



## EDITORIAL STYLE GUIDE

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### EDITORIAL PROCESS

The role of editors and proofreaders is to benefit the author, helping to ensure that the author is communicating clearly and effectively to a broad audience (including specialists and non-specialists alike) in a dynamic, accurate, and engaging manner. When you submit a piece of writing to the Hoover Institution Press, you can expect our editorial staff to consider and apply standards relating to grammar, spelling, punctuation, and consistent usage; clarity and length of texts; and accessibility. While most texts are edited lightly in order to maintain the author's voice and intent, some manuscripts lend themselves to heavier developmental editing, both to meet the needs of the material in the best way and to ensure consistency on behalf of the Hoover imprint.

## AUTHOR SUBMISSIONS

Manuscripts shall be provided as Word documents only.

### Notes and Bibliographies

Please follow *Chicago Manual of Style*, 17th ed. Note numbers should be placed at the end of a sentence. For a single author book, notes are numbered consecutively, beginning with 1, throughout the entire book and appear at the end of the book. For multiauthor works, notes are numbered consecutively, starting at 1 for each chapter, and each set of notes appears at the end of its chapter.

Use the full citation for the first reference to each source, followed by shortened citations after. For multiauthor works, the full citation should be provided upon first reference for each chapter.

### Figures, Tables, and Images

Author shall provide titles, captions, sources, and data files for figures, tables, and images. Put all figures, tables, images, and captions in a separate file. Images should be of print-quality resolution and either have no copyright restrictions or have licenses for the intended use.

## RESOURCES

The following resources are consulted for copyediting and proofreading Hoover Institution books:

- *The Chicago Manual of Style*, 17th ed.
- *Webster's Collegiate Dictionary*, 11th ed.

Unless otherwise stated on the style sheet below, follow *CMS* for matters of style (including capitalization). Follow the first entry of *Webster's* for correct spelling and word breaks. Follow the editorial manager's preferences.

## STYLE ESSENTIALS

### Abbreviations

Use no periods for degrees or affiliations. Spell out any other than the most common (BA, BS, JD, MA, MBA, MS, PhD), except in listings or contexts where the anticipated audience will know what it stands for. It is OK to abbreviate civic or military titles before a full name, but not with a surname alone.

- [Joan Monroe, MD, and José Castaneda, PhD](#)

- Gov. Gavin Newsom met with Senator Feinstein.

Spell out the names of countries, organizations, institutions, etc. in noun form. Use the abbreviated form without periods when used as an adjective. It is OK to abbreviate when the entity is better known by its initials and/or is used many times throughout a work, but spell out upon first reference.

- In the United States, it's typical to take only a few weeks of vacation per year.
- The policy of the United Nations (UN) was to recognize the rogue state.
- While most US museums are managed by nonprofit organizations, UK institutions are usually run by the government.

Use small caps for AD, BC, BCE, CE.

Use lower case and periods for a.m., p.m. Always refer to noon and midnight, never 12:00 a.m. or 12:00 p.m.

Initials in names are followed by a period and a space.

- George P. Shultz
- George H. W. Bush

### **Apostrophes and Possessives**

Use “curly” apostrophes (') instead of straight marks ('). You can change this setting in Word preferences (AutoCorrect), or the editor will do it for you. For singular possessive forms, add 's to any word or name ending in s, z, or x, as with any other letter.

- John Adams's presidency lasted only one term.

### **Capitalization**

General guidelines follow. See specific recommendations in the Usage Guide below and in *CMS*.

*Professional and civic titles:* capitalize titles used before and as part of a person's name, whether full name or surname only (e.g., President Barack Obama; Gov. Gavin Newsom). Use lower case for titles used after a name or generically. A named position is always capitalized.

Please note that when a title is used as an appositive or descriptive phrase, it is no longer treated as a title and is lowercased (e.g., the then president Reagan).

*Headlines and titles:* in headline-style capitalization, all words begin with an initial capital letter except articles (a, an, the), prepositions (with exceptions), and conjunctions (but, or, and, etc.) (see *CMS* 8.159). For foreign languages, follow that language's norms.

