

The Chicago Manual of Style

SEVENTEENTH EDITION

THE ESSENTIAL GUIDE
for Writers, Editors, and Publishers

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Overview

- 1.1 **Scholarly publishing.** Books and journals have constituted the core of scholarly publishing for centuries. Book-length works in particular—given their breadth and variety—provide an overview of the anatomy of a scholarly work that, in conjunction with the discussion of journals and journal articles (see 1.77–116), can be usefully applied to many other types of published works.
- 1.2 **Publication format.** Almost all modern publishers have adopted an electronic workflow, from manuscript through publication. The published version can in turn be offered in a variety of formats, from printed and bound to online and other electronic formats. Many journal publishers have implemented a simultaneous print and electronic publishing model (see 1.77)—a model that has become the industry standard (though most readers now access journal content online). For books, though print has remained for many readers the format of choice, publishers now offer e-book versions of most of their books in addition to print as a matter of course. Moreover, many publishers, booksellers, and libraries depend almost entirely on an electronic workflow for making publications available to readers through online catalogs, search engines, bookshelf applications, and other means. This chapter focuses on the essential components of a book or a journal while taking into account the electronic workflow wherever it applies. For additional considerations related to electronic publication formats, see 1.117–25.

The Parts of a Book

Introduction

- 1.3 **Divisions and parts of a book—overview.** Books are traditionally organized into three major divisions: the front matter (also called preliminary matter, or prelims), the text, and the back matter (or end matter). These divisions are generally reflected in how items are grouped in the table of contents. The front matter presents information about a book's title, publisher, and copyright; it acknowledges debts to the work of others; it provides a way to navigate the structure of the book; and it introduces the book and sets its tone. The text proper comprises the narrative—including arguments, data, illustrations, and so forth—often divided into chapters and other meaningful sections. The back matter presents sources or source notes, appendixes, and other types of documentation

supporting the text but outside its central focus or narrative. This section discusses the parts of a book according to the standard outline of these divisions and their components presented in 1.4.

- 1.4 **Divisions and parts of a book—outline.** The list that follows presents the traditional arrangement for the divisions and parts of a book, using lowercase roman numerals for pages in the front matter and arabic numerals for all the rest. Few books contain all these elements, and some books have components not listed here. Page numbers as well as indications of recto (right-hand page) or verso (left-hand page) may be applicable only to printed-and-bound books. Starting pages that cannot be assigned page numbers until after page makeup begin on the first available recto or, in some cases, the first available page, whether recto or verso (see also 1.5). Every page is counted in the page sequence, even those on which no number actually appears, such as the title and half-title pages, copyright page, and blank pages (see 1.6). Books published electronically typically retain the order or presentation of elements, especially for the main text. For endpapers, see 1.72.

Front matter

Book half title	i
Series title, other works, frontispiece, or blank	ii
Title page	iii
Copyright page	iv
Dedication	v
Epigraph	v or vi
(Table of) Contents	v or vii
(List of) Illustrations	recto or verso
(List of) Tables	recto or verso
Foreword	recto
Preface	recto
Acknowledgments (if not part of preface)	recto
Introduction (if not part of text)	recto
Abbreviations (if not in back matter)	recto or verso
Chronology (if not in back matter)	recto

Text

First text page (introduction or chapter 1)	1
<i>or</i>	
Second half title or first part title	1
Blank	2
First text page	3
Subsequent chapters	recto or verso

Conclusion	recto or verso
Epilogue or afterword	recto or verso
<i>Back matter</i>	
Acknowledgments (if not in front matter)	recto
Appendix (or first, if more than one)	recto
Subsequent appendixes	recto or verso
Chronology (if not in front matter)	recto
Abbreviations (if not in front matter)	recto
Glossary	recto
Notes (if not footnotes or chapter endnotes)	recto
Bibliography or References	recto
(List of) Contributors	recto
Illustration Credits (if not in captions or elsewhere)	recto
Index(es)	recto
About the author (if not on back cover or elsewhere)	recto

Pages and Page Numbers

- 1.5 **Book pages.** Publishers refer to the trimmed sheets of paper that you turn in a printed-and-bound book as leaves (or, especially in older books, folios, a term that can also refer to page or leaf numbers; see 1.6, 14.155). A page is one side of a leaf. The front of the leaf, the side that lies to the right in an open book, is called the recto. The back of the leaf, the side that lies to the left when the leaf is turned, is the verso. Rectos are always odd-numbered, versos always even-numbered. Electronic formats may or may not distinguish between recto and verso.
- 1.6 **Page numbers.** Printed books are paginated consecutively, and all pages except endpapers (see 1.72) are counted in the pagination, whether or not the numbers appear. The page number, or folio, is most commonly found at the top of the page, flush left verso, flush right recto. The folio may also be printed at the bottom of the page, and in that location it is called a drop folio. Drop folios usually appear either centered on each page or flush left verso and flush right recto. A page number that does not appear is sometimes referred to as a blind folio. *Not* paginated are pages that are inserted into printed books after pages have been made up—for example, color illustrations or photo galleries printed on a different type of paper (see 1.39). Reflowable electronic formats generally lack fixed page numbers, though many formats include location information to help orient readers in the text (see 1.123, 14.160).

