



UConn Undergraduate Law Journal

STYLE GUIDE

Uncertain about spelling? Use [Merriam-Webster English Dictionary's](#) spelling of the word.

Make sure to double check em dashes/en dashes/hyphens!

****COVID-19**** not Covid-19 or covid-19

Numbers

401(k)

This is the correct styling of the retirement fund.

501(c)(3)

This is the correct styling of the nonprofit organization status.

A

a, an

Always use *a* before “historic,” “heroic,” and the like. If and only if the *h* is silent, use *an*.

abbreviations

This is a work in progress, but use the following yardsticks: Do not abbreviate pounds, feet, inches and so on. Street, avenue, drive, etc., are also spelled out (unless part of an address in a calendar listing). Abbreviations such as etc., i.e., and e.g. have no place in formal writing (unless enclosed in a parenthesis) — rephrase.

academic degrees

Omit periods in abbreviations of academic degrees. Spelled-out terms (e.g., *bachelor of arts*) should be lowercase in normal prose.*

academic disciplines

- The names of academic disciplines will not be capitalized unless the word itself is a proper noun (e.g., English, Spanish, etc.) or it references the name of a department (e.g., the Department of Psychology, the Chemistry Department, etc). In the latter case, the name of the department should, of course, be fact-checked.
- Course names are capitalized (Chem 20). Use quotation marks around course titles and nicknames. (Literature and Arts Q-17, “Abstraction in Modern Art”).

accents

Use accents for all foreign words (café, résumé, fiancée, entrée), unless the loan word appears in Webster’s without it.

acknowledgment

Not *acknowledgement*.

acronyms

Acronyms do not take periods. Examples: *US, UK, MFA, PhD, FBI, SPCA*.

adjectives

See “compound adjectives.”

adverbs

Never hyphenate a compound adjective whose first element is an “-ly” adverb. (“He eats only at highly regarded restaurants.”)

advisor

Not adviser.

African American

Leave open, regardless of whether it’s an adjective or a noun.

ages

Always use numerals for ages; hyphenate ages used as adjectives or nouns (“A five-year-old girl” is “five years old.”). Include ages of subjects when relevant to story.

a.k.a.

The abbreviation for “also known as” should be written *a.k.a.* (with periods).

al- (Arabic definite article)

This should be joined to a noun with a hyphen. (Example: *al-Islam, al-Nafud*)

alright versus all right

Not to be used interchangeably. Use “alright” for “satisfactory,” but “all right” to express complete satisfaction. So: “She was alright with me,” as in, “We got along fine,” vs. “She was all right with me,” as in, “In my view, she was pretty great.”

a.m., p.m.

Note small caps with periods.

America versus American

When used as a noun to refer to the country, write *United States*; *America* technically refers to anywhere on the North or South American continents. When used as an adjective or in reference to the people of the United States (adjective or noun), *American* is acceptable.

Angeleno

The word to describe a Los Angeles native or resident is *Angeleno*, not *Angelino*. (See also: *Los Angeles versus L.A.*)

ampersand (&)

Use only when part of official name or title.

analog (adj.), analogue (noun)

These words are not interchangeable. See also *catalog*, *dialogue*, *monologue*.

anti

Generally, a hyphen is needed between *anti* and the word that follows, for the sake of clarity. However, some words with this prefix are a single word; always check *Webster's* to confirm.

anticommunism, anticommunist

No hyphens or capitals.

antisemitism, antisemite

No hyphens or capitals.

apostrophe

Note that the tail points left when the apostrophe indicates an omission (Don't, n'er-do-well, o'er, rock 'n' roll, 'til, 'tis, '90s). Oftentimes word processing programs autocorrect these and turn apostrophes into opening single quotes. Be sure to change them to apostrophes.

Asian American

Leave open, regardless of whether it's an adjective or a noun.

Art Deco

Capitalized, not hyphenated. (Egyptian Revival, Gilded Age, etc.)

attributions

- Have a compelling reason for using an attribution other than says/said, adds/added, and perhaps offered/offers. Be especially wary of attributions that carry a value judgment (such as alleged/alleges, claimed/claims).
- On second reference, use the speaker's (or interviewee's) last name only. No first names, no honorifics. If you're quoting two or more people with the same last name, use first and last names on every reference (never "Mr." and "Mrs.").
- See "thinks." Not a verb.

awhile versus a while

Not to be used interchangeably. "Awhile" is an adverb: "Let's wait awhile." "A while" is an article and a noun: "They were gone for a while."