## Captions and Credits

For images and illustrations, credit as per the samples below. No credit is necessary for stock images. Check contracts or consult with copyright owner before running images uncredited. Consult with Hoover Library & Archives on captioning their images.

Set directions for photo captions in italics, within roman parentheses (*like this*). Caption multiple images together as “Clockwise from top left: . . .” or “Left: . . . . Right: . . . .”

- Photo: John Smith
- Illustration: John Smith.
- *Back Our Girls Over There*. Clarence Frederick Underwood, 1918, Poster Collection US 477. Hoover Archives.
- Joseph Brodsky Collection, Hoover Archives.
- At Hoover's 2018 Spring Retreat (*left to right*) overseer John Smith, senior fellow Bob Johnson, and marketing assistant Barry Jones pose next to Hoover Tower.

## Commas

Use serial comma (before conjunction in a series).

- parsley, sage, rosemary, and thyme

Commas should also be used to separate complete clauses (each with a subject and verb) but are not needed in the absence of two separate clauses (as in this sentence, where “are” shares the subject “commas”). Terms such as “however” or “therefore” (known as conjunctive adverbs) are not conjunctions. Separate such clauses with a semicolon or period.

- If you build it, they will come.
- They came from different backgrounds but had a similar character.
- The artist has worked in several media; however, she now prefers acrylics.

Use commas to set off nonrestrictive phrases—that is to say, you can remove them without changing the meaning of the sentence. For phrases that are restrictive (essential to the meaning), omit commas.

- He introduced his second wife, Clare. Her daughter Joanne joined them. [He has only one second wife. She has more than one daughter.]

Suffixes such as Jr., Sr., II, and III, are not set off by commas after an individual's name, except upon request of the individual named (such as in a donor listing). Professional and academic degrees and titles such as "MD," "PhD," and "Esq." are set off by commas, both before and after the title.

## Ellipses

The ellipsis is most frequently used to indicate that text has been omitted from quoted material. Care should be taken not to remove material from the quote that alters its meaning. The typesetter will place the proper spacing between each period, so submit using the standard keyboard formula. An ellipsis is normally not used at the start or end of the quoted material.

- "When ... I came to the Stockholm Art Academy ... I perpetually heard the name Zorn mentioned, and it was enveloped in an aura of wonder and admiration. ... Everyone could see that here was a man who had something to say."

## Italics

Titles of works, foreign words and phrases (except those that are widely used and appear in standard English dictionaries), and words or letters used as words or letters appear in italics.

*Use italics for:* titles of books, magazines, movies, TV and radio programs, internet publishing sites (e.g., *Slate*, *Vox*), essay series, blog series, podcast series, lecture series, exhibitions.

*Use quotation marks for:* individual TV episodes, articles, blog posts, lectures.

Names of networks, channels, and websites (non-publishing, e.g., Wikipedia, Google) are set in roman.

Most punctuation accompanying words in italics should be set in roman. Exceptions are when the punctuation relates to the word or phrase being italicized rather than to the sentence as a whole.

- French nouns may be masculine, as in *le fromage*, or feminine, as in *la pomme*.
- It was not the *Romans'* victories that were assured, but the *barbarians'*.
- "Who Do You Sue?" by Daphne Keller, *Aegis Paper Series*
- "Mining for Some Improvements to California's Government" by Bill Whalen, *California on Your Mind*
- *Hoover Digest*

## Hyphens and Dashes

Use a hyphen between words forming a compound adjective that precedes a noun. Do not use a hyphen between an adverb and an adjective unless the adverb does not end in “ly” and the phrase precedes a noun. Compounds that are not modifiers are usually left “open” (two words, without hyphen).

- She had a middle-class upbringing.
- He was well known as a bookie.
- He was a well-known bookie.
- It is a mildly amusing book.
- His approach was cutting edge.
- His was a cutting-edge approach.

Most words formed with prefixes and suffixes are “closed” (one word, no hyphen), except in cases involving a proper noun or when otherwise confusing or misleading. Use the *CMS* hyphenation table (7.89) for more guidance.