- 1.7 **Roman numerals for front matter.** The front matter of a book is paginated with lowercase roman numerals (see 1.4). This traditional practice prevents renumbering the remainder of a book when, for example, a dedication page or additional acknowledgments are added at the last moment. By convention, no folio appears on blank pages or on “display” pages (i.e., such stand-alone pages as those for the half title, title, copyright, dedication, and epigraph), and a drop folio (or no folio) is used on the opening page of each succeeding section of the front matter (e.g., table of contents, foreword, preface).
- 1.8 **Arabic numbers for text and back matter.** The text, or the central part of a book, begins with arabic page 1. If the text is introduced by a second half title or opens with a part title, the half title or part title counts as page 1, its verso counts as page 2, and the first arabic number to appear is the drop folio 3 on the first page of text (see 1.46, 1.49). (Some publishers ignore the second half title in paginating their books, counting the first page of text as p. 1.) Page numbers generally do not appear on part titles, but if text appears on a part-title page (see 1.48), a drop folio may be used. Arabic numbering continues for the back matter. As in the front matter, the opening page of each chapter in the text and each section in the back matter carries either a drop folio or no page number. On pages containing only illustrations or tables, page numbers are sometimes omitted, except in the case of a long sequence of figures or tables. (When page numbers are retained, they are usually presented along with the running heads.) Page numbers are also omitted in the case of a blank page.
- 1.9 **Page numbers for multivolume works.** Pagination for works that run to more than one volume may depend on the index and the projected number of volumes. If an index to two volumes is to appear at the end of volume 2, consecutive pagination saves index entries from having to refer to volume as well as page number. In rare cases where back matter, such as an index, must be added to volume 1 later in the production process, lowercase roman folios may be used; these should continue the sequence from the front matter in that volume (including a final blank page)—if, for example, the last page of the front matter is xii, the back matter would start with page xiii. Multivolume works that run into the thousands of pages are usually paginated separately to avoid unwieldy page numbers. Index entries and other references to such works must include volume as well as page number. In either scenario—consecutive or separate pagination across volumes—the front matter in each volume begins anew with page i.

Running Heads

1.10 **Running heads defined.** Running heads—the headings at the tops of pages—function, like page numbers, as signposts. Especially useful in scholarly books and textbooks, they are sometimes omitted for practical or aesthetic reasons—in a novel or a book of poems, for example. Running heads are sometimes placed at the bottom of the page, where they are referred to as running feet, or, more rarely, in the left- and right-hand margins. In endnotes and other places where the information conveyed by these signposts is essential to readers, placement at the tops of pages is preferred. In this manual, *running head* is used for this element wherever it appears. For preparation of running-head copy, see 2.76. In electronic formats, running heads may be supplanted by other navigational features (see 1.123).

1.11 **Running heads for front matter.** Running heads are never used on display pages (half title, title, copyright, dedication, epigraph) or on the first page of the table of contents, preface, and so forth (see also 1.16). Any element in the front matter that runs more than one page usually carries running heads, and the same running head appears on verso and recto pages.

<i>Verso</i>	<i>Recto</i>
Contents	Contents
Preface	Preface

1.12 **Running heads for text.** Chapter openings and other display pages carry no running heads (see also 1.16). The choice of running heads for other text pages is governed chiefly by the structure and nature of the book. Among acceptable arrangements are the following:

<i>Verso</i>	<i>Recto</i>
Part title	Chapter title
Chapter number	Chapter title
Chapter title	Subhead
Chapter title	Chapter subtitle
Chapter title	Chapter title
Subhead	Subhead
Chapter author	Chapter title

Longer titles or heads may need to be shortened; see also 2.76. For a book without named chapters or other structural divisions (a novel, for

example), the book title can be used for the running head on both verso and recto, or running heads can be omitted. In electronic formats, the title metadata may be used to supply the running heads by default (see also 1.75).

- 1.13 **Subheads as running heads.** When subheads in the text are used as running heads on recto pages and more than one subhead falls on a single page, the *last* one on the page is used as the running head. When subheads are used as running heads on versos, however, the *first* subhead on the page is used as the running head. (The principle is the same as for dictionary running heads.)
- 1.14 **Running heads for back matter.** Running heads for back matter follow the same pattern as those for front matter and text (but see 1.15). If there is an appendix, Appendix (or Appendix 1 or Appendix A, etc.) appears verso, the appendix title recto. If there is more than one index, the running heads must differentiate them (e.g., Index of Names, Index of Subjects).
- 1.15 **Running heads for endnotes.** The running heads for a section of notes in the back of the book should give the inclusive page numbers or (much less useful for readers but more expedient for the publisher) the chapter where the relevant note references are found in the text. If chapter numbers are used, it is essential that the running heads in the text also include chapter numbers (see 1.12). Thus, two facing running heads might read:

<i>Verso</i>	<i>Recto</i>
Notes to Pages 2–10	Notes to Pages 11–25
<i>or</i>	
Notes to Chapter One	Notes to Chapter Two

For a fuller explanation, see 14.47.

- 1.16 **Omission of running heads.** Besides display pages in the front matter (see 1.11), running heads are omitted on part titles, chapter openings, and any page containing only illustrations or tables. (For the omission of page numbers, see 1.7, 1.8.) Pages that include lines of text in addition to an illustration or table should include running heads. Running heads may also be included in long sequences of illustrations or tables to keep readers oriented.

Front Matter

TITLE PAGES

- 1.17 **Half title.** The half title (p. i in a printed book, no folio) normally consists only of the main title (less any subtitle) and is usually counted as the very first page in a printed-and-bound book. All other information—including author name, publisher, and edition—is omitted.
- 1.18 **Series title or frontispiece.** The verso following the half-title page (p. ii in a printed book) is usually blank. But if the book is part of a series, it may include the title and volume number of the series, the name of the general editor of the series, and sometimes the titles of previously published books in the series. (A series title may appear on the title page instead.) If the book is the published proceedings of a symposium, the title of the symposium and the date it was held and other relevant details may appear on page ii. Some publishers list an author's previous publications on page ii; Chicago generally lists these on the jacket or back cover (see 1.66). Alternatively, page ii might carry an illustration, called a frontispiece. If the frontispiece is printed on a different stock from the text, and thus is inserted separately, it will not constitute page ii, though it will still appear opposite the title page, which is normally page iii (see 1.19). Page ii might also be used for a title page across pages ii and iii.
- 1.19 **Title page.** The title page (p. iii or sometimes pp. ii and iii) includes the following elements:
- Full title of the book
 - Subtitle, if any
 - Name of the author, editor (“Edited by”), or translator (“Translated by”)
 - Edition number, for a new edition (see 1.25, 1.26)
 - Name and location (city or cities) of publisher

No colon or other punctuation is needed between title and subtitle if they are differentiated by type size or style. The author's name should appear in the form preferred by the author or by which the author is generally known; Chicago usually omits any academic degrees or affiliations (but see 1.66). A publisher's logo may appear on the title page. Some publishers include the date of publication, which should correspond to the copyright date if possible (see 1.22). Self-publishers can follow this traditional arrangement as long as they publish under their own company name or

imprint; if not, information about the publisher can be omitted (though some commercial self-publishing platforms may add their own imprints).

