

HistoryLink.org

Stylebook

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CONTENTS

About HistoryLink.org 3

Introduction 4

HistoryLink Washington State Sectors 6

Acronyms and Initialisms

Names, Terms, and HistoryLink.org Treatment of Words 8

Punctuation 13

Time and Place 14

Numbers, Percentages, and Money 14

How to Submit Images to HistoryLink.org 16

Sources: General Guidelines 17

Sources: Printed Books, Magazines, and Newspapers 18

Sources: Website Citation 19

Sources: Manuscript, Letter, Email, Interview 20

Sources: Ph.D. Dissertation, Master's Thesis 21

Sources: Encyclopedias and Directories 22

Sources: Government Publications 22

Sources: Laws, Court Cases, Municipal Ordinances 23

Research Aids and Hints 26

About HistoryLink.org

HistoryLink.org is an evolving online encyclopedia of state and local history in Washington state. Founded in 1997 by Walt Crowley (1947-2007), Marie McCaffrey, and Paul Dorpat, it is the first and largest encyclopedia of community history created expressly for the Internet. In 2008 we celebrated our 10th anniversary.

HistoryLink.org is produced by History Ink, a Washington non-profit, 501(c)(3) tax-exempt corporation. It was established to undertake innovative approaches to historical research, education, and publishing.

HistoryLink.org provides a free, authoritative, and accessible history reference for the benefit of students, teachers, journalists, scholars, researchers, and the general public. The encyclopedia contains 6,156 essays as of March 2012. It is constantly expanding, with new essays added every week. The encyclopedia receives more than 5,000 unique visitors per day.

With a few noted exceptions, all essays and features are original works prepared exclusively for HistoryLink.org by staff, contract writers, volunteers, and consulting experts. Most categories of essays are fully sourced and all are bylined. Our editorial policy welcomes writers' individual voices while ensuring completeness and accuracy in content, as well as conformity to our essay-formats and to our stylebook.

Like the communities and state it chronicles, HistoryLink.org is a work in progress. We add new features and essays continuously to fill gaps and enlarge on selected subjects, and existing essays are often expanded or corrected to reflect new information. We welcome all comments and suggestions submitted via our feedback page, and we encourage citizens to add their own stories to our "People's History" archive. (HistoryLink's editorial staff vets all content, including that in People's Histories.)

In addition to producing the online encyclopedia, History Ink engages in other research and in book publishing. State and local governments, institutions, businesses, foundations, and many individual donors support the development of HistoryLink.org.

WRITING FOR HISTORYLINK.ORG: INTRODUCTION

Greetings and welcome to our team!

The first thing anyone should do who plans or hopes to write for HistoryLink.org is to go to the Advanced Search page and spend some time there. It is a unique sort of advanced search page, with many different portals through which you can access subsets of the more than 6,000 essays in the encyclopedia.

Before beginning to write an essay for www.historylink.org, including a commissioned essay, look up your subject on www.historylink.org. If you find useful information in another HistoryLink.org file, please include it in your essay, if appropriate, and cite the file in your sources. If you see information that you believe to be erroneous, please contact us. (A source for a correction is always appreciated.) This is the beauty of an online encyclopedia -- we update and correct essays (with that fact noted in the sources) frequently. Keep in mind that some HistoryLink.org essays are more accurate than any printed source (our writers, using primary sources, have corrected a printed source). Other essays can be improved. At HistoryLink.org corrections and suggestions are encouraged and appreciated.

Abstract: Begin with an abstract. The abstract -- different from a lead -- contains the essential core of information being offered in the piece. Note that one way to read the encyclopedia is to read abstracts only. Abstracts should be short -- **no more than 200 words** -- and must comprise one and only one paragraph.

Unlike a lead, which leads you into the story, an abstract gives away the story. Abstracts for biographies give the significance of the person and their main claims to fame. Abstracts for events (the 1919 strike), movements (Woman Suffrage), or groups (Hispanics in Washington state) summarize the main points being made. If location is relevant (as it is for many events and institutions), specify the location in the abstract. Abstracts for Timelines are in the present tense. Abstracts for Cyberpedias are in past tense. Abstracts for People's Histories state what is being offered and by whom. On the public website, the abstract appears in two places: in a list of titles and abstracts, and as the first paragraph of the narrative. Thus the second paragraph of the narrative must be written to gracefully follow the abstract.

Abstracts for Timeline essays are written in the present tense of the time of the event. Thus things that happened after the event are written in the future tense: "Wenatchee is incorporated in 1893. It will become..." etc.

Sources in Principle: It is important to use not only older sources but also the latest scholarship available on your topic, paying particular attention to journal articles and new books.

We work to achieve accurate professional citing. Use extreme care not to use another's phrases or sentences without using quotation marks. Use extreme care not to

take another's ideas without using the phrase "According to..." or "So-and-so suggests..." or the like. The citation itself is an address. It should include every piece of information required to enable the reader to go straight to the document and literally pick it up in his or her hand.

HistoryLink Cyberpedia and Timeline essays provide sources at the bottom of each essay. We do not use footnote numbers. Within the text, after quotations only, we put a short form of the citation within parentheses. **Note this particular point carefully** because it is easy to do at the time you are taking down the quote but can be very time consuming to go back and redo. It works like this:

David Denny said, "I like it here. Let's do it" (Bagley).

At the bottom of the piece, the source is cited in full form, along with the other sources, like this:

Clarence B. Bagley, *History of King County, Washington* (Chicago-Seattle: The S. J. Clarke Publishing Company, 1929), 16.

Separate each citation from its neighbor by a semicolon. Never use a semicolon within a citation, only to separate citations.

For specific citation forms, please see the "Sources" sections of the stylebook.

