

Antietam Institute Publications Style Sheet

(adapted from Savas Beatie Military History Style Sheet)

Introduction

Thank you for your interest in writing for the *Antietam Journal*.

Please refer to this guide both before and during the writing process. It will help us produce a product consistent in presentation, substance, and word usage. You can also use it as a copy-editing tool after you have finished writing—and before you turn in your first draft.

References

When in doubt, and if the style sheet does not handle a particular point, consult:

- *The Chicago Manual of Style* (hereafter *CMS*), most recent edition
- *Webster's New Collegiate Dictionary*, most recent edition
- *Webster's Geographical Dictionary*
- Strunk and White, *The Elements of Style*

Antietam Institute Publication Specifications

- Page size: 6.2" wide by 9.2" high
- Headings and Title Font: Baskerville Old Face, 16 pt. font
- Text Font: Baskerville Old Face, 11 pt. font
- Footnotes will be used in place of endnotes
 - Footnote font: Baskerville Old Face, 9 pt. font
- All pages will be fully justified
- Paragraphs will be indented with three spaces

General Writing Advice

Appendix/appendices:

- Consider what information might be suitable for moving out of the main text.
- Examples of possibilities:
 - Order(s) of battle;
 - A sidebar, in-depth discussion on a particular controversy too lengthy for the text or a footnote;
 - A previously unpublished report or especially important letter;
 - Other relevant material that furthers the reader's understanding of the overall subject matter

Assumptions:

- Keep in mind that you know more than a reader does; do not assume he/she knows where all the places are, or which armies or pieces of armies are fighting in relation to one another.
- When you move back and forth in your narrative, carry the reader with you by providing him/her with reminders. ("While General Smith's men were battling along the turnpike to the north, Colonel Turner's cavalymen were fighting five miles south at Ashby's Gap . . .").

Avoid the passive voice:

- Use active verbs and direct constructions whenever possible.
- When revising, look for "by____" phrases and "was/were" verb constructions.

- Examples:
 - **Passive:** Ten rounds must have been fired by Colonel Johnston. [Ten rounds (subject) were fired (verb)];
 - **Active:** Colonel Johnston must have fired ten rounds. [Colonel Johnston (subject) did the firing (verb).]
 - **Passive:** The rifle was fired by Private Smith. [The rifle (subject) was being fired (verb).]
 - **Active:** Private Smith fired his rifle. [Private Smith (subject) did the firing (verb).]
 - **Passive:** On the ridge the artillery pieces were deployed. [The artillery pieces [subject] were being deployed (verb).]
 - **Active:** The artillerists deployed their pieces on the ridge. [Artillerists (subject) performed the alignment/deployment (verb).]

Use of [sic]:

- Avoid using [sic], at least in period material; this is a history book, and most people know that not all soldiers were literate.

Common Problems □ General Reminders

Please pay particular attention to details of style, spelling, punctuation, sentence structure, tense agreement, and repetitive use of words and/or phrases.

Spelling: use Webster's first option when two alternatives are listed ("judgment," not "judgement").

Compound words:

- Watch carefully for words that should, or should not, be hyphenated, closed, or open.
- See lists of particular words later in this sheet for some general guidance.
- If not listed here or in *Webster's*, use *CMS* guidelines.

Numbers:

- Use *CMS* guidelines.
- Write out numbers one to ten (one, four, ten).
- All others should be in numerical form (11, 99, 1,300), unless the number is the first word in the sentence.
- Exception: such clear terms as one million.

Time and date format:

- Be consistent: directly quoted material may vary, but all other occurrences should be in format.
- Use the American format (month, day, year date), punctuated as follows: March 12, 1994.
- When just month or season and year: no comma (August 1944 / Spring 1944).
- When necessary, use A.D. and B.C. (both after the year).
- Use the twelve-hour clock time format, i.e., a.m./p.m., lower case, with periods and one space (6:23 a.m.).

Particular words/phrases:

- "Further" is qualitative ("to further his education"); "farther" refers to distance ("the line advanced farther")
- "Over" means physically above ("he climbed over the fence"); use "more than" when appropriate ("The unit lost more than 50 men").
- Use "about" instead of "at about." ("He deployed his men about 5:00 p.m.").
- "Old" refers to age, not a former status; when referring to a former command, former love, former whatever, never use "old" ("General Lee's former cavalry unit").

