AIP EXCEPTIONS

Following is a list, by section and subsection, of the exceptions to the rules in **Chicago**.

The remainder of the material in the Style Sheet is (1) an AIP instruction, (2) a reiteration of **Chicago**, or (3) the preference of the publisher when there are alternatives presented in **Chicago**.

ABBREVIATIONS

Abbreviations with Numbers

Always space between a figure (number) and an abbreviation, except when mm (millimeter) is used to denote size of gun, cannon or artillery.

Charts and Tables

Use abbreviations for units of measure being presented in charts, tables, etc.

Circa

Use "c."

Days of the Week

Days of the week are written in full. Do not abbreviate.

Measurements

Use standard abbreviations. (Note that punctuation is required for English units of measure and not for international units when they are abbreviated.)

Months

Months are written in full. Do not abbreviate.

Multiple Meaning Abbreviations

Abbreviations frequently used in scholarly text are listed in **Chicago** (pp. 384–88, 14.32). Several of the abbreviations listed have multiple meanings and the abbreviation should be used only if the meaning is absolutely clear in the context. The following is a list of these multiple-meaning abbreviations.

b.	born; brother	n.p.	no place; no publisher
bk.	block; book	p.	page; past
d.	died; daughter	perf.	perfect; perforated
div.	division; divorced	pers.	person; personal
ed.	editor; edition; edited by	pl.	plate; plural
f.	female; and following; feminine	pub.	publication; publisher; published by
inst.	instant; this month; institute; institution	rev.	review; revision
m.	married; male; measure; masculine	s.	son; substantive
med.	medium; medical; medieval; median	sc.	scene; namely; carved by
mus.	museum; music	sec.	section; according to
n.	born; note; footnote; noun	trans.	transitive; translated; translator
nat.	national; natural	v.	verse; see; verb
		yr.	your; year

2 ABBREVIATIONS

Non-English

A foreign abbreviation may be used only after the full English translation is given and both the full foreign language term and abbreviation are given in parentheses immediately following the English. Use the foreign abbreviation in subsequent text. Do not create an English abbreviation. For instance: East Germany (Deutsche Demokratische Republik, DDR) would appear in subsequent text as DDR.

Organizations

The names of government agencies, associations, fraternal and service organizations, network broadcasting companies, unions, and other groups are abbreviated using full caps and no periods.

ABC	FBI	NBC	UN
AFL-CIO	FTC	NFL	UNESCO
CBS	NATO	OPEC	YMCA

(These are spelled out when first used.) The Federal Bureau of Investigation (FBI) is responsible for....

Other Abbreviations

United States—US

Union of Soviet Socialist Republics—USSR

Possessive of an Abbreviation

To form the possessive of an abbreviation, use an apostrophe and a lowercase "s." E.g. CBS's; YMCA's

Punctuation in Abbreviations

Note the use of periods in the following abbreviations:

c.	et al.	ibid.	loc. cit.	pro tem.
e.g.	et seq.	i.e.	op. cit.	q.v.

Don't use periods in abbreviations for people, e.g. Franklin Delano Roosevelt—FDR

Required List of Abbreviations

A master list of abbreviations of works frequently cited in AIP encyclopedias, serials, and annuals is required at the front of each volume.

If an abbreviation is contained in the master list there is no need to define it in an entry.

Science and Technology

See **Chicago** (14.50) for abbreviations relating to science and technology except use:

bhp	brake horsepower	kw	kilowatt
bp	boiling point	kwh	kilowatt-hour
cp	candlepower	mpg	miles per gallon
cps	cycles per second	mph	miles per hour
hp	horsepower	rpm	revolutions per minute

Social Titles

Social titles (Mr., Mrs., Dr., etc.) are always abbreviated.

States

Do not use postal abbreviations (ZIP letters).

Alabama—Ala.	Maine—Me.	North Dakota—N.D.
Arizona—Ariz.	Maryland—Md.	Oklahoma—Okla.
Arkansas—Ark.	Massachusetts—Mass.	Pennsylvania—Penn.
California—Cal.	Michigan—Mich.	Rhode Island—R.I.
Colorado—Colo.	Minnesota—Minn.	South Carolina—S.C.
Connecticut—Conn.	Mississippi—Miss.	South Dakota—S.D.
Delaware—Del.	Missouri—Mo.	Tennessee—Tenn.
District of Columbia—Washington, D.C.	Montana—Mont.	Texas—Tex.
Florida—Fla.	Nebraska—Neb.	Vermont—Vt.
Georgia—Ga	Nevada—Nev.	Virginia—Va.
Illinois—Ill.	New Hampshire—N.H.	Washington—Wash.
Indiana—Ind.	New Jersey—N.J.	West Virginia—W.Va.
Kansas—Kan.	New Mexico—N.M.	Wisconsin—Wis.
Kentucky—Ky.	New York—N.Y.	Wyoming—Wyo.
Louisiana—La.	North Carolina—N.C.	

Alaska, Hawaii, Idaho, Iowa, Ohio, Oregon, Utah are spelled out.

Titles	A title may be abbreviated with a full name, e.g. Lt. Gen. John P. Jones.
	A title with a surname alone must be spelled, e.g. Lieutenant General Jones.
Unlisted Abbreviations	Any abbreviation used in entries that is not contained in a master list for the volume or is not listed in **Chicago** must be spelled out at first mention with the abbreviation in parentheses.
Unusual Abbreviations	If it is necessary to refer to an organization having an unfamiliar abbreviation, spell out the full form, followed by the abbreviation in parentheses, at the first mention within each entry. Use the abbreviated form thereafter.
	Secret Police (NKVD); Communist Youth Internationsl (KIM); National Democratic Party (NDP)

ACRONYMS

Acronyms in Text	At first mention spell out the term in full, preceded by "the," followed immediately by the acronym in caps in full parentheses. In subsequent use of the acronym delete "the" unless it is totally awkward: "Seeing defeat, NATO commanders decided…"
Acronyms in Titles	An acronym may not be used as, or in, an entry title. It may be used as a cross reference title to direct the reader to the appropriate entry. See section on "SEE" ENTRIES.
Non-English	A foreign acronym may be used only after the full English translation is given and both the full foreign language term and acronym are given in parentheses immediately following the English. Use the foreign acronym in subsequent text. Do not create an English acronym. A master list of abbreviations and acronyms may be used to relate a foreign acronym to an existing and more identifiable English acronym.
Plurals	Use a lowercase "s" without an apostrophe to form the plural of most acronyms. Use the apostrophe only if the acronym ends in "s."
Possessives	To form the possessive of an acronym, use an apostrophe and a lowercase "s": " 's"

ALPHABETIZATION

Method	Alphabetization is word-by-word as set forth in **Chicago** (18.92). Note that a hyphenated compound is treated as one word.
Numerals	Numerals are alphabetized as if spelled out.
Parenthetical Material	Ignore material in parentheses when alphabetizing. Do not eliminate it.
Person, Place, or Thing	AIP **does not subscribe** to the **Chicago** rule of indexing in the order of person, place, and thing when these share the same name.
Personal Names	See **Chicago** 18.102–18.122 except that names beginning with "Mac" come before those beginning with "Mc."
Place Names	See **Chicago** 18.123–18.125.

AMPLIFIED REFERENCES

For treatment of amplified or related references see "SEE ALSO" ENTRIES section.

BIBLIOGRAPHIES TO ENCYCLOPEDIA ENTRIES

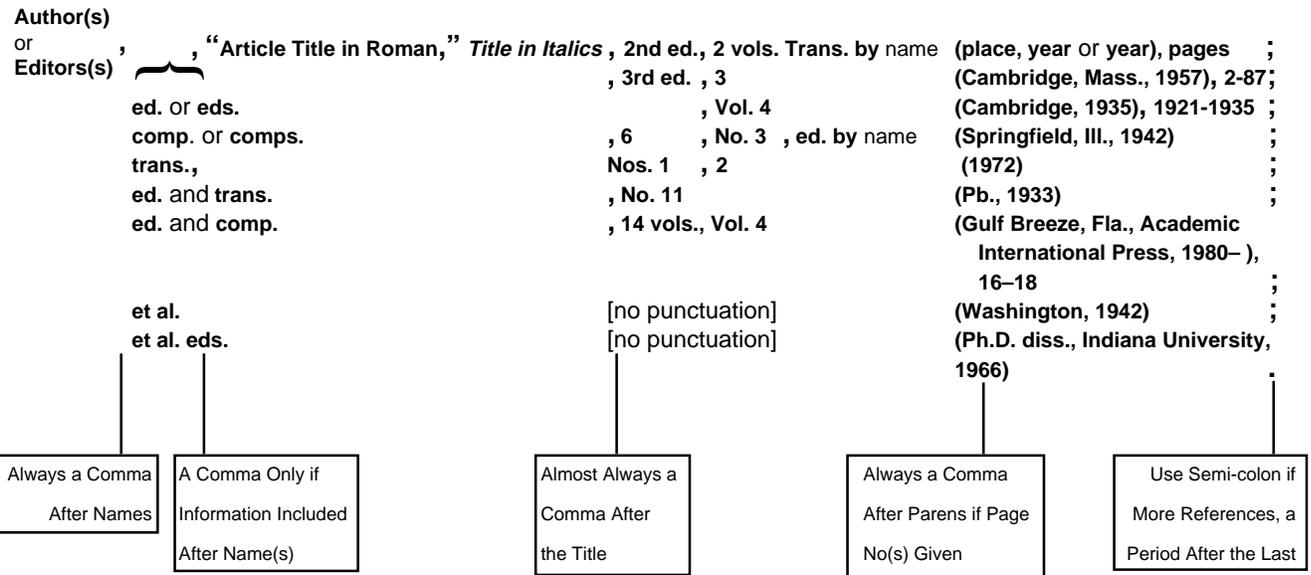|	
Abbreviations for Russian Cities	The following abbreviations should be used for the place of publication for Russian sourced material: K. Kiev Pb. or SPb. St. Petersburg L. Leningrad Pg. Petrograd M. Moscow
Abbreviations for US Cities	There are no abbreviations for US cities.
Abbreviations for US States	If the name of a state is required to identify properly a US city, use the old style abbreviation for the state, not the postal zip code.
Authors and Editors	List authors and editors by first name, middle initial, and last name. Do not list last name first. Cite the author of an encyclopedia entry listed in the bibliography.
Biblical References	A biblical reference must contain sufficient information for the reader to local the same source the author has cited. In addition to the version of the bible, there must be some readily understandable presentation of the book, chapter, verse, psalm, etc.—identified as such
Capitalization in Titles	Capitalize every important word in English titles. Capitalize only the first word of titles in Russian, except for proper names. For non-English titles follow the rules for the original language.

