

Register of the Kentucky Historical Society

Style Guide

Accepted article manuscripts and book reviews are rigorously edited by the *Register* editorial staff. Book reviews are silently line-edited, unless substantial clarification is required. Article authors can expect a dialogue with the editorial staff, as we work together to edit articles. To the extent possible, the staff fact-checks text and footnotes for accuracy. We will also revise language to be more readable or more academically sound, to tighten or flesh out arguments, or to eliminate redundancies. Although exceptions can be made, accepted articles should be under forty pages (double-spaced with twelve-point font), including footnotes. Authors should review published issues of the *Register* and these guidelines before submitting manuscripts.

The general style guide for the *Register* is the *Chicago Manual of Style* (16th edition, 2010). The *Register* usually avoids first person and jargon in published prose. In most cases, section breaks are avoided. For spelling and word division, we use *Merriam-Webster's Collegiate Dictionary*.

Quoted material should appear exactly as it does in the original, inclusive of wording, spelling, interior capitalization, and interior punctuation. We adhere to the “rigorous method” of the *Chicago Manual of Style* (CMS) with 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.

Interpolations of an author’s comments or explanations should generally be avoided. If included, comments should appear in square brackets, not parentheses.

Here is a checklist of issues that are frequently encountered. Some deal with issues covered in the *Chicago Manual of Style* of special relevance for the *Register*. Others deal with particular *Register* stylistic adaptations, and a few relate to general matters of usage.

1. Acronyms should only appear after an organization has first been fully identified and the acronym indicated—for example, Human Rights Commission (HRC).
2. Brackets: Use in text in parentheses, e.g., (*Uncle Tom’s Cabin* [1852])
3. Capitalization: certain regions, eras, events, and political parties should be capitalized. Examples include:
 - a. Bluegrass, Southside, South, North, East, and West, Old South, New South, Deep South, Upper South, Rebel and Federal (in Civil War context), Cold War (when referring to era/struggle against communism, but not when describing type of conflict), Mississippi Valley, Ohio Valley, Progressive (as in era or movement), Great Depression, Black Power,

Radical Republicans, Democratic Party, Democrats, Republican Party, Republicans

However, do not capitalize: northern(ers), southern(ers), lower South, antebellum South, border South, border states, early republic, civil rights movement, democratic/republican (as in form of government), Atlantic world, titles without names attached (secretary of state, for example), directional regions (western Kentucky, eastern Kentucky).

4. Dates: Use month, day, year sequence
5. Decades: Use numbers without an apostrophe—1920s
6. Et al. is used for books or articles with more than three authors. It is not italicized or set off from the text in any way. Subsequent references must include the “et al.”
7. *Hereinafter* is used for second citations of manuscript collections and repositories, and for shortened journal titles (see 10, below). Ex: Library of Congress (hereinafter LOC)
8. Initials: Use normal spacing—R. M. Smith for personal names; use close style for other initials—U.S., U.N., D.C.
9. Journal names: Use short form for all subsequent citations—*Register of the Kentucky Historical Society* (hereinafter *Register*), *Filson Club History Quarterly* (hereinafter *Filson*), *Ohio Valley History* (hereinafter *OVH*), etc. Develop other abbreviations for journals as needed. Always lower case the preceding “the,” e.g., the *Register*, unless used at the beginning of a sentence.
10. Months: Spell out
11. Pages (p. and pp.): Do not use in footnotes but do use in internal citations in text. Exception: when another number proceeds 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. When possible, omnibus footnotes, appearing at the end of each paragraph, should be used and any quotations should be clearly identified in the notes, including on which page(s) the quotation can be found. For example:

Robert S. Weise, *Grasping at Independence: Debt, Male Authority, and Mineral Rights in Appalachian Kentucky, 1850–1915* (Knoxville, Tenn., 2001), 5 (first quotation); Kiffmeyer, *Reformers to Radicals*, 23 (second quotation); John Hennen, “Toil, Trouble, Transformation: Workers and Unions in Modern Kentucky,” *Register of the Kentucky Historical Society* 113 (Spring/Summer 2015): 235 (third and fourth quotations), 236 (fifth quotation).

