



Mechanical Matters:

1. Text should be typed and double-spaced.
2. Notes should be placed at the bottom of each page as footnotes.

Spelling, punctuation, and similar matters of form:

3. For spelling and word division, follow *Merriam-Webster*, unabridged or 11th Collegiate
4. For capitalization, hyphenation, use of numbers, punctuation, and other matters of style, follow *The Chicago Manual of Style*, sixteenth edition, 2010. Common examples include:
 - a. Numbers
 - i. Use simplified system of abbreviating numbers >110, e.g. 120–24 but 91–95 and 108–109
 - ii. Write out numbers 100 or smaller and large round numbers; use numerals with *billion* and *million* (\$8 billion)
 - iii. 2nd, 3rd (not 2^d, 3^d)
 - iv. The nineteenth century (not 19th)
 - v. Spell out numbered street names (Ninth Street, Southwest Fifth Street)
 - vi. Unlike other inclusive numbers, inclusive years should be typed as 1982–1987, not as 1982–87.
 - b. Commas
 - i. Employ the serial comma (red, blue, and green *not* red, blue and green)
 - ii. January 20, 1902, but January 1902
 - iii. Walla Walla, Washington, in a sentence
 - iv. Use appositive comma with “Jr.” (Roland Banks, Jr.)
 - c. Hyphenation
 - i. early-nineteenth-century styles rather than early nineteenth-century styles
 - ii. mid 1800s alone, but mid-1800s as adjective
 - d. Capitalization
 - i. Capitalize names of seasons in notes only, not in text
 - ii. Class distinctions: the aristocracy, the proletariat, the establishment
 - e. Geographic Terms
 - i. the West, the Southwest, the Pacific Northwest, the American West
 - ii. western settlements, western movement, western history
 - iii. westerners
 - iv. West Coast, East Coast, Pacific coast, Northwest coast, Oregon coast, Pacific Northwest coast, Coast Range
 - v. eastern Oregon
 - vi. Mounts Hood and Rainier *but* Oyster and Mud bays (generic is capitalized when it comes before multiple names, lowercase when it comes after)
 - vii. Washington State, state of Washington



- viii. Northwest Portland, Northeast Portland, NE Twelfth Street (single letter compass points accompanying a street name are followed by a period; two-letter ones are not)
- f. Italics and non-English terms
 - i. Italicize foreign words only if they are italicized in the dictionary
 - ii. Foreign proper nouns are not italicized (unless word is used for emphasis)

Names of individuals and organizations:

5. People must be fully identified by first and last names when they are first mentioned in the text. Names of authors mentioned in text should correspond to names as given in end notes.
 - a. Abbreviate civil or military titles with full name, spell out with surname alone at first mention, but last name after (Rev. James Brown, Brown; Gen. George Armstrong Custer, Custer)
 - b. Close up initials in names (J.M. Mitchell, W.E.B. DuBois)
6. Acronyms should not be used to identify organizations until the organizational name has first been provided in full and the acronym indicated. For example, Oregon Pioneer Association (OPA).

Quotations:

7. Quotations should correspond exactly with the originals in wording, spelling, interior capitalization, and interior punctuation. *Sic* will not usually appear in a published article, but it is helpful if the manuscript indicates errors or idiosyncrasies present in the original source.
8. Interpolations of the author's own comments or explanations into quoted matter should be enclosed in square brackets, not parenthesis. Such interpolations should be kept to a minimum.
9. Observe the distinction between 3-point and 4-point ellipses. Indicate omissions within a quoted sentence by three spaced periods. When the omitted passage includes the end of a sentence, indicate the ellipsis by four periods with no space before the first. (See *The Chicago Manual of Style*, 13.51–56.)
 - a. If authors change capitalization of the initial letter of a quote to fit the syntax of the lead-in text, do not add brackets.
 - b. Ellipsis points are seldom necessary at the beginning or end of a quoted passage, because readers typically assume that something precedes and follows any quotation.