4 BIBLIOGRAPHIES TO ENCYCLOPEDIA ENTRIES

Contents, Importance, and Purpose	Entry bibliographies are almost as important as the entry in (1) lending authority to the entry and (2) guiding the reader to further information.
	Bibliographies must identify the sources used by the author and direct the reader to additional information on the topic; must list at least five items and emphasize the latest pertinent materials, including both primary and secondary sources and, where appropriate, archives, bibliographies, documents, and books of illustrations in English, in the language of the culture in question, and in other languages in the case of particularly important materials. The bibliography should give brief critical evaluations of these items when this is called for. Balance among bibliographical items in different languages is required. Because this is an international publication, sources in non-English language are vital. The needs of the target readership determines the structure of the bibliography. Bibliographies must be up to date.
"D.C."	Do not include "D.C." if the place is Washington, D.C.
Foreign Cities as Places of Publication	Less common foreign names should be spelled out. Use the anglicized version of the place name according to Webster's when available.
	Post-Soviet cities with altered spellings should appear as "current preferred spelling (old spelling)," i.e., Toshkent (Tashkent).
Format	See page 5.
Individual Bibliographies	Each entry must have its own bibliography. Do not refer to another entry and state, or imply, that its bibliography is applicable to the first entry. The use of "See Below" or "See the Following (Entry)" is unacceptable.
Miscellaneous	An encyclopedia is treated as a journal when it is referenced.
Multiple Volume References	In citing a work with more than one volume, give the general title and the number of volumes.
Page Numbers	Use all numbers for inclusive pages. Arabic figures are used except for pages in front matter of a publication, which are lowercase Roman numerals.
	Cite page numbers for encyclopedias, monographs, and journals.
	Do not use "p." or "pp." when giving page numbers. (This does not apply to the text.)
Ph.D. Dissertations	Cite Ph.D. dissertations as: "Ph.D. diss., Yale University, 1975." Enclose in parentheses and always spell "University" in full.
Publication Place/Date	Place the city and date (year) in parentheses, separated by a comma, e.g.…(New York, 1929).
	If two or more cities are listed as the place of publication (as pretentious US university presses are wont to do) the reference in the bibliography shall be for just one—generally the first—where the main university press office is located.
	Leave the state out of the information unless the city is obscure and the state is not self-evident.
	In citing the place of publication, Cambridge is assumed to be in England. If it is in the US add "Mass."
	No parentheses is used for dates when citing weekly or daily publications (an exception to this rule—if the information is in a sentence in a bibliography, parens may be used).
Placement of Bibliography in the Entry	See section ENTRY—SAMPLE FORMAT.
Publisher Information	Omit the publisher except for AIP publications
Punctuation	If a bibliography or part of a bibliography consists basically of a sentence, use commas and end with a period. If it is basically a list, use semi-colons and end with a period. Example, **comma:** For other informed coverage of the topic and diverse opinions read Adam Aardvard, *Wandering in North America* (New York, 1986), 55–90, John Jones, *The Great Treasure of Our Southwest*, 5 (Cambridge, Mass., 1985), 109–113, and William Woods, *Hidden Places in the Open* (Los Angeles, 1984), 397–403. Example, **semi-colons:** Adam Aardvard, *Wandering in North America* (New York, 1986), 55–90; John Jones, *The Great Treasure of Our Southwest*, 5 (Cambridge, Mass., 1985), 109–113; William Woods, *Hidden Places in the Open* (Los Angeles, 1984), 397–403.
	Periods, not colons, are used to separate parts of compound titles of books, journals, and newspaper articles—even if the original title used a colon.
Reprints	Cite original work, place and date. Do not list reprints, except those by AIP.
Source Credits	Source credits at the end of an article appear as:
	(From *Russkii biograficheskii slovar*'); (Adapted from…)

Source Credits (cont.)	If original has no bibliography: From *Zhurnal Moskovskoi*, 9, 1964, 61–66, with bibliography added; Adapted from…
	If original's bibliography is supplemented. From *Evreiskaia entsiklopediia* with additional bibliography.
	Citation of introduction to books, etc.: "Intro B. Smith."
Titles in Other Languages	Titles in other languages are listed after the reference. E.g.…In Azeri: *Eserli*, 2 vols. (Baku, 1958). In English: *Leyla and Mejnun* (London, 1970).
Unknown Date of Publication	When the date of publication is unknown or not available use n.d. E.g. (Boston, n.d.).
Unknown Place of Publication	When the place of publication is unknown or not available use n.p. E.g. (n.p., 1953).
"Volume"	Use "Vol." (cap. "V") only if necessary for clarity to identify a specific volume in a series.
	Preference is to omit the abbreviated term and use the arabic numeral only. Use "vol." (lowercase "v") when indicating the number of volumes in the series. When citing "volumes" always use arabic numerals regardless of the actual title.
Volume and Issue Numbers	Volume and issue numbers are to be used only for scholarly or academic journals cited. Volume and issue numbers are not used when popular magazines or newspapers are cited, no matter the frequency.

BIBLIOGRAPHIES TO ENCYCLOPEDIA ENTRIES—FORMAT

Author(s)
or
Editors(s) , ___ , "Article Title in Roman," *Title in Italics* , 2nd ed., 2 vols. Trans. by name **(place, year** or **year), pages** ;

		, 3rd ed. , 3	(Cambridge, Mass., 1957), 2-87 ;
ed. or eds.		, Vol. 4	(Cambridge, 1935), 1921-1935 ;
comp. or comps.		, 6 , No. 3 , ed. by name	(Springfield, Ill., 1942) ;
trans.,		Nos. 1 , 2	(1972) ;
ed. and trans.		, No. 11	(Pb., 1933) ;
ed. and comp.		, 14 vols., Vol. 4	(Gulf Breeze, Fla., Academic International Press, 1980–), 16–18 ;
et al.	[no punctuation]		(Washington, 1942) ;
et al. eds.	[no punctuation]		(Ph.D. diss., Indiana University, 1966) .

Always a Comma After Names	A Comma Only if Information Included After Name(s)	Almost Always a Comma After the Title	Always a Comma After Parens if Page No(s) Given	Use Semi-colon if More References, a Period After the Last

BIBLIOGRAPHY EXAMPLES (apply to all AIP works)

Book	Avetik Isahakian, *Hishatakaran* (Memoirs) (Yerevan, 1977). **Parentheses for translation of titles.**
	Harry C. Kariher, *Who's Who in Hockey* (New Rochelle, N.Y., 1973), 17–18.
	Henry Steel Commager, *Documents of American History,* 9th ed. (Englewood Cliffs, N.J., 1973).
	Henry Steel Commager, *Documents of American History,* 9th ed., 2 vols. (Englewood Cliffs, N.J., 1973).
	Meletius M. Solovey, *The Byzantine Divine Liturgy*, trans. by Demetrius E. Wysochansky (Washington, 1970).
	I.P. Eremin and D.S. Likhachev, eds., *Khudozhestvennaia proza kievskoi Rusi XI–XIII vekov* (M., 1957), 166–168.
	D.R. Jones, "The Scotch of Choice" in Audry Sue Snickers, *Looking at You* (Snively, Tenn., 1996), 42-49.
Court Case	*Smiley v. Holm*, 285 U.S. 355 (1932).
Dates in Titles	C. Kelley, *A History of Writing, 1910–1920.* **Use comma before dates in all book, article, etc. titles.**

BIBLIOGRAPHY EXAMPLES (continued)

Encyclopedia	Jerry Jaye Wright, "Barlow," *Biographical Dictionary of American Sports. Basketball and Other Indoor Sports*, ed. by David L. Porter (Westport, Conn., 1989), 14–15.
	M.F. Zirin, "Vera Inber," *Encyclopedia of Jazz,* Vol. 1 (New York, 1993), 56-57.
Forewords, Introductions	Iu. Barabash, "An Uninterrupted Advance." Introduction to *The Shore of Love* by Edward B. Rice (M., 1980), 5–10. **Period precedes a capital letter.** (I)
	David R. Jones, foreword to *Poems* by Merry D. Day (Frankfurt a. M., 1964).
Journal	"Thomas R.R. Cobb and the 'Better Terms' Argument," *The Georgia Historical Quarterly*, 60 (Spring, 1976), 49–53.
	Peter A. Brannon, "John Coffee in Alabama, 1814," *Arrow Points,* 19 (July 1929), 67–72.
	E.J. Harden, "The Murder of Griboedov. New Materials," *Birmingham Slavonic Monographs*, No. 6 (1979);
	L. Grossman, "Osnavatel' novoi kritiki," *Russkaia mysl'*, Vol. 11, No. 2 (1914), 1–18.
	H.H. Howorth, "The Avars," *Journal of the Royal Asiatic Society*, 21 (1889), 721–810.
	Edwin B. Sayles, "The Cochise Cultural Sequence in Southeastern Arizona," *Anthropological Papers of the University of Arizona*, No. 42 (Tucson, Ariz., 1983).
Multiple Volumes	François Auguste René, Viscount de Chateaubriand, *Travels in America and Italy*, 2 vols., Vol. 1 (London, 1828), 230-233.
	Eugene F. Bliss, trans. and ed., *Diary of David Zeisberger, A Moravian Missionary among the Indians of Ohio*, 2 vols. (Cincinnati, 1885), 1:190, 334; 2:267.
Multiple Works, same author	S. Jones, *Hometown* (M. 1960), *Bed and Breakfast* (M., 1965), *The Vacation* (M., 1970).
Newspaper	K. Simonov, "Sud'ba khudozhnika," *Pravda*, 4 August 1963. **Page numbers not used in newspapers.**
Periodical	Alfred Wright, "Sportsman of the Year. Terry Baker," *Sports Illustrated*, 7 January 1963, 16–21.
	Sammuel J. Smith, "Graphic Originals," *Illustrated Monthly*, November 1976, 16. **Page numbers used in periodicals.**
Ph.D. diss.	Albert G. Applin II, "From Muscular Christianity to the Marketplace. The History of Men's and Boy's Basketball in the United States, 1891–1957" (Ph.D. diss., University of Massachusetts, 1982).
Regulation	Code of Federal Regulations, TItle 30, Chapter 7, Department of the Interior, Office of Surface Mining Reclamation and Enforcement (Washington, 1981).

