

## WPO Style Sheet

created 10.13.06; updated 4.10.11 by J.I.M., with additions by Carl Camp.  
Revised 10.1.2013 by R. Clark, W. Raney, G. Moulton.

### **CITATIONS**

Below are listed suggested forms for footnote citations using typical sources found in *WPO*. I [Gary Moulton] have dropped "ibid." in favor of short citations for repeated occurrences. I also include the volume number for multi-volume works in every instance. Notice also that I have dropped "p." and "pp.," and I do not use "vol." in multi-volume works or journal citations, nor "no." in journal citations. It will be important to adopt standard short titles for frequently used works. For example, Holmberg's book is better cited as *Letters of Clark*, since it is more descriptive than *Dear Brother*.

#### **Books**

One author

1. Stephen E. Ambrose, *Undaunted Courage: Meriwether Lewis, Thomas Jefferson, and the Opening of the American West* (New York: Simon & Schuster, 1996), 23.
2. Ambrose, *Undaunted Courage*, 24.

Two or three authors

1. Ella E. Clark, and Margot Edmonds, *Sacagawea of the Lewis and Clark Expedition* (Berkeley: University of California Press, 1979), 87.
2. Clark and Edmonds, *Sacagawea*, 88.

For four or more authors list only the first author followed by "et al." ("and others")

1. Stephen Dow Beckham et al., *The Literature of the Lewis and Clark Expedition: A Bibliography and Essays* (Portland, Oreg.: Lewis and Clark College, 2003), 113.
2. Beckham et al., *Literature of the Lewis and Clark Expedition*, 114.

Editor, translator, or compiler instead of author

1. James J. Holmberg, ed., *Dear Brother: Letters of William Clark to Jonathan Clark* (New Haven: Yale University Press, 2002), 228.
2. Holmberg, ed., *Letters of Clark*, 15.

Editor, translator, or compiler of multi-volume work

1. Gary E. Moulton, ed., *The Journals of the Lewis and Clark Expedition*, 13 vols. (Lincoln: University of Nebraska Press, 1983-2001), 6:222.
2. Moulton, ed., *Journals*, 6:224.

Reprint editions

1. Elliott Coues, ed., *The History of the Lewis and Clark Expedition by Meriwether Lewis and William Clark*, 3 vols. (New York: Dover Publications, 1965; reprint of 1893 edition), 2:583.
2. Coues, ed., *History of the Lewis and Clark Expedition*, 2:444.

### **Journal articles**

1. Paul S. Martin and Christine R. Szuter, "War Zones and Game Sinks in Lewis and Clark's West," *Conservation Biology* (February 1999): 32.
2. Martin and Szuter, "War Zones and Game Sinks," 37.
  
1. John L. Allen, "Lewis and Clark on the Upper Missouri: Decision at the Marias," *Montana, the Magazine of Western History* 21 (Summer 1971): 6.
2. Allen, "Decision at the Marias," 14.
  
1. Howard I. Kushner, "The Suicide of Meriwether Lewis: A Psychoanalytic Inquiry." *William and Mary Quarterly*, ser. 3, 38 (July 1981): 467.
2. Kushner, "Suicide of Lewis," 468.
  
1. Paul Russell Cutright, "Well-traveled Plants of Lewis and Clark," *We Proceeded On* 4 (February 1978): 8; originally published in *Frontiers, a Magazine of Natural History* 31 (February 1967): 80B83.
2. Cutright, "Well-traveled Plants of Lewis and Clark," 8.

### **Magazine articles**

1. Bernard DeVoto, "The Turning Point for Lewis and Clark," *Harper's Magazine*, September 1952, 38.
2. DeVoto, "Turning Point for Lewis and Clark," 40.

### **Essays in books**

1. Robert Carriker, "On the Trail of Lewis and Clark Today," in *Encounters with a Distant Land: Exploration and the Great Northwest*, edited by Carlos A. Schwantes (Moscow: University of Idaho Press, 1994), 204.
2. Carriker, "On the Trail of Lewis and Clark Today," 206.

