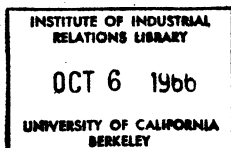


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S T Y L E M A N U A L

Institute of Industrial Relations
University of California (Berkeley)



= Berkeley, 1966

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STYLE MANUAL
INSTITUTE OF INDUSTRIAL RELATIONS

GENERAL RULES FOR MANUSCRIPTS

1. Manuscripts (unless typing instructions indicate otherwise) are typed double-spaced throughout with $1\frac{1}{2}$ inch margins on all sides. Footnotes are numbered consecutively and typed double-spaced at the end of the manuscript. (See section on footnotes beginning on p. 12.)

2. On manuscripts intended for the printer, it is a good practice to add the author's last name to the page numbers.

Smith-1, Smith-2, etc.

3. Abbreviations should be avoided.

California

Not: Calif.

John Jones, vice president

John Jones, vice pres.

December, November

Dec., Nov.

4. For more detailed information on such problems as when to hyphen or capitalize and use of the apostrophe, see Webster's Seventh New Collegiate Dictionary, pp. 1193-205.

5. Never break a word from one page to the next.

NUMBERS

1. Numbers from one to nine should be written out; numbers from 10 upward should be expressed in figures.

And: first to ninth

10th, 25th, 1000th, upward

Exceptions:

- a. A number beginning a sentence should always be written out.

Ninety-nine men attended.

- b. Approximations should always be written out.

About thirty-three women were also there.

- c. All numbers in connected groups should be treated alike. (Either all written out or all in figures.)

When we arrived there were five men, twenty-six women, and three children waiting.

- d. In manuscripts or sections of manuscripts of a mathematical or statistical character, all numbers should be expressed in figures (except for a number which begins a sentence).

Fifteen years later, 5 male employees were receiving over \$1 an hour for 40 hours' work a week, while 26 female employees were receiving over \$.90 an hour for 38 hours' work a week.

- e. Voting results should always be expressed in figures.

The welders won the election, 26-4.

- f. Fractions should be written out when used in a nonmathematical context.

The room was only one-third full.

But: The room was $5\frac{1}{2}$ ' long by $4\frac{1}{2}$ ' wide.

2. Sums of money:

- a. Sums of money are expressed according to the one to nine and 10 upward rule, except in fractional cases.

three cents, one dollar, 10 dollars, 98 cents

But: \$1.19, \$10.23

- b. In cases where there is extensive use of sums of money, figures only should be used.
- c. In numbers which are not fractions, the decimal point and the following zeros are unnecessary.

\$10, \$7, \$120

Not: \$10.00, \$7.00, \$120.00

3. Percentages:

Percentages are expressed in figures in all cases. Per cent is always written out and should be two words.

9 per cent, 100 per cent, 3.2 per cent

4. Times:

In designations of time, always use figures followed by a.m. or p.m.

7 p.m., 11 a.m., 8:20 p.m.

Not: 7:00 p.m., three p.m.

5. Numbers and commas:

Commas are omitted in page numbers and street numbers, but should be used in other cases.

page 11107, 2410 Telegraph Avenue

There were 4,187 people present.

6. Dates:

thirties, twenties, eighties Not: 1930's, the '30's

June 28, August 3

July 28th, August 3rd

nineteenth century

19th century

7. Inclusive numbers:

For numbers through 999, give the second number in full; for larger numbers give only the last two figures of the second, provided it is within the same hundred.

pp. 21-28, 345-346, 1608-74, 32345-410

PERIODS

1. Omit periods after items in enumerated lists, unless the items form complete sentences.
2. Missing material in quotes should be indicated by three periods plus punctuation.

Now is the time for all...to come to the aid of their party.

Now is the time for all good men....

Personally..., I think the plan will work.

3. Following an initial full reference, names of organizations may be abbreviated.

- a. Use periods for names of two words.

