbers are styled primarily upon the nature of the subject: humanistic (what CMOS calls “ordinary text”) or scientific/technological, the former calling for spelled-out numbers and the latter calling for numerals.

Nearly all ALA publications are ordinary text. When highly statistical data appear in an article about a scientific study, the scientific/technical style may be deemed appropriate because it presents the data in an easier-to-read manner. A few general reminders can be made of each system:

**Ordinals**: The suffix of an ordinal is not superscripted. Second and third are abbreviated 2nd and 3rd when referring to editions (CMOS 9.8):

- *Anglo-American Cataloguing Rules*, 2nd ed.

**Dates** are written as cardinals (CMOS 9.35):

- The resolution was taken up at the October 24 meeting.

**Inclusive numbers preceded by from or between** are joined with to, and, and so forth. Those not preceded with a preposition are joined by an en dash (CMOS 9.62–63). In running text, it is preferable to separate ranges with words, not en dashes (–).

- The numbers from 1 to 10
- pages 1–10
- The meeting will be held from 2 to 4 p.m.

**Inclusive numbers** are abbreviated per CMOS 9.64. Note the distinction of ranges beginning with the numbers 100 (or multiples thereof) and 101 through 109:

- 1–10, 50–55, 99–101 (not 56–9)
- 100–108, 200–202, 300–306 (not 100–01)
- 101–2, 105–9 (not 105–109)
- 110–20, 175–225, 1123–25

**Fractions**: Case (or split) fractions should be used. The symbol for inches is a straight quote, not a smart quote:

- 3½, not 3 ½
- 8”, not 8”

**Dollar sign**: Use the dollar sign ($) instead of the word dollar:

- The Nintendo Wii cost the school $250.
Numerical Style in Ordinary (Humanistic) Text

Whole numbers from one through one hundred are spelled out.

Large numbers (hundred, thousand, million, billion, and so forth) are spelled out when these units are preceded by a whole number from one through ninety-nine:

- two thousand, forty-five million, seventy-eight billion

However, when the preceding number is a decimal, use numerals followed by words for the units:

- 18.5 million, 45.7 million, 78.3 billion

Round numbers (approximations) and exact numbers that can be expressed in even hundreds, thousands, or millions are spelled out:

- About six million, three thousand years, fourteen thousand miles

But use figures for exact quantities above ninety-nine that cannot be so expressed:

- 2,514 pages, 4,066 feet, 540 cars

Spell out round numbers between one thousand and ten thousand that can be expressed as even hundreds:

- nearly twenty-five hundred responses

Percentages are expressed as numerals followed by the word percent:

- 3 percent, 79 percent

Use the percent % symbol only if there are many percentages in a particular part of a scientific text. No space appears between the numeral and %.

Numbers at the beginning of sentences should be spelled out:

- Fifty-eight percent of cardholders responded.

In instances where this causes two number styles for similar units, recasting the sentence may be preferable. The two sentences

- Patrons were evenly divided on the issue. Fifty percent agreed, 48 percent disagreed, and 2 percent gave no opinion.

could be recast as the single sentence:

- Patrons were evenly divided on the issue: 50 percent agreed, 48 percent disagreed, and 2 percent gave no opinion.
**Frequency of occurrence**: In ordinary text that contains many numbers in the same paragraph, figures may be used to maintain clarity and brevity:

The ages of the eight members of the city council are 69, 64, 58, 54 (two members), 47, 45, and 35.

**Consistency of treatment**: In ordinary text, numbers describing the same category should be treated consistently within the same sentence or paragraph. If one number of a category is treated as a figure, all of that category should be treated likewise:

The collection contained 6 books on cataloging, 27 on UFO abductions, and 125 on gardening.

However, the above rule does not affect numbers within the same sentence or paragraph that describe a different category:

Ninety students are married and live with their spouses, 137 live with a roommate, and 29 live with their parents. Most were age twenty-five or older, with 33 percent over the age of forty.

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**Numerical Style in Scientific and Technical Text**

**Figures** should be used to represent all numerical elements central to the discussion of the text:

Researchers selected 17 of the 50 journals

**Subordinate numbers**: For numbers referring to elements subordinate to the central discussion, use “ordinary text” style:

Residents who have lived in the community twenty-five years or more represent 58% of cardholders, while residents with less than fifteen years in the community make up only 14% of cardholders.

In the four remaining libraries, 4 of the 17 journals totaled less than 10% of the total expenditure.

**In mathematical, statistical, technical, or scientific text**, physical quantities and units of time are expressed in numerals, whether whole numbers or fractions, almost always followed by an abbreviated form of the unit (CMOS 9.17):

- 50 km (kilometers)
- 21 ha (hectares)
- 4.5 L (liters)

**Percentages**: Use the symbol % for all percentages.
COMPUTER TERMINOLOGY

Please consult the style guide spelling list (page 23) for any new or unfamiliar terms, then check the Merriam-Webster’s Collegiate Dictionary, followed by webopedia.org.

For less common terms (including many related to library technology), consult the manufacturer’s literature (including ads and webpages) when available, and use the following suggestions.

**Software**

Software should be treated as products, not publications, and thus appear in roman type (please be mindful of correct spelling, e.g., Photoshop, not PhotoShop). The software producer (e.g., Microsoft, Adobe) should be included at first occurrence and dropped from subsequent occurrences:

Microsoft Word, QuarkXPress, Adobe Acrobat

Databases are also products. Although they frequently take the name of a print publication (e.g., Grolier’s Encyclopedia), we style them in roman, regardless of the print counterpart:

The article can be viewed in full text through EBSCOHost.
The students researched the topic using Grolier’s Encyclopedia online.