- prewar
- pre–World War II [note en dash since it is connecting the prefix to more than one word]
- pre-1950
- nonprofit
- un-unionized
- co-opt

Use hyphens for ISBNs.

*Em dashes* are used most typically to set off text from its surrounding sentence. The em dash should be closed up to surrounding text.

- From the moment I met her—on a cold, gloomy day in July—I knew that our relationship would be defined by contradictions.

*En dashes* are used to indicate ranges, especially numbers (see Numbers, below), and when hyphenating compound phrases

- In a pre–Cold War environment, Russia was not perceived as much of a direct threat.
- The New York–bound train chugged east.

Avoid using “from . . . to” or “from . . . through” with en dashes. The dash takes the place of the words.

- The building is open Monday through Friday, from 9 a.m. to 5 p.m.
- OR: The building is open Monday–Friday, 9 a.m.–5 p.m.

## Lists

Bulleted or numbered lists should be introduced with a complete sentence and a colon. Whether each item in the list contains complete sentences or not, start each with a capital letter. Use periods at the end only for complete sentences. Keep the structure parallel, as in the following examples.

Adams offered this advice for rainy days:

- Bring your umbrella.
- Wear water-resistant shoes.
- Plan extra time to get to your destination.

Johnson contended that rainy days offer the following benefits:

- Keeping your garden hydrated
- Cleaning streets and roads
- Contributing to stream flows

## Numbers

Follow Chicago style for numbers in running text: spell out whole numbers from zero through one hundred. Spell out whole numbers up to one hundred followed by hundred, thousand, or hundred thousand, million, billion, trillion (except monetary figures). Clusters of numbers may be rendered as numerals, especially when comparing monetary values. Percentages are usually expressed in numerals. Always spell out at the start of a sentence; reword if this is awkward.

*Online-only materials:* spell out only numbers zero through nine and quantities such as hundred, thousand, million, etc.

- The theater accommodated more than three hundred attendees.
- Last year six million teenagers claimed to have died of embarrassment.
- Production rose that quarter to 317 million cars.
- He was a man of fifty, but his father had lived to be one hundred.
- The age groups of the subjects were 8–11, 12–15, and 16–18.
- The committee set aside 15 percent of the budget, or \$230 million, as a rainy-day fund.
- The committee agreed that \$37 million of the remaining funds should go to technology improvements, \$22 million to outreach, and \$6 million to increased staffing.
- Interest on the \$600,000 loan increased the debt to more than \$1.2 million.
- Two hundred fifteen people were hospitalized; 140 remain in critical condition.

When using digits, inclusive numbers should be in their shortened form, with two digits after the en dash in most cases.

- 310–11, 1087–89
- But: 300–310, 297–310

Ordinals follow the same rules for numbers. Do not use superscript.

- Her office was on the twenty-fifth floor.
- Although she was 5,426th in the queue, she managed to get those *Hamilton* tickets.
- The 1950s were the most contradictory decade of the twentieth century.

## Quotations

Take care to retain all original spelling and punctuation for quoted material. Add explanatory material, if necessary, in brackets. When the material quoted is not a complete sentence, craft the sentence around it to read grammatically. When a quotation introduced midsentence forms a syntactical part of the sentence, it begins with a lowercase letter. When quoting from published material, or when supplying quotes in a press release, use present tense.

- A 1940 report states, “[Bulgari] is considered the first in Italy, and nearly all other Italian jewelers copy their jewels, using them as models for their own creations.”
- The film enjoyed an immediate success, perhaps because it had, as Crespi writes, “touched the spirit of the times.”
- He rankled when critics saw his figurative works “as a peg on which to hang my [abstract] conceptions of painting.”

Use “curly” quotation marks (“ ”) instead of straight marks (" "). You can change this in Word preferences (AutoCorrect), or the editor will do it for you.

## Spaces

Use one space after periods and colons, not two. The editor will search for all double spaces and replace them with single. When indenting or tabulating material, please set up proper tabs rather than using spaces.

## Websites and Email Addresses

Websites should be named in running text according to their titles, not their URLs (e.g., the CIA World Factbook; the *Onion*; the website for the Hoover Institution).

