

APPENDIX C

THOREAU EDITION STYLE SHEET

1. THOREAU EDITION SERIES STYLE

DASHES. Lines of text may not end with dashes: any dash falling at the end of a line in the text is moved down to the line below, except in those cases where they end a paragraph. In the event that an abbreviated word containing a dash falls at the end of a line of PE text, the word should be moved with the dash to the following line. Make sure that the Press keeps any unusual spacing which follows dashes (e.g., <en><th>).

HYPHENATION. Lines of text may not end with hyphens; however, hyphens are allowed throughout the back matter.

JUSTIFICATION. Text has a ragged right margin; back matter (except for the Index(es) of MS Volume(s), which has a ragged right margin) is right justified.

NOTES. The Textual Introduction may have footnotes; the Historical Introduction cites specific sources on line and concludes with a list of general sources.

NUMBERING. Most numbers in front matter, text, and back matter, including running heads, are non-lining; numbers on the title page and on chapter head half-title pages as well as foliation are lining.

RUNNING HEADS. Verso running heads in the text are taken from the date of the entry on the first line of text on the page; recto running heads in the text are taken from the date of the entry on the last line of text on the page. In the back matter, the running heads correspond to the section they run above, with the exception of the Bibliography, whose running head is "Annotations". All running heads throughout the volume are letter-spaced and small caps.

SPACING THAT FALLS AT THE BEGINNING OF THE PRINTED LINE. Within the text, if any extra space (e.g., , <en><th>) falls at the beginning of a line of text, the spacing is removed in proofs. The only lines that do not begin flush left are those which have been intentionally indented (such as to indicate the beginning of a new paragraph).

2. GENERAL STYLE RULES: These rules apply only to editorially supplied material. Thoreau's text always follows the manuscript. For any style-related questions not covered in this manual, refer to the *Chicago Manual of Style*.

ABBREVIATIONS. Internal periods within abbreviations are not followed by spaces (e.g., A.M., N.Y., U.S.); abbreviations of points on the compass (such as NNE) do not have periods at all. When referring to dates, BCE and CE with regular caps and without periods. Do not abbreviate months (such as October or September).

ACCENTS. Accents with names are established in the same way as names are established (see below). Make sure that these accents are consistent throughout the back matter (check particularly the Annotations, Bibliography, and Index).

AD. See “Dates.”

AMERICAN SPELLING. Except in the case of quotation, follow American spelling.

BC. See “Dates.”

CAPITALIZATION VS. LOWER CASE. The text always follows Thoreau's capitalization (or lack of). In the back matter within titles, regularize display caps as well as capital and lower-case letters to conform to CMS practices. Singular references are capitalized (such as Concord River) but plural references are not (such as Concord and Merrimack rivers). Compass directions which are spelled out are lower case (southeastern, western).

CAPITALIZATION OF SECTIONS OF BACK MATTER (Annotation, Textual Note, Emendation, Alteration, Later Revision, End-of-Line Hyphenation, and Cross-Reference). References to the sections of back matter or individual entries are capitalized, but other uses of these terms are lower case.

CENTURIES. Centuries are spelled out and not abbreviated (e.g., eighteenth century not 18th century). Use a hyphen when a century is used as an adjective (e.g., eighteenth-century volume).

CIRCA. Use "ca." (e.g., ca. 1850).

CITATIONS. New style (beginning with PE *Cape Cod* and *Journal 3*) is to use roman numerals for book number (*Iliad*, XVIII, 607-608) and arabic for volume and page number (JMN, 2:21).

COMPARE. Use "cf."

DATES. Styles/formats for birth and death dates used within Annotation text and Index.

Samples from *Journal 1* and *Journal 2*:

name (1817-1862) fought

name (b. 1817) was

name (d. 1862) was

name (1754?-1822)

name (1660?-1705?)

name (1840s)

Use “BCE” (before common era) and “CE” (common era), not BC and AD.

DATES (Ranges). Follow *Chicago Manual of Style* and use a closed up hyphen, not a dash, between dates in a range (1875-1880). The full date is used each time, whether the dates fall within the same decade or not (1850-1856).

DITTO MARKS. Use double primes (see Appendix F, "Coding for PUP").

ELLIPSES. Follow *Chicago Manual of Style* rule: three periods may be used for most omissions; four

periods are used to note missing a whole sentence or whole paragraph.

FLOURISHED. Use "fl." (fl. 1000 BCE)

INITIALS. No spaces between three initials (such as H.G.O. Blake and W.B.O. Peabody) but one space between two initials (such as C. H. Goddard and G. K. Hall & Co.). In Thoreau's text, follow his spacing; generally, one word space follows each initial, but sometimes initials are closed up (RR, PM).