Keyboard commands and menu options are capitalized (CMOS 7.77):

Shift, Alt, Enter, the Save As command

Generic accessories, tools, and features are set lowercase:

an online user guide, the install wizard, the tutorial, the cropping tool, the color palette

Tech terms and jargon—if likely to be unfamiliar to most readers or if likely to be miscomprehended in the context—may be set in quotes on first use to avoid possible confusion. Subsequent uses are not quoted.

File formats are treated as regular acronyms, including the use of plurals:

EPS, JPG (not JPEG), GIFs, TIFs

**Hardware**

Video and computer game titles should be italicized, unless you are referring to a series of games.

Super Mario Bros. (but *Super Mario Bros. 3*)
Grand Theft Auto (but *Grand Theft Auto 3: Vice City*)
Dance Dance Revolution (but *Dance Dance Revolution 2*)
Guitar Hero (but *Guitar Hero 2*)
Online

"Internet" vs. "Web": The terms "Internet" and "Web" are not interchangeable. The Internet is the large network of computers that sends information from one computer to another. The Web is a way of accessing the Internet, using HTTP protocol. The Web uses browsers, such as Internet Explorer or Firefox, to access webpages and other online documents.

Website names are to be capitalized, but not italicized. Some commonly used websites are

    Amazon, Wikipedia, Google, Yahoo!

“Web” words: Treat “Web” words as follows:

    the Web, a website, a webpage, the webmaster, webzine, blogs (not weblogs)

“Internet” is always capitalized.

“e” words: Treat “e” words as follows:

    e-mail, e-zine, e-book, e-journal

Online catalogs: Use the form provided by the vendor and style in roman type.

E-mail addresses are in lowercase roman, and are introduced in contact information with “e-mail”:

    e-mail: jdoe@ala.org.

Discussion lists: Listserv is a trademarked name and may only be used as such. Use discussion list, distribution list, electronic discussion list, or electronic distribution list instead.

URLs are styled roman and set lowercase. Path names, which follow the first slash, are case-sensitive. URLs are not necessarily set off with any special punctuation such as angle brackets (except in KQ), either in running text or in reference lists (CMOS 17.10). “http://” is omitted if it is followed by “www.” Do not include the final slash that appears after path names. End a sentence with a period even if a URL ends that sentence.

    Contact ALA at www.ala.org. (not http://www.ala.org)
    Visit us at www.ala.org/ICONNect. (note that there is no colon after “at”)

http:// is given for domain names that do not contain “www.”

    http://libraryanswers.org

Breaking URLs: If a URL has to be broken at the end of a line, the break should be made after a double slash (//) or a single slash (/); before a tilde (~), a period, a comma, a hyphen, an underline (_), a question mark, a number sign, or a percent symbol; or before or after an equals sign or an ampersand. A hyphen should never be added to a URL to denote a line break, nor should a hyphen that is part of a URL appear at the end of a line (CMOS 17.11).
OTHER ELEMENTS OF STANDARDIZATION

This section is a little catchall, but hopefully helpful. Some of the usage is particular to ALA; other items are covered in CMOS but are worth reiteration. Subjects are organized alphabetically.

**Acronyms**

Organizational and other names that appear more than once and carry an acronym are spelled out on first use; the acronym is listed in parentheses following. The acronym is then used on all subsequent occasions.

... according to a new study released by the American Library Association (ALA). The study—whose respondents are ALA members—is the first ...

Follow this rule in an abstract as well as within the body of the article, even if this leads to repetition.

**ALA Conferences**

“Annual Conference” and “Midwinter Meeting” (not Midwinter Conference) are correct forms; use initial cap whenever these are referred to in text. Because they are treated as proper names, the article “the” need not precede them:

Midwinter Meeting was well attended.
Annual Conference will be held in San Francisco next year.

Other meetings such as division conferences and unit meetings are set lowercase:

The ALCTS preconference was well attended.

A proper meeting name is set in title case and enclosed in quotation marks.

The meeting “Best YA Librarian Practices” was moved to a different venue.

**a.m. and p.m.**

ALA expresses a.m. and p.m. in lowercase letters with periods:

The meeting will be held from 2 to 4 p.m.
**Ampersands**

Spell out ampersands as “and” in text, including titles of works and publishers in imprints. Ampersands are permissible in reference lists, where abbreviations are used out of space considerations.

*a report from the Budget and Finance Committee*

*the book distributor Baker and Taylor (Malvern, Pa.: Lea & Febiger, 1999)*

**And/Or**

Avoid this use; it usually suggests mutual exclusivity where none exists. For instance, the “/or” should be removed from the sentence “Many patrons request materials for browsing and/or studying” because patrons request materials for both purpose: browsing some materials and studying others and browsing a selection to choose specific ones for studying.

**Cataloging Codes and Systems**

A cataloging system and the publication of its codes typically carry the same name. The distinction between the two forms is of note because codes and systems are styled roman and books are styled italic. Thus the Anglo-American Cataloguing Rules is a set of rules, and the *Anglo-American Cataloguing Rules*, 2nd ed. is the book in which those rules are published at a given point in time.

