



The  
American Jewish  
Archives

Journal

Gary Phillip Zola, Editor

## Author's Style Sheet

updated April 2007

For matters of style not addressed below, please refer to the most current edition of *The Chicago Manual of Style*.

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### Abbreviations

As a rule, limit the use of abbreviations. Spelling out will generally minimize confusion. When using abbreviations, follow these guidelines:

#### **Acronyms:**

Spell out on first reference, even if the acronym is widely recognized. Follow with the acronym in parentheses, and use the acronym consistently in subsequent references.

#### **Place names:**

Spell out states except when part of a complete address; then use two-letter abbreviation. Spell out street names.

#### **Time:**

B.C.E. and C.E. are placed after the year. *AJA* does not use B.C. or A.D.

Do not abbreviate months or days of the week except when used in lists, tables, or reference notes.

#### **Miscellaneous:**

*Etc.*, *i.e.*, and *e.g.* are acceptable abbreviations. However, be careful not to overuse *etc.*; and do not confuse *i.e.* (“that is”) with *e.g.* (“for example”).

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### Foreign Terms

Italicize all foreign terms, except those that have been incorporated into common English usage (for example, “faux pas,” “ad hoc,” “kosher,” “matzah”).

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### Numbers/Numerals

Spell out numbers one through one hundred, including one hundred. Spell out any number above one hundred that can be written in two words (“three hundred,” “six million”). The same rule applies to ordinals, including street names.

Spell out the time of day.

#### **Exceptions:**

Use numerals for the following: measurements (“6 feet”), dimensions (“3 feet by 3 feet”), percentages (“2 percent”), figure numbers, page numbers, and numbers within tables. Also, use numerals for decades (“1960s,” not “the ‘60s,” or “the sixties”).

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### Punctuation

#### **Comma:**

Use the final comma in serial commas. (“They traveled by boat, wagon, and rail.”)

Use a comma in numerals of more than three digits.

**Ellipses:**

Use three periods, each separated by a space. If the omission occurs at the end of a sentence, place the end punctuation (period, question mark, or exclamation point) immediately after the last word, followed by the three periods.

**Quotation marks:**

Limit the use of quotation marks to emphasize words and phrases. If the meaning can be conveyed without them, do not use them.

Place quotation marks outside of commas and periods but inside colons and semicolons.

Quotation marks may be placed either inside or outside question marks and exclamation points, depending on whether the quotation *expresses* a question or exclamation or is *framed by* a question or exclamation. For example:

Why did she identify herself as a “radical rabbi”?

They yelled, “Watch out!”

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**Reference Notes**

All notes should appear as endnotes, not footnotes. They should be double spaced and numbered consecutively.

Acceptable abbreviations include p./pp., ed./eds., et al., *ibid*, *op.cit.*, and *loc. cit.*

Spell out other text in endnotes, including volume, number, figure, and quarterly.

Use an en dash to indicate a range of pages, and give full page numbers (“126 – 133,” not “126 – 33”).

When citing a Web address, provide the URL (e.g., [www.AmericanJewishArchives.org](http://www.AmericanJewishArchives.org)).

**Journal article:**

Author First then Last Name, “Article Title,” *Journal Title*, Volume X, Month Day, Year, pp. XX – XX.

**Book:**

Author First then Last Name, *Book Title*, City: Publisher, Year, pp. X – X.

**Chapter in an edited book:**

Author First then Last Name, “Chapter Title,” in *Book Title*, Editor Name(s), ed(s)., City: Publisher, Year.

**Dissertation or thesis:**

Author First then Last Name, “Paper Title,” Ph.D. Dissertation, University Name, Year.

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**Gender Neutrality**

When dealing with historical material, certain references that are deemed sexist by today’s standards must be taken as a sign of the times. However, in instances where the reference is not historically relevant, every effort should be made to use nonsexist language.

“Girl” should only be used for females younger than eighteen. Also, look suspiciously at uses of “gal” and “lady.” “Woman” is the preferred word.

Use “he or she,” not “s/he.” When giving examples, vary between “he’s” and “she’s.” Also, make sure that fictitious examples do not perpetuate stereotypes (nurses are always female, doctors are always male, etc.).

Use gender-neutral terms whenever possible. (“mail carrier,” “firefighter,” “police officer.” Also, “work crews,” not “workmen,” “staffing the desk,” not “manning the desk,” “humanity,” not “mankind.”)

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**Subheads**

To enhance readability, articles should be organized into sections with subheads whenever possible. Subheads are flush left, boldface, in title case — *not* all caps. Double space (that is, double-double space, as the entire document is double-spaced) before each subhead.