COPYRIGHT PAGE

1.20 **Components of a copyright page.** The Copyright Act of 1989 does not require that published works carry a copyright notice in order to secure copyright protection; nevertheless, most publishers continue to carry the notice to discourage infringement. The copyright notice is just one of several items typically included on the copyright page (p. iv). Books published by the University of Chicago Press include the following:

- Publisher's address
- Copyright notice—including, if applicable, copyright dates of previous editions and indication of copyright renewal or other changes, and followed by the statement “All rights reserved” and related language
- Publication date, including publishing history
- Country of printing
- Impression line, indicating number and year of current printing
- International Standard Book Number (ISBN) for each available format (e.g., cloth, paper, e-book)
- For continuously published resources, the International Standard Serial Number (ISSN), one for each available format, in addition to the ISBN
- A Digital Object Identifier (DOI), for books that have one
- For translations, indication of original-language title, publisher, and copyright
- Acknowledgments, permissions, and other credits, including acknowledgment of grants, if applicable and space permitting
- Cataloging-in-Publication (CIP) data
- Paper durability statement

For an example, see figure 1.1. Information included by other publishers may vary from this list. Self-published authors are encouraged to include, at a minimum, a copyright statement and a list of any assigned ISBNs, together with any other information that applies.

1.21 **Publisher's address.** The address of the publisher—and sometimes the addresses of overseas agents—is typically, though not always, given on the copyright page. An address may be abbreviated, consisting, for example, only of a city and perhaps a postal code. The URL for the publisher's home page may also be included. Self-published authors may want to include contact information to facilitate correspondence from readers.

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© This paper meets the requirements of ANSI/NISO
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FIGURE 1.1. A typical copyright page, including copyright notice, impression date and number (denoting 2017 for the first impression), International Standard Book Number (ISBN) for each format, Digital Object Identifier (DOI), Library of Congress Cataloging-in-Publication (CIP) data, and paper durability statement. See 1.20.

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 All rights reserved. First edition 2008.
 Second edition 2014

Printed in the United States of America

23 22 21 20 19 18 17 3 4 5

FIGURE 1.2. Copyright notice of a second edition (2014), with impression line indicating that this edition was reprinted for the third time in 2017. See 1.23.

- 1.22 **Copyright notice.** The usual notice consists of three parts: the symbol ©, the first year the book is published, and the name of the copyright owner. This may be followed by the phrase “All rights reserved” (and any additional language required by the publisher) and a statement of publication date or publishing history (see 1.25, 4.41). (See fig. 1.1 for an example of Chicago’s copyright notice.) The year of publication should correspond to the copyright date. If a book is physically available near the end of a year but not formally published until the beginning of the next, the later date is preferred as both copyright and publication date. Books published by the University of Chicago Press are usually copyrighted in the name of the university (“© 2017 by The University of Chicago”). Some authors, however, prefer to copyright their works in their own names (“© 2012 by Alison A. Author”), a preference discussed in 4.42. For information on copyright notices for journals, see 1.103; for a full discussion, see 4.39–46.
- 1.23 **Copyright dates of previous editions.** Each substantially new edition of a book (as distinct from a new impression, or reprinting, and not including paperback or electronic versions that do not constitute a new edition; see 1.26) gets a new copyright date, and the copyright dates of at least the most recent previous editions should appear in the copyright notice (see fig. 1.2). If the new edition is so extensive a revision that it virtually constitutes a new publication, previous copyright dates may be omitted. See also 1.25, 4.41.

- 1.24 **Copyright renewal or other changes.** The date of copyright renewal or a change in the name of the copyright owner is sometimes reflected in the copyright notice if the work is reprinted. Copyright renewal is shown in the following manner:

© 1963 by Maurice Sendak. © renewed 1991 by Maurice Sendak.

To indicate a change in copyright ownership (e.g., if copyright is assigned to the author or someone else after the initial copyright has been registered and printed in the first impression), the name of the new copyright owner is substituted for that of the previous owner. The copyright date remains the same unless the copyright has been renewed. Copyrights remain legally valid even if renewal or reassignment information cannot, for some reason, appear in a new edition or printing (see also 4.31–33).

- 1.25 **Publishing history.** The publishing history of a book, which usually follows the copyright notice, begins with the date (year) of original publication, followed by the number and date of any new edition. In books with a long publishing history, it is acceptable to present only the original edition and the latest edition in the publishing history. (A previous publisher's name need not be given unless the licensing agreement requires that it appear in the new edition.) Items in the publishing history may appear on separate lines; periods separate multiple items on the same line.

First edition published 1906. Seventeenth edition 2017.

Revised edition originally published 1999
University of Chicago Press edition 2010

- 1.26 **What constitutes a new edition?** *Edition* (as opposed to *impression*, or *printing*) is used in at least two senses. (1) A *new* edition may be defined as one in which a substantial change has been made in one or more of the essential elements of the work (e.g., text, notes, appendixes, or illustrations). As a general rule, at least 20 percent of a new edition should consist of new or revised material. A work that is republished with a new preface or afterword but is otherwise unchanged except for corrections of typographical errors is better described as a new impression or a reissue; the title page may include such words as "With a New Preface." (2) *Edition* may be used to designate a reissue in a different format—for example, a paperback, deluxe, or illustrated version, or an electronic

version of a printed work—or under the imprint of a different publisher. Information about the new edition or format is usually included on the copyright page (see 1.25; see also 1.23). An edition other than the first is also designated on the title page: Second Edition, Third Edition, and so forth. Such phrases as “revised and expanded” are sometimes included on the title page but need not be, since the nature and extent of the revision are normally described in the prefatory material or on the cover.