A.P., U.N., S.P., W.P.

- b. Do not use periods for names of three or more words.

NLRB, WLB, CIO, AFL, IIR

4. No period is used after roman numerals, except when items are enumerated.

Chapter III was particularly interesting.

I. Introduction

II. Early Development

III. The Twenties

COMMAS

1. Commas are used when month, day, and year are combined, but the commas are dropped when only the month and year or month and day are used. (Exception: a comma is used between month and year in footnotes.)

December 3, 1927, is the date.

December 1927 was the time.

December 3 was the day.

Industrial Relations, I (October, 1961), 1-36.

2. A name is separated from birthplace, address, etc., by a comma, unless the word of is used.

John Jones, Oakland, California

But: John Jones of Oakland, California

3. In a series of three or more words, phrases, or clauses, a comma is used before and.

Blue, white, and red are our colors.

4. Use a comma after viz., that is, i.e., e.g., namely, etc.

We settled for what seemed to be the most advantageous standard, i.e., that related to future productivity trends.

5. Proper names and titles are separated by commas.

Lloyd Ulman, Institute Director, addressed the meeting.

6. Two adjacent sets of figures or identical words are separated by a comma.

In 1949, 23,000 students were at the University.

Whatever is, is right.

PARENTHESES AND BRACKETS

1. Parentheses:

- a. Punctuation marks always follow material inserted in parentheses.

Table 1 (see above), in spite of its deficiencies, indicates the recent trend.

Industrial Relations, II (May, 1963), 97.

Exception: The period is placed inside the parentheses or brackets when the matter enclosed is an independent sentence; otherwise, it is placed outside.

He came home rather late. (No one else had arrived, however.)

We forgot to notify the union (the American Federation of Teachers).

- b. Figures used for enumerations in the text should be placed between parentheses.

The union won for three apparent reasons: (1) its willingness to strike, (2) public sympathy, and (3) the company's favorable profit position.

2. Brackets

- a. Brackets are used (1) to set off inserted material, (2) around sic, to indicate an error in a quotation, and (3) for parentheses within parentheses.

The union president [Jones] charged "government interference."

"Once under way...he never looked back."

"No one wins a race if they don't [sic] run."

Undoubtedly much remains to be said on the subject of labor education (see Industrial Relations, V [February, 1966], 53-106).

- b. Such phrases as To be continued at the end, and Continued from... at the beginning of articles, chapters, etc., should be placed in brackets, underlined, and centered.

[Continued from p. 89]

QUOTATIONS

1. General rules:

- a. In quotations of two or more paragraphs, quotes are put at the beginning of each paragraph and at the end of the complete extract.
- b. No quotation marks are needed when the material is indented.
- c. Single quotes are used to indicate a quotation within a quotation.
- d. Quotes are used to enclose titles of lectures, articles, chapters, and parts of books. Titles of whole books, periodicals, and newspapers are italicized, that is, underlined in the typescript.
- e. Quoted material should correspond exactly with the original in all respects (spelling, wording, punctuation).

2. Quotes with other punctuation:

- a. Commas and periods are placed inside quotation marks.

He read selections from the article, "Strikes Aren't Worth It."

Shouting, "Hit the bricks," the shop steward left the foundry.

- b. Colons and semicolons are placed outside quotation marks.

Anderson refers to the "implied strike"; Godine ignores the whole issue.

- c. Question or exclamation marks are placed outside the quotation marks when they are not part of the quotation. They are placed inside the quotation mark when they are part of the quoted matter.

Let us discuss the question: "Is free collective bargaining finished?"

Have you read "Personnel Administration"?

Of course I've read "Personnel Administration"!

APOSTROPHE

1. In the case of initials, possessives and plurals are formed by adding an apostrophe with s.

AFL-CIO's gain
L.O.'s membership
There are unlikely to be any more IWW's.

