Style Guide for Full Articles

JOHS prefers articles to be prepared according to *The Chicago Manual of Style*, 16th ed. (CMS). JOHS will also accept social science articles prepared in accordance with *The Publishing Manual of the American Psychological Association*, 6th ed. (APA). This guide has been developed with CMS in mind. For issues not covered in the guide, please refer to the appropriate manual. JOHS does not accept articles prepared in accordance with the *Modern Language Association Style Manual*.


ABBREVIATIONS
Whenever possible, avoid abbreviations in the text.

When referring to individuals who abbreviate their names, include periods and a single space between periods and letters.

C. L. R. James  
W. E. B. DuBois

Note that other abbreviations do not use periods or spaces between letters.

UN  
US  
MINUSTAH  
CARICOM

ACKNOWLEDGMENTS

Acknowledgments are made in the first person and appear as a first unnumbered note in the endnote section.

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CAPITALIZATION

After a Colon
The first word following a colon begins with a lowercase letter, unless (1) the material introduced by a colon consists of more than one sentence, or (2) it is a quoted statement [CMS, 6.61].
Quotations
Silently correct initial capitalization in quotations depending on the relationship of the quotation to the rest of the sentence (see CMS 13.4). For instance:

Jean-François Pierre states that “artists in Haiti have come to international prominence.”

but

Jean-François Pierre states, “Artists in Haiti have come to international prominence.”

A lowercase letter following a period plus ellipses (three dots) should be capitalized if it begins a grammatically complete sentence (CMS 13.51).

“The spirit of our American radicalism is destructive and aimless. . . . On the other side, the conservative party . . . is timid, and merely defensive of property.”

Titles of Works
For titles in English, capitalize the first and last words and all nouns, pronouns, adjectives, verbs, adverbs, and subordinating conjunctions. Lowercase articles (a, an, the), coordinating conjunctions, and prepositions (regardless of length). The to in infinitives and the word as in any function are lowercased.

For titles in French, capitalize the first word of the title and all proper nouns. If the first word is an article, then the first noun is also capitalized. Also, capitalize the first word following a colon (CMS, 11.30).

CAPTIONS AND CREDITS
Captions take sentence-style capitalization (CMS, 8.156) unless they list the formal title of an image, in which case they are capitalized in headline style. Captions that are complete sentences include terminal punctuation; those that consist solely of a single phrase do not. If a caption consists of two or more phrases or sentences, terminal punctuation should follow each phrase or sentence. If credit or source information is provided, it should be the last element of the caption, without terminal punctuation.

Figure 1. Two Haitian artists and their work, 2010

Figure 2. Two Haitian artists pose with their work, 2010.

Figure 3. Two Haitian artists pose with their work, 2010. Photograph courtesy of Getty Images

Figure 4. Two Haitian artists and their work, 2010. Artists like these sell their work in open-air markets in Port-au-Prince. Photograph courtesy of Getty Images
**COMMAS**
Items in a series are normally separated by commas. When a conjunction joins the last two elements in a series of three or more, a comma—known as the serial or series comma or the Oxford comma—should appear before the conjunction (CMS, 6.18).

Fabienne was singing, Jean was playing guitar, and Pierre-Louis was playing drums.

I want no ifs, ands, or buts.

In order to make her famous tasso recipe, Marie required 5 lbs of pork, 3 tbsp kosher salt, 2 tsp cayenne, 4 tbsp paprika, 2 tbsp fresh garlic, 2 tbsp coarsely ground black pepper, 1 tsp cinnamon, 1 tbsp white pepper, and 1 tbsp brown sugar.

**CONTRIBUTOR’S NOTES**
JOHS does not include contributor’s notes. Each author’s affiliation is printed underneath their name at the beginning of the essay.

**DATES AND TIMES**
February 8, 1996
June 1863
fall 1992
8:15 a.m.
10–14 June 1863
from May to June 1863
the early nineteenth century; early-nineteenth-century fiction
late-nineteenth- and early-twentieth-century fiction
c. 1860 (not ca.)
from 1957 to 1967
1896–1900; 1863–65; 1906–9 BUT from 1896 to 1900
the 1850s; the 1920s; the eighties, the fifties (not the ’20s)
AD 873; 640 BC (full caps, no periods)
September 11
9/11

**DOCUMENTATION**
JOHS requires essays to feature both endnotes and a bibliography. Note citations should include the last name(s) of the author(s) or editor(s), a shortened title of the work, and the page number. For sources cited over three times in the text, an abbreviation is designated in the first endnote, and parenthetical citations in text are used thereafter.