- 1.27 **Country of printing.** The country in which a book is printed is usually identified on the copyright page (see fig. 1.1). In addition, if a book is printed in a country other than the country of publication, the jacket or cover must so state: for example, “Printed in China.” This information may be removed for publication in electronic formats but need not be.
- 1.28 **Impression number and versioning.** A printing of a book, or impression, traditionally consists of a set number of books, generally in the hundreds or thousands, printed at one time. Each such impression, starting with the first, may be identified on the copyright page. Chicago uses a system that comprises a series of digits listed after the publishing history. The first group of numerals, reading from right to left, represents the last two digits of succeeding years, starting with the date of the most recent impression. These are followed by a series of numbers that indicate current and possible future impressions. See figures 1.1 and 1.2. Such a system was designed to spare printers from having to generate new text. Some publishers prefer to signal each impression more explicitly (e.g., Second printing, May 2020). Impression lines can be useful in the case of a book in which corrections have been made to an earlier printing; in this case, a new impression might be said to constitute a new *version* of a book (as opposed to a new *edition*; see 1.26). For books that are printed in smaller digital print runs or on demand and for e-books, the traditional system based on large offset print runs will not apply. Digital printing systems can be programmed to generate a date stamp and other identifiers, such as the city in which the copy was printed, to keep track of different versions of a book. For e-books, a unique identifier such as the ISBN or DOI can be used in combination with a last-modified date to track revisions, according to a system defined for the EPUB standard (see 1.118). An alternative system, modeled on identifiers for software programs (and specified by some self-publishing platforms), uses version numbers. For example, 1.0 might indicate the original version; 1.0.1 might indicate a minor revision and 1.1 a more significant revision; and 2.0 would indicate a new edition. Such information is included in a book’s metadata (see 1.75); the last-modified date or version number may also be listed on

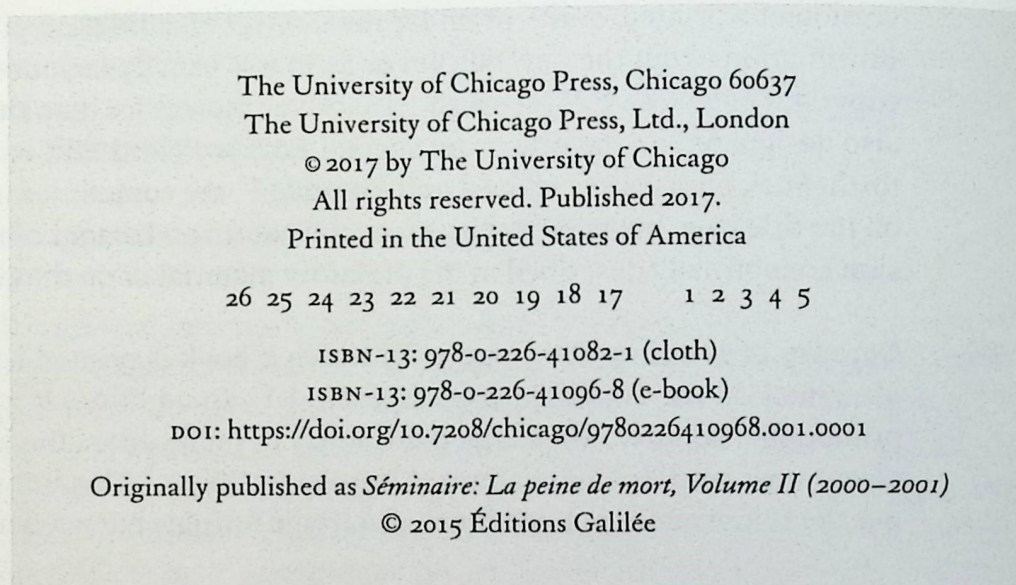


FIGURE 1.3. Part of the copyright page of a translation, including title and copyright of the original edition (as required by contract with the original publisher). See 1.29.

the copyright page or elsewhere. For information on evolving practices, consult the International Digital Publishing Forum.

- 1.29 **Original-language edition of a translation.** If a book is a translation from another language, the original title, publisher, and copyright information should be recorded on the copyright page (see fig. 1.3).
- 1.30 **Acknowledgments, permissions, and other credits.** The copyright page, if space permits, may include acknowledgments of previously published parts of a book, illustration credits, and permission to quote from copyrighted material (fig. 1.4), unless such acknowledgments appear elsewhere in the book—as in an acknowledgments section (see 1.41, 1.42) or in source notes (see 2.46, 14.54).

The illustration on the title page is a detail from a photograph of Nietzsche in Basel, ca. 1876. Photo Stiftung Weimarer Klassik. GSA 101/17.

For more on illustration credits, see 3.29–37. For a full discussion of permissions, see chapter 4. Some publishers also credit the designer of the cover or interior on the copyright page (see also 1.73).

- 1.31 **Acknowledgment of grants and subsidies.** Publishers should acknowledge grants of financial assistance toward publication on the copyright

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Portions of chapter 4 appeared as “A Colonial Cul de Sac: Plantation Life in Wartime Saint-Domingue, 1775–1782” in *Radical History Review* (Winter 2013) and are reprinted by permission of Duke University Press.

FIGURE 1.4. Part of a copyright page acknowledging earlier publication of content. See 1.30.

page. Acknowledgments requiring more space or greater prominence may appear elsewhere, in a separate section in the front or back matter. Wording and placement, including the use of any logo, should be as specified (or at least approved) by the grantors. Financial assistance made to authors is usually mentioned as part of the author’s acknowledgments (see 1.41, 1.42).

- 1.32 **International Standard Book Number (ISBN).** An ISBN is assigned to each book by its publisher under a system set up in the late 1960s by the R. R. Bowker Company and the International Organization for Standardization (ISO). The ISBN uniquely identifies the book, thus facilitating order fulfillment and inventory tracking. In addition to appearing on the copyright page (see fig. 1.1), the ISBN should also be printed on the book jacket or cover (see 1.74). Each format or binding must have a separate ISBN (i.e., for hardcover, paperbound, e-book format, etc.), and, if practical, the copyright page should list them all (but only if they are to be published simultaneously). Additional information about the assignment and use of ISBNs may be obtained from Bowker, the ISBN Agency for the United States, or from the International ISBN Agency. These agencies

also provide ISBNs and other resources to self-published authors, including information about copyright, bar codes, and related matters. Some books that are part of a monograph series may be assigned an ISSN (International Standard Serial Number) in addition to an ISBN; for more information, contact the US ISSN Center at the Library of Congress or the ISSN International Centre. (For the use of ISSNs in journal copyright statements, see 1.103.) See also 1.75.