Making the distinction admittedly can be like splitting hairs. Most references to specific rules refer to a book—directly or by extension—because a reader must know the year of publication in order to reference the rule in the same revision as the author. General remarks that do not refer the reader to the details of the code typically refer to the overall cataloging system itself. In ambiguous cases, it is usually safe to consider that reference is being made to the rules.

headings established under rule 22.3C2 of the *Anglo-American Cataloguing Rules*, 2nd ed.
based her distinction on standards established in the Anglo-American Cataloguing Rules.
papers presented on Library of Congress Subject Headings

**Treatment of Anglo-American Cataloguing Rules**: The multiple published revisions and editions, as well as the multiple authoring associations, can cause confusion in citations. An acceptable and agreeably brief citation for the current edition is as follows:

The acronym AACR2 serves for both the general code and the books, but the references to the book are set italic and references to the code itself are set roman:

prior to the Anglo-American Cataloguing Rules (AACR2)
rule 22.3C2 of the Anglo-American Cataloguing Rules, 2nd ed. (AACR2)

The second edition of the book may be referred to in running text as AACR2. Indication of the revision is unnecessary since full publication data is given in the reference list. Thus AACR2 is sufficient for the 1998 revision (which is sometimes abbreviated AACR2R).

If early and late revisions are compared in the same article, dates should be supplied in parenthesis. An entry for each published version of the rules should be made in the reference list.


**Departments, Organizations, and Committees**

Proper names of departments, organizations, committees, and so forth are capitalized. Generic or abbreviated names are lowercased (see *CMOS* chapter 8 on the use of names and terms).

Charles H. Mann Library, Mann library, the science library
Budget and Finance Committee, the budget committee, the committee
Publishing Services, the publishing department

However, *board of directors* and *executive board* are always used in its generic sense, never as a proper name:

A new chair was elected to the board of directors.
The executive committee meets weekly, heaven help them.

**Ellipses**

Three dots (with spaces before, after, and between) mark an omission within a quoted sentence; four mark the omission of one or more sentences. For example,

This style, which is common in academic publications, is somewhat complex. It requires a little more of authors and editors. However, such a method is a service to the reader, because it provides greater indication of the type of omission that has been made.

becomes

This style . . . is somewhat complex. . . . However, such a method is a service to the reader, because it provides greater indication of the type of omission that has been made.

Ellipses are not necessary to indicate that material has been omitted from the start of a quotation. This applies to both run-in and block quotations.
Run-in:

Phipps stated that “such omissions serve the reader by sparing them additional sets ellipses.”

Block quote:

Jones points out that Phipps himself felt that such omissions serve the reader by sparing them additional sets of ellipses.

Foreign Words

If a foreign word or phrase is not listed in the Merriam-Webster Collegiate Dictionary or at Merriam-Webster.com, set it in italics. If the word is used repeatedly throughout a document, only use italics on its first occurrence. If the word appears only rarely in the document, italics may be retained for all occurrences (CMOS 7.55).

Job Titles and Job Descriptions

Job titles are styled in two ways: as complete sentences or in condensed form. The word “the” is omitted before the job title.

Helen Black is assistant director of the Department of Library Science at Simmons College, Boston.

Helen Black is assistant director, Department of Library Science, Simmons College, Boston.

Author name: Use the author’s full name in first mention; subsequent references are by last name only.

Helen Black is assistant director, Department of Library Science, Simmons College, Boston. Black is the author of two textbooks on cataloging.

Job titles used in any display position—author IDs, bylines, book reviewer credits—are capitalized.

Jean Kramer is Director of the University Medical Center at Texas State University, Dallas.

John Doe, Head Cataloger, Wichita (Kans.) Public Library.

Job titles used in running text are lowercased when placed after a proper name:

John Doe, head cataloger at the Wichita Public Library, was elected to the board of directors.

They are capitalized when used as part of a person’s name:

Head Cataloger John Doe was elected to the board of directors at the Wichita Public Library.

Titles and degrees: The title “Dr.” and academic degrees such as PhD are omitted in text. They are allowed in author IDs.
**Initials**

Commonly recognized initials, such as FDR and JFK, can be used without periods. A combination of initials and a last name require a period and space between each initial (e.g., J. R. R. Tolkien, J. K. Rowling).

**Phone, Fax, E-mail, and URLs**

*Area codes* are expressed with parentheses:

(213) 291-0098

*Phone numbers following an address* are preceded by a semicolon. The word *telephone* need not appear.

John Doe, 23 W. Hall St., Memphis, TN 09987; (212) 897-0988

*800 numbers* should be expressed entirely with hyphens:

1-800-900-8897

*Fax numbers, e-mail addresses, and Web addresses* appear after the phone number in an address and are styled as follows:

John Doe, 23 W. Hall St., Memphis, TN 09987; (212) 897-0988; fax (212) 929-3422; e-mail: jdoe@ala.org.

American Library Association, 50 E. Huron St., Chicago, IL 60611; 1-800-328-3958; fax (312) 482-9376; www.ala.org.

**Possessives**

Follow the Chicago preferred style when forming possessives of proper nouns, particularly in names ending with a z sound (*CMOS* 7.17–30).

Davis’s, Alex’s

Hayes’s, Dickens’s (not Hayes’, Dickens’)

**Parts of Books**

Parts of books such as the introduction, table of contents, and chapters are not capitalized. Even if the introduction is titled “Introduction,” use the generic sense; the lack of quotes and capitals makes for easier reading. Numerals are used when referring to chapter numbers. Appendixes are distinguished by letters.

  The book also contains an index and glossary of terms. (not an Index and Glossary of Terms)
  A glossary of terms is provided in appendix A, “Words to Know.”
  In chapter 2 the authors present a wearying and overwrought discussion of capitalization styles.

**Race, Ethnicity, and Groups**

Terms denoting groups vary by region and community. ALA suggests the following, but authors should be considerate of the options, and editors should be considerate of an author’s expertise (for instance, Latino is common in many urban areas nationwide, while Hispanic is common in Florida and Texas). To avoid controversy, designations such as African American are not hyphenated.

