WPO Style Sheet
created 10.13.06; updated 4.10.11 by J.I.M., with additions by Carl Camp.

CITATIONS

Below are listed suggested forms for footnote citations using typical sources found in WPO. I [Gary Moulton] have dropped "ibid." in favor of short citations for repeated occurrences. I also include the volume number for multi-volume works in every instance. Notice also that I have dropped "p." and "pp.," and I do not use "vol." in multi-volume works or journal citations, nor "no." in journal citations. It will be important to adopt standard short titles for frequently used works. For example, Holmberg’s book is better cited as Letters of Clark, since it is more descriptive than Dear Brother.

Books
One author

Two or three authors
2. Clark and Edmonds, Sacagawea, 88.

For four or more authors list only the first author followed by "et al." ("and others")
2. Beckham et al., Literature of the Lewis and Clark Expedition, 114.

Editor, translator, or compiler instead of author

Editor, translator, or compiler of multi-volume work

Reprint editions
Journal articles


Magazine articles

Essays in books

Pamphlets (unpaged)
1. Ella Mae Howard, "Lewis and Clark Exploration of Central Montana: Marias River to Gates of the Mountains" (Great Falls, Mont.: Lewis and Clark Interpretive Center, 1993).
2. Howard, "Lewis and Clark's Exploration of Central Montana."
4. Hoyle, "Edible Wild Plants Used by Lewis and Clark."
6. Hult, "Guns of the Lewis and Clark Expedition."

Theses and dissertations

Unpublished manuscripts and presentations
1. Donald Jackson, "La Liberte Identified" (unpublished manuscript in possession of author).
2. Jackson, "La Liberte Identified."
3. James P. Ronda, "Vermillion Seas and Shining Mountains: Some Thoughts on the Exploration of North America" (unpublished presentation in
possession of author, Pendleton House Lecture, Hiram College, Hiram, Ohio, February 1982).

4. Ronda, "Vermillion Seas and Shining Mountains."

**Websites**

2. Fritz, "Lewis and Clark Expedition."

**State abbreviations in notes.**

When including a state in the place of publication, abbreviate the state according to Chicago style for state abbreviations.

**Single- multiple-page references:**

Sequential numbers should include two digits, eg: 101-12, 391-93, 292-301.

**Quoted matter in Text of Article**

As a matter of WPO style, the text of an article should stand alone, apart from the endnotes — that is, either generally or specifically the source of a quotation should be mentioned in the text so the reader doesn’t have to refer to the endnotes to know where it is coming from. If James P. Ronda is the source of a quote, the sentence might read, “In the words of an eminent Lewis and Clark scholar,” ... followed by quote, or “In the words of James P. Ronda,” or “In the words of Lewis and Clark scholar James P. Ronda,” ... . The quotation should still be endnoted and the complete source (author, book title, place of publication and publisher, page numbers) stated in the endnote.

**Names**

**Notes on Names**

Predicates should agree with their antecedents. Corps of Discovery and the Lewis and Clark Expedition are collective singular nouns, so “its” is the appropriate predicate adjective, not “their.” “The explorers” is a good plural synonym for Lewis and Clark, et al.

For all proper names, if in doubt, follow Moulton. (Exception: Reuben Field; see below.) In general, follow *Chicago Manual of Style*

**Indian names**

Arikara(s)
Assiniboine(s) (with an “e” at the end)
Blackfeet (Indians) — as noun or adjective, use this form only (not “Blackfoot”).
Minetares — L&C’s name for the Hidatsas (Minetares of the Missouri) and the Atsinas
Nez Perce(s) (no accent over the last “e” unless the author insists)
Oto, Otos
Salish (use this rather than Flatheads)
Shoshone(s)
Walla Walla(s) / Walula(s)

**Plurals of tribal names:**
In general defer to Moulton, which is rigorously consistent in adding an “s,” as noted above. Thus, “Lewis and Clark met the Shoshones,” not “the Shoshone.” Ditto for “Nez Perces.” An exception is “the Salish.” It’s okay to use the collective singular “the Nez Perce,” “the Shoshone,” etc. when the words “tribe” or “tribes” is the antecedent or is strongly implied. Thus, “Among all the tribes they encountered, the Shoshone and the Nez Perce were perhaps the most friendly.”

