

SHARPE REFERENCE

The materials that follow have been compiled to guide your work as a project editor or contributor for a forthcoming publication by Sharpe Reference. Please read all relevant sections carefully and consult them again during the course of your work.

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I. EDITORIAL PROCEDURES

Creating a quality multivolume reference work is a large and complex undertaking. The authority, comprehensiveness, and balance we seek in all Sharpe Reference titles require the coordinated efforts of a number of people. This four-part document has been prepared for project editors and article contributors to help ensure the accuracy and consistency we expect in our books and to facilitate a smooth, organized development process.

This first section outlines the development process from contract signing to bound book, and the second lays out general guidelines for text creation. The third section specifies requirements for the formatting and submission of manuscripts and supplementary materials (tables, graphics, and documents). And the final section is a summary of “house style,” defining rules of editorial usage, punctuation, spelling, and bibliographic citation. An sample entry appendix is also included.

Please read these documents carefully before beginning your work. Do not hesitate to contact us or your project editor if you have any questions.

In every phase of the project, please keep this principle in mind: **Carry out your assigned task with the goal of delivering a complete, final, polished piece of work. Check, edit, and revise all manuscript before submission.** Errors and oversights are inevitable—and there will be ample opportunity to correct them—but strive for *publication quality* at each step. Draft quality will not be accepted.

CONTACTS

During the course of the project, you will be working with up to three members of the M.E. Sharpe Editorial and Production staff. In addition to the *Acquisitions Editor*—who commissioned the work and will oversee the project in general—these include a:

Program Coordinator—Your primary contact for all development-related matters, including contributor contracts and payments, manuscript preparation and submission, scheduling and trafficking, and general project administration.

Development Editor—Reviews all materials submitted by the project editor and contributors for subject coverage, organization, and writing quality. Project editors are likely to have direct contact with the development editor; contributors may not.

Production Editor—Once the development editor has approved the manuscript (or a sizable batch of it), the production editor manages the project from copy editing, proofreading, composition, and indexing to printing and binding.

THE DEVELOPMENT PROCESS

Whether you are editing a multivolume reference work or writing articles for one, it is critical that you adhere to the deadlines established at the outset. Given the complexity of the development process and the number of people involved, the slightest delay can disrupt the entire production and marketing schedule. From an editorial viewpoint, the longer a manuscript takes to develop, the more dated it will be at the time of publication.

What follows is a step-by-step summary of the development process for Sharpe Reference titles. Once text generation is under way (*Step 4*), the schedule will proceed on a rolling basis—i.e., work taking place simultaneously on different batches in different stages.

Step 1: Development Plan and Schedule

Upon signing of contract, development editor works with project editor to (a) review and confirm details of editorial definition, product dimensions, audience, structure, and content; and (b) set a specific timeline for the project.

Step 2: Headword List and Sample Entries

Project editor submits a proposed headword list (with word counts) and 3-6 sample entries (depending on the variety of entry types). Development editor returns items with queries and suggestions. (While we recognize that the list may require refinement as the project progresses, it should be 95 percent complete and final before work begins. Changes have a “ripple effect” on the entire process and must be kept to a minimum.) The revised sample entries should be used as examples for contributors.

Once the headword list is approved, the program coordinator creates a spreadsheet for monitoring and tracking text entries and other elements. A copy is sent to the project editor, who is expected to keep thorough, up-to-date records of the status and location of every item as well as the contributor contracts.

Step 3: Article Assignment and Contracts

Project editor determines a framework for the assignment of the contributor budget (amount per article/per word, etc). This should be discussed and finalized with us and the contributor contract template should be customized as needed prior to sending out to any prospective contributors.

Project editor identifies prospective contributors. **The quality and timely completion of the book depend on hiring the best possible authors—ones with expertise in the subject area and proven skills in research and writing.** (It is generally advisable to assign articles in topical clusters, to take advantage of author specialization, for research efficiency, and to coordinate coverage.)

Project editor sends a copy of these guidelines and sample entry(ies) along with a *customized* contributor contract to prospective contributors.

