
**ABBREVIATIONS**

Corporate, municipal, national, and supranational abbreviations and acronyms appear in full caps. Most initialisms (abbreviations pronounced as strings of letters) are preceded by *the*.

- further expansion of NATO’s membership
- dissent within the AFL-CIO
- sexism is rampant at IBM
- certain US constituencies

Latin abbreviations, such as *e.g.* and *i.e.*, are usually restricted to parenthetical text and notes and are set in roman type, not italics. The word *sic*, however, is italicized.

Personal initials have periods and are spaced.

W. E. B. DuBois; C. D. Wright

**ACKNOWLEDGMENTS**

Acknowledgments are made in the first, unnumbered note and written in the first person.

This essay was first presented as a paper at the Center for Comparative Literature at Amherst College. I am grateful for the comments made at the gathering.

**CAPITALIZATION. See also SPELLING AND TERMS**

**After a Colon**

If the material introduced by a colon consists of more than one sentence, or if it is a quotation or a speech in dialogue, it should begin with a capital letter. Otherwise, it begins with a lowercase letter. See CMS 6.61.

**Quotations**

Silently correct initial capitalization in quotations depending on the relationship of the quotation to the rest of the sentence (see CMS 13.14). For instance:

Smith stated that “we must carefully consider all aspects of the problem.”  
*but*  
Smith stated, “We must carefully consider all aspects of the problem.”
A lowercase letter following a period plus three dots should be capitalized if it begins a grammatically complete sentence (CMS 13.51).

The spirit of our American radicalism is destructive. . . . The conservative movement . . . is timid, and merely defensive of property.

Terms
A down (lowercase) style is generally preferred for terms. See CMS, chap. 8, for detailed guidelines on capitalization of terms.

Titles of Works
For titles in English, capitalize the first and last words and all nouns, pronouns, adjectives, verbs, adverbs, and subordinating conjunctions (if, because, that, etc.). Lowercase articles (a, an, the), coordinating conjunctions, and prepositions (regardless of length). The to in infinitives and the word as in any function are lowercased.

For hyphenated and open compounds in titles in English, capitalize first elements; subsequent elements are capitalized unless they are articles, prepositions, or coordinating conjunctions. Subsequent elements attached to prefixes are lowercased unless they are proper nouns. The second element of hyphenated spelled-out numbers or simple fractions should be capitalized. If a compound (other than one with a hyphenated prefix) comes at the end of the title, its final element is always capitalized.

Nineteenth-Century Literature
Avoiding a Run-In
Policies on Re-creation
Reading the Twenty-Third Psalm

When titles contain direct quotations, the headline-capitalization style described above and in CMS should be imposed.

“We All Live More like Brutes than Humans”: Labor and Capital in the Gold Rush

In capitalizing titles in any non-English language, including French, capitalize the first letter of the title and subtitle and all proper nouns. See CMS 11.24 and 11.42 for the treatment of Dutch and German titles, respectively. Diacritical marks on capital letters are retained in all languages.

CAPTIONS AND CREDITS
Captions take sentence-style capitalization. Captions that are complete sentences include terminal punctuation; captions that consist solely of a single phrase do not. If a caption consists of two or more phrases or sentences, terminal punctuation should follow each phrase or sentence.
Figure 1. Scenes of Cosme Road. Photograph by the author.

Figure 2. Classroom at the Tongsam Buddhist Day School furnished with church benches

Figure 3. A cross-examination in Youth in Spring. Maeil sinbo, March 10, 1912. © Korea Press Foundation.

CONTRIBUTOR’S NOTE

Each contributor’s note includes the author’s name, rank, affiliation, areas of activity or research, and most recent works. Dates of publication, but not publishers’ names, are given for books.

Michael Kim is associate professor of Korean history at Yonsei University’s Graduate School of International Studies in Seoul, Korea. His research primarily focuses on colonial Korea, and he has published on various aspects of urban culture, print culture, colonial economy, Korean collaboration, migration, and wartime mobilization. He is coeditor, along with Michael Schoenhals and Yong Woo Kim, of Mass Dictatorship and Modernity (2013).

DATES AND TIMES. See also NUMBERS

May 1968
May 1, 1968
May 1–3, 1968
on February 8, 1996, at 8:15 a.m. and again at 6:15 p.m.
September–October 1992
from 1967 to 1970
1960s counterculture; sixties [not 60s or ’60s] counterculture
the 1980s and 1990s
mid-1970s American culture
the mid-nineteenth century [note hyphen, not en dash]
the late twentieth century; late twentieth-century Kenya
the years 1896–1900, 1900–1905, 1906–9, 1910–18
AD 873; the year 640 BC; Herod Antipas (21 BCE–39 CE) [use full caps without periods for era designations]
ca. 1820

DOCUMENTATION

JKS uses as its system of documentation note citations with a corresponding reference list of works cited at the end of the article.

