

Genealogical Forum of Oregon Style Guide

General style items: *Chicago Manual of Style* 16th edition, citation reference in brackets

Abbreviations — Use very limited abbreviations, exceptions listed here:

- Acronyms — FHL, NARA, PERSI, WPA (small caps, no capital letters) [10.8]
- Compass points — spell out in text, if abbreviated in addresses use caps, no periods [10.36]
- Military titles — Lt., Maj. Capt. Gen. [10.15]
- Month & day — abbreviate if necessary (Jan., Feb., Sun., Mon.) [10:40]
- Place names with Fort, Mount, Saint, etc. should be spelled out [10-31]
- Post Office — spell out in text; okay to use PO Box in addresses [10.34]
- Religious titles — Rev. Brown or the Reverend Brown [10.18]
- Scholarly abbreviations — ca. et al. (no period after et) etc. [10:43]
- States — spell out in text; abbreviate in bibliographies, lists, and mailing addresses using the two character postal abbreviation [10.28]
- Street, Avenue etc. — spell out in text, okay to abbreviate in address [10.34]
- Titles — Jr. Sr. III (no commas between name and title) [6.47, 10.19]

Dates

- Dates — April 1899 month year combo does not need a comma [6.45]
- Day month year (spell out month) — no commas needed [6.45]
- Decades — spelled out using lower case or 1980s [9.33 & 34]
- Insert a non-breaking space between day and month to keep those on the same line
- Season of the year — lowercase except to denote an issue of a journal [8.87]

Names

- Book and periodical titles — in italics [8.166] Articles within in quotes [8.175]
- Blogs — title of blog is italicized, title of an entry is in quotes [8.187]
- Holidays — capitalize [8.88]
- Jr. Sr., etc. — no comma between name and Jr. (Example John Doe Jr.) [6.47, 10.19]
- Kinship — lower case unless preceding name or if used as substitute for name [8.35]
- Names with initials — J. F. Kennedy with spaces and periods, or JFK with no periods or spaces [8.4]
- Names plus numerals — no punctuation precedes the numeral
Example: Adlai Stevenson III [6.47, 9.43, & 10.19]
- Names of specific racial, religious, ethnic groups — capitalize [8.37]
- Newspapers — title in italics and omit leading ‘The’ unless first word of a sentence
[8.168] Articles within in quotes [8.175]
- Office titles — Lower case unless preceding name (President Lincoln) [8.18]
- Ships — name of ships in italics; USS or SS no italics (USS *Enterprise*, the *Enterprise* [8.115]
- Titles military — see above in abbreviations [8.23]
- Websites — Title of site in headline-style, no italics or underline; titles sections or pages in quotes [8.186]

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Endnotes Format

Use Arabic numerals

Number — has a period then a tab space before the text starts. [14.9]

Author — Use full name, given name first then surname; more than one author list up to three; more than three use only the first author then et al. [14.15, 14.18]

Publication title — *Title in italics*, no underline

Second edition or revised edition — Use 2nd edition or revised edition; do not use superscript 2nd

Volume, book, and number — use lower case in citation

Volume and page number will appear as 25:2

Editor, compiler, or translator — spell out

Publisher — Spell out the publishers name including Company, do not use Inc. or Limited; use ‘and’ not ‘&’

privately printed — use lower case privately printed

author publisher — use the authors initial and surname

society publisher — use The Society for the publisher

City of Publication — well-known cities do not need the state. Use Washington, D.C. when listing that location; use N.p. when the place is not designated

Publication date — use four digit year; if no year use n.d.

Reprint — use (1901; reprint, Bowie, Maryland: Heritage Books, 1989).

Website — “Title of Article,” *website publisher / owner in italics* (<http://www.xxx>).

Remove hyperlink from website name. Do not use < > brackets [6.102]

“Missouri Death Certificates,” *Missouri State Archives* (<http://www.sos.>)

Newspapers — Name of article if available in quotes, name of newspaper in italics, city of publication, date of publication, page and column number.

Sam Smith obituary, *St. Louis Post-Dispatch*, St. Louis, Missouri, 2 May 1899, page 5, column 6. (page and column acceptable here and spelled out)

Numbers

Spell our all numbers under 10 [9.3]

Dollars — use decimal point only if fraction amount is used (\$50.32); if the dollar amount is spelled out so is the unit of currency (ten dollars); if a numeral is used, use the \$ symbol (\$10) [9.21]

FHL film 1,234,567 — use commas in the numbers even though the originals do not have commas. Do not use leading zeros in these numbers. [9.55]

Fractions — spell out in many cases (two-fifths) [7.85]

Height — 6'1" (no spaces, single and double prime symbols, not quotes) or 6 ft. 1 in. or six feet, one inch [10.69]

Longitude & Latitude — spell out [10:37]

Numbered political and judicial divisions, successive governing bodies, military units, and places of worship — spell out all numbers below 101.

