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# Field Museum Stylebook

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## An Editorial and Typographical Manual

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FOR THE GUIDANCE OF ALL MEMBERS OF THE STAFF  
CONCERNED IN THE WRITING, EDITING, AND PRINTING  
OF PUBLICATIONS, LEAFLETS, LABELS, POSTERS,  
POST CARDS, ADVERTISING, AND ALL OTHER PRINTED  
MATTER OF FIELD MUSEUM OF NATURAL HISTORY



CHICAGO

DECEMBER, 1928

THE FIELD MUSEUM LIBRARY



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## PROOFREADER'S MARKS

⌘	Delete and close up	<u>em</u>	En dash
Ⓣ	Reverse	;	Insert semicolon
⊂	Close up	Ⓜ	Insert colon and en quad
#	Insert space	Ⓜ	Insert period and en quad
¶	Paragraph	?	Insert interrogation point
□	Indent one em	Ⓜ	Query to author
⌊	Move to left	˘	Use ligature
⌋	Move to right	Ⓜ	Spell out
⌋	Lower	tr	Transpose
⌋	Elevate	wf	Wrong font
^	Insert marginal addition	bf	Set in <u>bold face</u> type
√^	Even space	rom	Set in <u>roman</u> type
×	Broken letter	ital	Set in <u>italic</u> type
↓	Push down space	caps	Set in <u>CAPITALS</u>
≡	Straighten line	sc	Set in <u>SMALL CAPITALS</u>
	Align type	lc	Set in lower case
^	Insert comma	ℓ	Lower-case letter
√	Insert apostrophe	stet	Let it stand
√	Insert quotes	no¶	Run in same paragraph
=	Hyphen	ld>	Insert lead between lines
<u>em</u>	Em dash	lr#	Hair space between letters

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## FOREWORD

This stylebook is designed to provide editorial and typographical standards whereby uniformity of style may be obtained for all future publications, leaflets, labels, posters, post cards, advertising and other printed matter of Field Museum of Natural History.

The advantages of such uniformity are readily apparent. A diversity of typographical styles in the work of different writers on the Staff, or publications of different Departments of the Museum, obviously should not exist. The United States Government Printing Office, the presses of such institutions as the University of Chicago, and commercial publishers, all have established such house styles. Works from Field Museum Press should have the same typographical dignity. In addition to improving publications and printed matter as a whole, the establishment of a style for the institution will cut down labor and expense in the Division of Printing by eliminating a large amount of editorial corrections and resetting of type.

In establishing a style it is inevitable that a number of the rules will seem arbitrary, and will be in conflict with some of the personal preferences of probably each member of the Staff. But it is this very diversity of preferences which makes necessary a style for the institution. This has been well illustrated by the manuscripts of departmental sections of the Annual Report in the past. One Department would use figures, another would spell the same numbers out; one Department would spell a word one way, another Department would use a dif-

ferent spelling—both spellings might be justifiable; one Department would capitalize a certain word, another Department would put it in lower case; one Department would abbreviate a certain word, another would spell it out. But the published Report must have all such things uniform throughout.

Special cases, of course, may occasionally justify deviation from some of the rules herein; and alterations in these rules may occur from time to time in conformity with changes in generally accepted good usage.

No attempt has been made to present in this small manual a complete stylebook; the only things covered herein are those upon which there has been noted a divergence of usage among members of the Staff. Other authorities are recommended elsewhere in this book to govern cases not provided for in these rules.

STEPHEN C. SIMMS, *Director*



## RULES FOR FIELD MUSEUM STYLE

### I

#### UNIFORMITY

The main object of rules is uniformity and consistency. Different kinds of publications will require different treatment and, in general matter, different Departments may to some extent recognize certain conventions of their own; but so far as possible, uniform methods should prevail throughout Museum publications. In preparing manuscript, writers should in all cases consider the medium of publication, with due regard to established precedents as to arrangement, sizes of pages, styles of type, and relative positions of different kinds of matter.

### II

#### COMPLETENESS

Manuscript should not be submitted until it is **complete in every detail**. Authors should furnish titles, headings, special punctuations, legends and captions for illustrations, and similar matter, taking nothing for granted with the idea that it will be supplied by an editor or printer.

It is urged that, whenever possible, manuscripts be typewritten. All matter for the printers must be written **on one side of the paper only**.

For many good reasons it is considered advisable that original manuscripts be returned to the Division of Printing with the first corrected proofs, to be kept in the files of the Division of Printing for a period of two years.

### III

#### PARAGRAPHS

Writers of Field Museum publications are asked to make all paragraphs in their work as short as the subject and good writing permit.