Notes may also include material that cannot be conveniently presented in the text, such as discursive adjuncts and additional sources of information. Any material necessary for understanding the argument set forth in the article should appear in the text.
Legal sources (court cases, constitutions, treaties, statutes, and legislative materials, such as unenacted bills, hearings, and reports) should be cited in the main body of the article, not in the notes. If a case or law is well known (e.g., *Roe v. Wade*), it is not necessary to provide a full citation. The general form of legal citations should follow the conventions for law review footnotes in *The Bluebook: A Uniform System of Citation*, 16th ed. (especially secs. 1, 10, and 12–14).

In both systems of documentation, *ibid.* is used sparingly; *f.* (ff.), *op. cit.*, and *loc. cit.* are not used, nor are *eadem*, *idem*, *infra*, *passim*, and *supra*. Commonly used abbreviations include *cf.*, *ed. (eds.),* *e.g.*, *esp.,* *et al.,* etc., *fig. (figs.),* *fol. (fols.),* *i.e.,* *l. (ll.),* *n. (nn.),* *p. (pp.),* *pt. (pts.),* *ser.,* *trans.,* *vol. (vols.).* Latin abbreviations are not italicized. Note that in *et al.*, *et* is a whole word (meaning “and”) and therefore is not followed by a period.

The reference list at the end of the article contains complete bibliographical information for all works cited. Only works directly cited in the article should be listed. References are arranged alphabetically by author, with multiple works by the same author alphabetized by title. In titles of works, serial commas are added, ampersands are spelled out, and numbers are spelled out. For additional guidelines concerning the treatment of titles, see CAPITALIZATION above.

Short-form citations appear in endnotes. Every citation of a work, including the first, contains the author’s surname, a shortened title, and, if needed, a page number. In cases where more than one author with the same surname appears in the references, the citation should also include the initial of the author’s given name.

Sample Note Citations with Corresponding References

**BOOK**


**CHAPTER**


**PREFATORY MATTER**


**EDITED WORK**


**TRANSLATION**


**MULTIVOLUME WORK**


**MULTIAUTHOR WORK**


**REFERENCE WORK**


**JOURNAL ARTICLE, PRINT**

Ch’oe Kyŏngbong. “Ilche kangjŏmgī chosŏnŏ yŏn’gu ŭi chihyang” [The goal of Korean language research during the Colonial Period]. Han’guk ŏhak 40, no. 1 (2008): 127–48. [Journal published in volumes; the month or season is not required. As a courtesy to readers who consult articles online, issue numbers should be given if available.]


JOURNAL ARTICLE, ONLINE


Jovanovic, Boyan, and Peter L. Rousseau. “Specific Capital and Technological Variety.” Journal of Human Capital 2, no. 2 (2008): 129–52. doi:10.1086/590066. [If the author has provided a DOI rather than a URL, use the DOI; no URL is needed. See CMS 14.6.]

REVIEW


SPECIAL ISSUE

14. Ferguson and Brown, “Feminism in Time.”


MAGAZINE ARTICLE


NEWSPAPER ARTICLE, PRINT


NEWSPAPER ARTICLE, ONLINE
17. Sin, “Han’guk Pulchadŭl chigye to kyŏnhak to anhanda.”


DISSERTATION


PAPER OR PRESENTATION


INTERVIEW OR PERSONAL COMMUNICATION

20. Jacques Petits Fours (provost, Upper Midwestern University), interview by author, Ames, IA, February 20, 1995; Wilson Everett, pers. comm., July 14, 1967; Jackie Gleason, e-mail message to author, April 1, 1987; Harpo Marx, telephone conversation with author, March 31, 1956. [Personal communications, such as untranscribed interviews, e-mail messages, telephone conversations, and nonarchived letters, are cited in notes but are not included in the reference list.]

CITATION FOLLOWING QUOTATION

21. As Sylvia Molloy observes, “The previous letter, marked by subservience, waived Manzano’s rights to the text by ‘giving’ it to del Monte; the second letter, marked instead by resistance, has Manzano keep the text for himself” (At Face Value, 43).


NOTE

22. Javitch, “Reconsidering the Last Part of Orlando Furioso,” 385n; Adams, “Christine de Pizan,” 5n10, 8nn20–21. [With unnumbered notes, the abbreviation n or nn follows the page number without an intervening space. With numbered notes, the note number or numbers follow the abbreviation without intervening period or space (CMS 14.164).]


WEBSITES (OTHER THAN ONLINE PUBLICATIONS)

[Include as much of the following information as possible: author of the content, title of the page (if there is one), title or owner of the site, URL, and access date (if no publication date is provided). The titles of websites and blogs generally use headline-style capitalization. See CMS 8.186 and 14.244 for guidance as to whether such titles should be set in roman type or italicized. Websites and social media postings are cited in notes but are not included in the reference list. Items resembling articles in form, such as blog postings, are cited in notes and also included in the reference list.]


ELLIPSES. See also CAPITALIZATION

Three dots indicate an ellipsis within a sentence or fragment; a period plus three dots indicates an ellipsis between grammatically complete sentences, even when the end of the first sentence in the original source has been omitted. In general, ellipses are not used before a quotation (whether it begins with a grammatically complete sentence or not) or after a quotation (if it ends with a grammatically complete sentence), unless the ellipses serve a definite purpose. See CMS 13.48–56 for more detailed guidelines on the use of ellipses.