B

backstory

(No hyphen)

between/among

Between is used with two items or when a definite relationship is clear.

- Between you and me, this book will never be published.
- Negotiations have broken down between the musicians, the union, and management.

Among is used with three or more, to imply distribution, or when no explicit relationship is stated.

- You are among friends.
- Free theatre tickets were passed out among the students.

Osama bin Laden

This is the correct styling of *Osama bin Laden*. His last name should be referred to as *bin Laden* (note the lowercase *b*).

Black/African American

Capitalize the 'b' in Black.

black-and-white

When used as an adjective, be sure to include the hyphens.

block quotes

Quotes of at least three lines long will be set as a block quote (0.5" indent, left aligned). A block

quote is not set inside quotation marks. It should be written in such a way that it is immediately preceded by some kind of punctuation, usually a colon or comma, to separate it from the previous text. When the first part of the quotation appears in the main text and then leads into the block quote, a comma will generally be used. Example:

“*[O]ne of the many paradoxes of the United States,*” Eagleton writes,

is that it is both fleshly and ascetic, worldly and otherworldly. The nation is as metaphysical as it is materialistic.

boats

Yachts, ships, steamers, whatever; italicize and capitalize their names. (The *Nina*, the *Pinta*, and the *S.S. Minnow*.)

British, Briton

British (adjective) and *Briton* (noun) refer to the people of the United Kingdom. *British* may also be used as an adjective to describe any noun whose origin is in the United Kingdom.

C

capitalization

- When in doubt, do not capitalize. A short list of words that do not need to be capitalized: political offices or military ranks standing alone (“the senator greeted the lieutenant”), plurals of more than one street name (“at the corner of Commonwealth and Massachusetts avenues”), most terms derived from proper names (french fries, brussels sprouts, quixotic).
 - In headlines, capitalize the first word, words of five letters or more, and all nouns, regardless of length. (“The Hen Learns About Ice from the Eel.”)
 - WE WILL NEVER USE ALL CAPS FOR EMPHASIS, as this is what *italics* are for. ●
- When quoting partial sentences, capitalize and bracket the first letter if lowercase in the original; a quote is subject to the rules of grammar.
- “[O]ur fathers brought forth on this continent a new nation,” it said, which raised some hackles among the women.

catalog

Not *catalogue*. See also *analog*, *dialogue*, *monologue*.

cf.

This abbreviation means “compare,” which comes from the Latin “*confer*.” The term should be set in lowercase letters with a period and no italics.

citations

- An alphabetized works cited page is required; MLA preferred, but Chicago style citations are acceptable.
- Page numbers are required when quoting

co

Many words using the prefix co- are spelled without a hyphen (consult *Webster's*), but note these exceptions:

- co-author
- co-chair
- co-edit, co-editor
- co-host
- co-op
- co-opt
- co-worker
- co-wrote

colon**

- The colon indicates that what follows will complete or amplify what came before it. Use a colon to introduce a series. (Three people were vying for the award: John Jones, Pamela Smith, and Jack White.)
- Do not use a colon between a verb and its complement or object. (The three people are Jones, Smith, and White.)
- A colon also may be used to link two sentences when the second clause explains or amplifies the first. (Her achievement remains etched in memory: it has not been surpassed in 50 years.)
- When a colon is used within a sentence, the next word should start with a lowercase letter unless it is a proper noun. If the colon introduces two or more complete sentences, a speech in dialogue, or an extract, the first word following the colon is capitalized.
- Use a colon to introduce clauses and phrases that begin with for example. (The campaign enabled the College to make important progress: for example, to create two new endowed chairs.) Also use a colon after as follows, the following, and similar expressions. ● Place colons outside quotation marks.

colon

- In most cases, the word following the colon is in lowercase unless it is a proper noun or an acronym, or if it is normally capitalized for some other reason.
- In the following instances, the word that follows the colon is capitalized:
 - o When the colon introduces a direct quotation or *two or more* complete sentences.
 - o When the colon introduces a series of *two or more* questions.
 - o When what precedes the colon is a fragment. Example: *To wit: She didn't have a thing to wear.*

collective nouns

- A collective noun takes a singular verb unless the individuals forming the group are to be emphasized. ("The couple were married in 1952." "The army was dispatched.") ● Everybody, everyone, nobody, no one, each, every, either, neither, anyone, anybody, someone, and somebody call for singular verb and pronoun. ("Is either of these candidates worthy of our support?")