2. The apostrophe is generally omitted in titles of organizations, except in the case of a plural noun followed by s.

Farm Workers Union
Seafarers International Union
International Longshoremen's and Warehousemen's Union
Foremen's Association

3. An apostrophe with s is used to form the plurals of figures and letters. Plurals of spelled-out numbers follow normal rules, e.g., twos and threes.

The column has six 12's
The three R's.

COMPOUNDS AND HYPHENATION

1. Compound words:

- a. Compounds are usually solid when

the first element is a prefix (nonunion, antiunion, prewar) or a combining form (telegraph);

the last element is a suffix (slowly) or a combining form (geology).

- b. Compounds are hyphenated when

the second element is capitalized (pre-CIO, non-British);

the second element represents something official or institutional (ex-governor);

the first element is self- (self-determination) or cross- (cross-cut);

it is necessary to distinguish a compound from a word of different meaning which otherwise would be identical (re-creation, recreation; re-form, reform);

the same letter occurs three times in succession (skill-less);

a vowel would be doubled in combination (co-owner, pre-edited, re-examination); exceptions to this rule are cooperate and coordinate;

it is advisable to avoid confusion (flare-up, pro-ally).

2. Compound nouns, adverbs, and verbs:

When in doubt refer to Webster's.

3. Compound adjectives:

- a. Most compound adjectives consisting of two or more words are hyphenated.

An adjective or noun prefixed to a noun, plus -ed (double-faced).

An adjective plus a participle (peculiar-looking).

A noun standing as object of a following present participle (soul-stirring).

Compound numerals and fractions used as adjectives (twenty-three persons, a three-fourths majority).

- b. Certain categories of compound adjectives are regularly hyphenated except in predicate use when no ambiguity would result.

A noun plus a prepositional phrase.

door-to-door calls

But: Make the calls door to door.

When the first word modifies the second.

old-age studies

But: problems of old age

An adverb which does not end in -ly plus a present or past participle.

an ever-widening breach

But: The breach is ever widening

- c. Compound adjectives consisting of an adverb ending in -ly and a present or past participle are written as separate words.

quietly spoken command
drastically cut manuscript

- d. Certain compound adjectives with specialized or figurative meanings of long standing are written as solid words (backbreaking, slowgoing, headstrong, tightfisted; and compounds ending in -born, -bred, -proof, -sick, -tight, or -worthy).

CAPITALS

1. Capitalize full names of unions, employers' associations, governmental bodies, congresses, councils, organizations, institutions, political parties, but not the word party.

California State Employees Association
Security Council
Faculty Committee on Programs
Republican party

Second reference:

In the case of large or prominent bodies, initials may be used (CSEA, S.C., ILO, GOP), or a shortened designation such as, "the Association," "the Council," "the Organization."

2. Capitalize the names of legislative and administrative bodies and government departments, bureaus, and offices.

Congress
Senate
United States Army
Department of Justice
Labor Department
United States Government

But, do not capitalize general or incomplete designations.

the state legislature
the upper house of Congress
congressional committees
army officers

3. Capitalize accepted geographical names and adjectives derived therefrom.

Pacific Coast
Bay Area
Southern California
Asian
European
Midwest
Western customs
the South
Northerner

But do not capitalize terms indicating direction only or descriptive place references.

He went east.
He is going to the southern part of California.
middle western states
far eastern states
southern counties

4. Capitalize all words in titles of books, periodicals, etc., except prepositions, conjunctions, or articles of three letters or less.

Law and Opinion in England
The AFL From the Death of Gompers to the Merger

5. Capitalize the article the when it is part of a proper name or title.

We invited The Right Honorable John J. Hope

6. Capitalize titles both before and after names.

Professor Jane Smith
NLRB Chairman Harry Jackson
Jane Smith, Professor of Economics, said....
John Brown, Chairman of the NPA, said....

Titles alone are not capitalized, except in the case of persons of special position.

The chairman was unable to come.
The Secretary of Defense was not present.
The President of the United States arrived early.

