

PM Press Style Guide

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Please don't hesitate to ask your editor about anything related to style or the copyediting process. Working out any questions about style and manuscript preparation will save time and effort later in the process.

Notes to the editor or designer about any part of a manuscript, including placement of images (which should be in separate files rather than embedded in the text) may be communicated separately or inserted in brackets, for example: [Image 01].

A crucially important general requirement is for the author to recheck their manuscript for accuracy, including spellings of proper nouns and all other factual details before it is submitted for copyediting. See **Fact-checking**.

For most things not detailed here, please consult *The Chicago Manual of Style*, 17th ed. Full details of Chicago's "notes and bibliography" system of source citation, the one most commonly used in PM Press books, are given in Chapter 14 of *CMOS*.

ALL CAPS: Words to be emphasized should generally be in italics, not in all caps. Caps may be used to indicate something written that way, such as headlines and signage, and these may be later converted to small caps.

Author/contributor bios:

Most books require a short author bio ("About the Author" page), and sometimes an author photo, to be included. Please include a 300 dpi photo image when possible along with a short biography up to 200 words in length. For collections/anthologies with multiple contributors, author images are not necessary and bios should be edited to a consistent length (less than 150 words), except in instances when a contributor prefers a very brief bio.

Bibliography: In addition to footnotes or endnotes, a bibliography can be useful to readers. These should be organized alphabetically by author's last name and should include full details such as the book's complete title and subtitle. Use flush-and-hang format a.k.a. hanging indentation (for an example see **Citations**).

Block quotes: Quotes of about one hundred words or more can be set off as a block quotation. These should have a single indent for the whole quote (highlighting the whole quote and hitting Tab once) rather than using individual tabs, spaces, or hard returns.

Bold type:

Boxed/sidebar text: Rather than placing text boxes, tables, or sidebars in the manuscript, simply include the plain text with a bracketed note to explain the placement and style. If detailed instructions are required, please check in with the copy editor.

Capitalization of titles (of chapter titles, headings, and works referenced in the text): In

general, capitalize all words (including short words) except:

1. Lowercase the articles *the*, *a*, and *an*; and the conjunctions *and*, *but*, *or*, *nor*, and *for*.
2. Lowercase prepositions (including longer ones such as *through*, *without*, and *during*)
3. Lowercase *to* and *as*.

Citations: (see also: **Endnotes/footnotes** and **Websites**)

Most of our nonfiction books use Chicago’s “notes and bibliography” system of documentation with either footnotes or endnotes, which is explained in full detail in *CMOS*, Chapter 14. (Some social sciences texts follow Chicago’s “author-date” system, with parenthetical references in the text, though this is not preferred for most types of books PM publishes.) A quick guide to both systems with examples is online at:

http://www.chicagomanualofstyle.org/tools_citationguide.html. Here are a few simple examples:

Book

Footnote/endnote:

Geoffrey C. Ward and Ken Burns, *The War: An Intimate History, 1941–1945* (New York: Knopf, 2007), 52.

Shortened style for subsequent references:

Ward and Burns, *War*, 59–61.

Bibliography:

Ward, Geoffrey C., and Ken Burns. *The War: An Intimate History, 1941–1945*. New York: Knopf, 2007.

Journal article

Footnote/endnote:

Joshua I. Weinstein, “The Market in Plato’s *Republic*,” *Classical Philology* 104 (2009): 440.

Shortened style for subsequent references* in the same chapter:

Weinstein, “Plato’s *Republic*,” 452–53.

Bibliography:

Weinstein, Joshua I. “The Market in Plato’s *Republic*.” *Classical Philology* 104 (2009): 439–58.

Note that shortened citations can be used for sources cited multiple times within the same chapter (repeating the full citation the first time it appears in each new chapter). If the same source must be cited multiple times in a row, the citation may be shortened to just the author or editor’s surname, saving space (see *CMOS* 14.34).

Dashes: The most common and versatile dash is the em dash (—), which is longer than the en dash (–). (There are keyboard shortcuts for these dashes, depending on the type of computer.)

Both dashes are used without spaces before or after—like so. En dashes (not hyphens) are used for ranges of numbers such as pages and years (1968–71). The double dash (--) is not used.

Dates and decades: When a full date is given, the usual format is: May 1, 2011 (not May 1st). When only the month and year are included, no comma is needed: May 2011.

Decades are generally written in full using numerals: the 1960s. If two decades are mentioned together, it's okay to use an apostrophe to shorten the second: the 1960s and '70s (not 70s or 70's). It is also acceptable to write out the decade, especially if it is meant in some conceptual or cultural sense that may not strictly match the calendar decade: the Sixties.

Diacritics, accents, and foreign words: These *should* be included where appropriate. Authors and editors should not add diacritics to a person's name unless the person is famous enough that there are sufficient sources in print or online to confirm the diacritics. If diacritics or special characters may cause typographical glitches, they may be omitted from PM listings and promotional materials.

