1. Books

Books:


2d ref. Lebsock, *Free Women of Petersburg*, 50–53.

Note that short titles omit initial articles like “the” and “a.”

Book with an Editor:


Book with an Author and Editor:


Multivolume Work:


Reprint Edition:


Well-Known Reference Work:

2d ref.   DAB, 5:325–27.

2. Articles, Theses, Book Reviews

Article in a Journal:


Abbreviations for Journal Titles:
(to be used after first occurrence of the name of the journal)

American Historical Review     AHR
Journal of American History    JAH
Journal of Southern History    JSH
Journal of the Early Republic    JER
Virginia Magazine of History and Biography    VMHB
William and Mary Quarterly    WMQ

Note that we use the following wording to indicate these abbreviations: American Historical Review (cited hereafter as AHR)

Article in a Book of Collected Essays:


Article in a Magazine:

Thesis or Dissertation:


Book Review:


Conference Paper:


3. Government Documents

Congressional Debate:

1st ref.  Congressional Record, 48th Cong., 1st sess., 3849.

2d ref.  Congressional Record, 48th Cong., 1st sess., 3849.

Congressional Report:


**Published Government Report:**


**Unpublished Government Report:**


4. **Legal Documents**

**Court Case:**


2d ref. *Ware, Administrator of Jones v. T. M. Randolph’s Executors*, 5:360–74.


2d ref. Nash deposition.

**Abbreviations for Virginia Court Reporters:**

<table>
<thead>
<tr>
<th>Washington (1790–96)</th>
<th>Wash.</th>
</tr>
</thead>
</table>
Call (1797–1825) Call
Hening and Munford (1806–10) Hen. and Munf.
Munford (1810–20) Munf.
Gilmer (1820–21) Gilmer
Leigh (1829–42) Leigh
Robinson (1842–43) Rob.
Grattan (1844–80) Gratt.
75 Virginia to date Va.

**Legal Records:**


1st ref. Samuel Gist, will, probated 7 May 1815, Hanover County Legislative Petitions, 1815, Records of the General Assembly, Record Group 78, Library of Virginia, Richmond.

2d ref. Samuel Gist will.

**Printed Laws and Statutes:**


**Census:**

1st ref. U.S. Census Bureau, Ninth Census, 1870, Albemarle County, Va., Fredericksville Parish, 149.

2d ref. Ninth Census, 1870, Albemarle County, Va., Fredericksville Parish, 149.

**5. Newspapers**

**Newspapers:**

*Richmond Times-Dispatch,* 30 Aug. 1907.

Note that when there are two papers with the same name published in the same place, place the publisher in parentheses.

Virginia Gazette (Purdie & Dixon), 30 July 1772.

Use only the day, month, year when citing newspapers printed before 1870. Citations to later newspapers require author (when applicable), title of article in quotation marks, name of paper, day, month, year, and page number.

6. Manuscript Collections and Primary Materials

Manuscript Collections:


Note that the second reference drops the repository, unless two or more collections of the same name from different repositories are cited in the same essay. Also, if more than one collection of the same name at the same repository is cited in an article, second references should distinguish among the collections by including a distinctive date range.

Other examples:


2d ref. Tappan, diary, 23 Feb. 1836, Tappan Papers.


2d ref. James Lawson to John Semple, 31 Aug. 1761, 1 Feb. 1762, RH 15/1185, SRO.

Letter or Document in a Published Work:


When citing an editorial note, rather than a document, use the following form:


**Microfilm:**

1st ref.  R. D. Winthrop to William Henry Seward, 29 Sept. 1862, William Henry Seward Papers, University of Rochester (microfilm; Woodbridge, Conn.: Research Publications, Inc.).


After their first appearance in the notes, the names of repositories should be abbreviated. The most common abbreviations are:

- Library of Congress: LC
- National Archives and Records Administration: NARA
- Library of Virginia: LVA
- Museum of the Confederacy: MOC
- Virginia Historical Society: VHS
- University of Virginia Library: UVA
- College of William and Mary: WM

Note that we use the following wording to indicate these abbreviations: University of Virginia, Charlottesville (cited hereafter as UVA)

**Interviews:**


**7. Films and Digital Media**

**Films:**

1st ref.  *The Civil War* (1990), Florentine Films and WETA-TV, Washington, D.C.