commas

- Use serial commas. Include a comma before the conjunction in a compound sentence. (“It takes care of all your office needs, and the ink is easily replaceable.”) No comma when it’s not a compound sentence. (“It takes care of all your office needs and is easily replaceable.”) Remember the comma after the year in a date, and after a state name in a “city, state” construction.
- A restrictive (essential) clause is one that cannot be eliminated without altering the meaning of the sentence. This type of clause should not be set off in commas. (“Reporters who do not read the stylebook should not criticize their editors.”) A nonrestrictive (nonessential) clause can be eliminated without changing the meaning of a sentence. This type of clause should be set off in commas. (“Reporters, who do not read the stylebook, should not criticize their editors.” This indicts “all reporters.”)
- Same goes for phrases: If the phrase can be removed without altering meaning of sentence, then it’s set off in commas. (So: “She was speaking of her brother Joe.” This means that she has more than one brother. “Her father, John, came to visit.”)

comma splice

As a rule, each sentence has a subject and a verb. If you suddenly see sentences treated as phrases and separated only by a comma (rather than a period or a semicolon), that’s a comma splice. Incorrect: “They took the Green Line, it was slow.” Correct: “They took the Green Line; it was slow.” Or, if you’re feeling Chanderlesque, “They took the Green Line. It was slow.”

compound adjective

- Use a hyphen only if the meaning is unclear without: “The it’s-not-you-it’s-me conversation.” Certainly do not hyphenate compounds so familiar that they cannot possibly be misread. These include computer science, high school, ice cream, and real estate.
- After the noun or pronoun that they modify, do not hyphenate compound adjectives whose first element is “well” or an adverb that ends in “-ly.” (“The property is heavily forested.” “Her point was well taken.”)

Continental

When referring to the continent of Europe, minus the British Isles, *Continental* should be capitalized.

copyedit, copyediting, copyeditor

(Note the spacing and lack of hyphenation)

court cases

Italicize and use “v.” not “vs.” or “versus.” (Example: *Brown v. Board of Education.*)

counsel

When referring to legal representation, the singular and plural is *counsel*.

D

dates

- When a phrase includes a month, day, and year, set off the year (both before and after) with commas.
- Do not use *st*, *nd*, *rd*, or *th* after the date (June 30, not June 30th).

decades

- Consistent with *LARB*'s rule about numbers, decades will usually be written as four digits, not as two digits or spelled out. Example: *1990s*.
- Two-digit decades are acceptable, but generally only as the second or succeeding of a list of decades; avoid using them alone. An ending smart quote will be used in front of the two-digit decade. Example: *The 1970s, '80s, and '90s*.
- Spelled-out decades are acceptable in the rare instances when the contributor has a specific reason for doing so. Example: *And then he was lost to the sixties*.

dialogue

Not *dialog*. See also *analog*, *catalog*, *monologue*.

died suddenly

Everyone dies suddenly. Use “died unexpectedly.”

different from

Do not use *different than*. *Different to* (chiefly British) is acceptable.

directions, regions

Lowercase when indicating compass direction. Capitalize when indicating region. Hyphenate only when combining directions. (He drove west. The storm brought heavy snowfall to the Northeast. The wind seemed to be coming from the east-northeast.)*

E

East Indies

This word is a plural noun.

ebook

Not *e-book*.

e.g., i.e.

Generally, these terms have no place in formal writing. However, they are acceptable in parenthetical statements or lists. The abbreviation *e.g.* stands for the Latin words meaning “for

example.” The abbreviation *i.e.* stands for the Latin words meaning “that is.” A comma follows *e.g.* and *i.e.*.*

ellipsis

Three dot method (never four dots). Space/ellipsis/space.

email

Not *e-mail*.

em dash

For parenthetical remarks or changes of thought, epigraphs, and datelines. Spaces around the dash.

en dash

For continuing or inclusive numbers or words. No spaces around the dash. Use in place of hyphen in a compound adjective if at least one of its elements is a compound (“James Dean–like”).

endeavor

(Not *endeavour*)

ending a sentence with a preposition

When necessary, it is acceptable for a sentence to end in a preposition. A natural sounding construction is better than one that sounds artificial. (Regarding the rule against ending with a preposition, Winston Churchill said, “That is the type of arrant pedantry up with which I shall not put.”)*

epub

Not *e-pub*.

ereader

(Not *e-reader*.)

etc.

