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The editors of the *North Carolina Historical Review* and the Advisory Editorial Committee seek to publish articles and annotated documents pertaining to the history of North Carolina. The editors and the committee consider originality of material and interpretation, sources, clarity of thought, style, and interests of readers. Materials primarily genealogical are not accepted.

**STYLE AND FORMAT**

This guide provides a quick reference to style and format of official writings prepared in the Office of Archives and History, N.C. Department of Natural and Cultural Resources. It contains a number of changes from earlier editions and is based on *The Chicago Manual of Style*, 17th edition. Consult that publication for questions not covered by this guide. Refer to *Webster’s Third International Dictionary* for spelling and word division.

A bold-faced number with a rule or note sample indicates a relevant section in *The Chicago Manual*. Refer to that section for further information.

**Preparation of Copy**

Leave manuscript margins of at least one inch on each side to allow space for editorial changes and questions.
Manuscripts and notes must be typed double spaced. Only one space between sentences. Notes should appear on separate sheets at the end of the manuscript. The author’s name should appear only on the title page of the manuscript. Manuscripts submitted to the *North Carolina Historical Review* should generally not exceed twenty-five double-spaced typed pages plus notes. Occasionally, we accept shorter essays.

Use month-date-year format: January 17, 1947.

Send tables, figures, or illustrations as separate files. Do not imbed them in the text.

Minimize formatting.

Use Times New Roman 12-point font.

Authors should submit for consideration an electronic copy of their manuscript to the managing editor at annie.miller@ncdcr.gov. Our mailing address is Historical Research Office, North Carolina Department of Natural and Cultural Resources, 4610 Mail Service Center, Raleigh, North Carolina 27699–4610.

**Tables and Illustrations**

1. Tables should be numbered and titled.

2. The author should indicate sources for tables and illustrations.

3. The author should indicate placement in the text for tables and illustrations.

4. Tables and illustrations should be provided as separate files, not imbedded in the text.

5. The author is responsible for obtaining permission to publish images and providing high-resolution files (300–600 DPI TIFFs or JPGs). It is helpful for authors to include descriptive captions that indicate the date and source of the image.
Treatment of Words and Phrases 8.1-8.118

African Americans; African American culture

American Indians (Lumbee Indians or Lumbees; Cherokee Indians or Cherokees)

Atlantic World

The Bible (but biblical)

Black Lives Matter

Black people; Blacks; people of color

the civil rights movement

Coastal Plain

the Cold War (but a cold war, used generically)

Confederate army (American Civil War)

Continental navy (American Revolution)

East Coast, eastern

the gold rush

the Great Depression, the Depression

Mason-Dixon Line

the Midwest, midwestern

Native Americans

Patriot, Loyalist (in Revolutionary War context)

Piedmont

the Right; members of the right wing

the Roman Catholic Church (but a Roman Catholic church)

Slave owner

Slaveholder

Union army (American Civil War)

United States (or U.S.) Army; the army
United States Marine Corps; the Marine Corps or the marine corps; the U.S. Marines; a marine

Vicksburg Campaign

the war on terror

western front (World War II)

White people; Whites; White supremacy

**Capitalization**

1. Capitalize titles only when they precede a person’s name (President Lincoln, *but* the president).

   Lowercase appositive titles (former governor Scott; former governors Scott and Cherry). 8.19–8.33

2. Capitalize academic degrees only when they follow a person’s name (Robert Brown, Master of Arts). 8.28-8.29

3. Lowercase terms for academic years (freshman; fall semester). 10.21.

4. Capitalize place names (Raleigh) and geographic areas (Outer Banks; Coastal Plain; Piedmont).

   Capitalize regions of the United States (Northeast; South; West), but lowercase regions of North Carolina (southeast; west). Lowercase adjectives derived from them (eastern United States; western North Carolina). 8.44

5. Capitalize the following in Civil War contexts: Southern, Southerner, Northern, Northerner; Federal.

   Always capitalize *Union* (referring to the United States) and *Unionist*. 8.75, 8.113

6. Capitalize geographic terms that form part of a place-name (Grandfather Mountain; Neuse River); and capitalize such a term in the plural if, in the singular form and in the same position, it would be capitalized (Wake and Durham Counties; Blount and Wilmington Streets). 8.45-8.50

7. Capitalize popular names (Tar Heel State; Deep South). 8.53-8.55

8. Capitalize buildings, monuments, historic sites, and landmarks (State Capitol; Mordecai House; Washington Monument; Hope Plantation). 8.56-8.59