  African American, black (in citing government statistics)
  Asian American, Chinese American, Asian/Pacific Islander
  American Indian, Native American
  Hispanic, Latino
  ethnic minority librarian (no hyphen)

**Serial Commas**

A series of items separated by commas needs a comma before the conjunction that precedes the final item.

  She took a photograph of her parents, the president, and the vice president.

**Spacing**

All documents should use only single spacing between both words and sentences.

**State Names**

Spell out state names in running text, with the following exception: When a complete mailing address is given, as with a contact person, the state zip code abbreviation is used with the zip code.

  For more information please write Marketing Director, American Library Association, 50 E. Huron St., Chicago, IL 60611.

In lists of names, such as nominations, committee members, and so forth, state names should be abbreviated using *CMOS* 15.29 abbreviations. In such lists there is usually a name, library or school
affiliation, city, and state. Avoid repeating information such as the state or city if this appears in the library or school name. The state should appear in parentheses after the library or school affiliation.

Independence (Ohio) Library System
Madison (Wisc.) School District
New York Public Library
San Diego State University

### State and Province Abbreviations

<table>
<thead>
<tr>
<th>State</th>
<th>Abbreviation</th>
<th>State</th>
<th>Abbreviation</th>
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<tbody>
<tr>
<td>Alaska</td>
<td>Ia</td>
<td>Mont.</td>
<td>R.I.</td>
</tr>
<tr>
<td>Alaska</td>
<td>Alia</td>
<td>N.C.</td>
<td>S.C.</td>
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<td>Ark.</td>
<td>Ill.</td>
<td>N.Dak.</td>
<td>S.Dak.</td>
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<td>American Samoa</td>
<td>Ind.</td>
<td>Neb. or Nebr.</td>
<td>Tenn.</td>
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<td>Calif.</td>
<td>Ky.</td>
<td>N.J.</td>
<td>Utah</td>
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<td>Conn.</td>
<td>Mass.</td>
<td>Nev.</td>
<td>V.I. or Virgin Islands</td>
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<td>D.C.</td>
<td>Md.</td>
<td>N.Y.</td>
<td>Vt.</td>
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<td>Del.</td>
<td>Maine</td>
<td>Ohio</td>
<td>Wash.</td>
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<td>Guam</td>
<td>Mo.</td>
<td>Pa.</td>
<td>Wyo.</td>
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<td>Hawaii</td>
<td>Miss.</td>
<td>P.R. or Puerto Rico</td>
<td></td>
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</tbody>
</table>

### Street Addresses

**In display text**, use common abbreviations for addresses: St. for street, Dr. for drive, Ave. for avenue, Ste. for suite, and so forth. Use numerals for all numbers. Use abbreviations for directions in display text. Single-letter compass points are normally followed by a period; two-letter compass points are not.

- 8 E. 16th St.
- 663 Collins Rd. SE
- Indianapolis, IN 46202
- Cedar Rapids, IA 52302

**In running text**, spell out the entire street name, and use numerals only for the address number.

He lived at 8 East Sixteenth Street.
Tables and Figures

Treatment in running text: References to tables and figures are always lowercase; table and figure numbers are always numerals. The words “table 1” identify the table by its number, not its name.

(see table 1)
The results are shown in figure 2.

Titles and heads: Figure and table titles and heads are title case.

Trademarks and Company Names

Trademarks: Inclusion of trademark designation after product name is unnecessary. If its appearance is specifically requested, use the symbol with the first occurrence only; if ownership information is requested, include this information as a footnote on the first page of the article.

Company names: Please be certain of correct spelling: Yahoo! (not Yahoo), Photoshop (not PhotoShop). ALA honors unconventional spellings of company names, such as those that begin with lowercase letters (for example, netLibrary). Such spellings are also honored in headlines. The following exceptions are used to meet a level of conventionality and to help the reader.

• Company names are always capitalized at the start of sentences.

• Names are never rendered in full capitals (for example, not MEDLINE, but Medline). Such stylistic treatment is an editorial right, not a misrepresentation. This consistency avoids discrepancies that frequently appear between company logos and company letterhead.

• Inc. and Co. are omitted from company names in running text.

• Ampersands, like other abbreviations, are spelled out in running text (Baker and Taylor; Hill and Wang) but are to be used in reference lists.
What is called the “humanities” or “note” system of citations is used in all ALA journals with the sole exception of School Library Media Research (SLMR) and Knowledge Quest (KQ), which employ the “author-date” system. Each is briefly reviewed here and covered in great detail in CMOS.

**Humanities or Note System**

The Humanities or Note system provides bibliographic information in notes (production services uses endnotes, not footnotes).

**Endnotes** conform to the rules found in chapters 16 and 17 of CMOS. In this style, cited material in the text is indicated by a superscript number:

> Although normally a peaceable person, Thompson has in the past advocated active refusal of style guides.¹

**Bibliographic information** for the source is given in a list titled “References” or “Reference and Notes” (if the author includes additional commentary) that runs at the end of the article:


**Multiple notes in a sentence**: More than one note can be placed in a sentence if they are placed at the end of different clauses. Multiple notes on a single text location are not permitted (e.g., ¹,²).

> “This,” wrote George Templeton Strong, “is what our tailors can do”¹ (in an earlier book he had said quite the opposite).²

> It was Hagel that made this assertion,¹ but it was Smith et al. that expanded it to the theory we know today.²

**Citing journals**: authors should provide volume number and year. If the volume is not through-numbered, issue number or month or season should be provided. A comma follows the volume number when an issue number is used (see second example, below), and “vol.” is not needed. As a convenience to the reader, the author may provide issue numbers regardless of pagination scheme; should this be done, however, it must be done consistently throughout the list.