Generally, this term has no place in formal writing. However, it is acceptable in parenthetical statements.

ex

No hyphen when the meaning is “out of” (excommunicate). Hyphenate when the meaning is “former” (ex-con, ex-president).

F

film noirs

The plural of film noir is film noirs.

flâneur

Note the circumflex over the *a*.

flounder, founder

To *flounder* is to struggle awkwardly. To *founder* is to sink or fall to the ground.*

folklórico, baile or ballet

Unless part of a title or a group name, *baile folklórico* and *ballet folklórico* should not be capitalized. The acute accent over the second *o* should also be used.

foreign words and phrases

If it appears in the Merriam-Webster dictionary, do not italicize; also maintain diacritical marks as they are written in the dictionary. If it doesn't appear in Merriam-Webster, italicize and provide the translation in parentheses if necessary. Subsequent mentions of the word should not be italicized.

foreign cities

Per AP, the following cities stand alone (do not need country identified): Beijing, Berlin, Djibouti, Geneva, Gibraltar, Guatemala City, Havana, Hong Kong, Jerusalem, Kuwait City, London, Luxembourg, Macau, Mexico City, Monaco, Montreal, Moscow, New Dehli, Ottawa, Paris, Quebec City, Rome, San Marino, Singapore, Tokyo, Toronto, Vatican City.

french fries

Do not capitalize.

G

gray

(not *grey*, except *greyhound*)

H

Hawai'i; Hawaiian

Hawai'i is spelled with the okina, with the inverted comma opening to the right. Hawaiian, not being a word native to Hawai'i, has no okina.

hip-hop

The word is lowercase and hyphenated.

Hispanic

Use Latino/Latina instead.

honorifics/courtesy titles

On second reference to a person, use only the last name. If two people in the same story have the same last name, use first and last name on second reference wherever using only the last name is or might be confusing. Never use such titles as Mr., Mrs., Dr., and Professor on second reference.

hyphens

Use to connect elements of equal weight, such as the two parts of a compound adjective or modifier (“a full-time job”). See also “en dash.”

I**illegal immigrant, illegal alien**

Do not use. Instead, write *undocumented immigrant*.

internet

(Note lowercase)

interpret, interpretation, interpreter

According to *Webster’s*, an interpreter is “one who translates *orally* for parties conversing in different languages.” This should not be confused with *translation* or a *translator*.

italics

- Italicize the names of books, movies, TV shows, albums, plays, operas, magazines, video games, and online publication, especially the *Los Angeles Review of Books* (note the lowercase, non-italicized “the”).
- Italicize the names of websites used in text. This includes *Slate*, *Salon*, and the *Huffington Post*. If introducing a website name in an article, do not include [www](#). (“He started a website, Catfood.com.”)

J**judgment**

Not *judgement*.

K**Kyiv**

Not Kiev

L

Latino/Latina
(Not *Hispanic*.)

Los Angeles versus L.A.

When used as a noun, write *Los Angeles*. When used as an adjective, *L.A.* is acceptable, though *Los Angeles* is still preferred. (See also: *Angeleno*)

M

measurements (all)

Measurements (inches, yards, miles, meters, kilometers, pounds, liters, etc.) should be spelled out rather than abbreviated, with the exception of the following:

- Film stock: The abbreviation for millimeters (*mm*) may be used when referring to film stock, with a space separating the number from *mm*. Examples: 16 mm, 35 mm.
- Weapons: The abbreviation for millimeters may also be used when referring to the caliber of weapons, with a space separating the number from *mm*. Example: 45 mm.

measurements (metric)

The US English spellings of metric measurements (-er) will be used.

Mercedes-Benz

(Note the hyphen.)

microphone (abbreviation)

The abbreviation for microphone is *mic*, plural *mics*.

midcentury

(No hyphen.)

Moby-Dick

This Herman Melville novel has a hyphen in the title.

monologue

Not *monolog*. See also *analog*, *catalog*, *dialogue*.

months

Don't abbreviate unless it is a calendar listing. When using with just a year, no comma, no "of."
("In February 2006, the Steelers won the Super Bowl.")

