

Resources

Refer to the following resources when copyediting and proofreading Hoover Institution books:

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

Unless otherwise stated on the style sheet, 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

- Series comma, now roman after italic; if comma comes in within an italic phrase, should be italic
- Directions in captions for photos should be set italic and in parentheses (*left to right*)
Parentheses now in roman, per *CMS*, 17.
- Use shortened form for page ranges (310–11, 310–07, not 310–311 or 310–7)
- Flag inappropriate (foul) language.

Abbreviations

- MD, PhD/DA/ME/LA (no periods)
- US, UN, EU, UK, NATO (adj.); United States (noun)
- AD, BC, BCE, CE (small caps)
- Use periods in abbreviations that appear in lowercase letters: a.m., p.m.
- Initials standing for given names are followed by a period and a space.

Numbers

- Use hyphens for ISBNs
- Billions, millions. Spell out for a whole number of one hundred or fewer when it precedes million, billion, trillion, etc.: six million people, twelve billion insects, 317 million cars.

Citing Websites

- Website is one word, not two.
- Site title should be in caps/lowercase
- Do not end site address with a slash
- Website addresses should either begin with `http://` or `https://`—never just `www`.
- Include the author's access date.

Word Usage

- **act** Uppercase for the full name of a specific piece of legislation: the Mann Act, the act.
- **administration** Lowercase
- **African American** Per *CMS* 17, hyphens are not used with such compounds.
- **ages** Spell out ages below 100 (*he is fifty years old, his daughter is three*) and use numerals for 100 and above (*the home is 127 years old*).
- **allies and allied forces** The countries that joined forces against Nazi Germany and Japan during WWII. Lowercase allies and allied elsewhere.
- **branch** Lowercase for governmental divisions: the executive branch, the judicial branch.
- **DoD.** Department of Defense.
- **ebook**
- **email**
- **et al.** Set in roman, not italic. Not preceded by comma.
- **Ibid** Set in roman, not italic.
- **Internet** Per Merriam-Webster (not *CMS*)
- **Koran** or author preference.
- **Hoover Library & Archives** Treat as single entity.
- **more important** not more importantly.
- **policy makers** two words
- **political titles** Lowercase former titles (*former Treasury secretary Jane Smith*)
- **Treasury.** Department of the Treasury, Treasury department.

- **University of California–Berkeley.** Use an en dash.
- **Washington, DC.** No periods.
- **websites.** Names of online magazines and most blogs are treated the same as those of print magazines: italicized with no quote marks: *Slate*, *Salon*, *National Review Online*.

Notes and Bibliographies

- Please follow *Chicago Manual of Style*, 17th ed.
- Note numbers should be placed at the end of a sentence. Notes are numbered consecutively, beginning with 1, for each chapter.
- Our preference is for end-of-book notes. End-of-chapter notes are for multiauthor books only.

Figures, Tables, and Images

- Author to provide source and data files for figures, tables, and images; if author has not provided, contact her him.
- Provide titles and captions for figures, tables, and images that do not have them.
- Put all figures, tables, images, and captions in a separate file.

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