

# THE BLOOMSBURY REVIEW® STYLE GUIDELINES

The following points of style are for **typeset copy** only. Style preferences that differ from those of **The Chicago Manual of Style** are denoted with an asterisk. Use **The Chicago Manual of Style** (15th edition) for any matters of style not included here. Use **Merriam-Webster's Collegiate Dictionary** (11th edition) to check spelling and word breaks. If **Webster's** lists more than one spelling for a word, use the first spelling listed.

## Personal and Proper Names:

**Initials**—Do not separate with a space. (C.S. Lewis)

**Titles**—Civil, military, religious, and professional titles should be capitalized only when they immediately precede the person's name and are used as part of the name. (President Clinton; but, the president of the United States, Bill Clinton)

**Possessives**—**Singular:** Add an apostrophe and an s to all names, unless they end in an s or z (Burns', Marx', Berlioz').

**Plural:** Add es and an apostrophe.

## Ethnic Groups and Nationalities:

black, white, mulatto, mestizo/mestiza (noun and adjective)

Chicano/Chicana, Latino/Latina (noun and adjective)

Native American (noun and adjective)

Native peoples, Native literature (indigenous people)

Euramerican (noun and adjective)

African American, Chinese American, etc. (noun and adjective)

Anglo, Anglo American (noun and adjective)

Oriental; Orientalism

Asian, Asian American (noun and adjective)

## Geographical and Related Terms:

the West (Occident), the East (Orient)

Western Hemisphere, Southern Hemisphere, Western history

Western Europe (political), western Europe (geographical)

the West (U.S.), but the western United States

West Coast, East Coast

west, east (directions; e.g., go west, back east)

southerner, westerner (U.S.)

## Place-Names:

Use commas to set off the elements of a place-name.

(Minneapolis, Minnesota, is my hometown.)

**Titles of Works:** Capitalize first and last words and all nouns, pronouns, adjectives, verbs, adverbs, subordinate conjunctions, and prepositions of four letters or more. Lowercase articles (the, a, an); coordinate conjunctions (and, or, for, nor); and prepositions of fewer than four letters.

albums/compact discs—italics

**Art:** exhibitions—roman, quoted

works of art—italics

articles—roman, quoted

audiotapes—italics

books—italics

book series/editions—roman, initial caps (but lowercase series and edition if not part of the title)

parts of books:

**chapter**—lowercase; use Arabic numerals (chapter 1)  
**chapter title**—roman, quoted  
**generic sections**—lowercase (preface, introduction, etc.)  
**page number**—use figures (page 3, page viii)  
**part**—lowercase; use Arabic numerals (part 1)  
**part title**—roman, quoted  
**subtitle**—italics  
**title**—italics

**CD-ROMs**—italics

**comic strips**—roman, quoted

**media:**

**Internet**—cap, roman

**website**—lowercase, one word

**World Wide Web**—3 words, each capped

**the Web**—Web is capped, referring to the World Wide Web

**Web addresses**—roman www.; no hyphens unless part of the actual address

**motion pictures**—italics

**music:**

**musical works/long compositions** (e.g., operas)—italics

**songs and short compositions with descriptive titles**—roman, quoted

**compositions identified by musical form and key** (e.g., Sonata in E-flat)—roman  
    but not quoted

**newspapers**—italics

**periodicals, journals**—italics

*The Bloomsbury Review*<sup>®</sup>

*The New York Times*

*The New York Review of Books*

*The Washington Post*

*The New Yorker*

*The Wall Street Journal*

*Denver Rocky Mountain News*

*The Denver Post*

*Los Angeles Times*

For publications not listed here, set in roman and lowercase the unless you can verify that *The* is part of the title.

**plays**—italics

**parts of plays**—roman, lowercase; use Arabic numerals (act 3, scene 5)

**poetry**—

**long epic poems**—italics

**all other poems**—roman, quoted

**parts of poems**—roman, lowercase; use Arabic numerals (canto 3, verse 4)

**radio programs**—roman, quoted

**radio series**—italics

**software packages**—italics

**stories, essays**—roman, quoted

**TV programs**—roman, quoted

**TV series**—italics

**TV movies**—roman, quoted

**videotapes**—italics

**Punctuation:**

- brackets**— Use brackets around sic to signify an error in quoted text [sic].  
Use brackets to set off a parenthetical element within parentheses. (Random House [1984]).  
Use brackets to set off an explanatory or editorial comment that is not actually part of a quotation.
- colon**— If the clause following the colon is a full sentence, capitalize the first word of the clause. If it is not a full sentence, lowercase the first word of the clause.
- comma/serial comma**—Use a comma before conjunctions or and and in a series of three or more elements. (apples, oranges, and bananas)
- dash (em-dash) (—)** A solid line the approximate width of an m. It should not be surrounded by spaces.
- ellipses**— For an omission of text within a quoted sentence, use three ellipsis points. A space should precede the first point and follow the third point ( ... ). For an omission between sentences (i.e., the first part of the quoted text is functionally a complete sentence), use four ellipsis points. The first point is a period and should be closed up to the preceding text. The fourth point should be followed by a space. ( . ... )