Muhammad

The name of the founder of Islam. Not *Mohammed*.

N

The New York Review of Books

“The” is part of the title.

The New York Times

“The” is part of the title.

The New Yorker

“The” is part of the title.

nonfiction

(No hyphen)

nonprofit

(no hyphen, unless part of a title)

not only

This should be followed by *but also*.

numbers

- Spell out zero through nine; use numerals for 10 and up. This includes ordinal numbers, whole-number percentages, centuries, and streets.
- Exceptions:
 - In monetary contexts, when followed by “million” or “billion,” single-digit numbers are fine (Example: *\$4 billion*).
 - Also, all percentages with a decimal and percentages 10 and above should be written as numerals (Example: *2.7 percent*).
 - While it is best practice to not start a sentence with a number, it is sometimes unavoidable. Unless the number is a year or part of a title, all numbers that begin a sentence will be spelled out. (Example: *Twelve little monkeys were jumping on my bed.*)

O

okay

“OK” is not okay in *The Foundationalist* (poetry as an exception). Write: “okay.”

P

page numbers

These may be included in parentheses or brackets following quotes; their purpose is to assist the copyeditor in fact-checking and should be removed during the copyedit unless they are specifically referenced in the content.

passed away

change to “died,” except in direct quotations.

percent

(Not “%”)

periodicals

Cap and italicize “the” if it’s part of the periodical’s title (*The New York Times*, *The Nation*). Do not use caps if “the” is not part of the title (the *Los Angeles Times*, the *Journal of the American Medical Association*).

possessives

Use “’s” after proper nouns ending in S: “Boris’s books.” Same for Jesus. The only exception: The names of characters in Greek mythology.

postwar

(Not *post-war*.)

prefixes

- With few exceptions, no hyphen between a prefix and a word that starts with a consonant (extralegal, hyperspace, underperform). If the prefix ends and the word that follows begins with the same vowel, use a hyphen (exceptions: cooperate and coordinate). Hyphenate if the word that follows the prefix is capitalized (sub-Saharan).
- See “co-” and “ex-.”

pro

Generally, a hyphen is needed between *pro* and the word that follows, for the sake of clarity. However, some words with this prefix are a single word; always check *Webster’s* to confirm.

professions and professional titles

- Professional titles are capitalized only when used as part of the person’s name (President Obama, or Barack Obama, the president of the United States; Dean Smith, or Sara Smith, dean of students).
- Likewise, professions that stand independent of a person’s name are not capitalized.

publishers and publication year

Publisher names will be written in regular roman font (not italics). Writers may choose to include the publisher and publication year (not month or day) in parentheses following the title of the publication. Example: (Routledge, 2012)

punctuation and quotation marks

- All punctuation goes within the quotation marks. Exceptions: colons and semicolons, and exclamation and question marks when not included in quoted material: “Did he say, ‘I’ll be Bach’?”
- Also, see “serial comma.”

Q

al-Qaeda

This is the correct styling of *al-Qaeda*. Note the lowercase *a* at the beginning; it shall remain so unless at the beginning of a sentence.

quotations

The AP Stylebook says it best: “Never alter quotations even to correct minor grammatical error or word usage.”

quotation marks

- Double quotation marks will be used for all quotations, with the exception of block quotes, where double quotation marks are used only if quotations appear within the text (but not around the entire quote).
- Single quotation marks are used only within double quotations. Contributors who write in British English or English of other Commonwealth nations may use single quotation marks in place of double quotation marks. These will be changed to the standard American usage.

Qur’an

Not *Koran* or *Quran*.

R

reveled, reveler, reveling

(Note single *L*)

S

science fiction

(Note no hyphen)

self

Always hyphenate unless followed by a suffix or preceded by *un-*.

[sic]

(Note brackets and italics.)

