General Guidelines and Style Sheet for *e-WV: The West Virginia Encyclopedia*

In preparing entries for the online encyclopedia please keep in mind that e-WV *serves as a reference for users with a wide range of interests and needs. Articles should provide clear, concise, accurate and up-to-date information formatted as factual summaries rather than interpretive or argumentative essays.*

General Guidelines for *e-WV* articles

Person: A biographical sketch should include date and place of birth and death; dates and places of education; significant achievements, with dates. Special importance should be placed on contributions to the state. *Notes*:
 • *Use the individual's commonly used name or nickname in the article title, and provide the full name in the first sentence: e.g., Chuck Yeager (title) with General Charles Elwood "Chuck" Yeager in the first sentence and John S. Carlile (title) with U.S. Senator John Snyder Carlile in the first sentence.*
 • *Where no nickname applies, use the name most commonly associated with the person: e.g., Don Knotts or Mary Lou Retton.*
 • *Provide the formal name for high-ranking officials such as governors or senators unless the individuals themselves prefer the informal usage: e.g., Senator Jay Rockefeller.*

Place: Describe the exact location; the date of creation or origin; for what or whom it was named; geographical landmarks; significant events in its history, with dates; notable, famous or infamous residents; economic base.
 • *Our policy is to omit "West Virginia" after the names of well-known places in the state. For major towns and cities we merely put the place name: e.g., Beckley, not Beckley, West Virginia. Smaller places are located by adding the county name: e.g., Jumping Branch, Summers County.*
 • *For out-of-state place names, omit the state name after well-known places in the state: e.g., Chicago and Washington, not Chicago, Illinois, and Washington, D.C. For smaller towns or out-of state county references, add the state name: e.g., Bradenton, Florida and Cass County, Michigan.*

Thing: Note its location; how it came about; the person for whom or by whom it was named; its significance; and important dates in its development.

Event: Tell of the origin and nature of the event; important people associated with it; its significance; and important dates in its development.
 • *When writing an article that references a time before the creation of West Virginia in June 1863, use the term "Western Virginia," with the "W" capitalized. The phrases "present West Virginia" or (West) Virginia may also be used when referring to an area that later became West Virginia.*

Format: Avoid boldface and special type sizes or faces. DO NOT align or justify your work. Our preferred software is *Microsoft Word*.

Links: External links are to be placed at the end of the article, before citations.

Citations: Whenever possible, include at the end of your entry a bibliography of no more than three readily available sources of information in descending order of importance. The citations are not to be counted as part of the assigned number of words.

E-mail Entries: Send entries via e-mail to sonis@wvhumanities.org.

Style Sheet for *e-WV* articles

For form and general questions of style, please consult The Chicago Manual of Style, 16th Edition (2010).
For spelling and usage, consult any recent edition of The American Heritage College Dictionary.

Capitalization
 Always capitalize the following categories: names of persons; official names of places and organizations; named items such as boats and buildings; specific religious denominations; political parties; branches and departments of government; official titles of laws; titles of books, plays, poems, television programs, and works of art; and all other official designations.
 Capitalize personal titles only when they immediately precede the name (Governor Underwood) but lowercase general references (the governor). Capitalize official designations for events (the Civil War, the West Virginia State Fair), but lowercase general references (the war, the fair).
 • *For roads use U.S. 119, State Route 52, County Route 216. Spell out and capitalize congressional districts, e.g., Second Congressional District. When citing census information, use U.S. Census uppercase or census lowercase, e.g., 2010 census or the 2010 U.S. Census.*

Italics
 Use italics for the titles of books, magazines, newspapers, plays, major musical works, motion pictures,

paintings, names of boats, and words and phrases from foreign languages that are not found in an English-language dictionary.

Quotations

Place double quotation marks (") around titles of magazine or newspaper articles, songs, poems, lectures, chapter titles, and all quoted material.

Quotations from persons or published works should correspond exactly with the original in wording, capitalization, spelling and punctuation, even if it seems incorrect. If you find an obvious error in something you are quoting (misspelling a person's name, for instance) place [sic] after it so we will know it is a mistake in the original text. The source of quoted material should be indicated, within parentheses, immediately following the quotation (Rice and Brown, *West Virginia: A History*, p. 38).

Number Forms

Spell out numbers one through nine. Use arabic figures for all other numbers: e.g., seven and 23.

Use commas in figures of four or more digits except for years (4,258 and 1865).

Cite date(s) as follows: April 1, 1941; April 1941 (no comma); the 1920s (no apostrophe); 1893-97; the 20th century; a 19th-century house.

Use figures for most amounts of money: $345-99; $3,000; but $23 million; $4.5 billion; twenty-three cents.

Abbreviations

Keep abbreviations to a minimum. Do not abbreviate months or state names. Never use postal abbreviations such as WV or VA. Spell out the full name of a person the first time he or she is mentioned and use only the last name (unless there might be some confusion) later. If an organization is customarily known by an abbreviation, use it after first identifying the full name: "the Chesapeake and Ohio Railway," "the C&O." Personal titles may be abbreviated: e.g., Mr., Mrs., Ms., and Dr. Spell out Point, Saint, Mount in place names.

Titles

Spell out a title when used with the surname alone, but abbreviate with full names: e.g., Sen. Robert C. Byrd, Senator Byrd; Reverend and Honorable are spelled out if preceded by "the": e.g., The Reverend Samuel Black, Rev. Samuel Black. For governors, spell out Governor if used with the last name, otherwise abbreviate: e.g., Gov. Gaston Caperton, Governor Caperton; Gov. Earl Ray Tomblin, Governor Tomblin. Place the years the governor served in parentheses after the first reference in the article.

Punctuation

Use a comma before "and" in a series: Dewey, Cheatem, and Howe. Do not use a comma before Jr., Sr., or II, III, IV in a proper name.

Initials

Space between initials (unless there are three).

Birth Dates and Death Dates

Birth and death dates are placed in parentheses following the person's name. This applies only for people who have died and whose birth and death dates are known. For other biographies, do not use "on" between place and date, just use a comma, e.g., He was born in Pennsylvania, August 5, 1879.

Citations

Use the following forms for article citations, providing all information shown whenever possible.

Books:

       Smith, John D. *West Virginia's Caves*. Wheeling: Spelunking Press, 1985.

       Jones, Helen and George Frye. *Understanding West Virginia Politics*. Charleston: Pipedream Press, 1998.

Articles:

       Nigel, Homer. "West Virginia's Bird Sanctuaries." *Wildlife Illustrated* 12 (1984): 123-45.

Dissertations, Theses, and Other Unpublished Works:

       Brown, James. "Rock and Roll in West Virginia: The Influence of The Ramps." M.A. thesis, University of Hard Knocks, 1976.

Manuscripts:

       Brown, John Diary. John Brown Papers. Library of Congress, Manuscripts Division. Washington, D.C.

Part of a Book:

       Doe, Jane, "Lost in Lost Creek." In James Vacation, ed., *Wonderful Vacation Spots* Martinsburg: Where-to-Go Press, 1990.