CALENDARS

Byzantine	Do not use the Byzantine calendar for any dates.
Gregorian	Use the Gregorian calendar for 1918 dates and after when writing about Russia.
Julian	Use the Julian calendar for dates before 1918 when writing about Russia.
Use of Calendars	See section on DATES for use of Gregorian and Julian dates.

CAPITALIZATION

Basic Guidance	Follow **Chicago's** preference of down (lowercase) style (Chapter 7). In general avoid nonessential capitalization.
	Consistency in the style of capitalization is important because it is one of the easiest errors in editing for readers to detect. Editorial carelessness in this area is a sure way to undermine confidence in a publication.
General, Misc.	Begin a single word or phrase that follows a colon with a lowercase letter unless the first word is a proper name or begins a complete sentence.
	In text: "book two," "volume two," "second edition" are all lowercase.
	German-loaned words (nouns) that have a secure place in the English language should be lowercase (Chi. 6.58): angst, leitmotif, gestalt, but Rahmennovelle.

In Cross References	See CROSS REFERENCES section.
In Entry Titles	See ENTRY TITLES section.
In Text	The following basic rules and examples should help in avoiding inconsistencies.

Capitalize	**Do Not Capitalize**
Civil, military, religious and professional titles and titles of nobility immediately **preceding** a personal name. (President Washington, General Eisenhower)	If a title is used in **apposition to a name** (…the emperor Napoleon… [that is, the emperor who was Napoleon] …German general Rommel …the admirals P.I. Sivers and N.A. Barinov)
The title following a personal name if in **formal** usage. (Gentlemen, the President of the United States)	The title following a **personal name in the text** (George Washington, president of the United States)
A title used in place of a name **in direct address** (…all secure, Captain, ready to sail…)	A title used **in the text** that does not precede or follow a person's name (…the colonel gave the order)
Academic degrees and honors that follow a personal name. (John L. Jones, M.D. Paul A. Tim, Doctor of Law)	General reference to **academic degrees** (doctorate, doctor's, bachelor's, master of art)
Names of racial, linguistic, tribal, religious or other groupings (Bushmen, Pygmy, Aryan, American Indian)	**Designations** based only on color, size, or local usage. (bushmen, pygmy, white, red man)
Political divisions of the world—a country, state, city, etc. that follow a name and are accepted as part of the name. (Holy Roman Empire, New York City, Province of Quebec)	**Political divisions** when they precede a name or stand alone (empire under Charlemagne, city of New York, the province)
Generic terms used as a part of a name and a generic term that precedes more than one name (Bering Strait, Great Barrier Reef, Hudson River, Lakes Superior and Huron, Mounts Baldy and Everest)	**Generic terms** used in a plural following more than one name or when it is used descriptively or alone (the Blackwater and Styx rivers, the Saginaw River Valley, the valley of the Snake River, the Mexican coast, the Texas prairie)
Terms such as street, drive, bridge, church, hotel, etc. when they are part of a **formal or official name**. (Golden Gate Bridge, Lincoln Park, Empire State Building, St. John's Church)	Terms that **stand alone** or that are **used collectively** after two or more names (the Golden Gate and Oakland bridges, the park, the Aetna and Times buildings, the church)

Lists	Editors should build capitalization lists into their computers so they can use spellchecking functions to check consistency of capitalization quickly.
Movements, Styles, Schools	Nouns and adjectives designating philosophical, literary, musical, and artistic movements, styles, and schools and their adherents are capitalized when they are derived from proper nouns. Others are usually lowercased unless, in certain contexts, capitalization is needed to distinguish the name of a movement or group from the same word in its general sense.This classification of names and terms is one most dependent on editorial discretion; each particular term must be treated consistently.
Official Names	The official or formal name is that which is capitalized in English. For instance, if the official name of a country translates to the "Republic of Xanadu" the capitalization of "Republic" is correct. If it is a country named Xanadu that is a republic, it would be "republic of Xanadu." This same guidance applies to churches, cathedrals, etc. as well as ecclesiastical organizations.
Communist Party Capitalization	In all original and editorial material, and in translations into English by an AIP author, use Communist Party. Do not use "Party" or "party." This avoids all confusion about Party/party capping. In documents retain the caps as given in FBIS or other sources used in AIP books.
Quick Reference to Capitalization (from Chicago)	There are numerous capitalization problems not addressed above. The following, referenced to **Chicago**, should speed look ups.

CAPITALIZATION (continued)

Quick Reference to Capitalization (cont.)	**Acts, Treaties, and Government Programs** (7.67)—Monroe Doctrine
	Associations and Conferences (7.58—7.59)—Geneva Conference
	Cultural Movements and Styles (7.66)—Doric, pop art
	Events (Chi. 7.65)—Fall of Rome, Prohibition, gold rush, western movement
	Foreign Names (7.8–7.14)
	Foreign Terms in Names (7.42)—Rio Grande (not Rio Grande River since "Rio" means "River")
	Governmental and Judicial Bodies (7.47–7.53)—Soviet government, Provisional government
	Institutions and Companies (7.57)
	Military Terms (7.93–7.97)
	Parts of the World (7.34)—North, North Atlantic, northern Russia, North Russia, Western powers, eastern front
	Periods (7.60–7.64)—Dark Ages, victorian era, baroque period
	Political and Economic Organizations and Alliances (7.54–7.56)—Republican party, Socialist party
	Popular Names (7.35)—the Channel, Deep South, South Seas
	Religious Names and Terms (7.74–7.92)
	Seasons (7.71)—The four seasons are lowercased, unless personified.
	Words Derived from Proper Names (7.46)—arabic figures, roman numerals

CONTRIBUTORS

Author Signature Lines	Author signature lines, contributors' page, and releases require the full name for authors (first, middle initial, last). They follow the entry on the next line. Use all lines. Type flush right on the next line, in bold and italics. Type multiple contributor names on one line, separated by "and."
Contributors' Page	The list of contributors contained in each volume having one will give the names and institutional or other affiliations of all persons who have written, edited or translated material included in the volume, in bold and italics. Contributors will be identified with a first name, middle initial, and last name, all in roman, on one line. The affiliation is in italics and the city and state in roman with normal punctuation, on the next line.
	The names of the authors of translated materials will appear in the appropriate entry, not in this list. For Western authors the full name is required. For Soviet contributors follow the convention appropriate to the language in question.

COURTESY LINES

Example	"Based in part on information courtesy of…"
Placement	Courtesy Lines are in a separate paragraph as the last item of text before any standard subhead (e.g. *Bibliography*.).
Purpose	A Courtesy Line is used to acknowledge assistance from an association, individual, institution, or group. It is a literary "thank you."

CROSS REFERENCES

For treatment of cross references see "SEE" ENTRIES section.

DATES

Abbreviation of Years	The year alone is abbreviated only in informal texts. This is not an informal text.
A.D.	The designation A.D. is assumed in all AIP texts and titles. If it must be used it precedes the year: "…thirty years later in A.D. 21…"; "99 B.C.–A.D. 18"
Apostrophes in Dates	Do not use an apostrophe after a year or a decade: 1940s, not 1940's.
B.C.	The designation B.C. always follows the year and must be used as an explicit identifier since A.D. is assumed in the absence of any other indicator.
Centuries	Spell out an ordinal number if ninety-nine or less and hyphenate in the attributive position: "eighteenth-century literature," but "in the eighteenth century."

Complete Dates	Complete dates are written in the sequence of day-month-year: 7 December 1941.
Circa	Use "c." with a space following, not "about:" (c. 1445–1498).
Day of the Month	The day of the month is written in the sequence of day-month: 17 March; not March 17.
Decades	Use 1870s, not 1870's; avoid "seventies."
Gregorian Calendar Dates	When writing about Russia use the Gregorian calendar for 1917 dates and after.
In Bibliographies	See section on BIBLIOGRAPHIES TO ENCYCLOPEDIA ENTRIES.
In Entry Headings	Almost all entries require dates in the entry headings and the majority of the dates required are "from-to" (ranged). See section on ENTRY TITLES for examples of various considerations.
	Do not use both old (Julian) and new (Gregorian) dates in entry headings. Avoid the problem and use only Gregorian.
In Text	In the text dates are written in the sequence day-month, month-year, or day-month-year without punctuation. The date of the day alone is spelled out: twenty-third, not 23rd. The month alone is spelled out, not abbreviated: February, not Feb.
	Show both old and new dates if the subject applies to Russia and the dates are prior to 1917.
Julian Calendar Dates	When writing about Russia use Julian calendar dates prior to 1917. Be sure to show both old and new dates.
Month and Year	The month and year are written in that sequence, without punctuation: March 1943.
Non-Existent Dates in Headings	If a date does not exist, no date of death for a living person, the non-existent date is identified with a single blank space: (1914–).
Old and New Dates	If the subject applies to Russia and the dates are prior to 1917 show both the old and new dates: 30 May (11 June) 1864.
Ranges of Years in Text	Use "from 1910 to 1917."
Ranges of Years in Titles	From-to dates in titles are shown with all figures: (1914–1989).
Unknown Dates in Titles	If a date is not known indicate with a question mark: (?–1948); (1867–?).
Years in Text	The year alone should be in figures (1776). Years are written out at the beginning of a sentence: "Nineteen seventy-six was our bicentennial year."

ENTRY—SAMPLE FORMAT

SAMPLE FORMAT (1991–). The identification line follows the title and states the significance of the article.

The text follows. It is written in a scholarly style.

Remember that the reader may have very little knowledge of the English language and that his formal education may be that of a high school senior or beyond. Do not assume common knowledge.

Other considerations are presented throughout this guide, particularly in the section on WRITING STYLE.

If used, a Courtesy Line precedes the next standard subhead.

Bibliography: At least five up-to-date references are required for this subhead.

<div align="right">Author's Signature Line</div>

ENTRY TITLES

Abbreviations Within	There are to be no abbreviations in an entry title. The following is an example of the wrong way:
	BARREL FUTURITIES OF AMERICA (BFA) (1983–). The initials, or acronym, should be placed in the text immediately following the first use of the full title in the text.
Acronyms	Acronyms may not be used as title for entries. If necessary, they may be used as a cross reference to the correct title for the entry, as follows:
	AAA (AGRICULTURAL ADJUSTMENT ACT). See Agriculture Policies (1932–1980).
Alternate Non-English Words	Do not use alternate foreign words or terms for titles in the entry title, not even in parentheses. These go in the text.

