



# Editorial Style Guide

Updated September 2025

For questions and updates, please contact [dmhodge@stanford.edu](mailto:dmhodge@stanford.edu).

## Recent Updates

- One Big Beautiful Bill
- Volodymyr Zelenskyy
- Anatol Shmelev's title
- wargame; wargaming
- honorifics (e.g., Sir)
- FDIC
- Türkiye
- JD Vance
- doxing
- URLs (new section under Author Submissions)
- Department of Defense / Department of War
- the Ohio State University

**Note: Hoover Press has transitioned to the Chicago Manual of Style 18th edition.**

**Notable changes include the following:**

- Formal titles used in apposition before a name now capitalized when preceding name: German Chancellor Olaf Scholz; former President Carter; former Presidents Reagan and Ford
- Hyphenation of “then” to refer to a former professional title, e.g., “then-President Bush.”
- Army, Navy, etc. now capitalized when standing alone, in works primarily about the US military
- Initial *The* now capitalized in running text when part of the official name of a periodical (e.g., *The New York Times*) but may be omitted in source citations.
- The title of a book or other work appearing within an italicized title is now enclosed in quotation marks. Other terms that would normally be italicized in running text remain italic in an italicized title of a book or other work rather than being set in reverse italics (roman).
- The first letter of a complete sentence following a colon now capitalized.
- En dash is used between conjoined names belonging to two individuals (e.g., Ali–Frazier match) but in other constructions only when it means *to* (e.g., “a north–south street”).

- Commas no longer required for appositives, particularly when it is not known whether it is restrictive or nonrestrictive (e.g., “Shondra’s brother Dillon rescued three dogs”).
- Plural forms of letters now take an apostrophe: A’s, B’s, and C’s.
- Adjective compounds with “half” open rather than hyphenated after a noun (e.g., “it was half finished”).
- “Mid” now closed or hyphenated as in Merriam-Webster (adjective combining form, not a prefix).
- Occasionally, names ending in a pronounced “s” can remain in singular form when used as a plural (e.g., “three Mercedes”).
- Compound modifiers that are hyphenated in Merriam-Webster can remain hyphenated even following a noun. e.g.: all-consuming, cost-effective, dyed-in-the-wool, first-rate, high-spirited, ill-advised, old-fashioned, short-lived, fat-free, wild-eyed.
- Prepositions of five letters or more are now capitalized in the title of a work.
- In headline/title style, terms that follow a prefix are now capitalized, e.g.: Anti-Intellectual Pursuits.
- The name of a website now italicized if it belongs to one of the categories that would normally be italicized (a book, periodical, news site, etc.), even when there is no printed counterpart.
- Terms that consist of a combination of numerals and words (e.g., “7-Eleven”) can now begin a sentence.
- Numerals rather than words can now be used for days of the month (e.g., “the 25th of May,” “the 25th”).
- Numerals may be used to avoid any cluster of spelled-out numbers in contexts such as ages and centuries [I would add grades in educational contexts].
- City of publication no longer required in citations of books.
- Month or season no longer required in citations of journal articles.
- Up to six authors now listed in a bibliography or reference list entry; if more than six, only the first three are listed, followed by “et al.” Up to two authors in Author-Date citation or shortened citation; if more than two, only the first is listed, followed by “et al.”
- No more 3-em dash in reference list: repeat name of author(s).
- Certain information that appears in the text can often be omitted from a footnote but must appear in an endnote.

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(alphabetical listing of specific examples of spelling, capitalization, punctuation, etc.)

## Editorial Process

The role of editors and proofreaders is to benefit the author, helping to ensure that the author is communicating clearly and effectively to a broad audience (including specialists and non-specialists alike) in a dynamic, accurate, and engaging manner. When you submit a piece of writing to Hoover Institution Press, you can expect our editorial staff to consider and apply standards relating to grammar, spelling, punctuation, and consistent usage; clarity and length of texts; and accessibility. While most texts are edited lightly in order to maintain the author's voice and intent, some manuscripts lend themselves to heavier developmental editing, both to meet the needs of the material in the best way and to ensure consistency on behalf of the Hoover imprint.

★ See this guide for more information. [W Author Resources Overview.docx](#)

# Author Submissions

Manuscripts shall be provided as Word documents only.

## Notes and Bibliographies

Please follow *Chicago Manual of Style*, 18th ed. Most materials should follow the style described as the notes and bibliography system. However, in the sciences, the author-date system is frequently used and is equally acceptable. (See [https://www.chicagomanualofstyle.org/tools\\_citationguide.html](https://www.chicagomanualofstyle.org/tools_citationguide.html).) Each publication should conform to either one or the other style.

Laws and statutes are typically provided as notes rather than in the reference list, even when using author-date style.

Books and essays should include full citations in notes rather than hyperlinks that take the reader to a website, even if the work is primarily intended for online use. The note may include a linked URL. An exception is allowed for journalistic rather than academic essays intended only for online use, where in-text links may be retained; in such cases, complete notes with citations should still be provided where necessary—such as for quotations, data, and figures cited from another source, and direct references to other works.

For the Aegis essay series (National Security, Technology, and Law), where legal citations are common, Bluebook style may be used in place of Chicago style (see below for other style variations for essays using Bluebook style). Both are accepted.

### *Style adjustments for essays using Bluebook style:*

- Multiple endnote numbers are permitted within sentences and may appear anywhere in the sentence.
- Brackets may be used to indicate changes in capitalization of quoted material.

Note numbers are preferred at the end of a sentence. If doing so would misrepresent the nature of what is being cited, note numbers may be placed midsentence. If several citations pertain to the sentence in question, it is preferred that notes be combined under one number, at the end of the sentence. However, using multiple notes at different points in the sentence is acceptable. It is not acceptable to use two note numbers in the same location.

