

RUSSELL SAGE FOUNDATION

HOUSE STYLE

We follow the most recent edition of *The Chicago Manual of Style* for usage and *Merriam-Webster's Collegiate Dictionary* for spelling. Please pay close attention to verb agreement, split infinitives, dangling modifiers, verb tense, and pronouns lacking antecedents.

Keep a thorough style sheet.

Put all queries on flags and also flag all cross references, tables, and figures.

Please pay particular attention to the following points of style.

1. Use the serial comma:

This book is brilliant, incisive, and timely.

2. Numbers

- In most contexts spell out figures up to one hundred as well as large round numbers. An exception is made for numbers that begin a sentence (spell out), for page numbers and units of measure (use numerals), and when following this rule would result in mixed styles within the same paragraph:

“Of 129 voters, 57 were Democrats and 72 were Republicans.”

- In stating percentages, the word percent is always spelled out, but the number is always a figure: 75 percent.
- Keep the traditional style for dates (July 16, 1987)

3. Observe the important distinction between that and which. (See the explanation in *Words into Type* if you are in doubt.)

4. Implement proper capitalization for all titles and heads in text and notes.

5. Year ranges should be changed from 1978–79 to the full years (1978–1979)

6. Abbreviations

- The use of *i.e.*, *e.g.*, *vs.*, and *etc.* is not acceptable, even in parentheses and endnotes. Please spell out or reword.

- Acronyms should be spelled out at first use.
- Do not italicize *ibid.* or *et al.* when used in endnotes and references.
- The words *Hispanic*, *Latina*, *Latino*, *Latinx*, *Latin@*, *African American* and other ethnic and racial appellations derived from proper nouns should be capitalized. Note that per *The Chicago Manual of Style*, we lowercase *black* and *white*, but authors may capitalize the words as long as all racial designations are capitalized. For question about particular terms please speak with the press.

7. Use of biased, derogatory, or offensive language

- In quoted texts within scholarly works the preference is to elide the word (n—, r—, g—, etc.). It is acceptable to add an *s* at the end of the dash to make the sentence grammatically correct. We encourage the author to include an explanation for why the word has been changed. If the word is used repeatedly (for example, in an ethnography where the respondents use the word as part of their normal responses) a note of explanation must be included in the FM, whether as a separate note or as part of the introductory material.
 - If the author wants to retain the full use, they must speak with the director of publications to get approval to do so, and the author must include some kind of explanation in a note attached to first use.
 - If citing the title of a published work in-text, the word or words should be retained but an endnote should be added to explain why it was retained.
 - Be alert to sexism and racism. Change or tactfully query the author.
8. Identifications and first names of people mentioned in the text should be queried in the text if not provided. First names should be given the first time an author's name is used in the text and throughout the references.

“Psychologist Judith Wallerstein has stated that . . .”

9. The use of *they*, *their*, or *them* as singular gender-neutral pronouns is acceptable (as is the generic “he” or “she” but avoid gender role stereotyping).
10. Reword any references to material “above” or “below.”
11. Drop ellipses from the beginning and end of quoted material.
12. Tables and figures should be double-numbered by chapter: 1.1, 1.2, 2.1, and so on. In-text references to them (and to other chapters) should be lower case: “see table 3.2”; “see chapter 7.” Use italicized letters when necessary for table footnotes.

13. References and Endnotes

- We typically use author and date system of citation: “McFate 1995” in endnotes, with a complete citation appearing in a reference list at the end of the book/chapter. To include page numbers with a string of citations please use the following style: McFate 1995, 9; Jones and Murphy 1992, 6–10; Hardin 1990, ch. 4. There are exceptions to this, so please confirm with the RSF director of publications. Copyeditors should move in-text citations to endnotes and add a superscript note number. Ibid. may be used in endnotes, but not italicized.
- Check all citations against the reference list. Query author regarding references that do not appear in both places.
- For substantive notes, we use endnotes. Mark note numbers in text for superscript and repeat them in the margin within a circle. Verify that they run consecutively and match the endnotes themselves.
- Avoid note numbers in mid-sentence, unless placing them at the end of a sentence would confuse what is being cited.
- In references if an offensive word is used in the title of a published work, it should be retained.

14. Every element of the text should be coded including lists, equations, and the subsections of tables and figures.

15. Any references to color—in text, or in captions, or in the key within the art—need to be worded so that they will work when printed in black and white **and** when it appears in color as an ebook.

Sample References:

Please note the use of first names and issue numbers throughout the references.

Standard entry for single-author book:

Grubb, W. Norton. 1996. *Learning to Work: Reintegrating Job Training and Education*. New York: Russell Sage Foundation.