### **Pamphlets (unpaged)**

1. Ella Mae Howard, "Lewis and Clark Exploration of Central Montana: Marias River to Gates of the Mountains" (Great Falls, Mont.: Lewis and Clark Interpretive Center, 1993).
2. Howard, "Lewis and Clark's Exploration of Central Montana."
3. Robert J. Hoyle, Jr., "Edible Wild Plants Used by Lewis and Clark" (Lewiston, Idaho: Privately published, 1994).
4. Hoyle, "Edible Wild Plants Used by Lewis and Clark."
5. Ruby El Hult, "Guns of the Lewis and Clark Expedition" (Pacific Northwest Historical Pamphlet No. 1, Washington State Historical Society, 1960).
6. Hult, "Guns of the Lewis and Clark Expedition."

### **Theses and dissertations**

1. John Louis Loos, "A Biography of William Clark, 1770-1813" (Ph.D. diss., Washington University, St. Louis, 1953), 82.
2. Loos, "Biography of Clark," 99.

### **Unpublished manuscripts and presentations**

1. Donald Jackson, "La Liberte Identified" (unpublished manuscript in possession of author).
2. Jackson, "La Liberte Identified."
3. James P. Ronda, "Vermillion Seas and Shining Mountains: Some Thoughts on the Exploration of North America" (unpublished presentation in

possession of author, Pendleton House Lecture, Hiram College, Hiram, Ohio, February 1982).

4. Ronda, "Vermillion Seas and Shining Mountains."

### **Websites**

1. Harry W. Fritz, "The Lewis and Clark Expedition: a Western Adventure, a National Epic," *Discovering Lewis and Clark*, accessed September 24, 2013, <http://www.lewis-clark.org>.
2. Fritz, "Lewis and Clark Expedition."

### **State abbreviations in notes.**

When including a state in the place of publication, abbreviate the state according to Chicago style for state abbreviations.

### **Single- multiple-page references:**

Sequential numbers should include two digits, eg: 101-12, 391-93, 292-301.

### **Quoted matter in Text of Article**

As a matter of WPO style, the text of an article should stand alone, apart from the endnotes — that is, either generally or specifically the source of a quotation should be mentioned in the text so the reader doesn't have to refer to the endnotes to know where it is coming from. If James P. Ronda is the source of a quote, the sentence might read, "In the words of an eminent Lewis and Clark scholar," ... followed by quote, or "In the words of James P. Ronda," or "In the words of Lewis and Clark scholar James P. Ronda," ... . The quotation should still be endnoted and the complete source (author, book title, place of publication and publisher, page numbers) stated in the endnote.

## **NAMES**

### **Notes on Names**

Predicates should agree with their antecedents. Corps of Discovery and the Lewis and Clark Expedition are collective singular nouns, so "its" is the appropriate predicate adjective, not "their." "The explorers" is a good plural synonym for Lewis and Clark, et al.

For all proper names, if in doubt, follow Moulton. (Exception: Reuben Field; see below.) In general, follow *Chicago Manual of Style*

### **Indian names**

Arikara(s)

Assiniboine(s) (with an "e" at the end)

Blackfeet (Indians) — as noun or adjective, use this form only (not "Blackfoot").

Minetares — L&C's name for the Hidatsas (Minetares of the Missouri) and the Atsinas

Nez Perce(s) (no accent over the last "e" unless the author insists)

Oto, Otos

Salish (use this rather than Flatheads)

Shoshone(s)

Walla Walla(s) / Walula(s)

**Plurals of tribal names:**

In general defer to Moulton, which is rigorously consistent in adding an “s,” as noted above. Thus, “Lewis and Clark met the Shoshones,” not “the Shoshone.” Ditto for “Nez Perces.” An exception is “the Salish.” It’s okay to use the collective singular “the Nez Perce,” “the Shoshone,” etc. when the words “tribe” or “tribes” is the antecedent or is strongly implied. Thus, “Among all the tribes they encountered, the Shoshone and the Nez Perce were perhaps the most friendly.”

**Place and geographic names**

Camp River Dubois, Camp Wood River (former is preferred)

Columbia estuary

Continental Divide (capitalize, even though this is counter to Chicago style))

Fort Massac (not Massiac, unless it appears in a quoted text)

Great Plains (but high plains, shortgrass prairie, tallgrass prairie)

Harpers Ferry (no apostrophe)

Hudson Bay (the place - no possessive), but Hudson’s Bay Company (the firm - possessive)

Joslyn Art Museum

Lemhi Pass

Mount Hood, etc. (spell out Mount)

Pompey’s Pillar (use apostrophe to distinguish the landmark from the nearby town of Pompeys Pillar)

St. Louis (don’t spell out Saint)

Travelers’ Rest (one “l” and apostrophe after “s” — as per Moulton)

upper Marias

upper Missouri

upper and lower Columbia

Western Hemisphere

STATES: spell out state names in text. Abbreviate in notes.