> 1. Jane Thompson, “Tiresome Style Guides: Why Bother?” Author’s Revenge 18 (2008): 129–35. (This example presupposes that there is one volume per year, and the year of vol. 18 is 2008.)
A question mark or exclamation point that ends a title takes the place of the usual punctuation. The same is true of such punctuation between title and subtitle. Also note that when a title contains an em dash, the article or preposition that follows is not capitalized, as it would be following a colon:


Citing books: Page numbers are necessary if a discrete part of the book is cited (a chapter, article, or section), or if a direct quote is cited.


Four or more authors: Use “et al.” for citations with four or more authors. There is no comma before “et al.”

1. Martin Mull et al., Comedy: Essence and Existence, . . .
   According to Martin Mull et al., the essence of comedy . . .

Unpublished works, such as papers read at meetings and graduate dissertations, are set roman with title caps.


ERIC documents are referenced according to the following examples:


Final reports are referenced in the following manner:


SPEC kits are referenced according to the following example:

**ALA documents** are referenced according to the following example:


“**See**” and “**c.f.**”: There is a distinction between *see* and *c.f.* (CMOS 16.58); “c.f.” means “compare,” or “see, by way of comparison.” Neither is italicized, though *see* is in indexes.

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**Author-Date System**

Only *SLMR* and *KQ* employ the author-date system.

In the author-date system, authors’ names and dates of publication are given in the text, usually in parentheses, and keyed to a bibliography placed at the end of the article. This bibliography is arranged alphabetically and usually bears the title “Works Cited.”

**Basic reference:** The basic reference in the author-date system consists of the last name of an author (or authors) and year of publication of the work, with no punctuation between them:

This was a process observed to be irrefutable (Smith 1978).

(The term *author* refers to the name under which the work is alphabetized in the list of works cited; thus it may refer to an editor, compiler, or organization as well as an individual author or group of authors. Note, however, that “ed.” or “comp.” is not given in the text reference.)

The citation may also be incorporated in text like this:

Smith (1978) observed that this process was irrefutable.

**Direct quotes:** Page numbers are necessary for direct quotes. The page numbers follow the date, preceded by a comma:

(O’Toole 1980, 27)
(Mathews 1987, 131–33)
(Fischer and Siple 1990, 212n3)

**Four or more authors:** When citing material written by four or more authors, use the name of the first followed by *et al.*:

(Johnson *et al.* 1998)

**Multiple references:** Separate multiple references with semicolons:

(Howard 1987; Howard and Fine 1984; DaRita 1972)
Whenever possible place references just before a mark of punctuation:

This report, which confirms the findings of numerous other researchers (Olson 1990; Lane 1986), was originally published as a doctoral dissertation (Kent 1991).

Use an abbreviated form for lengthy group names. For example, American Library Association, Reference and Adult Services Division should be abbreviated ALA RASD. (A list of acronyms is included in this guide, beginning on p. 28.)

For ease of identification the abbreviated text reference and the full form appearing in the reference list should begin with the same element (e.g., OCLC Online Computer Library Center shortened to OCLC). If this cannot be done, the reference list should include a cross-reference linking the abbreviated form with the full citation:

ALA RASD. See American Library Association, Reference and Adult Services Division

Endnotes in the author-date system contain documentation not found in the source citations contained in the reference list. Aside from their occurrence in tables, notes are discouraged. Editors should request authors to incorporate such notes into the text prior to acceptance of the manuscript.

Reference lists: The treatment of titles differs significantly from the humanities style. Titles of articles are given in roman, capped sentence style, and are not enclosed in quotation marks. Books are styled italic and capped in sentence style. Journals are styled italic and capped in headline style.


Unpublished works, such as papers read at meetings and dissertations, are set headline style in Roman type and placed within quotation marks.

Bibliographies should be arranged alphabetically. See CMOS 16.71–89 for the complete style.

Citations of Electronic Materials

Citations should follow traditional print formats as closely as possible. It is understood that some information may not be forthcoming from the site; authors should provide as complete a citation as possible given the source, and they should strive for consistency in their presentation. The date on which the author accessed the site is very important given the transient nature of online publications: links may change, data may be updated, or the cited material may be taken off the site. See CMOS 17.4–15 for particulars, but note that ALA does not use “http://” when the URL contains “www,” and that we do not use a closing slash after URLs.
General reference: A general reference to a website—one in which the site is mentioned but no specific material is referenced—does not require a citation. The URL may or may not be provided as deemed appropriate:

Other popular search sites include Yahoo! and Ask.
Searches for the item were then run on the Ask search engine (www.ask.com).

Following are forms for commonly cited electronic material. Please note punctuation as well as content and formatting.

Websites and materials published online

Author, title of material in quotation marks, title of website, date of publication if given, URL address, “accessed” and date of access (the month abbreviated) in parentheses:


Article in a scholarly journal

Author, title in quotes, journal in italics with volume, issue (year). URL address, “accessed” and date of access (the month abbreviated) in parentheses:


Online database, scholarly project

Title of project in roman, name of editor if given, publisher information (including version number, date of publication, sponsoring organization, if given). URL address, “accessed” and date of access (the month abbreviated) in parentheses:


Online book

Author, title in italics, city: press, year. URL address, and “accessed” and date of access in parentheses:

E-mail

Name of sender, title of message (if any) in quotes, description that includes the name of the recipient, date of message. E-mail addresses are lowercase (CMOS 17.208).