**Place and geographic names**
Camp River Dubois, Camp Wood River (former is preferred)
Columbia estuary
Continental Divide (capitalize, even though this is counter to Chicago style)
Fort Massac (not Massiac, unless it appears in a quoted text)
Great Plains (but high plains, shortgrass prairie, tallgrass prairie)
Harpers Ferry (no apostrophe)
Hudson Bay (the place - no possessive), but Hudson’s Bay Company (the firm - possessive)
Joslyn Art Museum
Lemhi Pass
Mount Hood, etc. (spell out Mount)
Pompey’s Pillar (use apostrophe to distinguish the landmark from the nearby town of Pompeys Pillar)
St. Louis (don’t spell out Saint)
Travelers’ Rest (one “l” and apostrophe after “s” — as per Moulton)
upper Marias
upper Missouri
upper and lower Columbia
Western Hemisphere
STATES: spell out state names in text. Abbreviate in notes.

**People’s names**
(As noted above, in general, for all proper names connected to the expedition, use Moulton.)
Cameahweat
Jean Baptiste Charbonneau (Pompey, Pomp) — no hyphen, unless it is in a quote from a text that uses the hyphen or from a book title that uses it.
(1.3.06)
Toussaint Charbonneau
George Drouillard (Drewyer)
Joseph and Reuben Field (no “s”: Reuben. This is contrary to Moulton, but it is also how Reuben Field spelled his name.)
Robert Frazer (don’t use the “i,” as per Moulton)
Sacagawea (“g,” not “j” or “k,” except in special circumstances — e.g., in a book review in which her name is spelled with a j or k in the title)
Charles B.J. Févret de Saint-Mémin (French artist who did three portraits of Lewis - full name is Charles Balthazar Julien Févret de Saint-Mémin) For this spelling, see Clay Jenkinson.

Joseph Perkin, superintendent of the Harpers Ferry arsenal. (Incorrectly spelled in Jackson with an “s” — Perkins.)

Chief Sheheke

Reuben Gold Thwaites (no “e” at end of middle name)

Chief Yelleppit (Walla Walla)

**Plant and Animal names.**

Use latin name with common name in articles focusing on natural history.

**NUMBERS**

Spell out numbers through ninety-nine, and use numerals for 100 and above, unless it’s a round number.

When it’s a round number, spell out hundred, thousand, million, billion. But: 500, 5,000, 50,000

Use *numerals* for all percentages: 3 percent, 26 percent, 99 percent, 100 percent. Spell out “percent.”

Also, spell out numbers in any situation where numerals look odd, typographically speaking (at the end of a sentence, for example — and always at the beginning of a sentence). Spell out numbers when they are used to designate centuries (seventeenth century, nineteenth-century science, etc.; new, 6.15.05)

**OTHER SPELLINGS**

bullboat
campsite (one word)
coauthor
do-lader (use hyphen)
cocaptain
cocaptain
co-commander
co-chair
cosponsor
earth lodges (as in Mandan earth lodges)
e-mail
journal keeper (two words, no hyphen; in general, use instead of “journalists” to denote men who kept journals on the expedition)
keelboat (one word, lowercased)
rebury
red pirogue (lowercased)
reenactment
reenactors
uncharted (not unchartered) wilderness
vice president (no hyphen)
Web site (2 words, changed 3/02)
Web page
white pirogue (lowercased)
ZIP code

**CAPITALIZATION AND ITALICS**

For titles of works, see CMS, 8.154ff
quote marks: newsletters

(A/ɑ)rmy, (N/n)avy. Capitalize if a noun and referring to the U.S. Army,
   lowercase if used as an adjective.
the captains
the Corps of Discovery [This is an abbreviated version of the full title, “corps of
   volunteers for North Western Discovery,” as recorded by Lewis in his journal
   entry for August 26, 1804.]
the corps
the corps’ (no “s” after apostrophe)
engagé, engagés (only one “e” in final syllable) — use acute accent, and italicize
   [voyageur, below, is roman]
Lewis and Clark Trail Heritage Foundation/the foundation/LCTHF
Lewis and Clark National Historic Trail or LCNHT
the Lewis and Clark Trail / L&C Trail
the trail
the Lewis and Clark Bicentennial, the L&C Bicentennial, the bicentennial [new, 3/01]
the Lewis and Clark Expedition, the expedition
The National Council of the Lewis and Clark Bicentennial (12/00) / the
   National Council / the Council / the Bicentennial Council (1/03)
the Nine Young Men from Kentucky [caps, no quote marks—new, 12/03]. FYI,
   the term derives from Nicholas Biddle’s notes. See Jackson, Vol. 2, p. 534,
   first line: “The party was formed of 9 young men who joined at Clarksville.”
   (The Clarksville part may not be accurate.) The term itself is not found in the
   journals.
The Journals of the Lewis and Clark Expedition
The Lewis and Clark journals/The journals of Lewis and Clark/the journals
Signature Event, as in Lewis and Clark Bicentennial Signature Event: capitalize
when used in association with the title of a particular event (e.g. *Destination:*
   The Pacific Signature Event), lowercase when used in a standalone way (e.g.,
   “The next signature event will take place ...”).
Titles of signature events: Italicize them ((e.g. *Destination: The Pacific*).
voyageurs (no ital; but engagé, above, is ital)