When supplying references, URLs are not necessary for print publications but are often used with materials posted online. Use lower case for all website and email addresses. URLs should either begin with `http://` or `https://`. Do not end site address with a slash. Split URL at the end of a line before the period or slash (which should begin the following line). Access dates for URLs are no longer required.

## USAGE GUIDE

See below for preferred spelling, capitalization, punctuation, and usage. Author preferences may take precedence for any given work at the discretion of the editorial manager.

## **acknowledgments**

### **act / doctrine / treaty / etc.**

Capitalize the specific name when used in full; use lower case when used generically:

- the Mann Act; the act
- the Treaty of Versailles; the treaty

### **administration**

Lower case:

- the Obama administration

### **adviser**

Not “advisor.”

### **African American / Asian American / etc.**

No hyphens, even as compound adjective.

### **allies / allied forces**

### ***America Off Balance***

Retain capital O. Tagline is One Nation Under Debt.

### **ampersands**

Avoid, except in display text or “Hoover Library & Archives.”

### **and/or**

Avoid when possible—it can usually be simplified to “and” or “or” without changing meaning.

### **blacklist**

### **Board of Overseers / Board of Overseers Meeting**

Use lower case in abbreviated form: the board; or the overseers.

### **branch**

Lowercase for governmental divisions: the executive branch, the judicial branch

## **Chinese politicians and VIPs**

Surname is listed first. Use for subsequent references.

Chiang Kai-shek  
Deng Xiaoping  
Hu Jintao  
Jiang Zemin  
Li Kexin  
Mao Zedong / Chairman Mao  
Wen Jiabao  
Xi Jinping  
Yang Jiechi  
Zhou Wenzhong

## **circa**

abbreviate as “c.”

## **coauthor / coauthored**

## **comprise**

To comprise is to bring together. The whole comprises the parts, and the parts compose (or form, constitute, make up) the whole.

- *Strategika* comprises recent essays on the subject of national security.
- Leading experts in national defense make up Hoover’s Working Group on the Role of Military History in Contemporary Conflict.

## **communism / Communism**

Lower-case “communism” when speaking of it as a philosophy or global phenomenon. When speaking specifically of Soviet or Chinese Communists, for example, where this is the name of the controlling party, capitalize.

## **cryptocurrency**

## **data**

OK to use in either singular or plural form:

- The data is telling.
- The data are telling.

## **dates**

Use Arabic figures without ordinal suffixes (e.g., June 9, not June 9th). Year is set off by commas with full date but not with month or season only.

- The policy will take effect January 1, 2019, and will apply to all staff.

- She started this program in May 2019.

## **David and Joan Traitel Building / Traitel Building**

### **decision maker / decision making / decision-making**

Forms usually left open (space, no hyphen) unless used as a modifier before a noun:

- The president declared herself the decision maker.
- These potential outcomes had no influence on his decision making.
- Skipping lunch typically affected his decision-making abilities in the afternoon.

### **departments of government**

Capitalize the department name. Capitalize “department” when included as part of the name; lower case when it is use generically:

- Department of the Treasury; Treasury department

### **departments of companies, universities, and institutions**

Lower case when used generically. Capitalize departments related to specific academic disciplines.

- director of Hoover’s department of human resources
- chair of the Finance and Business Economics Department

### **DoD**

Department of Defense. Spell out for first use.

### **dos and don’ts**

### **canceling**

### **channels, podcasts, and series**

Use italics for online essay series, podcasts, and channels in running text. OK not to use in online headers and other instances of display type:

- *Centennial Secrets*
- *California on Your Mind*
- *Cyberspectives*

### **ebook / email**

### **Educating Americans in Public Policy, the Mary Jo and Dick Kovacevich Initiative at the Hoover Institution (or EAPP)**

### **etc. / et al.**

Set in roman, not italic. Preceded by comma when it follows a series but not when it follows only one item.

### **the Fed**

Federal Reserve. System Shortened form OK.

