

Facts On File  
132 West 31<sup>st</sup> Street  
17<sup>th</sup> Floor  
New York, N.Y. 10001  
[www.factsonfile.com](http://www.factsonfile.com)  
800 322 8755

Dear Author/Contributor:

Welcome to Facts On File. We are dedicated to publishing the most accurate and comprehensive encyclopedias and reference works on the market today in American and World History, and we are please to welcome you as a contributor. To facilitate production and publication, please review the following Facts On File Style Guidelines and adhere to them as closely as possible. When you have completed your article, transmit it directly to the editor, who will then read and review it. If major changes are needed, the editor will return it to you with instructions for revision. If the article is acceptable, the editor will transmit it to Facts On File, where it will be reviewed, edited, and copy-edited. It will then be returned to you and the editor to resolve any queries and to approve all changes. The editor may then contact you directly with final queries or requests. For this reason it is vital that you retain a copy of your original article as well as all notes and source material.

Thank you for contributing to Facts On File references. We look forward to working with you.

## Facts On File Style Guidelines

### Submission and Format

Submit all articles in both hardcopy and electronic form. Label each article with the author's name, date of submission, article number, and article title. The hardcopy and electronic form must be identical, and software must be identified. If the article includes tables or figures, these should be submitted in separate files, labeled and numbered accordingly (Table 3; Figure 7). Note: In some case, articles may be submitted in electronic form only (without hardcopy). Please check with your editor.

Submit a typed list of file names. Use file names that easily identify the contents of files. *Examples:* Brown 4-6 (this indicates that the author is Brown and the article is Part 4, Chapter 6).

The encyclopedia will likely be set in two-column-per-page format. Given this format, please avoid lists, extracted quotes, and anything needing extra line space. As explained further below, articles are followed by 1) a "See also" list, noting related articles in the encyclopedia; and 2) a "Further Reading" list, with full bibliographical references.

All articles must be double-spaced and paginated with standard margins. Please use 12-point Times New Roman font.

Use the line-feed (carriage return key) only at the end of a paragraph, not at the end of each line.

Do not use the automatic function for indenting paragraphs. Please indent all paragraphs using a tab.

Do not use hyphenation/justification.

Do not use automatic functions for numbering, outlining, or bullets. Insert these items manually.

Do not use endnotes or footnotes. Keep in mind that this is a reference book rather than a scholarly monograph.

Do not use a line-space between paragraphs unless it is a necessary part of the text and used to signify a new section.

Use only one space after punctuation (following a period after a sentence).

Close spaces around em-dashes—they are not necessary.

## Style

In general, please follow:

- *The Chicago Manual of Style*, 15th edition
- *Merriam-Webster's Collegiate Dictionary*, 11th edition (W11). In cases where two forms are presented, use the first spelling.
- *Webster's Third New International Dictionary* for words not in W11
- *Merriam-Webster's Geographical Dictionary*
- *Merriam-Webster's Biographical Dictionary*

To ensure consistency with other articles in the reference work, it is vital that your article has a logical structure, straightforward organization, and is written in clear, accessible, and understandable prose. The article should include both an introduction and conclusion, as well as a bibliography that provides sources for further reading. When describing events in narrative form, present them chronologically within each article, section, and paragraph, unless a specific reason prevents. Be consistent in word choice and writing level. Please bear in mind that the encyclopedia to which you are contributing is aimed at a general rather than an academic or scholarly audience. An average reader unfamiliar with the topic should be able to grasp the material and information you present. As you organize and write your article, keep an average reader in mind, such as a high school student or college freshman. Your prose should be engaging, insightful, and informative, on a level comparable to an article in *Newsweek* or *The New York Times*. Pack your article with essential information and details and be as thorough as possible. Avoid jargon, complex terminology, and specialized terms. Finally, stay within page/word limits. If this poses a problem, contact the editor.

## Subheads

A-HEADS and B-HEADS are subheads used to divide sections or large blocks of text in an article. Short articles (under 750 words) do not need them. Subhead titles should be brief but informative, parallel in construction, and consistent in placement and style. As a group, the subheads should give the reader a clear outline and overview of the structure of the article.

Insert all subheads in **Bold, Upper- and Lower-Case**.