For multichapter works, notes begin at 1 for each chapter. For a single-author book (where the entire book is written by one or more authors together), notes appear at the end of the book. For multi-author works (where individual chapters are written by one or

more authors independently), each set of notes appears at the end of its chapter. Exceptions may be made: for example, in a single-author collection of essays, where it may be more appropriate to have notes at the end of each chapter; or in a book where the notes are primarily explanations of the text, where the reader may be better served by footnotes.

Use the full citation for the first reference to each source, followed by shortened citations after. For multiauthor works, the full citation should be provided upon first reference for each chapter.

Regardless of how an article title appears on a website, citations should always use title-style capitalization. When a foreign-language title is translated into English, it should follow the foreign title in parentheses using sentence-style capitalization, e.g.:

*Huizu yanjiu* (Journal of Hui Muslim minority studies)

If the foreign-language work has been published in English, the English title should follow the foreign title in parentheses using title-style capitalization.

## URLs

For sources consulted online, authors should record a URL in the citation, along with the publication date (or date of most recent update) of the webpage cited. If there is no such date on the online page, an access date must be added to the citation.


For **works primarily in print**, editors may remove the URL prior to publication if the page is easily located through a search engine, which is often easier than typing in a URL from a printed page.

URLs are not required for citations of journal articles, books, and other formally published sources that would be easy to find online from a title and other basic details alone. However, URLs may be provided by the author for such materials when we are producing **works primarily for online publication**. These URLs will be linked for the reader directly to their online sources.

## Figures, Tables, and Images

Author shall provide titles, captions, sources, and data files for figures, tables, and images. Provide all images separately as individual files. Images should be of print-quality resolution and have no copyright restrictions or have been licensed for the intended use.

★ See this guide for more information.

 Hoover Press Figure and Table Preparation Guide

Any notes corresponding to tables and figures should not be given footnote/endnote numbers in sequence with the rest of the document. Notes should use non-numbered style (\*, †, etc.) and appear directly below the table or figure (so that the table or figure can be moved around to fit the layout without disrupting the order of notes).

## Resources

The following resources are consulted for copyediting and proofreading Hoover Institution books:

- *The Chicago Manual of Style*, 18th ed. (available to Stanford affiliates through Lean Library)
- *Merriam-Webster Collegiate Dictionary* (online).

Unless otherwise stated in the Usage Guide below, follow *CMS* for matters of style (including capitalization). Follow the first entry of *Merriam-Webster* (free online version OK) for correct spelling and word breaks. Follow the editorial manager's preferences.

## Hoover Programs & Research Initiatives

These are the official names of Hoover's active research programs. The most common form is listed first, followed by more formal iterations and accepted abbreviations. Always list the full name (either common or formal form) first before using abbreviations. The formal name of the name should be used in boilerplate text about the organization. Subgroups under another project's umbrella are indented under the parent group's name.

Bio-Strategies and Leadership Initiative

Corporate Governance Working Group

Economic Policy Working Group

Regulation and the Rule of Law Initiative

Emerging Market and Developing Economies

Financial Regulation Working Group

Fiscal Policy Initiative

Foundations of Long-Run Prosperity Working Group

George P. Shultz Energy Policy Working Group

Global Policy and Strategy (GPS) Initiative

Indo-Pacific Security Dialogue

Taiwan in the Indo-Pacific Region Project / Hoover Project on Taiwan in the Indo-Pacific Region

Healthcare Policy Working Group

Hoover–Alabama Innovation Initiative

Hoover Education

- Education Futures Council

- Hoover Education Success Initiative / HESI

- Unheard Voices Panel

Hoover History Lab / HHL

- Applied History Working Group

- Global Futures Working Group / Global Futures: History, Statecraft, Systems

- Role of Military History in Contemporary Conflict Working Group / Military History in Contemporary Conflict Working Group / Military History in Contemporary Conflict

- Urgent Security Choices / Hoover Workshops on Urgent Security Choices

Hoover Institution International Seminar / HIIS

Hoover Institution Summer Policy Boot Camp / HISPBC

Hoover Prosperity Program

Indigenous Student Seminar / ISS

J-P Conte Initiative on Immigration

Markets vs Mandates

Middle East and the Islamic World Working Group / Herbert and Jane Dwight Working Group on the Middle East and the Islamic World

National Security, Technology, and Law Working Group / Jean Perkins Foundation Working Group on National Security, Technology, and Law

Renewing Indigenous Economies Project / Hoover Project on Renewing Indigenous Economies / RIE

Revitalizing American Institutions (RAI)

- Alliance for Civics in the Academy

- Working Group on Civics and American Citizenship

- Improving American Elections Initiative

SECURE Analytics

Stanford Emerging Technology Review / SETR

State and Local Governance Initiative

Strengthening US-India Relations Program / Huntington Program on Strengthening US-India Relations

TATA US-India Initiative

Technology Policy Accelerator / TPA

Tennenbaum Program for Fact-Based Policy

US, China, and the World Program

Wargaming and Crisis Simulation Initiative

## Style Essentials

### Abbreviations

Use no periods for degrees or affiliations. Spell out any other than the most common (BA, BS, JD, MA, MBA, MS, PhD), except in listings or contexts where the anticipated audience will know what it stands for. It is OK to abbreviate civic or military titles before a full name, but not with a surname alone.

- Joan Monroe, MD, and José Castaneda, PhD
- Gov. Gavin Newsom met with Senator Feinstein.

Spell out the names of countries, organizations, institutions, etc. in noun form. Use the abbreviated form without periods when used as an adjective. It is OK to abbreviate when the entity is better known by its initials and/or is used many times throughout a work, but spell out upon first reference. Exceptions are listed below in the Usage Guide.

