Author's Style Sheet

updated October 2007

For matters of style not addressed below, please refer to the most current edition of *The Chicago Manual of Style (*15th Edition).

Abbreviations

As a rule, limit the use of abbreviations. Spelling out will generally minimize confusion. When using abbreviations, follow these guidelines:

Acronyms:

Spell out on first reference, even if the acronym is widely recognized. Follow with the acronym in parentheses, and use the acronym consistently in subsequent references.

Place names:

Spell out states except when part of a complete address; then use two-letter abbreviation.
Spell out street names.

Time:

B.C.E. and C.E. are placed after the year. *AJAJ* does not use B.C. or A.D.

Do not abbreviate months or days of the week except when used in lists, tables, or reference notes.

Miscellaneous:

Etc., i.e., and *e.g.* are acceptable abbreviations. However, be careful not to overuse *etc.*; and do not confuse *i.e.* ("that is") with *e.g.* ("for example").

Dates

For date order, use European style, not American style, for all dates, both within the text and in endnotes. Do not use a comma between month and year.

   The certificate shows she was born 12 May 1902.

   Sarah Krug, "American Jews and the American Dream," *The New York Times* (3 June 2001): F12.

Foreign Terms

Italicize all foreign terms, except those that appear in *Webster's New World Dictionary* (2nd College Edition) (for example, "faux pas," "ad hoc," "kosher," "matzah").

All Hebrew or Yiddish transliterations should appear per the *Encyclopaedia Judaica*.

Gender Neutrality

When dealing with historical material, certain references that are deemed sexist by today's standards must be taken as a sign of the times. However, in instances where the reference is not historically relevant, every effort should be made to use nonsexist language.

"Girl" should only be used for females younger than eighteen. Also, look suspiciously at uses of "gal" and "lady." "Woman" is the preferred word.

Use "he or she," not "s/he." When giving examples, vary between "he's" and "she's." Also, make sure that fictitious examples do not perpetuate stereotypes (nurses are always female, doctors are always male, etc.).

Use gender-neutral terms whenever possible. ("mail carrier," "firefighter," "police officer." Also, "work crews," not "workmen," "staffing the desk," not "manning the desk," "humanity," not "mankind.")

Numbers/Numerals

Spell out numbers one through one hundred, including one hundred. Spell out any number above one hundred that can be written in two words ("three hundred," "six million"). The same rule applies to ordinals, including street names.

Spell out the time of day.

Exceptions:

Use numerals for the following: measurements ("6 feet"), dimensions ("3 feet by 3 feet"), percentages ("2 percent"), figure numbers, page numbers, and numbers within tables. Also, use numerals for decades ("1960s," not "the '60s," or "the sixties").

Punctuation

Comma:

Use the final comma in serial commas. ("They traveled by boat, wagon, and rail.")

Use a comma in numerals of more than three digits.

Ellipses:

Use three periods, each separated by a space. If the omission occurs at the end of a sentence, place the end punctuation (period, question mark, or exclamation point) immediately after the last word, followed by the three periods.

Quotation marks:

Limit the use of quotation marks to emphasize words and phrases. If the meaning can be conveyed without them, do not use them.

Place quotation marks outside of commas and periods but inside colons and semicolons.

Quotation marks may be placed either inside or outside question marks and exclamation points, depending on whether the quotation *expresses* a question or exclamation or is *framed by* a question or exclamation. For example:

Why did she identify herself as a "radical rabbi"?

They yelled, "Watch out!"

Reference Notes

- Notes should appear as endnotes, not footnotes.
- An en dash, not a hyphen, should be used in page ranges.

Website:

When citing a Web address, provide the URL (www.AmericanJewishArchives.org) as well as the most recent date of access.

    Simon Wiesenthal Center, "Mission Statement," http://www.wiesenthal.com/site/pp.asp?c=fwLYKnN8LzH&b=2 45498 (accessed 2 October 2007).

Archival Material:

Document Type, Day Month Year, Collection Name, Collection Number/Box Number/File Number, Institution, City, State.

    Minutes of Commission Meeting, 21 February 1946, Julian Morgenstern Papers, 30/3/3, American Jewish Archives (AJA), Cincinnati, Ohio.

    Leon Kubo witzki to Jerome Michael, 14 June 1946, World Jewish Congress Papers, 361/E9/9, AJA, Cincinnati, Ohio.

Journal Article:

Author Name, "Article Title," *Journal Title*, Volume, Number (Date): Page(s).

    Bernard Heller, "Displaced Books and Displaced Persons," *Liberal Judaism* 10, n. 2 (March, 1951): 20–22.

The same endnote without a volume and number would read:

    Bernard Heller, "Displaced Books and Displaced Persons," *Liberal Judaism* (March, 1951): 20–22.

Newspaper Article:

Author Name, "Article Title," *Newspaper* (Day Month Year): Section and Page(s).

    Mike Royko, "Next Time, Dan, Take Aim at Arnold," *Chicago Tribune* (23 September 1992): A4.

Book:

Author Name, *Book Title* (City: Publisher, Year), Page(s).

    Ronald Zweig, *The Gold Train: The Destruction of the Jews and the Looting of Hungary* (New York: Harper Collins, 2002), 184.

Chapter in an Edited Book

Author Name(s), "Chapter Title," in *Book Title*, ed. Editor Name(s) (City: Publisher, Year), Page(s).

    Joseph M. Williams and Gregory G. Colomb, "Coherence II," in *Style: Toward Clarity and Grace*, ed. Joseph M. Williams (Chicago: University of Chicago Press, 1990), 81–95.

Dissertation or Thesis:

Author Name, "Title," PhD Dissertation, (University Name, Year), Page(s)

Subheads

To enhance readability, articles should be organized into sections with subheads whenever possible. Subheads are flush left, boldface, in title case — *not* all caps. Double space (that is, double-double space, as the entire document is double-spaced) before each subhead.