Public Affairs Quarterly Style Sheet
Last updated October 2021

General
Use Chicago Manual of Style, 17th edition (although some of the following rules may differ from Chicago style).
Use Merriam-Webster’s 11th Collegiate Dictionary.

Abstract is used--without heading, set roman. There are no citations in an Abstract.

Acknowledgments (optional) appear in the Notes section, unnumbered before numbered Notes entries, not indented.

Affiliation of author (university name) appears after the article Conclusion and before Notes or References.

Callouts in text: (see Fig. 1), coded between paragraphs as <insert Figure 1 about here>

Constructions are acceptable.

Figure captions: Figure 1. Caption is capitalized in sentence style and ends with a period.

Headings style: Numbering is optional, but if numbered, section headings should be numbered with Arabic numerals followed by a period. Headings and subheadings are ordered as follows:
1. Heading level 1
   1.1 Subhead level 2
      1.1.1 Sub-subhead level 3
   1.2 Subhead level 2

Pronouns: Gender-neutral pronouns may be used. See CMS (5.48: Singular “they”). First-person pronouns okay when describing the paper (“I advance the following argument in this paper ...”), but try to avoid second person pronouns (‘you,” “your,” etc.).

Tables: Table 1. Table captions are capitalized in sentence style but do not end with a period

Grammar and Copyediting
Abbreviations
• Use “and” (instead of &, except in publisher’s official name, e.g., Harper & Row)
• Spell out all but the most common acronyms and abbreviations at first mention
• Try to avoid beginning a sentence with an acronym or abbreviation
• Time: Use a.m. and p.m. (6:45 p.m.; 5 a.m.)
• The use of contractions is acceptable
• Exceptions--Legal citation abbreviations: follow Blue Book/CMS
Page reference for an endnote: 128n4

Numbers and dates
- 1980s (or “the eighties”), mid-1980s, late 1960s; 55 BC and AD 1900, 1997-1998
- Centuries: twentieth century, twenty-first century
- Spell out the names of months (even in References and Notes)
- 1980-1983 (use hyphen and do not abbreviate as 1980-83); hyphen between numbers will be automatically changed to en-dash
- 10 percent (use numeral and spell out “percent”; do not use % symbol except in tables)
- 1,368 (use comma); $5,000
- $3, $367, $6 million
- age 65, a 5-year-old (noun, adj.), he is 5 years old; she’s in her forties
- Page numbers: 380-89 (drop out all but the last two digits in ranges and don’t use “p.”)
- Spell out numbers one through one hundred and round numbers that can be spelled out in two words (e.g., “fifty thousand”) except for parallel style within a sentence containing a numeral; and chapter 1, section 2, etc.; use numerals for measurements (1 inch, 57 miles, 7 hours, 5 years, etc.), ages (7-year-old, etc.), and equations
- 25 million, 6 billion
- Spell out ordinals (“third”) except in References edition (3rd edition)
- Numbers in numbered list enclosed in parentheses: (1), (2), etc.
- Section headings do not have to be numbered, but if numbers are used, the headings should be numbered with Arabic numerals (not Roman numerals)

Punctuation
- Use serial comma (a, b, and c)
- No periods in upper case acronyms or abbreviations (FBI, URL); US (adjective only), UN
- Use single quotes inside double quotes “‘””; avoid using single quotation marks as “scare quotes” or to denote a word as a word
- Use comma before and after “Jr.” (e.g., Martin Luther King, Jr., is my hero.)
- Use a comma after introductory phrases or words
- Do not capitalize the first word of a single sentence following a colon (unless it is dialogue, or it signals or introduces more than one sentence)
- Hyphens are used before a capitalized word, or to prevent mispronunciation (non-science, co-morbidity) or misreading (anti-intellectual), or to emphasize the prefix.
- This journal does not hyphenate proper nouns or adjectives relating to nationality or geography (African American, French Canadian history, Aboriginal Australians).
- Use comma before “because” only if what follows is non-restrictive (it usually is not used because it breaks up the causal relationship between the two clauses)
- The possessive form of a name that ends in “s” adds “’s.” (Rawls’s theory)