Please note that we do not use Wikipedia as a source on Historylink.org. Entries on Wikipedia, although sometimes good, are unsigned and ever-changing. We have found numerous inaccuracies pertaining to Washington state history on Wikipedia. We have also found our HistoryLink historians plagiarized on Wikipedia. We do not accept it as a source.

Keyword List: Supply a keyword list with the file (words or phrases separated by a comma -- it is not case sensitive). This is a run-on list, not a single column. This is a list of the words that will bring up a file in a search. When a visitor types a word into the search box, the search engine looks for it in the title and in the keyword list. The search engine does not search and cannot see any other part of the file. It is especially important to list the persons named in the file, both with and without the middle initial, plus nicknames. Every person's name, of course, but only if the person is in the file. Try to imagine what words a person looking for this information would look under. Also all versions of the name are important. Scoop Jackson, Henry Jackson, Henry M. Jackson, If you are emailing your submission, put the list right after the abstract. It will not be visible online. But if a name occurs just as say, the name of a prize or some such, then do not include that name in the file.

Above all, become exceedingly familiar with the encyclopedia. Become a subscriber to the free newsletter. Go to the Advanced Search page and poke around. Have fun and

make your own judgments about where the encyclopedia is strong and where it needs work. And once again, welcome to the team.

OTHER STYLE NOTES

Don't forget birth and death dates for every person mentioned. You don't need to search for weeks; if we can't find it we can't find it, but don't forget either. Start your search on HistoryLink.org.

Our Down Style

Like the great majority of other media, and like stylebooks including Chicago, our style is Down. That means that words like president, vice president, association, university, commission, board, etc. etc. etc. are lowercased unless they are part of the formal name of the person: President Clinton, but Bill Clinton, president of the U.S. (Note: our one true style change in 12+ years is that we will now lowercase legislature except when it appears in its full proper name: Washington State Legislature. This will require slow correction of existing files over time.)

Over-use of acronyms lends an air of obscurity, except for commonly used ones like YMCA or FBI. Therefore, we try not to use them very much, even though it is perfectly correct to follow a term with its acronym, and then use the acronym thereafter. Instead, use terms like "the society" or "the organization" or "the commission" and actually repeat the formal name occasionally.

A firm or organization is an "it," not a "they." The company decided to issue bonds and ~~they~~ it did so.

IMAGES

If you can supply an image or more than one, please do so. Images are a quintessential part of the encyclopedia. For live subjects we are all encouraged to get out the camera.

CODE PROBLEMS AND CURLY QUOTES

Please turn off your "smart quotes" in WORD. They make ugly code in HistoryLink.org.

How to Get Rid of Smart Quotes in Word 2007

1. Click on the "Office" button in the upper-left corner.
2. Select "Word Options" from the very bottom of the menu that pops up.
3. Select "Proofing" from the next menu.
4. Select "AutoCorrect Options."
5. Under "Replace," uncheck the box that says "Straight quote with "smart quotes."

HISTORYLINK WASHINGTON STATE SECTORS

These are the sectors into which HistoryLink.org has divided the state. On the Advanced Search page all the essays pertaining to any one sector come up when you click that sector on the map. This list includes the 39 counties, with the county seat underlined.

Northwest (NW)

Island (Coupeville, Oak Harbor)

San Juan (Friday Harbor)

Skagit (Mount Vernon, Anacortes, Sedro-Woolley)

Snohomish (Everett, Lynnwood, Mukilteo)

Whatcom (Bellingham, Blaine)

King County (KC)

King (Seattle, Bellevue, Kirkland, Renton, Issaquah, Des Moines, Skykomish, etc.)

Puget Sound (PS)

Pierce (Tacoma, Puyallup)

Thurston (Olympia, Tumwater, Lacey)

Olympic Peninsula (OP)

Clallam (Port Angeles, Sequim)

Grays Harbor (Montesano, Aberdeen, Hoquiam, Elma)

Jefferson (Port Townsend)

Kitsap (Port Orchard, Bremerton, Bainbridge Island, Poulsbo)

Mason (Shelton)

Southwest (SW)

Clark (Vancouver)

Cowlitz (Kelso, Longview)

Lewis (Chehalis, Centralia)

Pacific (South Bend, Long Beach, Raymond)

Skamania (Stevenson)

Wahkiakum (Cathlamet)

North Central (NC)

Chelan (Wenatchee, Chelan)

Douglas (Waterville, East Wenatchee)

Ferry (Republic)
Okanogan (Okanogan, Omak)

South Central (SC)
Kittitas (Ellensburg)
Klickitat (Goldendale)
Yakima (Yakima, Sunnyside)

Columbia Basin (CB)
Benton (Prosser, Richland, Kennewick [Tri-Cities, with Pasco])
Franklin (Pasco, Tri-Cities)
Grant (Ephrata, Moses Lake)

Southeast (SE)
Asotin (Asotin)
Adams (Ritzville, Othello)
Columbia (Dayton)
Garfield (Pomeroy)
Walla Walla (Walla Walla)
Whitman (Colfax, Pullman)

Northeast (NE)
Lincoln (Davenport)
Pend Oreille (Newport)
Spokane (Spokane, Cheney, Deer Park)
Stevens (Colville)

NAMES, TERMS, AND HISTORYLINK TREATMENT OF WORDS

Note on organizational names and titles. We employ a "down" style. Thus titles such as the president, the senator, the secretary of state are lowercased. But if the title is part of the name, such as President Lincoln, Senator Magnuson, it is uppercased. Likewise, association, university, etc. are lowercased unless part of the complete formal name of the organization. However it is the Senate, the House.

& Do not use any ampersands whatever except when part of a company name.

For railroads whose names pass through an "and" stage and an "&" stage, do use the &. We like ampersands as part of company names. Otherwise please do not scatter ampersands about. Squash them out.

Never use this ugly crosshatch to stand for No. Always use No.

-- We use two hyphs shoved together with a space on either side -- to make an em-dash.