Step 4: Manuscript Submission

Contributor submits article manuscripts electronically to project editor, who reviews for accuracy, writing quality, organization, and adherence to guidelines. Project editor may need to edit weak entries, return them to contributor for revision, or reassign them for rewrite. When text is acceptable, project editor asks contributor to submit electronic files (one per article), matching printouts, and a signed contract.

Project editor compiles and submits text files, printouts, and contributor contracts in batches to program coordinator, following preparation and formatting instructions (*see* pg. 7). **Submission of manuscript to Sharpe Reference implies the project editor's "stamp of approval."**

Step 5: Manuscript Revision

Development editor reviews manuscript for accuracy and readability; marks with queries and revision requests; may do cursory line editing. Returns manuscript and electronic files to project editor for revision.

Project editor answers queries and makes revisions—or returns marked-up manuscript to authors for same—and submits revised text to Sharpe.

Development Editor reviews revised manuscript, confirms production-readiness, and incorporates last notes/queries for copy editor.

Step 6: Copy Editing

Production editor directs copyediting to refine style, organization, and grammar. The copyedited manuscript, showing all changes, is sent to project editor for review and approval. Substantive queries should be minimal by this stage. Project editor reviews and approves (or corrects) changes, answers queries, and returns manuscript to production editor.

Step 7: Final Production

After incorporating final changes, production editor sends manuscript to compositor for typesetting. Complete sets of page proofs are then sent to project editor for review (only egregious errors are corrected), proofreaders, and an indexer.

After final review of page proofs and index, production editor delivers all prepress materials to printer. Bound books take 2-3 months.

II. CONTRIBUTOR GUIDELINES

You have been commissioned to write original material for a new publication by Sharpe Reference. Most of our titles are multivolume encyclopedias—alphabetically or topically organized collections of articles and supporting materials on a specific subject. Students and general readers use encyclopedias to find quick answers to reference questions, for background reading on a topic of interest, or as a starting point for research. As a general matter, people do not read encyclopedias from cover to cover for entertainment, editorial opinion, or academic disputation. Encyclopedias are organized, objective compendia of essential information, “settled” knowledge, and current perspectives by experts in the field.

The guidelines that follow are designed to ensure the integrity and reliability of our publications, and to make your life and ours easier in the process of creating it. Please read them—and perhaps read them again—before starting to write.

Audience and Reading Level

The reference work to which you are contributing is aimed at students (high-school and college) and general readers, rather than a scholarly audience. Your writing therefore should be clear, organized, and accessible, so that an average reader unfamiliar with the subject can easily grasp the material you present. **Your prose should be both engaging and informative, on a level comparable with an article for *The New York Times* or a news magazine. Avoid jargon, complex terminology, and esoteric allusions.** Rule of thumb: write as if you were explaining the subject to a high-school student or college freshman. Remember, you are preparing an encyclopedia entry, not a journal article or scholarly monograph. **Re-read your first draft and edit it rigorously before submission.**

Wherever a term of art or technical phrase is introduced, include a succinct definition.

Where a person is referred to for the first time in an entry, use the full name and title or some other identification.

Where a specific historical event, place, book, theory, or other proper-noun subject is introduced, include a basic identification, location, date of publication, or definition.

Informational Content

Pack the article with information and substance so that it is as thorough as possible within page limits. Stay close to the assigned length—within a few lines on short articles or a half-page on long articles. (One manuscript page is equal to 250-300 words; if you have to go significantly over or under, contact your editor.) Make every word count.

Keep fact-based. Do not focus on what other scholars have written. Emphasize who, what, when, where, and how. Be as specific as possible. For example, rather than saying an event occurred in “medieval times” or “the Renaissance,” indicate the particular century.

Check your facts! Use multiple—and reliable—sources (beware of non-institutional Web sites). Double-check all dates, name and place spellings, and other factual details. An encyclopedia is too information-intensive for any one person to corroborate all facts in all entries. The accuracy of your article is ultimately up to you.

Maintain focus on the time, place, or subject matter in question, as defined in the Project Guidelines. Thematic entries (such as Law, Art, or Women’s Rights) should avoid long digressions or excessive background on other periods and places. If the editorial focus is American, for example, cite international circumstances by way of comparison only.