9. Capitalize complete names of agencies, institutions, and associations (General Assembly; N.C. Office
of Archives and History; Supreme Court of North Carolina; University of North Carolina; North Carolina Literary and Historical Association). Lowercase incomplete names (the assembly; the office; the court; the university; the association). 8.62-8.70

10. Capitalize political parties, and uppercase party (Democratic Party). Lowercase secessionist, but capitalize Unionist. 8.66-8.67

11. Capitalize political and economic systems only if derived from a proper noun (Marxism, but communism). 8.70

12. Capitalize historical and cultural periods if derived from a proper name (Jacksonian era; Victorian era). Tradition dictates capitalizing certain others (Gilded Age; Progressive Era; Roaring Twenties). Lowercase civil rights movement. 8.71-8.74

13. Capitalize most historical and cultural events (Boston Tea Party; Great Depression). 8.75-8.79

14. Capitalize full names of acts, treaties, and constitutions (Constitution of North Carolina; Smoot-Hawley Tariff Act). Lowercase incomplete names (the state constitution; the act). 8.80-8.81

15. Capitalize religious denominations and sects (Methodist; Methodist Church). Capitalize church when referring to a specific congregation or building (St. James Methodist Church), or when referring to a specific denomination (the Baptist Church). 8.97-8.98

16. Capitalize full titles of armies and other military units (Confederate States Army, but Confederate army; Thirty-ninth Regiment North Carolina Troops; a North Carolina regiment). 8.112

17. Capitalize full titles of wars and battles (Civil War; Battle of Gettysburg). 8.113-8.114

18. Lowercase an initial the in periodicals (the Raleigh News and Observer, the North Carolina Historical Review). 8.170

19. In titles of works, capitalize the first and last words and all nouns, pronouns, adjectives, verbs, adverbs, and subordinate conjunctions. Lowercase articles (a, an, the), coordinate conjunctions (and, or, for, nor), and prepositions (such as from, between, during, since, of), regardless of length, unless they are the first or last word of the title or subtitle. 8.169

21. Capitalize the names of specific racial, linguistic, tribal, religious, and other groupings of people (Aborigine, Caucasian, Native American, American Indian, Blacks, Whites). 8.38

22. Names of specific ships and other vessels are both capitalized and italicized. Note that when such abbreviations as USS (United States ship) or HMS (Her [or His] Majesty’s ship) precede a name, the word ship or other vessel type should not be used. The abbreviations themselves are not italicized. When a pronoun is used to refer to a vessel, the neuter it or its (rather than she or her) is preferred. 8.116, 8.118

Spelling and Italicization

1. Use the first spelling and first plural in Webster’s dictionary.

2. Add an apostrophe and s to form the possessive of a noun ending in s (Burns’s poems). 7.16, 7.18

3. Add s without an apostrophe to form the plural of numbers and letters used as words (1920s; three Rs). Add an apostrophe and s to form the plural of abbreviations with periods and of letters that would be confusing otherwise (Ph.D’s; x’s and y’s). 7.15

4. Hyphenate spelled fractions (one-half; two-thirds). 7.89

5. Refer to The Chicago Manual, 7.81-7.89 for hyphenation of compound words.

6. Italicize books and periodicals (War and Peace; Carolina Comments). Use roman type for an initial the in periodicals (the News and Observer; the North Carolina Historical Review). Put periodical articles in roman type within quotation marks (“Women’s Role in Civil War Western North Carolina”). 8.168-8.176

7. Italicize ships, aircraft, plays, long poems, motion pictures, long musical compositions, and paintings and sculptures (Bonhomme Richard; Unto These Hills; Paradise Lost; Gone with the Wind; Tosca; American Gothic.) Put short poems, television and radio programs, and short musical compositions in roman type within quotation marks (“Anabelle Lee”; “Northern Exposure”; “Ode to Billie Joe”). 8.116,
8. Italicize unfamiliar foreign words and phrases (vakfiye). 7.53
9. Italicize court cases, including v. (Brown v. Board of Education of Topeka). 8.82
10. Italicize sic. Put other scholarly Latin words and abbreviations in roman type (passim). 7.55, 13.61
11. Spell African American open in both its noun and adjectival forms. 7.89 (p. 451)

