

Style Sheet For the National Historic Landmarks Program

The style sheet for the National Historic Landmarks Program is intended as a quick-reference guide for frequent editorial issues including spelling, capitalization, citations, and the use of numbers. For editorial issues not covered in the quick-reference guide, consult the *Chicago Manual of Style* (16th edition).

<p>A</p> <p>A, as an indefinite article, before pronounced "h," "u," e.g. "a historic home"; but "an honor" or "an heir." (CMS 5.73; see also 7.46)</p> <p>Abbreviations: generally avoid unless necessary to be brief, then same rule as acronyms; for states, use abbrev. In headings and citations but spell out in text.</p> <p>Acronyms: use at second reference, no periods, except U.S. (CMS 15.34)</p> <p>Addresses: 1201 Eye Street, NW, Washington, DC 20005</p> <p>a.m.: see Time of Day</p> <p>American Indians: preferred usage by American Indians over the more current term Native Americans, i.e. The National Museum of the <i>American Indian</i> (CMS 8.43).</p> <p>antebellum: antebellum and not ante-bellum (CMS 7.90)</p> <p>apostrophe: use of, see possessives</p> <p>archeology: maintain original spelling <i>archaeology</i> of titles, organization names, or in quotes.</p> <p>Asian American (n) and Asian American family (adj.), (CMS 8.41); same for other ethnic groups.</p>	<p>B</p> <p><i>Brown v. Board of Education.</i> and <i>Brown</i> after first mention; legal decisions are set in italics (CMS 8.88)</p> <p>black, as used to denote race or skin color is lowercase <i>but</i> African American and Negro (CMS 7.90)</p>	<p>C</p> <p>capitalization: Avoid unnecessary capitals. parts of book, use lowercase (chapter 2) unless writing out title, then in quotes and capitalize accordingly; proper names: are capitalized; common nouns used alone as substitute are not capitalized [Statue of Liberty <i>but</i> the statue; New York City <i>but</i> the city of New York] (CMS 8.55)</p> <p>Captions: Use italics, no terminating punctuation; credits: e.g., (<i>Courtesy of the Library of Congress</i>)</p> <p>Citations: see Notes below</p> <p>circa roman type, spell out</p> <p>city lower case, e.g. city government, city legislature; capitalize when used as an accepted part of a proper name, e.g. New York City <i>but</i> the city of New York (CMS 8.55)</p> <p>Civil War (the American); the war (CMS 8.121)</p> <p>(the) Confederate army (CMS 8.120)</p>	<p>D</p> <p>Dates: in text, commas are used before and after the year (CMS 6.46).</p> <p>decades: are spelled out or expressed in numerals; no apostrophe between the year and the s, i.e. 1980s <i>but</i> '80s (CMS 9.34).</p> <p>decision making <i>not</i> decision-making (CMS 7.85)</p> <p>Degrees (academic) use abbreviation after name as title or short name of degree in text as space permits, e.g. Ph.D. or doctorate <i>not</i> Doctor of Philosophy (see CMS 15.21 for abbreviations)</p> <p>Depression for the Great Depression during the 1930s (CMS 8.81)</p> <p>designated a National Historic Landmark <i>but</i> listed in the National Register of Historic Places</p>
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<p>E Eras: twentieth century (n.); twentieth-century (adj.); mid-twentieth century, <i>but</i> middle twentieth century, late twentieth century (CMS 7.90); 55 BC <i>but</i> AD 1066 (set in full capitals and no period, CMS 9.38, see also 15.41)</p> <p>Earth the planet (the is usually omitted) (CMS 8.149)</p> <p>(the) East: see Regions</p> <p>e-mail address (CMS 7.90)</p> <p>e-mail mailing list, <i>not</i> Listserv™ or listserv, <i>but</i> e- mail list okay</p> <p>en-dash: when to use with numbers, if <i>from</i> preceded the first element then use <i>to</i> and not the en-dash; if between preceded the first element then use <i>and</i> not the en-dash (CMS 6.83, also see 9.62)</p>	<p>F Font face: Times New Roman, 12 pt., for publication</p> <p>federal, federal agency, the federal government <i>but</i> Federal Government (United States); also Federal soldier, Federal forces, etc. when writing about the Civil War (CMS 8.70)</p>	<p>G government (CMS 8.70)</p>	<p>H Headline Style: always capitalize the first and last words of both titles and subtitles; lowercase the conjunctions <i>and</i>, <i>but</i>, <i>for</i>, <i>or</i>, and <i>nor</i>; lowercase the words <i>to</i> and <i>as</i> (CMS 8.167)</p> <p>Historic American Buildings Survey, HABS after first reference</p> <p>Historic American Engineering Record, HAER after first reference</p> <p>Historic American Landscapes Survey, HALS after first reference</p> <p>hyphen may be omitted when used with such terms as African American, Italian American, etc. (CMS 8.42; see also 7.90)</p>