Use quoted material sparingly and include no footnotes. If quotes are used at all, keep them short and confine them to ones by notable non-academics (such as politicians and writers) or an occasional scholar of importance. Always introduce the quote with the name of the person and title of the work (with publication date) from which it derives— e.g., As John Hope Franklin wrote in *From Slavery to Freedom* (1997), “Despite the prohibitory state laws, the African slave trade ... continued to flourish during the [1790s].”

Objectivity and Balance

Bring an objective, unbiased point of view—in a straightforward declarative style—to your text. Avoid advocacy, editorializing, or special pleading in any form. An encyclopedia is not a vehicle for personal opinion, no matter how expert, or for taking sides in any debate, argument, or controversy. Where there is a fundamental disagreement over facts, evidence, or their interpretation, all sides should be presented in a fair and balanced manner.

Where appropriate, information about and the perspective of minority groups, women, non-mainstream religions, and dissenting voices should be included.

Entries on related topics should be complementary and mutually supportive, rather than repetitive or contradictory. Consult the complete entry list before writing your article to identify related topics and, if necessary, seek clarification from your project editor on the division of subject matter.

Organization and Structure

Follow all project guidelines concerning the content, form, and styling of article titles, special features (sidebars, chronologies, glossaries), and other elements.

Without being rigid or uniform, **entries should follow a basic “pyramid” structure.** The lead sentence—whether a fragment or complete sentence, depending on the project—should provide a succinct identification or definition of the subject at hand. The rest of the initial paragraph should summarize the essential information about the subject, with a statement of its importance to the particular period or field of study; assume that many readers will stop there. Succeeding paragraphs should follow a logical progression—chronological or otherwise. Do not end the article merely by reiterating information or observations, nor with critical judgments. Instead, provide an objective assessment of influence or reputation; cite major awards and prizes; or suggest future possibilities.

Longer articles should be broken up by subheads every 500-1000 words for topical organization, giving the reader a clear outline of the structure of the text. Subhead titles should be succinct, informative, parallel in construction, and consistent in style. **A-heads**, or first-level subheads, should be set in bold upper- and lower-case letters, flush left. **B-heads**, or second-level subheads, should be used only to break up long topical sections into discrete, coherent sub-topics; they should be set in bold upper- and lower-case italic letters, flush left. (See Manuscript Formatting, pg. 7, and Appendix sample, pg. 15)

The contributor's name should appear at the end of the article, above any supplementary material (i.e. bibliographies), in *italic* type, flush left.

Bibliographies

Entries of more than 500 words should include a bibliography or "further reading" list. Rather than merely identify sources the contributor used in researching the subject, **the bibliography should cite books, articles, and other sources recommended for further reading by the target audience.** As a general rule, include one citation for every 250-300 words. (See Style Guide, pg. 14.) Sources listed in the bibliography should be:

- authoritative works directly on point with the subject of the entry (avoid newspapers and popular magazines);
- appropriate in topical coverage, interest-level, and writing style to the target audience (high school students and up);
- in English (no foreign-language titles);
- recent and widely available works, or "standards" in the field;
- published works, especially books (no academic dissertations); online sources are OK if references are to home pages (top-level URLs) of "evergreen" sites (institutions and online publications that are unlikely to move).

A Final Word

Remember that the primary responsibility for text quality lies with you. **It is important that you: (1) give your work a consistent, logical structure; (2) cover your subject in a straightforward, information-intensive style; (3) double-check your facts and edit your prose before submitting your entry; and (4) leave no loose ends.** Your project editor and our editorial staff will verify that your manuscript serves its function, conforms to house style, and is ready for production. We cannot assume responsibility for completing work that an author has left rough or incomplete.

III. MANUSCRIPT FORMATTING AND SUBMISSION

IF YOU HAVE ANY QUESTIONS ABOUT PREPARING AND SUBMITTING YOUR MANUSCRIPT, WE ENCOURAGE YOU TO CONTACT US FOR GUIDANCE.