10 ENTRY TITLES

Alternate Spelling of Title	If there is an alternate spelling to the title use it as a cross reference to the correct title: **GULIAMOV, GAFUR GULIAMOVICH.** See Ghulom, Ghafur.
Alternate Spelling of Words	Do not place the alternate spelling of a word in the title on the title line. It should be in the text that immediately follows.
Ambiguous	An entry title should be clear and concise. The following is an example of an ambiguous title: **BASEBALL FOR WOMEN (ALL-AMERICAN GIRLS' PROFESSIONAL BASEBALL LEAGUE)** (1943–1954).
Born Date	Do not use a "born" only date with a title. A date range is required for articles about people.
Blind Entry	A blind entry is the same as a cross reference, used to direct the reader to the proper entry.
Ceremonies	**ALL-NIGHT VIGIL.** Russian: vsenoshonoe bdenie. Text begins. [Note that this example is an exception to the requirement for dates.]
Court Cases	**COLEGROVE v. GREEN, 328 U.S. 549** (1946).
Cross References	**BASEBALL, LITTLE LEAGUE.** See Little League Baseball.
Date Approximated	(1903–1939?) The abbreviation "fl." (flourished) may be used with approximate date to indicate period of a person's activity.
Date—An Era	If the century is the only date available express it as (5th century).
Date Not Occurred	(1935–) [End date left open, person still living.]
Date Unknown—Beginning	(?–1626)
Date Unknown—Ending	(1941– ?)
Dates as Part of Title	Almost all entry titles require accompanying dates. These are placed in parentheses immediately following the title, which is in bold. The dates are not in bold, and are followed by a period.
Dates Unknown	(dates unknown)
Dates Within the Title	On rare occasions it is necessary to place dates within the title. An example of this would be an event that took place two or more times—everything being the same except the year: **ACRE, SIEGE OF (1190).** **ACRE, SIEGE OF (1291).** **ACRE, SIEGE OF (1799).** Note that the dates in parentheses are in bold so that they are considered within the title.
Distinguishing when Common Words Create Confusion.	When a leading title word will lead to confusion because of frequent repetition in succeeding titles a distinction must be made, even though awkward: **COBB, FORT, OKLAHOMA** [This form is preferred to several successive entries that all begin with "Fort."]
Foreign Names	When the entry title is followed by that name in another language, use the following form: **BELETSKY, PAVEL PAVLOVICH** (1774-1856). Ukrainian: Biletsky, Pavlo Pavlovych. (The indentification line immediately follows.)
Foreign Publication	**GRÁNI** (1946–). English: Facets. Russian quarterly review devoted to… [Note that the title is all roman even though this is the title of a publication.]
French Name	**COLIGNY, GASPARD II DE** (1519–1572). [Note the treatment of the family generation.]
Holidays	**CHRISTMAS** (25 December). [Note that this is an exception to the requirement for and portrayal of a date.]
Informal Names	**BARLOW, THOMAS BRYAN "CAVE MAN"** (1896–1983). "Babe" Barlow was one of the early stars in the game of… [Note that the nickname is in quotation marks and that a second nickname appears early in the text.]
Institutions	**ALL-RUSSIAN MUSLIM LEAGUE.** Turkish: Ittifaq al-Muslimin. Russian: Vserusskoe.…
Legislation	**CIVIL SERVICE REFORM ACT OF 1978, 5 USC 1101** (1992 et seq.). Use US Code (USC) designation. Do not use House or Senate designation except in text.

Military Equipment	**AA-2** (dates). NATO: Atoll. Soviet anti-ballistic missile.
	Use the designator from the country of origin as the title. Use the NATO or other designator in the identification line only and not as part of the entry title. Thereafter use the original designator from the country of origin. This applies to US and non-US alike.
Monastic Names	**ANTONY BULATOVICH** (1870–1919). Secular name Alexander Ksaverievich Bulatovich. Identification and text commences.
Nickname with Family Generation	**BARRY, RICHARD FRANCIS DENNIS III "RICK"** (1944–).
Non-US Court Cases and Legislation	For Non-US court cases and legislation, follow the official style of the country of origin.
Pseudonyms, etc.	Do not use pseudonyms, maiden names, aliases, or birth names as part of the title. They go in the text immediately after the title and identification line.
Publication Title	**BAPTIST** (1907–1914, 1925–1929). [Note that the title is all in roman—also note the treatment of two date ranges.]
Range of Years	Always give full dates for "from"-"to." E.g. 1898–1933; 1776–1778
Reign Entry	**ALEXANDER I** (1770–1825, ruled 1801–1825).
Roman Characters	All title entries are in roman characters. This includes the title of a book if used as the title of an entry.
Specific Dates	Specific dates, i.e. day/month/year are not used with entry titles. The exception is if the entry deals with a specific day, such as a holiday, that always occurs on the same date.

FIGURES

See section on ILLUSTRATIONS, TABLES, FIGURES, AND GRAPHICS.

FOOTNOTES

There are no footnotes to text in encyclopedias and annuals, except REMRA.

When used, elevate numbers in text but place on same line as note with a period and space where the notes are listed and placed.

Ibid. may be used in "Notes" to refer to a single work cited immediately preceding. Author's name and title are not given. Ibid. is not italicized.

FOREIGN WORDS/TERMS

General	Non-English words and terms that are not in common use are not to be used.
Translation	Translation of foreign words and terms is prefered to transliteration.
Untranslated	Untranslated non-English words are used only for technical or other terms that have achieved acceptance in English usage, such as "soviet."
Use of	Keep the use of foreign words and terms to an absolute minimum. Use English with the foreign term in parentheses and English thereafter in the text. When a foreign word is shown in parentheses after the English term, always indicate whether the foreign word is singular or plural. Note that the foreign word is not italicized when in the parentheses and that "sing." and "pl." are shown. For example: …at the outdoor festival (gulianie, sing.; gulianiia, pl.)…

GRAPHICS

See section on ILLUSTRATIONS, TABLES, FIGURES, AND GRAPHICS.

HYPHENATION

Adverbs Ending in "-ly"	Adverbs ending in "-ly" combined with a participle or adjective are always left open: highly developed; barely living.
Adverbs Other Than "-ly"	Adverbs ending in other than "-ly," when combined with a participle or adjective are usually hyphenated: long-lived; much-loved.
Applicability of Guide for Hyphenation	These instructions refer only to hyphenation as spelling and not to the dividing of words with hyphens for line justification.
Centuries	Hyphenate centuries as part of a modifier standing before a noun: eighteenth-century literature.
Changed Meanings	Hyphenate a word if closing it would change its meaning: re-creation; un-ionized.

12 HYPHENATION

Combinations of Words	Hyphenate any new creations that are combinations of words, including prepositional phrases: stay-at-home; stick-in-the-mud.
Compound Forms	Hyphenate compounds in which the second element is a capitalized word or a numeral: anti-Semitic; pre-1917.
Compounds from Unhyphenated Proper Names	Compounds formed from unhyphenated proper names are always open: Central European; New Testament.
"Cross" Compounds	Any temporary adjectival "cross-" compound can be hyphenated: cross-referenced.
Double Letters	Avoid hyphenation unless closing up would produce a double letter: non-native; anti-intellectual.
"Ex-" Prefix Compounds	Compounds with the prefix "ex-" meaning "former" are hyphenated: ex-president; ex-husband.
Foreign Phrases	Foreign phrases used as adjectives are not hyphenated unless hyphenated in the original language: grand prix; a priori; but lassez-faire.
"High-" Compounds	"High-" adjectival compounds are hyphenated with a few exceptions given in the dictionary as one word rather than two, e.g.: highborn.
"-like" Compounds	Compounds formed with "-like" are not hyphenated unless formed with proper nouns or end in "ll:" catlike; gull-like.
"Low-" Compounds	"Low-" adjectival compounds are hyphenated with a few exceptions given in the dictionary as one word rather than two, e.g.: lowborn.
"Mid-" Compounds	"Mid" generates compounds that are nearly always closed: midtown, midwinter, midterm. Exceptions occur when the second element is a capitalized word or a numeral (mid-1917, mid-April) or when the second element consists of more than one word (mid-seventeenth century, mid-seventeenth-century literature).
Noun + Gerund Temporary Compounds	Temporary compounds formed with a noun and a gerund are spelled as separate words: problem solving; bird watching. Permanent compounds (bookkeeping, dressmaking) are spelled as one word if they are found as such in the dictionary.
Noun + Noun Compounds	Hyphenate compounds consisting of different and equally important functions: author-critic; city-state; soldier-statesman.
Numbers	**Cardinal numbers.** When a cardinal number is combined with a unit of measure, hyphenate the compound if it precedes the noun: ten-foot pole; one-inch margin; 18-to 20-year olds.
	Compound numbers. Numbers composed of two elements, from twenty-one through ninety-nine, are hyphenated.
	Fractional numbers. connect the numerators and denominators in spelled-out fractional numbers unless either already contains a hyphen: one-half; two thirds; three sixty-fourths.
Phrases Used as Adjectives	Phrases used as adjectives are hyphenated; matter-of-fact approach.
Prefixes Without Hyphens	The following is a partial list of prefixes that do not take hyphens:

ante	bio	infra	meta	multi	pre	semi	trans
anti	co	inter	micro	non	pro	sub	ultra
bi	counter	intra	mid	over	pseudo	super	un
	extra	macro	mini	post	re	supra	under

Note: Exceptions occur when the second element is a capitalized word or a numeral, i.e., anti-Semitic, pre-1917, mid-June. It is never wrong to keep a hyphen to avoid misleading or puzzling forms (mid-ice, non-native, anti-intellectual).

Second Element Compounds	Hyphenate compounds in which the second element consists of more than one word: non-English-speaking people; pre-Civil War society. Note that, as in the second example, if the second element consists of two or more unhyphenated words, they remain unhyphenated in the newly formed compound.
"Self-" Compounds	Compounds beginning with "self-" are hyphenated: self-taught.
"Well-" Compounds	Compounds beginning with "well-" are hyphenated: well-known. If a compound with "well-" carries a modifier it is not hyphenated: very well known.

