

## Main Text

The following are samples of various elements that appear in a book's Main Text, some of which *may or may not* appear in your work. These samples are in the order they should appear in the book.

The Main Text elements are listed below. Within each section, you'll find the publisher's requirements for content, format, and house-specific style. Please be sure to apply general style and formatting requirements.

- **Main Text:**

- [Encyclopedia Entries](#)

- [Cross-References \("See Also"\)](#)

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## Encyclopedia Entries

Entries are the heart of an encyclopedic work, providing information on people, events, places, laws, court cases, etc. that are relevant to the encyclopedia's topic. While many encyclopedias are alphabetical, for reference works, other arrangements such as chapters, chronologically arranged, or topically arranged content make sense. This must be decided in advance, in conjunction with ABC-CLIO. All content should be original, focused, objective, and conform to formats and lengths agreed upon by you and the acquisitions or development editor.

There are three types of material for a reference work:

- Original text written by the author/editor
- Original text written by contributors contracted by the author/editor
- Existing content in ABC-CLIO's archive, evaluated by the author/editor (existing content is only allowed in certain cases; talk to your acquisitions or development editor for more information).

Whatever their source, it is your job to ensure all entries are in the proper format before you submit them to ABC-CLIO. Remember to double-check the spelling of all proper nouns and verify facts such as important dates. Our copyeditors do not fact check. Proofread (or have someone else proofread) your finished manuscript before submitting it. The manuscript you submit should be as clean as possible.

### Style Notes

**First paragraph should be a summary:** (Not, however, an abstract.) Whether in an entry or chapter, please write your first paragraph so that it summarizes the importance of the topic within the larger topic of the entire work. In encyclopedia entries, a conclusion paragraph is usually unnecessary, unless you have been asked to provide one.

**Dates and key information:** Readers should know when something happened or someone lived. For example, in a general historical discussion where the Ming Dynasty is mentioned, tip the reader off to the years: "the Ming (1368–1644) ruled China..."

When introducing people who are highly significant to your topic, please include their life dates in parentheses after the name, e.g. (1901–1971), but use judgment: If a large number of

people or events are listed in one paragraph, the repetition of dates can be distracting. Use *BCE* and *CE* era designations (instead of *BC* and *AD*)

### **Contributor name**

In an encyclopedia entry, the name of the contributor should be placed at the end of the entry text, before the cross-references and Further Reading section.

The sample below is shorter than a normal reference entry, but it provides a sample of a clear summary in its first sentence, and significant information and dates throughout. (Determine entry length and specific content expectations for your project with your Acquisitions Editor)

### **Sample Encyclopedia Entry**

#### **Bell Aircraft (excerpt)**

Founded in 1935, Bell Aircraft and its modern subsidiaries were an early example of the interconnection between the military and industry. During World War II, Bell Aircraft, led by their founder Larry Bell (1894 – 1956), were in close cooperation with the U.S. Military, specifically General Hap Arnold, the commander of the U.S. Army Air Forces. Bell, already supplying aircraft for the United States and its allies, was personally asked by Arnold to build America’s first jet aircraft. Using British technology, the XP-59A Airacomet was built in secret in 1941 and flown before the end of the war, although it did not see combat. After the war, Bell built the world’s first supersonic aircraft (Bell XS-1) in 1946 in cooperation with U.S. Air Force speed testing. Bell Aircraft continued a close relationship with the military until Larry Bell’s death in 1956. Today Bell subsidiaries (especially Bell Textron helicopters) provide equipment for the military and U.S. Coast Guard.

**S. M. Pavelec**

**See also:** Air Force, U.S.; Defense Contractors; Weapons, Air

**Further Reading:** (excerpt)

Daso, Dik Alan. 2000. *Hap Arnold and the Evolution of American Airpower*. Washington, D.C.: Smithsonian Institution Press.

## Chapters

Most ABC-CLIO books are composed of chapters, including reference books. Chapters should be interesting, well-organized, and informational.

**Titles:** Just like headword titles for encyclopedia entries, chapter titles should be succinct, clear, and subject-oriented, not creative phrases that may be puzzling to the reader.

In a reference book, *Chapter 5: Music Therapy* is better than *Chapter 5: Sounds of Happier Times*. Do not use song lyrics as chapter titles or subheadings; that causes permissions issues.