Your contact at Sharpe Reference is Cathy Prisco: (914) 273-1800 ext. 103
cprisco@mesharpe.com

FORMAT

All articles must be double-spaced and paginated with standard 1” margins. **12-point Times New Roman font is preferred.**

Do not use hyphenation or justification.

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

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

Do not use a line space between paragraphs unless it is a necessary part of the text (please be consistent).

Do not use footnotes or endnotes. Remember, this is a reference book, not a monograph.

Do not use in-text citations as you would in a scholarly essay. Instead, cite the person and work you are quoting as part of the “conversation” within the text (*see* pg. 5).

Layout (see Appendix sample, pg. 15)

On the first page of the article, begin typing:

Entry Title in upper and lower case, bold, flush left; if title is a person, invert the name and include birth and death years in parentheses.

[line-space]

Begin first line of text flush left. Do not use returns at the end of lines.

Each successive paragraph is indented one tab, *except* after a subhead (align left). Do not use a line-space between each paragraph. At the end of the article, insert one line-space and then type the author’s name and sources, as below.

[line-space]

Author’s name, flush left, italicized

[line-space]

Bibliography, upper and lower, bold (designation and styling of supplementary elements as defined in Product Guidelines)

Subheads (see Appendix sample, pg. 15)

A-heads and **B-heads** are titles used to divide sections (large blocks of text) within an article of more than 1,000 words. Subhead titles should be *brief but informative, parallel in construction, and consistent in style*. As a group, the subheads should provide a clear outline of the structure of the article.

- Do not begin an entry with a subhead. The article, or any section of it, should begin with at least a few lines of text before the next subhead.
- There must be *more than one* subhead in an article or section of it.
- Do not use “Introduction” as a subhead title.
- There should be one line-space above and below each subhead.

A-Heads are **Bold, Upper and Lower Case**. They should be used every 500-1,000 words. **B-heads** are **Bold, Upper and Lower Case, Italic**. They are used to separate two or more blocks of text in an A-head section. They should be used sparingly, if at all, in most cases.

Tables, Figures, Graphics

Feel free to include tables, charts, diagrams, and graphs with your article, if appropriate. Depending on the size of the item, each can count for one-third to one-half a page of manuscript. Please do not include more than one table per 1,000 words.

Create tables using the table utility in Microsoft Word or as an Excel spreadsheet. Do *not* construct tables by using tabs in a Word document. If you are not sure how to create a table, please contact us for help.

Submit each item in its own separate file *and* as a printout. Include source information and indicate the program used to create it. Make sure that each table or chart printout is clearly identified and that placement in the text is indicated (*see* below).

Submit diagrams, charts, or other graphic element as *camera-ready art*. Use photocopies of the originals to note labels and special symbols. If you submit the art on disk, also provide clean, laser (*not* inkjet) printouts.

Tabular information and figures should be associated with a particular passage in the text; type <<**XXX Near Here**>> (bold letters in double brackets) at the end of the appropriate paragraph.

Example:

... According to the 2000 U.S. Census, mortality rates decreased markedly in the last decade of the century.

(line-space)

<<**Table 1.2 Near Here**>>

(line-space)

Indent and begin the next paragraph of text

Rights and Permissions

If you are using a **table, figure, document**, or any other material that has already been published or is under copyright protection, you must secure written permission to use it *prior to submitting your entry*. In order to publish the material, we require nonexclusive world rights in all formats, including electronic. Be sure to contact us regarding any permissions you may require and to receive a copy of our standard request letter. Do *not* pursue publication rights on our behalf without doing so.

Photographs and other illustrations are typically acquired by professional researchers, but we welcome general or specific suggestions from project editors and contributors alike. Be advised, however, that publication rights must be ensured for all images that appear in our works. We require nonexclusive world rights in all formats, including electronic. Please contact us before pursuing publication rights.

SUBMISSION

Submission of manuscript to project editor (by contributors). Once you are satisfied with the quality of your entries, submit them on disk *and* as a double-spaced printout directly to your project editor. Be sure to keep backup copies of the disks and printouts, as well as all notes and source materials, until the book is published. If you would like to submit your entries by e-mail, contact your project editor to make sure this is feasible.