Tables and images:

10. Each table should have a descriptive title and sources of information.
11. Images or illustrations should be identified with descriptive captions including a date, if available. Captions should be complete sentences and provide content that draws readers' attention to the article. The source for each figure should be given. If the article is accepted for publication, *OHQ* will obtain high-resolution images and permission to reprint.



Miscellaneous Terms:

12. Ethnic, socioeconomic, and other groups
 - a. Use of *American Indian*, *Indian*, *Native American*, and *Native* interchangeably with general consistency within articles, but preference for specific tribal affiliation
 - b. Use plurals for Native groups (the Cheyennes, the Nez Perces, l̓n̓upiaq/l̓n̓upiaqs)
 - c. Euro-American, European American
 - d. Anglo-American
 - e. African American (will consider Black if author strongly prefers)
 - f. Japanese American (n or adj)
 - g. Mexican American (n or adj)
 - h. Yakama (people); Yakima, Washington (place)
 - i. Latino/Latina, Tejano

13. Names
 - a. Spanish-American War
 - b. Philippine War
 - c. Indian wars
 - d. Lewis and Clark Expedition, the expedition, but Corps of Discovery, the Corps, the Corps' (not corps's)
 - e. Lewis and Clark Exposition, the exposition
 - f. Lewis and Clark Bicentennial, the bicentennial of the expedition
 - g. Philippine nationalist army (Army of Liberation)
 - h. Progressive (political movement)
 - i. U.S. Army, the army
 - j. Democratic party, Republican Party, the party
 - k. United States' (not states's)
 - l. Oregon Trail

14. Titles and offices
 - a. President Lincoln; the president; former presidents Reagan and Clinton
 - b. Governors McCall and Roberts; the governors
 - c. Secretary of State Albright; Madeleine Albright, secretary of state
 - d. the pope; Pope John Paul II; the papacy; papal
 - e. Oregon Legislative Assembly

OHQ NOTES

General considerations:

15. In general, and for all matters not covered by this style sheet, *OHQ* follows the endnote style outlined in Chapter 14 of *The Chicago Manual of Style*, sixteenth edition, 2010.
16. The author may thank individuals and institutions for assistance in a brief acknowledgement at the beginning of notes.



17. Each note should be complete in itself. Even if a work's title or author appears in the text, that information should be included in the note.

Scholarly Abbreviations:

18. *Ibid.* refers to the item preceding and takes the place of as much of the succeeding material as is identical. If more than one work is cited in a note, *ibid.* should not be used for the first citation of the following note.
19. *Op. cit.*, *loc. Cit.*, *diem*, and "hereafter cited as" are not part of *OHQ* style. Instead, for second references to books and articles, use the author's last name, the short title, and pages. (See footnote samples following.)
20. *Passim* and *ff.* are discouraged. Specific pages should be cited whenever possible; otherwise the whole book should be cited.
21. *Et. al.* is used if a book or an article has more than three authors. Note that it is not italicized or underlined and that *et* is not an abbreviation. Second references must also include *et. al.*

Avoid excessive end notes:

22. "See also" references and general bibliographical discussion should be minimized. Once the source of information is given, there is rarely any need for citation of other sources that treat the same subject. A citation should usually mention specific pages in the cited work that are directly relevant to the article's argument.
23. Discursive material should be kept to a minimum. Notes should not be used to include material cut from the text.
24. Combine notes when possible within one paragraph. End note numbers should appear at the end of text sentences, never in midsentence.

Book Citations:

Elizabeth McLagan, *A Peculiar Paradise: A History of Blacks in Oregon, 1788–1940* (Portland, Ore.: Georgian Press Company, 1980), 100–110.

Shortened as: McLagan, *Peculiar Paradise*, 100–110.

Jack Miller, ed., *Diaries and Letters of Joe Smith* (Portland: Oregon Historical Society Press, 1988), 3–24.