- In the United States, it's typical to take only a few weeks of vacation per year.
- The policy of the United Nations (UN) was to recognize the rogue state.
- While most US museums are managed by nonprofit organizations, UK institutions are usually run by the government.

Use small caps for AD, BC, BCE, CE.

Use lower case and periods for a.m., p.m. Always refer to noon and midnight, never 12:00 a.m. or 12:00 p.m.

Initials in names are followed by a period and a space.

- George P. Shultz
- George H. W. Bush
- *exception:* H.R. McMaster

### Apostrophes and Possessives

Use “curly” apostrophes (') instead of straight marks ('). You can change this setting in Word preferences (AutoCorrect), or the editor will do it for you. For singular possessive forms, add 's to any word or name ending in s, z, or x, as with any other letter.

- John Adams's presidency lasted only one term.



## Capitalization

General guidelines follow. See specific recommendations in the Usage Guide below and in *CMS*.

*Professional and civic titles:* capitalize titles used before and as part of a person's name, whether full name or surname only (e.g., President Barack Obama; Gov. Gavin Newsom). Use lower case for titles used after a name or generically. A named position is always capitalized.

*Headlines and titles:* in headline-style capitalization, all words begin with an initial capital letter except articles (a, an, the), prepositions of fewer than five letters (with exceptions), and conjunctions (but, or, and, etc.) (see *CMS* 8.159). For foreign languages, follow that language's norms.

## Captions and Credits

For images and illustrations, credit as per the samples below. No credit is necessary for stock images. Check contracts or consult with copyright owner before running images uncredited. Consult with Hoover Library & Archives on captioning their images.

Set directions for photo captions in italics, within roman parentheses (*like this*). Caption multiple images together as "Clockwise from top left: . . ." or "Left: . . . Right: . . ."

- Photo: John Smith
- Illustration: John Smith.
- *Back Our Girls Over There*. Clarence Frederick Underwood, 1918, Poster Collection US 477. Hoover Archives.
- Joseph Brodsky Collection, Hoover Archives.
- At Hoover's 2018 Spring Retreat (*left to right*) overseer John Smith, senior fellow Bob Johnson, and marketing assistant Barry Jones pose next to Hoover Tower.

## Commas

Use serial comma (before conjunction in a series).

- parsley, sage, rosemary, and thyme

Commas should also be used to separate complete clauses (each with a subject and verb) but are not needed in the absence of two separate clauses (as in this sentence, where "are" shares the subject "commas"). Terms such as "however" or "therefore" (known as conjunctive adverbs) are not conjunctions. Separate such clauses with a semicolon or period.

- If you build it, they will come.
- They came from different backgrounds but had a similar character.
- The artist has worked in several media; however, she now prefers acrylics.

Use commas to set off nonrestrictive phrases—that is to say, you can remove them without changing the meaning of the sentence. For phrases that are restrictive (essential to the meaning), omit commas.

- His second home, in Minneapolis, was a Tudor mansion. [location is incidental and supplementary]
- His second home in Minneapolis was a Tudor mansion. [location is integral to meaning]

Suffixes such as Jr., Sr., II, and III, are not set off by commas after an individual's name, except upon request of the individual named (such as in a donor listing). Professional and academic degrees and titles such as "MD," "PhD," and "Esq." are set off by commas, both before and after the title.

- Exceptions: Chester E. Finn, Jr.

## Ellipses

The ellipsis is most frequently used to indicate that text has been omitted from quoted material. Care should be taken not to remove material from the quote that alters its meaning. The typesetter will place the proper spacing between each period, so submit using the standard keyboard formula. An ellipsis is normally not used at the start or end of the quoted material.

- "When ... I came to the Stockholm Art Academy ... I perpetually heard the name Zorn mentioned, and it was enveloped in an aura of wonder and admiration. ... Everyone could see that here was a man who had something to say."

In a block quotation of more than one paragraph with intervening paragraphs removed, the ellipsis should be used after the period at the end of the first paragraph, before the deletion. Any note numbers pertaining to that paragraph should follow the ellipsis.

## Italics

Titles of works, foreign words and phrases (except those that are widely used and appear in standard English dictionaries), and words or letters used as words or letters appear in italics.

*Use italics for:* titles of books, magazines, movies, TV and radio programs, internet publishing sites (e.g., *Slate*, *Vox*), essay series, blog series, podcast series, lecture series, exhibitions.

*Use quotation marks for:* individual TV episodes, articles, blog posts, lectures.

Names of networks, channels, and websites (non-publishing, e.g., Wikipedia, Google) are set in roman.

Do not use italics for Hoover research projects, events, or web platforms that contain multiple series (e.g., Governance in an Emerging New World, Hoover Summer Policy Boot Camp, PolicyEd, Human Prosperity Project).

Most punctuation accompanying words in italics should be set in roman. Exceptions are when the punctuation relates to the word or phrase being italicized rather than to the sentence as a whole.

- French nouns may be masculine, as in *le fromage*, or feminine, as in *la pomme*.
- It was not the *Romans'* victories that were assured, but the *barbarians'*.
- “Who Do You Sue?” by Daphne Keller, *Aegis Paper Series*
- “Mining for Some Improvements to California’s Government” by Bill Whalen, *California on Your Mind*
- *Hoover Digest*

## Hyphens and Dashes

Use a hyphen between words forming a compound adjective that precedes a noun. Do not use a hyphen between an adverb and an adjective unless the adverb does not end in “ly” and the phrase precedes a noun. Compounds that do not precede nouns are usually left “open” (two words, without hyphen).