% Never use the percent sign. Always spell out percent.

Comma The comma **always goes inside quotation marks** unless you are British and writing for a British publication. We are not British and this is not a British publication.

5th Street Theatre (not Fifth, unless beginning of sentence, then Fifth (5th) Street...)

10-mile limit

2 percent (always use numerals for percents. Always spell out the word "percent")

19th Century (Don't use. Use nineteenth century.)

20th Century (Don't use. Use twentieth century)

100-yard dash

14-year-old boy

a \$350 billion settlement (No hyph.)

African American or black (No hyph. Either is ok.)

Alaska Gold Rush (Don't use. The 1897 gold rush was the Klondike Gold Rush.)

Angeline, Princess, or Queen Angeline (Her Indian name is **Kikisoblu**. Despite the many spellings of her name, we use this spelling as used by the Duwamish Tribe.)

Avenue (not Ave.)

A-Y-P Exposition

Alaska-Yukon-Pacific Exposition

Asian (not Oriental)

Asian American (do not hyphenate)

Bartell Drugs (not Bartell's or Bartells)

Blaine, Catharine Paine (Catharine is spelled with two a's. Her descendents want her name spelled correctly!)

black, blacks (black, lowercased, is ok to use, along with African American)

The Boeing Company

Boulevard (not Blvd.)
Burke-Gilman Trail
Burlington Northern Sante Fe Railroad (no "and" or "&")

Capitol Hill (Seattle neighborhood)
Capitol (This is the building only. The word for the capital of a state or nation is spelled **capital**)

center, Center (spell out in an address; except when Centre is part of a proper name)

Central Area (The Seattle neighborhood is correctly "Area," not "District." Make

Central District a hidden keyword.)

Central Washington not central Washington

Chetzemoka (ca. 1808-1888) (This was the Klallam chief called by settlers "Duke of York.")

Chicago, Milwaukee & St. Paul Railroad (or Milwaukee Road)

Chinese American

Chinook Jargon (This trade lingo should always have the word Jargon, capitalized, in the phrase to distinguish it from the language Chinookan.)

Circle (Spell out Circle in an address.)

City/city (Capitalize **City** when it stands for a government; lowercase **city** when it stands for a place.)

civil rights movement; our civil rights

Cuban American

Clallam County (The county is Clallam County; the tribe is the Klallam tribe.)

Daniel J. Evans School of Public Affairs at the University of Washington

Dixy Lee Ray (Not Dixie)

EALRs Essential Academic Learning Requirements

Eastern Washington (Here we follow the local custom of considering Eastern to be part of the name, not a cardinal direction.)

Eastern Washington State Historical Society and **Cheney Cowles Museum** should always be credited as **Northwest Museum of Arts and Culture**. This will come up in captions. The historical society is part of the museum and people won't know how to find pictures under any other name.

Eastside

eBay

email (No hyph between e and mail.)

Filipino American

Finnish American (not Finn)

First African Methodist Episcopal Church

fisherman It turns out that women fishermen want to be called fishermen. Ok then.

Fishermen's Terminal The name of the Port of Seattle place in Ballard

Frederick & Nelson (not and)

fundraising not fund-raising

Gas Works Park (Seattle park. Not Gasworks)

Gates: William H. Gates Jr. (This is the father. Do not use Sr.)

Gates: William ("Bill") Gates III (Founder of Microsoft, son of Mary and William.)

Gates: Bill & Melinda Gates Foundation (not and)

government (The word government is not part of any proper noun and is lowercased.)

Great Northern Railway (rename of Minneapolis & St. Cloud on September 16, 1889)

HistoryLink.org (Capitalize the internal L. Never History Link. Always use the .org)

History Ink

Hispanic American, Latino or Latina

Hmong

Hanukkah (not Chanukah)

Indians, Pacific Northwest Indians, First Peoples, Native Americans. Name specific tribal names whenever possible. Go to the tribal website and use the name presented there. Do not use "native" with a lower case.

Tribal names as of April 2012

Chehalis Confederated Tribe

Chinook Indian Nation

Collville Confederated Tribes

Cowlitz Indian Tribe

The Duwamish say "We are the First People of the City of Seattle, Mercer Island, Renton, Bellevue, Tukwila and much of King County, Washington." The Duwamish use Native a lot.

Hoh Tribe

Jamestown S'Kallam Tribe

Kalispel Tribe of Indians

Kikiallus Indian Nation

Lower Elwha Klallam Tribe

Lummi Nation or Lummi People

Makah Nation.

Marietta Band of Nooksack Tribe

The Muckleshoot Indian Tribe

Nooksack Indian Tribe

Nisqually Indian Tribe

Port Gamble S'Klallam Tribe

Puyallup Tribe of Indians

Quileute Tribe and Quileute Nation

Quinault Indian Nation

Samish Indian Nation

Sauk-Suiattle Indian Tribe

Skokomish Tribal Nation

Shoalwater Bay Tribe (an amalgamation of "Lower Chehalis, Shoalwater Bay and Chinookan people")
Skokomish Tribal Nation
Snoqualmie Indian Tribe
Snoqualmoo Nation
Spokane Tribe of Indians
Squaxin Island Tribe
Steilacoom Tribe of Indians
Stillaguamish Tribe of Indians
The Suquamish (nothing added)
Swinomish Indian Tribal Community
Tulalip Tribes
Upper Skagit Indian Tribe
Yakama Nation

Internet

Japanese American (No hyph.)

Japanese American internment (No hyph.)

Jr. (Use only with full name: John D. Rockefeller Jr. No comma between name and Jr. Drop the Jr. with last name used alone.)

Kingdome

Klallam (The tribe is the Klallam tribe, never Clallam tribe. The county is Clallam County.)

Korean American

Kikisoblu (the Indian name of Princess Angeline. Don't use other spellings.)

leftwing (adj.)

