

IAA History Series

Instructions for Volume Editors

The purpose of a style sheet is to achieve consistency in prose style and usage so that all volumes have a related look and feel and so readers may become absorbed in the content rather than be distracted by curiosities in form. Guidelines are guidelines, however, and not laws etched in stone. Rules of usage, to serve their purpose, must of necessity strike a balance between custom, clarity, and principle. In general, authors should follow *The Chicago Manual of Style*, 15th ed. (2003).

Submission of Manuscripts:

All manuscripts should be submitted to the AAS History Series Editor on an IBM-compatible, computer disk to facilitate editing and typesetting. We can easily process articles in PC-based WordPerfect, Microsoft Word, or ASCII. They should not be submitted in portable document format (PDF) because this form does not translate easily into a print layout program. PDF files may be scanned into a word processing format relatively easily, and some advanced versions of Adobe Acrobat allow output in a word processing format. Questions on this may be referred to Roger D. Launius, launiusr@nasm.si.edu. When submitting the manuscript to the series editor there should be both a printed copy of the manuscript as well as a disk or CD/Rom containing the electronic files.

For current volumes each volume editor should solicit electronic copies of the papers during or immediately upon completion of the sessions to be included. These should be in Microsoft Word or some other easily accessible word process format. Again, PDF files are not acceptable and will not be accepted. It is the volume editor's responsibility to ensure that the papers are in an appropriate word processing format. It is also the responsibility of the editor to ensure a commonality of editorial style among the individual papers in the volume. This will involve standardization of English usage, reference styles, etc. For volumes publishing older paper that are not available in electronic form, it is the responsibility of the volume editor to scan the printed papers and to submit them in electronic form.

Manuscript Lengths:

The works in the AAS History Series shall consist of manuscripts of approximately 300-320 pages. We anticipate that there will be approximately 75,000-100,000 words.

Abbreviations:

Except for a carefully controlled selection of the most common abbreviations (U.S., p.m., etc.), avoid them. Try spelling out proper names instead of using acronyms or initials, which are a plague of writing and speech. Example: research and development, not R&D.

Take care with the names of individuals, companies, and organizations. Some organizations use the ampersand as part of the name, some do not. Do not substitute an ampersand for "and" in a proper name. Do not abbreviate state names in the narrative of a manuscript. For individual names spell out the full name in its first usage, then use only the last name later in the article. When first identified give a person's title or other identifying statement as appropriate--such as President William J. Clinton--but after the first citation never use titles. Especially avoid the ubiquitous Mr., Mrs., Ms., or Dr. so-and-so in the narrative.

Capitalization:

Capitalization generally should follow usage indicated in the *Chicago Manual*. Because particular words or expressions tend to appear frequently in aerospace history manuscripts and publications, such usages as the following especially should be noted:

President, Dean, Director, etc. when referring to a specific person, but always lower case when generically used.

All formal working groups, committees and task-forces having quasi-policy or quasi-administrative authority within the institution should be capitalized.

Dates:

All dates should be in a day, month, year format. The year of an event may be omitted in instances where it is clear to the reader from previous discussion. In addition, usage includes the 1970s; on the 15th; 7 July 1983; effective 7 July, etc.

Illustrations:

Each volume editor should provide no more than ten (10) illustrations per chapter in the volume—but fewer numbers are also appropriate. These should be in high resolution (300 dpi at 8x10 inch size) jpeg/gif/tiff format. Each illustration should be clearly identified as figure 1-1, 1-2, etc. according to number of chapter and illustration within the chapter. The editor shall prepare a separate caption sheet identifying each illustration by number and then listing the caption. A credit line must be included on all captions. It is the responsibility of the editor to obtain permission to use illustrations not in the public domain. Under no circumstances should the illustration be embedded in the work processing file; these always become degraded images that reproduce poorly.

Numerals:

Spell out whole numbers from one to nine (except where part of a measurement); from 10 up, use figures. Ordinals likewise: first, second...10th...22d. **Exceptions:** In a paragraph with numbers above and below 10 and related to the same use category, figures for all. Writing out a large number sometimes conveys the notion of inexactness that is desired: "there must have been a thousand...." If you start a sentence with a number, spell it out. Because a year is hard to read spelled out, avoid starting a sentence with a year. In tables, use all figures.

In numbers of four or more digits, use commas between groups of three digits, counting from the right: 32,987 1,512 2,734,456

Punctuation:

Use a comma after each item in a series, except the last: "red, white, and blue..."

With quotation marks, semicolons go outside, commas and periods inside.

Insert a colon to separate book title from subtitle. In long and complex titles, you may need to add more punctuation.

On the typewriter, simulate the dash thus: "he agreed--we thought..."

Parenthetical expressions require a pair of commas.

"Frank Anderson, Jr., wrote..."

"Troy, New York, is..."

"Republicans, Democrats, McCarthyites, etc., voted..."

"The White House, which is on Pennsylvania Avenue, has..."

Note that restrictive clauses do not use such commas:

"The white house that is on the corner of..."

In general, do not put periods at the end of nonsentences.

Do not use an apostrophe in plurals such as:

the 1960s

several BVDs

the three Rs

But abbreviations with periods, lowercase letters used as nouns, and capital letters that would be confusing if *s* alone were added, add 's:

M.A.'s

x's and y's

S's

The possessive of a name ending in *s* is 's: Ames's, Lewis's, Bureau of Standards's.

Avoid the solidus (the slash); it is often ambiguous.

Notes:

All books in the AAS History Series should contain endnotes at the conclusion of each chapter. There is no provision for asterisk explanatory footnotes. They must be numbered consecutively through each chapter and when published will be printed either at the back of the book or at the end of each chapter. The same numbering system should be used whether the notes are source or explanatory in nature.

