



Introduction

In this style guide, I've tried to address questions that seem to surface repeatedly. There is a lot of information that isn't here, but I purposely left out what seems to be common knowledge (otherwise the length would be out of hand!). Of course you will have questions that aren't answered here; that's the beauty of an online style guide—it can be continually updated. When you run across something additional that you'd like to see included, the editor is happy to oblige so take a moment and drop her an e-mail (gostele@iastate.edu). For the most part *The Chicago Manual of Style* (CMS) is the reference of choice, although exceptions do occur.

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Abbreviations

Following is a list of alum degree abbreviations from the Alumni Association:

ABE (Agricultural and Biosystems Engineering)

BSAgE'44, MSAgE'46, PhDAgE'50

BSABE'96

AerE (Aerospace Engineering)

BSAerE'44, MSAerE'46, PhDAerE'50

BSESci'77

BST&AM'49, MST&AM'50, PhDT&AM'55

CCEE (Civil, Construction, and Environmental Engineering)

BSCE'44, MSCE'46, PhDCE'50

BSConE'44, MSConE'46 PhDConE'50

CBE (Chemical and Biological Engineering)

BSChE'44, MSChE'46, PhDChE'50

ECpE (Electrical and Computer Engineering)

BSCpE'44, MSCpE'46, PhDCpE'50

BSEE'44, MSEE'46, PhDEE'50

BSECpE'96

IMSE (Industrial and Manufacturing Systems Engineering)

BSIE'44, MSIE'46, PhDIE'50

BSIMSE'88

BSEOp'46, MSEOp'46, PhDEOp'50

BSEngr'44, MSEngr'46

MSE (Materials Science and Engineering)

BSCerE'44, MSCerE'46, PhDCerE'50

BSMetE'79, MSMetE'81, PhDMetE'88

BSMetallurgy'90, MSMetallurgy'94, PhDMetallurgy'97

ME (Mechanical Engineering)

BSME'44, MSME'46, PhDME'50

BSEnVE'79, MSEnVE'90

Degree abbreviations for undergrads should be as listed in the ISU directory but with capitalization as above and the only space coming between the department and year in school (ConE 4). Both grad and undergrad abbreviations as cited here are for use as a clarification of the name (e.g., Bill Clinton, BSCerE'82, or Stuart Little, ECpE 3). Refer to Academic Degrees (below) for other instances of degree abbreviations.

A few miscellaneous abbreviations include i.e., e.g., and et al. In English they mean “that is,” “for example,” and “and others,” respectively. When using i.e. and e.g., always use the periods and follow by a comma—the punctuation preceding their use depends on the magnitude of the break in continuity. Et al. has a period after only the second word and is most commonly used in bibliographic citations of more than three authors.

Iowa State University should be spelled out the first time it is used within an article and abbreviated to Iowa State (not ISU, according to the Office of University Marketing) in subsequent references. The marketing office, however, says we should abbreviate Iowa State University Extension to ISU Extension (or just extension) after the original citation.

Academic Degrees

When used in text (i.e., not as an extension of the name as above), degrees should no longer be given with periods (BA, MS, PhD). If spelled out, use bachelor's degree, master's degree, and doctoral degree, or bachelor of arts, master of science, and doctorate. If given the option, use the abbreviations instead of spelling out the degrees.

Acronyms

An acronym should be spelled out the first time it is used within a document (put acronym in parentheses after the full name). If it won't be used again in the document, don't bother mentioning the acronym. When the full name is used the first time, don't use capital letters for the acronym words unless proper nouns are involved (e.g., National Science Foundation [NSF], but British thermal unit [BTU]).

Try not to start a sentence with an acronym. Obvious exceptions occur—e.g., NBC; this becomes a judgment call depending on the situation.

Capitalization

Faculty positions (assistant professor, associate professor, etc.) should be capitalized if they appear before the name (i.e., they're part of the name as in Professor Mary Smith), but not capitalized if given after the name (e.g., Mary Smith, professor of biology).

As a common rule, titles and job positions aren't capitalized within text. If they are called out (as in a list of some kind), they may be capitalized to be consistent—that becomes a judgment call.