1.33 Digital Object Identifier (DOI). Publishers that have registered their books with Crossref or one of the other international DOI registration agencies should list the DOI that refers to the book as a whole on the copyright page (see fig. 1.1). A DOI is a permanent identifier that can be used to find a book or other resource in any of its available formats, either as a link (in the form of a URL that begins <https://doi.org/>) or using a metadata search tool like the one available at Crossref.org. (Crossref recommends always presenting the DOI as a link.) Like an ISBN, the DOI should also appear on the book jacket or cover and should be included as part of a book's metadata (see 1.75). See also 14.8.

1.34 Cataloging-in-Publication (CIP) data. Since 1971 most US publishers have printed the Library of Congress Cataloging-in-Publication (CIP) data on the copyright pages of their books. CIP data is available for most books that are made available to libraries, including simultaneously published e-book versions of printed books. An example of CIP data may be found in figure 1.1. To apply for CIP data, and for up-to-date information about the program, consult the Library of Congress's online resources for publishers. Publishers who do not participate in the CIP program may still be eligible for cataloging by the Library of Congress through its Preassigned Control Number (PCN) program. Only US publishers are eligible for these programs. Similar cataloging programs are offered through Library and Archives Canada, the British Library (UK and Ireland), and the National Library of Australia. To date, books that have been self-published in the United States are not eligible for the CIP program through the Library of Congress but may be eligible for the PCN program. The CIP programs in Canada, the UK, Ireland, and Australia, on the other hand, do accept self-published works that meet certain eligibility requirements. Authors who want their works cataloged in national libraries can apply for these programs directly through the applicable library website, where they will also find any related requirements for depositing and registering their works (see also 4.47). Some self-publishing services will complete the necessary applications and fulfill any other requirements on the author's behalf.

- 1.35 **Paper durability and environmental statements.** Durability standards for paper have been established by the American National Standards Institute (ANSI), which since 1984 has issued statements to be included in books and other publications meeting these standards. In 1992 the standards were revised by the National Information Standards Organization (NISO) to extend to coated paper. (The International Organization for Standardization offers a similar standard, ISO 9706, available from the ISO catalog.) Under this revision, coated and uncoated papers that meet the standards for alkalinity, folding and tearing, and paper stock are authorized to carry the following notice, which should include the permanent paper sign (a circled infinity symbol):

⊙ This paper meets the requirements of ANSI/NISO Z39.48-1992 (Permanence of Paper).

Some publishers are entitled to include logos or statements certifying that they meet certain requirements for recycled paper or paper that has been sourced or manufactured according to certain standards intended to minimize environmental impact. For more information, contact the Forest Stewardship Council. Additional resources include the US-based Green Press Initiative and the Canadian-based Canopy. Any statements related to paper durability or manufacturing standards for a print book may be removed for publication in electronic formats but need not be.

DEDICATION AND EPIGRAPH

- 1.36 **Dedication.** Choice of dedication—including whether to include one—is up to the author. It may be suggested, however, that the word *dedicated* is superfluous. Editors of contributed volumes do not customarily include a dedication unless it is jointly offered by all contributors. Nor do translators generally offer their own dedication unless it is made clear that the dedication is not that of the original author. The dedication usually appears by itself, preferably on page v.
- 1.37 **Epigraph and epigraph source.** An author may wish to include an epigraph—a quotation that is pertinent but not integral to the text—at the beginning of the book. If there is no dedication, the epigraph may be placed on page v (see 1.4); otherwise, it is usually placed on page vi, opposite the table of contents. Epigraphs are also occasionally used at chapter openings and, more rarely, at the beginnings of sections within chapters (see 1.49). The source of an epigraph is usually given on a line

following the quotation, sometimes preceded by a dash (see 13.36). Only the author's name (in the case of a well-known author, only the last name) and, usually, the title of the work need appear; beyond this, it is customary not to annotate book epigraphs (but see 14.52).

TABLE OF CONTENTS AND LIST OF ILLUSTRATIONS OR TABLES

- 1.38 **Table of contents.** The table of contents for a printed work usually begins on page v or, if page v carries a dedication or an epigraph, page vii. It should include all preliminary material that follows it but exclude anything that precedes it. It should list the title and beginning page number of each section of the book: front matter, text divisions, and back matter, including the index (see fig. 1.5). If the book is divided into parts as well as chapters, the part titles appear in the contents, but their page numbers are omitted, unless the parts include separate introductions. Subheads within chapters are usually omitted from the table of contents, but if they provide valuable signposts for readers, they may be included (as in the print edition of this manual). In a volume consisting of chapters by different authors, the name of each author should be listed in the table of contents with the title of the chapter (as for chapters 4 and 5 in this manual). In a book containing illustrations that are printed together in a gallery or galleries (see 3.6), it is seldom necessary to list them separately in a list of illustrations. Their location may be noted at the end of the table of contents (e.g., "Illustrations follow pages 130 and 288"). A table of contents may be omitted for books without chapter or other divisions.
- 1.39 **List of illustrations or tables.** In a book with very few illustrations or tables or one with very many, all tied closely to the text, it is not essential to list them in the front matter. Multiauthor books, proceedings of symposia, and the like commonly do not carry lists of illustrations or tables. Where a list is appropriate (see 3.38), the list of illustrations (usually titled *Illustrations* but entered in the table of contents as *List of Illustrations* to avoid ambiguity) should match the table of contents in type size and general style. In books containing various kinds of illustrations, the list may be divided into sections headed, for example, *Figures*, *Tables* (see fig. 1.6), or *Plates*, *Drawings*, *Maps*. Page numbers are given for all illustrations printed with the text and counted in the pagination, even when the numbers do not actually appear on the text page. When a gallery of illustrations is printed on different stock and not counted in the pagination, its location is indicated by "Facing page 000" or "Following

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FIGURE 1.5. Table of contents showing front matter, introduction, parts, chapters, back matter, and location of photo gallery. See 1.38.

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FIGURE 1.6. Partial list of illustrations, with subheads. If the book contained no tables, the subhead “Figures” would be omitted. If it contained many tables, these would probably be listed on a new page under the heading “Tables.” How best to list illustrations of various sorts depends as much on space as on logic. See 1.39.

page 000” in the list of illustrations (see fig. 1.7) or, more commonly, in the table of contents (fig. 1.5). A frontispiece, because of its prominent position at the front of the book, is not assigned a page number; its location is simply given as frontispiece. Titles given in lists of illustrations and tables may be shortened or otherwise adjusted (see 3.40). For treatment of titles, see 8.157–67.