**Digital Media:**

Listserv Messages  
Robert C. Kenzer, “Kenzer on Berry _Princes of Cotton_,” posted to H-South (H-SOUTH@h-net.msu.edu), 9 Nov. 2007.

Online Resources  

Sue Carter to Mary A. Heirs, September 15, 1861,  

**8. Endnote Form**

**Use of Ibid:**

Per the Chicago Manual of Style (15th edition):
The abbreviation “ibid.” refers to a single work cited in the note immediately preceding. It must never be used if the preceding note contains more than one citation. It takes the place of the name(s) of the author(s) or editor(s), the title of the work, and as much of the succeeding material as is identical.

1st ref.  
Peter Wallenstein, *Cradle of America: Four Centuries of Virginia History* (Lawrence, Kan., 2007), 55.

Ref. immediately following  
Ibid. (when referring to same book, same page)  
Ibid., 83. (when referring to same book, different page)

Note that “Ibid.” is not italicized. Later references should use short titles, never op. cit. or loc. cit. For the appropriate short title form, see below.

**Citation within an Endnote:**

When a footnote contains material to be documented, give the source in parentheses.

Chase wrote that he favored “opening the port” (David Donald, ed., *Inside Lincoln’s Cabinet: The Civil War Diaries of Salmon P. Chase* [New York, 1954], 170).
Indicating Sources of Quotations:

When citing more than one source in a note, please indicate in which place or places any quotations appear.


When citing a large range of pages, indicate on which page the quotation occurs.


9. General Notes on Style

• Manuscripts submitted to the Virginia Magazine should be double-spaced and include endnotes, not footnotes.

• Follow the distinction between “which” and “that” as explained in Strunk and White, Elements of Style, 59. Also keep in mind the differences between “since” and “because” and between “while” and “although.”

• Use the passive voice sparingly.

• Avoid beginning a sentence with “however” when it is being used to mean “nevertheless” (Strunk and White, Elements of Style, 49).

• Quotations should appear exactly as they appear in the original source, unless the author makes a note of the change.

10. Abbreviations

Months

• Cite dates in the European fashion (day, month, year): 21 May 1850
• Spell out months in the text
• Spell out months in the text of the notes: “in March 1821”
• Abbreviate months in citations: “Richard Hanson to William Jones, 22 Oct. 1791, VHS”
States • Spell out with city or county in the text
  • Abbreviate with the city or county in citations

U.S. or United States • Spell out “United States” for the first usage in the text; abbreviate thereafter
  • Abbreviate in citations

Numbers • Use “2d” and “3d,” not “2nd” and “3rd.”
  • Spell out numbers between one and ninety-nine.
  • Follow the Chicago Manual, with the following exceptions:
    Repeat all digits in inclusive years
      a) for birth and death years: Robert E. Lee (1807–1870)
      b) in titles of articles and essays: “Conscription in Revolutionary Virginia: The Case of Culpeper County, 1780–1781,” by John R. Van Atta
    but “during the winter of 1862–63”

Percentages • Use Arabic numbers and spell out “percent”: “12 percent”

Ranks • When preceding a person’s name, use abbreviations for military and political titles (Gen., Maj., Sen., Rep., Gov., Lt. Gov.). President is an exception.

11. Tips to Remember

1. Always provide the full title and subtitle of printed materials. This information should be taken from the title page of the work, not from the dust jacket, spine, or cover.

2. Render the author or editor’s name as it appears on the title page. Do include initials representing affiliation with religious orders; do not include initials representing academic or honorary degrees.

3. List the first place of publication. Thus, most publications of Louisiana State University should be “Baton Rouge,” not “Baton Rouge and London.” Remember to distinguish between Cambridge, England (noted as “Cambridge, Eng.”), and Cambridge, Massachusetts (noted as “Cambridge, Mass.”).

4. It is not necessary to include the call number when citing a manuscript item. Preference will be given to the form of the citation requested by the institution holding the collection.