As modeled here, multiple sources in a single note are separated by a semi-colon. Footnote numbers should appear at the end of text sentences; they should never appear midsentence. Do not combine notes that cover more than one paragraph.

To refer to a note in another work, use form 67n3; if there is no number for the note, then the citation is simply 358n; use nn for more than one footnote.

The use of *ibid* (not italicized) is appropriate only when the possibility of ambiguity does not exist: within the same footnote to repeat the immediately preceding reference; or, in a different footnote, if the preceding footnote has only one reference.

Authors should also generally avoid “see also” references and general bibliographic discussion. A citation should usually mention specific pages in the work that are directly relevant to the material being cited.

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.

Include state with city where the state is not common knowledge or the place of publication could be confused, e.g., Lewiston, N.Y.; Oxford, Miss.; or Charleston, S.C. For large publishing centers, where no possible confusion could occur, use just city, e.g., Chicago, New York, or Boston. Use “Ky.” with Lexington and Frankfort. 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.*

¹ Patrick A. Lewis, *For Slavery and Union: Benjamin Buckner and Kentucky Loyalties in the Civil War* (Lexington, Ky., 2015), 14–26.

Subsequent citation:

² Lewis, *For Slavery and Union*, 15.

For revised or subsequent editions, cite as: (1957; repr., New York, 2008).

Multivolume works:

Monograph:

¹ Marion B. Lucas, *History of Blacks in Kentucky*, vol. 1: *From Slavery to Segregation, 1760–1891* (Frankfort, Ky., 1992).

Subsequent citation:

² Lucas, *From Slavery to Segregation*, 36.

Edited Document Collection:

¹ Henry Clay to John Quincy Adams, February 2, 1821, in James F. Hopkins et al., eds., *The Papers of Henry Clay*, vol. 3: *Presidential Candidate, 1821–1825* (Lexington, Ky., 1963), 22.

Subsequent citations:

² Henry Clay to John Quincy Adams, March 22, 1822, in Hopkins et al., eds., *Papers of Henry Clay*, 3:181; Henry Clay to John Quincy Adams, December 19, 1824, in *ibid.*, 3:899.

Edited or Compiled Books:

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

¹ Nancy Disher Baird, ed., *Josie Underwood’s Civil War Diary* (Lexington, Ky., 2009), 63.

Subsequent citation:

² Baird, ed., *Josie Underwood’s Civil War Diary*, 64.

Separate Essays within a Collection:

¹ Andrew William Fialka, “Controlled Chaos: Spatiotemporal Patterns within Missouri’s Irregular Civil War,” in *The Civil War Guerrilla: Unfolding the Black Flag in History, Memory, and Myth*, ed. Joseph M. Beilein Jr. and Matthew C. Hulbert (Lexington, Ky., 2015), 45.

Subsequent citation:

² Fialka, “Controlled Chaos,” 46.

Encyclopedia entries:

For encyclopedias with substantial, authored entries, *CMS* 14.248 suggests that it is appropriate to cite articles 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 Dana Caldemeyer, “*Bush v. Kentucky* (1883),” in *The Kentucky African American Encyclopedia* (hereinafter *KAAE*), ed. Gerald L. Smith, Karen Cotton McDaniel, and John A. Hardin (Lexington, Ky., 2015), 83.

Subsequent citations:

² Caldemeyer, “*Bush v. Kentucky* (1883),” in *KAAE*, 83.

³ Joshua D. Farrington, “Robert James Elzy,” in *KAAE*, 167.

Theses and Dissertations:

¹ Stephanie May Lang, “Selling the Mountains: The Broad Form Deed and the Economic, Legal, Social, and Political Transformation of Eastern Kentucky, 1880–1930” (PhD dissertation, University of Kentucky, 2009), 21–28.

Subsequent citation:

² Lang, “Selling the Mountains,” 29.