References (modified from Chicago Manual of Style)
- Section subhead is “References”
- References section follows Notes section (if both are used)
• *17th ed.* Copyeditors **SHOULD** use the long em-dash for sources by the same author (sort alphabetically by title), although authors are discouraged from doing so, and we need to change it at the editing stage: CMOS 6.94

• Use headline style caps for article and book titles

• Spell out journal titles, but omit “The”

• Spell out the names of months

• Use U.S. Postal service state abbreviations

• Use initials with a space between them (Key, J. S.) but only abbreviate first name if full name is not available or is not used in publications

• Drop out all but the last two or more digits in the second number of a page range (use hyphen although it will be changed to an en-dash in typesetting); do not use p. or pp.

136-49 26-29
108-09 1023-359

• Access date only needed for online-material citations if source’s text is periodically updated.

• In References, list all author names up to seven authors (or editors)—list seven authors or editors followed by “et al.” (but in text citation use “et al.” for four or more authors: (First Author et al.)

• 8.192 Set titles of blogs in italics

• 8.191 Set titles of websites in italics if there is a print version: *Encyclopaedia Britannica Online; New York Times; Oxford English Dictionary Online*

• 8.191 Set other (than above) website names roman: Google, Facebook, the Internet Movie Database (IMDb); Wikipedia

**References, sample entries:** (underline denotes italics in final version)

**Book:**


*Book, reprint (of earlier edition; in edited collection), later edition:*


Editor and/or translator in addition to author:

Volume, multi-volume work:

Chapter:

Introduction:

Article: (doi optional; URL is helpful if found online)


Article without author (use article title in author’s place):

Article or document published on a sponsored organization’s website:
Book review

Blog post

Conference paper presented

Dissertation:

Film

YouTube Video
https://www.youtube.com/watch?v=38e-Wyb8RDU.

Legal citation:
Legal works need only be cited (without italics) in Notes section or in italics in the article text, but not necessarily in References.

Sound recording:
in text (Pink Floyd 1970, track 5)

In-Text Citation when using a References list: Use endnote numbers in text (no parenthetical citations)

• Scriptural: (2 Corinthians 11:29-30)

Endnotes: New policy is to require a References section that works with the Endnotes

• Try to use only one superscript number per sentence when needed (there will be cases where using more cannot be avoided); never place two superscript numbers in the same place—combine Note text instead.
• Place superscript number after punctuation (except em-dash, place before)
• For endnote entries with more than three authors, use just the first author plus “et al.” in Notes section
• Access dates following website URLs are only needed if the website is periodically updated.
• Legal citation: Legal works need only be cited in Notes section, not in References. In Notes section, the name of a court case is not italicized (it is italicized in the text): Arizona v. United States, 567 U.S. (2012).

Endnotes and References Both Used: Style for Notes
• 17th ed. Do not use ibid. in notes or text
• Use shortened title (omitting initial “The” and “A,” An”).
• Notes section precedes References section
• Use first author plus “et al.” to cite more than three authors
• Book or article [title in shortened form] cited in Notes, referring to a References entry:
  1. Morley, Poverty and Inequality, 475-76.
  3. Raz, Authority of Law, 51n9. [page number and endnote or footnote number]
  3. See Little (Norms of Collegiality, 34). [title and page are in parentheses if endnote is in sentence form]
  4. See Novak (“Myth of the Weak,” 46); and Pollan (Omnivore’s Dilemma, 3).
• Legal citations (no italics used for case names in endnote citations):

Spelling, Hyphenation, and Compound Words

Aboriginal Australian                  all-or-none
above-mentioned                      al-Qaeda
Achilles’ heel                       a.m. (as in 6:30 a.m.)
aknowledgment(s)                     Amendments (U.S. Constitution): First
AD (goes before the year: AD 1400)   Amendment, etc. (spell out)
ad hoc                               analogue
advisor                              Anglophone
aficionado                           antiabstention
African American (noun, adj.)        anticommmons
afterward                            anti-evolution
agents provocateur (plural)          antipsychotic
aging                                anti-Semitism
a.k.a. (“also known as”; use periods) antiwar
apartheid

a priori

archetypally

artifacts

Asian American (noun, adj.)