Official names of organizations are capitalized, but not when given in an unofficial form. For example, Department of Chemistry is capped while the chemistry department is not; also, Ames Public Library Board of Directors is capped but not when cited as the board of directors for the Ames library. An exception Dennis and I agreed on is to cap in the case of Departments of Chemical Engineering and Mechanical Engineering, Professors Doug Jones and Mary Smith, etc., even though they aren't exactly the formal (singular) names—it gets too cumbersome to list them individually and to leave them lowercase looks a little bizarre.

Refer to Technological Terms for capitalization of computer terminology and Lists for capitalization in bulleted lists.

Commas

Commas are always used before the “and” in a series, contrary to AP style (e.g., peanut butter, jelly, and bread). If the individual elements in a series in a sentence include commas, however, separate them with semicolons (e.g., She had lived in Boston, Massachusetts; Chicago, Illinois; and Ames, Iowa.).

Commas are also used to separate two adjectives that alone modify the noun (i.e., if “and” could be used between the adjectives, use a comma).

A dependent clause that comes before the main clause is usually set off by a comma. Likewise with adverbial phrases, although not short ones (this afternoon, after dinner, etc.).

Commas should be used after that is, for example (and i.e., e.g.), namely, and similar expressions.

Regarding dates, commas should be used with normal date style (June 5, 1979), but not when cited as 5 June 1979. If only the month and year are used (June 1979), no comma is necessary.

A comma is required before a conjunction if there are two distinct sentence structures, but should not be used if the two parts of the sentence share the same subject or verb. A comma may, however, be used in this case for reader clarity—but only if the sentence gets too long or cumbersome without it.

Compound Words

If two words are used together to form an adjective, they are often hyphenated (unless the first one ends in “-ly”). If the same two words are used in adverb form, they most often aren’t hyphenated. It’s probably safest to consult *The Chicago Manual of Style* (or an editor, who will probably look it up!) for each individual case if questions arise.

Another common question regarding compound words involves capitalization in titles. Although the fifteenth edition of *Chicago* goes with capping the first word and lowercasing the second, the Office of University Marketing caps both words. We’ll follow the university marketing guide and cap both words. This is a change from the way we’ve been doing it, but follows the university style guide and just tends to look better in a lot of cases.

Some examples of compound words we may encounter include

- classroom
- nondestructive
- postdoctorate
- fundraising

Course Titles

Course titles should be cap/lowercase and italicized when citing the official titles (e.g., *Introduction to Geology*), but lowercased and not italicized when making a general reference, unless using a proper noun or adjective (e.g., English, psychology).

E-Week

E-Week is hyphenated when used as a single noun. When spelled out, there is no hyphen or apostrophe (Engineers Week) to agree with the Engineers Week Web site.

Footnote Notations

The superscript number for a footnote should appear at the end of a sentence or clause. It follows any punctuation mark except for the dash, which it precedes. It follows a closing parenthesis. Normally, the footnote number follows a quotation.

Hoover/Howe Auditoriums

For general reference, the auditorium in Hoover is formally called the Kent-Stein Foundation Auditorium, and the one in Howe is formally the Alliant Energy-Lee Liu Auditorium.

Hyphens/Dashes

The two most common uses of hyphens are to divide words and to place between modifying words that make up an adjective. In most other cases, dashes are used. There are no spaces on either side of a hyphen.

The en dash is longer than a hyphen and about half the length of the em dash. The main use of the en dash is to indicate continuing, or inclusive, numbers (dates, time, or reference numbers). It

is also used in names of institutions (e.g., the University of Missouri–Rolla). There are no spaces on either side of an en dash.

The em dash is used primarily in place of parentheses or a semicolon. It may separate a parenthetical phrase from the rest of the sentence or continue a thought. There are no spaces on either side of an em dash.

There are also 2-em and 3-em dashes, although we seldom use them. The 2-em dash (no spaces on either side) denotes missing letters. The 3-em dash (no spaces on either side) indicates the omission of an entire word. The 3-em dash is also used in bibliographic listings to indicate the same author as in the preceding item.

According to the Office of University Marketing, hyphens should be eliminated between the area code and seven-digit number in phone numbers (e.g., 515 294-1858).