Future citations to *The Black Jacobins* are to this edition and will be cited parenthetically in the text as *BJ*.

Abbreviations and Latin Terms in Documentation
JOHS does not use the following Latin abbreviations and words in its documentation: 
loc. Cit., op. cit., infra, supra, idem, f., ff., and passim.

Ibid. is set in roman type; [sic] is italicized and placed in brackets.

Et. al is not used in-text or in the bibliography. In notes, it is used when there are four or more authors.

Online Sources
An access date is required only if no publication date is provided. The full URL should be cited, but is not an adequate citation by itself. Only permanent links should be cited. Temporary, or search links, should be avoided.

If the source is available in both paper and digital format, you may cite whichever form you prefer.

Publishing Information
Bibliography entries should contain complete and unabbreviated publication information. The name of publishing firms should be listed in full.

Sample Citations

Book, Single Author


Book, Multiauthor: With two or three authors, list authors in the order in which they appear on the title page. With more than three authors, use the first author’s name followed by “et al.”


Electronic Books

Journal Article: JOHS identifies the specific issue of a journal by volume and by issue number. If the issue number is not available, use the season or month. Seasons are not capitalized, but months are.


Online Journal Article


Popular Magazine Article


Online Magazine Article


Newspaper Article


Online Newspaper Article


PhD Dissertation


Chapter in a Book (one author)

Chapter in a Collection


Website Articles/Blogs


EMPHASIS

If italics are added to a quoted passage for emphasis, the passage must be followed by (emphasis mine) within the quotation marks. The author does not need to indicate (emphasis in original) when italics appear in the original extract.

FOREIGN LANGUAGE USAGE

JOHS accepts articles in English, French, Haitian Creole, and Spanish.

**French Usage**

Articles written in French should adhere to the same rules outlined in the CMS and in this document, except from where they differ from the conventions of written and scholarly French. These differences are outlined in CMS 11.28-11.40.

**Haitian Creole Usage**

Articles written in Haitian Creole should adhere to the same rules outlined in the CMS and in this document, except from where they differ from the conventions of written and scholarly Haitian. See *Fekyè Vilsen ak Mod Etelou; Diksyonè Kreyòl Vilsen; Diksyonè Kreyòl Anglè*; or *Diksoynè Anglè Kreyòl/English Kreyòl Dictionary* for guidelines.

**Spanish Usage**

Articles written in Spanish should adhere to the same rules outlined in the CMS and in this document, except from where they differ from the conventions of written and scholarly Spanish. These differences are outlined in CMS 11.76-11.83.

**INCLUSIVE LANGUAGE**

Always use bias-free and gender-neutral language (avoid *chairman, mankind*, and the like). See CMS, 5.225.

For pronouns, do not use the following nonstandard forms: “he/she,” “s/he,” “(s)he.” Instead, use “he or she” or “she or he” or recast the sentence in the plural. However, if you are writing about something that clearly only concerns one sex, use the appropriate pronoun.
NUMBERS. See also DATES AND TIMES
Spell out cardinal and ordinal numbers up to 100, any number at the beginning of a sentence, and common fractions. Common fractions are hyphenated as well. Numerals are used to express sums of 101 and above.

- Thirty-two children from ten families were packed into three vans.
- 8,000 trees, forty-seven thousand persons.
- The three parking lots will provide space for 560 more cars
- one-fifth to an almost incredible one-half, two-thirds
- the 122nd and 123rd days of the strike
- 300-odd articles
- 53 percent of the population
- $1.8 billion for relief funds

Exceptions: When referring to chapter and section numbers, numbers do not need to be spelled out:

- chapter 2
- part 1

Numbers that express decimal quantities, dollar amounts, and percentages are written as figures.

- 80 percent
- 15–20 percent of the citizen population
- more than $56

Numbers applicable to the same category are treated alike in the same context.