Foreign-language words used in books should include the correct diacritics/accents. Non-English words that are not proper names and that are likely unfamiliar to most readers should be in italics on first mention (a translation of the term into English may follow in parentheses and not in italics). Proper nouns that contain non-English terms, however, are generally not italicized. Non-English terms used repeatedly should not be italicized each time after the initial use and definition. Latin, French, etc. words and phrases that are at all common in English (mainly those listed in Webster) do not need italics.

Ellipses: In general, use three points with spaces before and after each, like . . . this. When an ellipsis means not a hesitation but rather an omission from a quoted passage, following a grammatical sentence, a period follows the sentence before the ellipsis, and the next sentence begins with a capital letter, like so: "This precedes the omission. . . . Here's the next sentence."

Endnotes/footnotes: For format, see **Citations**.

Please use Word's footnote/endnote system rather than typing notes and corresponding numbers in plain text. Endnotes may appear either at the end of each chapter or in an endnote section at the back of the book. Citations should not be in the form of hyperlinks.

It is best to place the note number after a sentence, not in the middle, except in rare cases to avoid confusion as to what the note pertains to. Notes should not be attached to title or section heads, and notes at the beginning of an essay listing acknowledgments etc. can be placed at the end of the first sentence. Where multiple citations are needed for one sentence, combine these in a single note, separating the references within it using a semicolon. Discursive notes should be as concise as possible.

Cite complete titles, including the subtitle after a colon. To save space, a reference can be abbreviated to the just the author surname(s) and title of the work (no subtitle or publication info), except when there is no bibliography and the abbreviated note would be placed far from the original note. The goal is to avoid repeating full information unnecessarily but also to avoid confusing readers. Avoid the terms *op. cit.* and *loc. cit.*

Cross-references (for example: See also note XX, where the XX is replaced with the correct number later) can be used when it's necessary to refer to another note or part of the book, but regular notes for sources used more than once should simply repeat the author/date/page information, using the abbreviated citation format (see **Citations**).

Fact-checking: Unfortunately, PM does not have the editorial staff and resources sufficient to do extensive fact-checking of manuscripts. Please double-check everything for accuracy prior to submission. This is needed even with fiction, as names of real people, places, and things mentioned may be misspelled and could slip through unnoticed. Please double-check front and back matter, such as names in the acknowledgments, endnotes, and bibliography, to prevent any embarrassing errors from finding their way into print.

Format: For nearly all manuscripts, the simplest format is best: a series of headings (see **Headings**) and indented paragraphs in the same font with consistent margins and no embedded images or figures (see **Images**). Section breaks where a special character should appear in the book can be indicated in the manuscript with three asterisks (***) . Word's Style feature allows for advanced formatting (e.g., "Heading 1") but this can cause design complications, so please do not use these Word styles. See also **Images** and **Spacing and indents**.

Headings: All section headings should be title case. Do not use all caps or sentence case for headings. Chapter titles (centered, in title case) are not headings and are separate from the heading structure. Format the different types of subheadings as follows:

A-level Subheadings: Centered, hard return above and below

B-level subheadings: Aligned left, hard return above and below

C-level subheadings: Aligned left and italicized, hard return above and below

Hyphens: A handy system to help bring order to the world of hyphen usage is Chicago's hyphenation guide (long openly available online but now behind a paywall). Try the following archived URL in your browser or ask your copyeditor to send you the guide as a pdf. https://web.archive.org/web/20170607054531/http://www.chicagomanualofstyle.org/16/images/ch07_tab01.pdf

In keeping with *Webster* and *Chicago Manual*, hyphens are generally not needed for prefixes or suffixes. For example: anticapitalist, coauthor. Exceptions include: avoiding potential confusion about a word (re-creation vs. recreation); a prefix preceding a numeral or proper noun (sub-Saharan, pre-1960s); and to prevent a double 'a' or 'i' (anti-intellectual).

Images, tables, and graphs: Rather than embedding these in the manuscript, indicate placement with a bracketed note with a number corresponding to that of image's file name: [Image 01]. Send them separately as high-resolution files. For many images, the TIF format is preferred, while EPS is preferred for vector art (line art). Acceptable resolution for photographs is 300 dpi or greater. Line art that is not vector (scans) should be in black/white (not grayscale) and should be 1200 dpi.

Initials: A name with multiple initials has no spaces between them: C.L.R. James. A name that consists only of initials is set without spaces or periods (JFK), as are acronyms (NATO).

Interviews: An author's previously unpublished transcriptions of interviews may require a judgment call about how much to "clean up." It is often appropriate to delete extraneous filler words (such as some interviewees' tendency to start many sentences with "And" or "So" and to sprinkle their speech with "well" and "you know") and smoothing out rough or wordy syntax that can make it tougher to read and understand. While some transcripts must be an accurate record of what the speaker said, other (previously unpublished) transcripts or may be edited for grammatical slips and elisions. More substantial changes may be explained in a note or preface. The book's author or editor may consult with the copy editor about what type of editing of this material is desirable, if any.

