RUSSELL SAGE FOUNDATION

HOUSE STYLE FOR BOOKS

Authors should follow the style below as best they can. The copyeditor will adjust the text as needed.

The copyeditor should keep a thorough style sheet and use Microsoft Word's Comment feature for queries.

We follow the most recent edition of *Merriam-Webster's Collegiate Dictionary* for spelling. We follow the most recent edition of *The Chicago Manual of Style* (*CMOS*) for usage and for most style and citation matters not covered below. Authors and copyeditors should pay close attention to subject-verb agreement, dangling modifiers, verb tense, and pronouns lacking antecedents. They should also pay particular attention to the following points of style.

1. Use the serial comma:

    This book is brilliant, incisive, and timely.

2. Numbers

- In most contexts spell out figures up to one hundred as well as large round numbers. An exception is made for numbers that begin a sentence (spell out), for page numbers, and when following this rule would result in mixed styles for numbers in the same category that are in proximity:

    "Of 129 voters, 57 were Democrats and 72 were Republicans."

- In stating percentages, the word *percent* is always spelled out, but the number is always a figure: 75 percent.

- Keep the traditional style for dates (July 16, 1987).

3. Observe the important distinction between *that* and *which*. (See the explanation in *Words into Type* if you are in doubt.)

4. Implement proper capitalization for all titles and heads in text and notes. Prepositions of 5 or more letters should be capitalized.

5. Year ranges should be changed from 1978–79 to the full years (1978–1979).

6. Abbreviations

- The use of *i.e.*, *e.g.*, *vs.*, and *etc.* is not acceptable, even in parentheses and notes. Please spell out or reword.
- Acronyms should be spelled out at first use.
- Do not italicize "et al."
- The words Hispanic, Latina, Latino, Latinx, Latin@, African American, and other ethnic and racial appellations derived from proper nouns should be capitalized. When *black* and *white* refer to race, they must be either both capitalized or both lowercased. If they are capitalized, all racial designations must be capitalized. For questions about particular terms, please speak with the press.

7. Use of biased, derogatory, or offensive language

- In quoted texts within scholarly works the preference is to elide the word (n—, r—, g—, etc.). It is acceptable to add an *s* at the end of the dash to make the sentence grammatically correct. We encourage the author to include an explanation for why the word has been changed. If the word is used repeatedly (for example, in an ethnography where the respondents use the word as part of their normal responses) a note of explanation must be included in the front matter, whether as a separate note or as part of the introductory material.

- If the author wants to retain the full use, they must speak with the director of publications to get approval to do so, and the author must include some kind of explanation in a note attached to first use.

- If an author cites the title of a published work in the text, the word or words should be retained but an endnote should be added to explain why it was retained.

- Be alert to sexism and racism. The copyeditor should change or tactfully query the author.

8. Identifications and first names of people should be provided at first mention in the text (and throughout the references—see below). Copyeditors should query omissions.

   "Psychologist Judith Wallerstein has stated that . . ."

9. The use of *they*, *their*, or *them* as singular gender-neutral pronouns is acceptable (as is the generic "he" or "she" but avoid gender role stereotyping).

10. Reword any references to material "above" or "below."

11. Drop ellipses from the beginning and end of quoted material.

12. Tables and figures should be double-numbered by chapter: 1.1, 1.2, 2.1, and so on. In-text references to them (and to other chapters) should be lowercase: “see table 3.2”; “see chapter 7.” For table footnotes, use italicized letters in the table itself and in the note. All tables and figures must list a source, even if it is “Author’s tabulations.”

13. Equations should be set in roman type, not italic. Variables should be set in italics in equations as well as in the text.

14. Contra CMOS, Acknowledgments should appear in the front matter, not at the back of the book.

15. References and Endnotes

- We typically use the author and date system of citation: “McFate 1995” in endnotes, with a complete citation appearing in a reference list at the end of the book. To include page numbers with a string of citations, please use the following style: McFate 1995, 9; Jones and Murphy 1992, 6–10; Hardin 1990, ch. 4. There are exceptions to this, so authors should confirm with the RSF director of publications. Authors may supply in-text citations, but copyeditors should move in-text citations to endnotes and add a superscript note number. Copyeditors should verify that notes run consecutively in the text and match the endnotes themselves.