Shortened as: Miller, ed., *Diaries*, 4.

citing a note: A.W.W. Ramsay, *Sir Robert Peel* (London: Constable, 1928), 319ⁿ¹.

Gary Kulik, "Dams, Fish, and Farmers: Defense of Public Rights in Eighteenth Century Rhode Island," in *The Countryside in the Age of Capitalist Transformation: Essays in the Social History of Rural America*, ed. Steven Hahn and Jonathan Prude (Chapel Hill: University of North Carolina Press, 1985).

Joseph Schiffman, introduction to Edward Bellamy, *Selected Writings on Religion and Society* (New York: Liberal Arts Press, 1955), ix.



Will James, *All In the Day's Riding* (New York: Scribner's Sons, 1933; reprint, Missoula, Mont.: Mountain Press, 1998), 13; OR Will James, *All In the Day's Riding* (1933; reprint, Missoula, Mont.: Mountain Press, 1998), 13.

Newspaper Citations:

25. Required information

- a. Author and article title, if available (omit "the" at the beginning of newspaper titles in citations)
- b. Newspaper title (place of publication) as used on the masthead
 - i. Note the *Sunday Oregonian* is identified as such, not shortened to the *Oregonian*
- c. Date and year
- d. Page number

"Article Title," *Eugene Register-Guard*, June 22, 1976, p. 1.

"Article Title," *Orange County Register* (California), September 6, 1944, p.1.

Journal Citations:

John Smith, "Title of Article," *Oregon Historical Quarterly* 24:2 (Summer 1923): 295.

Shortened as: Smith, "Title of Article," 295.

Popular Magazine Citations:

Joe Smith, "Title of Article," *Time*, April 24, 1960, 54–55.

Shortened as: Smith, "Title of Article," 54–55.

Theses and dissertations:

Joe Smith, "Title of Dissertation" (Ph.D. diss., University of Oregon, 1975), 4.

Joe Smith, "Title of Thesis" (M.A. thesis, University of Oregon, 1975), 4.

Manuscripts or archival collections:

Urban League Report, in Stella Maris House Papers, MSS 1585, box 2, folder 6, Oregon Historical Society Research Library, Portland [hereafter OHS Research Library].

"E-R Commission Report on Activities during the year 1956," Fred Peterson Papers, City of Portland Stanley Parr Archives and Records Center, Portland, Oregon [hereafter SPARC].

John E. Wool to General Joseph Lane, March 29, 1854, in Joseph Lane Collection, MSS 1146, Oregon Historical Society Research Library [hereafter OHS Research Library].



Government documents:

Senate Committee on Foreign Relations, *Report of the Secretary of War, Communicating Information in Relation to the Geology and Topography of California*, 31st Cong., 1st sess., 1850, S. Ex. Doc. 47, serial 558, 112.

Papers delivered at conferences:

Hal Wert, "Herbert Hoover, Fishing, and the Cathedral of Nature," paper delivered at conference, Herbert Hoover: Conservation and Consumption in the American West, Newberg, Oregon, October 1997.

Interviews

Janet Beard, interview by author, Portland, Oregon, May 13, 2001.
[name of interviewee is listed first, interviewer listed second]. **Shortened as:** Beard interview.

Websites and other electronic sources:

Author's First Name Last Name, "Title of Document," *Title of Complete Work* [if applicable], Version or File Number [if applicable], Document date or date of last revision [if different from access date]. Protocol and address, access path or directories (accessed [date of access]).

Frederick Jackson Turner, "The Problem of the West," *Atlantic Monthly*, September 1896, available online at www.theatlantic.com/issues/95sep/ets/turn.htm (accessed August 8, 2002).

Email communications:

Jim Smith, email to author, April 25, 2004.

Jim Smith, Bancroft Library reference librarian, e-mail message to author, April 25, 2004.

Titles of Exhibitions (art, museum):

Picturing the Corps of Discovery: The Lewis and Clark Expedition in Oregon Art (title of exhibition not italicized to differentiate between exhibitions and exhibition catalogs)