For an A-HEAD, type “[A]” in **bold**, flush left, followed by the subhead, with one line-space above and below. A-HEADS are used in longer articles only to separate large blocks of text.

For a B-HEAD, type “[B]” in **bold**, flush left, followed by the subhead, with one line-space above and below. B-HEADS are used to separate two or more blocks of text within the text of an A-HEAD. Note: If you use B-HEADS, do not use just one: You must include at least two B-HEADS between A-HEADS.

Note: First line of entry text following a subhead is flush left.

*Example*

[A] **Civil War Begins**

[B] **Lincoln Calls for Troops**

[B] **First Battle of Bull Run**

[A] **Abolition of Slavery**

### **Layout and Specifications**

On the first page of the article, type:

Author's name, flush left, Upper and lower case

(insert line-space)

Part/Section/Chapter number

(insert line-space)

Title of Article

(insert 2 line-spaces)

Begin first line of text of article, flush left.

### **References within Text**

If your article includes tables, figures, charts, diacritical marks, extracts, etc., you need to provide this information twice: 1) at the beginning of the file (before the actual article begins); and 2) in the text of the article where each item should be placed. In the text of the article, type in <<**BOLD DOUBLE-BRACKETED CAPS**>> where the item will appear.

*Examples*

Smith 8-6

5 TABLES, 4 GRAPHS, CYRILLIC LETTERS, EXTRACTS

[This indicates that the article is by author Smith, is in Part 8, Chapter 6, and that 5 tables, 4 graphs, Cyrillic letters, and extracts appear in the text.]

. . . as the population statistics shown in Table 6.2 indicate . . .

(line-space)

<<**TABLE 6.2 NEAR HERE**>>

(line-space)

### **Tables, Charts, Graphs, Illustrations**

It is recommended that you include tables, charts, graphs, and illustrations, as appropriate. Submit each item in its own separate file. Include all appropriate bibliographical source information and indicate the program used to create it. Submit the file in that program as a separate document rather than embedding it in the text. Make sure that each table, chart, graph, etc., is clearly labeled and identified in the printout and its placement clearly marked in the text of the article. If you need to have

a bar graph, line graph, or pie graph rendered by Facts On File, provide all essential information, a design of what you expect the graph to look like, all the terms and labels that will appear on the graph, and a caption.

### **Headword Format: General Article**

Headword in **bold (any alternate spellings, alternate name)**

Entry text starts on the next line, flush left, with a complete sentence.

### **Headword Format: Biographical Article**

All biographical articles include three elements in the headword: name, birth and death dates, and a brief descriptor line.

Name of person in **bold (any alternate spellings, alternate name)**.

As a general rule, biographical entries use the name by which the person has become widely and professionally known. Alternate spellings and alternate names may be given in parentheses following the entry head.

The person's birth and death dates (separated by an en-dash) follow the person's name and are set in parentheses, in roman, light face. (Note: For "circa" use "ca." followed by a space; if dates are unknown, write "unknown"; for people still living, leave a blank space.)

A brief descriptor line follows the birth and death dates and is set in *italics*, followed by years (if applicable). The descriptor line lists the person's main profession or accomplishment. It should be as succinct as possible and is *not* followed by a period.

Entry text starts on a new line, flush left, with a complete sentence:

**Last name, First name (any alternate spellings of name, alternate name)** (xxxx–xxxx) *descriptor line, xxxx-xxxx*

Entry text starts on a new line with a complete sentence.

### *Examples*

**Akhenaten (Ihknaton, Amenhotep IV)** (1379 B.C.E.–1362 B.C.E.) *Egyptian king of the 18th Dynasty*

Entry starts here . . .

**Alexander the Great** (356 B.C.E.–323 B.C.E.) *king and military leader of Macedonia*

Entry starts here . . .

**Eisenhower, Dwight D.** (1890–1969) *president of the United States, 1953–1961*

Entry starts here . . .