5. Combine references within a paragraph into one endnote per paragraph.
12. Preferred style

about: instead of circa or c. (for signifying approximate dates on exhibition labels)
AD (for Anno Domini): use CE (for Common Era) instead
adviser: not “advisor”
African American, not African-American
amid not amidst
antifederalist: lower cased
Appomattox Court House
archaeology
army: lower cased—the American army, the army, but United States Army
the assembly: lower cased when referring to the General Assembly

BC (for Before Christ): use BCE (for Before the Common Era) instead
the backcountry
battles: lower cased—the battle of Waterloo; the siege of Vicksburg
board of trustees, the board

CE (for Common Era), not AD (for Anno Domini)
civil rights movement
the commonwealth, the Commonwealth of Virginia
commas: every item in a series should be followed by a comma—”Washington, Jefferson, and Madison”
Congresses: upper cased—the Thirty-first Congress
congressional districts: upper cased—the Tenth Congressional District
the Constitution (of the United States); the constitution (of Virginia); the 1902 constitution; the constitution of 1902
corps: Third Corps; Second and Third corps
the Council (colonial body); but the governor’s council
counties: Nansemond County; Arlington and Fairfax counties
dates: use European style—1 May 1769
due to: cannot be used to mean “because of”
dueling
e.g.: avoid using
emeritus: emeritus professors; but professors emeriti
empire: the first British empire; the British empire
et al.
etc.: avoid using
ex: use “former”

Federalist Party; but federalist (referring to a supporter of the Constitution)
firstly, secondly, thirdly: are not words; use “first,” “second”
former: lower cased—former governor E. Lee Trinkle; former presidents Adams and Jefferson
Harpers Ferry: no apostrophe
House: when referring to the House of Burgesses, the House of Delegates, or the House of Representatives
houses: not put in quotation marks—Mount Vernon; Westover, Charles City County

i.e.: avoid using. Use “for example” instead

Jackson, Stonewall: no quotation marks (but do use quotation marks if referring to Thomas Jonathan “Stonewall” Jackson)
Jr.: must be preceded and followed by a comma—“Robert E. Lee, Jr., wrote that his father . . .”;
but Daniel Parke II. (However, if part of a series or fund name [“J. Harvie Wilkinson Jr. Lecture” or “James I. Robertson Jr. Fund”], there are no commas.)

Lower South
Lower Valley (of Virginia)

massive resistance
the marines: but United States Marine Corps
moneys: preferred to “monies”
mountains: Blue Ridge Mountains; the Adirondack and Allegheny mountains

N.B.: avoid using
navy: lower cased—the navy; but United States Navy, British navy; but Royal Navy
not only: requires “but also” or “but . . . as well” to complete its meaning
nullification crisis: lower cased

Old Dominion: no quotation marks on state nicknames (the Bay State, the Palmetto State, the Empire State)
oronoco tobacco

party systems: lower cased—first party system, second party system
Piedmont: upper cased for all states
possessives: Charles’s; Custises’
exceptions: Jesus’; Moses’; for conscience’ sake; for righteousness’ sake
Powhatan Uprising (not massacre)
prior to: use “before”
proactive: use “active”

quotation within a block quotation: use single quotation marks
quote, quotation: “quote” is a verb; “quotation” is a noun

Ralegh, Sir Walter
regiments: 33d Virginia Infantry; but Third Corps
the Revolution
rivers: Clinch River; Mississippi and Ohio rivers

secession crisis: lower cased
secession winter: lower cased
secondly: see firstly
the Senate: when referring to the U.S. Senate (see also “state senate”)
Sr.: requires a comma both before and after—”Harry F. Byrd, Sr., became governor . . .”; but John Custis IV
Shays’s Rebellion
sieges: see battles
state senate: but Virginia Senate
sweet-scented tobacco: hyphenated
streets: Franklin Street; Main and Foushee streets

that: restrictive; should never be preceded by a comma—The pen that my mother gave me ran out of ink.
thirdly: see firstly
Tidewater: upper cased for all states
titles: President John Tyler, President Tyler, the president, Arthur Wellesley, the duke of Wellington; the first duke of Wellington; the duke

tobacco: oronoco, sweet-scented
toward: use “toward,” not “towards”
trans-Allegheny
trans-Appalachian
transatlantic
traveled, traveler

Upper South
Upper Valley (of Virginia)
utilize: use “use”

the Valley
Virginia militia: lower cased; but the Virginia Regiment
votes: use Arabic numerals and “to”—75 to 32

web site, not website
which: nonrestrictive; must be preceded by a comma—The James River, which flows past Westover, empties into the Chesapeake Bay.

* updated 21 November 2017