Examples: Illinois Thirty-first Regiment, Ninety-Seventh United States Congress, Twenty-First Church of Christ, 101st Airborne Division [9.46-9.49]

Whole numbers & fractions — 8½, 8 1/2, or eight and one-half [9.15]

Numbered streets — spell out if less than 10 [9.52]

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Numbers (continued)

Ordinals — 22nd, no superscript [9.6]; spell out if less than 10 [9.2]

Phone numbers — use dash between sets of number Example: 1-800-123-4567

Roman numerals — Substitute Arabic numbers for Roman numerals when possible [9.66]

Time — Even, half, and quarter hours spelled out (ten thirty); exact time use a.m. / p.m. (lower case, with periods, no space following inside period) 10:22 a.m. [9.38]

Years — Use full years with en dash (1800–1899) [9.63]

Punctuation

Dates — May 6, 2012, always use two commas; 6 May 2012 uses no commas; May 2012 uses no commas [6.45]

Decades — if using numerals, no apostrophe between number and s (1800s) [9.34]

Ellipsis — space before and after 3 periods . . . example [13.48]

Em dash — no space before or after (word—word) [6.82–6.89]

En dash — use between number series (1800–1850) [6.78]

Place names — commas follow all place-names when two or more parts are used

Examples:

- Saint Louis [no commas]
- Saint Louis, Missouri, [two commas]
- Saint Louis, Saint Louis County, Missouri, [three commas] except at the end of a sentence when the period replaces the last comma [6.46 & 10.30]

Quotation marks — periods and commas within quotes [6.9]

Colons & semicolons follow closing quotation marks [6.10]

Semi-colon — use to divide when elements in a series include internal punctuation

. . . children, Jane, age ten; Tom, age five; and Sam, age two; . . . [6.19]

Serial comma — use in a list of three or more (one, two, and three) [6.18]

Slash — if using a slash no space (he/she) unless one or more terms is an open compound (high school / college) [6.104]

Spacing — one space at the end of a sentence following the punctuation [2.9 & 2.11]

Symbols

Avoid the use of symbols in the text, unless within a quote

Percent — usually uses a numeral with percent spelled out (10 percent, not 10%) [9.18]

Websites in Text

Titles of websites in text — set in Roman without quotes or italics [8.186 & 14.244]

Specific web pages — in quotes, no italics [8.186 & 14.244]

Online publications and blogs — Title in italics [8.186 & 14.244]

Include the http:// portion of the website

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Words

- Acronyms — use only after the name is spelled out one time. Avoid local acronyms as the reader probably is not familiar and it will slow down the reading process.
Acceptable acronyms: FHL, NARA, PERSI, WPA See acronyms under abbreviations and keep consistent
- Street, Avenue etc. — spell out in text, okay to abbreviate in address [10.34]
- Book, volume, roll, etc. — use lower case letters except in publication titles
- Census — use lower case letters except in publication titles
- Centuries — spell out centuries and decades in lower case or use numerals (twenty-first century, the eighteen hundreds, the 1800s) [9.33–34]
- City directory — use lower case letters except in publication titles
- Contractions — are not used in formal writing, but are beneficial in prose [5.103]
- County — spell out any word that designates a political division when following a name (Multnomah County, the county of Multnomah) or in relation to any country name (Republic of Lithuania, the republic (used alone)) [8.50]
- Credentials — CG, CGL, FNGS
Exception — PhD (mixed case, no periods) [10.20]
- Death register — use lower case letters for all government type records except if using publication title
- Place names with Fort, Mount, Saint, etc. should be spelled out in all cases [10-31]
- Post Office — in text, spell out, okay to use PO Box in addresses [10.34]
- The Dalles — insert a non-breaking space if the two words may break at the end of a sentence; applies to any city with two or more words
- [sic] — sic in italics; brackets no italics [7.53 & 13.59]
- Time — use a.m. and p.m. [9.40 & 10.4]
- U.S. — use periods, no space between, except in an address may be USA [10.4]
- Wars — use capital letters for each word, example American Revolution [8.112 & 8.113]

Word List

- database — one word, lower case
- email — one word, no dash
- et al. — no italics [7.53]
- Hyphenated words — see chart [7.85]
- grandson — no dash; grand compounds not hyphenated [7.85]
- great-grandfather — any great has a dash [7.85]
- half sister — always open, not hyphenated in relationships [7.85]
- in-law — always hyphenated (mother-in-law) and only the first element is pluralized (mothers-in-law) [7.85]
- Ibid. — upper or lower case, no italics, always followed by a period [7.53]
- Internet — capitalize [7.76]
- landowners — one word, lower case
- Periodical Source Index* (PERSI)
- Problem words — see extensive list [5.220]
- stepbrother — always closed except with grand or great no dash [7.85]
- step-grandson — always hyphenated with grand or great [7.85]

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Word List (continued)

time period — (two words, lower case)

web page — lower case two words [7.85]

[Source: St. Louis Genealogical Society Quarterly's "Style Guide," modified for her own use by Ann Fleming. 3 February 2014.]