Punctuation details:

- **Ellipsis marks (. . .):**
 - Use ellipsis marks when omitting a word, phrase, line, paragraph, or more from a quoted passage.
 - Look up how to use them properly. Here is a good, simple link, with examples:
<http://www.grammarbook.com/punctuation/ellipses.asp>
- **Commas:**
 - Use serial commas (“They took with them their rifles, backpacks, and uniforms”).
- **Apostrophes/possessives:**
 - Officially:
 - Write the word as you speak it. Since most people saying “Mr. Hastings’ pen” would not pronounce an added *s*, it will be written as “Mr. Hastings’ pen” with no added *s*. Most people pronounce an added *s* in “Jones’s,” so it should be written as it is said with an added *s*.
 - The above rule applies to proper and common nouns.

Referring to Human Beings

- **Introduction:**
 - The first time a person is named, always provide his/her full name, including middle initial (Maj. Gen. George B. McClellan). (This helps not only the reader but the indexer).
 - If he/she has not been mentioned in the text for a long time, use his/her rank or title again to jog the reader’s memory.
- **Second Reference:**
 - After introducing an individual using the above format, individuals may be referenced by simply using their last name or their rank and last name (McClellan, or Maj. Gen. McClellan)
- **Initials:** When using initials, there should be no extra space in between (D.H. Hill).
- **Pronoun:** Normally use “who/whom” instead of “that” or “which”
- **Titles** (president, admiral, king, etc.):
 - Do not abbreviate governor, president, senator, etc.
 - The title should generally be in lower case (The generals met with the admiral)
 - When used with a proper name, use upper case (“Yesterday, General Grant met with Admiral Howe”)
 - King/president
 - Lower case when used alone (“The king ordered the general to assemble the troops”/”The soldiers saluted the president as he passed”).
 - Upper case only when used with a name (“King George III reigned a long time”/”The soldiers saluted President Lincoln as he passed”).
- **Ranks:**
 - Spell out rank (Major instead of Maj.):
 - At the beginning of a sentence.
 - When using just the last name (“Whenever Major Smith went riding . . .”)
 - Otherwise abbreviate (Maj. Samuel P. Johnson).
 - Use standard abbreviations (Pvt., Cpl., Sgt., Lt., Capt., Maj., Lt. Col., Col., Brig. Gen., Maj. Gen., Lt. Gen., Gen.).
 - If writing in plural terms, spell out the words--no abbreviations and no uppercase to start the word (privates, corporals, brigadier generals, etc).

Capitalization (upper/lower case):

- **Army / Corps:**
 - Capitalize:
 - When it is the official name of the unit (Army of the Potomac; Army of Tennessee)
 - A number is in the official title; in that case, write the number out and capitalize both (Third Army)
 - Otherwise, use lower case (“the Union army fought hard”; “The corps commander led . . .”)
 - We PREFER First Corps, Second Corps, etc., for Union armies and Names/Corps for Confederate, as given above
 - Note: when stringing together multiple corps or commands, the word “corps” is not capitalized (“The First, Second, and Ninth corps marched down the road”).

Battle of_—uppercase (Battle of Gettysburg).

Campaign—uppercase (Gettysburg Campaign).

commander in chief.

Confederate army / Confederates / Confederacy (Civil War).

Division/Regiment/Infantry/Battalion/ Brigade

- Capitalize when used in the name of an official unit or well-known designation (“The Irish Brigade [The Iron Brigade, the Stonewall Brigade] stormed the hill”)
- When used with a number, capitalize and put the number in numeric form (44th Regiment / 20th Infantry)
- Otherwise, lower case when used alone (“The regiment [brigade, division] was ordered to charge”)

Civil War unit designations: It has been common to use capital letters for brigades and divisions with Confederate names because that was the formal name for the units (Thomas Drayton’s Brigade, Jackson’s Division) while Union units have always used lower case (John Gibbon’s brigade, Joe Hooker’s division). Henceforth we will use lower case for both sides (Thomas Drayton’s brigade)

- United States Army
- Confederate States Army
- Federal army (Civil War)
- Marines
- navy (capitalized when used as “United States Navy” or “Confederate States Navy”)
- North, Northerners
 - Upper case for Civil War
 - Otherwise lower case
- Rebels
 - Upper case for Civil War
 - Otherwise lower case
- regulars / regular army
- sharpshooters: capitalize only if in the name of a unit (Berdan’s Sharpshooters)
- South, Southerners
 - Upper case for Civil War
 - Otherwise lower case
- Stars and Stripes
- War
 - Upper case when used as a name of a particular war (the Civil War / World War II / the Revolutionary War / Napoleonic Wars)
 - Lower case when used alone (“The war was hard fought”)