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84. *Doctrina Christam* printed at Quilon
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88. Final page of above
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FIGURE 1.7. Partial list of illustrations showing numbers, titles, and placement of unpaginated plates. (Compare fig. 1.5.) See 1.39.

FOREWORD, PREFACE AND ACKNOWLEDGMENTS, AND INTRODUCTION

1.40 **Foreword.** The term *foreword* should be reserved for prefatory remarks by someone other than the author—including those of an editor or compiler, especially if a work already includes an author's preface (see 1.41). The publisher may choose to mention the foreword on the title page (e.g., "With a Foreword by Conor Cruise O'Brien"). A foreword, which is set in the same size and style of type as the text, normally runs only a few pages, and its author's name usually appears at the end, following the text. The title or affiliation of the author of a foreword may be included along with the name, and a place and date may also be included. If a foreword runs to a substantial length, with or without a title of its own, its author's name may be given at the beginning instead of at the end. See also 1.43.

1.41 **Preface and acknowledgments.** The author's own statement about a work is usually called a preface. It is set in the same size and style of

type as the text and includes reasons for undertaking the work, method of research (if this has some bearing on readers' understanding of the text), brief acknowledgments (but see 1.42), and sometimes permissions granted for the use of previously published material. A preface need not be signed; if there might be some doubt about who wrote it, however, or if an author wishes to sign the preface (sometimes just with initials), the signature normally appears at the end (see also 1.40). When a new preface is written for a new edition or for a reprinting of a book long out of print, it should precede the original preface. The original preface is then usually retitled *Preface to the First Edition*, and the new preface may be titled *Preface to the Second Edition*, *Preface to the Paperback Edition*, *Preface 2017*, or whatever fits. (Even in the absence of a new preface, the original preface may be retitled to avoid confusion.) In a book containing both an editor's preface and an author's preface, the editor's preface, which may be titled as such or retitled *Editor's Foreword*, comes first and should bear the editor's name at its conclusion.

- 1.42 **Separate acknowledgments.** If the author's acknowledgments are long, they may be put in a separate section following the preface; if a preface consists only of acknowledgments, its title should be changed to *Acknowledgments*. Acknowledgments may instead be put at the back of a book, preceding other back matter, a common practice especially for books targeted to the general reader. Acknowledgments that apply to all volumes of a multivolume work may be presented only in the first. See also 4.102–3.
- 1.43 **Introduction belonging to front matter.** Most introductions belong not in the front matter but at the beginning of the text, paginated with arabic numerals (see 1.47). Material about the book—its origins, for example—rather than about the subject matter should be included in the preface or in the acknowledgments (see 1.41). A substantial introduction by someone other than the author is usually included in the front matter, just before the main text, but if it is not more than three to five pages, it may more appropriately be called a foreword (see 1.40) and placed before the preface.

OTHER FRONT MATTER

- 1.44 **List of abbreviations.** Not every work that includes abbreviations needs a separate list of abbreviations with the terms or names they stand for. If many are used, or if a few are used frequently, a list is useful (see fig. 1.8); its location should always be given in the table of contents. If

Abbreviations

abl.	ablative	Lat.	Latin
ac.	accusative	Leon.	Leonese
act.	active	lit.	literally
adj.	adjective	m.	masculine
And.	Andalusian	Med.	Medieval
Ar.	Arabic	Mod.	Modern
Cast.	Castilian	Moz.	Mozarabic
Cat.	Catalan	n.	neuter
cf.	<i>confer</i> (compare)	nom.	nominative
conj.	conjugation	Occ.	Occitan
Cub.	Cuban	p.	person
dat.	dative	pas.	passive
decl.	declension	pl.	plural
Dom. Repub.	Dominican Republic	Port.	Portuguese
Eng.	English	sg.	singular
Equat. Guin.	Equatorial Guinea	Sp.	Spanish
ex.	example	var.	variant
f.	feminine	viz.	<i>videlicet</i> (namely)
Fr.	French	voc.	vocative
gen.	genitive		
Gr.	Greek		
irreg.	irregular		
It.	Italian		

FIGURE 1.8. A list of abbreviations. See 1.44.

abbreviations are used in the text or footnotes, the list may appear in the front matter. If they are used only in the back matter, the list should appear before the first element in which abbreviations are used, whether the appendixes, the endnotes, or the bibliography. A list of abbreviations is generally not a substitute for using the full form of a term at its first occurrence in the text (see 10.3). In the list, alphabetize terms by the abbreviation, not by the spelled-out form. See also 14.60.

- 1.45 **Publisher's, translator's, and editor's notes.** Notes on the text are usually treated typographically in the same way as a preface or foreword. A publisher's note—used rarely and only to state something that cannot be included elsewhere—should either precede or immediately follow the table of contents. A translator's note, like a foreword, should precede any element, such as a preface, that is by the original author. An explanation of an editor's method or a discussion of variant texts, often necessary in scholarly editions, may appear either in the front matter (usually as the last item there) or in the back matter (as an appendix or in place of one). Brief remarks about editorial method, however—such as noting that spelling and capitalization have been modernized—are often better incorporated into an editor's preface, if there is one.

Text

- 1.46 **Determining page 1.** The first page of the first chapter or the introduction (see 1.47) is usually counted as arabic page 1. Where the front matter is extensive, however, a second half title, identical to the one on page i, may be added before the text. The second half title should be counted as page 1, the first of the pages to be counted with an arabic page number (though the page number does not appear). The page following the second half title (its verso) is usually blank, though it may contain an illustration or an epigraph. A second half title is also useful when the book design specifies a double-page spread for chapter openings; in such a case, chapter 1 starts on page 2. If a book begins with a part title, the part title page is treated as arabic page 1 in the same manner as a second half title. See also 1.5, 1.6.