Whenever a fifteen-line or a thirty-line paragraph can be broken up into two, three, four, or more paragraphs, without sacrificing continuity or correctness of construction, it should be done. This is better and more modern style than lengthy paragraphs; it makes a more attractive and more legible page, and it saves money and time when extensive corrections are necessary.

When long paragraphs are used, and a correction must be made near the beginning, it often means resetting the entire paragraph, which is expensive.

### IV

#### CAPITALIZATION

1. In general, use capital letters sparingly at all times. Where proper or scientific names require capitals, they should of course be used; but wherever there is a choice between capitalizing a word and using lower case, use lower case.

2. ALWAYS CAPITALIZE: (a) the word "Museum," even when used alone, when it refers to **Field Museum**; (b) the words "Department," "Division," "Library," etc., when referring to a Department or Division of Field Museum, even though the full name of Department or Division is not given.

DO NOT CAPITALIZE the above words when they are used referring to **another** institution, or to departments and divisions of another institution, unless that institu-

tion's full name, or the full name of the department or division referred to, is given.

*EXAMPLES OF PROPER STYLE:*

The **Museum** (*referring to Field Museum*) had 16 expeditions in the field.

*But:* While in New York, Curator Smith visited the American Museum of Natural History. In that **museum** (*lower case*) he found . . . . etc.

The **Department** (*referring to a Department of Field Museum*) opened two new halls.

*But:* In the American Museum, Mr. Smith visited the Department of Geology. In the **department** (*lower case*) he saw . . . . etc.

3. LIKEWISE, ALWAYS CAPITALIZE the words "President," "Trustee," "Director," "Staff," "Curator," "Associate Curator," "Assistant Curator," "Member," "Life Member," "Associate Member," etc., when referring to persons connected with Field Museum, whether the person's name is given or not.

DO NOT CAPITALIZE these words when they refer to an officer or member of the staff of other institutions, *except* when used as a title, either before or after a given proper name.

*EXAMPLES OF PROPER STYLE:*

The **Director** reported to the **President** and the **Board of Trustees** that the **Curator** of the **Department** had discovered a new type of gull. (*Capitalized words all refer to persons connected with Field Museum*).

*But:* The **director** (*lower case*) of the American Museum reported to his **president** and **trustees** (*lower case*) that the **curator** of zoology (*or curator of the department, or curator of the Department of Zoology*) had discovered a new gull.

*However:* Mr. J. J. Jones, **Director** (*capital*) of the American Museum (*or Director J. J. Jones*) reported to **President S. S. Smith** and the board of trustees, that **Curator of Zoology R. B. Bond** (*or Curator R. B. Bond of the Department of Zoology, or Dr. R. B. Bond, Curator of the Department of Zoology*) had discovered a new gull.

4. DO NOT CAPITALIZE the names of seasons: "spring," "summer," "fall," "autumn," "winter."

5. DO NOT CAPITALIZE directional adjectives or nouns: "north," "south," "east," "west," "middle west," "central states," "south of Europe," "northwest," "southwest," "northwestern," "the north," "the southeast," etc., when used by themselves or in such combinations as the "northeast region," "the southwestern coast," "western Oregon," "to the south," etc.

Capitalize in such cases as "South Africa" but not "southern Africa."

Capitalize "Lower California," meaning the peninsula, but lower case "southern California" meaning the southern part of the state. Capitalize both words in cases like "Mississippi River," "Rocky Mountains," etc., but lower case first word in "valley of Mississippi," "the river Elbe," "state of Illinois," "island of Trinidad," etc.

6. When referring by number to halls, cases, etc., in the Museum, capitalize, as "Case No. 3," "Hall 38," "Room No. 120," etc.

7. Capitalize the first word after a colon **only** when introducing a complete passage or sentence having independent meaning, as in summaries and quotations not closely connected with what precedes.

*EXAMPLES:*

In conclusion I wish to say: The evidence shows that . . .  
As the old proverb has it: "Haste makes waste."

The first word after a colon is not to be capitalized when introducing an element that is explanatory or logically dependent upon the preceding clause:

We have three reasons for our economy: the nation is in debt; taxes are high; other nations threaten war.

8. The abbreviations "A.M.," "P.M.," "B.C.," and "A.D.," should be in small caps.

## V

### SPELLING

Wherever there is a choice of two or more spellings for the same word, all correct, use the **preferred spelling** as given in *Webster's New International Dictionary*. Preferred spellings of this dictionary have been adopted as standard against all other dictionaries by the United States Government and the University of Chicago, and will be used as standard also by Field Museum.