M.D. Use the periods

Medic One

Mexican American, Chicano or Chicana

mill (A mill is one-thousandth of a dollar [one tenth of a cent], usually of assessed property valuation. We use the form with two l's.)

Milwaukee Road (short for Chicago, Milwaukee & St. Paul Railroad)

Mount St. Helens

Mount Rainier

m.p.h. (not mph)

Museum of History & Industry (ampersand)

native, natives (Never use lowercased. It's too close to the old "the natives.")

NBBJ (architectural firm named for named for Naramore, Bain, Brady and Johansen. The firm no longer remembers the names of the founders but we do. Use NBBJ first, then the founders' names in parentheses.)

newsmagazine

Nez Perce (The tribe does not use the accent over the final "e" in Perce and neither do we.)

nineteenth century (spelled out, lowercased) (not 19th Century)

nineteenth-century manners (the phrasal adjective is hyphenated)

No. 1 hit (No. 16 on the charts, etc. Never use the crosshatch # for "number")

North American Indian, Native Americans, Native peoples, First People (never use lowercase native; it's too close to the old condescending "the natives.")

North Central Washington

Northeastern Washington

Norwegian American (not Norse)

Northwest Museum of Arts and Culture (This is the proper name of the Spokane museum/archives that has been referred to -- now incorrectly -- as **Eastern Washington State Historical Society** and **Cheney Cowles Museum**. The concern is that under these old names, it won't be found.)

Olympic Hotel, The (capitalize "The" in all forms: **The Fairmont Olympic Hotel**)

PACCAR Inc (No comma, no period.)

Ph.D.

policeman Don't use. It's police officer.

Presidents' Day (the apostrophe is both traditional and was in the original)

Preston Gates & Ellis

Prohibition (if what is meant is the movement to prohibit liquor, the word is capitalized.)

Ray, Dixy Lee (not Dixie)

re-elect

rightwing (adj.)

rivers (When two rivers use one designation "rivers" the word is lowercased, because the word "rivers" is not part of any proper name. Snake and Columbia rivers. Same case as "streets" or "counties.")

Seattleite

Seattle & Walla Walla Railroad

Seattle, Lake Shore & Eastern Rail

Seattle Public Library (On their request, it's **The Seattle Public Library**.)

Sicks' stadium (not Sick's. The stadium is named after "The Sicks" not just Emil Sick)

Skinner & Eddy Shipyard (use &)

Steinbrueck, Peter or Victor

Sr. (Use only with full name: John D. Rockefeller Sr. No comma between name and Sr.)

South Central Washington

Southwestern Washington

Speaker of the House (Although we have a down style (the president said) Speaker of the House etc. is always capitalized.)

Stone & Webster (not and)

Swedish American (not Swede)

small-business person (to make the business small, not the person)

Street (Spell out in narrative.)

streets (In constructions like Pike and Pine streets the word "streets" is lowercased, because "streets" is not part of any proper name. Same case as Snake and Columbia rivers.)

SuperSonics (Two capital S's)

theater (except in proper names spelled Theatre)

Thomson, R. H. (Seattle city engineer)

toward (towards is British)

toolbar (one word)

tribe/Tribe (Use Tribe with a capital only if it is part of the formal name of the tribe, such as Duwamish Tribe. But, "The tribes gathered." If Tribe is meant as the governing entity -- then it's also capitalized -- the same case as City and County. The Tribe sold 3,000 acres.)

Truman, Harry S. (Use the period after the "S." The Truman Library writes: "In recent years the question of whether to use a period after the "S" in Harry S. Truman's name has become a subject of controversy, especially among editors. The evidence provided by Mr. Truman's own practice argues strongly for the use of the period. While, as many people do, Mr. Truman often ran the letters in his signature together in a single stroke, the archives of the Harry S. Truman Library has numerous examples of the signature written at various times throughout Mr. Truman's lifetime where his use of a period after the "S" is very obvious.")

twentieth century (spelled out, lowercased) (Don't use 20th Century)

twentieth-century manners

University of Washington (UW)

University of Washington School of Law (not Law School)

Vietnam War, Vietnam (Always put Viet Nam in keywords)

Vietnamese American

Wahkiakum County

Washington, D.C.

Washington state (as in Washington state policy)

Washington State Arts Commission (State is here capitalized because it's part of the name of the commission.)

Washington State Convention & Trade Center (with ampersand)

Washington State EALRs In this expression (Washington State Essential Academic Learning requirements, State is capitalized.)

Washington State Supreme Court

Washington State University (WSU)

Western Washington (see note under Eastern Washington)

Weyerhaeuser -- to be a HistoryLink.org writer you must be able to spell Weyerhaeuser!

woman suffrage (not women's suffrage; Washington Woman Suffrage Association;
National Woman Suffrage Association)

Woman's Christian Temperance Union (not Women's)

Woman's Century Club (not Women's)

website (lowercase, one word)

World War I

World War II

Yakama/Yakima Nation (The original spelling was Yakama Tribe. This is the spelling in the 1855 treaty. At some point the name was changed to Yakima Tribe. The tribe officially returned the spelling of its name to Yakama in 1994. Also it is now Yakama Nation.

PUNCTUATION

Commas and periods always go *inside* quotation marks. No exceptions. This is the American (not British) way. We use the penultimate comma in a series: apples, oranges, and pears.

John D. Rockefeller Jr. (No comma between surname and Jr. or Sr.)

In city-state strings, put a comma between city and state and after the state.

Examples:

They went to Washington, D.C., to visit the president.

Wenatchee, Washington, is a city east of the Cascades.

Colon: If the words following a colon make a complete sentence, capitalize the first word following the colon. If the words following a colon do not make a complete sentence, lowercase the word following the colon.

Examples:

Boeing left some chips on the table: It agreed to give up exclusive-supplier agreements.

