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| Icon  Description automatically generated | ***One More Voice* – House Style for Essays** |

*Format*

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

**Menus and subsection titles.** For essay menus and subsection titles, please capitalize first words and formal names, but otherwise do not capitalize: “ The Gonaqua: Interstitial identities on a contested frontier.”

**Paragraphs.** Please keep paragraphs short (see the site for examples) since One More Voice publishes exclusively online, and users will consult your essay from various devices.

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

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

*Indicating and citing individuals*

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

**Enumerating creators.** In bibliographies, when enumerating the creators of relevant historical works (i.e., those that fall under the remit of One More Voice), please treat authors and contributors as equal, and please list them in the order in which their influence manifests in the given text:

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

*Style of words and numbers*

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

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

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

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

*Punctuation (other than commas)*

**Titles and abbreviations.** Please add a period to titles and abbreviations like “Mrs.”, “Dr.”, “Sr.” etc.

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

**Removed text.** Please use [...] to mark any places where text is removed, especially in the case of citation.

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

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

*Commas*

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

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

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

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