AAG2018

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AAG2018 Style Guide

All text and bibliography should be formatted according to the guidelines presented by the Chicago Manual of Style. This document provides examples for some of the important subject matters concerning formatting of scientific papers in publications.

Text

1 Spelling and word division

Merriam-Webster's Collegiate Dictionary. 11th ed. Springfield, MA: Merriam-Webster, 2003.

2 Page references

In number ranges, the second number should only include the part changed from the first number, except in the range 10–19:

pp. 10–11, 12–13, 15–19, 25–9, 88–92, 113–14, 234–5, 358–61, 363–4

3 Quotations

Quoted words, phrases, and sentences run into the text are enclosed in double quotation marks. Single quotation marks enclose quotations within quotations; double marks, quotations within these; and so on.

"Don't be absurd!" said Henry. "To say that 'I mean what I say' is the same as 'I say what I mean' is to be as confused as Alice at the Mad Hatter's tea party. You remember what the Hatter said to her: 'Not the same thing a bit! Why you might just as well say that "I see what I eat" is the same thing as "I eat what I see"!' "

4 Names of institutions and companies

Brand names or names of companies that are spelled with a lowercase initial letter followed by a capital letter (eBay, iPod, iPhone, etc.) need not be capitalized at the beginning of a sentence or heading. Company or product names with additional, internal capi-tals (sometimes called "midcaps") should likewise be left unchanged (GlaxoSmithKline, HarperCollins, LexisNexis).

The full names of institutions, groups, and companies and the names of their departments, and often the shortened forms of such names (e.g., the Art Institute), are capitalized. A *the* preceding a name, even when part of the official title, is lowercased in running text. Such generic terms as company and university are usually lowercased when used alone (though they are routinely capitalized in promotional materials, business documents, and the like).

the Department of History; the department; the Law School
ETH Zurich
eBay posted strong earnings.
User interfaces varied. iTunes and its chief rival, Amazon.com, . . .

5 Hyphens and Dashes

Hyphens are short (-), dashes are long (–).The long dash is always used in number ranges (2008–2012, figs. 7–13, pp. 123–5).

6 Abbreviations

Preferably no abbreviations in flow text. Abbreviations should be spelled out at first occurrence a courtesy to those readers who might not easily recognize them. The abbreviation usually follows immediately, in parentheses, but it may be introduced in other ways; see examples.

Among recent recommendations of the Federal Aviation Administration (FAA) are . . .
According to the weak law of large numbers (WLLN) . . .
The National Aeronautics and Space Administration was founded in 1958. Since its inception, NASA has . . .
The benefits of ERISA (Employee Retirement Income Security Act) are familiar to many.

Commonly used abbreviations and abbreviations used in figure captions, cross-references, bibliography, footnotes/endnotes.

abbr.	abbreviated, -ion
add.	Addendum
app.	Appendix
bibliog.	bibliography, -er, -ical
ca. or c.	circa, about, approximately (ca. preferred for greater clarity)
chap. or ch.	Chapter
cf.	confer, compare (“see, by way of comparison”; should not be used when see alone is meant)
cp.	compare (rarely used; cf. is far more common)
def.	definite; definition
ed.	editor (pl. eds.)
e.g.	exempli gratia, for example (not to be confused with i.e.)
eq.	equation (pl. eqq. or eqs.)
esp.	especially
et al.	et alii (or et alia), and others (normally used of persons; no period after et)
etc.	et cetera, and so forth (normally used of things)
et seq.	et sequentes, and the following
ex.	example (pl. exx. or exs.)
ff.	and following
fig.	figure
ibid.	ibidem, in the same place
i.e.	id est, that is (not to be confused with e.g.)
incl.	including
neg.	negative
p.	page (pl. pp.); past (also pa.)
para. or par.	paragraph
vol.	volume
vs. or v.	versus

7 Captions

A caption may consist of a word or two, an incomplete or a complete sentence, several sentences, or a combination. No punctuation is needed after a caption consisting solely of an incomplete sentence. If one or more full sentences follow it, each (including the opening phrase) has closing punctuation. In a work in which most captions consist of full sentences, incomplete ones may be followed by a period for consistency.

Wartime visit to Australia, winter 1940

The White Garden, reduced to its bare bones in early spring. The box hedges, which are still cut by hand, have to be carefully kept in scale with the small and complex garden as well as in keeping with the plants inside the "boxes."

The house of Rothschild: The world's banker, 1849–1999

8 Times, dates, numbers and measures

When specific dates are expressed, cardinal numbers are used, although these may be pronounced as ordinals.

May 26, 2008, was a sad day for film buffs.
The Watchmaker's Digest (11 November 2011) praised the new model's precision.

When a day is mentioned without the month or year, the number is usually spelled out in ordinal form.

On November 5, McManus declared victory. By the twenty-fifth, most of his supporters had deserted him.