**TITLES**

chair (not chairman)
leader

**Hyphens**

Hyphenation in compound numbers:

thirty-five people, five hundred people (hyphen appears in compounds up to ninety-nine)

Yes:

African-American (adjective — hyphen) and African-American(s) (noun — hyphen), and other “hyphenated” ethnic or racial groups, EXCEPT Native American. Examples: He is an African-American. The African-American view of this is ... . He is a Native American. The Native American view of this is ...

part-time, short-time, full-time (hyphen when used as adjectives, two words and no hyphen when used as adverbs, as in “He works full time,” “He works part time”). Also half-time, quarter-time

BUT: longtime, lifelong (no hyphen)
hourlong, daylong, weeklong, monthlong, yearlong

BUT: second-long, minute-long

short-term, long-term

the 80-percent solution (hyphen when percent is used in compound adjective, otherwise no hyphen)

No:

premed (premedical student)

“His source is well documented. It is a well-documented source.”

**Homonyms**

aye, eye
bail, bale
bare, bear (bare arm, bear any burden)
birth, berth
butt, butte
cached (hidden), cashed (a check)
dual, duel
fare, fair
flare, flair
fowling, fouling
gaffe (mistake), gaff (hooked tool for landing fish; upper boom of a double-boom sailing rig, as in a “gaff-rigged boat”)
led (guided), lead (metal)
lie, lye
maid, made
medal, metal, mettle
parlay, parley
peak, peek, pique
perjure (v: to lie under oath), purger (n: one who purges)
pole (push a boat), poll (systematically query or ask) / poled, polled
poring (reading carefully), pouring
plum, plumb
review, revue
roll, role
sight, site (place), cite (to name)
slight (small), sleight (to sleight or ignore someone)
soul (spirit), sole (only; flat fish)
stare, stair
tack, tact (“the tack he took ...”; it’s not “tact”)
their, there, they’re
track, tract (of land)
whet, wet (“it whetted his appetite,” as in “sharpen”)
whit (a morsel), wit (humor)
wig (fake hair), Whig (member of the Whigs, a political party)

**SPELLING**

accidentALly
Achilles’ heel (no “s” after apostrophe, lowercase heel)
Achilles tendon (no apostrophe)
all-around
analog
analyZe
apropos (one word)
adviser (NOT “advisOr”)
catalogue (not “catalog”). Note: “catalogue” is British spelling, while U.S. spelling can be either. In L&C’s day the U.S. spelling was “catalogue,” and this is probably more appropriate for WPO’s purposes, esp. in historical articles in which “catalogue” appears in the quoted material (e.g., Benjamin Smith Barton’s “catalogue” of North American flora). [new, 1.3.06]
dos and don’ts
downriver, upriver
en route (space after “en”)
everyday (adjective)
every day (adverb)
fiberoptic (one word)
firsthand (no hyphen)
hypocrISY(not hypocracy!)
long-time
multiculturALism
part-time
playwright, playwriting
ProctEr & Gamble (NOT “ProctOr”)
Re-election (use hyphen)
subpar (no hyphen)
toward, etc. (no “s” at end)
tranquillity (two l’s)
upriver
virtual
vErtical
wholeheartedly
yearlong, lifelong (no hyphen)

**Which vs. That:**

In general, we will continue to make the distinction between restrictive and nonrestrictive clauses. Nonrestrictive (*which* clauses) are set off by commas, and restrictive (*that* clauses) are not. Follow *The New Yorker* and *The Atlantic* in the use of “the exceptional *which*”: when another noun intervenes between the one being modified by the restrictive clause and the clause itself, and that second noun might be misread as the antecedent, we use *which* without a comma to signal the connection to the first noun. Thus: “He torched the house with the white shutters which everyone hated.” (Here, *which* refers to the house, not the shutters.)

