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

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
e-mail
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


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 (accessed March 7, 2020)

Book–Single Author

Bibliography:  

Note:  

Book–Two to Three Authors

Bibliography:  

Note:  

Book–More Than Three Authors

Bibliography:  

Note:  
Book – Reprint Editions

Bibliography:

Note:

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

Bibliography:

Note:

Journal Article

Bibliography:

Note:

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:

Note:
Magazine Article

Bibliography:

Note:

Newspaper Article

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

Note:

Thesis or Dissertation

Bibliography:

Note:

Unpublished Archival Materials

Bibliography:

Note:

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:

Notes:

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:

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


Listservs

Footnote:

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/.


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:

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).