Online posting

Author, title in quotes, “online posting,” date of posting, name of forum. “Accessed” and date of access, address:


Or, if no discussion topic is given:

For general treatment of compound words, prefixes, and suffixes, see CMOS 7.82 –7.90.

**ABC**

AACR2 (the code) or AACR2 (the book)
advisor
African American (not hyphenated)
al-Qaeda
a.m.
Anglo-American Cataloguing Rules (the code)
Anglo-American Cataloguing Rules, 2nd edition (the publication)
Annual Conference (ALA)
appendixes (not appendices)
Asian American (not hyphenated)
BA
bar code
baud (e.g., 9600-baud)
bestseller; best-selling
bestsellerdom
big bang theory
Bitnet
blog (not weblog)
board of directors (always lowercase)
bookmaking
book-of-the-month club
booktalks
Boolean operator (AND, OR, NOT)
bps (bits per second)
BS
businesspeople
businessperson (s)
Caldecott Medal
Caldecott Honor Book
campuswide
caregiver
CD-ROM
check out (v.); checkout (n.)
coauthor
criteria (plural; e.g., criteria are)
cross-reference
**DEF**

data (plural: data are)
database
DDS (Dewey Decimal System)
disc (read-only, optical storage medium; CD)
disk (rewritable medium; computer disk, floppy disk—not diskette)
dpi (dots per inch)
do’s and don’ts
dot-com
download
DVD
e.g.,
electronic discussion list (do not use Listserv, which is a trademarked name)
e-mail, e-journal, e-book (but Rocket eBook)
end user
Ethernet
executive board (always lowercase)
fact book
fairy tale
first-grade (adj., ex., first-grade classroom)
fax
First Lady, the (capitalize to avoid confusion)
freeware
fund-raise (verb); fund-raising (noun); fund-raiser (noun)

**GHI**

Generation X, Gen X, Generation Y, Gen Y
gigabyte (GB)
gopher
handmade
hand-binding (n.)
hand-sewing
hand-sewn
hardbound, hardcover
hertz; but megahertz is abbreviated MHz
high-end
high tech (adj.; not high-tech workplace)
high school (adj.: not high-school library)
homepage
homeschooling
how-to’s
HyperCard
i.e.,
ILL
interlibrary loan (two words, no hyphen)
indexes (not indices, except in mathematical use)
infobahn; I-bahn
Internet, the Internet, the Net

JKL
keystroke
keyword
labor-saving devices
lap-sit
LCSH (Library of Congress Subject Headings; always roman)
Library of Congress Subject Headings (the code)
Library of Congress Subject Headings (the publication)
leatherbound
Lexis (database)
logon (adj.)
log on (v.)
loose-leaf
lpi (lines per inch)

MNO
machine-readable
Macintosh
markup (language; not mark-up language)
master’s degree (but Master of Science)
MB (megabytes)
method (or research method; not methodology, except as a set or system of methods that govern a discipline)
MHz (megahertz)
Midwinter Meeting (ALA)
Millennial, Millenials, Millennial Generation
MLS
National Library Week
Net
Newbery Medal
Newbery Honor Book
Newberry Library, Chicago
nonprint
nonprofit
novels-in-verse
OCLC Online Computer Library Center, Inc. or OCLC (but not Online Computer Library Center)
on-order file
online
OPAC
operating system; OS, OSes
order-number file

**PQR**
past-president (or Past-President Ann McNeil)
percent
PhD
postcoordinate
PR
preconference
procoordinate indexing
predefined
preestablished
prequel
preschool
printout
pull-down
pulpboard
Qur’an
RAM (random access memory)
ready reference
re-create (not recreate, unless referring to recreation)
reentering
reedition
Reforma (initial capital only because it’s not an acronym—see page 31)
roman numerals
round table

**STU**
SCSI (small computer system interface)
SGML (standard generalized markup language)
September 11 instead of 9/11 (but 9/11 commission)
shareware
shelflist (no ligature)
shelf life
soundtrack
storyboard
storybook
story hour
story line
storyteller
storytelling
storytime
syllabi (pl.)
tech-savvy, technobabble (but techno-universe, techno-adverse)
textbook
telnet
time-sharing (n.)
turn-in
tweens
typeface
UNIX
upload
URL; uniform resource locator; URLs
use (not usage, unless referring to the customary manner in which language is spoken or written)

VWXYZ

vice president
Western (culture); Western Europe (See CMOS 8.50)
workflow
workload
work force
workplace
workstation
Web (the ALA Web site)
webmaster
webpage, website
XML
ACRONYMS, ABBREVIATIONS, AND INITIALISMS

When an abbreviation follows an indefinite article, the choice of a or an is determined by the way the abbreviation would be read aloud. Acronyms are read a words and, except when used adjectivally, are rarely preceded by a, an, or the (“member nations of NATO”). Initialisms are read as a series of letters and are often preceded by an article (“member nations of the EU”). (See CMOS 15.9)