**Abbreviations**

1. Abbreviate civil and military titles before complete names, except President (President Abraham Lincoln; Sen. Furnifold M. Simmons, Lt. Gen. Ulysses S. Grant). Spell them out with surnames or when they stand alone (President Lincoln; Senator Simmons; the president; the senator). 10.14-10.15
2. Abbreviate social titles (Dr.; Mr.; Mrs.). 10.16
3. Spell out Reverend and Honorable when preceded by the (the Reverend Henry Brown; the Reverend Mr. Brown [never Reverend Brown or the Reverend Brown]). Abbreviate them when used without the (Rev. Henry Brown [never Rev. Brown]). 10.18, 10.22
4. Spell out states in text and when they stand alone (North Carolina; Alabama). Abbreviate them in notes when they follow a city (Asheboro, N.C.; Birmingham, Ala.). Use traditional abbreviations (N.C.; Ala.; Tenn.) except with zip codes, which require two-letter postal abbreviations without periods (NC; AL; TN). 10.27
5. Close up state abbreviations (N.C.; NC). Put a space between initials of a person (N. C. Jones). 10.27
6. Spell out companies in text (Roberts and Company; Parker Brothers). Abbreviate them in notes (Roberts and Co.; Parker Bros.). Drop Inc. and Ltd. from company names. 10.23-10.26
7. Abbreviate associations and government agencies after the first spelled-out use. Use all capitals with no space between letters (National Endowment for the Humanities, NEH; Young Men’s Christian Association, YMCA). 10.23-10.26
8. Spell out months and days of the week. 10.39-10.41
9. Use full words rather than abbreviations or symbols for measures such as degrees, feet, inches, meters, pounds (weight), ounces, quarts, bushels, acres, miles. Use figures with percent. **10.64-10.68**

10. Replace ampersands (&) with and except in quotations. **10.10, 10.24**

**Punctuation and Quotations**

1. Put a comma before a conjunction joining the last two elements in a series of three or more (copper, silver, and gold). **6.19**

2. Omit the use of commas with Jr. and Sr. following names. II, III, IV take no commas. **6.43**

3. Make an em dash by entering two hyphens without spaces (like—this). **2.14, 2.96, 6.75**

4. Square brackets replace parentheses within parentheses (like this [to give an example]) and enclose editorial insertions in quoted material (“He [would] like to learn to rede [sic].”). **6.101**


6. Single quotation marks replace double quotation marks within double quotation marks (“‘There was a ship,’ quoth he.”). Insert a space between double and single quotation marks. **13.30**

7. Enclose run-in quoted material in quotation marks. Set off as a block quote without quotation marks material longer than ten typed lines. Enclose in double quotation marks any quotation within a block quote. **13.19**

8. Ellipsis points indicate words omitted in quoted material. Separate ellipsis points from each other, from the text, and from contiguous punctuation by spaces. Three dots show an omission within a sentence or sentence fragment. Four dots—a period with no space preceding it, followed by three spaced dots—show the omission of (1) the last part of a sentence; (2) the first part of the next sentence; or (3) a whole sentence or more. Enclose in square brackets any capital letter lowercased in the original. (“Fourscore and seven years ago our fathers brought forth . . . a new nation. . . . [W]e are engaged in a
great civil war, testing whether that nation . . . can long endure.”) Retain a question mark or exclamation point ending a sentence in the original and follow it with three spaced dots. 13.50-13.58

9. Use no ellipsis points (1) before or after a run-in quoted sentence or fragment; (2) before a block quote beginning with a complete sentence or with a fragment that completes a sentence in the text; (3) after a block quote ending with a complete sentence. 13.50-13.58

10. Check quotes and their references carefully for accuracy.

Numbers and Dates

1. Spell whole numbers from one through ninety-nine (seventeen; eighty-four). But in a series or cluster use figures (Their ages were 84, 79, 68, 54, 47, 35, and 17.). 9.2

2. Spell whole numbers from one through ninety-nine followed by hundred, thousand, million, billion (seventeen hundred; eighty-four thousand; seventeen million; eighty-four billion). If a number between one thousand and ten thousand can be expressed in terms of hundreds, spell it that way (seventeen hundred; eighty-four hundred). Use figures for all other numbers (284; 175,438; 284,609), except in round numbers spell thousand, million, billion (284 thousand; 175 million; 284 billion). 9.2-9.8

3. Spell any number that begins a sentence (One hundred twenty-five men and 203 women received degrees). 9.5

4. Use commas in numbers of four or more figures (2,345; 23,456) except in page numbers, addresses, four-digit years, and document numbers (page 2345; 23456 Jones Street; 1997 A.D.; Serial 10575). 9.54; 9.34

5. Repeat all digits in inclusive numbers (375–384). This practice varies from The Chicago Manual, 9.62

6. Use Arabic figures with chapter (chapter 3) and for volume numbers (volume 4). 9.26-9.27

7. Ordinal numbers in text follow the above rules (fifth; 967th). Use nd for second and rd for third (122nd; 223rd). 9.6
8. Spell fractions having denominators of ninety-nine or less (one-half; two-thirds). Use figures for fractions having denominators greater than ninety-nine (1/100; 3/574). 9.14

