ESQ Style Sheet

Please note: All submissions/revisions must be in Microsoft Word format. Other formats do not accommodate our editing process.

We follow the guidelines from the 17th edition of the *Chicago Manual of Style*, with some exceptions (as noted below). In addition to consulting *CMS* directly, you can find a concise description of this citation style in Turabian's *Manual*, 8th edition, chapters 16 and 17. We also recommend that you look at a recent edition of *ESQ* as a style guide. Please observe the following guidelines when formatting your article.

General Formatting Guidelines

• Do not explicitly thank *ESQ* editors and readers in your acknowledgments.

• Do not use scare quotes. If a word or words appear within quotation marks, accompany them with an endnote that cites where the word(s) are from.

• For titles of works in languages other than English, follow the capitalization guidelines in the *CMS* and provide an English translation (if not fairly obvious) in square brackets after the original title.

• *Black* is capitalized when referring to racial or ethnic identity (CMS 8.38). However, this and other similar terms such as *white*, *brown*, and *indigenous* may be capitalized or lowercased—authors are encouraged to consider usage in context with their work and, if necessary, discuss their reasoning in an endnote.

• Capitalize North/South in all contexts, but only capitalize Northern/Southern and Northerner/Southerner in context of the American Civil War.

• Capitalize Transcendentalist and Transcendentalism (when referring to the specific movement).

• For epigraphs provide only the author's name if the author is well-known, and if not well-

known, then give the author's name and the title of the work; do not use an endnote. If the same source appears in the *regular* text, then provide the full citation information in an endnote attached to the first mention.

- We do not include "figure numbers" in image captions, so please avoid such phrases as (see figure 1), etc. We will place the image in close proximity to the textual reference.

- Use Arabic rather than Roman numerals for volume and endnote numbers.

- Use European style (23 April 1957) for dates (except within citations).

- Double-space notes and blocked quotations as well as regular text.

- Italicize rather than underline.

- Use small caps when a word in running text (usually within a quotation) will appear in all caps.

- In most cases, brackets are not necessary to indicate a capitalization change in run-in quoted material and may be silently corrected.

- When using an apostrophe to demonstrate possession when the noun ends with an *s*, use only an apostrophe after the *s*, as in Charles' books, the critics' notes, etc.

- Use an en-dash (rather than a hyphen) for page and date ranges (both within the essay and in citations). Examples: 1895–1952; Herman Melville, *Typee: A Peep at Polynesian Life*, ed. John Bryant (New York: Penguin, 1996), 5–9.

- Include original publication dates in parentheses for texts mentioned within the article. Example: Herman Melville's *Moby-Dick* (1851) has frustrated many readers.

Citation Guidelines

- Include endnotes only; no Works Cited list is necessary.

- When citing a text (primary or secondary) multiple times, please follow the guidelines below:

  o For in-text citations for infrequently cited sources (fewer than five references within

the article, not including the endnotes): Provide complete bibliographic information in an initial endnote, to include the author's full name and any subtitle for the text. Example: Terence Whalen, *Edgar Allan Poe and the Masses: The Political Economy of Literature in Antebellum America* (Princeton: Princeton UP, 1999), 10.

- For subsequent citations, give a short note reference that includes the author's last name, a shortened title, and page number(s), without p. or pp. Example: Whalen, *Poe and the Masses*, 15. Do not use *ibid*.

o When providing in-text citations for sources that recur frequently (five or more times): Provide an initial full citation in the notes. Example: Herman Melville, *The Confidence-Man: His Masquerade*, ed. Harrison Hayford, Herschel Parker, and G. Thomas Tanselle, *The Writings of Herman Melville* (Evanston: Northwestern UP, 1984), 10: 3–4; hereafter cited parenthetically as *CM*.

- Give subsequent citations parenthetically in your text. Example: (*CM*, 253).

o The title abbreviation may be omitted if you cite only one text parenthetically.

o If the title is italicized, its abbreviation should also be italicized; if the title has quotation marks, its abbreviation should also have quotation marks (with the comma inside the closing quotation mark).

• When repeated references to the same source appear in close succession in the same paragraph (with no other texts referenced within said paragraph), combine those references (whether parenthetically or within endnotes).

• We do not include URLs in citations unless the source is difficult to find. If you must include a URL, truncate it.

o Original URL:

http://books.google.com/books?id=1apWAAAAcAAJ&printsec=frontcover&dq=editions:

KANjKE6vByEC&hl=en&sa=X&ei=gyT9UvaJFMGbygHww4CQCg&

ved=0CDMQ6AEwAg#v=onepage&q&f=false

 o Shortened URL: http://books.google.com

 o Example: Moses Roper, *A Narrative of the Adventures and Escape of Moses Roper, from American Slavery* (London: Darton, Harvey, and Darton, 1837), accessed February 13, 2014, http://books.google.com.

- Website access dates may be omitted.

- Please observe the following guidelines for publication information:

 o Use the shortened form of the publisher's name (Example: Norton instead of W. W. Norton and Co.).

 o When citing place of publication, state abbreviations after city names are not necessary for university presses. When citing a commercial press whose location is unclear, please include a state abbreviation.

  ▪ "Cambridge" (usually for Harvard UP or Cambridge UP) does not need to be followed by ",UK" or ", MA"

 o If a source includes more than one publisher's name, and the publishers are affiliated, use only the main publisher. For example, for Harvard UP, Belknap Press, use Harvard UP. If the two publishers are independent, such as Northwestern UP and the Newberry Library, then list both.

 o Abbreviate University as U and Press as P. Examples: (New York: Oxford UP, 2013); (Urbana: U of Illinois P).

 o For journal articles, please include the month or season of publication in addition to the year, when available.

- When laying out reviews of related scholarship in your notes, order each list of critical works chronologically by date of publication, unless context directs otherwise. If multiple sources were published in the same year, list them in alphabetical order by the author's last name(s).

• IMPORTANT: Please limit the length of discursive notes, restricting narrative discussion to explicit connections to your argument in the text. If a note is longer than 1/3 page, please see if you can move the discourse into the text proper or make it more concise.

Additions, Omissions, and Changes within Quoted Material

• When adding a word or set of words to a quoted passage (usually for the sake of clarity), place such additions in brackets.

  o Original: "Johnson went in order to observe the proceedings." Edited: "Johnson went [to the courtroom] in order to observe the proceedings."

• When omitting a word or set of words from a quoted passage (e.g. for the sake of brevity), use an ellipsis.

  o Original: "Mary filed a legal brief (while simultaneously filing her nails) with the appellate court." Edited: "Mary filed a legal brief . . . with the appellate court."

• When changing the tense of a word, place the changed portion in brackets.

  o Original: "John attempts to flee." Edited: "Noting that 'John attempt[ed] to flee,' Roger sprang into action."

Once you have finalized your article, please send your file via email attachment to esq@wsu.edu. Should questions arise as you prepare your article for layout, please don't hesitate to contact us.