"-wide" Compounds	Compounds formed with "-wide" are generally not hyphenated unless cumbersome: worldwide; statewide.
"all" Compounds	All America, All Americas, "was All America." Caps, not hyphenated

IDENTIFICATION LINES

Example—a Person	**COLLIER, PETER** (1835–1896). Agricultural chemist who applied scientific principles to agricultural research and expounded the potential of sorghum as a source of sugar.
Example—a Place	**BALMORAL PARK** (1926–). Formerly Lincoln Fields, a racetrack for thoroughbred horses in Crete, Illinois.
Example—an Organization	**BAPTISTS, UNION OF RUSSIAN** (1884–1935). Voluntary association of autonomous congregations of Baptist sectarians.
Explained	The Identification Line is an introductory statement that identifies the topic and suggests its significance by giving the Who, What, Why, When, Where of the entry.
Leading Articles	In most cases a leading article such as "A," "An," or "The" should be dropped from the identification line.
Placement	The Identification Line follows immediately after the Entry Title of the article.
Significance Statement	Must be part of, or immediately follow identification line/sentence. It must be specific. "Major impact on" etc., are insufficient.

ILLUSTRATIONS, TABLES, FIGURES, GRAPHICS, MAPS

Advance Approval	Tables can be sent to the publisher in advance of the manuscript for approval and formatting.
Column Heads	Column heads are roman. Capitalize every important word. Keep column heads parallel across the page.
Column Subheads	Subheads are italic.
Dimensions	Maximum for illustrations smaller than full page: 3 x 3 1/2 (7.5 x 8 cm). Maximum for full-page: 4 1/2 x 7 in. (11.5 x 18 cm). Number illustrations, figures, and graphics sequentially within the entry.
Footnotes	Table footnotes will be used only if absolutely necessary. Number footnotes consecutively using arabic numerals. Within a table denote superscripted numerals by enclosing them with slash marks: /1/;/2/ At base of table use "1." "3.", skip two spaces, begin with a cap, normal punctuation. Start each footnote on separate line.
General	Illustrations may be provided by either the author or the editor. Black-and-white drawings and photographs, diagrams, charts and maps only. They must be very high quality, camera-ready, and free of copyright restrictions. Include title, attribution and date.
Maps, Illustrations	Must be submitted exactly as they will appear in books, i.e. "camera-ready copy." Each must have a descriptive caption. Each must indicate its place in the text. Place each in its position in the MS.
Numbering	Number illustrations, tables, figures, and graphs consecutively in each category within each entry.
Permissions	Must accompany each copyrighted item. Obtained by the author.
Placement	Center tables and title on page. Do not use lines (rules).
	Paste or staple where the item should appear. If insufficient space, place at top margin of next page and mark where it should appear.
	Whenever possible tables and figures will be set on one page. If breaking is necessary continued lines will be: "continued…" set flush left at bottom of page; "TABLE 10 (continued)" set flush right at top of following page.
	AIP may move graphics if necessary to get them on one page.
Punctuation	Be consistent with punctuation in tables. If one or more requires ending punctuation, use ending punctuation for all.
Quality	Line drawing must be black and white with all lettering complete, clear, high quality. Photos black and white only, high contrast, very clear and bright. Color not accepted.
Vertical Spacing	Place title on next line, just as text. Numbers or column heads go on the next line. Lines of numbers are placed on the next and succeeding lines. Do not single space. Footnotes go on the next line after numbers end. Do not single space.

ILLUSTRATIONS, TABLES, FIGURES, GRAPHICS, MAPS (continued)

Wording	Be consistent with wording in tables.
Tables, Charts Graphs	Use instead of linear numerics when more than 15-20 numbers are given. Adds clarity, saves space. Use organizational charts for systems such as courts, bureaus, military, etc.

ITALICS

For Emphasis	The use of italics for emphasis is prohibited.
For Foreign Terms	Foreign words contained in parentheses are not to be placed in italics. If a foreign term is used (which should be rarely) it should be in italics. Excluded from this rule are terms, particularly French and Latin, that are in common use; they should not be in italics. Perestroika and glasnost are examples.
In Text	In the text italics are used for book titles and names of ships only. This is a major exception to the rules in **Chicago**.
In Text (cont.)	The Russian Law, The Primary Chronicle, etc. are documents not books, hence not italicized.
Punctuation With	Punctuation following italics in the text should be italic, except for brackets and parentheses.
Typing	Format italics as appropriate.
Within Parentheses	No italics appear within parentheses in the text.

LISTS

Entries In	Keep all entries within a given list in parallel construction.
In Text	For numbered lists in text use: (1)…, (2)…, (3)…
Special Requirements	If deeper subnumbering than has been shown is required, use **Chicago** 8.75. Avoid this situation if possible.
Use of	Use a numbered list only when the sequence is significant.
Vertical Lists	For numbered vertical lists offset from the text use the following system.

        A.

          1.

            a)

MANUSCRIPT PREPARATION

Bold Print	Format as appropriate. Do not use double underlining.
Dashes	In manuscript type dashes as two hyphens with no space before or after. Keep usage to a minimum.
Hyphenation	Use non-breaking hyphens . Discretionary hyphens can disappear when text is moved.
Italics	Format as appropriate. Do not use single underlining.
Line Justification	Do not hyphenate for justification in your manuscript submission. Do not hyphenate any word at the end of a line or page.
Page Numbering	Each page must be numbered sequentially in top right corner—entire MS, not by entries or articles, etc.
Specific Instructions	Instructions applicable to specific topics are presented throughout the Style Sheet in appropriate sections.

MEASUREMENTS

In the Text	Spell out the words kilometers, meters, liters, feet, miles, pounds, etc. in the text. This rule does not apply to material in parentheses.
Original Language	The unit of measure in the language of origin may be added at the author's discretion to satisfy foreign readership. If so, it follows the metric equivalents in the same parentheses and is separated from them by a semicolon.
Punctuation	An abbreviated international (metric) unit of measure is not punctuated. English or other units of measure are punctuated if abbreviated.
Spacing	Space between the number and the unit of measure. For example: "They travelled 3.1 miles (5 km) before stopping." Note that there is a space between the number and the unit of measure when the unit of measure is abbreviated.

Standard	All measurements should be given in standard American units with their metric equivalents added in parentheses immediately following.
Time	See section on TIME.

NON-ENGLISH

Abbreviations	See section on ABBREVIATIONS.
Accent Marks	Include accent marks on all habitually used French words: a lá; passé; emigré.
Acronyms	See section on ACRONYMS.
German-loaned	German-loaned words (nouns) that have a secure place in the English language should be lower case: angst, leitmotif, gestalt, but Rahmennovelle.
Not Commonly Used	Non-English words not in common use are not to be used.
Titles of Publica-tions in the Text	The titles of non-English publications, including literary works, periodicals, and source materials are translated on first appearance, followed by the title in the original language, transliterated from non-roman alphabets, and the date of first publication. The transliterated title and date of publication are in parentheses and without italics. E.g. An Old Liberal (Staryi liberal, 1886) The translation is used thereafter unless the title is widely known in the original language. Note that the original title in transliterated form always will be given in bibliographies.

NUMBERS

Address Numbers	Address numbers are written in arabic numerals before the street name. When a building's name is its address the number may be written. One Park Place.
After Monarchs	Use roman numerals after the names of monarchs: Elizabeth II; John XXIII
Approximate Num-bers	Approximate figures in the hundreds, thousands, millions, or billions should be spelled out.
	Thousands should be used only with even thousands. A number such as 2,500 is written as twenty-five hundred. For numbers such as these the preference is for the use of numerals. They must be written out if they appear at the beginning of a sentence.
Arabic Numerals	Use arabic numerals in all text.
Beginning a Sen-tence	Any number that would ordinarily be written in figures that appears at the beginning of a sentence should be spelled, e.g. "Ten men and a strong boy are required."
Cardinal numbers	When a cardinal number is combined with a unit of measure, hyphenate the compound if it precedes the noun: ten-foot pole; one-inch margin; 18- to 20-year olds.
Commas With	Use commas between groups of three digits, counting from the right. 2,312; 58,998; 4,216,300.
Compound Numbers	Numbers composed of two elements, from twenty-one through ninety-nine, are hyphenated. Examples: twenty-two, forty-seven.
Date Ranges	In giving date ranges use all of the numbers in both the "from" and "to" dates. 1910–1976
Decimals	Decimals are set in figures: 3.487
Fractional Numbers	Connect the numerator and denominator in a spelled-out fractional number unless either already contains a hyphen: one-half, two thirds, three sixty-fourths.
Highway Numbers	Highways are designated by arabic numerals: U.S. Route 101; Florida 87.
Inclusive Numbers	When stating inclusive numbers give all numbers in both the "from" and the "to" number. This applies to page and date ranges and to titles, text, and bibliographic entries. (Note that this is a major exception to Chicago.)
Latitude and Longi-tude	Latitude/Longitude are shown as: "Latitude 42° 39´N; Longitude 73° 49´W´´
Mathematical Operators	Use spaces around mathematical operators: $3 + 4 = 7$.
Millimeters	When used to denote gun, cannon or artillery size, there is no space between figure (number) and abbreviation: 100mm gun.
Miscellaneous	For abbreviations of second and third use "2nd" and "3rd," not "2d" or "3d." This applies to both text and bibliography.

NUMBERS (continued)

Numbers with Abbreviations	If an abbreviation or a symbol is used for a unit of measure, the quantity should always be expressed by a figure: 3 mi., 50 lbs. Space between the figure and the abbreviation.
Ordinal Numbers	When used for governments, political divisions, or military units an ordinal number is written if it is one hundred or less. Only the first number of a compound (hyphenated) number is capitalized.

Government	Political Division	Military
Eighteenth Dynasty	Fifth District	First Corps
Fifth Republic	Thirty-first Ward	Fifth Army
102nd Congress	103rd Precinct	324th Air Wing

Page Ranges	In giving page ranges use all of the numbers in both the "from" and "to" pages.
Percent	The word percent is used in place of the symbol "%."
Percentages	Percentages, one through nine, are spelled out in humanistic copy; the remainder are set in figures: three percent, 25 percent.
Roman numerals	Use lower-case numerals when referring to page numbers in front matter of a publication.
Same Category Numbers	Numbers applicable to the same category should be treated alike throughout a paragraph. Do not use figures for some and spell out others. "There are 25 graduate students in the philosophy department, 56 in the classics department, and 117 in the romance languages department, making a total of 198 students in the three departments." Use numerals in such sequences as above even when under 99. In certain constructions, numbers may appear in parentheses. "He led the league in hits (213), triples (21), and stolen bases (7)."
Spelled Out	Spell out exact numbers one through ninety-nine. Numbers referring to parts of a book, addresses, four-digit year numbers (five or more use commas), and scientific copy are exceptions to this general rule.
Street Numbers	Numbered streets are written if one hundred or less: Fourth Street, 115th Street.