- She had a middle-class upbringing.
- He was well known as a bookie.
- He was a well-known bookie.
- It is a mildly amusing book.
- His approach was cutting edge.
- His was a cutting-edge approach.

Most words formed with prefixes and suffixes are “closed” (one word, no hyphen), except in cases involving a proper noun or when otherwise confusing or misleading. Use the *CMS* hyphenation table (7.89) for more guidance.

- prewar
- pre–World War II [note en dash since it is connecting the prefix to more than one word]
- pre-1950
- nonprofit
- un-unionized
- co-opt

Use hyphens for ISBNs.

*Em dashes* are used most typically to set off text from its surrounding sentence. The em dash should be closed up to surrounding text.

- From the moment I met her—on a cold, gloomy day in July—I knew that our relationship would be defined by contradictions.

*En dashes* are used to indicate ranges, especially numbers (see Numbers, below), and when hyphenating compound phrases

- In a pre–Cold War environment, Russia was not perceived as much of a direct threat.
- The New York–bound train chugged east.

Avoid using “from . . . to” or “from . . . through” with en dashes. The dash takes the place of the words.

- The building is open Monday through Friday, from 9 a.m. to 5 p.m.
- OR: The building is open Monday–Friday, 9 a.m.–5 p.m.

## Lists

Bulleted or numbered lists should be introduced with a complete sentence and a colon. Whether each item in the list contains complete sentences or not, start each with a capital letter. Use periods at the end only for complete sentences. Keep the structure parallel, as in the following examples.

Adams offered this advice for rainy days:

- Bring your umbrella.
- Wear water-resistant shoes.
- Plan extra time to get to your destination.

Johnson contended that rainy days offer the following benefits:

- Keeping your garden hydrated
- Cleaning streets and roads
- Contributing to stream flows

## Numbers

Follow Chicago style for numbers in running text: spell out whole numbers from zero through one hundred. Spell out whole numbers up to one hundred followed by hundred, thousand, or hundred thousand, million, billion, trillion (except monetary figures). Clusters of numbers may be rendered as numerals, especially when comparing monetary values or age groups. Percentages are usually expressed in numerals. Always spell out at the start of a sentence; reword if this is awkward.

*Online-only materials* (blogs, websites) and press releases: spell out only numbers zero through nine and quantities such as hundred, thousand, million, etc. Online essays follow the style noted above.

- The theater accommodated more than three hundred attendees.
- Last year six million teenagers claimed to have died of embarrassment.
- Production rose that quarter to 317 million cars.
- He was a man of fifty, but his father had lived to be one hundred.
- The age groups of the subjects were 8–11, 12–15, and 16–18.
- The committee set aside 15 percent of the budget, or \$230 million, as a rainy-day fund.
- The committee agreed that \$37 million of the remaining funds should go to technology improvements, \$22 million to outreach, and \$6 million to increased staffing.
- Interest on the \$600,000 loan increased the debt to more than \$1.2 million.
- Two hundred fifteen people were hospitalized; 140 remain in critical condition.

When using digits, inclusive numbers should be in their shortened form, with two digits after the en dash in most cases.

- 310–11, 1087–89
- But: 300–310, 297–310

Ordinals follow the same rules for numbers. Do not use superscript.

- Her office was on the twenty-fifth floor.
- Although she was 5,426th in the queue, she managed to get those *Hamilton* tickets.
- The 1950s were the most contradictory decade of the twentieth century.

## Quotations

Take care to retain all original spelling and punctuation for quoted material. Add explanatory material, if necessary, in brackets. When the material quoted is not a complete sentence, craft the sentence around it to read grammatically. When a quotation introduced midsentence forms a syntactical part of the sentence, it begins with a lowercase letter. When quoting from published material, or when supplying quotes in a press release, use present tense.

- A 1940 report states, “[Bulgari] is considered the first in Italy, and nearly all other Italian jewelers copy their jewels, using them as models for their own creations.”
- The film enjoyed immediate success, perhaps because it had, as Crespi writes, “touched the spirit of the times.”
- He rankled when critics saw his figurative works “as a peg on which to hang my [abstract] conceptions of painting.”

Use “curly” quotation marks (“ ”) instead of straight marks (" "). You can change this in Word preferences (AutoCorrect), or the editor will do it for you.

## Spaces

Use one space after periods and colons, not two. The editor will search for all double spaces and replace them with single spaces. When indenting or tabulating material, please set up proper tabs rather than using spaces.

## Websites and Email Addresses

Websites should be named in running text according to their titles, not their URLs (e.g., the CIA World Factbook; the *Onion*; the Hoover Institution website or Hoover.org). You may use a website with “.org” or “.com” with initial cap in running text where doing otherwise is more awkward, e.g.: “The number of visitors to Hoover.org grew by 50 percent over the previous year.”

When listing web addresses in a promotional way, such as on a postcard, use the full URL in lower case without http://, https://, or www. The exception would be for sites that cannot be accessed via the World Wide Web; in these cases, use the full URL with http:// (etc.).

When supplying references, URLs are not necessary for print publications but are often used with materials posted online. Use lower case for all website and email addresses. Split URL at the end of a line before the period or slash (which should begin the following line). Provide date of publication or last update in citations; access dates for URLs are no longer required except where no date for publication or update is available.

## Usage Guide

See below for preferred spelling, capitalization, punctuation, and usage. Author preferences may take precedence for any given work at the discretion of the editorial manager.

### Achilles' heel

### acknowledgments

### act / doctrine / treaty / etc.

Capitalize the specific name when used in full; use lower case when used generically:

- the Mann Act; the act
- the Treaty of Versailles; the treaty

### administration

Lower case:

- the Obama administration

### adviser/advisor

“Advisor” preferred when used as a general description, but follow the style for any individual titles, e.g., “national security advisor” or “Council of Economic Advisers.”