Submission of manuscript batches to M.E. Sharpe (by project editor). Once you have accumulated the appropriate portion of manuscript (according to your project schedule), submit the batch on one CD or zip disk with a complete double-spaced printout and the Checklist for Manuscript Batch Preparation. Hard copies must correspond exactly to the electronic version. Include a list (in both print and electronic form) of all entries included in the batch and the total word count, as well as contributor contracts for the manuscript being submitted. *We cannot accept any manuscript for which a contributor's contract has not been received.*

Electronic Specifications

Disks: 3.5-inch IBM-compatible high-density disk or CD (label with project name, author's name, date of submission, article titles, and software). Each item—article, table, figure, or other—should be saved and submitted in a separate file.

Filenames: Use filenames that identify the content of the file and that cause them to fall into a natural order (usually alphabetical). *Example:* “Washington, George” and “Washington, George Table”

Word processing: Microsoft Word (preferred) or WordPerfect (save file in “rtf” format)

Tables, Figures: Word or Excel

Illustrations/Graphics: JPG; TIF

PDF files are *not* acceptable.

IV. STYLE GUIDE

The Sharpe Reference style is essentially that of The Chicago Manual of Style, 15th Edition. Usage and spelling are essentially those of Merriam-Webster's Collegiate Dictionary, 10th Edition. If you find that the following instructions are unsuitable or inadequate for your project, and that the Manual of Style and Collegiate Dictionary offer no solution, please call us to discuss the situation before you proceed.

Alphabetization

Tables of contents and indexes in all Sharpe Reference publications are alphabetized according to the word-by-word system (see *Chicago Manual*, 18.56 and 18.58-18.59).

Spelling

Geographical names should be given in standard English spellings when available.

Use American English usage and spelling, not British English: labor, *not* labour; defense, *not* defence; among, *not* amongst.

In Sharpe publications, the preferred transliteration system for Russian is the modified Library of Congress system (without diacritical marks or ligatures) (see *Chicago Manual*, 10.116, Table 10.3).

For the romanization of Chinese we prefer pinyin (Beijing, *not* Peking; Qing, *not* Ch'ing).

Avoid the use of contractions, except in dialogue.

When adding a suffix to a multisyllabic root word, it is *not* necessary to double the terminal consonant of the last syllable (even if it contains a short vowel) if the syllable is unstressed. *Examples:* traveling, propelling; canceling, excelling; totaling, appalling; prohibiting, forbidding; offering, conferring; benefited, profited, refitted.

Dates and Time

Keep dates standard and consistent. *Examples:*

June 12, 1988, *not* 12 June, 1988, *not* June 12th, 1988 (unless in a title)

January 1991, *not* January of 1991 or January, 1991

October 1994, *not* Oct. 1994

For ancient dates, use B.C.E. and C.E. (Before Common Era and Common Era), rather than B.C. and A.D. They should be in SMALL CAPS.

Spell out centuries: seventeenth century, twenty-first century.

Delete apostrophe in decades: 1990s, *not* 1990's.

Do not abbreviate decades: 1960s, *not* 60s or '60s; 1970s and 1980s, *not* 1970s and 80s.

Keep seasons in lower case: spring 1997, *not* Spring 1997, *not* the spring of 1997.

Date-range style: 1962–1965; 1897–1902 (en dashes, *not* hyphens); from 1964 to 1968, *not* from 1964–1968.

Numbers

Do not begin a sentence with a numeral.

Spell out single-digit numbers, and use numerals for two-digit numbers (10) and above (three French hens, 144 in a gross, 56-year-old president, four and 20 blackbirds)

Use a comma in a number of four or more digits, unless a page number or year (1,000 and 26,552, *but* page 1000 and 1942).

Spell out ordinal numbers: (first, ninety-ninth, *not* 1st, 99th).

Exception: 37th Congress, 106th Congress

Spell out percent: 25 percent, *not* 25%.

Spell out and hyphenate fractions: one-eighth.

Large numbers: 1 million or 6 million, *not* 1,000,000 or six million; 100,000 *not* 100 thousand.

Use a zero to open decimal fractions (0.3).