Standard entry for multi-author book:

Spain, Daphne, and Suzanne M. Bianchi. 1996. *Balancing Act: Motherhood, Marriage, and Employment Among American Women*. New York: Russell Sage Foundation.

Standard entry for journal article:

Avery, Roger, Frances Goldscheider, and Alden Speare. 1992. “Feathered Nest/Gilded Cage:

Parental Income and Leaving Home in the Transition to Adulthood.” *Demography* 29(3): 375- 88.
Chapter in edited volume:

Bianchi, Suzanne M. 1993. “Children of Poverty: Why Are They Poor?” In *Child Poverty and Public Policy*, edited by Judith A. Chafel. Washington, D.C.: Urban Institute Press.

Two entries/same author (order from earliest to latest; then alpha order by title): Cherlin, Andrew. 1978. “Remarriage as an Incomplete Institution.” *American Journal of Sociology* 84(November): 634-50.

———. 1992. *Marriage, Divorce, Remarriage*. Cambridge, Mass.: Harvard University Press.

Newspaper article:

Constable, Pamela. 1995. “Md. Church, Holy Matrimony Times Six.” *Washington Post*, June 26, 1995, pp. B1, 3.

Occasional paper/working paper:

Danziger, Sheldon, and Jonathan Stern. 1990. “The Causes and Consequences of Child Poverty in the United States.” *Innocenti* occasional paper 10. Florence, Italy: UNICEF International Child Development Centre.

Institutional author:

Families and Work Institute. 1995. *Women: The New Providers*. Benton Harbor, Mich.: Whirlpool Foundation.

Conference paper:

Hughes, James W. 1994. “Economic Shifts and the Changing Home Ownership Trajectory.” Paper presented to the Office of Housing Research, Fannie Mae, Conference on Understanding Household Savings for Homeownership. Washington (November 12, 1994).

Authored article in government publication:

O'Connell, Marin. 1991. “Late Expectations: Childbearing Patterns of American Women for the 1990s.” *Current Population Reports*, series P23, no. 176. Washington: U.S. Government Printing Office for U.S. Bureau of the Census.

Dissertation:

Robinson, James Gregory. 1988. “A Cohort Analysis of Trends in the Labor Force Participation of Men and Women in the United States: 1890 to 1985.” Ph.D. diss., University of Pennsylvania.

Unpublished paper:

Romano, Angela. 1995. “Changing Gender Ideology: 1977-1993.” Unpublished paper. University of Maryland, College Park.

Government publication:

U.S. Department of Commerce. U.S. Bureau of the Census. 1953. *Census of Population and Housing: 1950*, vol. 2, part 1. Washington: U.S. Government Printing Office.

U.S. Department of Labor. U.S. Bureau of Labor Statistics. 1984. *Employment and Earnings*. Washington: U.S. Government Printing Office (January).

Website (If no 'last modified' date is found just list the accessed date):

Google. 2009. "Google Privacy Policy." Last modified March 11, 2009. Accessed July 13, 2009. <http://www.google.com/intl/en/privacypolicy.html>.

16. Grants

All grants acknowledged in a book must be identified by grant number. The number can be put into an endnote rather than in the text. This includes any grants given by the Russell Sage Foundation.

17. Legal Cases

Names of legal cases should be italicized in both the text and notes.

18. Avoid Overuse of Italics, Boldface, and Quotation Marks

Writers regularly overuse italics, boldface, and quotation marks for emphasis, for irony, or, as seen in textbooks, to denote terms. RSF House Style follows *The Chicago Manual of Style*, which states:

When a word or term is not used functionally but is referred to as the word or term itself, it is either italicized or enclosed in quotation marks.

The term *critical mass* is more often used metaphorically than literally.

The term "critical mass" is more often used metaphorically than literally.

Italics may also be used at first instance for non-English terms that are not in a standard dictionary such as Merriam-Webster's.

Otherwise, the term should be set roman. Please do your best to minimize the use of italics, but the copyeditor will make changes as needed to conform to our style.

19. Submitting Art: Tables and Figures

Authors must submit two versions of their tables and figures. For the copyeditor, tables and figures need to be supplied in a single Word document separated from the text. For the typesetter, we need individual files in editable formats. If your figures or tables were created in Excel, send the Excel files. If they were created in Stata, R, or a similar program, export the material

as EPS files. Be sure to export or “save as”; do not send a scan or screenshot saved as EPS. If a different program was used, let RSF know. Equally suitable formats are PowerPoint, SVG, and PDF. For any photographs or maps, please forward any high-resolution files you may have; all photos should be at least 300 dpi.

Art will be in color in the e-book and in grayscale in print. The typesetter will convert color art to grayscale, but it’s helpful if you can supply color art that will work easily in grayscale. There should be no reference to color in the text, captions, or legends.

Please label each file with the figure and or table number.