Harvard Library Bulletin **Style Sheet** (with *CMS* sections, 15th ed., cited)

We follow *Chicago Manual of Style* 15 guidelines, while also incorporating some sensible changes from *CMS* 16. We have a house style in some matters (like the Harvard comma: a, b, and c), and most elements of that house style are found below.

Abbreviations and Latin terms:

Do not use *loc. cit.*, *op. cit*., *ff.* (or *passim*), or *idem*. Use *ibid.* as defined in 16.47-48. Use "Circa" to begin a sentence; otherwise use "ca." Use standard bibliographical abbreviations in citations. Also, "esp." for "especially" should be used in footnotes.

Capitalization:

Follow *CMS* and *Merriam-Webster's Collegiate Dictionary*.

President Obama, the president, the presidency
Queen Elizabeth II, the queen
Pope Benedict XVI, the pope, the papal court

Citations:

HLB rarely includes bibliographies in individual articles.

Use headline style capitalization in citations, except for titles in foreign languages. Accept cases and punctuation in foreign language citations without change.

Journal article:

Jane Doe, "Books Today," *Harvard Library Bulletin* 20, no. 2 (Spring 2011): 5–35.

Short form for in-text citation or subsequent footnote: Doe, 8.

Monographs:

Jane Roe, *Books Yesterday*, 2nd ed., rev., 3 vols. (Cambridge, Mass.: Harvard University Press, 2005), 3:200–225.

Short form: Roe, *Books Yesterday*, 2:19.

Jane Roe, *Medieval Books*, 2 vols., Medieval Studies 25 (New York: Columbia University Press, 1999), 2:100–199.

Short form: Roe, *Medieval Books*, 1:99.

Jane Roe, *Posthumous Papers Gathered*, ed. Susan Jones, Ruth Brown, and Emily Smith (Baltimore: Johns Hopkins University Press, 2011).

Short form: Roe, *Posthumous Papers*, 122.

Another convention for monographs: Author, *Title: Subtitle; Second subtitle*, etc.

Archives and libraries:

For single manuscripts, give the first citation in full form:
MS Add. 12345, British Library, London. Short form for subsequent citations: drop "London."

For archive collections:
Charles Eliot Norton, Correspondence with William Coolidge Lane, Harvard University, Houghton Library, fMS Am 1088.4 (11). Short form: Norton, Lane Correspondence (11).

Harvard University, Library, Plans: Gore Hall folder, Harvard University Archives, UA III.50.15.122pf. In archives call numbers, "box" and "folder" are both given in lower case.

Online resources:
Use the shortest form of URLs: <http://harvard.images.edu> (accessed June 1, 2010).
No matter what *CMS* says, accessed dates are important and required.

HLB makes frequent use of "cited hereafter as" with very abbreviated forms (many already established by conventions in the academic field) following.

Numbers:

Spell out one through ninety-nine and large round numbers.
Dates: Month, day, year.
Decades: 1960s, the sixties.
Centuries: fifteenth century, fifteenth-century manuscript, mid to late fifteenth-century binding.
Number ranges: dates: 1800–1805; pages: 100–121. Use en dash in number ranges.
Dimensions: generally in cm, height first (height only for books).
Houghton Library call numbers: MS Typ 270, MS Lat 500, MS Ger 200, *AC85.M4277.851w, Typ 970.14.212
Comma between library and call number: Houghton Library, MS Fr 485
Other call numbers. Contributors must take responsibility for ascertaining proper or required forms of citation (and credit lines) for materials from institutions other than Houghton Library.

Punctuation:

Series: a, b, and c; a, b, or c.
No series parentheses: (phrase 1) (phrase 2) change to (phrase 1, phrase 2).
No commas around "Jr." or "Sr." "Oliver Wendell Holmes Jr. wrote …"
Space between initials in names: T. S. Eliot, W. H. Auden.
Ellipses: three-dot method.
PhD, LLD, AM, BA.
State abbreviations, not postal abbreviations (Mass., not MA).
Washington, D.C.

Spelling:

"Houghton Library," not "the Houghton Library," not "the Houghton" (donor's wishes).
"Catalog," unless of course "catalogue" appears as part of a title.
Well-known and left-handed (but no hyphen in "left hand").
Athenaeum.
[*sic*] in italics.
Multigenerational, multifaceted.