AA—Affiliate Assembly (AASL)
AACR—Anglo-American Cataloguing Rules
AAM—Asian & African Materials (ALCTS)
AAP—Assn. of American Publishers
AAMES—Asian, African & Middle Eastern Section (ACRL)
AASL—American Assn. of School Librarians
AAUP—American Assn. of University Presses
ACA—American Correctional Association
ACRL—Assn. of College & Research Libraries
AECT—Assn. for Educational Communications & Technology
AFAS—African-American Studies Librarian Section (ACRL)
AFL/CIO—American Federation of Labor/Congress of Industrial Organizations
AFLO—Advocates for Library Outreach (OLOS)
AFLRT—Armed Forces Librarians Round Table
AILA—American Indian Library Association
AL—American Libraries
AL—American Library Association
ALA-APA—ALA Allied Professional Assn.
ALAD—Academic Librarians Assisting the Disabled Discussion Group (ASCLA)
ALCTS—Assn. for Library Collections & Tech. Services
ALISE—Assn. for Library & Information Science Education
ALLS—Adult Life Long Learning Section (PLA)
ALSC—Assn. for Library Service to Children
ALTA—Assn. for Library Trustees and Advocates
AN2—ALCTS Network News
ANSS—Anthropology & Sociology Section (ACRL)
APALA—Asian/Pacific American Librarians Association
ARL—Assn. of Research Libraries
ARTS—Arts Section (ACRL)
AS—Acquisitions Section (ALCTS)
ASCA—American School Counselors Association
ASCLA—Assn. of Specialized & Cooperative Library Agencies
BARC—Budget Analysis and Review Committee
BCALA—Black Caucus of ALA
BCUL—Buildings for College and University Libraries Committee (LAMA)
BES—Buildings & Equipment Section (LAMA)
BF—Bibliotherapy Forum (ASCLA)
<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BRASS</td>
<td>Business Reference &amp; Services Section (RUSA)</td>
</tr>
<tr>
<td>CBC</td>
<td>Children’s Book Council</td>
</tr>
<tr>
<td>C&amp;RL</td>
<td>College &amp; Research Libraries</td>
</tr>
<tr>
<td>C&amp;RL News</td>
<td>College &amp; Research Libraries News</td>
</tr>
<tr>
<td>CC:DA</td>
<td>Committee on Cataloging: Description &amp; Access (ALCTS-CCS)</td>
</tr>
<tr>
<td>CCS</td>
<td>Cataloging &amp; Classification Section (ALCTS)</td>
</tr>
<tr>
<td>CALA</td>
<td>Chinese American Librarians Association</td>
</tr>
<tr>
<td>CIS</td>
<td>Community Information Section (PLA)</td>
</tr>
<tr>
<td>CJCLS</td>
<td>Community &amp; Junior College Libraries Section (ACRL)</td>
</tr>
<tr>
<td>CLENERT</td>
<td>Continuing Library Education Network &amp; Exchange Round Table</td>
</tr>
<tr>
<td>CLOC</td>
<td>Comparative Library Organization Committee</td>
</tr>
<tr>
<td>CLR</td>
<td>Council on Library Resources</td>
</tr>
<tr>
<td>CLS</td>
<td>College Libraries Section (ACRL)</td>
</tr>
<tr>
<td>COLA</td>
<td>Council of LAMA Affiliates</td>
</tr>
<tr>
<td>CMDS</td>
<td>Collection Management &amp; Development Section (ALCTS)</td>
</tr>
<tr>
<td>COA</td>
<td>Committee on Accreditation</td>
</tr>
<tr>
<td>COE</td>
<td>Committee on Education</td>
</tr>
<tr>
<td>CODES</td>
<td>Collection Development &amp; Evaluation Section (RUSA)</td>
</tr>
<tr>
<td>COL</td>
<td>Committee on Legislation</td>
</tr>
<tr>
<td>COLT</td>
<td>Council on Library/Media Technicians</td>
</tr>
<tr>
<td>COO</td>
<td>Committee on Organization</td>
</tr>
<tr>
<td>CORS</td>
<td>Committee on Research &amp; Statistics</td>
</tr>
<tr>
<td>COSLA</td>
<td>Chief Officers of State Library Agencies</td>
</tr>
<tr>
<td>COSWL</td>
<td>Committee on the Status of Women in Librarianship</td>
</tr>
<tr>
<td>CPU</td>
<td>Central Production Unit (ALA Publishing)</td>
</tr>
<tr>
<td>CRC</td>
<td>Chapter Relations Committee</td>
</tr>
<tr>
<td>CRG</td>
<td>Council of Regional Groups (ALCTS)</td>
</tr>
<tr>
<td>CRL</td>
<td>Center for Research Libraries</td>
</tr>
<tr>
<td>CSO</td>
<td>Conference Services Office</td>
</tr>
<tr>
<td>CUAC</td>
<td>Cartographic Users Advisory Council</td>
</tr>
<tr>
<td>DEU</td>
<td>Duplicates Exchange Union (ALCTS)</td>
</tr>
<tr>
<td>DLS</td>
<td>Distance Learning Section (ACRL)</td>
</tr>
<tr>
<td>DTTP</td>
<td>Documents to the People (GODORT)</td>
</tr>
<tr>
<td>EALS</td>
<td>English &amp; American Literature Section (ACRL)</td>
</tr>
<tr>
<td>EBSS</td>
<td>Education &amp; Behavioral Sciences Section (ACRL)</td>
</tr>
<tr>
<td>ELMSS</td>
<td>Educators of Library Media Specialists Section (AASL)</td>
</tr>
<tr>
<td>EMC</td>
<td>Education Media Council</td>
</tr>
<tr>
<td>EMIERT</td>
<td>Ethnic and Multicultural Information Exchange Round Table</td>
</tr>
<tr>
<td>ERT</td>
<td>Exhibits Round Table</td>
</tr>
<tr>
<td>ETF</td>
<td>Education Task Force (GODORT)</td>
</tr>
<tr>
<td>F&amp;A</td>
<td>Finance &amp; Audit Subcommittee (ALA)</td>
</tr>
<tr>
<td>FDTF</td>
<td>Federal Documents Task Force (GODORT)</td>
</tr>
<tr>
<td>FID</td>
<td>International Federation for Documentation</td>
</tr>
<tr>
<td>FLRT</td>
<td>Federal Librarians Round Table</td>
</tr>
<tr>
<td>FOLUSA</td>
<td>Friends of Libraries USA</td>
</tr>
<tr>
