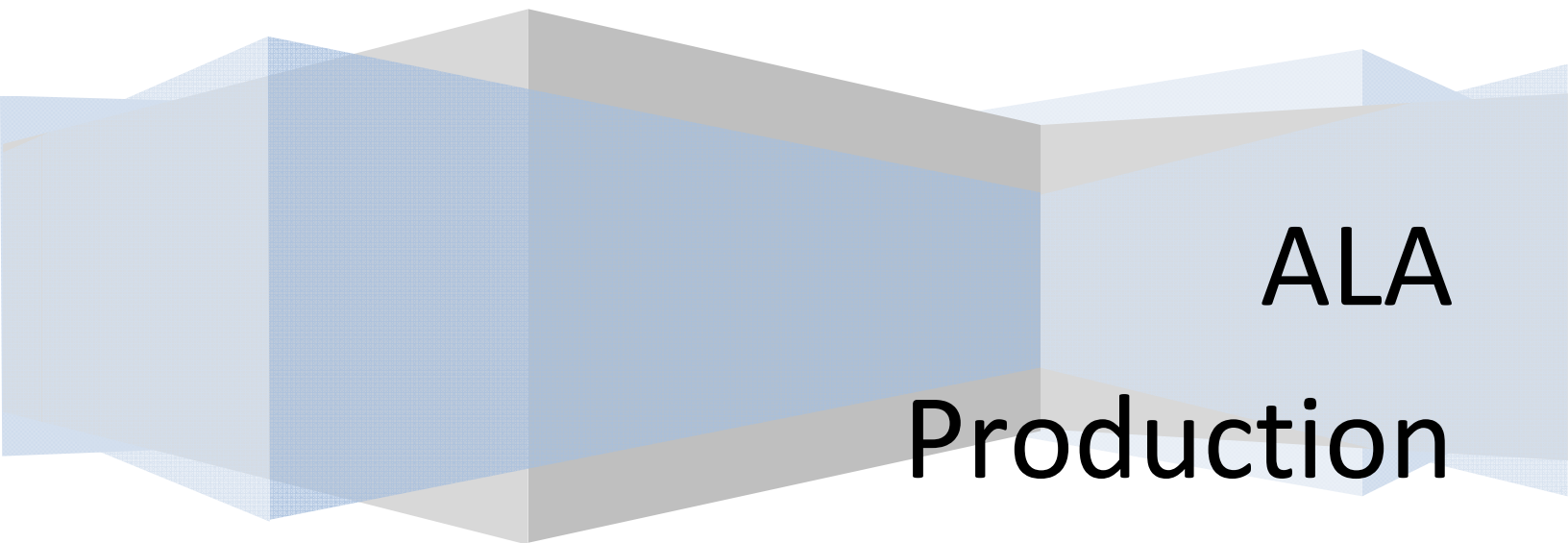


# **Style Guide**

## **2008**



**ALA**

**Production**

**Services**

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## INTRODUCTION

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](http://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 spelling and word division, please refer to the *Merriam-Webster's Collegiate Dictionary*, 11th Edition, or the Merriam-Webster Online Dictionary ([www.merriam-webster.com](http://www.merriam-webster.com)).
- For technological and Internet-related terms not covered by *CMOS* or *Merriam-Webster's*, consult [webopedia.org](http://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):

*The Chicago Manual of Style*, 15th ed.  
*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.

### *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](http://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](http://www.ala.org). (**not** <http://www.ala.org>)

Visit us at [www.ala.org/ICONNect](http://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:

1. *Anglo-American Cataloguing Rules*, 2nd ed., 1998 rev. (Ottawa: Canadian Library Assn.; London: Library Assn. Publishing; Chicago: ALA, 1998).

The acronym AACR2 serves for the both 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.