-sized

Not -size.

semicolon

Use to link independent clauses that have their own verbs. (“The Red Sox won the World Series; their fans wept like big babies.”) Also to punctuate a series where individual entries contain commas. (“The family has a cat, Spot; three dogs, Vera, Chuck, and Dave; and an ocelot, Fido.”)

serial comma

The comma that appears before “and” in a series of three or more things. Always use, except in direct quotations from printed matter punctuated differently.

slash (/)

- Most uses of the slash do not require spaces on either side.
- When a slash denotes line breaks in poetry or music lyrics, place one space on each side of the slash.

space between sentences

Use only one space in between separate sentences. Two spaces are outdated; modern-day word processing programs automatically create a slightly bigger space that typewriters did not have the capacity to do.

split infinitives

These are fine, but don’t use too many words between “to” and the verb.

state names

- Never abbreviate state names.
- When giving a city and state, a comma should follow the state. Example: *I visited Albuquerque, New Mexico, for the first time as a nine-month-old baby.*
- The following cities should not be followed by the state name: Atlanta, Baltimore, Boston, Chicago, Cincinnati, Cleveland, Dallas, Denver, Detroit, Honolulu, Houston, Indianapolis, Las Vegas, Los Angeles, Miami, Milwaukee, Minneapolis, New Orleans, New York, Oklahoma City, Philadelphia, Phoenix, Pittsburgh, St. Louis, Salt Lake City, San Antonio, San Diego, San Francisco, Seattle, Washington, DC.

suffixes (names)

- Abbreviate as *Jr.* Do not use with commas in a proper name. Example: *Martin Luther King Jr.*
- Suffixes for the third and above will be written as capital roman numerals with no commas or periods. Example: *Harry Gutierrez III.*
- When listed in an index, suffix should follow the first name or middle name(s). Example: *King, Martin Luther Jr.*

superscript

Do not use, including with ordinal numbers. Microsoft Word usually automatically converts ordinals to superscript; you can manually change this to regular lowercase roman letters and/or switch off the autoformat function.

T**that, which, who, whom****

- Use *who* and *whom* when referring to persons and to animals with a name. Use *that* and *which* when referring to inanimate objects and to animals without a name.
- Use *that* to introduce an essential clause. (I like to read books that have an exotic setting.)
- Use *which* to introduce a nonessential clause, preceded by a comma. (The concert series, which was introduced last year, was very popular with students.)

theater

Theatre is acceptable only as part of a title or proper name of a theater. All other uses will be written as *theater*.

thinks

Never use as an attribution. You can't possibly know if it's true (and if you can, you are in the wrong business). Likewise, "feels" and "believes." (Correct usage: "The senator said he thinks the bill will pass.")

thirtysomething

(Instead of *30-something* or *thirty-something*.)

trademarks

Capitalize trademarks (when they're capitalized, that is) and double-check spelling, but be sure that you need to use the name of a trademarked item (Band-Aid) and not a generic (bandage).

translate, translation, translator

According to *Webster's*, *translation* is a "rendering of one language into another"; however, generally speaking, it refers specifically to *written* language. Accordingly, a *translator* renders the writing of one language into the writing of another. This should not be confused with *interpretation* or *interpreter*, which is the *oral* rendering of one language into another.

traveled, traveler, traveling

(Note single *L*)

travelogue

(Not *travelog*.)

T-shirt

Not “tee”

twentysomething

(Instead of *20-something* or *twenty-something*.)

U**undocumented immigrant**

Not *illegal immigrant* or *illegal alien*.

United Kingdom

- When used as a noun, write *United Kingdom*. When used as an adjective, the acronym *UK* is acceptable (please note lack of periods).
- Also see “British, Briton.”

United States

- *United States* is a singular noun, but is treated as a plural noun when showing possession.
- When used as a noun, write *United States*. When used as an adjective, the acronym *US* is acceptable (please note lack of periods).
- Also see “American.”

V**versus**

The abbreviation is “v.” and should be used only when referring to court cases and competitions.

W**wacky**

(Not *whacky*.)

Washington, DC

(No periods in *DC*)

Wall Street

Never abbreviate.

The Wall Street Journal

“The” is part of the title.

website

(One word, lowercase)

who/whom

“Who” is a subject. “Whom” is an object.

wide

Close up “wide” (“nationwide,” “worldwide”) unless the word becomes hard to read.

wi-fi

(Hyphenated, no caps)

World War I, World War II

Note caps. World War I, World War II (Not WWII)

web (as in *World Wide Web*)

(Note lowercase)

Y

young adult literature

(Note no hyphen)

Z

Slavoj Žižek

(Notice diacritical marks)

* From the *Chicago Manual of Style, 16th edition*

** From the Sarah Lawrence College Editorial Style Guide
(<http://www.slc.edu/style-guide/index.html>)