

## **64 Parishes 2020 Style Guidelines**

*64 Parishes* is the award-winning quarterly magazine and of the Louisiana Endowment for the Humanities. The *64 Parishes* editorial team works with writers, scholars, photographers, and culture bearers from Louisiana and beyond, covering history and culture as well as foodways, music, literature, and all the myriad ways Louisianans express themselves. 64parishes.org hosts magazine content as well as videos, educational resources, and 1,100+ encyclopedia entries exploring more than 300 years of Louisiana history and culture. To learn more or subscribe, visit 64parishes.org.

### **Formatting and Image Guidelines for Authors and Editors:**

- All submissions should be double-spaced Word documents (with 0 pt additional space between paragraphs) formatted in 12-point Times New Roman font. Please do *not* include any in-line images or extra formatting of titles, subtitles, bylines, etc. We will handle all design-related formatting.
- Use standard paragraph format, not block.
- Use “smart quotes,” not straight quotes—this can be corrected using the find and replace mechanism.
- Authors should submit a completed, polished draft; while we send manuscripts through an editing process, the result is better and the process easier if we begin with a strong piece.
- If providing or suggesting images, image files should be 300 dpi or higher and sent as individual files, labeled so that we understand how they correspond with the image captions.
- Include captions and image credits formatted as above. These can be included at the end of your article file or in a separate Word doc labeled “Captions.”

### **Style Guidelines for Authors and Editors:**

In general, *64 Parishes* follows the rules established in *Chicago Manual of Style (CMS)*. This style sheet offers a brief list of the rules that answer the questions we encounter most often as well as the few exceptions to the *Chicago* rules that we have adopted. The numbers that appear in parentheses at the end of each rule in this list indicate the chapter and verse of *CMS* (16<sup>th</sup> edition) that explains the issue.

### **A OR AN?**

The choice depends on the initial *sound* of the word that follows the article, not the first *letter* of the word. If the word that comes after the article begins with a consonant *sound*, then choose “a”: a US senator (“US” begins with the /y/ sound), a historic occasion (the “h” is pronounced, and same goes for a historian), a Ouachita settlement (begins with /w/ sound). If the word begins

with a vowel *sound*, regardless of the word's first letter, use "an": an LSU professor (begins with /eh/ sound), an hour later (the "h" is not pronounced). (5.72, 10.9)

## **ABBREVIATIONS**

### **Academic degrees**

No period is needed in the abbreviations of degrees like BA, MFA, or PhD. (10.4 and 10.20)

### **St. vs. Saint**

Although Chicago instructs us to spell out "Saint" when it forms part of the name of a church, a street, a city, or other place name, virtually no one in Louisiana ever spells out the name "Saint Louis Cathedral" or "Saint Charles Avenue"; these are almost always rendered as "St. Louis Cathedral" and "St. Charles Avenue." We respectfully decline to follow Chicago style on this particular rule (10.31). We do, however, follow Chicago when "Saint" is used as part of the name of a sainted person (10.26), and we conform to the personal preference of any ordinary person whose name includes "Saint" or "St." (10.27).

### **Titles and offices: when to abbreviate**

When the official's title is given along with the individual's first and last names, abbreviate the title. When using the official's title and last name only, spell out the title. Examples: Gov. Edwin Edwards; Governor Edwards (8.18, 10.13)

### **US vs. United States**

Spell out "United States" when referring to our nation as a noun (He is a citizen of the United States). Use the abbreviation "US" should be used when it is an adjective (the US Supreme Court). As in academic degrees, Chicago style does not use periods in country abbreviations (UK, US). (10.4, 10.32, and 10.33)

## **ALPHABETIZING FOREIGN SURNAMES WITH PARTICLES**

### **French names**

Hoo boy. I quote: "In alphabetizing family names containing particles, the indexer must consider the individual's personal preference (if known) as well as traditional and national usages." *CMS* recommends consulting library catalogs and encyclopedias to determine the traditional practice for individual names. Also: "Cross-references are often advisable" (oh boy—*metadata!*). Here are some of the examples that *CMS* provides of the variations that can exist:

Beauvoir, Simone de

D'Amato, Alfonse

de Gaulle, Charles

La Fontaine, Jean de

For *64 Parishes*, the preferred style is to alphabetize by the surname, with “de” placed after the given name, as in the examples of Beauvoir and La Fontaine above. However, in some cases we might encounter individuals, like de Gaulle, who, when they are referred to by last name, are always called “de *Lastname*.” Those people’s names should be alphabetized under “D,” but notice that *CMS* uses a lowercase *d* for “de” and uppercase for “D” (when the letter is followed by an apostrophe). When in doubt, let’s discuss. (16.71)