<td>FRFDS</td>
<td>Fund Raising &amp; Financial Development Section (LAMA)</td>
</tr>
</tbody>
</table>
FTRF—Freedom to Read Foundation
GIS—Government Information Subcommittee
GODORT—Government Documents Round Table
HCLF—Health Care Libraries Forum (ASCLA)
HRDR—Office for Human Resource Development and Recruitment (HRDR)
HS—History Section (RUSA)
IDTF—International Documents Task Force (GODORT)
IFC—I ntellectual Freedom Committee
ICAN—Interlibrary Cooperation & Networking Section (ASCLA)
IFLA—International Federation of Library Associations and Institutions
IFRT—I ntellectual Freedom Round Table
IG—Interest Group
ILERT—Independent Librarians Exchange Round Table
IRC—I nternational Relations Committee
IRRT—International Relations Round Table
IS—Instruction Section (ACRL)
ISS—Independent Schools Section (AASL)
ITAL—I nformation Technology and Libraries (LITA)
JOYS—Journal of Youth Services in Libraries (ALSC/ YALSA)
KQ—Knowledge Quest (AASL)
LAMA—Library Administration & Management Association
LA&M—Library Administration & Management (LAMA)
LAN—Library Advocacy Now
LARC—Library and Research Center
LC—Library of Congress
LFRC—Library Fundraising Resource Center
LHRT—Library History Round Table
LILAA—Literacy in Libraries across America
LIRT—Library Instruction Round Table
LITA—Library & Information Technology Association
LOMS—Library Organization & Management Section (LAMA)
LPSS—Law & Political Science Section (ACRL)
LRC—Learning Resource Center
LRRT—Library Research Round Table
LRTS—Library Resources & Technical Services (ALCTS)
LSDF—Library Service to the Deaf Forum (ASCLA)
LSIEF—Library Service to the Impaired Elderly Forum (ASCLA)
LSPVPD—Library Service to People with Visual or Physical Disabilities Forum (ASCLA)
LSPF—Library Service to Prisoners Forum (ASCLA)
LSSDDPMAG—Library Service to Developmentally Disabled Persons Membership Activity Group (ASCLA)
LSSPS—Libraries Serving Special Populations Section (ASCLA)
LTR—Library Technology Reports
MAGERT—Map & Geography Round Table
MARBI—Machine-Readable Bibliographic Information Committee
MARC—Machine-Readable Cataloging
MARS—Machine-Assisted Reference Section (RUSA)
MFLA—Midwest Federation of Library Associations
MLA—Music Library Association
MLS—Metropolitan Libraries Section (PLA)
MOUSS—Management and Operation of User Services Section (RUSA)
MPLSS—Marketing of Public Library Services Section (PLA)
MPS—Member Programs and Services
MRGITF—Machine Readable Government Information Task Force (GODORT)
NCATE—National Council for Accreditation of Teacher Education
NCLIS—National Commission on Libraries & Information Science
NMRT—New Members Round Table
NLA—National Librarians Association
NLW—National Library Week
OA—Office for Accreditation
OCLC—Online Computer Library Center
OIF—Office for Intellectual Freedom
OITP—Office for Information Technology Policy
OLAC—Online Audiovisual Catalogers
OLOS—Office for Literacy and Outreach Services
OLPR—(see HRDR)
ORS—Office for Research & Statistics
OTLDC—Orientation, Training and Leadership Development Committee
PAC—Public Awareness Committee
PARS—Preservation & Reformatting Section (ALCTS)
HRS—Human Resources Section (LAMA)
PIO—Public Information Office
PLA—Public Library Association
PLMES—Planning, Measurements & Evaluation Section (PLA)
PLSS—Public Library Systems Section (PLA)
PPO—Public Programs Office
PPPLS—Public Policy for Public Libraries Section (PLA)
PRS—Public Relations Section (LAMA)
RASD—(see RUSA)
RBML—Rare Books & Manuscript Librarianship
RBMS—Rare Books & Manuscripts Section (ACRL)
Reforma—National Assn. to Promote Library Services to the Spanish Speaking (not an acronym, use initial capital only)
RTCC—Round Table Coordinating Committee (MPS)
RUSA—Reference and User Services Association
RUSQ—Reference & User Services Quarterly (RUSA)
SAA—Society of American Archivists
SASS—Systems & Services Section (LAMA)
SC—Sections Council (ACRL)
SEES—Slavic & East European Section (ACRL)
SLAS—State Library Agency Section (ASCLA)
SLDTF—State & Local Documents Task Force (GODORT)
SLMQ—School Library Media Quarterly (AASL)
SLMR—School Library Media Research (AASL)
SMLS—Small & Medium-sized Libraries Section (PLA)
SORT—Staff Organizations Round Table
SPVS—Supervisors Section (AASL)
SRRT—Social Responsibilities Round Table
SS—Serials Section (ALCTS); Statistics Section (LAMA)
SSIRT—Support Staff Interests Round Table
STS—Science & Technology Section (ACRL)
TESLA—Technical Standards for Library Automation (LITA)
TLA—Theatre Library Association
TPLS—Technology in Public Libraries Section (PLA)
ULC—Urban Libraries Council
ULS—University Libraries Section (ACRL)
VRT—Video Round Table
WESS—Western European Specialists Section (ACRL)
WHCLIS—White House Conference on Library & Information Services
WO—Washington Office
WSS—Women’s Studies Section (ACRL)
YALS—Young Adult Library Services (YALSA journal)
YALSA—Young Adult Library Services Assn.