

# Purdue University Press Style Guide

## Reference materials

**Style guides.** For journals and books in a particular academic field, we follow the style guide for that field as designated by the journal or series editor (e.g., the *MLA Style Guide* for Comparative Literature; the *Publication Manual of the American Psychological Association* for Education); otherwise, we follow the *Chicago Manual of Style*.

**Dictionary.** We use *Merriam-Webster's Collegiate Dictionary* as an authoritative guide for spelling and hyphenation. This dictionary is available online at [www.m-w.com](http://www.m-w.com). Always use preferred (first-listed) spellings.

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## Abbreviations

**Acronyms:** Spell out the full name—for example, United States Air Force (USAF)—in the first instance, followed by the acronym in parentheses, then use the acronym in subsequent mentions. No periods are needed for acronyms.

**Author names.** When an author or critic is mentioned for the first time in an essay, use the first and last names; thereafter, use the last name only, unless there are two or more authors with the same last name. Where there is a passing reference to someone like Shakespeare or Goethe, there is no need to include a first name. This rule does not apply to character names.

**Common abbreviations.** Abbreviations such as *cf.* (compare), *e.g.* (for example), *i.e.* (that is), *viz.* (namely), or *vs.* (versus) should be spelled out when used in running text. Abbreviations can be used inside parenthetical comments.

**Initials in names.** Use a space between initials in names: J. R. R. Tolkien.

## Capitalization

**University.** The word “university” should be capitalized in instances where it stands in place of the full name of a particular university. For example:

Several famous astronauts have graduated from the University.  
But: Purdue is a land-grant university.

**Academic titles.** Capitalize *professor*, *assistant professor*, and so on when used as titles (Donna Landry is Professor of English at Wayne State), but not when used as job descriptions (Dino Felluga is an associate professor at Purdue).

## Formatting

**Block quotes.** Whether or not a quotation is set off as a block quote is determined by which style is used. For MLA: over 70 words or at least four lines; APA: over 40 words; Chicago: over 100 words or at least eight lines.

**Epigraphs.** Epigraphs include a quote, the author’s name, and the work it is taken from, but no page citation. The work should be included in the works cited list. Note the difference in the way quotation marks are used:

"J'ai soif de ta beauté." [here, a character is being quoted, so quotation marks are used]

—Oscar Wilde, *Salomé*

It was from within, apparently, that the foulness and horror had come.

—Oscar Wilde, *The Picture of Dorian Gray*

### **Italics.**

Do not italicize words for mere emphasis.

Do not italicize common foreign abbreviations (vice versa, realpolitik, a priori). Do not italicize foreign words if they are not italicized in *Merriam-Webster's Collegiate Dictionary*.

Do italicize the titles of books, the introduction of new terms and labels (the first time only), words and phrases used as linguistic examples, and letters used as statistical symbols.

Always use “emphasis added” rather than “emphasis my own” or some other phrase when some text within a quote is altered to italics. Never include “emphasis in original”—this phrase is unnecessary, since the assumption is that unless otherwise noted, the text being quoted has been reproduced exactly as it appears in the original. “Emphasis added” is included within the parenthetical citation for a quote.

**Paragraph indents.** The first paragraph of a chapter, article, or section is not indented; subsequent paragraphs are indented.

**Section numbering.** Do not number chapter or article sections and subsections. Use descriptive titles.

### **Hyphenation**

*Chicago* 7.82–7.90 provides a thorough listing of hyphenation rules and examples.

Use a hyphen (not a slash) to join coequal nouns (writer-critic, scholar-athlete).

Do not use a hyphen with these prefixes: *anti*, *co*, *extra*, *inter*, *intra*, *multi*, *non*, *over*, *post*, *pre*, *pro*, *re*, *semi*, *socio*, *sub*, *trans*, *un*, *under*. But, do hyphenate if two like vowels are juxtaposed (semi-invalid), if readability is in question, or if the second element is a number or is capitalized (post-1960s, anti-Semitic).

Words with the suffix *like* are closed if represented in *Merriam-Webster's Collegiate Dictionary* (e.g., *warlike*) and are hyphenated if not.