Institution Titles

Although CMS has nothing verbatim to support this, every example they give around the subject uses “the” before institution names that contain a preposition, so ECM style will do the same. Examples of this would be the University of Minnesota, but Minnesota State University. CMS also supports not capitalizing that “the” in running text, even if it’s part of the official school title. Another accidental find I came across in my hunt is that the University of Missouri–Rolla et al. should use en dashes instead of hyphens.

Lists

Lists, if not in text, should be indented. Bullets, numbers, etc., receive the same indentation as paragraphs and two spaces (or at least fewer spaces than a paragraph indentation) should be put between that and text.

A colon is commonly used to introduce a list or series (e.g., “The chapter included use of the three most common punctuation marks: periods, commas, and question marks.”), but not if the individual elements could complete the sentence themselves (e.g., “The most common punctuation marks were periods, commas, and question marks.”). A colon is always used to introduce a list if the terms “as follows” or “the following” are used.

Generally periods (commas, semicolons, etc.) aren’t used after individual items in a list. The exception would be if each item was a sentence in itself. If the list completes a sentence begun in an introductory element, the final period is also omitted.

The first word in each listed item should be capitalized if the item is a sentence in itself. If not, capitalization is arbitrary, but should be the same throughout the list and consistent with other lists in the piece.

Also, the individual items within a list should have equal grammatical elements (e.g., if most of them begin with a participle, they all should).

If numbers or letters are used to separate the individual elements of a list in text, parentheses should be used on both sides of the number or letter. In a vertical list, use a period without parentheses to enumerate items.

Numbers

According to CMS, numbers should be spelled out through ninety-nine and also if they're followed by hundred, thousand, million, etc. Newspaper style, though, has only numbers one through nine spelled out and all other numbers as numerals. ECM routinely goes along with CMS as much as possible, but in this case our style is to spell out one through nine and use figures for 10 and above. There are times when exceptions have to be made, and this is strictly a judgment call (e.g., to give the numbers more weight). The main element here is consistency within a given document, so don't mix and match.

Another consistency to follow is the use of numbers within the same sentence. Avoid a mix of number styles within a sentence. Don't use figures for some and spell out others—it's preferable to use figures for all the numbers then.

Spell out numbers at the beginning of a sentence (unless it is a year), regardless of any inconsistency this would cause. Also, scientific usage of numbers (mathematical, statistical, and technical) should be as numerals (usually measurement), especially when an abbreviation is used for the unit of measure. Percentages and decimals are given as figures instead of spelled out. When a decimal is used in scientific text, put a zero before the decimal point.

Percentages

As stated above, percentage numbers are given as figures instead of being spelled out. The percent sign is used in scientific and statistical copy, but spelled out in "humanistic" (CMS's word) copy (e.g., 17% of the cultures tested were defective; 20 percent of the people attending received prizes). If, however, the humanistic copy includes numerous percentage figures, the symbol is more appropriate.

Pull Quotes

Pull quotes should be just that—pulled and quoted from the text. The sentence, fragment, etc., needs to be in quotation marks exactly as it appears in the text. Also, don't put the pull quote too close to its text citation or it can create a double-vision feeling for the reader.

References

Following is a list of reference samples:

Book

Smart, N. 1976. *The Religious Experience of Mankind*. 2nd ed. New York: Scribner.

Cartwright, P. 1956. *Autobiography of Peter Cartwright, the Backwoods Preacher*. Ed. W. P. Strickland. Cincinnati, Ohio: L. Swormstedt and A. Poe.

Edited Book

Kamrany, N. M., and R. H. Day, eds. 1980. *Economic Issues of the Eighties*. Baltimore, Maryland: Johns Hopkins University Press.

Book Section

Ogilvy, D. 1965. The creative chef. In *The Creative Organization*. Ed. G. A. Steiner, 199–213. Chicago: University of Chicago Press.

Conference Proceedings

McDaniel, T. J., D. D. Gemmill, D. R. Flugrad, and M. S. Devgun. 1990. An interdisciplinary approach to design education. In *Proceedings of the 1990 North Midwest Section of ASEE*, ed. J. H. Krouse, 299–304. 30 September–2 October, Michigan Technological University, Houghton.