9. Use figures for quantities consisting of both whole numbers and fractions (8 1/2 by 11 3/4 inches). 9.15

10. For money, if the number is spelled, spell the unit of currency (forty-seven cents; two dollars). If the number is figures, use the currency symbol ($279.50; $732; £840). Use ciphers for whole dollars only when they appear in the same context with fractional amounts (They paid $345.89 and $367.00, respectively [but $367 when used alone].). 9.20-9.25

11. Spell out times of day in even, half, and quarter hours (three o’clock; half past six; a quarter of four; midnight). Use figures to emphasize an exact time (7:42). 9.37


13. Write dates as month-day-year, and set off the year with commas (January 1, 1992, brought rain.). Use no internal punctuation with month-year or season-year dates (January 1992; spring 1993). 9.31, 9.35

14. Use to with from in inclusive numbers (from 1860 to 1864, never from 1860–1864). 9.60

NOTES

For general advice, please consult the Chicago Citation Quick Guide at

https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html

1. Put note numbers at the end of a text sentence. One note should not apply to more than one text paragraph. 14.26, 14.28


3. After the first citation, use shortened references rather than Latin abbreviations such as ibid, and op. cit. Abbreviated titles may replace short titles but must appear in parentheses at the end of the first
reference (hereinafter cited as Mass. Records [for Records of the Governor and Company of the
Massachusetts Bay in New England]). \textit{14.29-14.36}

4. When a note contains the source of a quotation as well as other material, give the quote source first.
When a note documents several quotes, give the citations in order of their appearance in the text. \textit{14.37}

5. Notes should not exceed one paragraph in length.

6. When citing a footnote from a source include the page number and note number: 468 n. 32.

\textbf{Books}

1. Two authors:

   Ina Woestemeyer Van Noppen and John J. Van Noppen, \textit{Western North Carolina since the Civil

2. Three authors:

   Jeffrey J. Crow, Paul D. Escott, and Flora J. Hatley, \textit{A History of African Americans in North
   Carolina} (Raleigh: Office of Archives and History, N.C. Department of Cultural Resources, 1992),
   12. \textit{14.76}

3. More than three authors:

   Bernard Bailyn et al., \textit{The Great Republic: A History of the American People} (Boston: Little,

4. Editor in place of author:

   \textit{14.103}

5. Editor different from author:

   (Toronto: University of Toronto Press, 1980), 15. \textit{14.104}

6. Edition other than the first:


7. Reprint:


8. Privately published:


9. Publication facts missing:


**Multivolume Books Published over Several Years**

1. One title:


   Adelaide L. Fries et al., eds., *Records of the Moravians in North Carolina*, 11 vols. (Raleigh:


2. Each volume titled separately:


3. Series:

   If the book cited is part of a series, omit the name of the series if the work can be located without it:


Reference Works [under Notes and Bibliography, pp. 741-875]

1. Alphabetical entries:


2. Non-alphabetical entries:


3. Military rosters:


Service record file of Gideon M. Hanks, Thomas’s Legion, Compiled Service Records of Confederate Soldiers from the State of North Carolina (M270), reel 569, Record Group 109, National Archives, Washington, D.C.

Newspapers

Include titles of newspaper articles. 14.192


Italicize the town, whether or not it is part of the newspaper title.


For out-of-state newspapers, italicize the town and give the state in parentheses, whether or not the town is part of the title.


Augusta (Ga.) Chronicle, July 12, 1912.
Journals, Magazines, Essays

1. Journal and magazine articles:


2. Book reviews:


3. Parts of books:


Federal Government Sources

1. Congressional materials:


Senate Committee on Foreign Relations, The Mutual Security Act of 1956, 84th Cong., 2nd sess.,


*Congressional Record*, 71st Cong., 2nd sess., 1930,72, pt. 10:10828–10830. **14.286**


2. Laws:


3. Court records:


*United States v. Stephen Skinner*, April 1804, 1:38, North Carolina District Court Minutes, Records of District Courts of the United States, Record Group 21, National Archives Atlanta Branch, East Point, Ga. (microfilm, State Archives of North Carolina, Raleigh). [Cite the repositories as National Archives Atlanta Branch and State Archives of North Carolina in subsequent references.]

**14.284**

4. Census records:


5. Military references: [no references in CMS]

*The War of the Rebellion: A Compilation of the Official Records of the Union and Confederate*
*Armies*, ser. 1, 49, pt. 1:647.


J. J. Van Home to Acting Assistant Adjutant General for the Department of the South, October 1, 1867, Letter Book 174/375, p. 25, Letters Received, Department of North Carolina, Records of the United States Army Continental Commands, Record Group 393, National Archives, Washington, D.C.


