

Sample Editorial Stylesheet

Note: *This stylesheet is a sample only. Although many of the items reflect rules that NEHGS follows, you need not match all exactly. Establish your own guidelines and, most important, be consistent! For punctuation, hyphenation, and other general style rules, refer to The Chicago Manual of Style.*

Typography

Main person in **BOLDFACE CAPS AND SMALL CAPS**.

Children in **REGULAR CAPS AND SMALL CAPS**.

Grandchildren in *italics*.

Lineage line in *italics*, with generational number nonitalic:

(John Amory⁸, John⁷⁻⁵, Ebenezer⁴, John³⁻², Percival¹)

Personal Names

C. P. Frenyear: space between initials

Mary Louise “Lou” Smith: nickname inside quotation marks, after the middle name

John Smith Jr.: no comma before Jr. or Sr.

John Smith III, John Smith IV

Mary (Smith) Doe: maiden names within parentheses

Mary (Smith) (Doe) Roe: space between the two sets of parentheses

John _____: five underscores for unknown names

Mary Smith [?]: question mark inside brackets to denote unknown names

Mary Smith/Smyth: alternate spellings separated by slash

Spelling/hyphenation

blacksmith

Bright’s disease

Cap Saint-Michel (only one hyphen)

Confederates

diphtheria

François: use cedilla

Irene Ducas (not Ducaina or Doukaina)

King Philip’s War

Loyalists

Montréal: use acute accent

SS [*ship*], not S.S.

seventeenth-century immigrants (hyphenate compound adjectives formed with ordinal numbers)

U.S. (adjective, but spell out United States when used as noun)

World War I, World War II (not WWI and WWII)

Punctuation/Spacing

Use the serial comma: the Brown, Pratt, Nelson, and King families

Insert only one space between sentences, not two.

Use smart, or “curly,” quotation marks and apostrophes, but use inch and foot symbols appropriately: 5’11”.

In children’s text, separate the subject’s vital statistics with semicolons, but separate the subject’s spouse’s information with commas:

- i. ALICE SHERMAN, b. say 1540; bur. Dedham 20 Oct. 1580; m. ca. 1562, as his first wife,
NICHOLAS FINCE, b. after 25 Aug. 1532, bur. Dedham 28 Feb. 1593/4, son of John and Ellen
(_____) Fince of Ardleigh, Essex

Place quotation marks outside periods and commas, and inside semicolons and colons:

See the article titled “Captivity with ye Barbarous Turks.”

I read the article titled “Captivity with ye Barbarous Turks”; it reminded me of a book

I read last year.

Dates and Numbers

Date style: day month year. E.g., 1 November 1837.

When double date is needed, use the last digit of the year: 1714/5. If inferred from context, use a bracket: 1714[/5].

Spell out numbers up through 99 and use numerals for 100 and above *except*:

- Use numerals for all measurements (miles, acres)
- Use numerals with percents: 50 percent (and spell out *percent*)
- Use numerals for ages (age 6, age 24)

Also spell out ordinals (twentieth century) *except* in Quaker dates: 21 7th month 1784.

Multiple marriages in parent text: married first, married second, etc. In children’s lists: m. (1); m. (2), etc.

For inclusive numbers, use whole numbers: 25–26, 100–101, 1934–1936

Abbreviations

In child text, use the following abbreviations: b., d., bap., bur., m., unm., d.y. (died young), div. (divorced), Co. (county)

In notes and child text, abbreviate months and states that have more than five letters:

Jan., Feb., Aug., Sept., Oct., Nov., Dec.

Okla. (but spell Ohio); Ill. (but spell Idaho)—do not use ZIP abbreviations

Main Sketches

born/baptized/died/buried *at* a village, town, or city: born at Warren, Trumbull County, Ohio

born/baptized/died/buried *in* a county or state if the town is not known: born in Trumbull County, or
born in Ohio

buried *in* a cemetery

For consistency, only use first name throughout bio, except when full name is stated in records (such as draft records)

Not necessary to repeat county or state for a town that has already been named in a sketch

Children's Text

Delete county and state if a town is mentioned again in children's text

"b. and bp. in Champlain 15 June 1681" but "b. in Cap Saint-Michel 28 March, bp. in Varennes 29 March 1694"—use "and" if date is same, comma if not

Use "b. in" if no day of birth ("b. in Sept. 1861" or "b. in 1852")

Twins: BENJAMIN³ LOWELL (twin)

Give only birth and death information if child is carried forward to a main sketch

Sample children's intro lines:

Children of John⁷ and Mary (Smith) Doe:

Children of John⁷ Doe Jr. and Mary (Smith) Doe:

Adopted children of Samuel⁶ and Jane (Johnson) (Adams) Jones:

Child of Ann (Stuart) Williams, adopted by Edward⁸ Williams:

Children of Katherine (Lewis) Roe, stepchildren of Lawrence⁸ Roe:

Sample Key to Short Citations

<i>Allen Fam.</i>	Frank Allen Hutchinson, <i>Genealogical and Historical Sketches of the Allen Family of Dedham and Medfield, Mass., 1637-1890</i> (Lowell, Mass., 1896).
<i>Angell Anc.</i>	Dean Crawford Smith, Melinde Lutz Sanborn, ed., <i>The Ancestry of Emily Jane Angell 1844-1910</i> (Boston: NEHGS, 1992).
Attleboro VRs	<i>Vital Records of Attleborough Massachusetts to the End of the Year 1849</i> (Salem, Mass.: Essex Institute, 1934).
<i>Bailey's Conn. Marr.</i>	Frederic W. Bailey, <i>Early Connecticut Marriages as Found on Ancient Church Records Prior to 1800</i> (New Haven, Conn., 1896-1906; rept. Baltimore: Genealogical Publishing Company, 1968).
<i>Batchelder Gen.</i>	Frederick C. Pierce, <i>Batchelder, Batcheller Genealogy, Descendants of Rev. Stephen Bachiler of England</i> (Chicago: W. B. Conkey Co., 1898).
Boxford VRs	<i>Vital Records of Boxford Massachusetts to the End of the Year 1849</i> (Topsfield, Mass.: Topsfield Historical Society, 1905).
BRC	<i>A Report of the Record Commissioners of the City of Boston</i> (Boston, 1876-1909), 39v.
<i>Clemence Gen.</i>	Jane Fletcher Fiske, <i>Thomas Clemence of Providence, Rhode Island and his descendants to the year 2007</i> (Greenville, R.I.: Rhode Island Genealogical Society, 2007).