ORGANIZATION/STRUCTURE

Similar Subjects	Encyclopedia entries concerning similar subject matter should be similarly organized. The same information should be presented in the same manner (format) for topics in the same category. Thus, entries dealing with aircraft, personalities, institutions, and so forth should have the same performance information, physical description, biographical data, etc. in the same order.
Subtopics	Help the reader, especially with longer entries and those that are complicated because they include technical information. Organize the entry so that the use of subheads will assist the reader in making the transition from one subtopic to the next. See the section on SUBHEADS for examples.

PUNCTUATION

Apostrophe in Dates	Do not use an apostrophe after a year or a decade: 1940s, not 1940's.
Apostrophe in Expressions of Duration	Use an apostrophe in expressions similar to these: "an hour's delay," "in three days' time," and "two months' wait."
Brackets	Use only for editorial remarks inserted into quoted material. Rewrite to avoid whenever possible. If inserting brackets, add "–Ed.".
Commas in Addresses	Use commas to set off the individual elements in addresses and names of geographical places, or political divisions: …transferred to Portland Electronics, Jackson, Mississippi. …and the plane landed in Kampala, Uganda, that evening.
Commas in Compound Sentences	Unless clauses are very short, use a comma in a compound sentence.
Commas in Series	Use a serial comma in a series before "and" or "or" introducing the last item in the series: In discussing literature, art, and music…. Keller produced twenty-eight home runs and 108 RBIs, and Joseph Gordon hit…"
Commas-Unnecessary	Avoid unnecessary commas, especially following short prepositional phrases: In France he met…
	Do not use a comma to set off a word, phrase or clause that is in apposition to a noun if it has a restrictive function, i.e., the radical journal Russian Word.

Do not use a comma before the conjunction in a compound predicate.

Do not use a comma after an adverb of time that starts a sentence such as "then" or "now."

Do not use a comma before "Inc." in the name of a business.

Commas with Numbers	Use a comma between groups of three digits counting from the right: 2,312; 58,998; 4,216,300.
Dashes	In manuscript type dashes as two hyphens with no space before or after. Keep usage to a minimum.
Ellipses	Use ellipses (…) to denote omissions from within quoted material. For one or more words within a sentence do not leave a space on either side of the ellipsis. An ellipsis followed by a period indicates the omission of the last part of a sentence. The omission of words beginning a sentence is indicated by an ellipsis followed by a capital letter. The omission of an entire sentence or paragraph is indicated by an ellipsis. When an omission occurs immediately following a sentence which ends with a question mark or an exclamation point, this mark is retained with the ellipsis following.
Family Generations	A name suffix indicating a family generation does not get punctuation if it is numeric: John J. Smith III. "Jr." is set off by a commas: Alfred P. Jones, Jr.
Hyphens	See section on HYPHENATION.
In Bibliography	See section on BIBLIOGRAPHIES TO ENCYCLOPEDIA ENTRIES.
In Entry Titles	See section on ENTRY TITLES.
Metric and English Units	See section on MEASUREMENTS.
Missing Periods	Check for periods missing at the ends of sentences and for terminal periods mistyped as commas.
Parentheses	Use parentheses in the text only if absolutely necessary. In general do not place a parenthetical statement that forms a complete sentence within another sentence. See also Same Category Numbers.
Quotation Marks	In the text, quotation marks are used around words discussed as words: The term "proletariat." Do **not** use quotation marks for names of plays, stories, paintings, films, etc.
Spacing with Capital Letters	Initial capital letters in proper names are not separated by space: N.K. Piksanov. This applies to both the text and bibliography.
Titles of Books and Articles	Use periods, not colons or commas, to separate parts of compound titles. For consistency apply this rule even when the actual title uses a colon.

QUOTATIONS

Extracted Material	Extracted material, e.g., a document, is treated the same as text, with quotes added.
General	Entries should not contain quotations of more than a sentence or two. Build quotes into the text. Block quotes will not be used.
Source	A quote must have a source and that source must be cited.

REFERENCES

Use	The use of "References:" as a subhead for an entry is prohibited with the exception that it should be used in place of the subhead "Bibliography:" in entries containing the subhead "Works:". (This exception primarily applies to MERSL.)

RUSSIAN

Transliterated Titles	Transliterated Russian and other titles follow the convention of the culture in question: Central State Archive for Literature and Art (Tsentral'nyi gosudarstvennyi arkhiv literatury i iskusstva). Note that the acronym in this and a large number of similar instances is formed from the initial letters of the transliterated Russian version: TsGALI.
Former Soviet Republics	Use old spelling for era before new republics formed. Thereafter use the English form adopted by the new republics. If research provides two different ways to spell the name of a new republic and a resolution is not immediately apparent, the embassy for that country should be contacted and a preferred spelling ascertained, and so noted on the MS.

"SEE ALSO" ENTRIES

In Text	"See also" is placed within the text to direct the reader to a fuller treatment of a topic that the article treats briefly or to another entry that is related to the topic of the article. Type as "See also," entries in

"SEE ALSO" ENTRIES

In text (continued)	normal upper/lower case.Do not place in parentheses. Follow with a period. See also Columbian Exposition, Vol. 14. If there are more than two or three per entry, place in a separate paragraph. See below.
Subhead	"See also" can be used as a separate subhead of an article to direct the reader to other entries related to the topic of the article. If used as a subhead it should be placed after the main text, any other subhead, and just before the bibliography. Multiple references should be in the alphabetic order of the titles as they appear in the encyclopedia. Type as "See also." No capital A, no colon, normal text (no italic), entries in normal upper/lower case, multiple items separated by semicolons if a list, by commas if a sentence. Indent first line.
In Supplementary Volumes	"See also" references to entries in the original set should contain just the entry title and the volume number. References to entries in supplementary volumes should contain the word "*Supplement,*" then the volume number. Examples: See also Doughnuts, Vol. 21 See also Doughnuts, Foreign, *Supplement,* Vol. 2
For SMERSH only	All "See Also" references use normal upper/lower case for all text except for the acronyms MERSH and SMERSH. Thus, "See also Re-Stalinization, MERSH, Vol. 31." For multiple references, "See also MERSH: Amos, Thomas G., Vol. 1; Burbank, Emily C., Vol. 4. See also SMERSH: Arendt, Hannah, Vol. 2, Ballovaia sistema, Vol. 3." **Note:** Use full lines, no paragraph between MERSH and SMERSH. Indent first line. This applies to single and multiple citations. SMERSH eliminated the small caps and caps earlier used in SMERSH "See Also" references, effective September 2000, Volume 3.

"SEE" ENTRIES

Cross Reference Entries	"See" is used with an entry title only to guide the reader to information under the primary title.
Example—Acronym	**AAA (AGRICULTURAL ADJUSTMENT ACT).** See Agriculture—Policies, 1932–1980.
Example—Alternate Names	**AACHEN.** See Aix La Chapelle. (Note period after the referenced title.)
In Text	Use "See" to guide readers to relevant information found in an entry with a different title. Also use "See" to indicate alternative spellings, names, titles, translations or transliterations of non-English words to identify entries appearing in translated form. Type as "See," entries in normal upper/lower case. Do not place in parentheses, follow with a period. See Complete Collection of Laws of the Russian Empire, Vol. 7.
Source and Use	Contributors are encouraged to suggest such instructions and the editor will insert cross-references as frequently as possible.

For SMERSH Only	All "See" references use upper/lower case except for the acronyms "MERSH" and "SMERSH."
	A "See" reference following a significance statement, which together with the title make up the entire entry, is included in the same paragraph:
	    AVKSENTIEV, NIKOLAI DMITRIEVICH (1878-1943). Publicist and revolutionary activist. See Avksent'ev, Nikolai Dmitrievich, MERSH, Vol. 2.
	For references already appearing in MERSH and SMERSH:
	    See Free Economic Society, MERSH, Vol. 12.
	Planned upcoming entries in SMERSH are **not** referenced as "See" entries.
	SMERSH eliminated the small caps and caps earlier used in SMERSH "See" references, effective September 2000, Volume 3.

SIGNATURE LINES

See section on CONTRIBUTORS.

SIGNIFICANCE STATEMENT

See section on IDENTIFICATION LINES.

SPELLING

Alternate Spelling	The alternate spelling of a word in the title should be in the text immediately following the title line. It should not be inserted into the title and it should not be on the title line.
American	Use American, not British spelling. When in doubt consult **Webster's** and **Chicago**.

Newly Independent States	If research provides two different ways to spell the name of a former Soviet republic and a resolution is not immediately apparent, the embassy for that country should be contacted and a preferred spelling ascertained, and so noted on your manuscript.
Plurals of Acronyms	Use a lowercase "s" without an apostrophe to form the plural of most acronyms. Use the apostrophe only if the acronym ends in "s."
Plurals of Proper Names	Use an "s" or an "es" (without an apostrophe) to form the plural of a proper name: the Joneses; the Smiths; the Golunovs; the Kostenkos; the Katkovs.
Possessives of an Acronym or Abbreviation	To form the possessive of an acronym or abbreviation, use an apostrophe and a lowercase roman "s": NAACP's
Possessives of Singular Proper Nouns	Possessives of singular proper nouns ending in "s" should be formed using " 's": Dickens's novel.

SUBHEADS

Standard Subheads	Standard subheads that could appear in a variety of entries include:
	Bibliography. (Must be used unless "References" is used.)
	References: (Only used when "Works" is used.)
	Works: (Only used when "References" is used.)
Standard Subheads —Misc.	Standard subheads are written in italics, the first letter of each word is capitalized, they are indented from the left margin by one pica, and they are followed by a colon.
Text Subheads	Text subheads are used for logical subdivisions of a particular article. They are specific to that article.
Text Subheads— Example of an Entry About a Group of People	An entry about a group of people could be subdivided as follows:
	Demography.
	Ethnography.
	Language.
	History.
	Bibliography: (Note: this is a Standard Subhead,)
Text Subheads— Example of an Entry About a Place	An entry about a geographic location could be subdivided as follows:
	Geography.
	History.
	Architecture and Historic Buildings.
	Museums and Libraries.
	Education.
	Commerce, Employment, and Industry.
	Transportation.
	Media and Entertainment.
	Churches and Religions.
	Utilities.
	Government.
	Population.
	Bibliography: (Note: this is a Standard Subhead.)
Text Subheads— Misc	Text subheads are written in roman (same type as the title of the entry), the first letter of principal words is capitalized, they are flush left, and are followed by a period and typed in bold. Do not punctuate a text subhead if it is used as a column head, unless an abbreviation is being used.
Use	Subheads are used to organize an entry and to help the reader.