Decades are either spelled out (as long as the century is clear) and lowercased or expressed in numerals. Chicago calls for no apostrophe to appear between the year and the s.

the nineties
the 1980s and 1990s (or, less formally, the 1980s and '90s)

9 Numbers

Single-digit number should be spelled out and numerals should be used for all other numbers. Exceptions to this rule can occur to maintain consistency in paragraphs where many numbers occur.

A mixture of buildings—one of 103 stories, five of more than 50, and a dozen of only 3 or 4—has been suggested for the area.

For ordinals prefer, for example, 122nd and 123rd over 112d and 123d. The letters in ordinal numbers should NOT appear as superscripts (e.g., 122nd not 122nd). When a number begins a sentence, it is always spelled out. To avoid awkwardness, a sentence can often be recast. In the first example, some writers prefer the form *one hundred and ten*; Chicago's preference is to omit the *and*.

One hundred ten candidates were accepted.
or
In all, 110 candidates were accepted.

If a number beginning a sentence is followed by another number of the same category, spell out only the first or reword.

One hundred eighty of the 214 candidates had law degrees; the remaining 34 were doctoral candidates in fish immunology.
or, better,
Of the 214 candidates, 180 had law degrees; the remaining 34 were doctoral candidates in fish immunology.

Large round numbers may be expressed in powers of ten. Inversely, very small numbers may be expressed in negative powers of ten.

10^6 = 1,000,000
10^{-6} = 0.000001

According to the International System of Units (*Système international d'unités*, abbreviated internationally as SI), very large quantities may also be indicated in some contexts by the use of the prefixes *mega-* (million), *giga-* (billion), *tera-* (trillion), and so on, as part of the unit of measure. Inversely, very small numbers may be expressed by *milli-* (thousandth), *micro-* (millionth), *nano-* (billionth), and so on. These expressions are often formed with symbols (e.g., M, for *mega-*, as in MB, *megabytes*).

3 terahertz = 3 × 1012 hertz
7 Gyr = 7 × 109 years

Except at the beginning of a sentence, percentages are usually expressed in numerals. Both examples below are accepted.

The treatment resulted in a 20%–25% increase in reports of night blindness.
With 90–95 percent of the work complete, we can relax.

Large or complex fractions are expressed as numeric decimal fractions. When a quantity equals less than 1.00, a zero normally ap-pears before the decimal point as an aid to readability.

a mean of 0.73
the ratio 0.85

The average number of children born to college graduates dropped from 2.3 to 0.95 per couple.

In contexts where decimal quantities must be 1.00 or less, as in probabilities, correlation coefficients, and the like, a zero is typically omitted before the decimal point.

$p < .05$
$R = .10$

The decimal point is represented by a comma. A thin, fixed space, not a comma, separates groups of three digits, whether to the left or to the right of the decimal point.

36 333,333

Numbers referring to pages, chapters, parts, volumes, and other divisions of a book, as well as numbers referring to illustrations or tables, are set as numerals.

See part 3, especially chapters 9 and 10, for further discussion; see also volume 2, table 15 and figures 7–9.
Upon completion of step 3, on page 37, the reader is asked to consult appendix B, table 7.

In most numerals of one thousand or more, commas are used between groups of three digits, counting from the right. (In scienti fic writing, commas are often omitted from four-digit numbers.)

1,512
32,987
4,000,500

10 Units

Units follow numbers after a space in between.

Meter	10 m
Kilogram	306 kg
Second	20 s
Ampere	40 A
Kelvin	120 K

Citations

Authors are asked to kindly follow the Author-Date documentation system provided by the Chicago Manual of Style. The following examples illustrate citations using the author-date system. Each example of a reference list entry is accompanied by an example of a corresponding parenthetical citation in the text.

Book

One author

Pollan, Michael. 2006. *The Omnivore's Dilemma: A Natural History of Four Meals.* New York: Penguin.

(Pollan 2006, 99–100)

Two or more authors

Ward, Geoffrey C., and Ken Burns. 2007. *The War: An Intimate History, 1941–1945*. New York: Knopf.

(Ward and Burns 2007, 52)

For four or more authors, list all of the authors in the reference list; in the text, list only the first author, followed by *et al*. ("and others"):

(Barnes et al. 2010)

Editor, translator, or compiler instead of author

Lattimore, Richmond, trans. 1951. *The Iliad of Homer*. Chicago: University of Chicago Press.

(Lattimore 1951, 91–92)

Editor, translator, or compiler in addition to author

García Márquez, Gabriel. 1988. *Love in the Time of Cholera*. Translated by Edith Grossman. London: Cape.

(García Márquez 1988, 242–55)

Chapter or other part of a book

Kelly, John D. 2010. "Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War." In *Anthropology and Global Counterinsurgency*, edited by John D. Kelly, Beatrice Jauregui, Sean T. Mitchell, and Jeremy Walton, 67–83. Chicago: University of Chicago Press.