### **fewer than / less than / more than / over**

Use “fewer than” and “more than” when referring to discrete things that are countable in whole numbers. For all other cases, use “less than” or “over”:

- Fewer than one hundred civilians have received this honor.
- Less than fifty years have passed since the bill was made law. [A year is discrete and countable, but may not necessarily be counted as a whole.]

### **free**

Avoid use of “for free” to mean simply “free.”

- Students may attend the lecture free.

### **free-trade**

Use hyphen when used as a compound adjective:

- Free-trade agreements usually benefit consumers.

### **French diacritical marks**

Use diacritics (accents) with capital as well as lower-case letters:

- *Étienne Manac'h*

### **French/foreign titles of works**

Follow native language’s capitalization rules. If title begins with an article, italicize the article but not the word following:

- *L'origine du monde*
- *La diplomatie n'est pas un dîner de gala*

### **fund-raiser / fund-raising**

### **GDP**

Gross domestic product. OK to use abbreviation only.

### **gender-specific pronouns**

Modern usage allows the use of “they” as a first-person singular pronoun. To avoid gendered language, revising to plural or alternating male with female are common techniques. Follow author’s preference, if any.

## **George P. Shultz Building**

## **Hauck Auditorium**

## **Hoover fellows**

For identities of individual fellows, capitalize fellow title when used before name. Do not capitalize when used otherwise within the sentence. Use lower case “fellows” as generic reference. However, named positions are always capitalized. Use military title where regularly used by fellow. Refer to bios on Hoover website for spellings and fellows’ preferences.

When listing, alphabetize within the following hierarchy: distinguished fellows, named senior fellows, senior fellows, distinguished research fellows, named research fellows, research fellows, distinguished visiting fellows (including Annenbergs), visiting fellows (including NSAFs and Campbells).

- Senior Fellows John B. Taylor and John C. Cochrane and Research Fellows Russ Roberts and David Davenport [each pair’s fellows have the same title]
- Hoover fellows Condoleezza Rice, Russ Roberts, and George P. Shultz [all have different titles]
- The panel was introduced by Tom Church, a research fellow at the Hoover Institution.
- John and Jean De Nault Research Fellow Russ Roberts
- Admiral James O. Ellis Jr. and Admiral Gary Roughead, USN (Ret.)

## **Hoover Institution on War, Revolution and Peace**

Former official name. Use only in historical context. No series comma.

## **the Hoover Institution / Hoover / the institution**

When used alone, Hoover does not require “the.” When there is potential for confusion with Herbert Hoover the man, recast the sentence. When used alone, lower case “institution.”

- Scholars at Hoover are dedicated to research of public-policy issues.
- Hoover is based in Stanford, California. The institution also maintains a major policy outreach center in Washington, DC.

## **Hoover Institution in Washington**

## **Hoover Library & Archives**

Treat as single entity. Takes singular verb.

## **Hoover Tower**

## **Hoover War Library**

Early name for use only in historical context.

### **human-rights**

Use hyphen when used as a compound adjective:

- *The nation committed many human-rights violations.*

### **Ibid. / Id.**

Set in roman, not italic.

### **important / importantly**

Both OK as sentence adverbs. With “more” or “most,” use “important.”

### **internet**

Now lower case

### **IP<sup>2</sup>**

### **Kim Jong-un**

### **Koran**

### **Kuomintang**

### **Kyiv**

Preferred over “Kiev,” but both are correct.

### **LA**

Abbreviation for Los Angeles

### **Leadership Forum**

### **lectures**

Names of lecture series are capitalized. Individual lectures are capitalized and enclosed in quotation marks.

- *The Stanford Presidential Lectures in the Humanities and Arts will present Douglas Hofstadter’s lecture “Analogy as Core, Core as Analogy.”*

### **media**

OK to use in either singular or plural form:

- *Media is often to blame.*
- *Media are often to blame.*

## **Media Roundtable**

### **Middle East**

West Asia preferred unless used in a historical or cultural sense (from North Africa to Iran)

### **Molotov, Vyacheslav**

### **names of companies, universities, and institutions**

Names should be capitalized when used in full. Do not capitalize “the” in running text even if it is in the official name. For foreign entities, use their preferred name or brand in English, which is usually found on their website.