- Yankees (Civil War)

Compound words/Hyphenation (open compound, hyphenated compound, or closed compound):

- adjutant general / adjutants general (plural)
- aide-de-camp
- battle line
- bluecoats (Civil War; avoid this slang term for Northern soldiers)
- Boonsboro-Sharpsburg Road
- breechloaders (noun) / breech-loading rifles (adj.)
- Burnside Bridge
- casemates
- cannonball
- cease-fire
- color-bearer
- color guard
- commander in chief
- counterattack
- counter-battery
- counteroffensive
- counterthrust
- court-martial
- double-quick (“March at the double-quick”)
- fallback (adj.)
- field glass
- foot soldiers
- front line (noun) / frontline (adj)
- graycoats (Civil War; avoid this slang term for Southern soldiers)
- hand-to-hand combat
- head-to-head
- high command
- home front
- ironclad ship
- muzzleloader
- noncombatant
- onboard
- one-sided
- panic-stricken
- year-old (as in 15 year-old)
- postwar
- prewar
- quick time (to march quick time)
- rear guard
- repeating rifles
- rifled musket
- sharpshooters
- shoot-out
- single-shot musket
- smoothbore musket
- winter quarters_

Submission preparation/process:

Manuscript: Prepare your final manuscript as follows:

- We prefer Microsoft Word.
- Make each chapter a separate file.
- Each article will contain footnotes.

Images, captions

- **Purpose:** All of what is laid out below is intended to make it easy for the designer to quickly find and use your materials. Do not hesitate to email us at editor2@antietaminstitute.org with any questions about this process.
- **Size/format:** All images should be **at least** 300 dots per inch (dpi) in grayscale, and preferably .tiff format. Save them on a disk **AT THE SIZE** they will be reproduced in the book, or **LARGER**. Most of our books are 6 x 9 inches (page size), with printable page margins of 4.6 inches (widest) by 7.5 inches (tallest). Most images are at least 2.25 inches wide to as wide as the margin (4.6) and however tall that turns out to be, within the limits set forth above.
- **Example:** If you submit a 1.00 x 1.5 inch image at 300 dpi, it will not be usable because when it is expanded to fit our needs, the resolution will drop and it will not be printable via offset (book) printing. Even though it may copy and print fine on your printer at home (and look good on screen), that is just toner **ON** the paper; in book printing, the ink goes **INTO** the paper, and there is a bit of micro-bleed. That is why the dots per inch (dpi) has to be so high. Otherwise, you end up with a pixelated, low-resolution image. If the image you submit is wider than the margin width at 300 dpi, that is fine. We can size it here, and as we shrink or crop the dpi will increase or remain about the same.

Antietam Specific Terms

- 40-acre cornfield
- Alfred Poffenberger farm (lowercase “f” for all farms)
- the Bloody Lane (as opposed to Sunken Road)
- Boonsboro
- the Boonsboro Pike
- Boteler’s Ford
- the Burnside Bridge (41)
- the Burnside Bridge Road
- Cemetery Hill (61)
- Cemetery Ridge
- Dunker Church
- East Woods, North Woods, West Woods
- the Hagerstown Pike
- Harpers Ferry
- Keedysville
- Middle Bridge
- Miller’s cornfield
- National Road
- Smoketown Road
- Snavelly’s Ford
- Upper Bridge
- Washington, DC

Below is information about citing sources in your articles and essays, taken from the most recent *Chicago Manual of Style*.

Notes and Bibliography: Sample Citations

Go to Author-Date: Sample Citations

The following examples illustrate the notes and bibliography system. Sample notes show full citations followed by shortened citations for the same sources. Sample bibliography entries follow the notes. For more details and many more examples, see chapter 14 of *The Chicago Manual of Style*. For examples of the same citations using the author-date system, follow the Author-Date link above.

Book

Notes

1. Zadie Smith, *Swing Time* (New York: Penguin Press, 2016), 315–16.
2. Brian Grazer and Charles Fishman, *A Curious Mind: The Secret to a Bigger Life* (New York: Simon & Schuster, 2015), 12.