Always follow the *Chicago Manual of Style*. The manual gives many examples for printed sources, but is not so helpful for correspondence, interviews, and even some published government documents. (For these, examples are offered below.)

No matter what kind of source you are citing, follow the basic format of author, title, publisher, and date, insofar as possible. If a government report has no named author but is the product of an identifiable office or agency, then the office or agency is the author. When there is no title, describe the item. Be careful citing page numbers of reports that use a hybrid pagination (4-1 for the first page of chap. 4).

Be as brief as possible, while giving enough information so that the source can be located. Make maximum use of abbreviations. Give the most detailed location of unpublished items as possible. This requirement may be at least partially met by a well-planned bibliographic essay; if so, the notes can be simplified.

Use the short title for second and later references in the same chapter (*Chicago Manual of Style*, sect. 15.35-15.40). Avoid *op. cit.* You may not use *ibid.* if the previous note contains more than one source. In those instances use "See note above." Too many *ibid.*'s indicate scholarly overkill, otherwise known as the "dissertation syndrome." Consider clustering the source notes, generally at the end of each paragraph, to reduce their number. This device is not satisfactory, however, when two or more direct quotations are used in the same paragraph. There usually should be at least one note for each paragraph.

Typing:

In typing manuscripts: Use wide margins and double space everything--including long quotations. The editor will probably need the space. Use 8 1/2-by-11 paper. In a manuscript, odd-sized pages make trouble. Never use spaces for tabs, etc. in the manuscript.

A Final Word about Writing:

The English language is one of the glories of Western Civilization. It provides ample resources for elegant prose whether of the simplest or most sophisticated kind. Good writers are readers of other good writers. They are also clear thinkers. When difficulties are encountered in writing, the problem usually is with the thinking.

Avoid jargon which, to the astute reader, betrays a muddled and insecure writer. What is jargon? Many -ize words: prioritize, utilize, definitize; also many -ments words, e.g., advancements. If you are tempted to use a word because you think it will give an authoritative ring to your writing, or because you think it will put you among an in-group of specialist readers, *don't*. Writers communicate not only for today, but tomorrow. They should avoid trendy language which will date their work among future readers.

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{PRIVATE }**EDITORIAL CHECKLIST**

- Write neatly using a red pen or pencil.
- Use *standard* editing marks.
- Place changes and additions above the lines or in the margins.
- Make a glossary of all words that should be treated consistently.
- Number all pages sequentially adding a, b, c, etc. to inserts.
- Review and correct spelling, grammar, and punctuation.
- Correct inconsistencies.
- Note* awkward and confusing sections.
- Note* major organizational problems.

Checklist Tasks

- _____ Make a Table of Contents for text and exhibits.
- _____ Verify text headers and exhibit titles with Table of Contents.
- _____ Format document.
- _____ Correct endnote numbers.
- _____ Correct page numbers.
- _____ Mark headers.
- _____ Add typist/typesetter instructions.
- _____ Mark end-of-line hyphens for deletion or retention.
- _____ Make all tables consistent.
- _____ Check consistency of text; rewrite when necessary.
- _____ Check pronouns; replace with nouns as necessary.
- _____ Correct text for active voice whenever appropriate.
- _____ Eliminate offensive language.
- _____ Spell out acronyms and abbreviations at first mention.
- _____ All references follow the text reference.
- _____ Check cross references for accuracy and consistency.
- _____ Put notes in consistent format.

Editing, Rewriting, and Related Tasks

- _____ Check math, numbers, problem, answers to questions.
- _____ Check descriptions in exhibits against text information.
- _____ Review entire document and delete unnecessary sentences and paragraphs.
- _____ Add or delete heads and subheads as appropriate.
- _____ Check organization and reorganize if necessary.
- _____ Rewrite awkward and confusing sections.
- _____ Review logic; strengthen weak points.
- _____ Write transitions.
- 2 _____ Check accuracy of content.

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PROOFREADING CHECKLIST

Mark all typos.

Question missing pages, blanks in text, errors to alphabetical or number sequence.

Indicate first mention of exhibits, footnotes, and appendices.

Correct misspellings.

Compare table of contents with text, mark differences.

Check capitalization, misalignment, spacing, notation, punctuation. Question inconsistencies.

Check for problems in running headers, placement of exhibits following references, spacing, etc.

Ignore: I

Mark for correction: M

Question: Q

Editing inconsistencies (capitalization, spelling, abbreviation, etc.)

_____ Obvious only

_____ Moderate faults

_____ All

Editorial problem (makes no sense, obvious omissions, etc.)

_____ Obvious only

_____ Moderate faults

_____ All

Mechanical faults (misaligned characters or headers, etc.)

_____ Obvious only

_____ Moderate faults

Spacing errors (line spacing, indentation, justification, etc.)

_____ Obvious only

_____ Moderate faults

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READ-BEHIND CHECKLIST

- _____ Review editing checklist and instructions.
- _____ Review editor's style sheet.
- _____ Spot-check items to see if editor followed instructions.
- _____ Check levels of headers; check headers against the Table of Contents.
- _____ Check the editing for readability.
- _____ Check style decisions against manual.
- _____ Check first references for all exhibits, tables, and footnotes.
- _____ Check footnote sequence.
- _____ Compare all exhibits to text descriptions.
- _____ Check tables for consistency of style.
- _____ Check footnotes for consistency of style.
- _____ Check lists for punctuation and style consistency.
- _____ Resolve editor's questions when possible.
- _____ Check format for consistency.
- _____ Check math.