He packed the following foods: nuts, beer, rice, wine, and bread.

Dash: We make the em-dash with two hyphs -- like this -- and leave a space on either side.

Quotation Marks: Single quotations marks are used ONLY within double quotation marks. Please do not use single quotation marks in any other way.

Indented quotes: We put quotation marks around indented quotes. Note that this is non-standard. We do this because upon occasion the html paragraph-tag gets inadvertently deleted and the quoted matter flows into the following text. This becomes a trouble we don't want to have to deal with (returning to the source to find where the quote ends).

Ellipsis: Indicate an ellipsis (meaning something left out of a quote) with three dots, one space on either side: "He took ... three paddles with him." ("He took a book and three paddles with him.") Please do not use WORD's automatic three dots, which are a single "special character."

TIME AND PLACE

Time:

twentieth century (not 20th Century)

nineteenth-century wars (use the hyph in the adjective)

2 p.m. (Time is expressed in numerals, and p.m. is lowercased, with periods.)

3:10 a.m.

Place

Always specify the street or "Way" or avenue or boulevard. Never just "Union and 4th"

We use Eastern Washington, Western Washington, Northeastern Washington (Like others in the state, we consider these to be regions rather than expressions of direction.)
East Coast

West Coast

Always spell out Street, Avenue, Boulevard

2nd Avenue (figures for numbered streets and avenues)

4th Avenue

North in an address is N (no period). Southwest is SW (no periods).

Examples:

13 N Wallingford Avenue

234 NW Market Street.

NUMBERS, PERCENTAGES, AND MONEY

Spell out whole numbers from one through nine. Use numerals from 10 up: One, two, three, four, five, six, seven, eight, nine, 10, 11, 12, 13, 14 ... 104

Exceptions:

At the beginning of a sentence, spell out any number: "Forty-five years later ..."

Use numerals for: decimals (2.3 miles), all ages (9 years old, the veteran, 68.), all percentages (3 percent), and figures denoting time (2:10, 2 p.m.).

No. 1 hit song. No. 13 on the charts. (Never use # for No.)

When many numbers crowd together, and some are greater than nine, make them all figures. Two numbers is not "many." Three may be "many" ...

Use commas in figures: 1,000; 3,543.

Percentages:

Except in charts, which occur in about 1 percent of our files, always spell out the word "percent." Always give percentages in numerals -- 1 percent; 3 percent; 30 percent.

Money:

Use numerals and the dollar sign, not the word dollar: \$348.35. If the amount is in round dollars, don't use zeros for cents: not \$43.00 but \$43.

For cents that stand alone (without dollars): use five cents; 14 cents. (Note: this is slightly nonstandard, but avoids the cent symbol, which I cannot even find on my keyboard.)

For round millions of dollars, use the dollar sign and the word million, as in \$4 million.

Spell out general, non-specific numbers: We made hundreds of thousands of dollars.

HOW TO SUBMIT IMAGES TO HISTORYLINK.ORG

We have special arrangements to freely use digitized images from the following institutions:

University of Washington Libraries Special Collections:
<http://content.lib.washington.edu/cgi-bin/advsearch.exe?Special>

Washington State Historical Society:
<http://www.washingtonhistoryonline.org/collections/index.htm>

Everett Public Library: <http://www.epls.org/nw/digital.asp>

Whitman College Digital Collections
<http://www.whitman.edu/content/penrose/archives/digital-collections>

Museum of History & Industry (MOHAI): http://www.seattlehistory.org/col_res.cfm

A few institutions such as Seattle Municipal Archives don't require special permission to use their digitized images available online. All other libraries, historical societies, museums, etc. must be asked permission to use their images. Some are quite sensitive on the subject. Remember that as a HistoryLink.org writer you are an ambassador for the encyclopedia. Explain that we caption and credit accurately and publish images at very low resolution (so that they cannot be blown up into a decent reproduction). Still some institutions will decline, which we respect.

We cannot use thumbnail images. Do not send them. We must size to our standard size and thumbnails turn to fuzz.

When you send us an image, we will process it through Photoshop to make it the right size etc. You may send a high-res image if you have one and we will make it low res.

Send images as jpg attachments. Name the images in an orderly fashion. For example if you are sending us 18 images of Monte Cristo, name them MonteCristo-01, MonteCristo-02 up to MonteCristo-18.

In the same email, in the body of the email, send a list of credit/caption information, keyed to the name of the image.

Caption: What it is, where it is, date of photo. (If it's a building and you know the architect, if any, and date of completion, include this information.) **If you have the exact date on which a picture was taken, please use the entire date, including day, month, and year.**

Credit: Photo by X (if available), Courtesy of [institution or individual], and a number the institution uses to identify the image.

This information should be listed after the name of the image. For example (this is partly made up):

MonteCristo-05. Del Campo Lake and Mine, Monte Cristo area, 1912.
Photo by Asahel Curtis, Courtesy Everett Public Library (Nordlund Collection)

SOURCES: GENERAL GUIDELINES

All HistoryLink files except Cybertours, Slide Shows, and People's Histories must have sources listed at the end. We work to achieve accurate professional citing. Use extreme care not to use another's phrases or sentences without using quotation marks. Use extreme care not to take another's ideas without using the phrase "According to..." or "So-and-so suggests..." or the like. The citation itself is an address. It should include every piece of information required to enable the reader to go straight to the document and literally pick it up in his or her hand.

We do not use footnote numbers.

Books must have author, title, city of publisher, publisher, date, and include page numbers unless many pages were used throughout.

Priscilla Long, *Where the Sun Never Shines: A History of America's Bloody Coal Industry* (New York: Paragon House, 1989), 6-12.

Newspaper articles must have author, title, name of newspaper, date, and page number (or website address).