There are a number of words which are spelled differently in England and the United States, and some members of the Staff have shown a preference for the English spelling. Henceforth Field Museum style will require the **American** spelling of these words. Special attention is called to such words as "center," "color," "labor," "gray," which in England are spelled "centre," "colour," "labour," "grey."

A special exception is made in the word "theatre," in which Field Museum adopts the English spelling instead of the American, "theater," in order to conform to the spelling used in the dedication of the James Simpson Theatre. "**Theatre**" is the spelling to be used at all times, whether referring to the James Simpson or other theatres.

## VI

### NUMBERS

1. In ordinary text-matter, spell out all numbers from one to ninety-nine inclusive; round numbers also may often be spelled; above ninety-nine use figures.

2. In numbers from 1,000 up always insert commas at third digit points, as 1,389; 27,000; 1,000,000; 1,657,892; 5,000.

*EXCEPTIONS:* Never spell out numbers in dates, case or page numbers, and do not insert commas at third digit points in such figures. Use: "36 B.C."; "3700 B.C."; "January 3, 1928"; "Case No. 1723"; "Case No. 6"; "Page 1345"; "Page 23."

Always use figures, never spell out, after abbreviation "No."—as "No. 3," "No. 67."

3. NEVER put in suffixes "rd," "st," "nd," "th," after figures used in dates. Write: "June 3, 1928," not "June 3rd, 1928"; "January 2," not "January 2nd"; "May 1," not "May 1st"; "April 5," not "April 5th."

4. In tabulation, figures will be used for all numbers—none will be spelled out:

*EXAMPLE:*

Accessions	
Anthropology . . . . .	12 ( <i>Not</i> twelve)
Botany . . . . .	1,352
Geology . . . . .	100
Zoology . . . . .	3

5. Numbers, when unavoidable at the beginning of a sentence, should always be spelled out; but if avoidable a number should not open a line, even though spelled.

6. Before percentages use figures, never spell out such numbers (except at beginning of sentence): "9 per cent," "20 per cent." Do not use a period after "per cent" unless at end of sentence. Do not use symbol % in text matter; it may be used under some circumstances in tabulation.

7. In enumerating, always use figures, never spell out:

1. Fishes
2. Birds
3. Mammals

8. Use figures, do not spell out, in indicating time of day: 3 P.M., 4 o'clock, etc.

9. In referring to money, always express in figures, do not spell out. Write: "\$2," "\$2,000" (never "two dollars" or "two thousand dollars" unless at beginning of sentence).

10. SPELL ordinal numbers: "nineteenth," never "19th;" "one hundredth time," not "100th time," etc. An exception is made in the names of numbered streets. Streets from "First" to "Twentieth" should be spelled: "Seventh Street," "Eighteenth Street"; figures may be used above "Twentieth": "73rd Street," "181st Street," etc.

11. SPELL OUT fractions which occur in the body of the text, and hyphenate compound words in fractions: one twenty-fifth; one-third; one thirty-third; thirty one-hundredths, *but* thirty-one hundredths (observe difference in these last two).

## VII

### ABBREVIATIONS

1. In general, do not use abbreviations in text matter, but spell out full words. Abbreviations may be used in tabulation, however, and certain abbreviations should be used at practically all times.

2. ALWAYS ABBREVIATE "Number" to "No." in such expressions as "Case No. 6," "Room No. 39," etc. However, at the beginning of a sentence spell out, as: "Number 7 was a box of books."

3. ALWAYS ABBREVIATE THE FOLLOWING: Mr., Messrs., M., MM., Mme, Mlle, Dr., St. (for "Saint," but do not use abbreviation "St." for "Street"), Rev., Hon., Esq., Sr., Jr. Always write "St. Louis," "St. Paul," "Sault Ste Marie" (NEVER "Saint Louis," "Saint Paul," "Sault Sainte Marie").

4. NEVER ABBREVIATE THE FOLLOWING: President, Professor, General, Colonel, Captain, Commander, Secretary, Ambassador, Senator, Representative, Congressman, Company (as "Marshall Field and Company," NEVER "Co."), Brothers (as "Arbuckle Brothers," NEVER "Arbuckle Bros."). Never abbreviate names of states or countries, or parts of names of places as in "Fort Wayne," "Port Arthur," "Mount Wilson" (NEVER "Ft.," "Pt.," or "Mt.").

5. NEVER abbreviate proper names, like "George" to "Geo.," "Charles" to "Chas.," *except* in reproducing an exact signature where the person named is in the habit of signing that way, and where there is reason for making the *signature* rather than the actual name appear in print.

