

# MOMCC Magazine Style Sheet

*MOMCC Print and Electronic Publications*

*Modified from the ALHFAM Style Sheet (MOMCC is the Midwest Region of ALHFAM)*

[prepared by Sarah LeCount (2001); revised by Debra A. Reid (Feb. 2004; June 2004; Feb. 2006); revised by Martha Katz-Hyman (May 2009);

revised and modified for MOMCC by Tom Vance (February 2019); and updated to the latest version of the *Chicago Manual of Style*, 17<sup>th</sup> edition, by Jenny Sherrill (March 2020).

## A

ALHFAM – always all caps

ALHFAMily

Association for Living History, Farm and Agricultural Museums

*ALHFAM Bulletin*

## B

Board of Directors

Board

## C

Commas – when writing a list, we use a comma between the next-to-the-last item i.e., “The annual meeting in Dearborn was informative, invigorating, inspiring, and fun.”

Colon: use a colon between the words phone, fax, and e-mail, and the number or address. Do not capitalize “phone,” “fax” or “e-mail” unless they begin a sentence.

Century: spell out the century; capitalize if it begins a sentence, otherwise, use lower case, i.e., nineteenth century, but hyphenate as an adjective, i.e., nineteenth-century furniture.

## E

email

Email addresses are not underlined.

## F

first-person interpretation

## H

Historical: Relating to, representing, or based on history, i.e., historical clothing, a historical museum.

Historic: Significant or important in history, i.e., the historic Conner house; the historic Treaty of Greenville.

## I

Internet – “Terms related to the internet are capitalized only if they are Trademarked.”

## **M**

Mid Atlantic (as the name of a region in ALHFAM)

Midwest (as the name of a region in ALHFAM); midwest when referring to the general part of the country

MOMCC – always all caps

Midwest Open Air Museums Coordinating Council

MOMCC Magazine

*Midwest Open Air Museums Magazine*

## **N**

Write out all numbers between one and ten (1 through 10) and use Arabic numbers after that (11 through 111, etc), unless the number starts a sentence.

Do not use ordinal numbers, i.e., “the 2nd concert of the season.” Write out all ordinal numbers, i.e., first, second, third, etc.

## **O**

Officers, etc: committee chair, chair of the ----- committee, committee Chair Tom Kelleher

“President Follin led the meeting . . . The meeting was led by the president, who was well prepared”

online (rather than “on-line”)

## **S**

Southeast (as the name of a region in ALHFAM)

## **U**

URLs (Internet addresses) are underlined but do not include <http://>

## **W**

website

The words “email,” “phone,” “fax” and “online” are not capitalized unless they start a sentence.

### **Format issues:**

The name of the author of an article is listed under the title, preceded by,”  
i.e., By John Doe

The biographic information about the author of an article is placed at the end of the article, not set in italics and flush left. It is preceded by “About the Author,” flush left, set in bold, not italicized.

Photo captions are italicized. The first sentence is in present tense, with subsequent sentences, if used, being in past tense. (i.e.: “Early Musician Chris Vallillo plays and sings with an excited crowd. More than 100 eager conference-goers came to his concert.”)

Telephone and fax numbers are written with dashes between all components, i.e., 803-366-3315

Book review citations follow endnote rules: Barbara Haber, *From Hardtack to Homefries: An Uncommon History of American Cooks and Meals* (NY: The Free Press, 2002). ISBN \_\_\_\_; price; bibliography, maps, index, illustrations.

Articles by Canadian authors can use Canadian spelling for words such as “honour,” “neighbour,” “theatre,” etc.

## GUIDE FOR CITING RESOURCES IN PRINT

The following examples are taken from Kate Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*, 7th ed. Rev. by Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams, and University of Chicago Press editorial staff (Chicago: University of Chicago Press, 2007), and from the online *Chicago-Style Citation Quick Guide* [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html) (accessed March 7, 2020)

### Book– Single Author

#### **Bibliography:**

Doniger, Wendy. *Splitting the Difference*. Chicago: University of Chicago Press, 1999.

#### **Note:**

1. Wendy Doniger, *Splitting the Difference* (Chicago: University of Chicago Press, 1999), 65.

### Book–Two to Three Authors

#### **Bibliography:**

Cowlishaw, Guy, and Robin Dunbar. *Primate Conservation Biology*. Chicago: University of Chicago Press, 2000.

#### **Note:**

6. Guy Cowlishaw and Robin Dunbar, *Primate Conservation Biology* (Chicago: University of Chicago Press, 2000), 104–7.

### Book– More Than Three Authors

#### **Bibliography:**

Laumann, Edward O., John H. Gagnon, Robert T. Michael, and Stuart Michaels. *The Social Organization of Sexuality: Sexual Practices in the United States*. Chicago: University of Chicago Press, 1994.

#### **Note:**

13. Edward O. Laumann et al., *The Social Organization of Sexuality: Sexual Practices in the United States* (Chicago: University of Chicago Press, 1994), 262.

## Book – Reprint Editions

### Bibliography:

Emerson, Ralph Waldo. *Nature*. 1836. Reprint, Boston: Beacon, 1985.