**People’s names**

(As noted above, in general, for all proper names connected to the expedition, use Moulton.)

Cameahweat

Jean Baptiste Charbonneau (Pompey, Pomp) — no hyphen, unless it is in a quote from a text that uses the hyphen or from a book title that uses it. (1.3.06)

Toussaint Charbonneau

George Drouillard (Drewyer)

Joseph and Reuben Field (no “s”: Reub**En**. This is contrary to Moulton, but it is also how Reuben Field spelled his name.)

Robert Frazer (don’t use the “i,” as per Moulton)

Sacagawea (“g,” not “j” or “k,” except in special circumstances — e.g., in a book review in which her name is spelled with a j or k in the title)

Charles B.J. F vret de Saint-M min (French artist who did three portraits of Lewis - full name is Charles Balthazar Julien F vret de Saint-M min) For this spelling, see Clay Jenkinson.

Joseph Perkin, superintendent of the Harpers Ferry arsenal. (Incorrectly spelled in Jackson with an “s” — Perkins.)

Chief Sheheke

Reuben Gold Thwaites (no “e” at end of middle name)

Chief Yelleppit (Walla Walla)

### **Plant and Animal names.**

Use latin name with common name in articles focusing on natural history.

### **NUMBERS**

Spell out numbers through ninety-nine, and use numerals for 100 and above, unless it’s a round number.

When it’s a round number, spell out hundred, thousand, million, billion. But: 500, 5,000, 50,000

Use *numerals* for all percentages: 3 percent, 26 percent, 99 percent, 100 percent. Spell out “percent.”

Also, spell out numbers in any situation where numerals look odd, typographically speaking (at the end of a sentence, for example — and always at the beginning of a sentence). Spell out numbers when they are used to designate centuries (seventeenth century, nineteenth-century science, etc.; new, 6.15.05)

### **OTHER SPELLINGS**

bullboat

campsite (one word)

coauthor

co-leader (use hyphen)

cocaptain

co-commander

co-chair

cosponsor

earth lodges (as in Mandan earth lodges)

e-mail

journal keeper (two words, no hyphen; in general, use instead of “journalists” to denote men who kept journals on the expedition)

keelboat (one word, lowercased)

rebury

red pirogue (lowercased)

reenactment

reenactors

uncharted (not unchartered) wilderness

vice president (no hyphen)

Web site (2 words, changed 3/02)  
Web page  
white pirogue (lowercased)  
ZIP code

## **CAPITALIZATION AND ITALICS**

**For titles of works, see CMS, 8.154ff**

quote marks: newsletters

(A/a)rmy, (N/n)avy. Capitalize if a noun and referring to the U.S. Army,  
lowercase if used as an adjective.

the captains

the Corps of Discovery [This is an abbreviated version of the full title, “corps of  
volunteers for North Western Discovery,” as recorded by Lewis in his journal  
entry for August 26, 1804.]

the corps

the corps’ (no “s” after apostrophe)

*engagé, engagés* (only one “e” in final syllable) — use acute accent, and italicize  
[voyageur, below, is roman]

Lewis and Clark Trail Heritage Foundation/the foundation/LCTHF

Lewis and Clark National Historic Trail or LCNHT

the Lewis and Clark Trail / L&C Trail

the trail

the Lewis and Clark Bicentennial, the L&C Bicentennial, the bicentennial [new,  
3/01]

the Lewis and Clark Expedition, the expedition

The National Council of the Lewis and Clark Bicentennial (12/00) / the  
National Council / the Council /the Bicentennial Council (1/03)

the Nine Young Men from Kentucky [caps, no quote marks—new, 12/03]. FYI,  
the term derives from Nicholas Biddle’s notes. See Jackson, Vol. 2, p. 534,  
first line: “The party was formed of 9 young men who joined at Clarksville.”  
(The Clarksville part may not be accurate.) The term itself is not found in the  
journals.