Shortened notes

3. Smith, *Swing Time*, 320.
4. Grazer and Fishman, *Curious Mind*, 37.

Bibliography entries (in alphabetical order)

Grazer, Brian, and Charles Fishman. *A Curious Mind: The Secret to a Bigger Life*. New York: Simon & Schuster, 2015.

Smith, Zadie. *Swing Time*. New York: Penguin Press, 2016.

For many more examples, covering virtually every type of book, see 14.100–163 in *The Chicago Manual of Style*.

Chapter or other part of an edited book

In a note, cite specific pages. In the bibliography, include the page range for the chapter or part.

Note

1. Henry David Thoreau, “Walking,” in *The Making of the American Essay*, ed. John D’Agata (Minneapolis: Graywolf Press, 2016), 177–78.

Shortened note

2. Thoreau, “Walking,” 182.

Bibliography entry

Thoreau, Henry David. “Walking.” In *The Making of the American Essay*, edited by John D’Agata, 167–95. Minneapolis: Graywolf Press, 2016.

In some cases, you may want to cite the collection as a whole instead.

Note

1. John D’Agata, ed., *The Making of the American Essay* (Minneapolis: Graywolf Press, 2016), 177–78.

Shortened note

2. D'Agata, *American Essay*, 182.

Bibliography entry

D'Agata, John, ed. *The Making of the American Essay*. Minneapolis: Graywolf Press, 2016.

For more examples, see 14.103–5 and 14.106–12 in *The Chicago Manual of Style*.

Translated book

Note

1. Jhumpa Lahiri, *In Other Words*, trans. Ann Goldstein (New York: Alfred A. Knopf, 2016), 146.

Shortened note

2. Lahiri, *In Other Words*, 184.

Bibliography entry

Lahiri, Jhumpa. *In Other Words*. Translated by Ann Goldstein. New York: Alfred A. Knopf, 2016.

E-book

For books consulted online, include a URL or the name of the database. For other types of e-books, name the format. If no fixed page numbers are available, cite a section title or a chapter or other number in the notes, if any (or simply omit).

Notes

1. Herman Melville, *Moby-Dick; or, The Whale* (New York: Harper & Brothers, 1851), 627, <http://mel.hofstra.edu/moby-dick-the-whale-proofs.html>.

2. Philip B. Kurland and Ralph Lerner, eds., *The Founders' Constitution* (Chicago: University of Chicago Press, 1987), chap. 10, doc. 19, <http://press-pubs.uchicago.edu/founders/>.

3. Brooke Borel, *The Chicago Guide to Fact-Checking* (Chicago: University of Chicago Press, 2016), 92, ProQuest Ebrary.

4. Jane Austen, *Pride and Prejudice* (New York: Penguin Classics, 2007), chap. 3, Kindle.

Shortened notes

5. Melville, *Moby-Dick*, 722–23.

6. Kurland and Lerner, *Founders' Constitution*, chap. 4, doc. 29.

7. Borel, *Fact-Checking*, 104–5.

8. Austen, *Pride and Prejudice*, chap. 14.

Bibliography entries (in alphabetical order)

Austen, Jane. *Pride and Prejudice*. New York: Penguin Classics, 2007. Kindle.

Borel, Brooke. *The Chicago Guide to Fact-Checking*. Chicago: University of Chicago Press, 2016. ProQuest Ebrary.

Kurland, Philip B., and Ralph Lerner, eds. *The Founders' Constitution*. Chicago: University of Chicago Press, 1987. <http://press-pubs.uchicago.edu/founders/>.

Melville, Herman. *Moby-Dick; or, The Whale*. New York: Harper & Brothers, 1851. <http://mel.hofstra.edu/moby-dick-the-whale-proofs.html>.

For more examples, see 14.159–63 in *The Chicago Manual of Style*.

Journal article

In a note, cite specific page numbers. In the bibliography, include the page range for the whole article. For articles consulted online, include a URL or the name of the database. Many journal articles list a DOI (Digital Object Identifier). A DOI forms a permanent URL that begins <https://doi.org/>. This URL is preferable to the URL that appears in your browser's address bar.

Notes

1. Susan Satterfield, "Livy and the *Pax Deum*," *Classical Philology* 111, no. 2 (April 2016): 170.
2. Shao-Hsun Keng, Chun-Hung Lin, and Peter F. Orazem, "Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality," *Journal of Human Capital* 11, no. 1 (Spring 2017): 9–10, <https://doi.org/10.1086/690235>.
3. Peter LaSalle, "Conundrum: A Story about Reading," *New England Review* 38, no. 1 (2017): 95, Project MUSE.