AACR2 (1988), (AACR2, 1998)

## 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

Alaska	Iowa	Mont.	R.I.
Ala.	Idaho	N.C.	S.C.
Ark.	Ill.	N.Dak.	S.Dak.
American Samoa	Ind.	Neb. <i>or</i> Nebr.	Tenn.
Ariz.	Kans.	N.H.	Tex.
Calif.	Ky.	N.J.	Utah
Colo.	La.	N.Mex.	Va.
Conn.	Mass.	Nev.	V.I. <i>or</i> Virgin Islands
D.C.	Md.	N.Y.	Vt.
Del.	Maine	Ohio	Wash.
Fla.	Mich.	Okla.	Wis. <i>or</i> Wisc.
Ga.	Minn.	Ore. <i>or</i> Oreg.	W.Va.
Guam	Mo.	Pa.	Wyo.
Hawaii	Miss.	P.R. <i>or</i> Puerto Rico	

## 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.  
 Indianapolis, IN 46202

663 Collins Rd. SE  
 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.



## CITATIONS

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.<sup>1</sup>

**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:

1. Jane Thompson, “Tiresome Style Guides: Just Say No,” *Author’s Revenge* 18 (May 2008): 12–25.

**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., <sup>1,2</sup>).

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

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

**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.)
2. Edward Philips, “Abstract Citations and Modern Dance,” *Modern Writer* 12, no. 3 (2008): 14–29.
3. Olive Martyr, “Urgency and Metaphysics,” *Review of the Modern* 26 (spring 1968): 14.

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:

2. Jane Doe, "Tiresome Style Guides! Ten Steps to Get Even," *Author's Revenge* 18 (May 1998): 129–35.
3. John Doe, "Scintillating Style Guides—a Twelve Step Program," *Author's Revenge* 18 (May 1998): 129–35.

**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.

3. Jeffrey N. Gatten and Carolyn J. Radcliff, "Assessing Reference Behaviors with Unobtrusive Testing," in *Library Evaluation: A Casebook and Can-Do Guide*, ed. Danny P. Wallace and Connie Van Fleet (Englewood, Colo.: Libraries Unlimited, 2001), 105–15.

4. Michael Murphy and Steven Donovan, *The Physical and Psychological Effects of Meditation: A Review of Contemporary Research with a Comprehensive Bibliography, 1931–1996*, 2nd ed., ed. and with an introduction by Eugene Taylor (Sausalito, Calif.: Institute of Noetic Sciences, 1997).

**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.

5. Alexandra Beswick-Couturier et al., Study of JCLP's Remaining a Government Documents Depository Library, unpublished staff report, 1998.

**ERIC documents** are referenced according to the following examples:

1. Edward Warner, *Information Needs* (Bethesda, Md.: ERIC Document Reproduction Service, ED 088 434, 1973).
2. J. Matthews, *Resource Sharing* (Helena, Montana State Library, Nov. 1980), 27–28 (ED 198 821).
3. Virginia Saddler, *The Role of the Library in Education: The Library Image as Presented in Selected Teacher Training Textbooks in Use in the State of Kentucky, Barbourville, Ky.: Union College* (Arlington, Va.: ERIC Document Reproduction Service, ED 073 789, 1970): 75.

**Final reports** are referenced in the following manner:

1. National Institute of Education, *Involvement in Learning: Realizing the Potential of American Higher Education, final report of the Study Group on the Conditions of Excellence in American Higher Education* (Washington, D.C.: NIE, 1984).

**SPEC kits** are referenced according to the following example:

1. *Technical Services Costs in ARL Libraries: SPEC Kit 89* (Washington, D.C.: Systems and Procedures Exchange Center, OMS, Association of Research Libraries, 1982).

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

6. Reference and User Services Association, "Professional Competencies for Reference and User Services Librarians," Approved by the RUSA Board of Directors, June 2004,  
[www.ala.org/ala/rusa/rusaprotools/referenceguide/professional.htm](http://www.ala.org/ala/rusa/rusaprotools/referenceguide/professional.htm) (accessed May 1, 2004).

**"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.

## 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.

Doe, Jane. 1998. Tiresome style guides: Ten steps to get even. *Author's Revenge* 18, no. 2: 129–35.  
Doe, Jane. 1998. *Tiresome style guides: Ten steps to get even*. Chicago: Anonymous Press.

**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](http://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:

1. Chi-Lel Qigong website. [www.chilel-qigong.com](http://www.chilel-qigong.com) (accessed Mar. 29, 2008).
2. U.S. Bureau of Justice Statistics, Bulletin: Prison and Jail Inmates at Midyear 2003, NCJ 203947, May 2004. [www.ojp.usdoj.gov/bjs/pub/press/pjim03pr.htm](http://www.ojp.usdoj.gov/bjs/pub/press/pjim03pr.htm) (accessed Mar. 29, 2008).
3. Abby S. Kasowitz et al., “Facets of Quality for K–12 Digital Reference Services,” Oct. 1999. [www.vrd.org/training/facets.htm](http://www.vrd.org/training/facets.htm) (accessed Mar. 29, 2008).