7. Capitalize full names of courts of law, but not short or unspecific forms.

Circuit Court of the United States for the Second Circuit
Michigan Court of Appeals
circuit court
state court of appeals

FOOTNOTES

The first line of each footnote should be indented.

Footnotes are numbered consecutively through an article, monograph, or chapter of a book.

Footnotes should be typed at the end of the manuscript and double-spaced throughout.

In footnotes and bibliographies, words designating a part of a work are abbreviated when accompanied by a numeral. Preferred abbreviation and capitalization are as follows:

App.	Appendix	col.	column
Bull.	Bulletin	l. (pl. ll.)	line
Chap.	Chapter	n. (pl. nn.)	note
Fig.	Figure	p. (pl. pp.)	page
No.	Number	par.	paragraph
Pl.	Plate	sec.	section
Pt.	Part	ser.	series
Vol.	Volume		

Books:

1. Margaret S. Gordon, Employment Expansion and Population Growth: The California Experience, 1900-1950 (Berkeley: University of California Press, 1954), p. 10.

After the first full footnote reference to a publication, later citations should be in shortened form. The abbreviation ibid. is used to repeat the reference immediately preceding. Ibid. substitutes for as much of the preceding reference as is the same; it is followed by the new or changed items (volume, section, paragraph, page) which are necessary to complete the second citation.

(NOTE: In book manuscripts a full citation is necessary each time a work is cited for the first time in a new chapter.)

2. Ibid., pp. 77-79.

3. Allan Flanders and H. A. Clegg, The System of Industrial Relations in Great Britain, Its History, Law, and Institutions (Oxford: Blackwell, 1954), p. 23.

Op. cit. is used with the author's surname when repeated references to a book, article, or other publication occur with interruptions by other footnotes.

4. Gordon, op. cit., p. 241.

5. Flanders and Clegg, op. cit., pp. 27-31.

Op. cit. cannot be used if more than one book or article by the same

author has been cited. An abbreviation of titles should be used in place of op. cit. after the second work has been cited.

6. Margaret S. Gordon, The Economics of Welfare Policies (New York: Columbia University, 1963), p. 24.

7. Gordon, Employment Expansion..., pp. 30-34.

8. Allan Flanders and H. A. Clegg, "The New Industrial Relations," Labour Relations Gazette, XXXVII (May, 1953), 323-324.

9. Flanders and Clegg, The System of Industrial Relations..., p. 31.

10. Flanders and Clegg, "The New Industrial Relations," p. 325.

Loc. cit. (with the author's name) should be used in place of op. cit. when the reference is to exactly the same material last cited.

11. Gordon, loc. cit. (referring to last Gordon citation).

A corporate author is not customarily used as the first item in a footnote, but is shown in the title or facts of publication.

12. A Manual of Style (8th ed.; Chicago: University of Chicago Press, 1925), pp. 192-193.

13. American Management Association Annual Report, 1963 (New York: 1964).

In the case of books, the volume number follows the facts of publication and stands outside the parentheses. Omit the notations Vol. and p. when both items are given in one reference.

14. Norman Angell and Others, Economic Principles and Problems, W. E. Spahr, editor (4th ed.; New York: Farrar and Rinehart, 1941), II, 192-201.

15. Ibid., Vol. I.

Supplementary notes, series, and numbers precede the facts of publication and stand outside the parentheses.

16. Burnet Hershey, Skyways of Tomorrow, Headline Series No. 47 (New York: Foreign Policy Association, 1944), p. 73.

Articles:

In the case of articles, the volume number precedes the facts of publication. When both volume and page numbers are included, Vol. and p. are not used. Volume numbers are always given in roman numerals.

1. R. A. Gordon, "Has Structural Unemployment Worsened? Industrial Relations, III (May, 1964), 55.

(NOTE: A comma is not added when a title ends in a question mark.)

