

Arizona Historical Society (AHS)

Publications

Style Guide

The general style guide for AHS publications, including the *Journal of Arizona History*, is the *Chicago Manual of Style (CMS)*, 16th edition, 2010. Authors may also consult the *CMS*, 17th edition. For spelling and word division, AHS publications use *Webster's New Collegiate Dictionary*.

Below is a list of issues that authors frequently encounter:

1. Quoted material should appear exactly as it does in the original, including wording, spelling, interior capitalization, and interior punctuation. Authors should generally avoid adding comments or explanations within a quotation. If included, comments should appear in square brackets, not parentheses.
2. Ellipsis points: Indicate omissions within a quoted sentence by three spaced periods (. . .). When omitted passages include the end of a sentence, indicate the ellipsis by four periods with no space before the first (. . . .). See *CMS* 13.51–56.
3. Capitalization: certain regions, eras, events, and political parties should be capitalized. Examples include:
 - a. South, North, East, West, Southwest, Old West, Rebel and Federal (in Civil War context), Cold War (when referring to era/struggle against communism, but not when describing type of conflict), Colorado River Valley, Progressive (as in era or movement), Great Depression, Black Power, Radical Republicans, Democratic Party, Democrats, Republican Party, Republicans.
 - b. However, do not capitalize: western(ers), eastern(ers), early republic, civil rights movement, democratic/republican (as in form of government), titles without names attached (secretary of state, for example), directional regions (e.g., southern Arizona, northern Mexico).
4. Dates: Use month, day, year sequence
5. When using an acronym for an organization or other entity, include the acronym in parentheses only after the entity has been first fully identified. Ex: Arizona State University (ASU).
6. Use *hereinafter* for second citations of manuscript collections and repositories, and for shortened journal titles. Ex: Library of Congress (hereinafter LOC)
7. Initials: Use normal spacing—J. W. Dorrington for personal names; use close style for other initials—U.S., U.N., D.C.
8. Journal names: Use short form for all subsequent citations—*Journal of Arizona History* (hereinafter *JAZH*), *American Historical Review* (hereinafter *AHR*), *Journal of American History* (hereinafter *JAH*). Develop other abbreviations for journals as needed. Always lower case the preceding “the,” e.g., the *Journal*, unless used at the beginning of a sentence.

9. Pages (p. and pp.): Do not use in footnotes but do use in internal citations in text. Exception: when another number precedes page numbers, as in a newspaper or magazine citation (see below).

Citation Guidelines

Citations are required for all factual information beyond common knowledge. The precise source for all quotations and quoted material should be clear in the note. A citation should usually mention specific pages in the work that are directly relevant to the material being cited.

When possible, omnibus notes, appearing at the end of each paragraph, should be used. Multiple sources in a single note are separated by a semi-colon. Note numbers should appear at the end of text sentences; they should not appear midsentence. Do not combine notes that cover more than one paragraph.

To refer to a note in another work, use form 68n4; if there is no number for the note, then the citation is simply 367n; use nn for more than one footnote.

The use of *ibid* (not italicized) is appropriate only when there is no possibility for ambiguity: within the same footnote to repeat the immediately preceding reference or, in a different footnote, if the preceding footnote has only one reference.

When composing citations not covered in the style guide, provide all information the reader might need to locate the item. Using the archival material form, cite from specific to general information.

For state abbreviations: use older form, not postal form (see *CMS* 10.28 for a list of the older-form state abbreviations); abbreviate in footnotes for publication data and repository locations but spell out in text.

Sample Citations

Monographs and other single-volume works:

The author and title are followed by parentheses containing the place and year of publication. *Do not include the name of the press.* For revised or subsequent monograph editions, cite as: (1957; repr., New York, 2008).

¹ Robert Alan Goldberg, *Barry Goldwater* (New Haven, Conn., 1995), 88–94.

Subsequent citation:

² Goldberg, *Barry Goldwater*, 94.

Multivolume works:

Edited Document Collection:

¹Robert F. Stockton to John C. Frémont, August 6, 1846, in *The Expeditions of John Charles Frémont*, vol. 2: *The Bear Flag Revolt and the Court-Martial*, ed. Mary Lee Spence and Donald Jackson (Urbana, Ill., 1973), 188–89.

Subsequent citations:

²Robert F. Stockton to John C. Frémont, August 6, 1846, in Spence and Jackson, eds., *Expeditions of John Charles Frémont*, 2:189.

Edited or Compiled Books:

Use “ed(s).” or “comp.” following name(s).

¹ Kristie Miller and Robert H. McGinnis, eds., *A Volume of Friendship: The Letters of Eleanor Roosevelt and Isabella Greenway, 1904–1953* (Tucson, Ariz., 2009), xvi.

Subsequent citation:

² Miller and McGinnis, eds., *Volume of Friendship*, xvi.

Separate Essays within a Collection:

¹ Stephanie L. Witt, “Urban Places/Empty Spaces: Big and Small Governments in the Great Basin,” in *Cities, Sagebrush, and Solitude: Urbanization and Cultural Conflict in the Great Basin*, ed. Dennis R. Judd and Stephanie L. Witt (Reno, Nev., 2015), 56–66.