Emmett Watson, "Friday at Last," *Seattle Post-Intelligencer*, February 16, 1979, p. B-1.

Use p. for page or pp. for pages for newspapers but not for books.

(This odd style originated in the idea that "p." or "pp." should be used only when nothing but a comma separates the page number from some other number such as a date. In effect, newspaper citations have dates crowding page numbers whereas books with their publication data within parentheses do not.)

Direct quotations in the text are cited both in the text and below in the sources. For example: He said, "This is the finest city I've ever seen and I hope I never have to leave" (Bagley, Seattle, 23). Then the full citation is given in the sources.

The citation within the text should be in parentheses, in the shortest possible summary that will lead the reader to the right place under Sources. **Never use "Ibid." within the**

text. The form for citing a quoted source within the text is: endquote, paren, citation, close paren, period. He said, "This is the finest city I've ever seen and I hope I never have to leave" (Bagley, Seattle, 23).

Under Sources at the bottom: Each citation should be complete in itself. Even if the work's title and author appear in the text, that information should be included in the citation in the sources.

Avoid op. cit., loc. cit., Passim, and "Cited hereafter as..."

But do use *Ibid.* (Latin for *ibidem*, in the same place) instead of repeating the name of a newspaper when you are citing two or more articles from the same newspaper and one article immediately follows another. This is the only situation in which we use *Ibid.*

Within the source field, **separate different sources with a semicolon. Never use a semicolon except between two sources.**

SOURCES: PRINTED BOOKS, MAGAZINES, NEWSPAPERS

Books

Roger Sale, *Seattle: Past to Present* (Seattle: University of Washington Press, 1976), 41-48.

Charles A. Beard and Mary R. Beard, *The Rise of American Civilization* (New York: The Macmillan Company, [1927] 1959), 47-49.

Note on Google Books

Books found on Google Books should be cited as if they were found on a library shelf. Do not mention Google Books and do not include the url. Google Books is a great way to find a page number for a citation for practically any book. Just put part of the quote in the search engine and it will call up the exact page, even if the book is under copyright and can't be perused.

Edited Works

Spokane & the Inland Empire: An Interior Pacific Northwest Anthology ed. by David H. Stratten (Pullman: WSU Press, 2005), 14-15.

An Article or Essay within an Edited Work:

Lawrence Goodwyn, "Populism," in *The Reader's Companion to American History* ed. by Eric Foner and John A. Garraty (Boston: Houghton Mifflin Co., 1991), 854-856.

Newspaper Articles

Emmett Watson, "Friday at Last," *Seattle Post-Intelligencer*, February 16, 1979, p. B-1.

Note: if you are citing a string of articles from one newspaper, you may use *Ibid.*, in place of the name of the newspaper. This is the only time we use *ibid.* and *Ibid.* is the only Latin we use. **Never use *Ibid.* in the narrative**, only in the source field, and only for the name of a newspaper following the spelled-out name of the same newspaper.

Note: Newspaper page numbers are preceded by p. or pp. for page or pages, whereas book page numbers are not preceded by p. or pp. (because if a page number follows another number such as a date it can be visually confusing).

Special case of a digital file of a newspaper such as *The Seattle Times* being repaginated by the digitizing firm. (Case in point: The digitized version of *The Seattle Times* in the Seattle Public Library is repaginated so that a *Seattle Times* page D-4, for example, has been whited out and a new page 67 [or whatever] has been penned in.)

A citation must always reflect exactly the source being looked at. This is in line with the idea that a citation is an address. Therefore, this source (which has now, alas, now been made unique in terms of its page numbers), must be cited this way:

Author, "Title of Article," *The Seattle Times*, January 1, 1873, Seattle Public Library digital version p. 67. In a subsequent cite within the same piece you can do this: SPL digital version p. 67.

Remember that *Ibid.* is only used for the name of the newspaper.

Note: You can use this style for any standard source that has been repaginated by a holding institution. No guessing as to what the page number was. No including the url (which brings you to the library sign-in page).

For how to cite newspaper articles obtained online, see Website Citations.

SOURCES: WEBSITE CITATION

Please note that we have two different styles for website citation, one for encyclopedias including HistoryLink.org and other for all others.

Special note: Our style is lowercased, one word: website.

HistoryLink.org essays and other OBVIOUS encyclopedias, such as Britannica.

HistoryLink.org Online Encyclopedia of Washington State History, "President Franklin Roosevelt tours the Olympic Peninsula on October 1, 1937" (by Kit Oldham),

<http://www.historylink.org/> (accessed November 3, 2004).

Encyclopedia Britannica Online, "Louisiana Purchase," and "Mississippi River," <http://www.britannica.com/> (accessed June 26, 2004).

If you have more than one HistoryLink.org piece to cite and you've accessed them all more or less at the same time, do it this way:

HistoryLink.org Online Encyclopedia of Washington State History, "Rosellini, Albert Dean (b. 1910)" (by Walt Crowley), and "Evans, Daniel J. (b. 1925) and Nancy Bell Evans (b. 1933)" (by Cassandra Tate) <http://www.historylink.org> (accessed May 26, 2004).

For non-HistoryLink encyclopedias, if different essays have different urls, you must cite them separately (no ibid. here -- too many ibids become obscure-looking).

The Columbia Encyclopedia (6th Ed. 2001), "Nixon, Richard Milhous," <http://www.bartleby.com/65/ni/Nixon-Ri.html> (accessed May 27, 2005); *The Columbia Encyclopedia* (6th Ed. 2001), "McGovern, George Stanley," <http://www.bartleby.com/65/mc/McGovern.html> (accessed May 27, 2005).