**Bibliographic Information:** A reference book should, unless otherwise determined with your acquisitions editor, include Chicago Manual of Style author-date citations, with a References section at the end of each chapter. Check with your Acquisitions Editor on whether Endnotes or Footnotes are appropriate.

## Sidebars

Sidebars are short entries with interesting information that enhances the text. They are offset in text boxes within longer pieces, such as encyclopedia entries or book chapters (they do not stand alone). The number of sidebars is usually determined at the beginning of the project and must be approved by your acquisitions or development editor. A sidebar should be **300 words or less** because larger sidebars will cause placement problems. In most cases, there should be only one sidebar per entry. Each sidebar should have its own heading, perhaps attention-getting or creative, depending on the content and intended audience.

Depending on the type of material they accompany, typical sidebar can topics include:

- Short biographies of notable figures
- Lists of awards, milestones
- Intriguing facts or important statistics
- Short, specific timelines (differentiated from the content listed in chronologies)
- Controversial or intriguing aspects of the topic, explained in more detail

- Light or humorous information, if appropriate
- Do not include primary document excerpts, unless approved by your Editor, since they may require permission.

Sidebars should be supplied in **files that are separate** from the text they accompany, and the file names need to identify which entry or chapter they accompany. The production department will format and design your sidebars.

**Note:** Indicate in the body of your text where each sidebar should be placed. In an entry about Abraham Lincoln, for example, a sidebar about his assassination would be inserted at the end of a relevant paragraph as such:

<Sidebar 1: "Abraham Lincoln Assassination" goes here>

Sidebars may or may not include headings, but please be consistent through the manuscript. Sidebars should not contain lengthy citations of sources, nor should they be signed, unless they are written by someone other than the author of the main text. You may cite direct sources (using the reference style used in the main manuscript) within sidebars, if absolutely necessary; otherwise, include the sources used for the sidebar in the reference list of the main entry/chapter.

### **Sample Sidebar**

*This sidebar accompanies an entry about Sailors in an Ancient Greece entry*

#### **Modern Odysseys**

The most famous sailor of ancient Greece was undoubtedly the heroic Odysseus, who spent twenty years at sea while striving to reach his homeland. This man may have never existed in real life, and most scholars agree that Homer's accounts of his voyages in the *Odyssey* are largely fanciful. Nevertheless, two twentieth-century researchers attempted to retrace Odysseus's journeys in their own ships, relying upon a close reading of Homer's text and their own

observations of Mediterranean geography. Both of them went on to write books about their investigatory travels: Timothy Severin's *The Ulysses Voyage: Sea Search for the Odyssey* (1987), and Hal Roth's *We Followed Odysseus* (1999).

## Cross-References ("See Also")

Cross-references (or "See also" references) should provide between roughly three and five related entries in an encyclopedic reference work. Don't try to list every possibly related entry; the reader will use the index for thorough topic searches.

### For A - Z Encyclopedias

Please add end-of-entry cross-references ("See also"), which should be

- Exactly the same as the entry heads/headwords
- In alphabetical order
- Separated by semicolons
- Placed after the contributor's name, and before the Further Reading section

### Sample Cross-reference (A-Z)

**See also:** Abolitionism; Brown, John; Harper's Ferry Raid; Kansas-Nebraska Act

### *Encyclopedias Not in A-Z Order and Primary Documents*

If the book has a topical or other arrangement, cross-references in such volumes must have some indication of the section in which a referenced entry appears. In the following sample, the sections are indicated in italics.

### Sample Cross Reference (Not A-Z) No. 1

**See also:** *Art:* Caesar, Julius; Cicero, Marcus Tullius; Satire; *Economics and Work:* Builders; Laborers; *Housing and Community:* City Houses; City Traffic

## Sample Cross Reference (Not A-Z) No. 2

**See also:** Abolitionism; Brown, John; *Primary Documents Section: The Emancipation Proclamation* (excerpt), 1863

### Further Reading

At the end of each entry or chapter in a reference book, there should be a section called “Further Reading,” which can be thought of as “References.”

