

**Style Sheet**  
***ALHFAM Print and Electronic Publications***  
**[prepared by Sarah LeCount (2001); revised by Debra A. Reid (Feb. 2004; June 2004; Feb. 2006); revised by Martha Katz-Hyman (May 2009)]**

**A**

ALHFAM – always all caps

ALHFAMily

Association for Living History, Farm and Agricultural Museums

**B**

Board of Directors

Board

*Bulletin*

the *Bulletin*

*ALHFAM Bulletin*

the *ALHFAM BULLETIN*

**C**

Commas – when writing a list, we do not use a comma between the next-to-the-last item and “and,” i.e., “The annual meeting in Nova Scotia was informative, invigorating, inspiring and fun.”

When proofreading, we try to not add or delete commas, except when necessary to improve the clarity of the writing.

Colon: use a colon between the words phone, fax, and e-mail, and the number or address. Do not capitalize “phone,” “fax” or “e-mail” unless they begin a sentence.

Century: spell out the century; capitalize if it begins a sentence, otherwise, use lower case, i.e., eighteenth century, but hyphenate as an adjective, i.e., eighteenth-century furniture.

**E**

e-mail

E-mail addresses are not underlined.

**F**

first-person interpretation

**I**

internet

(for rationale see **W**)

**M**

Mid Atlantic (as the name of a region)  
Midwest (as the name of a region)

## N

Write out all numbers between one and ten (1 through 10) and use Arabic numbers after that (11 through 111, etc), unless the number starts a sentence.

Do not use ordinal numbers, i.e., “the 2nd concert of the season.” Write out all ordinal numbers, i.e., first, second, third, etc.

## O

Officers, etc: committee chair, chair of the ----- committee, committee Chair Tom Kelleher

“President Patterson led the meeting . . . The meeting was led by the president who was well prepared”

on-line (rather than “online”)

## S

Secretary–Treasurer  
Southeast (as the name of a region)

## U

URLs (Internet addresses) are underlined but do not include “http://”

## W

website (see “**GUIDE FOR CITING WEBSITES & ELECTRONIC COMMUNICATIONS**” below for the rationale of using “website” instead of “web site”)

The words “e-mail,” “phone,” “fax” and “on-line” are not capitalized unless they start a sentence.

### **Format issues:**

The name of the author of an article is listed under the title, flush left, preceded by “by,” i.e., by John Doe

The biographic information about the author of an article is placed at the end of the article, set in italics and flush left. It is preceded by “About the Author,” flush left, set in bold, not italicized.

Photo captions are italicized.

Telephone and fax numbers are written with dashes between all components, i.e., 803-366-3315

Book review citations follow endnote rules: Barbara Haber, *From Hardtack to Homefries: An Uncommon History of American Cooks and Meals* (NY: The Free Press, 2002). ISBN \_\_\_\_\_; price; bibliography, maps, index, illustrations.

Articles by Canadian authors can use Canadian spelling for words such as “honour,” “neighbour,” “theatre,” etc.

## GUIDE FOR CITING RESOURCES IN PRINT

The following examples are taken from Kate Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*, 7th ed. Rev. by Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams, and University of Chicago Press editorial staff (Chicago: University of Chicago Press, 2007), and from the online *Chicago-Style Citation Quick Guide* [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html) (accessed October 10, 2007)

### Book—Single Author

#### Bibliography:

Doniger, Wendy. *Splitting the Difference*. Chicago: University of Chicago Press, 1999.

#### Note:

1. Wendy Doniger, *Splitting the Difference* (Chicago: University of Chicago Press, 1999), 65.

### Book—Two to Three Authors

#### Bibliography:

Cowlshaw, Guy, and Robin Dunbar. *Primate Conservation Biology*. Chicago: University of Chicago Press, 2000.

#### Note:

6. Guy Cowlshaw and Robin Dunbar, *Primate Conservation Biology* (Chicago: University of Chicago Press, 2000), 104–7.

### Book—More Than Three Authors

#### Bibliography:

Laumann, Edward O., John H. Gagnon, Robert T. Michael, and Stuart Michaels. *The Social Organization of Sexuality: Sexual Practices in the United States*. Chicago: University of Chicago Press, 1994.

**Note:**

13. Edward O. Laumann et al., *The Social Organization of Sexuality: Sexual Practices in the United States* (Chicago: University of Chicago Press, 1994), 262.

**Book—Reprint Editions**

**Bibliography:**

Emerson, Ralph Waldo. *Nature*. 1836. Reprint, Boston: Beacon, 1985.

**Note:**

23. Peter Ward Fay, *The Opium War, 1840-1842* (1975; repr., Chapel Hill: University of North Carolina Press, 1997), 67-68.

**Article in Published Proceedings, or a Chapter or Other Part of a Book**

**Bibliography:**

Wiese, Andrew. “‘The House I Live In’: Race, Class, and African American Suburban Dreams in the Postwar United States.” In *The New Suburban History*, edited by Kevin M. Kruse and Thomas J. Sugrue, 99–119. Chicago: University of Chicago Press, 2006.

