

1. Use American spelling
2. *The New York Times*: abbreviated to “the *Times*”; no italics on “The”
3. Singular possessives take the extra s: the *Times*’s coverage
4. Override, not over-ride
5. overreliance, not over-reliance
6. Use oxford/serial commas: e.g., “He ate an apple, an orange, and a pear.”
7. Line-break hyphenation as per Webster’s word syllable breaks
8. Use em dashes for parenthetical breaks in a clause (not hyphens)
9. Always already, not always-already
10. Counterexample, not counter-example
11. “Well-known person”; “person is well known”
12. “Small, independently owned”; not “small independently owned”
13. 250 percent expansion of the industry; not 250% expansion. However, 15% of the substance is alkaline (use the percentage symbol in a scientific context) (see CMOS, 9.18)
14. Editions of books: In footnote: Author Name, Title, 6th ed. (City: Publisher, 2015). (CMOS 14.118)
15. Color, not colour
16. Ellipses should be composed of three periods with a space between each: e.g., “Start . . . finish.”
17. Titles within titles are always italicized: e.g., *Bigger Than Ben Hur*, not Bigger Than Ben Hur.
18. Recognized not recognised
19. No “p.” (as in “p. 65”) in book reviews or articles; just “(65).”
20. Use square brackets for quote manipulations: “inhabit[s] pipelines . . . ”
21. Do not use square brackets (and nothing else) for adjustments to capitalisation in quotes as per CMOS; so, do not use “[a]live to . . .” but instead write “alive to . . .”
22. World War I and World War II
23. Use commas around “and” sentences, as so: “He failed again to join FDR’s ticket in 1944 and, in 1945, Harry Truman sent him back to the Phillipines.” Do not write: “He failed again to join FDR’s ticket in 1944, and in 1945, Harry Truman sent him back to the Phillipines.”
24. Rigor not rigour
25. chapter 2, not Chapter 2
26. groundbreaking, not ground-breaking
27. co-opt not coopt
28. preempted not pre-empted
29. Keep spelling of original quotations as given.
30. Add oxford commas to original quotation if they lack one.
31. favored, not favoured
32. polarized, not polarised
33. Ellipses followed by a full stop should be written in the same style with an additional period: In other words, any punctuation mark after the ellipsis comes after a space:
He ate an orange . . . , which he enjoyed.
He ate an orange Later, on the following day, . . .
But did he ever eat an orange . . . ?

34. Do not place ellipses in square brackets: [. . .]. See CMOS 13.52 and 13.56.
35. Say “One-dollar coin”; “five one-hundred-dollar bills”
36. . . . the *Paris Review*, not *The Paris Review*
37. . . . pre-war, post-war
38. Use African American, not African-American, even when used as an adjective: CMOS 7.86, section 2
39. The same applies for other nationalities: “. . . the French Algerian author, Albert Camus, was very well known.”
40. Use commas around years for dates in running copy: “He arrived on November 1, 1946, when he was still only a 35-year-old surgeon.”
41. Use ’60s, not 60s
42. US–Soviet relations (use an en dash, not a hyphen).
43. Relocate, not re-locate
44. Five hundred years since the date of settlement (not five-hundred years)
45. Vine Deloria Jr., not Vine Deloria, Jr. (Use no comma after Jr.)
46. “Warlike” (as in warlike rhetoric), etc.
47. Amid, among, while; do not use not amidst, amongst, whilst
48. Spell out numbers less than one hundred; but use Arabic numerals for numbers higher than one hundred (101, 102, etc.). However, use Arabic numbers in a scientific or quantitative context: e.g., 20
49. No bogus titles: “the eminent Harvard historian Charles Hyman” not “eminent Harvard historian Charles Hyman”
50. “toward” not “towards”
51. “first, second, third,”; not “firstly, secondly, thirdly”
52. “use” not “utilize”
53. “before” not “prior to”
54. “myself” can only be used reflexively (as in “I have decided to exclude myself from this discussion...” Or “as I myself have argued previously”) and never as a substitute for “I” or “me” (“my colleague and myself are collaborating on x”)
55. Split infinitives should be avoided wherever possible, except on rare occasions where it would sound more natural. Avoid wide splits at all costs
56. Use en dashes for page and date-ranges, not hyphens
57. We follow the punctuation rules prescribed by CMOS: e.g., use periods with abbreviations ending in a lowercase letter: e.g., i.e., etc., a.k.a., a.m., Ms., Dr., et al., and so on; however, do not use periods with abbreviations that include two or more capital letters: e.g., VP, CEO, MA, MD, PhD, UK, US, NY, etc. See CMOS 17, r. 104.
58. Hyphenate all compound (or “phrasal”) adjectives: “When a phrase functions as an adjective preceding the noun it modifies—an increasingly frequent phenomenon in 20th- and 21st-century English—the phrase should ordinarily be hyphenated. Hence the soup is burning hot becomes the burning-hot soup; the child is six years old becomes the six-year-old child.” (See Brian Garner)
59. “However” is only used to begin sentences, and is never placed after the first clause
60. Use “On” rather than “Upon” except in exceptional circumstances
61. Always use “United States” as a noun; use “US” as an adjective
62. Use “Though” rather than “Although” in a transition