

**The Division of Academic Affairs**  
**Editorial and Publication Style Guide**  
Recommendations  
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## The Division of Academic Affairs Editorial and Publication Style Guide

### Overview and Purpose

The Division of Academic Affairs has selected Chicago style as the preferred writing and citation style for documents and publications sponsored by the Office of the Provost. For information about writing and citation style details consult The *Chicago Manual of Style*, 16<sup>th</sup> ed. (or most recent addition). In addition, the Online Writing Lab (OWL) at Purdue University offers a brief overview and examples of common editorial and stylistic principles in Chicago style (CMS).

*The Chicago Manual of Style* Online -- <http://www.chicagomanualofstyle.org/home.html>

OWL at Purdue -- <https://owl.english.purdue.edu/owl/resource/717/01/>

CMS recommends using *Y gduvgt au'Vj kf 'Pgy 'Kpvgtpcvkqpcn'Fkvkqpc{* and *Merriam-Y gduvgt au' Collegiate Dictionary* to check spelling, abbreviations, and other grammatical conventions. Both reference publications can be accessed online.

*Y gduvgt au'Vj kf 'Pgy 'Kpvgtpcvkqpcn'Fkvkqpc{* –

Faculty members should be aware, though, that regardless of original publication style or venue, the Office of University Relations & Marketing will



The following are a few CMS punctuation conventions:

CMS recommends not italicizing punctuation (commas, periods, etc.) when they are not part of an italicized title. For instance:

The title of my newest book is *Time for Fasting*. (The period is not italicized).

Punctuation should appear inside a closing quotation mark. For example:

The title of my





BUT *The Chicago Manual of Style Online* and *Wikipedia* are italicized (because they are comparable to books).

Websites for businesses

CMS recommends writing in the following way:

The website for Apple, Inc. OR *Apple.com* AND Microsoft's website OR *Microsoft.com*

Titles of blogs are italicized, but the titles of blog posts appear in quotation marks.

Music/recordings

Titles of CDs or long musical/theatrical pieces are italicized (the opera *The Marriage of Figaro* AND the "Anvil Chorus" from Verdi's *Il Trovatore*).

Artwork

Titles of paintings, drawings, photographs, statues, and other works of art are italicized.

Titles of museum exhibits are italicized.





CMS recommends not including inclusive page numbers, just the number of the first page when citing articles appearing in magazines and newspapers.

Borzi, Pat. "Retirement Discussion Begins Anew for Favre." *New York Times*, January 25, 2002.  
<http://www.nytimes.com>.

The full url should be used when citing a magazine or newspaper articles appearing in an online version of the publication.

In the above citation, the initial The is omitted from *New York Times*. CMS accepts this as an alternate to including The in *The New York Times* and in other publications beginning with an initial The.

### **Review**

Sorby, Angela. Review of *Songs of Ourselves: The Uses of Poetry in America*, by Joan Shelley Rubin. *American Historical Review* 113 (April 2008): 449-51. doi:10.1086/ahr.113.2.449.

### **Posters**

Rohde, Hannah, Roger Levy, and Andrew Kehler. "Implicit Causality Biases Influence Relative Clause Attachment." Poster presented at the 21<sup>st</sup> CUNY Conference on Human Sentence Processing, Chapel Hill, NC, March 2008.