If a periodical is not numbered by volume but by year, the following form is used.

2. H. H. Morgan and Others, "Studies in the Sociology of Religion," American Journal of Sociology, November, 1924, p. 257.

If only the volume number is available, the following form is used.

3. C. K. Basu, "Incentives and Job Satisfaction," Indian Journal of Industrial Relations, Vol. I (January, 1966).

Ibid. and op. cit. are used as described above under "Books." They must refer back to a particular author's specific work. Ibid. and op. cit. may not be used just to repeat the name of a periodical. Note in footnote 4 that all the facts of publication contained in footnote 3 are repeated because reference is to a different author.

4. K. G. Seth, "A Review of Research," Indian Journal of Industrial Relations, Vol. I (January, 1966).

5. Basu, op. cit.

6. Ibid.

7. Seth, op. cit.

Newspaper articles:

In citations of newspaper articles page references are commonly omitted.

1. San Francisco Chronicle, January 23, 1946.

Parts of books and encyclopedia articles:

1. Charles C. Colby, "The Role of Shipping in the World Order," in Walter H. C. Laves, editor, The Foundations of a More Stable World Order, Harris Foundation Lectures, 1940 (Chicago: University Press, 1941), pp. 92-93.

2. "Brook Farm," Columbia Encyclopedia (1940), p. 240.

Indirect quotations:

1. Gamaliel Bradford, The Journals of Gamaliel Bradford, 1883-1932, Van Wyck Brooks, editor (Boston: Houghton Mifflin, 1933), p. 207, as quoted by Monroe E. Deutsch in The Letter and the Spirit (Berkeley: University of California Press, 1943), p. 134.

Dissertations:

1. Charles W. Shumaker, English Autobiography: Its Materials, Structure, and Technique (Ph.D. dissertation, University of California, 1943), p. 112.

National, state, and municipal documents:

The title is cited first in government documents.

1. Small Retail Store Mortality, by William T. Hicks and Walter F. Crowder, U. S. Bureau of Foreign and Domestic Commerce, Economic Series No. 22 (Washington, D. C.: 1943), pp. 17-19.

2. Annual Report of the Inland Waterways Corporation to the Secretary of Commerce, Calendar Year 1943 (Washington, D. C.: 1944), pp. 5-8.

3. Atomic Energy, Hearings on S. 1717, U. S. House Military Affairs Committee, 79th Cong., 2d sess. (Washington, D. C.: 1946), pp. 7-9.

In second references to documents, ibid. is used in the same way as in the case of books or articles.

4. Ibid., p. 10.

Shortened titles are used instead of op. cit. or loc. cit., however.

5. Annual Report of the Inland Waterways Corporation..., pp. 20-12.

6. Atomic Energy, Hearings, pp. 10-12.

Congressional Record:

References to debates and speeches in Congress should give the number of the Congress and session, volume number, part number, date, and page numbers.

1. Congressional Record, 79th Cong, 1st sess., 91:5 (June 14, 1945), 6085.

A fuller form of citation may also be used.

2. "Cooperatives -- Bulwark of Democracy," Remarks of The Hon. Wright Patman, Congressional Record, 79th Cong., 2d sess., Vol. 92, Pt. 12 (July 5, 1946), pp. A4248-52.

Laws, statutes, etc.:

The volume number (or code title) precedes the italicized title of the compilation, which is followed by the date, enclosed in parentheses; the subdivision or page reference is the last item; the publisher and place of publication are customarily omitted.

1. 58 U. S. Stat. at L. (1944), 284-301.
2. 20 U. S. Code (1940), sec. 221.

State law citations should give the name of the compilation of laws italicized (usually abbreviated), the date in parentheses, and subdivision or pages.

3. Kan. Laws (1945), Chap. 144.
4. Nev. Stats. (1945), p. 458.

Codes or compilations of state laws are cited by name of compilation in italics; editor (if any) and date, both in parentheses; and section number.