### **Spanish names**

Rather than quoting as much of *CMS* about Spanish names as I did about French ones, read the rule in *CMS* and if you have any remaining doubts, especially about a particular individual, let’s discuss. (16.84)

### **“St.” names**

Family names beginning with some form of “Saint,” in whatever language, should be alphabetized according to the spelling used by that family: Saint, Sainte, San, Santo, St. (16.75)

## **APOSTROPHES**

### **Possessives of proper nouns**

You probably were taught exceptions to the rules of forming possessives when dealing with proper nouns ending in *s*, *x*, or *z*, whether pronounced “*s*,” “*z*,” or “*eez*.” Chicago has made it ever so simple: just follow standard practice for the possessive of a singular noun and add *'s*. Therefore, *New Orleans's* is the correct possessive form. (7.16–18 and 7.21)

## **CAPITALIZATION**

### **Black and white**

Capitalize the word Black when used as an adjective to describe people of African descent. Authors who are themselves of African descent may opt to style it in lowercase if they wish.

## **South and southern**

Although “the South” is capitalized when used as a proper noun to describe our region, the adjective “southern” is not capitalized, even when used to describe things from the South (8.46). A person from the South is a *southerner*.

Exception: “the South,” “Southern,” and “a Southerner” are all capitalized in the context of discussions of the Civil War (8.46).

## **South Louisiana and North Louisiana**

We capitalize *North Louisiana* and *South Louisiana* when we refer to these regions of state. Other regions are lowercased: *western Louisiana*, *northwestern Louisiana*, *the northeastern region of the state*.

## **Streets**

When referring to the names of two or more streets in a phrase together, capitalize “Streets” (or its equivalent): *the intersection of St. Charles and Carrollton Avenues* (8.55).

## **COMMAS**

**Use the Oxford comma, no exceptions.**

## **Introductory adverbial phrases**

No comma is needed, unless misreading is likely without it. Short adverbial phrases usually do not need to be set off by a comma. See, for example, this common opening adverbial phrase, which needs no comma: In 1997 Richard published his second oeuvre, *Faire récolte*, which won the Prix Champlain. (6.36)

## **Jr., Sr., III**

In running text, no commas are needed before and after these abbreviations: *Murphy J. Foster Sr. served as governor of Louisiana from 1892 to 1900*. (6.47)

## **DATES**

For date ranges that appear inside parentheses (1820–1841), use an en dash between the years, not a hyphen. Do not insert spaces between the numbers and the dash. For a date range that has

no ending year, do not insert a space between the en dash and the closing parenthesis: *Edwin Edwards (1927–)*. If a range of time is part of the running text of a sentence, spell out the word “to” between the years, rather than using an en dash: *Edwin Edwards’s first two terms as governor extended from 1972 to 1980.* (6.78-79)

## **BC vs BCE and AD vs CE**

Regarding the use of BC (before Christ) versus BCE (before the common era) and AD (anno domini) versus CE (common era), *CMS* does not mandate the use of one versus the other. For *64 Parishes* and *64parishes.org*, please use BCE and CE. The need to use this term mainly arises in archaeology entries. Note that unlike AD, CE follows the date.

## **ELLIPSES**

Chicago says that an ellipsis should be three periods preceded and followed by a space: *word . . . word*. Because the three periods must appear together on the same line, the editor must insert nonbreaking spaces (Mac keyboard shortcut: *shift + option + spacebar*) between the periods. Chicago suggests that authors may skip this painstaking process in writing their manuscripts and use the quick-and-easy single glyph of a three-dot ellipsis character (Mac keyboard shortcut: *option + ;* or Unicode 2026, if that’s what floats your boat), with a space on either side of the ellipsis glyph: *word ... word*.