### 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:

1. Michael Calabrese, “Between Despair and Ecstasy,” *Exemplaria* 9, no. 1 (1997), [www.class.ufl.edu/english/calax.htm](http://www.class.ufl.edu/english/calax.htm) (accessed Oct. 10, 2008).

### 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:

2. Britannica Online, Vers. 97.1.1., Mar. 1997, Encyclopaedia Britannica, [www.eb.com](http://www.eb.com) (accessed Mar. 29, 2008).

### Online book

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

3. Robert Barsky, *Noam Chomsky*, Cambridge: MIT Pr., 1997, <http://mitpress.mit.edu/Chomsky> (accessed May 8, 2008).

**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).

4. Anthony Boyle, "Re: Utopia," e-mail to Daniel Cahill, June 21, 2008.
5. James Harner, e-mail to the author, Aug. 20, 2008.

**Online posting**

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

6. Norman Holland, "Overcoming Depression," online posting, Mar. 19, 2008, Psyart, [www.clas.ufl.edu/ipsa/psyart.htm](http://www.clas.ufl.edu/ipsa/psyart.htm) (accessed Mar. 21, 2008).

Or, if no discussion topic is given:

6. Norman Holland, e-mail to online posting Psyart mailing list, Mar. 19, 2008, [www.clas.ufl.edu/ipsa/psyart.htm](http://www.clas.ufl.edu/ipsa/psyart.htm) (accessed Mar. 21, 2008).

## SPELLING LIST

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, Millenial 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  
 ALA—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)

BRASS—Business Reference & Services Section (RUSA)  
CBC—Children’s Book Council  
C&RL—College & Research Libraries  
C&RL News—College & Research Libraries News  
CC:DA—Committee on Cataloging: Description & Access (ALCTS-CCS)  
CCS—Cataloging & Classification Section (ALCTS)  
CALA—Chinese American Librarians Association  
CIS—Community Information Section (PLA)  
CJCLS—Community & Junior College Libraries Section (ACRL)  
CLENERT—Continuing Library Education Network & Exchange Round Table  
CLOC—Comparative Library Organization Committee  
CLR—Council on Library Resources  
CLS—College Libraries Section (ACRL)  
COLA—Council of LAMA Affiliates  
CMDS—Collection Management & Development Section (ALCTS)  
COA—Committee on Accreditation  
COE—Committee on Education  
CODES—Collection Development & Evaluation Section (RUSA)  
COL—Committee on Legislation  
COLT—Council on Library/Media Technicians  
COO—Committee on Organization  
CORS—Committee on Research & Statistics  
COSLA—Chief Officers of State Library Agencies  
COSWL—Committee on the Status of Women in Librarianship  
CPU—Central Production Unit (ALA Publishing)  
CRC—Chapter Relations Committee  
CRG—Council of Regional Groups (ALCTS)  
CRL—Center for Research Libraries  
CSO—Conference Services Office  
CUAC—Cartographic Users Advisory Council  
DEU—Duplicates Exchange Union (ALCTS)  
DLS—Distance Learning Section (ACRL)  
DTTP—Documents to the People (GODORT)  
EALS—English & American Literature Section (ACRL)  
EBSS—Education & Behavioral Sciences Section (ACRL)  
ELMSS—Educators of Library Media Specialists Section (AASL)  
EMC—Education Media Council  
EMIERT—Ethnic and Multicultural Information Exchange Round Table  
ERT—Exhibits Round Table  
ETF—Education Task Force (GODORT)  
F&A—Finance & Audit Subcommittee (ALA)  
FDTF—Federal Documents Task Force (GODORT)  
FID—International Federation for Documentation  
FLRT—Federal Librarians Round Table  
FOLUSA—Friends of Libraries USA  
FRFDS—Fund Raising & Financial Development Section (LAMA)

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—Intellectual Freedom Committee  
ICAN—Interlibrary Cooperation & Networking Section (ASCLA)  
IFLA—International Federation of Library Associations and Institutions  
IFRT—Intellectual Freedom Round Table  
IG—Interest Group  
ILERT—Independent Librarians Exchange Round Table  
IRC—International Relations Committee  
IRRT—International Relations Round Table  
IS—Instruction Section (ACRL)  
ISS—Independent Schools Section (AASL)  
ITAL—Information 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.