chapter number

Chapter Title

Chapter Author

This template contains the styles used in OI publications. You can access any of these styles in Word by selecting the Styles Pane on the right side of the Home menu at the top of your screen. Select your text and then click on the style in the Styles Pane to apply that style to the text. Alternatively, you can simply copy and paste these styles in the appropriate places within your document and write over them.

Subhead A

This style is called “Body Text no indent.” It is used in the first paragraph following each section or subhead.[[1]](#footnote-1)

The “Body Text with indent” style automatically follows the first (non-indented) paragraph of each section and comprises the bulk of the text in a chapter. Subsequent paragraphs are consistently indented until the beginning of a new section/subhead.

Generally speaking, subheads should be used in sequence (B beneath A, C beneath B, D beneath C).

Subhead B

Body text.

Subhead C

Body text.

Subhead D

Body text.

Block Quote single indent

Block Quote middle indent

Table 1. Table header. (Tables themselves may vary widely in appearance, structure, and content.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | *Table Text* | *Table Text* | *Table Text* | *Table Text* | *Table Text* |
| *Table Text* | # | # | # | # | # |
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Figure 1. Tutankhamun, Oriental Institute, Chicago. This is “Figure Caption” style. After formatting a caption in Figure Caption style, select the “Figure ###” designation text at the beginning (if any) and change that text to UPPERCASE with Gothic Medium font.

Abbreviations

Abbr. Full abbreviation

Bibliography

Author last name, first name (“Biblio Author” paragraph style)

Year *Title*. Bibliography entry (examples on following pages). “Biblio Entry” paragraph style; insert tab after year.

Other Details

1. Text

* Format: Word document (or rich text file)
* Style: Chicago Manual of Style

*Style note*: Chicago prefers the serial comma

Example: Hatchepsut, Thutmose, and Tutankhamun.

*Not*: Hatchepsut, Thutmose and Tutankhamun.

*Style note*: Chicago prefers “that” as restrictive; “which” as nonrestrictive

Restrictive: These are the artifacts that we excavated at the site.

Nonrestrictive: These are the artifacts, which we excavated at the site.

*Not*: These are the artifacts which we excavated at the site.

* References: Bibliography and footnotes use the author-date reference style (see examples on following pages). Please make sure any references in footnotes or in images are also included in the bibliography
* Include a list of any abbreviations used (at end or in a separate document; if you are the main editor for a multi-author work, please consolidate all abbreviations in the “OI Front Matter Author Template” document)
* Include title, author name(s), and relevant affiliations
* OI Publications prefers US (rather than British) spelling
* Measurements should adhere to the Chicago Manual of Style and conform with conventions used in the appropriate field. Generally, numerals are used with units of measure and measurements are abbreviated and set without periods. E.g., “The object was 5 m from the door.”

2. Figures and Images

* Send figures/images as separate files from text
* If possible: TIFF, PNG, or Bitmap format; resolution of 300 ppi (or above) at minimum 4 × 6 in.; clearly named
* For large file transfers, use wetransfer.com, UBox, Dropbox, or similar means of transfer
* Include captions to figures: Group together and clearly number figures, placing them at the end of the text document *or* in a separate document
* Clearly label image file names to indicate which caption corresponds with which image for Publications to use in layout (numbers and extraneous information will be removed during layout/editing)
* Include callouts to figures in-text, abbreviated, and in parentheses, e.g., “Indiana Jones opened his briefcase (fig. 4); his students were in awe.” (Publications tries to layout images following author preferences, though this is not always possible due to layout restrictions)
* No foldouts, though images may be placed across two facing pages
* Image permissions are author’s responsibility (as well as permissions for long text quotes)

Referencing Examples

Examples can be found in *Chicago Manual of Style*, 17th ed., “Author-Date: Sample Citations,”   
<https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html>.

Here you’ll see several bibliography examples, followed by a footnote example (parenthetical citations are not used by OI Publications). While these examples are standard OI Publications formatting, exceptions can and may be made, depending upon the publication. For multi-author works, bibliographies are usually consolidated into one section and placed at the beginning of the book after the introduction, preface, and other front matter. If you are a contributor for a larger work, your editor will combine your references with all others—please still use this Word template to format them. If you are the primary editor for a multi-author book, please copy and paste all contributors’ bibliographies into the “OI Front Matter Author Template” in the bibliography section—the formatting should easily transfer.

Several important notes:

For multiple works by the same author, please list them in date order, beginning with oldest. E.g.:

Doe, Jane

2015 *Formatting Bibliographies*. Chicago: University of Chicago.

2016 *Still Formatting Bibliographies*. Chicago: University of Chicago.

If there are multiple works by the same author during the same year, please differentiate using ascending alphabetical characters. E.g.:

Doe, John

2018a *A History of Ancient Egypt*. Chicago: University of Chicago.