*64 Parishes* style departs slightly from *CMS* on ellipses, using the three-dot glyph rather than the three periods separated by nonbreaking spaces. Do not produce an ellipsis simply by typing three periods, with or without spaces between them; use the special ellipsis character. (13.48)

If the ellipsis follows a period (indicating the end of a sentence in the original, quoted text), place a space before and after the ellipsis, as usual. Follow the advice of *CMS* in section 13.51, but keep in mind that our text will look like the typography of AP style (see the example on p. 376 of *The Associated Press Style Book*) because we use the single ellipsis character—except that Chicago puts a period at the end of a complete sentence in a quotation, whether or not the original sentence continues on. Here’s the example sentence from *CMS*, using the ellipsis glyph: “The spirit of our American radicalism is destructive and aimless. . . . On the other side, the conservative party . . . is timid, and merely defensive of property. . . . It does not build, nor write nor cherish the arts.” (13.51)

If you see an already published entry that contains an ellipsis made up of manually spaced periods, please change it in the *CMS*, especially if the periods are ending up on different lines. There’s more—much more—in *CMS* on ellipses, but these are the basics. (13.48–52)

## **ETHNICITY**

### **Creole**

“Creole” should always be capitalized.

### Hyphen or no hyphen?

Chicago prefers no hyphen in expressions regarding combinations of ethnicity or nationality such as “African American” or “Italian American,” whether they are used as adjectives or nouns. Exceptions: use a hyphen if the first term is a prefix rather than a word (Anglo-American) or if “between” is implied (the US-Canada border). (7.85, section 2 of chart, p. 785: “proper nouns and adjectives relating to geography or nationality; 8.38).

### HYPHENATED AND COMPOUND TERMS

If you’re wondering about whether a term should be one word, hyphenated, or two words, try entering it in the search box of [www.onelook.com](http://www.onelook.com) in the way you think is most likely to be correct, and then see how many dictionaries agree with you. Then search again using the version of the term you think is less likely to be correct. Usually, the version that returns a larger number of results is the one to use. However, always look for either *Webster’s* or *Merriam-Webster’s* in the results list and use the form that these imprints approve; they are Chicago’s and the AP’s preferred dictionaries. Searching for “lumbermill” provides more results than “lumber mill,” for instance, but the *Webster’s* dictionaries do not appear in the results list for the one-word form. The *Vocabulary.com* dictionary lists “lumbermill” as the approved form of the word, but the “Usage Examples” area, which pulls examples from online articles and books, says “no examples found” for this word.

Example: We use “precolonial” not “pre-colonial” because it appears in *Merriam-Webster’s* and eight other dictionaries in our onelook.com search.

### Compound modifiers

Compound modifiers (phrases) placed before the noun they describe should be hyphenated: *open-mouthed grin, well-read child*. (17.81)

If the compound modifiers come after the noun, they are almost never hyphenated: *His grin was open mouthed. That child is well read*. (CMS notes that even though *Webster’s* lists *well-read* as a hyphenated word, no hyphen is needed when the phrase is placed after the noun it modifies. (17.81)

A compound modifier comprised of an adverb ending in “ly” followed by an adjective never needs a hyphen: *a freshly painted house, the house is freshly painted*. (7.82)

Section 7.83 covers expressions requiring multiple hyphens, like *winner-take-all contest*. But: *late nineteenth-century literature* (no hyphen after “late” because that word describes “nineteenth-century,” not “literature”).

The chart in 7.85 that runs from page 375 to 384 can answer many questions about hyphenation. If you have any trouble finding an answer, though, just ask.

*Hyphens in ethnic designations*—see “ETHNICITY”

## EXCLAMATION POINTS

Exclamation points should be used only sparingly. (6.71)

## LOUISIANANS OR LOUISIANIANS?

*Webster’s* lists the longer form, with the extra “i,” as the preferred spelling, but *64 Parishes* style calls for the simpler form. Don’t look to the *Times-Picayune* for guidance because you will find both versions used often on the nola.com website.

## NAMES: NICKNAMES, STAGE NAMES, AND OTHER VARIANT NAMES

Encyclopedia entry titles on 64parishes.org use the most commonly accepted name of an individual—whether that is a nickname or stage name—versus the person’s full given name: *Mike Foster*, as opposed to Murphy James “Mike” Foster Jr. The person’s full name will be listed upon first reference in the text of the entry. Other examples: *Ernie K-Doe*, not Ernest Kador Jr.; *Dr. John*, not Malcolm John “Mac” Rebennack Jr.; *Hank Williams Sr.*, not Hiram King Williams Sr. Again, these formal names should be spelled out within the entry. The same rule applies to visual artists who have adopted professional names: *Louviere + Vanessa*, Jeff Louviere and Vanessa Brown.

## NUMBERS

Any number from zero to one hundred should be spelled out. (9.2)

Even large, round numbers should be spelled out: *More than fifty-seven thousand people attended the Jazz and Heritage Festival that day.* (9.4)

**Ordinal numbers** that form part of the name of a ward, congressional district, circuit court, or precinct must be spelled out as words. Ordinal numbers from 101st onward are written with numerals: *Most of the Ninth Ward was submerged for weeks after the levees broke.* (9.47)

Sections 9.46–49 cover similar numbered entities such as dynasties, military divisions, and churches. All follow the same rule.