Shortened notes

4. Satterfield, "Livy," 172–73.
5. Keng, Lin, and Orazem, "Expanding College Access," 23.
6. LaSalle, "Conundrum," 101.

Bibliography entries (in alphabetical order)

Keng, Shao-Hsun, Chun-Hung Lin, and Peter F. Orazem. "Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality." *Journal of Human Capital* 11, no. 1 (Spring 2017): 1–34. <https://doi.org/10.1086/690235>.

LaSalle, Peter. "Conundrum: A Story about Reading." *New England Review* 38, no. 1 (2017): 95–109. Project MUSE.

Satterfield, Susan. "Livy and the *Pax Deum*." *Classical Philology* 111, no. 2 (April 2016): 165–76.

Journal articles often list many authors, especially in the sciences. If there are four or more authors, list up to ten in the bibliography; in a note, list only the first, followed by *et al.* ("and others"). For more than ten authors (not shown here), list the first seven in the bibliography, followed by *et al.*

Note

7. Rachel A. Bay et al., "Predicting Responses to Contemporary Environmental Change Using Evolutionary Response Architectures," *American Naturalist* 189, no. 5 (May 2017): 465, <https://doi.org/10.1086/691233>.

Shortened note

8. Bay et al., "Predicting Responses," 466.

Bibliography entry

Bay, Rachael A., Noah Rose, Rowan Barrett, Louis Bernatchez, Cameron K. Ghalambor, Jesse R. Lasky, Rachel B. Brem, Stephen R. Palumbi, and Peter Ralph. "Predicting Responses to Contemporary Environmental Change Using Evolutionary Response Architectures." *American Naturalist* 189, no. 5 (May 2017): 463–73. <https://doi.org/10.1086/691233>.

For more examples, see 14.168–87 in *The Chicago Manual of Style*.

News or magazine article

Articles from newspapers or news sites, magazines, blogs, and the like are cited similarly. Page numbers, if any, can be cited in a note but are omitted from a bibliography entry. If you consulted the article online, include a URL or the name of the database.

Notes

1. Rebecca Mead, "The Prophet of Dystopia," *New Yorker*, April 17, 2017, 43.
2. Farhad Manjoo, "Snap Makes a Bet on the Cultural Supremacy of the Camera," *New York Times*, March 8, 2017, <https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html>.
3. Rob Pegoraro, "Apple's iPhone Is Sleek, Smart and Simple," *Washington Post*, July 5, 2007, LexisNexis Academic.
4. Tanya Pai, "The Squishy, Sugary History of Peeps," *Vox*, April 11, 2017, <http://www.vox.com/culture/2017/4/11/15209084/peeps-easter>.

Shortened notes

5. Mead, "Dystopia," 47.
6. Manjoo, "Snap."
7. Pegoraro, "Apple's iPhone."
8. Pai, "History of Peeps."

Bibliography entries (in alphabetical order)

Manjoo, Farhad. "Snap Makes a Bet on the Cultural Supremacy of the Camera." *New York Times*, March 8, 2017. <https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html>.

Mead, Rebecca. "The Prophet of Dystopia." *New Yorker*, April 17, 2017.

Pai, Tanya. "The Squishy, Sugary History of Peeps." *Vox*, April 11, 2017. <http://www.vox.com/culture/2017/4/11/15209084/peeps-easter>.

Pegoraro, Rob. "Apple's iPhone Is Sleek, Smart and Simple." *Washington Post*, July 5, 2007. LexisNexis Academic.

Readers' comments are cited in the text or in a note but omitted from a bibliography.

Note

9. Eduardo B (Los Angeles), March 9, 2017, comment on Manjoo, "Snap."

For more examples, see 14.188-90 (magazines), 14.191-200 (newspapers), and 14.208 (blogs) in *The Chicago Manual of Style*.

Book review

Note

1. Michiko Kakutani, "Friendship Takes a Path That Diverges," review of *Swing Time*, by Zadie Smith, *New York Times*, November 7, 2016.

Shortened note

2. Kakutani, "Friendship."

Bibliography entry

Kakutani, Michiko. "Friendship Takes a Path That Diverges." Review of *Swing Time*, by Zadie Smith. *New York Times*, November 7, 2016.