6. NEVER use the symbol &; always spell out "and"; for example: "Marshall Field and Company," NOT "Marshall Field & Co."

7. ALWAYS spell out the names of months, never abbreviate them, except where necessary in tabulation.

## VIII

### PUNCTUATION

1. ALWAYS put comma and period **inside** quotation marks:

He lectured on "Abyssinia and the Blue Nile," before 2,000 persons.

*NOT:* He lectured on "Abyssinia and the Blue Nile", before 2,000 persons.

*NOT:* He lectured on "Abyssinia and the Blue Nile".

*BUT:* He lectured on "Abyssinia and the Blue Nile."

2. Interrogation point may go either inside or outside quotes, depending on its relation to meaning.



3. Ordinarily colon and semi-colon go outside quotes, unless they actually belong to quoted matter.

4. NEVER use a comma in combination with the dash; the latter eliminates the necessity of a comma. Write: "There were three—an American, a European and an Asiatic"; *not* "There were three—, (*and not* three,—) an American, a European, and an Asiatic."

5. Do not use periods in headings, display lines, folios, etc. But in side heads, when used at beginnings of paragraphs and separated from text by a dash, periods may be used.

6. NEVER use a comma in front of a parenthesis; it may be used after a parenthesis if the sentence requires it.

## IX

### MISCELLANEOUS

1. NEVER use the words "over" and "under" in the sense of "more than" and less "than," as in the sentences: "There were over 400"; "Accessions totaled 1,000 under last year"; "Over 5,000 persons attended." In such cases always write "more than" or "less than": "There were more than 400"; "Accessions totaled 1,000 less than last year"; "More than 5,000 persons attended."

2. NEVER write "ex-President," "ex-Senator," etc. Always use "former President," "former Senator," etc.

3. DO NOT HYPHENATE such words as "reinstall," "rearrange," and other forms with prefix *re*, unless necessary for a distinction of meaning, as: "He recovered from his illness," but "He re-covered the chair"; or "The committee on recreation" but "Re-creation of the pre-historic world."

Note also that the modern trend is to drop the hyphen in all compound words which can be written without it. Follow Webster on words in which there is a choice of using or dropping the hyphen. An exception to Webster is noted in the case of the words "cooperate," "cooperation," etc. In Field Museum style the words "cooperate," "cooperation," etc., will be used without either a hyphen after the first syllable, or a diaeresis (¨) over the second "o," despite the fact that Webster prescribes the diaeresis.

4. Distinguish between "farther" and "further," the former to mean "more remote in distance or time"; the latter to mean "in addition," "moreover."

5. When omission of unusual foreign accents such as on the first "ã" in *Sao Paulo* is generally condoned in English usage, omit them; however, most French and German, and some Spanish accents, are usually retained in English; but use "role," not "rôle."

6. Field Museum style dictates the use of the spelling "archaeological," but also "paleontological." This seeming inconsistency is a recognition of Webster's preferred spelling for both of these words, and of the forms most commonly in use at present, as most writers today retain the "a" in the former but drop it in the latter. Note also that ligatures, such as æ, œ, etc., are obsolete in English words, and are not to be used, except in exact quotations or in technical names.

7. Participles of certain words like "traveling," will not double the "l"; others, like "impelling" will double the "l"; Webster will be the authority in this matter.

8. "European," "hotel" and other words beginning with the "ū" sound or aspirate "h" will take the article "a," not "an." Use "a European," *not* "an European";

“a hotel,” *not* “an hotel”; “a euphemism,” *not* “an euphemism”; etc.

9. The abbreviation “etc.” in straight text matter should be used with discretion in all cases. It may be used ordinarily in tabulation, however.

10. Names of steamships, titles of published works, newspapers, works of art, and so forth should be *italicized*.

11. In zoological, botanical and paleontological matter italicize scientific names of genera and species, but not of families and higher groups. Generic names should always be capitalized; specific names, if zoological, should never be capitalized. In original descriptions, names of new genera or species should be followed by the Latin abbreviations, “gen. nov.” or “sp. nov.” in roman.

12. NEVER use the article “the” before the name “Field Museum of Natural History” or “Field Museum” when used as a noun. When the name is used in an adjectival sense, however, as for example, “It is reported that the Field Museum–Oxford University Joint Expedition is resuming operations,” the use of “the” is permissible and desirable.

## X

### OTHER AUTHORITIES

For points not covered by this stylebook, the *Manual of Style of the University of Chicago Press* may be used as an authority. In matters of spelling and hyphenation, with such exceptions as are noted herein, follow *Webster's New International Dictionary*.

## ADDENDA

(The following pages are for the insertion of additional rules which may be made from time to time by authority of the Director.)

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