

# Style Checklist:

## Chicago Manual of Style, 15<sup>th</sup> edition

### Spelling and Grammar

- Use US spelling (e.g. analyze, color, organization, toward); however, in quoted material, spelling is left unchanged.
- Use serial comma in all instances (e.g. red, blue, and green; she took a photograph of her parents, the president, and the vice president).
- Relative pronouns: Use “that” in restrictive clauses and “which” in non-restrictive clauses. For example, “The results, that have been described in Section 2, have been approved by the BMC” (author only concerned with results that have been discussed in section 2). The results, which have been described in Section 2, have been approved by the BMC” (author is concerned with all results and all results have been described in section 2).

### Numbers

- Spell out whole/round numbers one through one hundred. For example, “thirty-two children from eleven families were packed into three vans”. Use numerals for other numbers, unless the number starts a sentence.
- Series of numbers: All numbers must be numeral. For example, “the population grew from an initial 15,267 in 1960 to 21,000 by 1970 and 34,000 by 1980”.
- Thousand separator: comma (where upwards of four digits)
- Date style: Month/Day/year format. For example, “the performance took place on February 2, 2006, at the State Theatre in Ithaca”.

### Abbreviations

- Define at first mention in the abstract, and then redefine at first mention in the text. If the term is mentioned only once in the abstract, it should be written out in full.
- Spell out “United States” in full in running text; abbreviate when used as part of an address; US; UK (not England, Wales, Scotland).
- Spell out the names of states, territories, and possessions of the United States in the running text, when standing alone, and preferably following a city name (except DC). For example, “Lake Bluff, Illinois, was incorporated in 1895”. Abbreviate using two letter postal code (rather than conventional abbreviations), in bibliographies, tabular matter, and mailing addresses.
- Abbreviate units of measure where preceded by a numerical value. Do not pluralize the abbreviated form of a unit.

### References

- Author-date style, Chicago 15<sup>th</sup> edition, reference style R
- In text citation: (Pollan 2006, 99–100)

# Manual Men English Edition

**Henry G. Bohn, Lowndes, William  
Thomas, 1798?-1843**



## Manual Men English Edition:

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