### **Near East**

West Asia preferred unless used in a historical sense.

### **NIMBY / NIMBYism**

### **Nobel laureate**

### **parenthetical phrases**

Include within the sentence if it forms a logical thought within the sentence (as this does). Exclude from the sentence, and style as its own sentence within the parentheses, if it is a new thought. (It’s important to note that parentheses, unlike em dashes, always come in pairs.)

Use brackets to interpose editorial or explanatory comments.

### **percent**

It takes a singular verb when standing alone or when a singular noun follows an “of” construction; and a plural verb when a plural noun follows an “of” construction:

- The teacher said 60 percent was a failing grade.
- He said 50 percent of the membership was there.
- She said 50 percent of the members were there.

### **PolicyEd**

### **policy makers / policy-making [compound adj.]**

### **possessives**

For possessives of singular names, add an apostrophe and an s, including those ending in s or a sibilant (examples: Keats’s; Degas’s; Eakins’s; Marx’s) (see *CMS* 7.17–23).

**professional or official titles**

Follow Chicago Manual of Style. In most instances, lower case (see CMS 8.19–30). Note that named positions are capitalized. Capitalize titles such as Senate Majority Leader or House Minority Whip.

**projects and programs**

Project and program titles are capitalized and not italicized. Only capitalize “project” or “program” if part of the official name:

- Stuart Family Congressional Fellowship Program
- Governance in a Time of Technological Change project
- Working Group on the Role of Military History in Contemporary Conflict

**provide with**

Use “with” when there is an indirect object:

- Intelligence sources provided reports on Russian influence over the election.
- These reports provided media organizations with the essential facts.

**public-policy**

Use hyphen when used as a compound adjective:

- Students take advantage of many public-policy programs.

**quotation marks**

Use sparingly outside quoted material.

**reelection****so-called**

Do not use quotation marks for words following “so-called.”

**state names**

Spell out, except when noting place of publication in notes and bibliography. In this context, state names are not necessary for well-known cities. When the state is likely to be unknown, or the city confused for another (such as Portland, Maine, versus Portland, Oregon), use the two-letter postal code.

**super PAC****Supreme Court and other courts**

Capitalize when using full name. Lower case when used generically in most cases. OK to capitalize “Court” when referring to the Supreme Court in a document that is largely about the legal system.

## **symposia**

### **the / The**

Do not capitalize “the” in running text before the names of institutions, newspapers, performing groups, etc. The only exception is for foundations for which it is part of the official name:

- I read it in the *New York Times*.
- This program has been produced with the financial assistance of The Annenberg Foundation Trust at Sunnylands.

### **then (former)**

No hyphen unless confusion is bound to result:

- As then secretary of state Hillary Clinton believed, health care is a human-rights issue.
- Vice President Wilcox spoke up, but then-President Hammersmith was quick to interject.

### **they**

OK to use in the singular in place of “he” or “she,” especially in contexts where the subject prefers it. In generic contexts, better to rephrase the sentence in the plural if possible.

### **think-tank**

Hyphenate as a compound adjective.

### **Uighur(s)**

Chinese ethnic minority group

### **University of California–Berkeley**

Use en dash.

### **United States / US**

Spell out when used as a noun. When used as an adjective, use abbreviation with no periods.

### **van / Van**

For names, use lower case when printing the full name. Use the upper-case “V” in when just printing the last name: Retain the preferences of any individuals (such as in a donor listing). Include “van” in alphabetizing.

- Vincent van Gogh; Van Gogh

### **V-E Day / V-J Day**

**Washington, DC**

No period, DC set off with commas. Including “DC” is preferred, but omitting it is acceptable. Do not use just “DC”:

- the Washington, DC, address of Hoover
- Cities involved in the project included Chicago, New York, Paris, Washington, and Zurich

**website / web pages****Welcoming Pavilion (in Traitel Building)****West Asia**

Preferred over Near East or Middle East, especially in a geographical sense. (See entry under Middle East).

**Xinjiang**