Asperger’s Syndrome

AWS Autonomous Weapons Systems

backup (noun, adj.)

backward (adv., adj.)

bandwagoning

BC (not BCE)

benefitted

benefitting

Best Interests Doctrine, the

better-off

Big Pharma

bipartisan

black (preferred way to refer to race); but go with whatever the author uses

BlackBerry (trademark name)

black heva plague

blackjack (card game)

Black Power

blasé

BMJ (journal title is initials—not spelled out)

breakup (noun)

brush strokes

burka

buy-in (noun)

bylaw

by-product

c.

café

canceled

canvassed

carryover (noun)

carte blanche

catalogue

catch-22

cell phone

ceteris paribus

child rearing

church: The Catholic Church

CIA

Civil Rights era

Civil Rights movement

cliché

c-o-author

c-oextensive

c-obhabitate

c-color-blind

c-ombated

c-common-law (hyphenate adj.)

c-commonsense (adjective)

c-co-morbidity

c-compose: the parts compose the whole

comprise: the whole comprises the parts

Confederate battle flag

Confederate States

congressional

c-consciousness raising

Constitution, the (when referring to the US Constitution); but constitutional rights

c-co-opt

c-copyediting

c-cost-effective

c-counter-argument

c-counter-example

c-counterintuitive

c-counterproductive

c-counter-resist

c-counter-terrorism

Coup d’état

Court (Cap. in reference to US Supreme Court)

c-co-worker

c-cross-purposes

c-cut-in

c-cutoff (noun, adjective)

data: singular for “information”; plural when specific: “The data have been published.”

database

data set

day care

decision maker
historical: “a historical . . .”) (not “an historical . . .”)
hi-tech
homeschool (verb, noun); homeschooling homologue

ibid. don’t use (CMOS 17th ed.)
i.e. is only used inside parentheses and is followed by a comma (i.e., just like this) in between (no hyphen for adverb or preposition)
Indigenous (capitalize when referring to a specific population)
infeasible
infinitesimal
information-gathering
in-group
inquiry (not enquiry)
inssofar
Inter alia
intergenerational
intergroup (adj.)
internet
inter-related
in vitro
IPRs (Intellectual Property Rights; note plural)
Ipso facto
IQ

jihadists
, Jr.,
judgment
Jus ad bellum
Jus in bello
just war (no hyphen for adj.)
just war theory

labeled; labeling
Labour party
laissez-faire (n., adj.)
lastness
lawbreaker
leveled
leveling-down (adj.)
lifesaving

life span
linchpin
lingua franca
long-standing
long-term (hyphenate adj.)
low-income (adj.)
low-value users

makeup
man-made
Marine (member of the US Marine Corps)
mass-produce (verb)
means-right
Members of the United Nations
mens rea
meta-analysis
metaethics
Middle Ages
Midwest, but Midwestern
mind-set
minuscule
modeling
modus vivendi
mother ship
multicultural
multimillion
multiple-choice test

naïve; naïveté
nation-state
n.d.
neo-Confederate
neoliberal
neorepublican
9/11
non- (okay to use hyphen to emphasize “non-”)
non-arbitrary
non-autonomous
non-Christian
non-citizen
noncombatant
non-consensual
noncooperation
nondiscriminatory
non-enormity
non-governmental organizations (NGOs)
nonhuman
non-ideal
non-interaction
non-lethal
nonmarket
non-members
nomilitary
Non-necessity Thesis
non-oppressed
non-Pareto-optimal allocation
nonpolitical
nonprejudiced
nonprofit
nonpublic
non-science
non sequitur
non-sexual
nonsmoking
nonstarter
nontrivial
nonviolent
North, but northern, northerner
NYU Press