Journal Article

Martin, S. W. In press. An evaluation of ionic conductivity in AgI glasses: The graded percolation model. *Solid State Ionics*. **(Note that "In press" or "Accepted" are the only phrases that replace the year.)**

Breitbach, K. L., and L. S. Chumbley. 1991. Comparison of nanocrystalline material produced using mechanical milling and an RF-plasma heating source. *Scripta Metallurgica* 25 (11): 2553. **(Note that all volume numbers are Arabic, even if the reference itself uses Roman numerals.)**

Hori, S. 1979. Some problems regarding Ch'ing rule over southern Sinkiang (in Japanese). *Shigaku Zasshi* 88 (March): 1–36.

Wipf, T. J., F. W. Klaiber, and M. J. Hall. 1990. Strengthening of steel stringer bridges by transverse and longitudinal stiffening. *Transportation Research Record* 1223:54–62. (Note that if there is no month or issue number in parentheses, there is no space after the colon.)

Report

Iowa High Technology Council. 1988. *Development of Amorphous Cutting Tools by Laser Processing*. Final report.

Dreiser, D. J. 1987. *One Million to One—Odds Are Against You*. Report no. 192 to the State Lottery Commission. Champaign: University of Illinois Press.

Thesis or Dissertation

Ross, D. 1976. The Irish-Catholic immigrant, 1880–1900: A study in social mobility. Ph.D. dissertation, Department of Sociology, Northwestern University, Evanston, Illinois.

Presentation

Matthews, M. A., V. M. Shenai, and B. L. Hamilton. 1991. Diffusion in liquid and supercritical fluid mixtures. Paper presented at AIChE Fall National Meeting, 17–22 November, Springfield, Massachusetts.

Patent

Danofsky, R. A., and R. A. Hendrickson. 1971. Testing apparatus for count-rate circuits using pulses. U.S. Patent #3,609,536.

Personal Communication

Colonel William Rich, telephone conversation with author, Oak Park, Illinois, 12 October 1989

World Wide Web

Burka, Lauren P. 1993. A hypertext history of multi-user dimensions. *The MUDdex*. www.apocalypse.org/pub/u/lpb/muddex/essay/ (accessed 5 December 1994).

Email Message

Franke, N., frankel@llnl.gov. 29 April 1996. Use the subject line as the title. Type (personal email, distribution list, office communication) goes here, followed by date of access. (3 May 1996).

Book Review

Boehnke, M. 2000. Review of *Analysis of human genetic linkage*, 3rd ed., by J. Ott. *Am. J. Hum. Genet.* 66:1725.

Play, Movie, TV, Concert, Etc. Review

Kauffman, S. 1989. Review of *A dry white season* (MGM movie). *New Republic*, October 9, 24–5.

Note

Bolinger, D. *Language: The Loaded Weapon* (London: Longman, 1980), 192n23.

Abstract

Cricket, J. 1952. The rise and fall of scrambled eggs. Abstract. *Journal of Breakfast Cuisine* 6 (67): 621.

Monograph

House, E. M. 1979. *The art of origami*. Yale University Library.

Extension Publication

Iowa State University Extension. 1995. *Eat Wisely for You and Your Baby*. PM 813. Ames, Iowa.

Bulletin

Winfrey, R. 1967. *Statistical Analyses of Industrial Property Retirements*. Bulletin 125 (revised). Engineering Research Institute, Iowa State University, Ames, Iowa.

Software

FileMaker®Pro 3.0 for Macintosh. 1990, 1992–1996. Santa Clara, California: Claris Corporation.

Video

Cleese, J., T. Gilliam, E. Idle, T. Jones, and M. Palin. 2001. “Commentaries.” Disc 2. *Monty Python and the Holy Grail*, special ed. DVD. Directed by T. Gilliam and T. Jones. Culver City, California: Columbia Tristar Home Entertainment.

Exhibition

Art Institute of Chicago. 1971. *American Art of the Colonies and Early Republic; Furniture, Paintings, and Silver from Private Collections in the Chicago Area*. Chicago: Art Institute of Chicago.

Performance

A live performance is unrecoverable data, and therefore not subject to citation. If you get arguments about that, use the following (and, by the way, this was quite a performance):

Gostele, C. 1998. *Leaving Your Oldest Child on a College Campus for the First Time and Not Breaking Down in Front of Him*. Des Moines, Iowa: Drake University. Summer/Fall.