Italics vs. quotation marks with titles: Books, periodicals, films, plays, TV series, works of art, and longer musical works (e.g., ballets and operas) are italicized. Essays, short stories, chapters, songs, and poems (unless very long), are roman (i.e., not italic) and placed in quotation marks.

Job titles, academic appointments, professional designations, etc.: These are generally lowercase: Smith is associate professor of history at UCLA. An exception is a named professorship (Edward Said was Parr Professor of English and Comparative Literature) or when it immediately precedes the name as a title (Professor Said). In most cases, even when a proper name is involved, a general title or appointment will still generally be lowercase (fellow of the Royal Society). For other cases and examples, see *CMOS* 17th ed., 8.19–28.

Notes: See **Endnotes/footnotes** and **Citations**.

Numbers: In nontechnical prose, zero through one hundred are typically spelled out, as are round multiples of those numbers in hundreds, thousands, and millions (e.g., *thirty-three thousand* or *five hundred thousand*). Other numbers, such as 150 and 7,852, use numerals. If, according to these rules, one number would be expressed in numerals, then all numbers grouped in that category can be in numerals: "Between 1,950 and 2,000 attended the event."

Bear in mind there are many exceptions in this system, such as percentages, which should be numerals except at the start of a sentence. If your manuscript will contain many scientific or statistical figures, please e-mail via the address at the beginning of the guide with any questions or consult chapter 9 of *CMOS*.

Some number-related compounds are hyphenated (e.g., "a four-year-old," but "he is four years old"). See URL to separate guide above under **Hyphens**. See also: **Dates**.

Percent: Generally use numerals with "percent" spelled out. Exceptions: Occupy terms "the 1%" and "the 99%"

Possessive: For singular nouns, add an apostrophe + s, including names ending in s (Williams's play, not Williams' play).

Praise/Blurbs/Endorsements for book cover or interior:

All prepublication endorsements are encouraged. Please be sure to add a credit for the endorser and limit the blurb to 150 words (which may be further edited-down for printed use).

Previously published material: If a previously published book or chapter is to be changed in any significant way by its author, it is best to explicitly present it as a revised edition or to include an editor's note or preface that briefly summarizes changes made from the earlier edition. In other cases, things should generally remain as faithful to the original as possible. Obvious errors may be silently corrected, and in some cases footnotes and cross-references may be updated if needed. Quoted material in a text should also remain faithful to the way it appears in the original source.

When something like a new preface is added to a previously published work, the style of the former should match the latter.

References: If using the author-date system, parenthetical references in the text should correspond to a list of references at the end of each essay (preferred) or a combined reference list at the end of an edited anthology. See also **Bibliography**, **Citations**, and **Endnotes/footnotes**.

Serial comma: Use a serial comma (Oxford comma) between the second to last element in a series and the conjunction: A, B, and C (*not* A, B and C). But do not use the serial comma if an ampersand is used: A, B & C (*not* A, B, & C). Ampersands are generally to be avoided.

Spacing and indents: The first paragraph of a section is not indented, but subsequent paragraphs have an indent formed with a hard return (not a series of tabs or spaces) and a single tab. There should not be extra line spaces (returns) between paragraphs or notes. A line space intended to appear in the layout as a break between paragraphs can be indicated in brackets: [space].

Use a single space between sentences, not double. (See also **Block quotes**)

Spelling: When spellchecking a manuscript, bear in mind that MS Word's dictionary should *not* be considered authoritative. It tends to reject many correct words and can even introduce errors, especially if AutoCorrect is turned on. A better reference is *Merriam-Webster's Collegiate Dictionary* (11th ed.), which is often the final arbiter on spelling questions.

As a rule, non-American variants of words written by non-U.S. authors are *not* to be Americanized but may be altered in some cases for overall consistency within a manuscript. For questions of UK English spelling, refer to the *Concise Oxford English Dictionary*.

Titles: See **Italics vs. quotation marks** and **Capitalization of titles**

Underlining: Use italics instead.

U.S. and United States: The initialism U.S. (with periods) may be used as either an adjective or a noun ("the U.S.") as long as the context makes the meaning clear.

Websites: To cite a website as a source, include a full URL including “http://” and if the content still exists online please double-check that the web address still works when the manuscript is submitted for copyediting. Including standard information about the author, title, and date of the source will also help readers find the source online even after the URL has changed. And because so many URLs do not remain stable, references should also include either a specific date the writer accessed the material or (if available) the date the site was last revised or modified. For examples of citation of website content for notes and bibliographies, see *CMOS* 14.205–210 or the Chicago-Style Citation Quick Guide at https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html.