TEXT DIVISIONS

- 1.47 **Introduction belonging to main text.** Unlike the kind of introduction that may be included in the front matter (see 1.43), a text introduction is integral to the subject matter of the book and should not include ac-

knowledgments or other material that belongs in the front or back matter. It is acceptable, however, to refer to the contents of the book (“In the first two chapters I discuss . . .”), though some authors and editors may prefer to limit such information to a preface. (These considerations do not apply in the case of a reprint or facsimile edition, where the front matter is furnished by a volume editor.) A text introduction carries arabic page numbers. A new introduction to a well-known work may be considered a text introduction even if it includes biographical or other material about the original author. If titled simply Introduction, it does not normally carry a chapter number and is usually considerably shorter than a chapter. Authors should consider adding a descriptive subtitle even to such shorter introductions, and an author who has titled chapter 1 Introduction should be encouraged to give the chapter a more evocative title.

1.48 **Division into parts.** Some books benefit from division into parts (see fig. 1.5). Each part usually carries a number and a title and should contain at least two chapters (an exception may be made for a part that includes only an introductory or concluding chapter). Chapters are numbered consecutively throughout the book; they do not begin with 1 in each part. Parts are sometimes called sections, though *section* is more commonly used for a subdivision within a chapter. Part titles that do not include introductions usually begin recto, followed by a blank verso and a recto chapter opening. If a part includes an introduction—usually short, titled or untitled—it may begin on a new recto following the part title, or on the verso of the part title, or on the part title itself. A text introduction to a book that is divided into parts precedes the part title to part 1 and needs no part title of its own. Likewise, a conclusion needs no part title, though in a book with parts it should begin recto to avoid appearing to belong only to the final part. No part title is needed before the back matter of a book divided into parts, though one may be useful before a series of appendixes or a notes section.

1.49 **Division into chapters—general.** Most nonfiction prose works are divided into numbered chapters of a more or less consistent length. Authors should aim for short, descriptive titles, which tend to give readers a better overview of a book’s contents than longer, more whimsical titles. Each chapter normally starts on a new page, verso or recto, and its opening page should carry a drop folio (see 1.5, 1.6)—or sometimes no folio—and no running head (see 1.10–16). The first chapter ordinarily begins on a recto (but see 1.46). Chapter openings usually consist of the chapter number (*chapter* is often omitted), the chapter title, and the chapter subtitle, if any; together, these are referred to as the chapter display. Note reference numbers or symbols traditionally do not appear anywhere

in the chapter display of printed books; accordingly, a note that refers to the chapter as a whole remains unnumbered and precedes the numbered notes (whether it appears on the first page of the chapter or in the endnotes). A chapter epigraph, sometimes considered part of the chapter display, may include a note reference, though traditionalists may prefer an unnumbered note. See also 14.52.

- 1.50 **Division into chapters—multiple authors.** In multiauthor books, the chapter author's name is usually given at the head of each chapter. An affiliation or other identifying information may be put in an unnumbered footnote on the first page of the chapter (see 14.55) or in a list of contributors (1.64). An unnumbered footnote may also be used to disclose the source of a chapter or other contribution that is being reprinted from an earlier publication. (For certain e-book formats that do not support footnotes as such, a source note or note about the author may need to appear immediately after, or be linked from, the chapter title or author's name.) When both the author's affiliation and the source of the contribution are given in the note, it is customary, but not essential, that the affiliation come first.
- 1.51 **Divisions for poetry.** In a book of previously unpublished poetry, each poem usually begins on a new page. Any part titles provided by the poet should then appear on separate pages (rectos) preceding the poems grouped under them. In a collection of previously published poems, more than one poem, or the end of one and the beginning of another, may appear on the same page.
- 1.52 **Divisions for letters and diaries.** Letters and diaries are usually presented in chronological order, so they are seldom amenable to division into chapters or parts. For diary entries, dates may be used as headings, and in published correspondence the names of senders or recipients of letters (or both) may serve as headings. The date of a letter may be included in the heading if it does not appear in the letter itself. Such headings in diaries and correspondence do not usually begin a new page.
- 1.53 **Conclusion.** The main text may end with a conclusion, in which the author typically makes some final statement about the subject presented and the implications of the study or poses questions inviting further investigation. A conclusion may assume the significance and proportions of a final chapter, with or without a chapter number; in such cases, authors should consider using a more descriptive title. A conclusion may begin either recto or verso, but for a book divided into parts it must begin recto so that it does not appear to belong to the final part only.

- 1.54 **Epilogue or afterword.** An epilogue or an afterword is a comparatively brief section that comments on the text, sometimes obliquely, or brings a narrative up to date. Such a section is sometimes added to a new edition of a book and may be written by a different author; in either case it is then usually called an afterword (cf. 1.40). An epilogue or afterword generally follows any conclusion and may begin either recto or verso, but for a book divided into parts or for an afterword added to a new edition, it should usually begin recto (see also 1.53); it is set in the same size and style of type as the rest of the text.

TEXT SUBDIVISIONS

- 1.55 **Subheads—wording.** Subheads within a chapter should be short and meaningful and, like chapter titles, parallel in structure and tone. The first sentence of text following a subhead should not refer syntactically to the subhead; words should be repeated where necessary. For example:

SECONDARY SPONGIOSA

The secondary spongiosa, a vaulted structure . . .

not

SECONDARY SPONGIOSA

This vaulted structure . . .

- 1.56 **Subhead levels and placement.** Many works require only one level of subhead throughout the text. Some, particularly scientific or technical works, require further subdivision. Where more than one level is used, the subheads are sometimes referred to as the A-level subhead (the first-level heading after the chapter title), B-level, C-level, and so on (or A-head, B-head, C-head, etc.). Only the most complicated works need more than three levels. The number of subhead levels required may vary from chapter to chapter. A lower-level subhead may follow an upper-level subhead with no intervening text, but when a section of text is subdivided, there should ideally be at least two subsections (e.g., two or more A-level subheads in a chapter or two or more B-level subheads under an A-level subhead). Occasionally, however, a single subdivision may be called for—for example, to emphasize a unique case or a special consideration. A single subdivision may also be needed for specialized sections like chapter endnotes (see 1.62). Subheads, which usually do not need to begin a new page, are generally set on a line separate from the following text, the levels differentiated by type style and placement. The lowest level, however, may be run in at the beginning of a paragraph, usually set in italics or boldface (as in the print edition of this manual)

and followed by a period. It is then referred to as a run-in subhead (or run-in sidehead). Run-in heads are usually capitalized sentence-style (see 8.158).

