1. GENERAL GUIDELINES
Please write for upper-level high school and undergraduate students, as well as laypeople.

Please don't write at an excessively high level, appropriate mainly for academic or professional colleagues, or use a heavy citation style, referencing only academic journals and publications.

Please write clearly and directly, assuming that your reader is largely unfamiliar with the topic.

You may need to explain unfamiliar terms the first time they are used, but often a simple synonymous term or phrase in parentheses or a short explanation will suffice:

> *A variety of skin lesions can result, including folliculitis (infections of the hair follicles)....*

On the other hand, please don't write down to students or in too simplistic or informal a manner, and remember that you are writing for a reference work. Do not use slang terms or references that will date either the publication or the author.

2. FIRST PARAGRAPH MUST BE A SUMMARY (Not, however, an abstract).
Please write your first paragraph so that it summarizes the importance of the topic within the larger topic of the work. In fact, what might be considered a conclusion could go here. No "conclusion paragraph" is necessary, unless your editor has asked you to provide one.

3. DATES AND KEY INFORMATION.
If you discuss people highly significant to your topic, please include their life dates in parentheses after the name, e.g., (1901-1971). You may not need to include dates for every person or event that you mention, but please try to give the reader an idea of the time period or span of years.

4. USE CITATIONS WITHIN THE TEXT SPARINGLY. You must use a source citation for highly specific information, such as statistics, commentary on a particular work, or direct quotations. Otherwise, use citations. Do not follow the academic or professional journal style of offering numerous citations, especially to professional or highly technical works. All quotations must be cited. More on this below.

On matters of style, in general we follow the guidelines in *The Chicago Manual of Style*, 16th edition (2010) and *Merriam-Webster's Collegiate Dictionary,* 11th ed. (2003), for correct

spelling (use the first spelling). Merriam-Webster's free website is http://www.merriam-webster.com. Please ask your editor if you have any questions.

5. HEADWORDS (OR TITLES). Please use title-style capitalization (not all caps), capitalizing the first word of each word except articles, conjunctions, and certain prepositions and place the headword on a line above the entry.

6. NAMES. For individuals, use the best-known name (e.g., Watson, Doc (1923-2012), not Watson, Arthel Lane (1923-2012). Cite full names on first reference ("Doc Watson, born Arthel Lane Watson, was considered…"). Thereafter, refer to both men and women by their last names. For entries on individuals, invert the name so that last is first, and include life dates:
>Armstrong, Louis (1901-1971)

7. CONTRIBUTOR NAME. Place the name of the contributor, as it should appear in the book, at the end of the entry, before the cross-references and Further Reading/ Bibliography sections (see "E," below) for your entry.

8. CROSS-REFERENCES. Please add end-of-entry cross-references ("See also"s), which should be (1) exactly the same as the entry heads/headwords; (2) in alphabetical order; (3) separated by semicolons.
>See also: Abolitionism; Brown, John; Harper's Ferry Raid; Kansas-Nebraska Act.

They should be placed after the contributor's name, but *before* the Further Reading section.

8. ABBREVIATIONS AND ACRONYMS. Spell out on first use in a chapter or entry; include the acronym in parentheses immediately after the first mention: Department of Transportation (DOT), chief executive officer (CEO). In bibliographic entries and in-text citations, the full name of the organization, author, or entity must be spelled out.

9. DATES. When citing dates, use the month/day/year style (November 13, 1987). Centuries should be spelled out in most cases (e.g. "twentieth century" rather than 20th century).

10. NUMBERS. Spell out whole numbers one through ninety-nine, but use figures for larger numbers (132, 6,500,000); percentages (6 percent—note that "percent" is spelled out as one word); page numbers, and exact measurements (5 feet). If similar numbers both large and small occur in a single paragraph or section, use figures for all of them. (The group included 29 women and 103 men). *Other Examples:*
- 1890s (no apostrophe, and never just '90s);

- 1871–1875 (*not* 1871–75);
- 2 percent, 0.4 percent;
- 23 acres;
- 2 kilograms;
- 25 million people;
- 4,000 (comma with ordinary number); but p. 1259 (no comma);
- pp. 455–458 (*not* 455–8 or 455–58).

Exception: In tables, all numbers should be Arabic numbers, and percentages may be indicated as % for space reasons.

11. GENERAL FORMATTING GUIDELINES
Our production department will compose and lay out your work. There is no need to spend time on centering or other formatting, other than bold and italic.
- Please remove any headers of the name of the project, date, time, word count, etc. before you submit the final manuscript.
- Always use the tab key for paragraph indents; never use the space bar to position text.
- Always left-justify your text. You do not need to right justify the work.

Subheadings. Most encyclopedia-type entries will not need subheadings. If your entry is longer and you believe you need them, please do not use more than two levels below the headword; in fact, one should suffice. But if necessary, first level would be ALL CAPS bold, and second level would be Title Case bold.