### Note:

23. Peter Ward Fay, *The Opium War, 1840-1842* (1975; repr., Chapel Hill: University of North Carolina Press, 1997), 67-68.

## Article in Published Proceedings, or a Chapter or Other Part of a Book

### Bibliography:

Wiese, Andrew. “‘The House I Live In’: Race, Class, and African American Suburban Dreams in the Postwar United States.” In *The New Suburban History*, edited by Kevin M. Kruse and Thomas J. Sugrue, 99–119. Chicago: University of Chicago Press, 2006.

### Note:

5. Andrew Wiese, “‘The House I Live In’: Race, Class, and African American Suburban Dreams in the Postwar United States,” in *The New Suburban History*, ed. Kevin M. Kruse and Thomas J. Sugrue (Chicago: University of Chicago Press, 2006), 101–2.

## Journal Article

### Bibliography:

Compton, L.A. “Josiah Wedgwood and the Slave Trade: A Wider View.” *Northern Ceramic Society Newsletter*, no. 100 (December 1995): 50-69.

### Note:

2. L.A. Compton, “Josiah Wedgwood and the Slave Trade: A Wider View,” in *Northern Ceramic Society Newsletter*, No. 100 (Dec. 1995): 53.

## Journal Article Online

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.

### Bibliography:

McFarland, Daniel A. “Resistance as a Social Drama: A Study of Change-oriented Encounters.” *American Journal of Sociology* 109, no. 6 (May 2004).  
<http://www.journals.uchicago.edu/AJS/journal/issues/v109n6/050199/050199.html> (accessed May 3, 2006).

### Note:

4. Daniel A. McFarland, “Resistance as a Social Drama: A Study of Change-oriented Encounters,” *American Journal of Sociology* 109, no. 6 (May 2004), under “Settings,” <http://www.journals.uchicago.edu/AJS/journal/issues/v109n6/050199/050199.html> (accessed May 3, 2006).

## Magazine Article

### Bibliography:

Martin, Steve. "Sports-Interview Shocker." *New Yorker*, May 6, 2002.

### Note:

29. Steve Martin, "Sports-Interview Shocker," *New Yorker*, May 6, 2002, 84.

## Newspaper Article

### Bibliography:

Rarely listed separately in a bibliography unless the article is critical to the argument of the paper or frequently cited.

### Note:

4. Blair Kamin, "Wrigley Building Clearly a Landmark," *Chicago Tribune*, July 1, 2005.

## Thesis or Dissertation

### Bibliography:

Nelson, Christina H. "A Selected Catalogue of the Liverpool-type Historical Creamwares and Pearlwares in the Henry Francis Du Pont Winterthur Museum."  
Master's thesis, University of Delaware, 1974.

### Note:

17. Christina H. Nelson, "A Selected Catalogue of the Liverpool-type Historical Creamwares and Pearlwares in the Henry Francis Du Pont Winterthur Museum" (Master's thesis, University of Delaware, 1974), 66.

## Unpublished Archival Materials

### Bibliography:

Eisenhower, Dwight D. to Winston Churchill, May 8, 1953. Ann Whitman File, International File, Box 16, p. 2. Dwight D. Eisenhower Library, Abilene, KS.

### Note:

Dwight D. Eisenhower to Winston Churchill, May 8, 1953, Ann Whitman File, International File, Box 16, p. 2, Dwight D. Eisenhower Library, Abilene, KS.

## GUIDE FOR CITING WEBSITES & ELECTRONIC COMMUNICATIONS

The *Chicago Manual of Style*, 17th edition uses "Website" throughout. **MOMCC will use "website" (without the quotes, of course) for *Midwest Open Air Museums Magazine*.**

## Web Sites

### Bibliography:

Pellegrino, Joseph. "Homepage." Accessed June 12, 1999.

<http://www.english.eku.edu/pellegrino/default.htm>

National Association of Investors Corporation. *NAIC Online*. Accessed October 1, 1999.

<http://www.betterinvesting.org>

### 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](https://www.ted.com/talks/katie_bouman_what_does_a_black_hole_look_like).

**It is not necessary to incorporate email or listserv citations in a bibliography, although a specific item that is critical to the author's argument or is frequently cited may be included.**

### Email:

#### Footnote:

13. Danny Robinette, email message to author, September 29, 2005.

**If quoting an email message to a person other than the author of the article, use the following format:**

25. Danny Robinette, "Epiphany Project," email message to Nancy Greene, September 29, 2005.

### Listserves

#### Footnote:

17. Victor Parente, "Question about annual meeting costs," email to ALHFAM-L, May 27, 2006, <https://my.binhost.com/lists/private/alhfam/> (accessed September 30, 2006).

### 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.

**Additional MOMCC specific standards:**

If the book is over 10 years old, or out of print, only the place and date of publication are given, separated by a comma.

If volume numbers are in Roman numerals, we will use those, otherwise we will use Arabic numerals.

Pages are given without a “p” or “pp.” (32 or 32-64, rather than p. 32, or pp. 32-64).

Volume and numbers are given without “vol.” or “no.” (such as VI, 32 rather than vol. VI, no. 32).