**Gandhi, Mohandas Karamchand (Mahatma)** (1869–1948) *Indian nationalist and social reformer*

**Gilbert, Sir Humphrey** (ca. 1539–1583) *navigator, explorer*

**Ruth, Babe (George Herman, Jr.)** (1895–1948) *baseball player*

**Thatcher, Margaret** (1925– ) *U.K. prime minister, 1979–1990*

**Tunka Manin** (ca. 1063–unknown) *king of Ghana*

### **Citations and Quotations**

Use quotations sparingly, if at all. Restrict them to nonscholars (politicians, activists, key figures), the subject of a biographical entry, or the rare outstanding scholar.

All quoted material must be quoted exactly. When using quotations from published sources, follow the exact spelling and other conventions of the original.

Quotations must be identified by source. Extensive quotation from a single work requires prior permission. Written permission is required for reprinting any item that is complete in itself, any portion of a contemporary poem or song (in original or translation), and any excerpt exceeding 500 words from a single source that is not in the public domain. Permission must be cleared before your manuscript is submitted. A credit note must be provided identifying copyright to acknowledge the granting of permission to reprint.

Do not use footnotes or endnotes or give sources in parentheses following a quotation. If you are quoting a source directly, cite appropriately. Direct quotations are placed within double quotation marks. Quotations within quotations are placed within single quotation marks. Commas and periods go inside the closed quote; colons and semicolons go outside the closed quote. A question mark, exclamation point, etc., belongs inside the closed quote if it is part of the quotation.

If you amend a quotation, place your emendations within [square] brackets (not parentheses) to indicate that they are not part of the original quotation. If you delete part of a quotation, indicate with ellipsis points (three periods) and a fourth point if it is the end of the sentence. There should be spaces before and after each ellipsis point, except when the ellipsis ends a sentence, in which case no space between the last word and first period. Do not use ellipses at the beginning or end of a quotation. Lengthy quotations should be blocked as extracts, without quotation marks.

#### *Examples*

“Bush defeated Kerry [for president] . . . in 2004. . . . *Newsweek* called it the ‘most exciting election in years.’”

As Joseph Brown wrote in *A History of Slavery* (1998), “By the 1740s . . . slavery [and the slave trade] had become firmly entrenched on American soil.”

### **Author's Name**

For signed articles, place author's name in *italics* at the end of the entry text (but before "Further Reading"), flush right, with line space above and below.

### **"Further Reading" Format**

Each article should include bibliographic references for further reading. Be sure to include the bibliographic reference for any quote used, and aim to include a variety of sources, especially sources that are recently published and accessible to high school students and general readers.

At the end of the article, insert line space. On the next line, insert "**Further Reading**" flush left, in **bold**. Insert line space. List sources, following *Chicago* 16 for bibliographic citations:

Last name, First name. *Book Title*. Pub. Place: Publisher, date.

Use the standard abbreviations for U.S. states rather than the two-letter postal forms (N.J. instead of NJ; Ariz. instead of AZ, etc.). Place sources in alphabetical order by author's last name (if no author, by title). Place each listing on a separate line, flush left. If you include more than one title by the same author, type 3 em-dashes followed by period (———. ) in place of the author's name for second and following titles.

#### *Examples*

##### **Further Reading**

- Berlin, Ira. *Many Thousands Gone: The First Two Centuries of Slavery in North America*. Cambridge, Mass.: Harvard University Press, 1998.
- Beschloss, Michael R., ed. *Taking Charge: The Johnson White House Tapes, 1963–1964*. New York: Simon and Schuster, 2002.
- Chesnut, J. L., Jr. *Black in Selma: The Uncommon Life of J. L. Chesnut, Jr.* New York: Farrar, Straus, and Giroux, 1990.
- Egerton, Douglas R. "Averting a Crisis: The Proslavery Critique of the American Colonization Society." *Civil War History* 43:2 (June 1997): 142–157.
- Guide to U.S. Elections*. 2d ed. Washington, D.C.: Government Printing Office, 2005.
- Halbertsam, David. *The Children*. New York: Random House, 1998.
- . *The Fifties*. New York: Fawcett Columbine, 1993.
- Lewis, David Levering. *W. E. B. Du Bois*. Vol. 2. New York: Henry Holt, 2000.
- Litwack, Leon, and August Meier, eds. *Black Leaders of the Nineteenth Century*. Chicago: University of Illinois Press, 1991.
- Malcolm X, and Alex Haley. *The Autobiography of Malcolm X*. New York: Ballantine Books, 1965.
- Webster, Bayard. "African Cattle Bones Stir Scientific Debate." In *Blacks in Science: Ancient and Modern*, ed. Ivan Van Sertima. New Brunswick, N.J.: Transaction Books, 1989.
- Yung, Judy. *Unbound Feet: A Social History of Chinese Women in San Francisco*. Berkeley: University of California Press, 1995.