**State Government Sources**

1. Documentary volumes:


2. Legislative records:


3. Laws:


Private Laws of North Carolina, 1845, c. 30, s. 2. 14.282, 14.288

Session Laws of North Carolina, 1943, c. 168, s. 3. [Public Laws and private laws were retitled session laws beginning with the 1943 legislative session.] 14.282, 14.288

Revised Statutes of the State of North Carolina, 1836–1837, vol. 1, c. 150, ss. 3–4. [The state has revised its laws repeatedly. The revisions have appeared under various titles, designated as revised, digested, or consolidated laws. Use the title of the volume cited. If no chapter number is given, cite the page number in its place.] 14.282, 14.288


4. Court Records:


5. Governor’s office records:


6. Land grants:

Land grant to Amos Snotherly, March 21, 1710, Book 6, p. 114, Land Grant Records of North Carolina, Office of the Secretary of State, Raleigh. **14.221-14.231**

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**County Government Sources**

1. Commission minutes: [no references in CMS]

   Minutes, June 7, 1870 (microfilm), Iredell County Board of Commissioners, State Archives of North Carolina, Raleigh.

2. Court records:

   Apprenticeship of William Grain to William White, April 13, 1796, Minutes of the Cumberland County Court of Pleas and Quarter Sessions, State Archives of North Carolina, Raleigh. [If no specific date is given, include the month or season and year of the court term and a page number if available.] **15.374**

   *State v. Mingo Smallwood alias Mingo Jones*, Spring Term 1869, pp. 39–40, Craven County Superior Court Minutes, State Archives of North Carolina, Raleigh. [If no specific date is given, include the month or season and year of the court term and a page number if available.] **15.374**

   *Comfort Jones v. Thomas Tolson*, 1809, Craven County Civil Action Papers, State Archives of North Carolina, Raleigh. **15.374**
3. Deeds:
   Mary Polk to James Curtis, October 4, 1835, Book 13, p. 516 (microfilm), Wake County Deeds, State Archives of North Carolina, Raleigh. 14.219

4. Wills and estates:
   Will of Adam Smith, January 20, 1846, Orange County Original Wills, State Archives of North Carolina, Raleigh. 14.219
   Will of Adam Smith, January 20, 1846, Book 7, p. 56 (microfilm), Orange County Wills, State Archives of North Carolina, Raleigh. 14.219
   Estate of John Johnson, 1846, Orange County Estates Records, State Archives of North Carolina, Raleigh. 14.219

5. Miscellaneous records:
   Petition of Alexander and Lydia Stewart to Emancipate a Mulatto Boy Slave Named John, March 12, 1795, Slaves and Free Negroes, Craven County Miscellaneous Papers, State Archives of North Carolina, Raleigh. 14.219

Private Manuscript Collections

1. Letters:
   Alien Johnson to William A. Graham, January 9, 1865, William Alexander Graham Papers, Private Collections, State Archives of North Carolina, Raleigh. [Subsequent citation to distinguish from Governors Papers: Jonathan Worth to William A. Graham, March 9, 1867, Graham Papers, Private Collections.] 14.228
   Jacob Billikopf to John J. Parker, March 2, 1949, John Johnston Parker Papers, Southern Historical Collection, Wilson Library, University of North Carolina at Chapel Hill. [Cite the repository as Southern Historical Collection in subsequent references.] [Cite the John Johnston Parker Papers as Parker Papers in subsequent references.] 14.228
Mark Squires to Furnifold M. Simmons, January 8, 1925, Furnifold McLendel Simmons Papers, Rare Book, Manuscript, and Special Collections Library, Duke University, Durham. [Cite the repository as Duke Special Collections in subsequent references.] 14.228

2. Diaries and account books:

Diary of James Gwyn, April 1, 1865, Southern Historical Collection, Wilson Library, University of North Carolina at Chapel Hill.

Entry of October 1, 1815, Personal and Plantation Expense Memorandum Book, 1815–1816, Hayes Collection, Southern Historical Collection, Wilson Library, University of North Carolina at Chapel Hill.

3. Essays and speeches:


Theses and Dissertations

1. Unpublished theses:


2. Unpublished dissertations:

3. Microfilm:


**Other Unpublished Sources:**

1. Research papers and reports:


2. Interviews and personal communications:


   John P. Smith, letter to author, April 4, 1980. **14.211**

   Hazel Williams, telephone conversation with author, May 21, 1990. **14.211**

3. Web Pages and Websites

   Leslie Hurt, “Helen Grey Edmonds, 1911–1995,” BlackPast,