*The Journals of the Lewis and Clark Expedition*

The Lewis and Clark journals/The journals of Lewis and Clark/the journals

Signature Event, as in Lewis and Clark Bicentennial Signature Event: capitalize  
when used in association with the title of a particular event (e.g. *Destination:  
The Pacific* Signature Event), lowercase when used in a standalone way (e.g.,  
“The next signature event will take place ...”).

Titles of signature events: Italicize them ((e.g. *Destination: The Pacific*).  
voyageurs (no ital; but *engagé*, above, is ital)

## **TITLES**

chair (not chairman)

leader

## **HYPHENS**

Hyphenation in compound numbers:

thirty-five people, five hundred people (hyphen appears in compounds up to ninety-nine)

Yes:

African-American (adjective — hyphen) and African-American(s) ( noun — hyphen), and other “hyphenated” ethnic or racial groups, EXCEPT Native American. Examples: He is an African-American. The African-American view of this is ... . He is a Native American. The Native American view of this is ... part-time, short-time, full-time (hyphen when used as adjectives, two words and *no hyphen* when used as adverbs, as in “He works full time,” “He works part time”). Also half-time, quarter-time

BUT: longtime, lifelong (no hyphen)

hourlong, daylong, weeklong, monthlong, yearlong

BUT: second-long, minute-long

short-term, long-term

the 80-percent solution (hyphen when percent is used in compound adjective, otherwise no hyphen)

No:

premed (premedical student)

“His source is well documented. It is a well-documented source.”

## **HOMONYMS**

aye, eye

bail, bale

bare, bear (bare arm, bear any burden)

birth, berth

butt, butte

cached (hidden), cashed (a check)

dual, duel

fare, fair

flare, flair

fowling, fouling

gaffe (mistake), gaff (hooked tool for landing fish; upper boom of a double-boom sailing rig, as in a “gaff-rigged boat”)

led (guided), lead (metal)

lie, lye

maid, made

medal, metal, mettle

parlay, parley

peak, peek, pique  
perjure (v: to lie under oath), purger (n: one who purges)  
pole (push a boat), poll (systematically query or ask) / poled, polled  
poring (reading carefully), pouring  
plum, plumb  
review, revue  
roll, role  
sight, site (place), cite (to name)  
slight (small), sleight (to sleight or ignore someone)  
soul (spirit), sole (only; flat fish)  
stare, stair  
tack, tact (“the tack he took ...”; it’s not “tact”)  
their, there, they’re  
track, tract (of land)  
whet, wet (“it whetted his appetite,” as in “sharpen”)  
whit (a morsel), wit (humor)  
wig (fake hair), Whig (member of the Whigs, a political party)

## **SPELLING**

accidentALly  
Achilles’ heel (no “s” after apostrophe, lowercase heel)  
Achilles tendon (no apostrophe)  
all-around  
analog  
analyZe  
apropos (one word)  
adviser (NOT “advisOr”)  
catalogue (not “catalog”). Note: “catalogue” is British spelling, while U.S. spelling can be either. In L&C’s day the U.S. spelling was “catalogue,” and this is probably more appropriate for WPO’s purposes, esp. in historical articles in which “catalogue” appears in the quoted material (e.g., Benjamin Smith Barton’s “catalogue” of North American flora). [new, 1.3.06]  
dos and don’ts  
downriver, upriver  
en route (space after “en”)  
everyday (adjective)  
every day (adverb)  
fiberoptic (one word)  
firsthand (no hyphen)  
hypocrISY(not *hypocrisy*!)  
long-time  
multiculturALism  
part-time  
playwright, playwriting  
ProctEr & Gamble (NOT “ProctOr”)



Re-election (use hyphen)  
subpar (no hyphen)  
toward, etc. (no “s” at end)  
tranquillity (two l’s)  
upriver  
virtual  
vertical  
wholeheartedly  
yearlong, lifelong (no hyphen)

### **WHICH VS. THAT:**

In general, we will continue to make the distinction between restrictive and nonrestrictive clauses. Nonrestrictive (*which* clauses) are set off by commas, and restrictive (*that* clauses) are not. Follow *The New Yorker* and *The Atlantic* in the use of “the exceptional *which*”: when another noun intervenes between the one being modified by the restrictive clause and the clause itself, and that second noun might be misread as the antecedent, we use *which* without a comma to signal the connection to the first noun. Thus: “He torched the house with the white shutters which everyone hated.” (Here, *which* refers to the house, not the shutters.)