- 1.57 **Numbered subheads.** Unless sections in a chapter are cited in cross-references elsewhere in the text, numbers are usually unnecessary with subheads. In general, subheads are more useful to a reader than section numbers alone. In scientific and technical works, however, the numbering of sections, subsections, and sometimes sub-subsections provides easy reference. There are various ways to number sections. The most common employs double or multiple (also called multilevel) numeration. In this system, sections are numbered within chapters, subsections within sections, and sub-subsections within subsections. The number of each division is preceded by the numbers of all higher divisions, and all division numbers are separated by periods, colons, or hyphens. Thus, for example, the numbers 4.8 and 4.12 signify, respectively, the eighth section and the twelfth section of chapter 4.¹ The series 4.12.3 signifies the third subsection in the twelfth section of chapter 4, and so on. The system employed by this manual is chapter number followed by paragraph number for easy cross-referencing. A system of multiple numeration may also be used for illustrations, tables, and mathematical equations (see, respectively, 3.11, 3.50, and 12.24–25).
- 1.58 **Ornamental or typographic breaks in text.** Where a break stronger than a paragraph but not as strong as a subhead is required, a set of asterisks or a type ornament, or simply a blank line, may be inserted between paragraphs. A blank line has the disadvantage that it may be missed if the break falls at the bottom of a page, a problem exacerbated by electronic formats with reflowable text. This quandary can be solved by differentiating the first few words of each paragraph that follows a break—for example, with small capitals. Whatever strategy is used to signal such a break, the same one should be used in each publication format.

Back Matter

- 1.59 **Appendixes.** An appendix may include explanations and elaborations that are not essential parts of the text but are helpful to a reader seeking further clarification, texts of documents, long lists, survey questionnaires, or sometimes even charts or tables. The appendix should not,

1. Multiple numeration using periods should not be confused with decimal fractions. Paragraph or section 4.9 may be followed by 4.10—quite unlike the decimal fraction system.

however, be a repository for odds and ends that the author could not work into the text. Relevant information that is too unwieldy or expensive to produce in print may be suitable for presentation on the publisher's website and under its aegis (a practice more common with journals). Appendixes usually follow the last book chapter, though an appendix may be included at the end of a chapter (introduced by an A-level subhead) if what it contains is essential to understanding the chapter. (In multiauthor books and in books that will be offered as individual chapters, any appendix must follow the chapter it pertains to.) When two or more appendixes are required, they should be designated by numbers (Appendix 1, Appendix 2, etc.) or letters (Appendix A, Appendix B, etc.), and each should be given a title as well. Appendixes may be set either in the same type size as the text proper or in smaller type.

- 1.60 **Chronology.** A chronological list of events may be useful in certain works. It may appear in the back matter under its own heading, but if it is essential to understanding the narrative, it is better placed in the front matter, immediately before the text. For an example, see figure 1.9.
- 1.61 **Glossary.** A glossary is a useful tool in a book containing many words in another language or other unfamiliar terms. Words to be defined should be arranged in alphabetical order, each on a separate line and followed by its definition. (The term may be followed by a period, a colon, or an em dash, or distinguished from the definition typographically, or both.) A glossary usually precedes the notes and bibliography or reference list but may follow the notes, especially if terms listed in the glossary appear in the notes. A glossary that consists mainly of terms that do not appear in the text may be included as an appendix. See also 2.23.
- 1.62 **Endnotes.** Endnotes, simply headed Notes, follow any appendix material and precede the bibliography or reference list (if there is one). Any notes to an appendix may be included with the endnotes and introduced by an appropriate subhead (Appendix). But if the appendix consists mainly of tables or other data, it may be best to keep the notes with the appendix (see 3.76–80). The notes to each chapter are introduced by a subhead indicating the chapter number and often the chapter title. The running heads to the endnotes should identify the text pages or chapters the notes apply to (see 1.15). Endnotes are normally set smaller than the text but larger than footnotes. Notes are usually placed at the ends of chapters in multiauthor books (see 14.43); such chapter endnotes are a requirement for books that will be offered as individual chapters. For unnumbered notes and notes keyed to line or page numbers, see 14.52, 14.53. For endnotes versus footnotes, see 14.43–48.

MADISON CHRONOLOGY

1787

27 May– 17 September	JM attends Federal Convention at Philadelphia; takes notes on the debates
29 May	Virginia Plan presented
6 June	JM makes first major speech, containing analysis of factions and theory of extended republic
8 June	Defends “negative” (veto) on state laws
19 June	Delivers critique of New Jersey Plan
27 June–16 July	In debate on representation, JM advocates proportional representation for both branches of legislature
16 July	Compromise on representation adopted
26 July	Convention submits resolutions to Committee of Detail as basis for preparing draft constitution
6 August	Report of Committee of Detail delivered
7 August	JM advocates freehold suffrage
7 August– 10 September	Convention debates, then amends, report of 6 August
31 August	JM appointed to Committee on Postponed Matters
8 September	Appointed to Committee of Style
17 September	Signs engrossed Constitution; Convention adjourns
ca. 21 September	Leaves Philadelphia for New York
24 September	Arrives in New York to attend Congress
26 September	Awarded Doctor of Laws degree in absentia by College of New Jersey

FIGURE 1.9. Opening page of a chronology. See 1.60. For date style, see 6.38.

1.63 **Bibliography or reference list.** Bibliographies and reference lists are normally set smaller than the text and in flush-and-hang style. A bibliography usually precedes the index and follows the notes, if any. In a multiauthor book or a book that will be offered in the form of individual chapters, a brief bibliography may be placed at the end of each chapter (see 14.62). For a discussion of the various kinds of bibliographies, see 14.64; for reference lists, see 15.10. For discographies and the like, which usually precede any bibliography or reference list but may instead be included as an appendix, see 14.262. For a full discussion and examples, see chapters 14 and 15.

1.64 **List of contributors.** A list of contributors may be appropriate for a work by many authors in which only the volume editor’s name appears on the

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