- Authors who supply author-date citations in endnotes and copyeditors who are converting in-text citations to endnotes should use Microsoft Word’s Notes feature, which links the superscript notes in the text to the notes themselves. If an author inserts or deletes a note when reviewing the copyediting, Word will automatically renumber when the RSF production manager accepts Track Changes. Authors who use citation generators such as Zotero or Endnote should check to make sure the MS Word Notes linking feature works in their file and convert the file if necessary.

- Endnote numbering should start anew at 1 in each chapter.

- Ibid. should not be used in notes. Repeat the short citation.

- Contra CMOS, unpublished manuscript citations should still be listed in the reference list.

- Copyeditors should check all citations against the reference list and query authors regarding references that do not appear in both places or that have mismatched years of publication.

- For substantive notes and legal citations, we use endnotes.

- If an author has used a citation generator, the copyeditor can remove fields by pressing CTRL+SHIFT+F9.

- Avoid note numbers in mid-sentence, unless placing them at the end of a sentence would confuse what is being cited.

- In references if an offensive word is used in the title of a published work, it should be retained.

16. Authors should use subheads to break up the text but should not start a chapter with a subhead or use "Introduction" as a subhead. Subheads and sections of the text should not be numbered (i.e., please do not divide the chapter into sections using Roman or Arabic numerals).

17. Any references to color art—in text, captions, or the key within the art—need to be worded so that they will work when the art is printed in black and white **and** when it appears in color in the ebook.

18. Copyeditors should code all elements of the manuscript (titles, subheads, lists, extracts, equations, etc.) except for tables and figures. Use indents to make clear levels within tables. Do not use boldface or italics.

Sample References:

Please use first names, not initials, in reference-list entries. Access dates are not needed unless there is no publication date. Omit place of publication for books. For journal articles, include both volume and issue numbers but omit month and season. Do not use the 3-em dash to replace an author's name in entries. For works by the same author, repeat the author's name at the start of each entry. Up to six authors are listed in a reference list entry; if more than six, only the first three are listed, followed by "et al." In an author-date text citation, up to two authors are listed; if more than two, only the first is listed, followed by "et al."

Standard entry for a single-author book:
Grubb, W. Norton. 1996. *Learning to Work: Reintegrating Job Training and Education.* Russell Sage Foundation.

Standard entry for a multi-author book:
Spain, Daphne, and Suzanne M. Bianchi. 1996. *Balancing Act: Motherhood, Marriage, and Employment Among American Women*. Russell Sage Foundation.

In text: Spain and Bianchi 1996.

Standard entry for a journal article:
Avery, Roger, Frances Goldscheider, and Alden Speare. 1992. "Feathered Nest/Gilded Cage: Parental Income and Leaving Home in the Transition to Adulthood." *Demography* 29(3): 375– 88. https://www.doi.org/10.2307/2061824.

In text: Avery et al. 1992.

Chapter in edited volume:
Bianchi, Suzanne M. 1993. "Children of Poverty: Why Are They Poor?" In *Child Poverty and Public Policy*, edited by Judith A. Chafel. Urban Institute Press.

Two entries/same author (order from earliest to latest; then alpha order by title):
Cherlin, Andrew. 1978. "Remarriage as an Incomplete Institution." *American Journal of Sociology* 84(3): 634–50. https://www.jstor.org/stable/2778258.
Cherlin, Andrew. 1992. *Marriage, Divorce, Remarriage.* Harvard University Press.

Newspaper article:
Constable, Pamela. 1995. "Md. Church, Holy Matrimony Times Six." *Washington Post*, June 26, B1, 3.

Gerstein, Terri. 2024. "More People Are Being Classified as Gig Workers: That's Bad for Everyone." *New York Times*, January 28. https://www.nytimes.com/2024/01/28/opinion/rights-workers-economy-gig.html.

Occasional paper/working paper:
Danziger, Sheldon, and Jonathan Stern. 1990. "The Causes and Consequences of Child Poverty in the United States." *Innocenti* occasional paper 10. UNICEF International Child Development Centre.

Institutional author:
Families and Work Institute. 1995. *Women: The New Providers*. Whirlpool Foundation.

Conference paper:
Hughes, James W. 1994. "Economic Shifts and the Changing Home Ownership Trajectory." Paper presented to the Office of Housing Research, Fannie Mae, Conference on Understanding Household Savings for Homeownership. Washington (November 12, 1994).

Authored article in government publication:
O'Connell, Marin. 1991. "Late Expectations: Childbearing Patterns of American Women for the 1990s." *Current Population Reports*, series P23, no. 176. US Government Printing Office for US Bureau of the Census.