2018b *Another History of Ancient Egypt*. Chicago: University of Chicago.

2018c *Still More Histories of Ancient Egypt*. Chicago: University of Chicago.

Bibliography Examples

Book

Byrne, Muriel St. Clare, ed.

1981 *The Lisle Letters*. 6 vols. Chicago: University of Chicago Press.

Carson, Clayborne, ed.

2014 *The Papers of Martin Luther King, Jr.* Vol. 7, *To Save the Soul of America, January 1961–August 1962*, edited by Tenisha Armstrong. Berkeley: University of California Press.

Grazer, Brian, and Charles Fishman

2015 *A Curious Mind: The Secret to a Bigger Life*. New York: Simon & Schuster.

Smith, Zadie

2016 *Swing Time*. New York: Penguin Press.

Chapter or other part of an edited book

Thoreau, Henry David

2016 “Walking.” In *The Making of the American Essay*, edited by John D’Agata, 167–95. Minneapolis: Graywolf Press.

Book in a series

Mazrim, Robert F.

2011 *At Home in the Illinois Country: French Colonial Domestic Site Archaeology in the Midwest, 1730–1800*. Studies in Illinois Archaeology 9. Urbana: Illinois State Archaeological Survey.

Translated book

Lahiri, Jhumpa

2016 *In Other Words*. Translated by Ann Goldstein. New York: Alfred A. Knopf.

Thesis or dissertation

Rutz, Cynthia Lillian

2013 “*King Lear* and Its Folktale Analogues.” PhD diss., University of Chicago.

Journal article

Keng, Shao-Hsun, Chun-Hung Lin, and Peter F. Orazem

2017 “Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality.” *Journal of Human Capital* 11, no. 1 (Spring): 1–34. https://doi.org/10.1086/690235.

Satterfield, Susan

2016 “Livy and the *Pax Deum*.” *Classical Philology* 111, no. 2 (April): 165–76.

Book review

Kakutani, Michiko

2016 “Friendship Takes a Path That Diverges.” Review of *Swing Time*, by Zadie Smith. *New York Times*, November 7, 2016.

Interview

Stamper, Kory

2017 “From ‘F-Bomb’ to ‘Photobomb,’ How the Dictionary Keeps Up with English.” Interview by Terry Gross. *Fresh Air*, NPR, April 19, 2017. Audio, 35:25. http://www.npr.org/2017/04/19/524618639/from-f-bomb-to-photobomb-how-the-dictionary-keeps-up-with-english.

News or magazine article

Manjoo, Farhad

2017 “Snap Makes a Bet on the Cultural Supremacy of the Camera.” *New York Times*, March 8, 2017. https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html.

Mead, Rebecca

2017 “The Prophet of Dystopia.” *New Yorker*, April 17, 2017.

Pegoraro, Rob

2007 “Apple’s iPhone Is Sleek, Smart and Simple.” *Washington Post*, July 5, 2007. LexisNexis Academic.

E-book

Austen, Jane

2007 *Pride and Prejudice*. New York: Penguin Classics. Kindle.

Melville, Herman

1851 *Moby-Dick; or, The Whale*. New York: Harper & Brothers. http://mel.hofstra.edu/moby-dick-the-whale-proofs.html.

Website content

Bouman, Katie

2016 “How to Take a Picture of a Black Hole.” Filmed November 2016 at TEDxBeaconStreet, Brookline, MA. Video, 12:51. https://www.ted.com/talks/katie\_bouman\_what\_does\_a\_black\_hole\_look\_like.

Google

2017 “Privacy Policy.” Privacy & Terms. Last modified April 17, 2017. https://www.google.com/policies/privacy/.

Yale University

n.d. “About Yale: Yale Facts.” Accessed May 1, 2017. <https://www.yale.edu/about-yale/yale-facts>.

Social media content

Chicago Manual of Style

2015 “Is the world ready for singular they? We thought so back in 1993.” Facebook, April 17, 2015. https://www.facebook.com/ChicagoManual/posts/10152906193679151.

Souza, Pete (@petesouza)

2016 “President Obama bids farewell to President Xi of China at the conclusion of the Nuclear Security Summit.” Instagram photo, April 1, 2016. https://www.instagram.com/p/BDrmfXTtNCt/.

Footnote Example

The name of the author(s) and the date of the work’s publication are given, followed by page numbers and other applicable information (if any). Illustration numbers are separated by a comma and the appropriate abbreviation: fig(s). for figures, pl(s). for plates, etc. E.g.:

Frankfort 1970, 154–55, fig. 52.

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Frankfort 1970, 154–55, fig. 52.

1. This is the “Footnote Text no indent” style.

   This is the “Footnote Text with indent” style, to be used when there are footnotes that contain multiple paragraphs. [↑](#footnote-ref-1)