### **CAPITALIZATION**

diseases: lowercase “disease,” uppercase proper name if associated with it (e.g., Hodgkins’ disease)

Yes:

Congress, but congressmen

Cold War

Earth only if it’s referring to the planet; and in a story that refers to other planets (Mars, Venus, etc.). “The earth’s dwindling number of species.” If referring to dirt, it’s “earth.” Lowercase “on earth” as in “the biggest S.O.B. on earth.”

e-mail

Homepage

Native American

OK (not “okay”)

President, presidential (U.S.)

X-ray (cap X)

T-shirt

All academic degrees are capitalized: Doctor of Law, Master of Arts, etc.;;  
lowercase when reference is generic: doctorate, master’s degree, master’s,  
etc.

Scientific laws, theories, etc.: Einstein's general theory of relativity, Fermat's last theorem

Regions of the country or world: capitalize the West (Montana, etc.), but lowercase "western hospitality," "westerner"; ditto for the West (U.S. and Europe), the East (China, etc.) and western, westerner, southern, southerner, midwestern, etc. Source: *Words into Type*, pp. 150-51. (Note that style manuals differ on this; some styles refer to a European culture as Western but Montanan culture as western.)

Political movements. See *Chicago* for details. In general, for movements like communism and socialism: lowercase the "isms" and uppercase other forms (e.g., communism, Communist. Noun or adjective: He is a member of the Communist party; he is a Communist; ordinarily, lowercase "party" unless it's part of the formal, complete name, as in the Communist Party of the United States of America.

No:

Reagan [or other] administration  
draconian, spartan (but Pyrrhic victory)  
kosher

## **APOSTROPHES**

The GI's child, The CEO's baby (possessive).

The GIs who died fighting for their country, the CEOs who only care about the bottom line (plural).

## **PUNCTUATION**

Serial comma — use it.

My question is, How could anyone believe that?" (comma preceding question, no quote marks around question). BUT:

My question: How can anyone believe that? (colon)

## **Periods in abbreviations**

Never use periods, except in those rare cases where they are part of a corporate name.

Degrees: B.A., B.S., A.B., Ph.D., M.D., etc.

Exceptions:

Abbreviate the United States as U.S. as well as any other country or international organization whose abbreviation is two letters: U.K., U.N.

### **Commas**

Successive adjectives: Separate by comma if they modify only the noun, not each other. This holds when both adjectives are of equal importance.

Examples: old, orange sweater; paid, two-page reply; but: bold political agenda ...

William Jones, Jr. (no comma after “Jr.”)

### **COMPOUND WORDS**

avant-garde

caregiver

caregiving (one word, adjective or noun)

child-care (adjective)

child care (noun)

close-up

baby sitter

backup

breakup

daycare (one word, adjective or noun)

e-mail

fiberoptic

filmmaker

follow-up

fund-raiser

fund-raising (noun and adjective)

homepage

kickoff

lighthearted

makeup (what women put on their faces; but “make-up” exam)

midsummer

midafternoon

mid-1960s

mid-September

online

runner-up

startup

teamwork

Web site (cap W, two words)

Web page (two words)

willpower

### **ITALICS**

Yes:

TV shows in general (*X-Files*, *Melrose Place*)

*summa cum laude*

No:

sui generis

et al. (note period)

**PREFIXES** (In general, follow *Chicago*)

antidiscrimination

anti-Semite

overreaching

reelection

quasi-legal status

### **REDUNDANCIES**

further increases

so-called “xxxx”. don’t do this. so-called + quotes = redundancy

### **MISCELLANEOUS**

emigrate/immigrate: You emigrate *from* a country, and immigrate *to* one.

BUT, in general migrants who moved west are called “emigrants.”

historic vs. historical. historic = the Battle of Waterloo; historical = anything that happened in the past

The indefinite article that goes with “historian” is “a,” not “an” (e.g., “a historian of note ...”)

intensively = very diligently

intensely = extremes of emotion

religion-based (not “religious-based”; i.e., first word in this kind of construction should be a noun)

A.M., P.M. are in small caps (no space between A. and M.)

“All [of] these people... [no “of” in this construction]

Telephone numbers with area codes: 609-258-4931 (hyphen between area code and number)

Various vs. varying — be aware of difference