### African American / Asian American / etc.

No hyphens, even as compound adjective.

### age / aged

Use “age” to refer to people: a man age 40; children ages 12–17.

### al-Qaeda

### allies / allied forces

Use lower case when used generically. Capitalize Allies and the Allied forces in the context of World Wars I and II.

### *America Off Balance*

Retain capital O. Tagline is One Nation Under Debt.

### ampersands

Avoid, except in display text or “Hoover Library & Archives.”

### and/or

Avoid when possible—it can usually be simplified to “and” or “or” without changing meaning.

**antisemitism**

Not anti-Semitism.

**archives**

It is correct to say “an archive” or “an archives.” Follow the preferences of any given institution. Also see entry for Hoover Institution Library & Archives.

**beg the question**

This is a logical fallacy that assumes the truth of a conclusion in an argument for it (circular reasoning). Do not use it to mean “raise the question.”

**best-selling / bestseller****Belt and Road Initiative (BRI)**

Also known as “One Belt One Road” (OBOR). Use Belt and Road Initiative unless the author prefers One Belt One Road.

**Bin Laden**

Capitalize “bin” when used alone with last name. Do not capitalize between first and last names: Osama bin Laden; Bin Laden.

**Black / White**

News organizations are now tending to capitalize Black and sometimes (but not always) White. Unless the author has another preference, capitalize both Black and White, as well as Brown when used in similar contexts.

**blacklist****Board of Overseers / Board of Overseers Meeting**

Use lower case in abbreviated form: the board; or the overseers.

**box / folder**

For L&A materials, refer to box and folder using lower case (e.g., Mont Pelerin Society Papers, box 5, folders 12–13).

**branch**

Lower case for governmental divisions: the executive branch, the judicial branch

**brand names**

Avoid when possible, e.g., “videoconferencing” in place of Zoom and “digital graphics presentation” in place of PowerPoint.

**case law**

Not “caselaw.”

**canceling****CENTCOM**

US Central Command. Spell out upon first reference

**chair / cochair**

Preferred to “chairman” or “co-chairman” whenever possible.

**channels, podcasts, and series**

Use italics for online essay series, podcasts, and channels in running text. OK not to use in online headers and other instances of display type:

- *Centennial Secrets*
- *California on Your Mind*
- *Cyberspectives*

**China’s Global Sharp Power****Chinese politicians and VIPs**

Surname is listed first. Use for subsequent references.

Chiang Kai-shek  
Deng Xiaoping  
Hu Jintao  
Jiang Zemin  
Li Kexin  
Mao Zedong / Chairman Mao  
Wen Jiabao  
Xi Jinping  
Yang Jiechi  
Zhou Wenzhong

**circa**

abbreviate as “ca.”

**coauthor / coauthored****collections**

See “Library & Archives curators and collections” below.

**comprise**

To comprise is to bring together. The whole comprises the parts, and the parts compose (or form, constitute, make up) the whole.

- *Strategika* comprises recent essays on the subject of national security.
- Leading experts in national defense make up Hoover’s Working Group on the Role of Military History in Contemporary Conflict.



**communism / Communism**

Lower-case “communism” when speaking of it as a philosophy or global phenomenon. When speaking specifically of Soviet or Chinese Communists, for example, where this is the name of the controlling party, capitalize.

**COVID-19**

Use all capitals and include “-19” on first reference. OK to use “COVID” alone on subsequent uses. COVID-19 refers to the disease, not the virus. The emergency phase of the pandemic is considered to be in the past, but using the term “pandemic” may still be relevant in the present tense when addressing ongoing challenges (such as long-term health effects).

**cryptocurrency****curators**

See “Library & Archives curators and collections” below.

**cyber**

Combined term closed with cyberattack, cybersecurity, cyberspace, cyberterrorism, cybercafe, cybersafety. Most other combinations are open (cyber defense, cyber strategy, cyber operations, etc.). Check with Merriam-Webster.

**data**

OK to use in either singular or plural form. Singular preferred for most contexts (i.e., non-scientific use):

- The data is telling.
- The data are telling.

**dates**

Use Arabic figures without ordinal suffixes (e.g., June 9, not June 9th). Year is set off by commas with full date but not with month or season only.

- The policy will take effect January 1, 2019, and will apply to all staff.
- She started this program in May 2019.

**David and Joan Traitel Building / Traitel Building****decision maker / decision making / decision-making**

Forms usually left open (space, no hyphen) unless used as a modifier before a noun:

- The president declared herself the decision maker.
- These potential outcomes had no influence on his decision making.
- Skipping lunch typically affected his decision-making abilities in the afternoon.

**deepfake**

## **Democratic Party**

### **Department of Defense, Department of War, DOD, DOW**

Department of Defense or Department of War to be used at author's discretion. For materials whose primary audience is government (administration or Congress), Department of War is recommended. Suggested treatment is to refer to "Department of War (Defense)." Spell out DOD or DOW with first use.

### **departments of government**

Capitalize the department name. Capitalize "department" when included as part of the name; lower case when it is used generically. Abbreviations should be spelled out with first instance, such as DOJ (Department of Justice), DOE (Department of Energy or Department of Education; to avoid confusion, never use the abbreviation if both departments are referenced at any point in the text).

- Department of the Treasury; Treasury department
- State Department; Department of State
- Department of Defense; Defense Department
- members of the State and Defense departments

### **departments of companies, universities, and institutions**

Lower case when used generically. Capitalize departments related to specific academic disciplines.

- director of Hoover's department of human resources team
- chair of the Finance and Business Economics Department

### **Donbas**

Region of Ukraine. Donbass is also correct if the author prefers.