### **Bibliographic Reference Format**

A master bibliography appears at the end of the reference. As with the “Further Reading” section, follow *Chicago 16* for bibliographic citations:

Last name, First name. *Book Title*. Pub. Place: Publisher, date.

Master bibliography should be broken down by topic, which should be discussed with and reviewed by your editor.

### **Chronology**

When compiling a chronology or timeline of events, make entries as brief and succinct as possible. Separate each section of entries by year. Insert year in **bold**. Begin entry text on next line, flush left. Begin each separate entry in the same year on a new line, flush left. Events with specific month (*March*) or exact dates (*March 15*) follow other entries. (An entry for *March* precedes an entry for *March 15*). Set specific months and dates in *italics*, followed by a colon. If there is more than one event on the same specific month or date, repeat month/date at beginning of following entry.

*Example*

#### **1865**

Congress considers various plans for Reconstruction.

*April*: Union Army descends on Richmond.

*April 9*: General Robert E. Lee surrenders to General Ulysses S. Grant in Appomattox Court House, Virginia.

*April 14*: President Abraham Lincoln assassinated at Ford’s Theater in Washington, D.C.

### **Cross-Reference Format**

Imbed cross-references in your article by setting the term in SMALL CAPS the first time you use it in the text. Use initial caps for proper nouns. (However, do not use cross-references in the headword, biographical descriptor line, or subheads.) Cross-references should be given if the other entry provides useful and significant information. Only use an imbedded cross-reference if the heading and the word in the text use the same grammatical form (e.g., do not cross-reference GREEK if the entry in the book is GREECE). If a “*see*” reference is included in the text, “*see*” is set in *italics* (“ . . . as noted in the Hebrew Bible (*see* TORAH) . . .”).

### **Blind Entry Format**

If the encyclopedia includes a blind entry—an entry which consists of a title only with no attached article and which refers you to another article—place the word “*See*” in *italics* after the title, followed by the title of the referred article in SMALL CAPS, followed by a period.

*Example*

**Mahatma Gandhi** *See* GANDHI, MOHANDAS KARAMCHAND.

### **“See also” Format**

At the end of the article, list related articles in the encyclopedia. Insert line space. Indent and insert “*See also*” in *italics*, followed by article name(s) in small caps. Place cross-references in alphabetical order, separated by semi-colons.

*Example*

*See also* BILL OF RIGHTS; DEMOCRACY; DECLARATION OF INDEPENDENCE;  
EXECUTIVE BRANCH; HAMILTON, ALEXANDER; LIBERTY POLES; MADISON, JAMES.

### **Punctuation**

Use serial comma. *Example:* vanilla, chocolate, and strawberry.

Use commas, not semicolons, to separate parts of a simple series following a colon.

Use a comma for introductory clauses but not for short phrases, except to avoid ambiguity.

Do not use comma after introductory words meaning  
when: **tomorrow, yesterday, recently, early next week, in the morning**  
how often: **occasionally, often, frequently, once in a while**  
where: **here, in this case, at the meeting**  
why: **for that reason, because of this situation**

Set off states, countries, dates, and abbreviations following a person's name with commas.

On a visit to Bennington, Vermont, we bought maple syrup.

Both the Washington, D.C., and Montreal, Canada, airports were busy.

Her death on October 29, 1988, was not an accident.

Bethany McCain, Ph.D., is giving the lecture.

Use an upper-case letter following a colon, if the following is a complete sentence. If not, use a lower-case letter.

### **Numbers**

Spell out zero through nine and use numerals for 10 and above.

Spell out first through ninth centuries and use ordinals thereafter (10th century, 21st century).

Use numerals in the following cases:

exact measurements and statistics (4.7 miles, 7.3 units)

numbers as numbers ("the number 6")

percents (84 percent)

page numbers (page 6)

Do not begin a sentence with a numeral; recast the sentence.