SYMBOLS

Bullets
Do not use "bullets" or other symbols in place of numbering, except, rarely, in Soviet Armed Forces Review Annual (SAFRA), USSR Facts and Figures Annual (UFFA), and Chinese Facts and Figures Annual (CHIFFA).

Percent
The word percent is used in place of the symbol "%."

TABLES

See section on ILLUSTRATIONS, TABLES, FIGURES AND GRAPHICS.

TIME

Military
Do not use the twenty-four hour (military) system of expressing time.

O'Clock
The use of "o'clock" is acceptable only if there is absolutely no doubt as to whether "a.m." or "p.m." is meant.
Never use "o'clock" with "a.m.," "p.m," or figures.

Standard
Time is shown by numerals and the appropriate a.m. or p.m. designation. Note the use of lowercase letters in the following examples: 7:15 p.m.; 4:35 a.m. Do not use at the beginning of a sentence.

TITLES

Capitalization of
See section on CAPITALIZATION.

Entry Titles
See section on ENTRY TITLES.

In the Bibliography
See section on BIBLIOGRAPHIES TO ENCYCLOPEDIA ENTRIES.

Non-English Language Books, Periodicals, and Articles
In the text the title of a foreign language book or article is first given in English. It is followed by the transliterated or original language title in parentheses with the date. E.g. *An Old Liberal* (Staryi liberal, 1886).

TRANSLITERATION FROM RUSSIAN

Exceptions
Transliterate from Russian except for long-standing accepted English spelling of geographic terms and proper names.

In Bibliographies
In the bibliographies use "ia," "ie," "iu," and "e" at the beginning of and within a word (iavlenie, element), i.e., strict LC system except ligatures. Soft signs are retained in the bibliography.

In text
The text follows a modifed LC system omitting all diacritics and ligatures (except that a soft sign preceding the "e" is rendered as "i," as in Soloviev). The initial "Ia" and "Iu" are rendered as "Ya" and "Yu" (Yasnaia and Yury), and the final "ii," "skii," "skaia," and "skoe" as "Dmitry Poliansky," "Polianskaia," "Polianskoe." "Ye" is "ie" when preceded by a soft sign (Primorie).

Replace the form "oi" with "oy" in family names (Donskoy, Tolstoy). Shorten the final "iia" in feminine personal names to "ia" (Maria, Evdokia).

Reference Work
Isidore Geld: *Dictionary of Omissions for Russian Translators with Examples from Scientific Texts,* 157 p., 1993 (ISBN: 0-89357-243-8), $17.95 + $2.00 postage. Slavica Publishers, Inc., at Indiana University since 1988.

While the examples are taken from scientific texts, this dictionary will be of use to all students of Russian, and especially to all translators. "Omissions" are words or phrases that are not to be translated when turning a Russian text into English.

Some examples are: dostatochno in "Ne predlozhen dostatochno ubeditel'noe ob"iasnenie" 'A convincing explanation has not been offered'; nado skazat', chto in "Nado skazat', chto opisannyi metod yavliaetsia unikal'nym sposobom," 'The method is unique'; davat' vozmozhnost' in "Sredstva, daiushchie vozmozhnost' izbezhat…" 'Methods of avoiding…'

Knowing these phrases and techniques will greatly improve translations in any field, and will help students develop a better feeling for Russian style and a better understanding of Russian texts that they read.

The book has short commentaries on general principles, and a bibliography in the front and back of the book, but most of it is a listing, in alphabetical order, of items to be omitted, with at least one, and sometimes several examples for each item, and an English translation of each example. The head word or phrase to be omitted also has a literal English translation.

Intermediate and advanced students of Russian will find this dictionary a great help in perfecting their knowledge of the language, as well as their ability to translate effectively into English.

WEIGHTS	See section on MEASUREMENTS.

WORKS

Placement

The "Works" subdivision of an entry is placed immediately after the text and preceding "See," "See Also," and "References" subdivisions. The subhead would appear in an entry as follows:

ENTRY TITLE (date). Identification line.

First paragraph of text, followed by second, and so on.

Works: After last paragraph of text.

See Also (if used)

References: Title for subsection used only with "Works" and follows the rules given for the Bibliography.

Author's Signature

Rules for

See section on SUBHEADS.

Use of

The "Works" subhead is a standard subdivision of an entry used to list the works of the person who is the subject of the entry. For example, in an entry about Shakespeare the Works section would include Hamlet, MacBeth, Othello, etc.

WRITING STYLE

Addresses and and Zip Codes

When addresses are given in the text they should be complete, including ZIP codes. E.g. The Military Press, located at 1320 Moss Boulevard in Saginaw, Michigan 48602, is noted for… . Do not include ZIP codes when giving a general location. E.g. The University of West Florida in Pensacola, Florida, is a four-year…

Animals

When writing about animals and reference is made to the animal do not use "he," "she," or "it." It is against AIP policy to use such terminology. Avoid the problem and write around it.

Dating Material

Avoid dependency on the date of publication of the article. Expressions such as "the current chairman" are only valid when written and are meaningless ten years later.

Statistical data must be current. Data extracted from references that were published in the 1960s and 1970s is probably out of date.

Check and recheck "open" dates. If a person is shown as living or an organization still functioning, check the date of the source of the information. If the reference is not current the "open" may be invalid.

Use "Born 12 October 1577" not "on 12 October 1577."

Language

Because AIP encyclopedias are consulted extensively by readers throughout the world, use a simple, traditional, direct, and concise style that is free of jargon, technical language, or of terms or forms of address that are confined to popular, oral, fashionable, or advocacy usage. Traditional language is required for a scholarly work such as an encyclopedia. Note, in particular, that the language of scholars is spelled correctly and traditionally, not as some modernists advocate and publish. All words that are contained in a dictionary are not necessarily appropriate for an encyclopedia. On the rare occasion when a popular or slang expression is used, the meaning must be explained to the reader.

Limited Use Words and Phrasing

Do not use the phrases "such as," "for example," etc. more than once in an entry or on a page.
Keep the use of foreign terms to an absolute minimum.

Military Equipment

In the text, when writing about military equipment (or similar items) they must be identifed at first mention in their original manner. Any further identifier is placed in parentheses immediately following. E.g. for a Russian aircraft: Su22 (NATO: Flogger). Use the original term in subsequent text. In the exceptional situation where the NATO term is used, it is written without punctuation, i.e. quotation marks.

Names in Text

Obtain and use the full name, including middle, of any person mentioned in the article and use it at first mention. After the full name is cited, use the last name only. A nickname, properly associated with the full name, may be mentioned subsequently only once in the article. Do not use first names only except when all of the first names have the same family name. E.g. He had five children; Thomas, Richard, Harold, Lawrence, and Mary Smith.

Offensive Comparisons and Language

Avoid language that could be construed as offensive to groups or individuals, domestic and foreign.

Ethnocentric comparisons detract from international appeal and may be offensive. Don't use "…unlike his American counterpart…," "…to rainfall in Colorado…" and similar phrases.

AIP encyclopedias are used throughout the world. This must be kept in mind at all times.

22 WRITING STYLE

Nationalities and Peoples	Names of specific racial, linguistic, tribal, religious, and other groupings of people are capitalized, i.e., African, American, Arab, Caucasian, Hispanic, Mormon, Nordic.
	Use the following designations: Afro-American, Black; Mexican-American, Chicana, Chicano; Latin American, Latina, Latino, Hispanic; American Indian, Native American; Chinese/Japanese-American, Oriental; Caucasian, White.
	Designations based only on color, size, habitat, customs, sexual orientation, or local usage are lowercase, i.e., aborigine, colored, gay, lesbian, red man. Specific peoples, in paragraph above, are also lowercased when applied more generally.
Parentheses	The use of parentheses in the text is basically prohibited. If the information is worth writing it should be placed in the text in its own sentence.
Precision in Writing	Observe the distinction between "that" (restrictive) and "which" (nonrestrictive). Note, for example, the difference in meaning in the following sentences:
	Turn left at the third house that has green shutters.
	Turn left at the third house, which has green shutters.
Prohibited Words and Phrasing	Avoid advocacy, forecasting, and speculation.
	Rhetorical writing is not in the style of an encyclopedia.
	Do not use the conditional phrasing such as "…would constitute…"
	Contractions are not acceptable. Use "although," not "though," "until" not " 'til;" "cannot," not "can't."
	"With" at the beginning of a sentence is strictly taboo: "With the beginning of the war…"
	Avoid using the following words. They tend to create a casual attitude and an encyclopedia is formal and scholarly.
	also furthermore ironically therefore thus further however moreover though undoubtedly
Pseudonyms	Pseudonyms, maiden names, aliases, and birth names should be entered in the text immediately following the title and identification line. They are not part of the entry title.
	Note that nicknames and informal names are not subject to this rule.
Quotes	A quote used in the text must have a source. No footnote. Write in or put in parentheses or brackets.
Reader Considera-tion	Always assume that the reader is not familiar with any foreign language or has a limited English language capacity.
	Rewrite to avoid awkward and artificial forms.
	Avoid use of "he/she" and the like in favor of the traditional "he."
	Reorganize longer entries and those that are complicated because they contain technical informa-tion, as necessary. Use subheads. For examples see section in SUBHEADS.
	Encyclopedia entries concerning similar subject matter should be similarly organized. The same information should be presented in the same manner for topics in the same category. For instance, entries dealing with aircraft, personalities, institutions, and so forth should have the same perfor-mance information, physical description, biographical data, etc, in the same sequence.
	The importance of a prominent figure may not be recognized when first mentioned in the text. Assume that the reader knows nothing and provide information that will help comprehension. E.g.…part of Marshall's (US Secretary of State George C. Marshall, —dates—) proposal…
	Important personages and institutions mentioned in the text need dates. Dates are also desirable for the less important. Do not assume that a reader twenty years from now will have any knowledge of today's general information.
Repetition	Avoid repetition of the same words or phrases, particularly in the same sentence or paragraph.
Repetition (continued)	Avoid the tendency to repeat descriptive wording from an entry on a similar subject. This is noticeable particularly when entries are in close proximity to each other.
Style	Use fairly short declarative sentences, frequent paragraphing (at least one paragraph on each manuscript page), simple punctuation, and the simple past tense.
	Avoid split infinitives, dashes, italics for emphasis, and parenthetical insertions.
	Normally sentences should not contain more than one subordinate clause and verb forms should be grouped together.
	Be sure that pronouns such as "she," "he," "it," "they," and "this" have clear antecedents.