### **dos and don'ts**

#### **doxing**

#### **dumpster**

Traditionally capitalized as a trademark, that is no longer necessary.

#### **ebook / email**

#### ***Economics, Applied***

**Educating Americans in Public Policy, the Mary Jo and Dick Kovacevich Initiative at the Hoover Institution (or EAPP)**

#### **Recep Tayyip Erdoğan**

#### **etc. / et al.**

Set in roman, not italic. Preceded by comma when it follows a series but not when it follows only one item.

### **expletives**

Hoover prefers not to publish expletives. When used in quoted text or citations, expletives may be replaced with the word's initial and final letters, with two em-dashes between.

### **FDIC**

No need to spell out (Federal Deposit Insurance Corporation).

### **the Fed**

Federal Reserve System Shortened form OK for subsequent uses..

### **fewer than / less than / more than / over**

Use “fewer than” and “more than” when referring to discrete things that are countable in whole numbers. For all other cases, use “less than” or “over”:

- Fewer than one hundred civilians have received this honor.
- Less than fifty years have passed since the bill was made law. [A year is discrete and countable, but may not necessarily be counted as a whole.]

### **free**

Avoid use of “for free” to mean simply “free.”

- Students may attend the lecture free.

### **free-trade**

Use hyphen when used as a compound adjective:

- Free-trade agreements usually benefit consumers.

### **French diacritical marks**

Use diacritics (accents) with capital as well as lower-case letters:

- Étienne Manac'h

### **French/foreign titles of works**

Follow native language's capitalization rules. If title begins with an article, capitalize the article but not the word following:

- *L'origine du monde*
- *La diplomatie n'est pas un dîner de gala*
- *In Wahrheit sind wir stärker: Frauenalltag in der Sowjetunion*

### **fundraiser / fundraising**

Close up as adjective and noun; for verb, use “raise funds,” not “fundraise.”

### **GDP**

Gross domestic product. OK to use abbreviation only.

**gender-specific pronouns**

Modern usage allows the use of “they” as a third-person singular pronoun. To avoid gendered language, revising to plural or alternating male with female are common techniques. Follow author’s preference, if any.

**George P. Shultz Building****-grader**

Hyphenate, e.g., “seventh-grader”; but, “She is in the seventh grade.”

**great-power competition****gulag or GULAG**

Use gulag for the Soviet prison camp system and GULAG for state agency running the system or when otherwise appropriate to use the formal acronym. Since it refers primarily to the system and not the prisons themselves, the plural “gulags” is not recommended.

**Hauck Auditorium****Hawaii / Hawai‘i**

The ‘okina (‘) is used when referring to Hawai‘i in a cultural sense or in references to its history before becoming a state. When referring to the state, use “Hawaii.” However, never mix the styles in a single document or text; “Hawaii” is the default in those situations.

**healthcare**

Now one word in all forms, not “health care” or “health-care.”

**homeless**

Avoid “the homeless.” Options include “homeless people,” “people experiencing homelessness,” “the homeless population,” “people without housing,” “unhoused people,” or “people without homes.”

**honorifics (e.g., Sir)**

Do not use except by request and only in contexts such as biographies or event listings, never in academic contexts. Capitalize when used as part of the name (e.g., Sir Paul McCartney, but *never* Sir McCartney). Use lower case when used generically (the knight; the lord).

**Hoover fellows**

For identities of individual fellows, capitalize fellow title when used before name. Do not capitalize when used otherwise within the sentence. Use lower case “fellows” as generic reference. However, named positions are always capitalized, as is the title “Hoover

Fellow” when that is the official fellowship category. Use military title where regularly used by fellow. Refer to bios on Hoover website for spellings and fellows’ preferences.

When listing, alphabetize within the following hierarchy: distinguished fellows, named senior fellows, senior fellows, distinguished research fellows, named research fellows, research fellows, distinguished visiting fellows (including Annenbergs), visiting fellows (including NSAfFs and Campbells).

- Senior Fellows John B. Taylor and John C. Cochrane and Research Fellows Russ Roberts and David Davenport [each pair’s fellows have the same title]
- Hoover fellows Condoleezza Rice, Russ Roberts, and George P. Shultz [all have different titles]
- The panel was introduced by Tom Church, a research fellow at the Hoover Institution.
- John and Jean De Nault Research Fellow Russ Roberts
- Admiral James O. Ellis Jr. and Admiral Gary Roughead, USN (Ret.)

### **Hoover Institution on War, Revolution and Peace**

Former official name. Use only in historical context. No series comma.

### **the Hoover Institution / Hoover / the Institution**

When used alone, Hoover does not require “the.” When there is potential for confusion with Herbert Hoover the man, recast the sentence. When used alone, “institution” is not capitalized, but an exception is made for the annual report and other formal contexts where the Hoover Institution itself is the main subject.

- Scholars at Hoover are dedicated to research of public policy issues.
- Hoover is based in Stanford, California. The Institution also maintains a major policy outreach center in Washington, DC.

### **Hoover Institution in Washington**

### **Hoover Institution Library & Archives**

Treat as a single entity. Takes singular verb. OK to shorten to HILA or L&A where appropriate.

### **Hoover Institution Press**

Do not use with “the.”

### **Hoover Tower**

### **Hoover War Library**

Early name for use only in historical context.

### **human rights**

No hyphen needed when used as a compound adjective:

- The nation committed many human rights violations.

### **Ibid. / Id.**

Set in roman, not italic.

**important / importantly**

Both OK as sentence adverbs. “Important” can only be used with “more” or “most.”

**independent (voter)**

Do not capitalize.

**internet**

Now lower case

**IP<sup>2</sup>**

**Kazakh**

**Ayatollah Khamenei**

**Kim Jong-un**

**Koran / Quran**

Use author’s preference.