- between 51 and 211 people

NUMBERS, INCLUSIVE
Inclusive page numbers use all digits when indicating a range:


Note: Use an en dash, not a hyphen, to indicate a numeric range (1–2, not 1-2)

Roman numerals are used in the pagination of preliminary matter in books, in family names and the names of monarchs and other leaders in a succession, in the names of world wars, in legal instruments, and in the titles of certain sequels.

- On page iii Bentsen sets out his agenda.
- Neither John D. Rockefeller IV, Elizabeth II, nor John Paul II was born before World War I.
- Yet Title XII was meant to rectify not only inequities but iniquities.
- Most critics consider The Godfather, Part II a better movie than Jaws 2. [Follow the usage in the original work, per CMS, 9.44.]
- Arabic numerals are used for the parts of books.
- In part 2, chapter 2, of volume 11 of the Collected Works, our assumptions are overturned.
POSSESSIVES
The possessive of a noun ending with the letter s is formed by adding an apostrophe and an s.

- Kansas’s weather
- Burns’s poetry
- Camus’s novels
- Descartes’s philosophy
- Euripides’s plays
- Demosthenes’s orations
- Jesus’s name
- Moses’s direction

TRANSLATIONS
Definitions of isolated foreign words or phrases are enclosed in parentheses following the original. When it seems advisable to translate a lengthier passage within the text, the translation is placed in parentheses following the original. Quotation marks are used only for the original.

The word she used was not *une poêle* (a frying pan) but *un poêle* (a stove).

When an original non-English title and its translation appear together in the text, the first version (whether the original or the translation) takes the form of an original title, and the second version is always enclosed in parentheses and treated like a bona fide title (whether or not the work represents a published translation), with capitalization appropriate to the language. Capitalize only words that would be capitalized in normal text (first word of title and subtitle and all proper nouns).

- I read *Mi nombre es Roberto* (*My Name Is Roberto*) in 1989.
- I read *My Name Is Roberto* (*Mi nombre es Roberto*) in 1989.
- Rubén Darío’s poem “Azul” (“Blue”) is one of my favorites.
- Rubén Darío’s poem “Blue” (“Azul”) is one of my favorites.

If an extended passage has been translated by the author, indicate “(my translation)” following the translated text or “Unless otherwise noted, all translations are my own” in the endnote for the translated source.

USAGE
Neologisms
While neologisms are to be avoided generally, they should be placed within quotation marks at first use.

Scare Quotes
JOHS avoids scare quotes whenever possible. In most cases, the author’s control of context can and should convey how a word is being used.
Race, Ethnicity, Nationality & Religion

African American
JOHS uses African American for both the noun and the adjective. If “African-American” appears in the title of a work, leave the hyphen as it is.

Haitian American
Similarly, JOHS uses Haitian American to refer to members of the Haitian diaspora living in the United States. If “Haitian-American” appears in the title of a work, leave the hyphen as it is.

Diaspora/diaspora
JOHS uses both Diaspora and diaspora to refer to Haitians living abroad or to the condition in general. Writers should use the term consistently regardless of their preference.

United States, US, American
JOHS prefers US rather than American for political and historical contexts, in order to avoid confusion between country and continent(s). However, the abbreviation US should only be used as an adjective.
- The United States of America occupied Haiti.
- The history of the United States.
- The US occupation of Haiti.
- The US government.

Vodou, Vodoun, Voodoo
JOHS endorses the use of Vodou when referring to the Haitian religious practice. Since the term refers to a proper noun, it must always be capitalized. JOHS prefers writers to avoid the use of Voodoo, unless referring to the term ironically or to misconceptions about Haitian spirituality. JOHS does not use the term Vodoun.

Style Guide for Reviews
All book reviews should conform to CMS and the guidelines outlined above, with the following exceptions:

PUBLICATION INFORMATION
Reviews should include full publication information before the body of the review (author, title, publisher with date and place of publication, ISBN number, number of pages, price, and material).


Aunt Résia and the Spirits and Other Stories. By Yanick Lahens, translated by Betty Wilson, foreword by Edwidge Danticat, afterword

QUOTATIONS
Quotations taken from the text under review may be cited parenthetically.

Quotations from other texts should be appropriately denoted with notes.

Bibliography
Only include a bibliography if you have referenced materials other than the book under review.