EPIGRAPHS

The epigraph source includes the author’s name or the author’s name and the title of the work. No other bibliographical information is required.

EXTRACTS. See also CAPITALIZATION and ELLIPSES

Set off quotations that are more than 400 characters and spaces in length.

INCLUSIVE LANGUAGE

Avoid sexist language and terms that are gender specific (*chairman, mankind*, etc.). Never allow the form *s/he*. State both pronouns—*he or she, him or her, his or her*—or recast the sentence in the plural. Avoid alternating the use of masculine and feminine pronouns in an article.
INITIALS. See ABBREVIATIONS

NUMBERS. See also DATES AND TIMES

Cardinal and ordinal whole numbers from one to ninety-nine (and such numbers followed by hundred and thousand), any number at the beginning of a sentence, and common fractions are spelled out. Common fractions are hyphenated as well. Numerals are used to express very large numbers (in the millions or more).

- no fewer than six of the eight victims
- no more than fifty-two hundred gallons
- One hundred eighty-seven people were put to death there during the twenty-third century BC
- attendance was about ninety thousand
- at least two-thirds of the electorate
- there were 2 million ballots cast
- the population will top 25 billion

Numbers applicable to the same category, however, are treated alike in the same context.

- no fewer than 6 of the 113 victims
- Almost twice as many people voted Republican in the 115th precinct as in the 23rd.

Numbers that express decimal quantities, dollar amounts, and percentages are written as figures.

- an average of 2.6 years
- now estimated at 1.1 billion inhabitants
- more than $56, or 8 percent of the petty cash
- a decline of $0.30 per share

Inclusive page numbers are given as follows (per CMS 9.60):

- 1–2, 3–11, 74–75, 100–103, 104–9, 112–15, 414–532, 505–16, 600–612, 1499–1501

Roman numerals are used in the pagination of preliminary matter in books, in family names and the names of monarchs and other leaders in a succession, in the names of world wars, in legal instruments, and in the titles of certain sequels.

- On page iii Bentsen sets out his agenda.
- Neither John D. Rockefeller IV, Elizabeth II, nor John Paul II was born before World War I.
- Yet Title XII was meant to rectify not only inequities but iniquities.
- Most critics consider The Godfather, Part II a better movie than Jaws 2. [Follow the usage in the original work, per CMS 9.44.]
Arabic numerals are used for the parts of books.

In part 2, chapter 2, of volume 11 of the *Collected Works*, our assumptions are overturned.

**POSSESSIVES**

The possessive of nouns ending with the letter *s* are formed by adding an apostrophe and an *s*.

- Kansas’s weather
- Burns’s poetry
- Camus’s novels
- Descartes’s philosophy
- Euripides’s plays
- Demosthenes’s orations
- Jesus’s name
- Moses’s direction

**QUOTATIONS. See EXTRACTS**

**SPELLING AND TERMS**

Follow *Merriam-Webster’s Collegiate Dictionary*, 11th ed. (W11), and *Webster’s Third New International Dictionary* for spelling. If more than one spelling is provided in the dictionary, follow the first form given (e.g., *judgment*, not *judgement*; *focused*, not *focussed*). Common foreign terms are set in roman type. (Common foreign terms are defined as those with main entries and not classified as “foreign term” in W11.) Foreign terms that are used frequently in an article are italicized on first mention and set in roman thereafter.

Prefixes are hyphenated before numerals and proper nouns. Otherwise, prefixes are generally not hyphenated before words; refer to W11 for guidance. Temporary compound adjectives are hyphenated before the noun to avoid ambiguity but are left open after the noun. Non-English phrases used as modifiers are open in any position, unless hyphenated in the original.

Put neologisms within quotation marks at first use.

A term referred to as the term itself is italicized.

- In the twentieth century *socialism* acquired many meanings.
- The word *hermeneutics* is the most overused term in recent monographs.
- The term *lyricism* was misused in Smith’s book review.
TRANSLATIONS

When an original non-English title and its translation appear together in the text, the first version (whether original or translation) takes the form of an original title, and the second version is always enclosed in parentheses and treated like a bona fide title (whether or not the work represents a published translation) with title capitalization appropriate to the language.

He continually dealt with these issues in his ensuing novels, such as *Kwi ŭi sŏng* (*Voice of the Ghost*, 1906) and *Ch’iaksan* (*Ch’iak Mountain*, 1908).

He continually dealt with these issues in his ensuing novels, such as *Voice of the Ghost* (*Kwi ŭi sŏng*, 1906) and *Ch’iak Mountain* (*Ch’iaksan*, 1908).

To begin, we can compare Yi’s thoughts on literature with Tolstoy’s by referring to Yi’s most important articles on literature, his 1910 “Munhak ŭi kach’i” (“The Value of Literature”) and 1916 “Munhak iran hao” (“What Is Literature?”).