5. Iowa Code (1946), sec. 109.
6. Ind. Stats. Ann. (Burns, 1933), sec. 10.

If the Constitution of the United States is mentioned in the text, give only the article and section numbers in the footnote; otherwise cite as follows:

7. U.S. Const. Art. III. sec. 2.
8. U.S. Const. Amend. XX, sec. 5.

When citing state constitutions, give the date of the constitution if the original constitution has been superseded. If the specific provision cited is an amendment to the constitution, the date of its adoption should be given.

9. Ariz. Const., Art. 8, sec. 1.
10. New York Const. (1939), Art. V, sec. 7.
11. Calif. Const., Art. 1, sec. 14 (Amend. 1928).

Court decisions:

References to court decisions should give the name of the case in italics, the date in parentheses, the volume number (arabic numerals in this case), name of the report, and page on which the case begins.

1. Associated Press v. United States (1944), 326 U.S. 1.
2. In re Burrows (1946), 156 Fed. Rept., 2d ser., 640 (C.C.A.N.Y.)
3. Lewis-Auburn Broadcasting Corporation (1946), 11 Fed. Reg. 12310 (F.C.C. Docket No. 7898).

BIBLIOGRAPHIES

Bibliographies are arranged alphabetically by authors' last name.

The first line of each reference is typed flush with the margin; following lines are indented.

If more than one work by the same author is cited, a dash is used in place of the author's name.

In the case of articles by the same author in the same journal, ibid. is used in the second reference for as much of the material as is the same.

1. Books:

Galenson, Walter, editor, Labor in Developing Economies, Berkeley, University of California, 1962.

_____, Trade Union Democracy in Western Europe, Berkeley, University of California, 1961.

Steiner, Peter O., and Robert Dorfman, The Economic Status of the Aged, Berkeley, University of California, 1957.

Ulman, Lloyd, The Government of the Steel Workers' Union, New York, Wiley, 1962.

2. Parts of books:

Gordon, R. A., "Full Employment as a Policy Goal," Arthur M. Ross, editor, Employment Policy and the Labor Market, Berkeley, University of California, 1965.

3. Articles:

Haire, Mason, Edwin E. Ghiselli, and Lyman W. Porter, "Cultural Patterns in the Role of the Manager," Industrial Relations, II (February, 1963), 95-118.

_____, "Psychological Research on Pay: An Overview," ibid., III (October, 1963), 3-8.

Strauss, George, and Sidney Ingerman, "Public Policy and Discrimination in Apprenticeship," Hastings Law Journal, XVI (February, 1965), 285-331.

Wilensky, Harold L., "The Moonlighter: A Product of Relative Deprivation," Industrial Relations, III (October, 1963), 105-124.

4. Unpublished dissertations:

Johnson, Eldon, "Unionism in the Federal Service," unpublished Ph.D. thesis, University of Wisconsin, 1938.

5. Anonymous authorship:

"Trade Unions," Encyclopaedia Britannica (14th ed.), IX, 732-740.

6. Government papers:

Canada, Report of the Preparatory (Heeney) Committee on Collective Bargaining in the Public Service, Ottawa, July 1965.

Sweden, Royal Ministry for Foreign Affairs, The Constitution of Sweden, Sarah V. Thorelli, trans., Stockholm, 1954.

United Nations, Yearbook on Human Rights, 1945, New York.

United States, Civil Service Commission, Reference Manual of Decisions of the Comptroller General on the Classification Act of 1923, Personnel Classification Manual No. A-4.

_____, Department of Agriculture, Employee Organizations and Activities, Personnel Circular No. 123, August 26, 1942.

_____, House of Representatives, Hearings Before the Committee on the Post Office and Post Roads, 78th Cong., 1st sess., H.R. 1366, February 1943.

_____, Senate, Committee on the Post Office and Post Roads, S. 908, H.R. 3035, 79th Cong., 1st sess., June 1945.