Numbered streets (such as the streets in New Orleans's Garden District) also follow this same ordinal number rule. (9.52)

Union locals and fraternal lodges use numerals only: *American Legion Post 21*. (9.50)

## **PLACE NAMES**

When referring to a city, town, parish, or other entity located within the state, there is no need to insert "Louisiana" after the place name, unless confusion is likely to arise. For cities, counties, or entities located outside of Louisiana, the state name is always provided. This is true even for such well-known cities as "Chicago, Illinois," or "Los Angeles, California." The single exception is "New York City."

## **REPORTING SPEECH**

- When reporting speech, use past tense unless recording a habitual saying: "I have never been there," she said, but "You can't make an omelet without breaking eggs," she says.
- Compound identities, like "African American," take no hyphen.

## **SPACING**

### **After punctuation marks**

Only one letter space is needed after any punctuation marks, including periods and colons.

### **Between paragraphs and sections**

Use one empty line space between paragraphs and two line spaces after a paragraph leading into a subhead.

## **SPECIFIC MISCELLANY**

University of Louisiana at Lafayette hates the hyphen and is very particular: should be styled UL Lafayette, no hyphen.

The "the" in The Historic New Orleans Collection is capitalized.

The "the" in The Helis Foundation is capitalized.

PRIME TIME is always in all caps.

## **"SUGGESTED READING" STYLE**

The “Suggested Reading” entries at the end of most *64 Parishes* encyclopedia entries follow the CMS bibliography format. Section 14.18 provides sample entries for the most typical types of entries. Please note that each sample presents the standard format for a footnote as well as a bibliography item; take care so that you don’t accidentally follow the format for a footnote. Sections 14.68 through 14.317 cover just about every conceivable variation on these basic types.

*Suggested readings are not included in magazine articles.*

#### **Author’s name:**

#### ***Jr., Sr., III***

In a bibliography, “Jr.” is placed after the author’s first name and is preceded by a comma. (16.41).

Heard, Malcolm, Jr. *French Quarter Manual: An Architectural Guide to New Orleans’ Vieux Carré*. New Orleans: Tulane School of Architecture, 1997.

#### ***More than one item by an author (or by the same set of authors)***

If the “Suggested Reading” list includes more than one book or article by a particular author or group of authors, a 3-em dash (made up of three em dashes) followed by a period replaces the name(s) after the second appearance. (14.64)

Hannusch, Jeff. *I Hear You Knockin’: The Sound of New Orleans Rhythm and Blues*. Ville Platte, LA: Swallow Publications, 1985.

———. *The Soul of New Orleans: A Legacy of Rhythm and Blues*. Ville Platte, LA: Swallow Publications, 2001.

#### **Additional Notes for Institutional Partners:**

#### **Content Guidelines**

*64 Parishes* invites institutions and organizations to publish one or two-page spreads in the magazine. Within that space, partners are free to promote upcoming events or exhibits from their organization, or share humanities-related stories from their region that reflect *64 Parishes*’s mission. We have found that the most compelling stories are those that enthusiastically tell a story connected to the institution—this is your chance to tell Louisiana’s culturally engaged reading public why your organization deserves their attention, so tell us what makes it special and a strength of the Louisiana humanities landscape.

One-page stories should be **fewer than 500 words**. For a **two-page spread with calendar listing**, partners are free to go above this word limit and simply reduce the number of calendar listings as desired, striving for a total word count around 900.

- For calendar listings, please be consistent in the details provided from listing to listing. Include name, date, time, location, and a short description of the event. If your calendar listings reflect events at multiple sites or multiple towns, be sure to include location details, such as street address and town name. Examples:

**For events:**

NAME OF EVENT

Month XX, 20XX

Time (e.g. 10 a.m.–4 p.m.)

Name of Location (if different from partner's main location)

Address (if different from partner's main location)

Blurb (with indent); web address for details if different from overall web address.

**For exhibitions:**

NAME OF EXHIBITION

Start Date – End Date (Month XX, 20XX – Month XX, 20XX)

Name of Location (if different from partner's main location)

Address (if different from partner's main location)

Blurb (with indent)

Feel free to send images that correspond to calendar listings, but please note that due to space constraints we cannot guarantee they will be included.