Monetary values: \$17 million, *not* 17 million dollars; £45, *not* 45 pounds sterling.

Time: 4:00 A.M. or 9:45 P.M. *not* four o'clock or nine forty-five (A.M. and P.M. should be in SMALL CAPS).

Leave spaces before and after the colon in a ratio (1 : 1).

Elide page numbers (153–76).

Punctuation

Use serial comma: I like coffee, tea, and beer; *not* I like coffee, tea and beer.

No periods in abbreviations or acronyms: FBI, *not* F.B.I.; PRC, *not* P.R.C.

Exception: U.S. (used as an adjective only), *not* US.

Close spaces between initials: T.S. Eliot; W.E.B. Du Bois.

When using full dates, commas precede and follow the year; when using full place names, commas precede and follow the state. *Example*: Before I visited Washington, D.C., on October 26, 1994, I visited Hartsdale, New York, and Burlington, Vermont.

Capitalization

Minimize capitalization; as a rule of thumb, **capitalize only singular proper nouns and true proper adjectives**: Middle East, Southeast Asia, Eastern Europe, East European, North Ossetia, South Dakota, *but* southern Belarus, eastern Pennsylvania; the Latvian Supreme Council, local soviets of people's deputies; Democratic Party, the Communist and Social Democratic parties.

In titles, lowercase conjunctions, articles, and prepositions (and, the, in) unless they contain more than four letters (Around) or are integral to a verb (Work Out).

Italicization

Italicize the titles of books, periodicals, plays, operas, motion pictures, poetry collections or long poems, works of art (paintings, statues), and television and radio programs.

Italicize legal cases; use abbreviation *v.* for versus; and give date in parentheses if not supplied in sentence/context. *Example*: In *Brown v. Board of Education* (1954), the Supreme Court outlawed segregation in public schools.

Use roman type and quotation marks for the titles of articles, chapters, essays, short stories, songs, and unpublished works.

If a relatively unfamiliar foreign term (*khozraschet*) will be used repeatedly throughout a text, it is advisable to italicize and define the term the *first* time it is used, and thereafter leave it in roman type.

Do not italicize Latin or other foreign-language expressions that are in general use or appear in the dictionary (*status quo*, *ad hoc*, *perestroika*, *vis-à-vis*, etc.).

Names of institutions or organizations (e.g., Bundestag; Goskomstat) should *not* be italicized even if the translation is provided.

Hyphenation

Hyphenate adjectival forms (middle-class neighborhood, well-regarded attorney, eighteenth-century England, long-term results), but not adverbial modifiers ending in *-ly* (fully automated systems, newly arrived immigrant).

“Object + gerund” compounds (problem solving) are generally not hyphenated except when used adjectivally (word-processing systems, decision-making abilities).

Close up prefixes (prewar) unless the root is capitalized (post-Soviet), or complex (post-Cold War), or begins with the same vowel that ends the prefix (anti-intellectual).

Internet Terms

Web site
World Wide Web, the Web
Internet
Intranet
home page

Miscellaneous

Diacritical marks should be retained in proper names and foreign words, even when they are not italicized (e.g., Poincaré, émigré, vis-à-vis, raison d'être).

Use e.g., i.e., and etc. in parenthetical and technical contexts only; in the main text, spell them out. *Example:* that is, and so on, and the like.

Always provide full names and titles of persons referred to in article upon first mention. *Example:* To avoid impeachment, President Richard Nixon resigned from office in August 1974. Vice President Gerald Ford became president and pardoned Nixon a month later.

When citing a U.S. representative or senator, write out full title and name, followed by party affiliation/state abbreviation. State abbreviations should follow Postal Service style. *Example:* Senator Joseph McCarthy (R-WI), Representative James G. Blaine (R-ME).

Most titles are lowercased unless followed by a personal name: the president, the president of Kyrgyzstan; President Clinton, Vice President Cheney.

Do not include honorifics: Mr., Mrs., Miss, Ms.

When citing an organization, always write out the full name. If you are going to cite it again, place initials in parentheses after first mention. If you are not citing the organization again, omit initials. *Example:* The Federal Bureau of Investigation (FBI) issued a statement. . . . When contacted, the FBI director refused to comment.