Product Development

This is an obscure category. There has to be documentation for any product that has been developed, but that could be in many forms from reports to patents to Web pages. My suggestion is to use whichever of those formats applies (and this really covers any of the other citation styles in this list).

Expert Testimony

Solomon v State of New York (146 AD2d 439, 440 [1st Dept 1989], quoting *Addington v Texas*, 441 US 418, 427 [1979]). Info: *Case Name* (Vol. Reporter firstpage, jumppage [court year], *appellatehistory* appellate decision [year]).

Panel

Balmer, M. 2005. Database for reference citations. Panel member, First Annual ECSS Employee Conference, Acapulco, Mexico, January 2–30.

Poster

Ferguson, C. J., and B. A. Schaal. 1999. Phylogeography of *Phlox pilosa* subsp. *ozarkana*. Poster presented at the 16th International Botanical Congress, St. Louis.

Speaker

Nass, C. 2000. Why researchers treat on-line journals like real people. Keynote address, annual meeting of the Council of Science Editors, San Antonio, Texas, May 6–9.

Spacing

One space after a period seems to be the consensus these days. If a specific journal or publication calls specifically for two, use two, but otherwise let's all stick with one (and Carol G. will relearn keyboarding!).

Subsequent References

After the original use of Iowa State University, Iowa State should routinely be used (unless, according to the Office of University Marketing, Iowa State University Extension is the subject, in which case subsequent references should be ISU Extension). Also, in reference to the Big 12 Conference, it should be referred to in just that way the first time, but subsequent references should be Big 12 (never Roman numerals—that's reserved for the official conference logo only—or spelled out).

Regarding subsequent references to peoples' names and titles, use the last name only. If, however, the second reference is cited quite a bit below the original location (and there is reference to another person in between), go ahead and use both (e.g., Professor Sanborn) for clarity.

Technological Terms

World Wide Web is capitalized and used as three separate words (abbreviated as WWW).

Internet is also capitalized when referring to the Web. As far as capitalizing Web is concerned, as odd as it may look at times, the Office of University Marketing caps it (Web site, Web page, etc.) except in the case of webmaster. That's the guide we'll follow also.

The word fax is spelled without caps (shortened form of facsimile, which isn't capitalized).

URLs should be given using all elements after (to the right of) the backslashes (i.e., include the www). There is no longer any need to use angle brackets or the http://.

Electronic commerce should be shortened to e-commerce without capitalizing the "e." Treat e-business, e-mail, etc., in the same way (unless it begins a sentence or needs to match capitalization on a form or similar listing).

Online should always be one word, whether it's an adjective, noun, or whatever. Sources differ (as do the writers/editor in this office), but this way it won't be confusing.

That/Which

Basically, *that* is correct in restrictive clauses, and *which* is nonrestrictive. If the *that/which* clause is necessary to the meaning of the sentence, use *that*; if not, use *which* and insert a comma. In other words, if a comma can be used, use *which* and the comma.

Time

When using a.m. and p.m., use the periods with a space before the a or p. If small caps are used for the letters, no periods are necessary. Also, noon and midnight should be used instead of 12:00 m. and 12:00 p.m., respectively.

Titles

Following are two College of Engineering title construction examples:

Robert C. Brown, Bergles Professor in Thermal Science, Iowa Farm Bureau director of the Bioeconomy Institute, director of the Center for Sustainable Environmental Technologies, and professor of mechanical engineering, chemical and biological engineering, and agricultural and biosystems engineering

Krishna Rajan, Stanley Chair in Interdisciplinary Engineering, director of the Institute for Combinatorial Discovery, director of the National Science Foundation International Materials Institute: Combinatorial Sciences and Materials Informatics Collaboratory, and professor of materials science and engineering

Note that the named professorship or chair title appears first, then any directorships, then department affiliation(s). This format should be followed as a general rule.

Who/Whom

If the relative pronoun is the subject of the following verb, use who; if it's the object of the preceding preposition or verb, use whom. In simple terms, if the word could be replaced with him/her, use whom; if he/she could replace it, use who (credits go to Eric for the shortcut).