LATIN ABBREVIATIONS. *Sic* is italic but et. al., ibid, ca., passim, i.e. are roman.

LINE ENDINGS. In back matter, when indicating a break in Thoreau's line, surround a slash with word spaces (###).

MAP COORDINATES. "(Map, D-3)" and "(Map, C,D-3)".

MISSPELLING. Use [*sic*] after misspelling in back matter text. In the Index Thoreau's spelling follows in brackets after standard spelling in main entry.

NAMES. *Webster's Biographical Dictionary* is the first authority on the correct form and spelling of names. Get birth and death dates from this source, too. If *Webster's* does not have the name, and the person concerned is an author, use the title page of the author's work, which is in the master title page file at the TC. Finally, if no other source can be found, use the form Thoreau used in the Journal. Names must be consistent throughout the back matter (particularly Annotations, Bibliography, Index).

NAMES, LOCAL PEOPLE. Use the Textual Center's Concord Local People files as the primary authority; use the Journal as a secondary source. Names must be consistent throughout the back matter (particularly Annotations, Bibliography, Index).

NAMES, MIDDLE. Use full middle name if one was found unless standard form is with initial.

NEWSPAPER TITLES. Italicize both the name of the paper and the name of the city.

NUMBER ORDER. In the apparatus, 175.18-24 precedes 175.20.

NUMBERS (ORDINALS). 2d not 2nd; 3d not 3rd (3d ed.)

PAGE NUMBERS. Do not abbreviate the second page number in a range (pp. 88-89, pp. 206-207).

POETRY. Separate lines with ### (see *Journal 1* Annotation 85.27-28, *Journal 2* Annotations 43.24-28, 175.32-33).

PUNCTUATION. Followed by one space. Colons following italic keywords should be roman.

PUNCTUATION & PARENTHESES.

(Complete sentence.)

Sentence (sentence continued).

REPRINTED. Abbreviate to "rpr." (used in *Cape Cod*).

SEE AND SEE ALSO. *See also* (in Index) is italic, but "see" (see Annotations, see Textual Notes, etc.) in apparatus is roman. In Alterations, Emendations, and Later Revisions where "see" occurs as part of editorial comments, it should be italicized.

STATE ABBREVIATIONS. Use Mass. for Massachusetts, N.H., N.Y., etc. Do not use the more modern *Chicago Manual of Style 2* character without periods.

THOREAU. Abbreviate to T or T's within Annotations and Textual Notes.

THOREAU. Hyphenate "Thor-/eau" not "Tho-/reau".

TITLES (VOLUME). Use the master title page file at the TC for titles Thoreau used. Follow title page use for all punctuation, especially hyphens (e.g., stet "New-York" if hyphen is in title page). Regularize display caps as well as capital and lower-case letters to conform to CMS practices. For more current titles used in Annotations and Introductions (especially the Sources section in the Historical Introduction) refer to Appendix H, "Master List of Abbreviations and Short Titles."

TITLES (PERSONAL). Drop all but inherited or life titles (such as Sir, Lord, Baron) when citing in Annotations, Annotations Bibliography, and Index. Use Dr., Professor, General, Prince, Rev., within editor's text (Annotations, Historical Introduction, Textual Introduction, Textual Notes) if desired.

XS. Thoreau often uses an X or Xs to indicate whether a plant appears in good season. In some cases a single X of this kind falls between two plant names in the text and the second plant name is not followed by a second X, creating ambiguity about which plant the X pertains to. In such cases, when it can be determined which plant name the X pertains to, efforts should be made to ensure that these on the same line of PE text, whenever possible.

3. STYLES FOR SPECIFIC WORDS: These rules apply only to editorially supplied material. Thoreau's text always follows the manuscript.

The following section is for the editors' convenience. As they run across additional words or phrases which have variant spellings, editors record them on the following chart as a reminder to themselves. We have included some words which have caused confusion in the past and more examples of words that should be capitalized.

A

acknowledgment

B

back matter

C

County

catalog

copy-text

Cross-References or cross-references

correspondence = capitalize and italicize only when referring to our printed volume(s)

D

E

Edition = use "ed." not "edition" within Annotations Bibliography.

endpaper

F

Fields's

first edition = hyphenate if used as an adjective.

flyleaf

G

H

Harpers Ferry

I

J

Journal = when referring to T's specific body of work

journal = when referring to non-specific journals

Journal = when referring to one of our printed volumes

K

L

labelled

M

N

O

P

pencilled

Q

R

S

T

title page—hyphenate if used as an adjective.

U

V

W

wood lot

X

Y

Z