(Kelly 2010, 77)

Chapter of an edited volume originally published elsewhere (as in primary sources)

Cicero, Quintus Tullius. 1986. "Handbook on Canvassing for the Consulship." In *Rome: Late Republic and Principate*, edited by Walter Emil Kaegi Jr. and Peter White. Vol. 2 of *University of Chicago Readings in Western Civilization*, edited by John Boyer and Julius Kirshner, 33–46. Chicago: University of Chicago Press. Originally published in Evelyn S. Shuckburgh, trans., *The Letters of Cicero*, vol. 1 (London: George Bell & Sons, 1908).

(Cicero 1986, 35)

Preface, foreword, introduction, or similar part of a book

Rieger, James. 1982. Introduction to Frankenstein; or, The Modern Prometheus, by Mary Wollstonecraft Shelley, xi–xxxvii. Chicago: University of Chicago Press.

(Rieger 1982, xx–xxi)

Book published electronically

If a book is available in more than one format, cite the version you consulted. For books consulted online, list a URL; include an access date only if one is required by your publisher or discipline. If no fixed page numbers are available, you can include a section title or a chapter or other number.

Austen, Jane. 2007. Pride and Prejudice. New York: Penguin Classics. Kindle edition.

Kurland, Philip B., and Ralph Lerner, eds. 1987. The Founders' Constitution. Chicago: University of Chicago Press. http://press-pubs.uchicago.edu/founders/.

(Austen 2007)

(Kurland and Lerner, chap. 10, doc. 19)

Journal article

Article in a print journal

In the text, list the specific page numbers consulted, if any. In the reference list entry, list the page range for the whole article.

Weinstein, Joshua I. 2009. "The Market in Plato's Republic." Classical Philology 104:439–58.

(Weinstein 2009, 440)

Article in an online journal

Include a DOI (Digital Object Identifier) if the journal lists one. A DOI is a permanent ID that, when appended to http://dx.doi.org/ in the address bar of an Internet browser, will lead to the source. If no DOI is available, list a URL. Include an access date only if one is required by your publisher or discipline.

Kossinets, Gueorgi, and Duncan J. Watts. 2009. "Origins of Homophily in an Evolving Social Network." American Journal of Sociology 115:405–50. Accessed February 28, 2010. doi:10.1086/599247.

(Kossinets and Watts 2009, 411)

Article in a newspaper or popular magazine

Newspaper and magazine articles may be cited in running text ("As Sheryl Stolberg and Robert Pear noted in a New York Times article on February 27, 2010, . . ."), and they are commonly omitted from a reference

list. The following examples show the more for-mal versions of the citations. If you consulted the article online, include a URL; include an access date only if your publisher or discipline requires one. If no author is identified, begin the citation with the article title.

Mendelsohn, Daniel. 2010. "But Enough about Me." New Yorker, January 25.Stolberg, Sheryl Gay, and Robert Pear. 2010. "Wary Centrists Posing Challenge in Health Care Vote." New York Times, February 27. Accessed February 28, 2010. http://www.nytimes.com/2010/02/28/us/politics/28health.html.

(Mendelsohn 2010, 68)

(Stolberg and Pear 2010)

Book review

Kamp, David. 2006. "Deconstructing Dinner." Review of The Omnivore's Dilemma: A Natural History of Four Meals, by Michael Pollan. New York Times, April 23, Sunday Book Review. http://www.nytimes.com/2006/04/23/books/review/23kamp.html.

(Kamp 2006)

Thesis or dissertation

Choi, Mihwa. 2008. "Contesting Imaginaires in Death Rituals during the Northern Song Dynasty." PhD diss., University of Chicago.

(Choi 2008)

Paper presented at a meeting or conference

Adelman, Rachel. 2009. " 'Such Stuff as Dreams Are Made On': God's Footstool in the Aramaic Targumim and Midrashic Tradition." Paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, Louisiana, November 21–24.

(Adelman 2009)

Website

A citation to website content can often be limited to a mention in the text ("As of July 19, 2008, the McDonald's Corporation listed on its website. . ."). If a more formal citation is desired, it may be styled as in the examples below. Because such content is subject to change, include an access date or, if available, a date that the site was last modified. In the absence of a date of publication, use the access date or last-modified date as the basis of the citation.

Google. 2009. "Google Privacy Policy." Last modified March 11. http://www.google.com/intl/en/privacypolicy.html.

McDonald's Corporation. 2008. "McDonald's Happy Meal Toy Safety Facts." Accessed July 19. http://www.mcdonalds.com/corp/about/factsheets.html.

(Google 2009)

(McDonald's 2008)

Blog entry or comment

Blog entries or comments may be cited in running text ("In a comment posted to The Becker-Posner Blog on February 23, 2010, . . ."), and they are commonly omitted from a reference list. If a reference list entry

is needed, cite the blog post there but mention comments in the text only. (If an access date is required, add it before the URL; see examples elsewhere in this guide.)

> Posner, Richard. 2010. "Double Exports in Five Years?" The Becker-Posner Blog, February 21. http://uchicagolaw.typepad.com/beckerposner/2010/02/double-exports-in-five-years-posner.html.
>
> (Posner 2010)