Journal Articles:

¹ David C. Turpie, "A Voluntary War: The Spanish-American War, White Southern Manhood, and the Struggle to Recruit Volunteers in the South," *Journal of Southern History* 80 (Nov. 2014): 859–892.

Subsequent citation:

² Turpie, "A Voluntary War," 884.

Conference Papers:

¹ Andrew Patrick, "Before There Was Bluegrass: Environmental Change in Central Kentucky, 1000–1800" (paper presented at the Ohio Valley History Conference, Johnson City, Tennessee, October 2012), 2–4.

Subsequent citation:

² Patrick, "Before There Was Bluegrass," 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—*Mt. Sterling (Ky.) Advocate*; *Manning (S.C.) Times*; *Macon (Ga.) Telegraph*. For newspapers without location indicated, supply city and state in parentheses when the newspaper is initially cited—*Kentucky Gazette* (Lexington); *Woodford Sun* (Versailles, Ky.). For subsequent citations from the same newspaper, the parenthetical information should be omitted.

¹ Ulric Bell, "U.S. Urged to Reconsider Midland Trail in State," *Louisville Courier-Journal*, December 17, 1925, p. 2.

Subsequent citation:

² Bell, "U.S. Urged to Reconsider Midland Trail."

Magazines:

When possible, include author name and article title. 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.

¹ E. N. Todd, "Follow the Route Numbers," *Kentucky Highways*, July 1926, p. 9.

Subsequent citation:

² Todd, "Follow the Route Numbers," 10.

Manuscript Records:

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.

¹ William W. Gordon to Eleanor Gordon, June 20, 1898, folder 50, box 4, Gordon Family Papers, Georgia Historical Society, Savannah, Ga. (hereinafter GHS).

Subsequent citation:

² William W. Gordon to Eleanor Gordon, June 20, 1898, Gordon Family Papers, GHS.

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.

Draper Collection: Full name is Lyman C. Draper Manuscript Collection; abbreviate as DC per guide to the manuscripts: "To facilitate citation, each of the fifty subseries within the Draper Manuscripts has been given an alphabetical designation or pressmark. A citation to 'Draper Mss., 25 C 12' is a concise reference to page or item 12 in volume 25 of the Daniel Boone Papers, Series C, in the Draper Manuscripts. In citing material, the researcher should credit the State Historical Society of Wisconsin as custodian of the Draper Manuscripts and should indicate which of the two microfilm editions has been used." Suggested citations are:

- a. Draper Mss., 25 C 12 (microfilm edition, 1949), State Historical Society of Wisconsin
- b. Draper Mss., 25 C 12 (microfilm edition, 1980, reel 8), State Historical Society of Wisconsin.

Subsequent citation:

² DC 25 C 12.

Kentucky Historical Society: For manuscript material, include folder, box, and collection name and number. For objects, cite as Kentucky Historical Society, 1990.53.03.

Legal and Land Documents: certificate of settlement, etc., use lower case, not caps.

Court Cases:

We follow the *Chicago Manual of Style*. See CMS 14.288.

Government Documents:

We 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: 1840 U.S. census, Washington County, Ky., 134.

Websites:

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

¹ Will Snell, "The Buyout: Short-Run Observations and Implications for Kentucky's Tobacco Industry," May 2005, University of Kentucky College of Agriculture, p. 4, available online at http://www2.ca.uky.edu/cmsspubsclass/files/lpowers/policyoutlk/buyout_short-run.pdf (accessed August 31, 2015).

Subsequent citation:

² Snell, "The Buyout," 4.

¹ William J. Clinton, "Remarks in a Roundtable Discussion on Tobacco in Carrollton, Kentucky," April 9, 1998, *The American Presidency Project* website, <http://www.presidency.ucsb.edu/ws/index.php?pid=55764&st=tobacco&st1> (accessed August 31, 2015).

Subsequent citation:

² Clinton, "Remarks in a Roundtable Discussion on Tobacco."

Films, DVDs, Videocassettes:

¹ *Elizabethtown*, DVD, directed by Cameron Crowe (2005).

Subsequent citation:

² *Elizabethtown*, DVD.