Dissertation:

Robinson, James Gregory. 1988. "A Cohort Analysis of Trends in the Labor Force Participation of Men and Women in the United States: 1890 to 1985." PhD diss., University of Pennsylvania.

Unpublished paper:

Romano, Angela. 1995. "Changing Gender Ideology: 1977–1993." Unpublished paper. University of Maryland, College Park.

Government publication:

US Department of Commerce. US Bureau of the Census. 1953. *Census of Population and Housing: 1950*, vol. 2, part 1. US Government Printing Office.

US Department of Labor. US Bureau of Labor Statistics. 1984. *Employment and Earnings*. US Government Printing Office (January).

Website:

Google. 2009. "Google Privacy Policy." Last modified March 11, 2009. http://www.google.com/intl/en/privacypolicy.html.

Dataset:

Steven Ruggles, Sarah Flood, Ronald Goeken, Megan Schouweiler, and Matthew Sobek. 2022. "IPUMS USA: Version 12.0 [dataset]." Minneapolis, MN: IPUMS.

https://doi.org/10.18128/D010.V12.0.

ACS/US Census Bureau:

US Census Bureau. 2020. "American Community Survey, 2007–2012." Washington: US Department of Commerce. https://www.census.gov/programs-surveys/acs.

Legal Cases

Contra *Chicago*, the names of court cases are italicized in text and notes, and there should be a full citation in an endnote directly following the first mention. Court cases are not listed in the reference list. Otherwise, the full citation adheres to Chicago style (which mostly follows *The Bluebook*). For example:

> In text: " … with the Supreme court decision in *Grutter v. Bollinger*."
>
> Note: "*Grutter v. Bollinger*, 539 U.S. 306 (2003)." **{retain periods in U.S. in legal cites}**
>
> In text: "In 1973, *Adams v. Richardson* concluded that…"

Note: "*Kenneth Adams et al. v. Elliot L. Richardson, Individually, and as Secretary of the Department of Health, Education and Welfare, et al.*, 356 F. Supp. 92 (D.D.C. 1973)."

19. Grants

All grants acknowledged in a book must be identified by grant number. The number can be put into an endnote rather than in the text. This includes any grants given by the Russell Sage Foundation.

20. Avoid Overuse of Italics, Boldface, and Quotation Marks

Writers regularly overuse italics, boldface, and quotation marks for emphasis, for irony, or, as seen in textbooks, to denote terms. RSF House Style follows *The Chicago Manual of Style*, which states:

> When a word or term is not used functionally but is referred to as the word or term itself, it is either italicized or enclosed in quotation marks.
>
> The term *critical mass* is more often used metaphorically than literally.
> The term "critical mass" is more often used metaphorically than literally.

But

> The two chief tactics of this group, obstructionism and misinformation, require careful analysis.

Italics may also be used at first instance for non-English terms that are not in a standard dictionary such as Merriam-Webster's.

Otherwise, the term should be set roman. Authors should do their best to minimize the use of italics, but the copyeditor will make changes as needed to conform to our style.

21. Submitting Art: Tables and Figures

Authors must submit two versions of their tables and figures. For the copyeditor, tables and figures need to be supplied in a single Word document separated from the text. The tables and the figure titles and notes must be editable, not embedded images. For the typesetter, we need underlying table data and individual figure files in editable file formats. The production manager will send you a list of acceptable file types along with the production schedule for the book.

Art will be in color in the e-book and in grayscale in print. The typesetter will convert color art to grayscale, but it's helpful if you can supply color art that will work easily in grayscale (color with sufficient variation or lines rendered as dots and dashes). There should be no reference to color in the text, captions, or legends.

All tables and figures must have a source line. The source should be in author-date style where applicable with a corresponding entry in the reference list. If the source is the author's own research, please use "Author's calculations," "Author's diagram," etc. as appropriate.

Authors should label each file for the typesetter with the figure or table number.

22. Permissions

Written permissions are required for reproducing any table, figure, image, etc., for which you do not hold the copyright. This includes, but is not limited to, tables, figures, advertisements, screenshots of webpages, maps, diagrams, corporate logos, etc. You are responsible for acquiring the permission to reprint the material and paying any associated fees. Usage must be requested for unlimited, worldwide, open-access distribution in print and electronic formats. Permissions should be secured as soon as possible, and written permission must be submitted along with your article. Please see the "Russell Sage Foundation Permissions Request Form."

23. AI policy

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