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<p>I</p> <p>ibid.: the abbreviation of <i>ibidem</i>; use capital and do not italicize; do not use if previous citation includes more than one citation (CMS 16.47).</p> <p>Italics:</p> <p>publications: italicize titles of publications in text and in footnotes and headings. Also italicize titles of films, radio programs, exhibits, and websites.</p> <p>scholarly Latin words: use roman type [e.g., <i>ibid.</i> and <i>et al.</i>]; except the interjection in quoted matter, [<i>sic</i>] (CMS 7.56).</p> <p>foreign words: use roman type, except words not likely to be familiar to readers; italicize a foreign word used repeatedly throughout the text only on its first occurrence (CMS 7.54-55).</p> <p>Initials: initials standing for given names are followed by a period and a word space (CMS 15.12).</p> <p>internet <i>but</i> web site (CMS 7.90)</p> <p>Internet address: do not use capitals unless address is case sensitive.</p>	<p>J</p> <p>Junior: Jr., not preceded by a comma following a proper name e.g., Roy Jones Jr. (CMS 6.49). Drop on second reference unless there is more than one person with name referred to in manuscript.</p>	<p>K</p>	<p>L</p> <p>Library of Congress LISTSERV™, see e-mail mailing list</p>
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<p>M Measurement: Spell out units of measurement used without a numeral <i>but</i> use numeral when using an abbreviation or symbol, e.g. 45 miles, 17 inches, 12 hours (CMS 9.14-18) <i>but</i> use abbreviation for time of day, e.g. 11:30 a.m. Numerals in quantities should be treated according to the rules on spelling out of numbers (CMS 9.18).</p> <p>(the) Midwest: see Regions</p> <p>multicultural (adj.)</p>	<p>N nation <i>but</i> the Nation's Capital; capitalize if used as part of proper names .</p> <p>national seashore</p> <p>National Park Service, <i>not</i> "the Park Service"; NPS on second reference.</p> <p>National Park System national parks on second reference <i>not</i> park units.</p> <p>National Register of Historic Places: listed <i>in</i>; National Register or the Register on subsequent reference.</p> <p>National Historic Landmarks: designated <i>a</i>; National Historic Landmarks, NHLs after first reference</p> <p>(the) New York Times in text (CMS 8.180); omit <i>the</i> in citation (CMS 16.45)</p> <p>nonprofit use closed style for prefixes forming compounds; see exceptions in CMS 7.90.</p> <p>(the) North: see Regions</p> <p>Numbers: spell out whole numbers from one through one hundred, round numbers, and any number beginning a sentence (CMS 9.3).</p>	<p>O online</p>	<p>P p.m. see Time of Day</p> <p>parklands</p> <p>periods: use in lowercase abbreviations but omit in full and small capitals; see CMS 15.5 for exceptions, i.e. U.S. and Ph.D.</p> <p>percentages are always given in numerals but the word "percent" is spelled out in text (CMS 9.19).</p> <p>photographs <i>not</i> photos</p> <p>prewar and postwar but post-World War II (CMS 7.90).</p> <p>Possessives singular nouns: add apostrophe s [the horse's mouth, the hostess's seat]; plural nouns: add an apostrophe only [the puppies' tails]; proper nouns: as above [Jefferson Davis's home and Dickens's novels]; (CMS 6.18-6.30)</p> <p>Prefixes Most compounds formed with prefixes are closed; (CMS 7.90)</p>
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<p>Q Quotations: run-in style, (CMS 11.11); follow CMS 11.16 for rules on initial caps in quotes; use American style for all punctuation terminating in quoted element held within quote marks (CMS 11.34); block quotes or epigraphs are not enclosed in quotation marks (CMS 11.23) but use italics; unless introduced by <i>thus, as follows,</i> or other wording that requires a colon a block quotation may be preceded by a period though a colon is acceptable but be consistent in usage (CMS 11.22); long quotes are preceded by a colon; quoted in is generally discouraged but if original source is unavailable both the original and secondary source must be listed (CMS 17.274).</p>	<p>R Roman numerals: Arabic numerals are now used in situations where roman numerals were formerly common, i.e. references to volume numbers of books, journals, or book chapters (CMS 9.71). Regions: north, northeast, northern, south, southwest, ... etc.: lowercase compass directions and minimize use of capital letters for specific regions, e.g. southern Appalachians; Except in American Civil War contexts, Southern(er) and Northern(er) are capitalized (CMS 8.50) See exceptions for Western under W. the North, the South, etc.: capitalize specific regions.</p>	<p>S Semicolons within series: elements within a series involve internal punctuation when they are very long and complex, they should be separated by a comma. Senior: Sr., not preceded by a comma following a proper name e.g., Roy Jones Sr. (CMS 6.49). Drop on second reference unless there is more than one person with name referred to in manuscript. shortened citations: only use last name of author, editor or translator and key words from main title. An initial <i>A</i> or <i>The</i> is omitted (CMS 16.44-45). States: spell out the proper name in text, <i>but</i> use abbreviations in addresses, notes, and headings, e.g. California, CA (see CMS 15.29 for two-letter abbreviations). state, lower case, e.g. state government, state regulations; capitalize when used as an accepted part of a proper name, e.g. Washington State <i>but</i> the state of Washington (CMS 8.55); same for other words designating political divisions: <i>empire, county, city, territory, kingdom,</i> etc. State Historic Preservation Office/Officer, preservation office after first mention. (the) South: see Regions</p>	<p>T Telephone: (202) 354-2091 the: when newspapers and periodicals are mentioned in the text, an initial "the," even if part of the official title is lowercased and not italicized (CMS 8.180). Time of Day: 8:00 a.m., 10:00 p.m.; spell out noon and midnight (CMS 15.44) towards preferred <i>but</i> toward is also correct</p>