This list will include:

- All resources that were directly quoted from (very important!)
- Resources that were most heavily used during your research and writing process
- Sources of very specific / detailed information (e.g. statistics), or content that might be considered controversial or unusual (e.g. recent peer-reviewed studies that indicate surprising updates to conventionally held wisdom)
- A few additional resources you would recommend to readers who wish to learn more about the subject
  - Please keep in mind the relative ease or difficulty students will have finding and using these recommendations; provide more recent publications, English-language, U.S. distribution, etc. when possible

Unlike a *Bibliography*, the Further Reading section does not need to include every source you have consulted. Consider direct quotations the most important thing to cite, and use your best judgment from there.

### Further Reading Style Notes

As with our standard house style, please use Chicago Manual of Style, **author-date** style for Further Reading sections.

**Tip:** You can find excellent samples of author-date style here:

[http://www.chicagomanualofstyle.org/tools\\_citationguide/citation-guide-2.html](http://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html)

### *In-House Style Exceptions*

Our in-house style exceptions to CMoS style include the following:

- When citing content from a website, we do not require that you include a DOI. If your bibliographies do include DOIs, we ask that you ensure they are used consistently across the project.
- You also are not required to provide “Accessed by” or “Accessed on” dates for URLs. However, if no date and/or author are given for the material you are citing, please include that to give readers more information on how to find your source.
  - e.g. “Are Penguins the New Bird of the Century?” BBC, accessed on August 1, 2017.  
[www.bbc.co.uk/madeupexample/PenguinsAreTheNewBird.shtml](http://www.bbc.co.uk/madeupexample/PenguinsAreTheNewBird.shtml).
- General rules of thumb for providing URLs
  - You do not have to include a URL for every source that was found online, if that source would not be difficult to find in print (such as articles published in recent years in ubiquitous sources like the New York Times, scholarly journals, etc.)
    - Example: if your source was a NYT article that you accessed here <https://www.nytimes.com/2017/07/31/us/politics/trump-white-house-obamacare-health.html>, it could be listed in the Further Reading as: Shear, Michael D., Glenn Thrush, Maggie Haberman. 2017. “John Kelly, Asserting Authority, Fires Anthony Scaramucci,” *New York Times*, July 31.
  - Please provide a URL for content that would be difficult for a reader to find easily, or that is published only on the web. When in doubt, provide a URL.

#### **Sample Further Reading**

*(excerpt)*

Adams, Bella. 2008. *Asian American Literature*. Edinburgh: Edinburgh University Press.

Alba, Richard D., Albert J. Raboteau, and Josh DeWind, eds. 2008. *Immigration and Religion in America: Comparative and Historical Perspectives*. New York: New York University Press.

Ambrose, Stephen E. 2000. *Nothing Like It in the World: The Men Who Built the Transcontinental Railroad 1863–1869*. New York: Simon & Schuster.

Aoki, Andrew, and Okiyoshi Takeda. 2008. *Asian American Politics*. Cambridge, UK: Polity.

Note: “UK” included for clarity (to avoid confusion with Cambridge, MA, etc.)

Appadurai, Arjun, Frank J. Korom, and Margaret A. Mills, eds. 1991. *Gender, Genre, and Power in South Asian Expressive Traditions*. Philadelphia: University of Pennsylvania Press.

Kuo, Alexander, Cecilia Hyunjung Mo and Neil Malhotra. 2014. “Why Are Asian Americans Democrats?” *Politico Magazine*, March 18, 2014.

<http://www.politico.com/magazine/story/2014/03/asian-americans-democrats-104763>

Pew Research Center Social and Demographic Trends. 2013. “The Rise of Asian Americans.”

Last modified April 4, 2013. <http://www.pewsocialtrends.org/2012/06/19/the-rise-of-asian-americans/>

## Primary Source Documents in Main Text

Primary source documents enhance the text, increase reader interest, and provide users with additional avenues for research. It is crucial that you review copyright and permissions information and discuss the inclusion of documents with your editor before planning to use any.

If you intend to use primary documents in your project, please see the separate document called **Primary Documents** for specific information on style, format, required introductions and source citations, and more.

## Tables and Graphics in Main Text

Data tables and statistics are often included in reference works, either scattered throughout the main text or gathered in special chapters or appendices at the back.

Please **check with your editor** at the onset of your project to learn whether graphics are permitted/desired in your manuscript (we may not be able to accommodate them).

For more details on style and format for tables, please see the **Welcome Packet** and **Graphics** documents.

Also, please remember that copyright and permissions conventions apply if you choose to republish an existing data set, or modify existing data to create your own (please see **Permissions** document).