**Kuomintang**

**Kyiv**

Preferred over “Kiev,” but both are correct.

**LA**

Abbreviation for Los Angeles

**lawmaker / lawmaking**

**Leadership Forum**

**lectures**

Names of lecture series are capitalized. Individual lectures are capitalized and enclosed in quotation marks.

- *The Stanford Presidential Lectures in the Humanities and Arts* will present Douglas Hofstadter’s lecture “Analogy as Core, Core as Analogy.”

**Left and Right (political)**

Capitalize “the Left” and “the Right,” but:

- members of the left wing, right wing; left-winger(s), right-winger(s); on the left, on the right
- the far left, the far right

## **Library & Archives collections and curators**

Follow this pattern when listing L&A collections and curators: “Collections” is capitalized; the region is the noun form rather than adjective; the curator is “for” and not “of” the collection (except rarely); use lower case for “curator” unless it is a named title (or if it precedes the name). For regional collections, use plural form. For individual collections use singular form. Examples:

- Hsiao-ting Lin, curator for the Modern China and Taiwan Collections
- Curator Jean McElwee Cannon for the North America Collections
- Anatol Shmelev, Robert Conquest Curator for the Russia, Ukraine, and Eurasia Collections
- Kaoru Ueda, curator of the Japanese Diaspora Collections
- Herbert S. Klein, curator for the Latin America Collections
- Katharina Friedla, Taube Family Curator for the Europe Collections
- Maciej Siekierski, curator emeritus for the Europe Collections
- Hoji Shinbun Digital Collection
- Poster Collection
- Library & Archives’ Digital Collections

## **McMaster, H.R.**

Contrary to usual style, H.R. McMaster prefers no space between his initials.

## **media**

OK to use in either singular or plural form:

- Media is often to blame.
- Media are often to blame.

## **Media Roundtable**

## **Middle East**

Use in place of Near East. OK especially in a cultural or political context. In a geographical context, West Asia may be preferred.

## **Molotov, Vyacheslav**

## **Moore’s law**

## **names of companies, universities, and institutions**

Names should be capitalized when used in full. Do not capitalize “the” in running text even if it is in the official name (except for foundations). For foreign entities, use their preferred name or brand in English, which is usually found on their website.

## **names of ships and vehicles**

Names of ships and vehicles are italicized. Names of classes of ships and vehicles are not. Do not italicize “USS.”

- *USS Annapolis*

- Yushan-class amphibious assault ship

### **Near East**

Middle East preferred unless used in a historical sense.

### **NIMBY / NIMBYism**

### **Nobel laureate**

### **the Ohio State University**

We use “the” in accordance with the university’s preference, but not capitalized (the university prefers The Ohio State University). OK to capitalize “The” if author has indicated that preference. OK to shorten to Ohio State after initial reference.

### **One Belt One Road (OBOR)**

Also known as “Belt and Road Initiative” (BRI). Use Belt and Road Initiative unless the author prefers One Belt One Road.

### **One Big Beautiful Bill**

No commas per White House and Congress treatment.

### **parenthetical phrases**

Include within the sentence if it forms a logical thought within the sentence (as this does). Exclude from the sentence, and style as its own sentence within the parentheses, if it is a new thought. (It’s important to note that parentheses, unlike em dashes, always come in pairs.)

Use brackets to interpose editorial or explanatory comments.

### **parts and sections**

Essays may include numbered parts or sections using arabic numerals. When roman numerals are used, references to the section should use arabic numerals, e.g., “see section 2.” Essays use typography to distinguish sections and subsections, so it is generally not necessary to include numbers or use an outline form, and such use should be minimal.

### **percent**

It takes a singular verb when standing alone or when a singular noun follows an “of” construction; and a plural verb when a plural noun follows an “of” construction:

- The teacher said 60 percent was a failing grade.
- He said 50 percent of the membership was there.
- She said 50 percent of the members were there.

### **PolicyEd**

This is a platform and not a program or series, so it does not take italics.



**policymaker / policymaking**

Now one word in all forms.

**political parties (United States)**

Refer to the Democratic and Republican parties not as the two political parties but as the two major, or dominant, political parties. Voters unaffiliated with these parties are usually termed independent (not Independent) voters. Voters for candidates of less-dominant parties are usually termed third-party voters. Independent and third-party voters are not necessarily equivalent, but they are often spoken of together as a single bloc, in which case “independent” is usually the preferred term. Generally speaking, avoid assumptions that all voters fall on either one or the other side of a Republican-Democratic electoral divide.

**possessives**

For possessives of singular names, add an apostrophe and an s, including those ending in s or a sibilant (examples: Keats's; Degas's; Eakins's; Marx's) (see CMS 7.17–23).

**professional or official titles**

Follow Chicago Manual of Style. In most instances, lower case (see CMS 8.19–30). Note that named positions are capitalized. Using full named titles is not required and is at the discretion of the author, according to purpose. Capitalize titles such as Senate Majority Leader or House Minority Whip. In bibliographies, footnotes, and endnotes, professional, civic, and military titles are omitted. Examples of capitalization:

- Director Condoleezza Rice
- Hoover Director Condoleezza Rice
- Condoleezza Rice, director of the Hoover Institution
- Hoover director and former secretary of state Condoleezza Rice
- Niall Ferguson, Milbank Family Senior Fellow
- Hoover fellows Niall Ferguson and H.R. McMaster
- Senior Fellows Eric Hanushek and Paul Peterson
- Jacquelyn Schneider, Hoover Fellow (exception to rule to avoid confusion with Hoover fellow as an umbrella term for all fellows)
- the late Secretary of State George Shultz

**projects and programs**

Project and program titles are capitalized and not italicized. Only capitalize “project” or “program” if part of the official name. [See complete list above.](#)

- Stuart Family Congressional Fellowship Program
- Governance in a Time of Technological Change project
- Working Group on the Role of Military History in Contemporary Conflict
- Hoover project on China's Global Sharp Power

**provide with**

Use “with” when there is an indirect object:

- Intelligence sources provided reports on Russian influence over the election.