**Capitalization**

diseases: lowercase “disease,” uppercase proper name if associated with it (e.g., Hodgkins’ disease)

Yes:
Congress, but congressmen
Cold War
Earth only if it’s referring to the planet; and in a story that refers to other planets (Mars, Venus, etc.). “The earth’s dwindling number of species.” If referring to dirt, it’s “earth.” Lowercase “on earth” as in “the biggest S.O.B. on earth.”
e-mail
Homepage
Native American
OK (not “okay”)
President, presidential (U.S.)
X-ray (cap X)
T-shirt
All academic degrees are capitalized: Doctor of Law, Master of Arts, etc.; lowercase when reference is generic: doctorate, master’s degree, master’s, etc.
Scientific laws, theories, etc.: Einstein’s general theory of relativity, Fermat’s last theorem

Regions of the country or world: capitalize the West (Montana, etc.), but lowercase “western hospitality,” “westerner”; ditto for the West (U.S. and Europe), the East (China, etc.) and western, westerner, southern, southerner, midwestern, etc. Source: Words into Type, pp. 150-51. (Note that style manuals differ on this; some styles refer to a European culture as Western but Montanan culture as western.)

Political movements. See Chicago for details. In general, for movements like communism and socialism: lowercase the “isms” and uppercase other forms (e.g., communism, Communist. Noun or adjective: He is a member of the Communist party; he is a Communist; ordinarily, lowercase “party” unless it’s part of the formal, complete name, as in the Communist Party of the United States of America.

No:
Reagan [or other] administration
draconian, spartan (but Pyrrhic victory)
kosher

**APOSTROPHES**

The GI’s child, The CEO’s baby (possessive).
The GIs who died fighting for their country, the CEOs who only care about the bottom line (plural).

**PUNCTUATION**

Serial comma — use it.

My question is, How could anyone believe that?” (comma preceding question, no quote marks around question). BUT:
My question: How can anyone believe that? (colon)

**Periods in abbreviations**

Never use periods, except in those rare cases where they are part of a corporate name.

Degrees: B.A., B.S., A.B., Ph.D., M.D., etc.

Exceptions: 
Abbreviate the United States as U.S. as well as any other country or international organization whose abbreviation is two letters: U.K., U.N.
COMMAS
Successive adjectives: Separate by comma if they modify only the noun, not each other. This holds when both adjectives are of equal importance.
Examples: old, orange sweater; paid, two-page reply; but: bold political agenda ...

William Jones, Jr. (no comma after “Jr.”)

COMPOUND WORDS
avant-garde
caregiver
caregiving (one word, adjective or noun)
child-care (adjective)
child care (noun)
close-up
baby sitter
backup
breakup
daycare (one word, adjective or noun)
e-mail
fiberoptic
filmmaker
follow-up
fund-raiser
fund-raising (noun and adjective)
homepage
kickoff
lighthearted
makeup (what women put on their faces; but “make-up” exam)
midsummer
midafternoon
mid-1960s
mid-September
online
runner-up
startup
teamwork
Web site (cap W, two words)
Web page (two words)
willpower

ITALICS
Yes:
TV shows in general  (X-Files, Melrose Place)
summa cum laude

No:
sui generis
et al. (note period)

PREFIXES (In general, follow Chicago)
antidiscrimination
anti-Semite
overreaching
reelection
quasi-legal status

REDUNDANCIES

further increases
so-called “xxxx”. don’t do this. so-called + quotes = redundancy

MISCELLANEOUS

emigrate/immigrate: You emigrate from a country, and immigrate to one. BUT, in general migrants who moved west are called “emigrants.”

historic vs. historical. historic = the Battle of Waterloo; historical = anything that happened in the past

The indefinite article that goes with “historian” is “a,” not “an” (e.g., “a historian of note ...”)

intensively = very diligently
intensely = extremes of emotion

religion-based (not “religious-based”; i.e., first word in this kind of construction should be a noun)

A.M., P.M. are in small caps (no space between A. and M.)

“All [of] these people... [no “of” in this construction]

Telephone numbers with area codes: 609-258-4931 (hyphen between area code and number)

Various vs. varying — be aware of difference