Date ranges:

use full years in headings, chapter titles, map titles, etc. (1876–1893)

use shortened date ranges in text (1879–93, *but* 1896–1907)

usage: from 1487 to 1534, *but* during the period 1487–1534; during the period 1477–88

Keep dates standard and consistent:

October 26, 1994, *not* 24 October, 1994, *not* October 24th, 1994 (unless in a title)  
June 1988, *not* June of 1988, *not* June, 1988  
January 1991, *not* Jan. 1991

Write out and hyphenate basic fractions: one-sixteenth; two-thirds.

Large numbers: 4 million, 15 million, *not* 4,000,000 or four million.

Page ranges:

use full page ranges: 246–251; 1,016–1,034

Except for dates/years, use commas in number of four or more digits: 5,280; 126,598.

Currency:

follow general number style (five pesos, 10 pesos)

use numerals with familiar currency symbols: £5; \$6

\$28 billion, *not* 28 billion dollars

Use zero in open decimal fractions and for consistency: 0.2; 0.97; 6.35, 6.88, and 6.90.

No apostrophe in decades or centuries: 1970s, 1600s.

Don't abbreviate decades: 1990s, *not* 90s or '90s; 1980s and 1990s, *not* 1980s and 90s.

2d, 3d (in bibliographies only; otherwise spell out: second, third)

Miscellaneous

5 percent

10<N>20 percent

15 to 1 ratio

5 to 1 opinion

6-10 vote, the vote was 6 to 10

age 37, 37 years old, 37-year-old person

50 million (no hyphen), 50 million ducats, a 50-million-ducat diamond

390<N>400 meters

100°C, 54°F, 35°20' (close numbers to symbols)

### **Abbreviations**

In almost all cases, avoid use of abbreviations in running text: spell out states, months of the year, etc.

Use small caps for B.C.E. (Before Common Era) and C.E. (Common Era), and for A.M. and P.M.

Insert space between initials: A. S. Byatt, W. E. B. Du Bois.

Delete periods in abbreviations, such as UN, FBI, NBC, etc. *Exceptions:* U.S. (adjective only), U.K. (adjective only).

In most cases, write out full term with abbreviation in parentheses, and use abbreviation thereafter. *Note:* If organization is not cited a second time, do not use abbreviation.

*Example*

President Richard Nixon visited the People's Republic of China (PRC) in 1971. Nixon's visit to the PRC received heavy press coverage.

**Usage**

Hyphenate adjectival forms: upper-class club, good-looking actor, 18th-century America. Do not hyphenate adverbial modifiers ending in "ly": happily married man, carefully designed car.

Do not hyphenate prefixes except when preceding capitalized term or term with identical vowel: postwar, post-Soviet, anti-immigrant. Use en-dash if term is two or more words: pre–Civil War; post–Soviet Union.

Use American English and spelling, not British English (unless in a title or original quote).

For possessive form, use 's: Henry James's novels, Wharton and James's style, Groucho Marx's comedy, Marx Brothers' humor.

Avoid "e.g.," "i.e.," and "etc." in text of article.

Identify people by full name when first introduced, by last name thereafter unless considerable space has elapsed. Provide basic biographical/descriptive material at initial mention of person.

When citing U.S. representative or senator, provide full title and name, followed by affiliation/state abbreviation (P.O. style): Senator Robert Wagner (D-NY), Representative Jeanette Rankin (R-MT).

Avoid honorifics: Mr., Ms., Mrs., Miss, etc.

Distinguish *that* and *which*:

Use "that" with restrictive clauses and "which" with nonrestrictive clauses set off with comma (s). However, "which" may be allowed (1) where it is the clear and consistent choice of a contributor who is a competent prose stylist and (2) where it offers phonetic variety following another "th" word ("that which is most effective" or "those qualities which define").

Distinguish *comprise* and *compose*; *fewer* and *less*.

Substitute *probably* for *most likely*.

Allow *due to*, *owing to*, or *because of*.

Allow *since* for *because* and *while* for *although*.

Use *toward*, *forward*, *afterward* (not *towards*).

Avoid *hopefully* as a sentence adverb.