Rewrite to avoid ambiguity. For example, the sentence "Many authors seek in vain to impress their readers, leaving us wondering whether they will ever be satisfied" should be rewritten to make it clear to whom "they" is referring.

In the text delete "the" before the name of a ship unless it is totally awkward: "Seeing defeat, *Chesapeake*'s captain jumped overboard." "The whaleboat approached *Chesapeake*."

Maintain verb integrity. Examples: "also can be accomplished," not "can also be…", …was directly involved (Avoid (not AIP style)) …directly was involved… (Correct) …was involved directly… (Correct)

FOR EDITORS OF ANNUALS SERIES

Abbreviations	Each volume must have a list of abbreviations. Do not delete items for each volume, it is too much work. Just add new ones. Abbreviations for frequently used sources are encouraged and, if used, are listed with a separate title that clearly identifies them.
Date in Title	Each entry title must have a date. Infrequent exceptions will be tolerated.
General	AIP annuals are intended to be very similar in format and style.
Page Count	Each volume is targeted at 400 pages, plus or minus 20 pages.
Selected Bibliography	Is a list of additional sources of material that is related to the subject. Generally it is placed at the end of a chapter. Note that the term "selected" is not used in the Chicago meaning. AIP rules apply with regard to form, information required, and so on.
Sources	Avoid use of FBIS and similar citations even though material may have been obtained from such. Note in the Preface that some material may be found in FBIS, or any other that was used. Cite original source of information. If entry is scanned in do not change the format of the information or citation. Let the scan-in stay as in the original. This lends authenticity to the information.
Text	Leave original text, whether keyed in or scanned in, as it appears, Text generated by the editor must follow standard AIP style. Proof reading for the accuracy of the text keyed in is the responsibility of the editor.

FOR EDITORS OF DOCUMENTS SERIES

Acronyms, Abbreviations, Special Term Lists	Each volume must carry such a list. Do not delete items for each volume. Too much work. Just add new ones.
Chapter Organization	Chapter numbers are arabic, in Contents printed to left of the text block, in book as "Chapter 2", centered.
	Each chapter consists of (1) title, (2) introduction, (3) documents preceded by a headnote.
	No sub-introductions.
	Documents are not numbered in any way, in Contents or in text. (ChiDocs is an exception.)
	No editorial material is inserted between documents in a chapter except for a headnote.
	All editorial material must appear *only* in (1) general introduction, (2) introductions to chapters, (3) headnotes, (4) footnotes.
Consistency List	A CL is mandatory for all terms, capitalizations, translations, acronyms beginning with Vol. 1 and for all new items in all volumes. Includes word order. The purpose is obvious. Put these in your computer dictionary as you go, and check everything before sending MS to AIP. Send printout and disk to AIP with each volume.
	CLs for all document series and encyclopedias will be checked against each other to arrive at a general CL for AIP books.
Document Title	Each document must have (1) the author, (2) a title, and (3) date. A source for each must be given in a headnote or at end of document.
	For a document title no italics, quotes or bolds are used except for a book, which is italicized.
	Place author on first line, title on second line, date on third line, centered. Exception is USSR Documents Annual which retains present format.
	Author may be, e.g., "Pravda Editorial", "USSR Foreign Ministry", "Decree of USSR President".

Footnotes	All footnotes are grouped at the end of volumes by chapter, each set numbered 1-50, etc., for each chapter, each set preceded by "Chapter 2" etc. typed flush left.
	Elevate footnote numbers in text. Number the text of the actual notes on same line as the text of the note with a period (6.). Two spaces, note begins; i.e., numbers are left of the text block, not elevated.
	Double space. Do not skip lines.
	Use "Chapter 2, Note 6" format when referring to a note.
Format for Translator	When a translator is listed the format is: article, etc., source (1 January 1992). Translated by J.L. Black.
	Sources are cited, wherever they appear, and with the same information, as per AIP Style Sheet above.
	Cite all sources mentioned in introductions and headnotes in the same format each time for consistency and reader understanding, within and in each volume of the series.
	Add these formats to your CL — authors, short titles, etc.
	Cite books and articles by author in intros and head and footnotes after full citation at first mention, documents by short title.
	All citations in editorial materials must be identifiable easily when cited in any bibliography or sources cited section.
General	AIP document series are designed to be very similar in format and style.
Long Quotes	When used in editorial matter, treat as regular text with quote marks. Do not indent or skip lines.
Personal, Institutional Names	Always cite first name, middle initial, last name at first mention in intros, headnotes, footnotes, bibliography. Impossible in some cases, but rarely.
	For institutions use formal name.
	For Russian names, first two initials OK.
	For Chinese and other names, give formal full name in that language.
Russian Language	Drop all apostrophes for hard and soft signs in all editorial matter. Retain only for formal bibliographical citations.
Selected Bibliography	Generally this would appear after a footnote or source citation and lists additional, related material. Note that the term "selected" is not used in the Chicago meaning. AIP rules apply with regard to form, information, and so on.
Sources	Avoid FBIS, etc., references. Instead, note in Preface that "some items may be found in FBIS or CDSP" or some such general formulation. This saves space, labor, and avoids pointing to heavy reliance on such sources.
	Cite original source of publication.
	Sources are cited (1) at the end of a document or (2) in the headnote.
Style	Italics for books and names of ships only in editorial materials. Journals, newspapers not italicized. Same applies in a footnote when a mention, not a formal bibliographical citation. Acronyms such as FRUS are not italicized.
	First paragraph of introductions and headnotes is typed flush left. Indent following paragraphs.
	Document authors. Upper/lower case for all, except acronyms, including institutions.
	Use consistent terms. Don't use, e.g., "USSR Presidential Decree" and "Decree of USSR President" interchangeably.
	Use periods, not colons, in compound titles everywhere, including bibliographies.
	Dash. Use a dash (--) not a hyphen (-) in all "Ed."s.
	Ampersand. Do not use with multiple authors. Use commas.
	Translator and other credits attached to a document. Spell out. Thus, "Translated by Roy P. Hess." preceded by a period and no parens, brackets or quotes.

Table of Contents	Each volume must include a TC numbered according to MS page numbers.
	TC must include and match exactly the title of each document in the text.
	Indent second lines.
	Double space. Use all lines.
	Sequence is author, comma, title, period, date, no period. No parens or brackets. For descriptive material (see below) use date, period, descriptive words, no period.
	Do not use dots across to page numbers.
	Place page numbers in a column to right after end of the text block.
	Any descriptive material attached to a document title appears in TC only, not on the document, and follows the date, no parens, quotes, brackets, 2-3 words only.
	Documents are not numbered.
	No italics, bolds or quotes, except book titles and names of ships (italics).
	Place chapter number to left of text block. Place chapter title on same line at left margin of text block. Use upper/lower letters.
Word Count	Each volume must have the same number of pages ± 15-20 pages. Target is 400 pages per volume, or length of your first volume, trending to the target. This allows uniform spine and appearance. Official documents are stressed. The targeted 400 pages require between 235,000-245,000 words (which typeset at 588-613 words per page in 8 point type). This equates to 783-817 typescript pages with 25 typed lines per page in 10 point pitch (300 words per page). If illustrations are used, adjustment is necessary.

FOR EDITORS OF ENCYCLOPEDIAS

General	AIP encyclopedias are intended to be very similar in format and style. Each volume should have the same number of pages ± 3–4 pages. The target is 247 printed pages of text and 8 pages of front matter per volume.
Word Count	The targeted 247 pages of text requires approximately 139,420 words of 562 words per printed page in 10 point type. This equates to approximately 464 typescript pages with 25 lines per page in 10 point pitch (300 words per page), absolutely no partial pages and no lines skipped.
	If illustrations are used, adjustments are necessary.
	The manuscripts of volumes must end with two or three short entries to allow for miscalculations. To be safe, always submit ten pages extra of short entries.

QUICK REFERENCE CONSISTENCY LIST

CAPITALIZATION AND NO-CAPITALIZATION
AND FORMATS FOR QUICK REFERENCE

Army, the White, Red, Russian
central committee
Central Committee of the CPSU
Chingis Khan
Chronicle, Primary, etc.—no ital.
Church, Uniate, Russian Orthodox, etc.
Civil War, the
Communist Party officials
communist, s
Ego-Futurist
Empire, the Russian
empire, the
Erenburg—not Ehrenburg
Factory, the Triangle
fairy tales
First World War, or World War I
Five Year Plan—the, first
Frankfurt a. M.
gubernia—use province
Herzen—not Russ. Gertzen
Ibid. — no ital.
Imaginism, -ists
In Morning (Baku, 1953. Russian: Utrom)
In Morning (Sahel, Baku, 1953. Russian: Utrom)

Kratkaia literaturnaia entsiklopediia
lieutenant colonel
North Pacific
party—do not cap
Party—use Communist Party
Party first secretary
Paterikon—no ital
Revolution, the, Bolshevik, etc.
River, the Volga
Röhrich, N.—not Russ. Rerikh
russification
Schlüsselberg—not Russ. Shlisselburg
Second World War, or World War II
seventeenth-century Russia, early-
Social Democratic Workers Party
Socialist Realism
socialist-realist flavor etc.
Struve—not Russ. Shtruve
Thaw, the
The Flood (Dashgryn. Russian: Utro)
tsarist
uezd—use district
White Sea Canal—not Russian

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STYLE SHEET

DECEMBER 2003

This Style Sheet replaces all previous AIP style sheets.

The various AIP style sheets have been checked against Chicago and incorporated into this Style Sheet.

This Style Sheet is essentially a short guide to Chicago, 13th edition, covering the problems most frequently encountered in AIP publications, especially the encyclopedias. In some cases, though, resort still must be made to Chicago.

The AIP exceptions are shown on page 1.

This Style Sheet is used at AIP to edit all manuscripts.

If something appropriate to this "Short Chicago" has been overlooked, please tell us.

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