

**Style Sheet for *Journal of the Cape Cod Genealogical Society***  
**Revised 6-22-19**

**Submissions**

*Journal* deadlines are as follows:

Fall issue: September 30

Spring issue: January 31

Authors should submit photos and illustrations separately from the text, indicating in the text where illustrations should go. Electronic illustrations should be high-resolution jpg's.

**Bibliographic Style** comes from four sources:

1. *Chicago Manual of Style, Sixteenth Edition, 2010*
2. *Genealogical Writing in the 21<sup>st</sup> Century*, Michael J. Leclerc, ed.
3. *National Genealogical Society Quarterly*.
4. Our own proprietary system

**Font** should be Times New Roman. Title would be in Times New Roman 20, text in Times New Roman 11, and end-notes in Times New Roman 9.

**Sources--** Authors may cite sources within the text or in endnotes. (We use endnotes, not footnotes.) Endnotes should be written in consecutive Arabic, not Roman numerals, in 9-point font.

**Dates**

15 January 1862 (The month is not abbreviated.)

15 April (Never write 15<sup>th</sup>)

April 1862 (no comma)

Examples:

“The twentieth century was a violent one.”

“During the eighties and nineties hemlines rose and fell.”

“The 1880s and 1890s were marked by economic strife.”

“The years 1800-1809 were unstable ones in Brewster.”

“Jim was born 24 April 1888.”

**Numbers--** Whole numbers from one to ninety-nine are spelled out.

Any of the whole numbers above followed by hundred, thousand, million, are also spelled out.

For all other numbers *numerals* (in Arabic) are used.

When beginning a sentence with a number, write it out.

In quotations, leave numbers as they are.

**Proper names--** We do not use courtesy titles (Mr., Dr., Miss).

The first reference to a person should include the person's full name.

In subsequent references last names only should generally be used unless a) more than one person with that surname appears, in which case you use first and last names where clarification is necessary and b) for children if using a first name seems appropriate.

Please **BOLD** all surnames.

**State names**-- When standing alone, spell out the entire state name. When the state follows a city, it may be spelled out or abbreviated. When states are abbreviated, they should be abbreviated like this:

Ala., Calif., Okla., Tenn., Wyo. (See the *Chicago Manual* for full listing.) **Do not** use two-letter postal abbreviations such as MA or RI.

Spell out "United States" when it is used as a noun; use U.S. as an adjective only.

Towns on Cape Cod are not followed by "Massachusetts," nor is Boston. In contexts in which confusion could arise, use the state name: Springfield, Mass.; Cambridge, Mass.; Plymouth, Mass.

Towns in other states are followed by their state names upon first reference.

**Census**-- "The 1930 U.S. census" is the proper way to write this in the text.

And in endnotes: "1850 U.S. census, Barnstable Co., Mass., pop. sch., Chatham, p. 35, dwell. 283, fam. 271, J. Crowell household; NARA microfilm M452, roll 302."

### **Miscellaneous Abbreviations**

i.e. = "that is"

e.g. = "for example"

**Online**-- Internet is capitalized.

When citing a website, please double-check the *url* to make sure it is correct.

*Ancestry.com* is italicized, not underlined.

### **References Style:**

- a. Books and Articles**-- Books should be listed as such in the endnotes (rather than footnotes):

Avis Stearns Van Wagenen. *Stearns Genealogy and Memoirs*. (New York: Courier Printing Co., 1901), 429-430.

Please double-check all publishing information.

- b. Newspapers** -- "Death of James H. Causten," *Evening Star*, Washington, D.C., 20 October 1872, page 4, col. 4.
- c. Articles** -- Ronald A. Hill, "'Tout le Monde': The Marriage Consent for William Moyse and Mary Pearse in Cornwall, England," *NGS Quarterly* 97 (September 2009): 299-322, especially 301.

**Punctuation**-- Please use single-space, not double-space, after all punctuation marks; the “Oxford comma” is used—put a comma after every item in a series, including after the next-to-last item.

For Endnotes, use **Ibid.** when the reference is exactly the same as the immediate prior one.

For Endnotes, use **op. cit.** when the reference is the same as a previous one but which is not immediately previous.

**Spacing**—In general, spacing is single-space for paragraphs and double-space between paragraphs. Indent 5 spaces before beginning the first sentence of a paragraph.