Avoid *everybody . . . their*.

Avoid contractions (can't, won't, he's, etc.).

Avoid colloquialism, jargon, and specialized terminology.

Avoid split infinitives, unless fixing the split infinitive makes the sentence awkward.

Lower-case all prepositions in titles.

United States, *not* United States of America.

Use "percent," *not* "%" (except in tables/graphs).

Avoid such phrases as "it is reported that," "as the story goes," or "according to a recent study." Always provide attribution.

Avoid and/or and most phrases with slashes.

Avoid he/she and (s)he.

Avoid passive voice when feasible.

Avoid "impact" as a verb.

Avoid sexist, dated, and inappropriate language.

Words used as words should be set in *italics*, not quotation marks.

Words directly following the phrase "so-called" should not be in quotation marks.

**Foreign Words, Proper Nouns**

A foreign word is any word not found in W11. All foreign words should be *italicized*. Many foreign words have entered English, however, so be sure to check. Foreign proper nouns, such as people's names, place names, and names of organizations, are not italicized. Names of foreign institutions, buildings, and geographical locations are not italicized. For transliteration of Chinese, use pinyin style.

## Guidelines for Submitting “Map Scrap”

Maps are a vital element in most reference books. They convey content, illustrate information, and present data in a manner that enables the reader to grasp and visualize key concepts. For encyclopedias on historical and political subjects they are an essential component, and their features and design should be thought out carefully. Although maps should be graphically appealing, they are not included purely as illustrations: Each map must serve a specific purpose and complement the article in which it appears. Facts On File will create maps for your reference book. Discuss with your editor the maps you plan to include to make sure they fit with your encyclopedia and can be rendered by Facts On File.

For each map in your book, you must submit “map scrap” to your editor for review. This map scrap includes the following items:

- A brief description of the subject of the map—a simple title may suffice—and the reason for its inclusion in your book.
- One or two preexisting maps that can serve as a sample, showing the subject and places you want to illustrate.
- A detailed list of information that will appear in the map, including all geographic labels and any special features, symbols, or other items.
- If the map requires a legend, explain carefully each item and term that should appear in it.
- In the event that you will include all of the information on one of the sample maps you are providing, you may simply note to include all labels as they appear on the original. In cases where you want to show only certain features from a preexisting map, highlight those features clearly with a color marker on the original map. Any information shown on the map scrap that you do *not* want included should be clearly deleted.

## Guidelines for How to Reference Internet Sources

The Internet is a constantly expanding resource, containing newspaper archives, company and personal Web pages, encyclopedias and dictionaries, photo resources, and other items. Like print sources, all electronic sources used in research must be cited in consistent bibliographic style, whether they are under public domain or not. As with any other resource, you still must seek permission to use any textual extracts, photographs, illustrations, or figures.

Every Internet source cited should include the complete name of the author, the title of the work cited (e.g., article, brochure, paper), the name of the online source (e.g., publication, news service, organization), the hyperlink address of the Web site, and either the date the document was posted or last updated, or the date that you downloaded it. When using a source that is an e-zine or is transcribed from a serial publication—such as a newspaper or magazine—by that publication, you should use the date it was posted. If the document is a company, organization, or personal Web page that is continually being revised and updated, you should use the date it was last updated. If you do not know when the page was last updated, then record the date on which you downloaded the page.

### *Examples*

Irish Times. “The Northern Ireland Peace Agreement,” *The Irish Times on the Web*. Available at <http://www.irish-times.com/irish-times/paper/1998/0410/agreement.html> (posted April 10, 2003).

Wilfried Derksen. “Elections in Venezuela,” *The Electoral Web Sites*. Available at <http://www.agora.stm.it/elections/election/venezuel.htm> (updated August 13, 2005).

Beauty Net. “In the Pink,” *Beauty Net: The Virtual Salon for Hair, Skin, & Nail Care*. Available at <http://www.beautynet.com/skin/index.html> (downloaded May 12, 2004).

Please note the punctuation (periods, commas, quotation marks). Also, no italics are necessary unless the article appears in an online publication such as *The New York Times* or *Science News*. Otherwise Web site names do not require italics. Please also do not set URL addresses in italics when they are used in the main text.