Articles from *The Seattle Times*, *The Seattle Post-Intelligencer*, and *The New York Times*: Note that these are big, very stable, well-known databases. Thus they do not need to have "date accessed." Note the simplified URL to the newspaper's front page, rather than the lengthy URL to the actual article. These newspaper databases are easy to locate using the newspaper's own search engine, and often the lengthy URLs don't work anyhow. **Note that if you have a complete citation for a newspaper, including the page number, you need not cite any url, even if you got it online.**

Gregory Roberts, "Historical Court Clears Chief Leschi's Name," *Seattle Post-Intelligencer*, December 11, 2004 (<http://seattlepi.nwsourc.com>).

But if you got it from any source that must be signed in to or purchased, do not include the url. This includes the Seattle Public Library digital databases.

Non-Encyclopedia websites (excluding the above-mentioned newspapers and excluding the Library of Congress American Memory Site):

Please note that any item on a website is sponsored by someone or something. It is not freefloating in the cyberether. Please put the sponsoring website in the sources. Think of the sponsoring website, such as the USGS or the City of Seattle Parks Department or some such as the title of a book, with the page being cited as a chapter or part of the contents. This might go down three levels; then cite all three levels.

Author (if any), "Title of Material Being Quoted," name of website accessed date (url in parentheses).

"Historic Places in Washington," State of Washington, Office of Archeology and Historic Preservation website accessed February 2004 (www.oahp.wa.gov).

"The Cabildo," The Louisiana State Museum website accessed June 26, 2004 (<http://lsm.crt.state.la.us/>).

"United States Presidential Election Results," Dave Leip's Atlas of U.S. Presidential Elections website accessed May 27, 2005 (<http://www.uselectionatlas.org/USPRESIDENT>).

The Library of Congress American Memory Site

Note that the items in this amazing site cannot be accessed by going to the long URL that appears when you reach the item. Searchers MUST go to the front page of the site and search it themselves.

Jonathan Clarke, "City Waterway Bridge," August 1993, Historic American Engineering Record (HAER No. WA-100), Library of Congress American Memory website accessed September 6, 2003 (<http://memory.loc.gov>).

SOURCES: MANUSCRIPT, LETTER, EMAIL, INTERVIEW

Manuscript Citations

Citations of unpublished materials must be done especially carefully. The principle is that the citation is an address to this particular piece of paper. The reader five years from now must be able to go to where it is and put a hand on the actual letter, diary, typescript, or whatever. As always, separate different citations with a semicolon and never use a semicolon within a single citation.

These citations run from small (the item) to large (the institution). The date of a document or letter goes with the document or letter, not after the institution. So, in general:

Item, date of item, file No., Box No., Name of Collection, Name of Institution, location of Institution.

Examples

L. M. Bowers to John D. Rockefeller Jr., September 29, 1913, Item 100, Box 28, L. M. Bowers Papers, Department of Manuscripts and Archives, SUNY, Binghamton, Binghamton, New York.

The proper form for a letter from a collection in University of Washington Special Collections is:

x to y, date, file x, box x, Name of Collection, Accession No., Special Collections, University of Washington Libraries, Seattle, Washington.

An unpublished paper (not a master's thesis or Ph.D. dissertation, but a paper filed within a manuscript collection) would be cited thus (the citation is made-up):

John Doe, "A History of the Hoquiam Lumber Industry," typescript dated March 3, 1943, File labeled "Unpublished Papers," Box 16, Acc. 003, John Doe Papers, Special Collections, University of Washington Libraries, Seattle, Washington.

To cite a letter in someone's personal possession:

Mickey Mouse to Donald Duck, January 7, 1943, in possession of Donald Duck, Seattle, Washington.

Email Communication (Note we have dropped the hyph. Not e-mail but email.)

James Bond, email to David Wilma, July 20, 2001, in possession of David Wilma, Seattle, Washington.

Interviews

Cassandra Tate interview with Marilyn Ward, August 26, 2000, Seattle, audiotape (or transcript or whatever) in possession of Cassandra Tate, Seattle.

SOURCES: PH.D. DISSERTATION, MASTER'S THESIS

Carl Gustaf Westine, "The Seattle Teamsters" (master's thesis, University of Washington, May 28, 1937), 34-36.

Cassandra Tate, "The American Anti-Cigarette Movement, 1880-1930" (Ph.D. diss., University of Washington, 1995), 43-45.

SOURCES: ENCYCLOPEDIAS AND DIRECTORIES

Note that encyclopedias, including HistoryLink.org (which is an encyclopedia) are cited to emphasize the encyclopedia. If there is no url then be sure to cite the edition as encyclopedias go through many editions. Traditional encyclopedias are alphabetically arranged so it is the entry title (not the page number) that is used to find an item.

Encyclopaedia Britannica, 11th ed., s.v. "Coal Mining." [Omit publishing information, but supply edition.]

Online Encyclopedias and Directories:

HistoryLink.org Online Encyclopedia of Washington State History, "President Franklin Roosevelt tours the Olympic Peninsula on October 1, 1937" (by Kit Oldham), <http://www.historylink.org/> (accessed November 3, 2004).

Encyclopedia Britannica Online, "Louisiana Purchase," and "Mississippi River," <http://www.britannica.com/> (accessed June 26, 2004).

The Cyclopaedia of American Biography, Vol. 9 (1922), "Bogue, Virgil Gay" available at (<http://www.archive.org/stream/cyclopaediaofame08wilsuoft#page/146/mode/2up>);

SOURCES: Non-Manuscript GOVERNMENT PUBLICATIONS

There are literally millions of government publications. They must be cited completely. Otherwise it is impossible to find them. Cite from macro to micro, beginning with the agency. Include name of document, author, date, any document number, and any other information given. Note that ALL these elements are necessary. In the example below, the informational brochure, "Essentials for Efficient Dairy Farming" went through many editions with many dates and document numbers. To follow the rule that the searcher must be able to put his or her hand on the particular document cited requires every bit of data in the citation. (Note: manuscript sources from government entities are cited like manuscripts.)