ObamaCare
offense
office-holder
off-limits
off-line
off-loaded
okay
old age pension
ongoing
open borders
open-mindedness
option-right
opt out
o’s
Osama bin Laden
out-group
over-reaching
over-representation

pace (as preposition “contrary to the opinion of”)

Pareto-optimal [outcome]
Part (for section of a book or article)
passim
PATRIOT Act (USA PATRIOT Act)
payoff (noun)
peer review (noun--no hyphen)
peer-review (verb)
“peer-review process” or peer-reviewed
[journal] (hyphenate adj.)
percent (spell out, with numeral: 50 percent); use % symbol only in a formula or calculation or table
per se
petit bourgeois (noun, adj.)
PhD
Plains Indians
pleaded
p.m. (as in 6:45 p.m.)
policyholder
policy maker; policy making
postdoctoral
posthuman
postpartum
postproduction
post-racial
post-traumatic stress disorder
postwar
potshot
predominantly
preemptive
pre-existing
pre-production
pre-punish
presuppose
preventive
prima facie
problem solving (no hyphen for noun)
Prop. 47
pro tanto
protester
pseudo-skepticism
publicly (not publically)
push-up (noun)

qua
Quebecois
raison d'être
Rawls’s (possessive form)
real-world (hyphenate adj.)
re-describe
re-elect
re-entry
re-evaluate
referendums
regard--“with regard to”; “in regard to”
re-interpret
re-invigorate
religious Right
relocator
re-orient
replicator dynamics (treat as plural)
Republican Party
résumé
(rev. edition) style for “revised edition”
risk-averse
road map
role model (no hyphen in noun)
round-robin

seat belt (noun)
second degree murder
second-best (adj., noun)
secondhand [smoke]
second-personally
section; abbrev. see. in Notes or References:
lowercase in running text: “in section 2 ...
section symbol: space follows: § 1396c
seesaw
Sen. John Kerry
shortcut
[sic] is used to indicate an error in the source
side-constraints
side effect
sidestep
signaled
simpliciter
sizable
skeptic
smartphone
Social Security
sociocultural

socioeconomic
sociopolitical
sophistic
sound bite
South, but southern, southerner
S.B. (Senate Bill)
spin doctor (no hyphen for noun)
standoff
stand your ground laws
start-up
straw man
subclass
sub-vice
swath

Taser
telegnosis
teleagnostic
“that” is restrictive (“which” is non-restrictive)
theater
theoretical
think tank
Third World
thought-police
three-quarters
time: a.m., p.m.
time frame
time span
tool kit
tout court
toward
trade-off (noun)
traveler; traveling
TV
twofold

[ü is alphabetized as a “y”]
UK (adj., noun: the UK); also, use in
References
underreporting
underrepresented
unit-step
unmedicated
UN (adj. United Nations; spell out when
used as a noun)
US$
US (use as adjective for “United States”; noun is spelled out; use U.S. in legal citation)
US Special Forces
US Treasury Secretary Henry Paulson
usable
utopian

vice president
vice versa
vis-à-vis
viz. (use only in parentheses, followed by a comma; in text, use “namely”)

War on Terror
war zone
Washington, DC
the web
website
well-being
well-designed
well-off
West Coast Code
Western Hemisphere
“which” is non-restrictive (“that” is restrictive)
whistle-blower
whistle-blowing
white (preferred way to refer to race), but go with whatever the author uses
white-collar workers
WikiLeaks
workers’ compensation
workforce
worldwide
worldview
World War II (not WWII)
worse-off; worst-off
worst-case scenario
wrongdoing
wrong-making features

X-ray
x’s