Subsequent citation:

² Witt, “Urban Places/Empty Spaces,” 59.

Encyclopedia entries:

For encyclopedias with substantial, authored entries, *CMS* 14.248 notes that it is appropriate to cite entries by author with the form given in *CMS* 14.112 (see example below). If there are multiple citations from the same encyclopedia, use an abbreviated title for subsequent citations, when possible, as noted below. [The sub verbo (s.v.) form may still be appropriate for older encyclopedias with unsigned entries. See *CMS* 14.248.]

¹ William H. Pruden III, “Buffalo Bill’s Wild West Show,” in *The World of the American West: A Daily Life Encyclopedia* (hereinafter *WAW*), ed. Gordon Morris Bakken (Santa Barbara, Calif., 2017), 5–8.

Subsequent citations:

² Pruden III, “Buffalo Bill’s Wild West Show,” in *WAW*, 5.

³ Gordon Morris Bakken, “Mark Twain (1835–1910),” in *WAW*, 74–77.

Theses and Dissertations:

¹ Geraldo L. Cadava, “Corridor of Exchange: Culture and Ethnicity in Tucson’s Modern Borderlands” (PhD dissertation, Yale University, 2008), 21–28.

Subsequent citation:

² Cadava, “Corridor of Exchange,” 29.

Journal Articles:

When citing journal articles, only the volume number is needed. The issue number does not need to be included. However, please cite full publication date, including month or season.

¹ Li Yang, “Lee Wee Kwon: Chinese Grocer in Tucson, 1917–1965,” *Journal of Arizona History* 51 (Spring 2010): 33–50.

Subsequent citation:

² Yang, “Lee Wee Kwon,” 44.

Conference Papers:

¹Julian Lim, “Chasing Borders: American Mormons and the Search for Refuge in the U.S.-Mexico Borderlands” (paper presented at the Western History Association conference, St. Paul, Minnesota, 2016), 2–5.

Subsequent citation:

²Lim, “Chasing Borders,” 5.

Newspapers:

When possible, include author name, article title, and page number. Use “p.” or “pp.” when the page number follows immediately after another number, such as a date. Use state abbreviation in parentheses only when state is not obvious or to prevent any ambiguity—*Prescott (Ariz.) Courier*. For newspapers without location indicated, supply city and state in parentheses in the first citation—*Arizona Citizen* (Florence); *Border Vidette* (Nogales, Ariz.). For subsequent citations from the same newspaper, the parenthetical information should be omitted.

¹B. F. Fly, “Imperial Valley Farmers Face Water Shortage,” *Arizona Sentinel* (Yuma), July 13, 1916, p. 4.

Subsequent citation:

²Fly, “Imperial Valley Famers.”

Magazines:

Include author name and article title when given. Cite dates and page numbers only; there is no need to include volume or edition numbers. Use “p.” or “pp.” when the page number follows immediately after another number, such as a date.

¹Elliott Arnold, “The Ceremony of the Big Wickup,” *Arizona Highways*, August 1951, p. 8.

Subsequent citation:

²Arnold, “Ceremony of the Big Wickup,” 10.

Manuscript Collections:

Archival material should be cited from the specific toward the general. Citations should include an identification of the document (usually with dates), the name of the collection containing the document, and the repository and city where the document is located. Whenever possible, manuscript material citations should also include a box and folder number. Microfilmed materials should include the place of deposit and the source of the microfilm if it is different than the repository. Reel numbers should be included in the citation.

¹E. A. Nisbet to Isabella Greenway, November 8, 1933, Folder 1151, Box 90, MS 311, John and Isabella Greenway Papers, Arizona Historical Society, Tucson, Ariz. (hereinafter AHS).

Subsequent citation:

²E. A. Nisbet to Isabella Greenway, November 8, 1933, Greenway Papers, AHS.

Court Cases:

Follow the *Chicago Manual of Style*. See CMS 14.288.

Government Documents:

Follow the *Chicago Manual of Style*. See CMS 14.293–14.304.

Interviews:

For an interview conducted by the author, cite as:

John Doe, interview by the author, place, date.

For an interview housed in a public archive, cite as:

John Doe, interview by Jane Smith, place, date, interview number [if available], collection name, repository.

Census Records:

Cite as: 1950 U.S. census, Pima County, Ariz., 134.

Websites:

Authors are encouraged to cite printed sources when available. However, some information may only be available on the Web and can be cited with the hyperlink. The date of viewing should be included in parentheses. In addition, authors may also cite primary sources housed on a trusted website.

¹ Grace Hood and Lauren Sommer, “High Demand, Low Supply: Colorado River Water Crisis Hits across the West,” December 13, 2016, National Public Radio (NPR) website, <https://www.npr.org/2016/12/30/507569514/high-demand-low-supply-colorado-river-water-crisis-hits-across-the-west> (accessed August 31, 2017).

Subsequent citation:

² Hood and Sommer, “High Demand, Low Supply.”

Films, DVDs, Videocassettes:

¹ *3:10 to Yuma*, DVD, directed by Delmer Daves (Columbia Pictures, 1957).

Subsequent citation:

² *3:10 to Yuma*, DVD.