Do hyphenate compound adjectives when they precede the noun, including those ending with the present or the past participle and those beginning with an adverb such as *better*, *best*, *ill*, *lower*, *little*, or *well* (stench-loving doggie, ill-conceived plan, short-term effect). And if a compound adjective *follows* the noun it modifies, do not hyphenate (The plan is ill conceived). However, sometimes a hyphen aids with clarity. *Chicago* 7.81 notes hyphenation here is “usually unnecessary.”

Do not hyphenate a compound made up of an adverb and an adjective—highly developed plan, for instance—and do not hyphenate compounds beginning with *too*, *very*, or *much*—much maligned editorial assistant, for instance.

The hyphenation of the names of ethnic American groups is a vexing (and often controversial) issue. "Native American" is never hyphenated, even when it appears as a compound adjective, as in the phrase "Native American culture." Following this practice, PUP does not hyphenate African American, Asian American, Jewish American, or Latin American, even when these group names are used as adjectives.

## Language

**Gendered pronouns.** Avoid using “they” as a singular pronoun in place of “he or she.” You can use “he” and “she” alternately throughout the text, or change singulars to plurals. For example:

A wise person doesn't count their chickens before they're hatched.

Change to: Wise people don't count their chickens before they're hatched.

**Text references in present tense.** Generally, discuss quotes, information from other texts, or research results in the present tense. For example:

In *Deerbrook*, Harriet Martineau writes, “Maria Young lost her nankins.”

George Orwell argues, in *Road to Wigan Pier*, that....

The results of experiment 2 indicate....

However, APA dictates the use of past or present past tense when citing previous research. For example:

Smith (2001) noted....

Smith (2001) has noted....

In some cases you will need to follow the tense of nearby verbs, as in:

Whitman was just a clerk in the Attorney General's office, but he said, “I celebrate myself.”

## Punctuation

### Apostrophes/Possessives.

Add 's to the singular form of the word, even if it ends in -s:

James's hat

Add 's to the plural forms that do not end in -s:

the geese's honking

Add ' to the end of plural nouns that end in -s:

three friends' letters

Add 's to the last noun to show joint possession of an object:

Tim and Andrae's apartment

Note: Quotation marks and apostrophes should be curly, not straight

**Commas:** Always use the serial comma in a list, that is, the comma preceding the “and” before the last element. For example:

Life in medieval times was nasty, brutish, and short.

**Ellipsis symbol.** Use spaces around periods instead of the ellipsis symbol. That is: . . . not ...

**Em dashes.** Always use an em dash with no spaces on either side, not an en dash or double hyphens. For example:

“Transnational exchanges of feminist narratives produce ‘boundary work’—work ‘on the edge’—that posits the witch ...”

**En dashes.** En-dashes, not hyphens, should be used for all number ranges. For example: 85–93.

**Exclamation points.** Avoid using exclamation points, even if the book or article is written in an informal style.

**Scare quotes.** Avoid the use of scare quotes, which indicate that a word or phrase is being used ironically or in a nonstandard sense. Scare quotes should use quotation marks rather than single apostrophes.

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## **Guidelines for manuscript preparation**

*The editing of your book or essay will be considerably faster and less costly if you follow a few guidelines for manuscript preparation.*

Double-space all body text and the works cited in twelve-point font. Leave endnotes the way your word-processing program automatically created them.

Use endnotes rather than footnotes.

Do not justify your text or add optional hyphens.

If you have more than one level of subhead, alert the editor to this by using different styles for the different levels: you might use boldface for the top-level heading, then use italics for the second-level heading.

Do not insert images or tables into the text of your document. Make in-text notes for placement purposes and submit images and tables as separate files. Digital images should be at least 4" x 6" in size, and 300 dpi minimum for photos and 800 dpi minimum for line art.

Create a single file for each chapter or essay, one file for the front matter, and one file for each item in the back matter. Name your files clearly (e.g., front matter, chapter 1, appendix 1).

Use only one space between sentences.

Do not use the space bar to indent paragraphs.

Do not type anything in all caps.

Do include page numbers in your document, as they might be useful for reference.

For block quotes, epigraphs, and other indented material, do not use tabs and carriage returns to format. Either use the indent command in your word-processing program or indicate with a brief note to the editor what the material is.

Please do not tag text for index. Come up with a list of terms and generate the index from the final page proof.

Please note that we need to strip most formatting in order to lay out your text in a publishing program, so excess formatting such as centering of heads and subheads, adding headers and footers, tabbing, etc., creates extra work.