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<p>U (the) Union army (CMS 8.120) United States, spell out noun; U.S. an adjective (CMS 15.34) or on second reference to save space, <i>not</i> U.S.A. U.S. Forest Service do not abbreviate U.S. Government</p> <p>USS <i>Eastland</i> (CMS 8.124) <i>do not</i> italicize the abbreviation "USS" but do italicize the name of the vessel.</p> <p>URL: citation of in footnotes: National Historic Landmarks Program, "What is an NHL?," http://www.nps.gov/history/nhl/whatis.htm (accessed July 5-10, 2002); in text: http://www.nps.gov (CMS 17.234-237).</p> <p>user-friendly (adj.)</p>	<p>V</p>	<p>W wartime</p> <p>web page, web site <i>but</i> Internet</p> <p>well-written before noun, well written after noun; same for other compounds with the adverbs <i>well, ill, better, best, little, lesser, and least</i>. (CMS table 6.1, 221)</p> <p>white, as used to denote race or skin color is lowercase <i>but</i> Irish American.</p> <p>World Heritage property inscribed <i>in</i> the World Heritage List.</p> <p>World War I and World War II; the word <i>war</i> is lowercased when used alone (CMS 8.121).</p> <p>(the) West: see Regions; note exceptions such as Western world (CMS 8.50) and Western Hemisphere.</p>	<p>X</p>
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Y	Z	<p>Numerals</p> <p>dates: July 15, 2003 (CMS 9.35, alternative); April 18, <i>not</i> April 18th (CMS 9.35);</p> <p>eras: CE (of the common era), BCE (before the common era), AD (<i>anno Domini</i>) BC (“before Christ”) (CMS 9.38).</p> <p>centuries: twentieth century, mid-twentieth century, mid-twentieth-century building (CMS 9.36).</p> <p>decades: 1980, 1990s, <i>not</i> 1990’s or 90s (CMS 9.37); spell out indefinite expressions, e.g. the eighties or the early nineties; mid-1970s.</p> <p>numbers: Spell one through one-hundred in non-technical texts; spell out to begin sentence (CMS 9.3). Use 5 million (preferred) or five million <i>not</i> 5,000,000. See guides for exceptions. Remain consistent within a document (CMS 9.10).</p> <p>measurement and time: use Arabic. See Measurement and Time of Day for examples.</p> <p>Ordinals: same rules for numbers, e.g. seventh inning and 15th event (CMS 9.8).</p> <p>money: same rules for numbers, e.g. three dollars; \$50.00; use numerals for all amounts in headings and citations (CMS 9.23).</p> <p>chapters of a book: use Arabic, e.g. chapter 4; spell out the words <i>chapter</i>, <i>part</i>, <i>appendix</i>, <i>table</i>, <i>figure</i>, and the like (CMS 8.190).</p> <p>percentages: use Arabic with the word <i>percent</i>, e.g. 40 percent (CMS 9.19).</p>	<p>Punctuation</p> <p>Contractions: do not use unless part of quoted material</p>
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<p>Notes bibliographic (CMS 17.26) [<u>book</u>: Curtin, Phillip D. <i>The Atlantic Slave Trade, A Census</i>. Madison: The University of Wisconsin Press, 1970.]; [<u>periodical</u>: Lowenthal, David. "Pioneering Stewardship: A New Challenge for CRM." <i>CRM: The Journal of Heritage Stewardship</i> 1, no. 1 (Fall 2003): 12-60.] footnote (Ibid.) <u>book</u>: [Melvin D. Williams, <i>On the Street Where I Lived</i> (New York: Holt, Rinehart and Winston, 1981), 45.]; <u>part of book</u> (CMS 17.68) [David Lowenthal, "Identity Heritage, and History," in <i>Commemorations: The Politics of National Identity</i>, ed. John R. Gillis, 41-60 (Princeton: Princeton University Press, 1994.); <u>periodical</u> (CMS 17.151): [Martin Blatt, "Boston's Public History," <i>The Public Historian</i> 25, no.2 (Spring 2003): 11-16.] Follow CMS 17.99-102 regarding place of publication, <u>except</u> for state colleges and universities. Then, use city only, see first example. See also, URL</p>	<p>Cultural Resources Programs Archeological Assistance Programs Cultural Resources Diversity Program Ethnography Federal Preservation Institute HABS/HAER/HALS/CRGIS Heritage Areas Heritage Education Services Heritage Preservation Services Historic Preservation Grants Museum Management Services National Center for Preservation Technology & Training National NAGPRA Program National Register of Historic Places National Historic Landmarks Program Maritime Heritage Program Park History Park Historic Structures and Cultural Landscapes</p>		
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