Sample Editorial Stylesheet

Note: This stylesheet is a sample only. Although many of the items reflect rules that NEHGS follows, you need not match all exactly. Establish your own guidelines and, most important, be consistent! For punctuation, hyphenation, and other general style rules, refer to The Chicago Manual of Style.

Typography

Main person in **BOLDFACE CAPS AND SMALL CAPS**.
Children in **REGULAR CAPS AND SMALL CAPS**.
Grandchildren in *italics*.
Lineage line in *italics*, with generational number nonitalic:

(John Amory\(^8\), John\(^7-5\), Ebenezer\(^4\), John\(^3-2\), Percival\(^1\))

Personal Names

C. P. Frenyear: space between initials
Mary Louise “Lou” Smith: nickname inside quotation marks, after the middle name
John Smith Jr.: no comma before Jr. or Sr.
John Smith III, John Smith IV
Mary (Smith) Doe: maiden names within parentheses
Mary (Smith) (Doe) Roe: space between the two sets of parentheses
John ______: five underscores for unknown names
Mary Smith [?]: question mark inside brackets to denote unknown names
Mary Smith/Smyth: alternate spellings separated by slash

Spelling/hyphenation

blacksmith
Bright’s disease
Cap Saint-Michel (only one hyphen)
Confederates
diphtheria
François: use cedilla
Irene Ducas (not Ducaina or Doukaina)
King Philip’s War
Loyalists
Montréal: use acute accent
SS [ship], not S.S.
seventeenth-century immigrants (hyphenate compound adjectives formed with ordinal numbers)
U.S. (adjective, but spell out United States when used as noun)
World War I, World War II (not WWI and WWII)


**Punctuation/Spacing**
Use the serial comma: the Brown, Pratt, Nelson, and King families
Insert only one space between sentences, not two.
Use smart, or “curly,” quotation marks and apostrophes, but use inch and foot symbols appropriately: 5’11”.
In children’s text, separate the subject’s vital statistics with semicolons, but separate the subject’s spouse’s information with commas:
  i. ALICE SHERMAN, b. say 1540; bur. Dedham 20 Oct. 1580; m. ca. 1562, as his first wife, NICHOLAS FINCE, b. after 25 Aug. 1532, bur. Dedham 28 Feb. 1593/4, son of John and Ellen (______) Fince of Ardleigh, Essex

Place quotation marks outside periods and commas, and inside semicolons and colons:
  See the article titled “Captivity with ye Barbarous Turks.”
  I read the article titled “Captivity with ye Barbarous Turks”; it reminded me of a book I read last year.

**Dates and Numbers**
Date style: day month year. E.g., 1 November 1837.
When double date is needed, use the last digit of the year: 1714/5. If inferred from context, use a bracket: 1714[/5].
Spell out numbers up through 99 and use numerals for 100 and above except:
  - Use numerals for all measurements (miles, acres)
  - Use numerals with percents: 50 percent (and spell out percent)
  - Use numerals for ages (age 6, age 24)
Also spell out ordinals (twentieth century) except in Quaker dates: 21 7th month 1784.
Multiple marriages in parent text: married first, married second, etc. In children’s lists: m. (1); m. (2), etc.
For inclusive numbers, use whole numbers: 25–26, 100–101, 1934–1936

**Abbreviations**
In child text, use the following abbreviations: b., d., bap., bur., m., unm., d.y. (died young),
  div. (divorced), Co. (county)
In notes and child text, abbreviate months and states that have more than five letters:
  Okla. (but spell Ohio); Ill. (but spell Idaho)—do not use ZIP abbreviations

**Main Sketches**
born/baptized/died/buried at a village, town, or city: born at Warren, Trumbull County, Ohio
born/baptized/died/buried in a county or state if the town is not known: born in Trumbull County, or born in Ohio
buried in a cemetery
For consistency, only use first name throughout bio, except when full name is stated in records (such as draft records)
Not necessary to repeat county or state for a town that has already been named in a sketch
Children’s Text
Delete county and state if a town is mentioned again in children’s text
“b. and bp. in Champlain 15 June 1681” but “b. in Cap Saint-Michel 28 March, bp. in Varennes 29 March 1694”—use “and” if date is same, comma if not
Use “b. in” if no day of birth (“b. in Sept. 1861” or “b. in 1852”)
Twins: BENJAMIN3 LOWELL (twin)
Give only birth and death information if child is carried forward to a main sketch
Sample children’s intro lines:
   Children of John7 and Mary (Smith) Doe:
   Children of John7 Doe Jr. and Mary (Smith) Doe:
   Adopted children of Samuel6 and Jane (Johnson) (Adams) Jones:
   Child of Ann (Stuart) Williams, adopted by Edward8 Williams:
   Children of Katherine (Lewis) Roe, stepchildren of Lawrence6 Roe:

Sample Key to Short Citations

Attleboro VRs Vital Records of Attleborough Massachusetts to the End of the Year 1849 (Salem, Mass.: Essex Institute, 1934).
Boxford VRs Vital Records of Boxford Massachusetts to the End of the Year 1849 (Topsfield, Mass.: Topsfield Historical Society, 1905).
BRC A Report of the Record Commissioners of the City of Boston (Boston, 1876-1909), 39v.