Use U.S. as an adjective only (U.S. citizen); otherwise spell out (citizen of the United States). Do not use United States in the possessive: either reword or use America's.

Use United States, *not* United States of America.

When describing events in narrative form, generally present them chronologically within an article, section, or paragraph.

Avoid and/or and most phrases with slashes.

Avoid he/she and (s)he.

Avoid sexist, dated, and inappropriate language.

Bibliographies

The terms Inc., Co., Publ., Ltd., Press, and the like should *not* appear in the bibliography with the publisher's name; but do include Verlag, and Press only when referring to a University Press. *Thus*: Basic Books; McGraw-Hill; Wiley; Springer Verlag; Politizdat; Nauka; New York University Press.

Use two-letter Postal Service codes to abbreviate the names of states in bibliographic entries (NY, CA, MA); do not use periods between letters (including Washington, DC);

Do not include the state abbreviation for publishers in major metropolitan areas (New York, Los Angeles, Philadelphia, London) or if the state is evident from the publisher (Albany: State University of New York Press).

Spell out author's full first name where available, *not* initials.

Samples

Books by authors:

Doe, John, Jr. *American Immigration*. New York: Oxford University Press, 1990.

Smith, Anne B., and Richard Jones. *No Going Back: The High-Tech Revolution*. Westport, CT: Greenwood, 1998.

Books by editors:

Treadwell, Edward F., ed. *The Constitution of the State of California*. San Francisco: Dutton, 1923.

Articles in books/compiled volumes:

Roe, Richard. "Immigration in Texas." In *Immigrants of America*, ed. Arthur Schlesinger Jr., 499-513. Washington, DC: Georgetown University Press, 1999.

Articles in journals:

Roe, Jane. "Immigration in California." *International Immigration Review* 50:2 (August 1974): 432-59.

Government reports:

House of Representatives, Committee on Un-American Activities. *Investigation of Un-American Activities in the United States*. 79th Cong., 2d Sess., January 30, 1999.

APPENDIX: SAMPLE ENTRY

[labels in brackets are for identification purposes only; do not include in manuscript]

Alexander III, the Great (356–323 B.C.E.)

[title, birth-death dates]

Ruler of ancient Macedon (r. 336-323 B.C.E.) whose military genius and towering ambition enabled him to spread his empire, and Hellenistic culture, throughout southern Asia and the Middle East ... **[lead sentence or fragment, per project style, to identify subject]**

Early Life and Rise to Power

[A-head]

Alexander's ambitions and political skills were honed from a young age. Born in 356 B.C.E., he was the son of King Philip II of Macedon (r. 359–336 B.C.E.), himself a great military tactician. During Philip's reign, Macedon emerged as the most prominent ...

Conquest Begins

[A-head]

The Persians under King Darius III (r. 336–330 B.C.E.) seriously underestimated the strength of Alexander's forces, and the Macedonian king was able to take much of the peripheral territory of the Persian Empire with minimal effort ...

Initial Successes

[B-head]

Persian forces in Gaza and Tyre along the eastern Mediterranean held out longer against the Macedonians than had any armies to date. After prevailing over them in 332 B.C.E.,

Alexander exacted punishment by selling their people into slavery. He then took Egypt without spilling a drop of blood, as the Egyptians saw the Macedonians as liberators ...

Developing Unrest

[B-head]

Alexander intended not merely to rout the Persian Empire but to make the world Greek. Toward that end, he established local governments and educational institutions throughout his growing empire. While these served the purpose of spreading Hellenistic culture ...

Rebellion, Death, and Collapse

[A-head]

Alexander enacted a series of administrative reforms to strengthen his delicate empire, though he would not live long enough to see them put in place. He courted the displeasure of his troops by forcing some of them to marry Persian women and by removing popular military leaders ...

John Q. Expert

[contributor line]

Bibliography

[Further Reading or Sources, per project style]

Lane Fox, Robin. *Alexander the Great*. New York: Penguin, 1994.

Green, Peter. *Alexander of Macedon*. Berkeley: University of California Press, 1991.