**Numbers:**

- Cardinal Numbers:** numbers **0 through 9**—Spell out.  
numbers **10 through 999,999**—Use figures.  
**millions, billions**—For round (approximate) numbers, use figures and spell out. (4 million)  
For **exact numbers**, use figures only. (1,356,000)  
**1,000 or more**—Use commas between groups of three digits, counting from the right. (3,356)

**NOTE:** Numbers in the same category should be treated alike when used in the same paragraph. (Joe has 3 cousins. Bob has 16 cousins.)

- Ordinal Numbers:** numbers **1 through 9**—Spell out. (ninth)  
**10 or more**—Use figures. (10th, 122d, 593d)

- Measurements:** Use figures and spell out the unit of measurement (percent, inches, feet, yards, miles, degrees, etc.). (98 degrees, 5 miles)
- Money: dollars**— Use figures and dollar symbol. (\$1.25, \$367, \$9 million)  
**cents**— Use figures but spell out cents. (35 cents)
- Dates: centuries**— See rules for “Ordinal Numbers” above.  
**decades**— Spell out and lowercase. (the sixties) If identified by century, use figures and add s. (1880s)  
**eras**— C.E. and B.C.E. should be set in regular caps with periods.  
C.E. should precede the year; B.C.E. should follow the year (C.E. 1625, 2025 B.C.E.)  
**month and day**—Use cardinal, not ordinal, numbers. (April 18, not April 18th)  
**month, day, and year**—Use commas before and after the year. (July 14, 1961, is his date of birth.)  
**month and year**—No comma between month and year. (April 1970)

- Times:** Use figures. 12:00, 12 noon, 12 midnight, 2:30, 8:45  
**morning, evening**—a.m. and p.m. should be lowercased with no space after the first period.

**Foreign Terms:** If the term is found in *Webster's*, use roman type. If not in common usage (i.e., not found in *Webster's*), place the foreign term in italics the first time it is used. **Once the term has appeared in italics and has been defined, it should be placed in roman type thereafter.** Be attentive to diacritical marks.

**Quotations:**

**Prose:** Quotations of 22 or fewer words should be run in to the text and set off in double quotation marks.

Quoted matter within a run-in quotation should be set off in single quotation marks.

Quotations of more than 22 words should be set in extract form (italicized, without quotation marks, indented from both margins, with a line space both above and below).

Quoted matter within an extract should be set off in double quotation marks. It is permissible to change the capitalization of the first word of a quotation if syntax demands it. Similarly, the end of a line of text introducing the quotation should be punctuated according to syntax. Do not use ellipses before or after a quotation if the quotation is functionally a sentence or if it forms a sentence in conjunction with the text before or after it.

Ellipses must be used, however, to indicate an omission within a quotation.

The first paragraph of an extract should not be indented. In an extract of more than one paragraph, succeeding paragraphs should be indented three spaces; there should be no line space between paragraphs.

**\*NOTE:** The above guidelines apply to previously published material only. Quotations from an unpublished interview should be set as run-in quotations, regardless of length.

**Poetry:** Quotations of up to three lines of poetry should be run in to the text. Use a solidus (/) to signify the end of a line in the poem. Use double solidi (//) to signify that one or more lines of the poem have been omitted. Solidi should not be preceded or followed by spaces.

Quotations of more than three lines of poetry should be set in extract form (italicized, indented from both margins, with a line space both above and below, and a line space separating each verse). If one or more lines of a poem are omitted within the extract, three ellipsis points should be set on a new line, centered between the margins of the poem, to signify the omission.

Use, as closely as possible, the same spacing and indentation used by the poet. If the entire line of a poem does not fit on one line of an extract, the line carried over should contain at least two words and be indented two spaces from the left margin of the poem.

In both run-in quotations and extracts, be sure to honor the capitalization and punctuation used by the poet, including the punctuation mark at the end of the line. Use three ellipsis points to indicate the omission of words at the beginning, within, or at the end of a line of poetry.

If the text introducing a poetic extract does not include its title, the poem should be cited in roman text two lines below the extract, indented four spaces from the left margin, as follows: (from “[title of poem]”)

**\*NOTE: It is essential that quoted material be carefully checked and verified against the original text of the book. Reviewers are required to furnish photocopies of material quoted in their review. If the final version of the book has not yet been released, let the editor know, as the quotations will need to be verified with the publisher.**

(updated 8/04 & 3/05)