**Note:**

5. Andrew Wiese, “‘The House I Live In’: Race, Class, and African American Suburban Dreams in the Postwar United States,” in *The New Suburban History*, ed. Kevin M. Kruse and Thomas J. Sugrue (Chicago: University of Chicago Press, 2006), 101–2.

**Journal Article**

**Bibliography:**

Compton, L.A. “Josiah Wedgwood and the Slave Trade: A Wider View.” *Northern Ceramic Society Newsletter*, no. 100 (December 1995): 50-69.

**Note:**

2. L.A. Compton, “Josiah Wedgwood and the Slave Trade: A Wider View,” in *Northern Ceramic Society Newsletter*, No. 100 (Dec. 1995): 53.

**Journal Article Online**

**Bibliography:**

McFarland, Daniel A. “Resistance as a Social Drama: A Study of Change-oriented Encounters.” *American Journal of Sociology* 109, no. 6 (May 2004).  
<http://www.journals.uchicago.edu/AJS/journal/issues/v109n6/050199/050199.html> (accessed May 3, 2006).

**Note:**

4. Daniel A. McFarland, "Resistance as a Social Drama: A Study of Change-oriented Encounters," *American Journal of Sociology* 109, no. 6 (May 2004), under "Settings," <http://www.journals.uchicago.edu/AJS/journal/issues/v109n6/050199/050199.html> (accessed May 3, 2006).

### **Magazine Article**

#### **Bibliography:**

Martin, Steve. "Sports-Interview Shocker." *New Yorker*, May 6, 2002.

#### **Note:**

29. Steve Martin, "Sports-Interview Shocker," *New Yorker*, May 6, 2002, 84.

### **Newspaper Article**

#### **Bibliography:**

Rarely listed separately in a bibliography unless the article is critical to the argument of the paper or frequently cited.

#### **Note:**

4. Blair Kamin, "Wrigley Building Clearly a Landmark," *Chicago Tribune*, July 1, 2005.

### **Thesis or Dissertation**

#### **Bibliography:**

Nelson, Christina H. "A Selected Catalogue of the Liverpool-type Historical Creamwares and Pearlwares in the Henry Francis Du Pont Winterthur Museum." Master's thesis, University of Delaware, 1974.

#### **Note:**

17. Christina H. Nelson, "A Selected Catalogue of the Liverpool-type Historical Creamwares and Pearlwares in the Henry Francis Du Pont Winterthur Museum" (Master's thesis, University of Delaware, 1974), 66.

### **Unpublished Archival Materials**

#### **Bibliography:**

Eisenhower, Dwight D. to Winston Churchill, May 8, 1953. Ann Whitman File, International File, Box 16, p. 2. Dwight D. Eisenhower Library, Abilene, KS.

#### **Note:**

Dwight D. Eisenhower to Winston Churchill, May 8, 1953, Ann Whitman File, International File, Box 16, p. 2, Dwight D. Eisenhower Library, Abilene, KS.

## **GUIDE FOR CITING WEBSITES & ELECTRONIC COMMUNICATIONS**

The *Chicago Manual of Style*, 15th edition, recommends using “Web site” for formal writing, but “website” for informal writing or friendly writing. **ALHFAM will use “website” (without the quotes, of course) for the *Bulletin*.**

### Web Sites

#### **Bibliography:**

Pellegrino, Joseph. "Homepage." <http://www.english.eku.edu/pellegrino/default.htm> (accessed June 12, 1999).

National Association of Investors Corporation. *NAIC Online*. <http://www.better-investing.org> (accessed October 1, 1999).

#### **Footnote:**

Joseph Pellegrino, "Homepage," <http://www.english.eku.edu/pellegrino/default.htm> (accessed June 12, 1999).

2. National Association of Investors Corporation, *NAIC Online*, <http://www.better-investing.org> (accessed October 1, 1999).

**It is not necessary to incorporate e-mail or listserv citations in a bibliography, although a specific item that is critical to the author’s argument or is frequently cited may be included.**

### E-Mail:

#### **Footnote:**

13. Danny Robinette, e-mail message to author, September 29, 2005.

**If quoting an e-mail message to a person other than the author of the article, use the following format:**

25. Danny Robinette, “Epiphany Project,” e-mail message to Nancy Greene, September 29, 2005.

### Listserves

#### **Footnote:**

17. Victor Parente, “Question about annual meeting costs,” e-mail to ALHFAM-L, May 27, 2006, <https://my.binhost.com/lists/private/alhfam/> (accessed September 30, 2006).

#### **Additional ALHFAM specific standards:**

If the book is over 10 years old, or out of print, only the place and date of publication are given, separated by a comma.

If volume numbers are in Roman numerals we will use those, otherwise we will use Arabic numerals.

Pages are given without a “p” or “pp.” (32 or 32-64, rather than p. 32, or pp. 32-64).

Volume numbers are given without “vol.” (such as VI, 32 rather than vol. VI, 32).