



**One More Voice**

House Style for Essays

## *General Note*

The guidance provided by W3C’s Web Accessibility Initiative on “[Writing for Web Accessibility](#)” provides a series of important suggestions on the topic, so please be sure to consult that resource when creating content for *One More Voice*. In particular, please be sure to consult the “Keep content clear and concise” subsection.

## *Format*

**Titles.** Please try to avoid the *title: subtitle* format for your essays, and, instead, please try to use a short, descriptive, one-part title that will alert both academic and general audience to the subject of your essay.

**Menus and subsection titles.** For essay menus and subsection titles, please capitalize all significant words. Subsection title example: “The Gonaqua: Interstitial Identities on a Contested Frontier.”

**Paragraphs.** Please keep paragraphs short since *One More Voice* publishes exclusively online, and users will consult your essay from various devices. See existing essays on the site for examples of paragraph length.

**Prose.** Please keep your prose as jargon-free as possible by keeping in mind that *One More Voice* is targeted to both academic and general audiences and needs to be as accessible as possible to a variety of readers.

**Citations format.** Please use Chicago author-date for both your in-text and bibliographical citations. Alternately, please put all your references into Zotero, which will enable exporting and easy formatting by the *One More Voice* team.

## *Indicating and citing individuals*

**Referencing individuals.** When referring to individuals in your prose, please use the full name in the first instance (e.g., Jacob Wainwright), then surname only in subsequent references (Wainwright). When discussing two individuals with the same surname, please use both names in all references. When referring to individuals whose names include patronymic elements (e.g., Saleh bin Osman) please use first names (Saleh) after the first reference to the full name.

**Enumerating creators.** In bibliographies, when enumerating the creators of relevant historical works (i.e., those that fall under the remit of *One More Voice*), please treat authors and contributors as equal, and please list them in the order in which their influence manifests in the given text even if that order is not alphabetical:

MacQueen, James, Lief Ben Saeid, and Thomas Wogga. "Notes on African Geography." *Journal of the Royal Geographical Society* 15 (1845): 371–76.

### *Style of words and numbers*

**Referencing decades.** When referencing decades, please write out the full-number (1870s) rather than the abbreviated version (70s).

**Referencing dates.** When referencing dates in essays, please use the day-month-year format: "21 February 1864."

**Numeral adjectives.** When using numeral adjectives, please use the full-word versions (nineteenth) rather than the abbreviated versions (19th).

**Journal volumes.** When referencing journal volumes in the bibliography, please use Arabic numerals (5) rather than Roman numerals (V).

### *Punctuation (other than commas)*

**Titles and abbreviations.** Please add a period to titles and abbreviations, as in the following examples: "Mrs.," "Dr.," "Sr." etc.

**Quotation marks.** Please use double quotation marks (") not single (') for citations and other cases where quotation marks are required.

**Removed text.** Please use [...] to mark any places where text is removed in citations.

**Oxford comma.** Please use the Oxford comma, i.e., the comma that is placed immediately after the penultimate term in a series of three or more term (the comma after "he" in the following example): "she, he, and I."

**Punctuation and quotation marks.** Please put punctuation such as question marks (?), periods (.), and commas (,) inside quotation marks: "The end." Colons and semi-colons, however, should go outside quotation marks: "blue"; "red."

### *Commas*

**Independent clauses.** Please use a comma after the first independent clause, when joining two independent clauses with the word "and": "I saw it, and she saw it."

**Parallel construction.** Please do not use commas in cases of parallel construction: “She spoke to me and to her.”

**Instances of “but.”** Please precede “but” with a comma: “I said it, but she didn’t.”

**Instances of “as well as.”** Please do not use commas before the phrase “as well as”: “He spoke with her as well as with others.”