- These reports provided media organizations with the essential facts.

**public policy**

No hyphen when used as a compound adjective:

- Students take advantage of many public policy programs.

**Republican Party, or GOP****quotation marks**

Use sparingly outside quoted material.

**Quad**

Quadrilateral Security Dialogue (United States, Australia, Japan, and India)

**Quran / Koran**

Use author's preference.

**reelection****Right and Left (political)**

See "Left and Right (political)"

**rulemaking**

Keep together as an adjective or noun. But use "rule maker."

**SB**

Senate Bill. Space precedes number, as in SB 35.

**September 11 or 9/11**

Use either September 11 (not 11th) or 9/11. Best to contextualize date in some way, such as "the 9/11 terrorist attacks" or "the September 11 tragedy." Adding "2001" is not necessary but may add clarity.

**Seventh-day Adventist****smartphone****so-called**

Do not use quotation marks for words following "so-called."

**Sputnik**

No italics

**START**

Not “START Treaty” as “treaty” is already included in START. OK to use as abbreviation only.

### **start-up**

Both as adjective and noun.

### **State of the Union address / State of the State address**

### **state names**

Spell out, except when noting place of publication in notes and bibliography. In this context, state names are not necessary for well-known cities. When the state is likely to be unknown, or the city confused for another (such as Portland, Maine, versus Portland, Oregon), use the two-letter postal code.

### **Qassim Soleimani**

### **super PAC**

### **Supreme Court and other courts**

Capitalize when using full name. Lower case when used generically in most cases. OK to capitalize “Court” when referring to the Supreme Court in a document that is largely about the legal system.

### **symposia**

### **Taiwan Strait**

“Taiwan Straits” is commonly used and is permitted if necessary, but use the singular whenever possible.

### **Taylor rule**

### **teachers’ union**

### **“that” versus “which”**

Typically “that” is used with restrictive clauses (those without commas, where the clause is essential to the meaning of what it modifies), whereas “which” is used with nonrestrictive clauses (those with commas, which is incidental and not essential to the meaning of what it modifies):

- The machine that she uses to make her coffee was very expensive.
- The yard was filled with trees of Meyer lemons, which were his favorite.

### **the / The**

Capitalize “the” in running text if it is part of the official name of a newspaper or periodical. Do not capitalize before the names of institutions, companies, performing groups, etc. The only exception is for foundations for which it is part of the official name.

- I read it in *The New York Times*.
- It wasn't the first time she had seen the Grateful Dead.
- This program has been produced with the financial assistance of The Annenberg Foundation Trust at Sunnyslands.

### **The Hague**

The Netherlands city The Hague is an exception to the capitalization rule for “the” and is always capitalized.

### **then (former)**

Terms modified by the adjective “then” are now hyphenated; use an en dash when joining to compound terms:

- As then–Secretary of State Hillary Clinton believed, healthcare is a human-rights issue.

### **they**

OK to use in the singular in place of “he” or “she,” especially in contexts where the subject prefers it. In generic contexts, better to rephrase the sentence in the plural if possible.

### **think-tank**

Hyphenate as a compound adjective, but not when used alone as a noun.

### **Track 1, Track 1.5, Track 2 dialogues**

### **traveling**

### **Treasuries / Treasurys**

Referring to Treasury-issued securities. Either form of the plural is correct, but use consistently. It is capitalized.

### **Türkiye**

Preferred, but “Turkey” is permitted.

### **UN**

United Nations. OK to use as abbreviation only.

### **under secretary**

Official government titles treat as two words, e.g., “under secretary of the Treasury.”

### **University of California–Berkeley**

Use en dash. OK to follow with short form “UC Berkeley.”

### **United States / US**

Spell out when used as a noun. When used as an adjective, use abbreviation with no periods. When using frequently in a single document, it is OK to use “US” as a noun

after spelling out in first use. Also OK to use “US” as a noun for emails, newsletters, websites, and the like where space is a premium and usage can be more informal. Use “US” in place of “U.S.” even when the latter is part of a title in a citation.

### **Uyghur(s)**

Chinese ethnic minority group

### **van / Van**

For names, use lower case when printing the full name. Use the upper-case “V” in when just printing the last name: Retain the preferences of any individuals (such as in a donor listing). Include “van” in alphabetizing.

- Vincent van Gogh; Van Gogh

### **JD Vance**

The official White House bio lists him as “JD,” not “J.D.” or “J. D.”

### **V-E Day / V-J Day**

### **wargame / wargaming / war game / war-gaming**

Although Merriam-Webster prefers two words (“war game” and “war-gaming”), single-word usage is consistent with how the term is frequently used in the wargaming community. Follow author’s preference.

### **Washington, DC**

No period, DC set off with commas. Including “DC” is preferred, but omitting it is acceptable. Do not use just “DC”:

- the Washington, DC, address of Hoover
- Cities involved in the project included Chicago, New York, Paris, Washington, and Zurich

### **website / web pages**

### **Welcoming Pavilion (in Traitel Building)**

### **West Asia**

See entry under Middle East.

### **White**

See “Black / White”

### **Xinjiang**

Territory in NW China.

### **Yahoo!**

Per company’s style guide, use exclamation point when referring to company and service. Do not use when referring to users or employees.

**Volodymyr Zelenskyy**