Interview

Note

1. Kory Stamper, "From 'F-Bomb' to 'Photobomb,' How the Dictionary Keeps Up with English," interview by Terry Gross, *Fresh Air*, NPR, April 19, 2017, audio, 35:25, <http://www.npr.org/2017/04/19/524618639/from-f-bomb-to-photobomb-how-the-dictionary-keeps-up-with-english>.

Shortened note

2. Stamper, interview.

Bibliography entry

Stamper, Kory. "From 'F-Bomb' to 'Photobomb,' How the Dictionary Keeps Up with English." Interview by Terry Gross. *Fresh Air*, NPR, April 19, 2017. Audio, 35:25. <http://www.npr.org/2017/04/19/524618639/from-f-bomb-to-photobomb-how-the-dictionary-keeps-up-with-english>.

Thesis or dissertation

Note

1. Cynthia Lillian Rutz, "King Lear and Its Folktale Analogues" (PhD diss., University of Chicago, 2013), 99–100.

Shortened note

2. Rutz, "King Lear," 158.

Bibliography entry

Rutz, Cynthia Lillian. "King Lear and Its Folktale Analogues." PhD diss., University of Chicago, 2013.

Website content

It is often sufficient simply to describe web pages and other website content in the text ("As of May 1, 2017, Yale's home page listed . . ."). If a more formal citation is needed, it may be styled like the examples below. For a source that does not list a date of publication or revision, include an access date (as in example note 2).

Notes

1. "Privacy Policy," Privacy & Terms, Google, last modified April 17, 2017, <https://www.google.com/policies/privacy/>.

2. "About Yale: Yale Facts," Yale University, accessed May 1, 2017, <https://www.yale.edu/about-yale/yale-facts>.

3. Katie Bouman, "How to Take a Picture of a Black Hole," filmed November 2016 at TEDxBeaconStreet, Brookline, MA, video, 12:51, https://www.ted.com/talks/katie_bouman_what_does_a_black_hole_look_like.

Shortened notes

4. Google, "Privacy Policy."

5. "Yale Facts."

6. Bouman, "Black Hole."

Bibliography entries (in alphabetical order)

Bouman, Katie. “How to Take a Picture of a Black Hole.” Filmed November 2016 at TEDxBeaconStreet, Brookline, MA. Video, 12:51.
https://www.ted.com/talks/katie_bouman_what_does_a_black_hole_look_like.

Google. “Privacy Policy.” Privacy & Terms. Last modified April 17, 2017.
<https://www.google.com/policies/privacy/>.

Yale University. “About Yale: Yale Facts.” Accessed May 1, 2017. <https://www.yale.edu/about-yale/yale-facts>.

For more examples, see 14.205–10 in *The Chicago Manual of Style*. For multimedia, including live performances, see 14.261–68.

Social media content

Citations of content shared through social media can usually be limited to the text (as in the first example below). A note may be added if a more formal citation is needed. In rare cases, a bibliography entry may also be appropriate. In place of a title, quote up to the first 160 characters of the post. Comments are cited in reference to the original post.

Text

Conan O’Brien’s tweet was characteristically deadpan: “In honor of Earth Day, I’m recycling my tweets” (@ConanOBrien, April 22, 2015).

Notes

1. Pete Souza (@petesouza), “President Obama bids farewell to President Xi of China at the conclusion of the Nuclear Security Summit,” Instagram photo, April 1, 2016,
<https://www.instagram.com/p/BDrmfXTtNCt/>.

2. Chicago Manual of Style, “Is the world ready for singular they? We thought so back in 1993,” Facebook, April 17, 2015, <https://www.facebook.com/ChicagoManual/posts/10152906193679151>.

Shortened notes

3. Souza, “President Obama.”

4. Michele Truty, April 17, 2015, 1:09 p.m., comment on Chicago Manual of Style, “singular they.”

Bibliography entry

Chicago Manual of Style. “Is the world ready for singular they? We thought so back in 1993.” Facebook, April 17, 2015. <https://www.facebook.com/ChicagoManual/posts/10152906193679151>.

Personal communication

Personal communications, including email and text messages and direct messages sent through social media, are usually cited in the text or in a note only; they are rarely included in a bibliography.

Note

1. Sam Gomez, Facebook message to author, August 1, 2017.