Department of War, *Final Report, Japanese Evacuation From the West Coast, 1942* (Washington D. C.: GPO, 1943), 40-42.

U.S. Congress, Senate, Committee on Agriculture and Forestry, *Relief for Draught Stricken Areas*, 71 Cong., 3 sess., December 5, 1930, pp. 45-52. [Note: p. for page and

pp. for pages are omitted except for clarity only when nothing but a comma separates a page number from another Arabic number.]

Congressional Record, 82 Cong., 2 sess., November 19, 1949, p. 9505. [no short version for these citations. *Annals of Congress* the same.]

U.S. Department of Interior, Census Office, *Compendium of the Eleventh Census: 1890, pt. I: Population* (Washington: GPO, 1892), 41-42.

U.S. Department of Agriculture, Agricultural Research Administration, Bureau of Dairy Industry, "Essentials for Efficient Dairy Farming," April 1952 (BDI - inf - 134).

SOURCES: LAWS, COURT CASES, MUNICIPAL ORDINANCES

CITING COURT CASES

Supreme court cases are published in the U.S. Reporter (U.S).

Federal Appeals cases are published in The Federal Reporter, 1st, 2nd, and 3rd (F., F.2d, F.3d)

Federal District Courts F. Supp., F. Supp 2d

Washington Supreme Court cases are published in two places: Washington Reports (Wash or Wn.2d, in series) and Pacific Reporter (P., P.2d and P.3d)

Washington Court of Appeals cases are found in Washington Appellate Reports (Wn. App.) and Pacific Reporter (P.2d and P.3d)

All published court decisions require the following information:

Name of the case (Italicized).

Volume of the Reporter (comes before the name of the reporter) in which it is published (The reporters are thick books, each has a volume number which the case should carry even if you find it online.)

Name of Reporter (abbreviated) (for example 145 Wn.2d means Volume 145 of Washington Reports, 2nd Series)

Page number of Reporter where decision begins

Page number of particular quote or point being made if any

Year decided (in parentheses)

Example:

State v. Norman, 145 Wn.2d 578, 587 (2002)

Translation:

State v. Norman, (Case Name) 145 (Vol. 145) Wn.2nd (Washington Reports 2nd Series) 578, (Case begins on p. 578) 587, (page number of particular quote) (2002) (year of case, in parentheses).

Hirabayashi v. United States, 320 U.S. 81, 96 (1943).

Translation:

Hirabayashi v. United States, (Case Name) 330 (Vol. 320) U.S. (U. S. Reporter) 81, (page where case begins) 96 (specific page quoted from) (1943) (date of decision)

CITING LAWS

Municipal Ordinances

Information required:

Municipality and Number of Ordinance

Title and date of Ordinance

Example:

Seattle City Council Ordinance No. 55985, “An Ordinance relating to and regulating endurance contests, repealing ordinances in conflict, and declaring an emergency,” approved September 5, 1928.

Laws passed by the Washington State Legislature

We cite session laws (laws as they were enacted), not laws as found in the Revised Code of Washington (RCW) [RCWA=Revised Code of Washington Annotated]. The latter is the law as constantly amended over time. The session laws are the laws as they were enacted on a particular date.

"[year] Wash. Laws, ch. [#], sec.[#]" (section is omitted if citing the entire chapter). So any time you have the year and chapter # you have all the info you need to put in the correct citation form.

Examples:

1933 Wash. Laws, Ch. 65.

1961 Wash. Laws, ch. 13, sec. 4

Laws passed by the U.S. Congress

Stat. = statute as it was passed.

U.S.C. = the law as it now stands, including all amendments. Historical writing probably wants the Stat. as well as U.S.C.

Cite name of act, section, volume, "Stat." page, and date.

Labor Management Relations Act, sec. 302(a), 61 Stat. 156 (1947).

Labor Management Relations Act 29 U.S.C. sec. 185(a) (1952).

Translation:

Name of Act, volume number (29) of United States Code (U.S.C.) , section (sec. 185(a), [year means year of code in which it is published and isn't necessary]. [U.S.C.A means United States Code Annotated (cases interpreting or discussing the law) and we don't need the A.]

Economic Opportunity Act, 78 Stat. 508 (1964).

Economic Opportunity Act, Pub. L 88-452, 78 Stat. 508 (1964).

RESEARCH AIDS AND HINTS (just a few)

- The Center for the Study of the Pacific Northwest at the University of Washington (<http://www.cspn.washington.edu>) has redesigned its website to include a preliminary index to citations in the entire run of *Pacific Northwest Quarterly*, as well as a link to full text of articles from its predecessor, *Washington Historical Quarterly* (<https://digital.lib.washington.edu/ojs/index.php/WHQ/issue/archive>), with keyword access to specific articles. This website provides a great advance in accessing research materials related to the history of Washington and the rest of the Northwest.

- HistoryLink.org has a library. We don't call it that because it is for staff use and we don't want the public to think we have a library to borrow from. You can access the catalog from the public site.
Go to the Education page (top toolbar)
Right hand side -- scroll down -- For Students -- Study Aids
Scroll down the center column till you reach Books and Bibliographies
Click the Northwest History Bookshelf. The (as of this writing) 1,733 books are in the HistoryLink.org office.
- There is a database called America's Genealogy Bank. The Seattle Public Library has it and presumably so do other libraries. Entirely without announcement, it turns out that this database contains the entire run of The Seattle Times.
- Historic Spokane newspapers online. If you go here and put Spokane in the "source" box, you can bring up tons of old Spokane newspaper articles. Spokane is one of only a few cities that's available for free in this archive

http://news.google.com/archivesearch/advanced_search

You can search on topics/keywords using the "find results" box, just make sure to put Spokane in the "source" box

- Of course don't forget about the Washington State Digital Archives
<http://www.digitalarchives.wa.gov/>