Tables, Charts, and Sidebars. For tables, you must use either the table feature of Microsoft Word to create tables, or, for simple tables, use the tab key to create columns. You only need one tab between each column, even if the data look nonaligned. Never use the space bar to align columns.

Tables, charts, and sidebars must be in separate files from the text of the entry, but should be labeled, both by file name, and in the file with the table, chart, or sidebar, to show where the item should be placed. The text should have a "call-out," indicating where to place the item, such as <INSERT TABLE 1 ABOUT HERE>.

12. BIBLIOGRAPHIC STYLE. Most ABC-CLIO encyclopedias include a "Further Reading" section at the end of each entry. *Unlike academic bibliographies, this section does not have to include every source you have used for your research, unless you need to cite the source.*

Instead, it should include both recommendations for good resources for the reader and any sources cited in the text (see below).

Please use substantive, accessible sources for obtaining your information, i.e., do not depend on or cite general reference materials such as the *Encyclopedia Britannica* or Wikipedia. You are welcome to include good websites and videos as references or recommended source. Do not use overly high-level references or those in a foreign language unless absolutely necessary

- Use quotations sparingly unless you have been asked to do otherwise.
- Don't directly quote or use substantial amounts of your own work from a previous publication unless you know that you have permission from that publisher to do so. Please note that reprint rights are different than copyright; even if the copyright is in your name, you may need to request permission from the original publisher to reuse your own work. Please check with your editor if you have any questions.
- When necessary, you are responsible for obtaining permission and paying any fees necessary associated with the use of substantial amounts of quotations from other published sources. We highly recommend keeping quoted sources within fair use limits in order to avoid the time consuming and often costly permissions process.

Why Can't I Use Wikipedia? Due to its ever-changing nature, and the fact that students, among our primary audience, are often not allowed to use Wikipedia as a cited resource themselves, it is not considered a valid source. We cannot accept any quotes or information sourced to Wikipedia within your text.

13. FURTHER READING STYLE. Every quotation or reference allusion must be properly documented in text and in the Further Reading section. Be careful and consistent with the references to avoid delays in copyediting. ABC-CLIO usually follows the style recommended in *The Chicago Manual of Style* called the author-date system, found in the 16th ed., section 15.9; or in the 15th ed., sections 16.90-16.119. A free listing of examples can be found online at http://www.chicagomanualofstyle.org/tools_citationguide.html (Be sure to click on the tab for "author-date"). Other styles, however, such as that of the American Psychological Association (APA), may be used as long as consistently applied.

14. IN-TEXT CITATIONS. Do not use footnotes or endnotes. Use parenthetical text citations shown below and explained in *The Chicago Manual.* Please make sure that the further reading section at the end of the entry or the chapter provides a full bibliographic citation.

15. EXAMPLES
Here are examples of the acceptable format for citing different types of sources, adapted from the author-date system samples from the *Chicago Manual of Style* Online. Page

numbers (as in Chilver, below, are necessary when quoting or citing specific information, such as statistics).

- BOOK: Chilver, G.E.F. 1979. *A Historical Commentary on Tacitus' Histories I and II.* Oxford: Oxford University Press.
- IN TEXT: (Chilver 1979, 69-70)

- EDITED OR TRANSLATED WORK: Adorno, Theodor W., and Walter Benjamin. 1999. *The Complete Correspondence, 1928-1940.* Edited by Henri Lonitz. Translated by Nicholas Walker. Cambridge, MA: Harvard University Press.
- IN TEXT: (Adorno and Benjamin 1999, 33)

- JOURNAL ARTICLE: Heckathorn, Douglas D. 1990. "Collective Sanctions and Compliance Norms: A Formal Theory of Group-Mediated Social Control." *American Sociological Review* 55: 366-84.
- IN TEXT: (Heckathorn 1990, 366-367)

- ARTICLE ONLINE: Taylor, Paul and Rich Morin. 2009. "Forty Years after Woodstock, a Gentler Generation Gap, August 12. Accessed June 12, 2012. http://pewsocialtrends.org/2009/08/12/forty-years-after-woodstockbra-gentler-generation-gap/
- IN TEXT: (Taylor 2009)

- WEBSITE: Google. 2009. "Google Privacy Policy." Accessed June 12, 2012. http://www.google.com/intl/en/privacypolicy.html.
- IN TEXT: (Google 2009)

16. AUTHOR/EDITOR AND CONTRIBUTOR BIOGRAPHIES

Your professional biography should be less than 100 words and focused on professional accomplishments, especially those that are relevant to this work. Personal information should *not* be included. We usually do not include education degrees or information below the master's level. We don't cap academic position titles unless a named professorship, per *The Chicago Manual of Style,* 16th ed. (8.27). Contributor biographies should be around 50 words or less and may include affiliation information only.