

Texas Lodge of Research Procedures for Submission of Papers

September 21, 2009, amended June 19, 2010

All papers submitted should be mailed to:
Texas Lodge of Research, Attn: Secretary
P. O. Box 684684
Austin, TX 78768-4684
texaslodgeofresearch@yahoo.com

The author must also submit the paper electronically, in a readable, unprotected, MS Word format. Papers submitted to the TLR Senior Warden will be forwarded by him to the Secretary and this delays the editorial process.

In addition to the information and formatting of the title page as described in the *Form and Style Manual*, Section 1, Item K, the paper should have the authors name, full mailing address, telephone number and email address on the bottom left corner of the title page.

1. The TLR Secretary will verify that the author is a member of TLR. If he is not a member, the Secretary will mail him an application and await receipt of the same. It should be noted that if the author is NOT a member of TLR, unless he is to be an Anson Jones Lecturer, his paper will not be accepted by TLR.
2. The TLR Secretary will enter the paper as a "Submitted" paper and forward to the TLR Senior Warden (SW) for distribution to the Editorial Committee (EC).
3. Each member of the EC will, in turn, review and edit the paper and mark suggested changes in and on the paper with appropriate notes. The EC should use care to encourage the author and not make denigrating, demeaning, derisive or otherwise inappropriate comments about the paper.
4. When the EC member has completed his review, he will mail the copy of the paper which he has just marked to the next EC member and also send an e-mail to the entire EC and SW giving the author and title of the paper, together with his opinion as to acceptability and appropriateness for TLR publication.
5. When the final EC member has completed his review, the paper (with marks) will be sent to the SW for final disposition.
6. After making and retaining a copy of the paper, the SW will mail the edited paper back to the author with suggestions for a plan of action. If the paper is accepted, the SW will schedule the paper to be presented before the Lodge.
7. The paper will ONLY be scheduled for presentation AFTER the EC has seen

the corrected paper and agree that appropriate changes have been made.

8. When the author arrives at the meeting for presentation, he will bring two (2) copies of the paper and a copy of it on a CD in a readable, unprotected, MS Word format to deposit with the Secretary.

9. Each time there is a change in status of a paper, the SW will distribute a status report to the EC, Secretary and WM.

Texas Lodge of Research, A.F. & A.M.

Form and Style Manual

Revised 2009

by

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Texas Lodge of Research, A.F. & A.M.

Form and Style Manual

Revised 2009

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I. CRITERIA FOR PAPERS

A. Required content of papers

Only papers concerned directly with Freemasonry will be considered for presentation and publication: the history of Lodges, active or demised; biographies of Masons; its ceremonies, usages, and practices; the speculative or philosophical aspects of Freemasonry; and any other Masonic subject of general interest to the Fraternity.

B. No reprints from other publication

A paper will not be considered for presentation or publication if it has appeared in any journal or publication of any kind, unless by special permission of the Worshipful Master.

C. Notes required

Every paper must give evidence of scholarly research.

Caution: Make every effort to use reliable sources. Authors are not discouraged from using reliable Internet sources in their research. Numerous sites, such as the *Handbook of Texas*, are available online and are well researched and documented as accurate. Certain online encyclopedias use information provided by contributors, and are less reliable and generally unacceptable in a scholarly publication. The prudent researcher will insist on second and third sources for important facts.

The paper must be supported by notes (formerly called footnotes or endnotes) placed at the end of the paper, not at the bottom of each page. Notes are numbered consecutively throughout the paper.

D. Typing requirements

Every paper shall be printed with 12 point *Times Roman* or *Courier* font, on one side of letter size, 8½x11 paper, double spaced and with at least one-inch margins (top and bottom, right and left). Each paragraph should be indented five spaces from the left margin. Do not use an extra blank line between paragraphs. Quoted material of four typed lines or more should be blocked, single-spaced and indented ten spaces from the left margin.

All pages should be numbered consecutively using Arabic numerals centered in the bottom margin of each page.

E. Illustrations encouraged

Presentation of a paper may be accompanied by photographs, maps, graphs, charts or other visual aids. Projection devices must be provided by the author. Illustrations submitted for inclusion in the *Transactions* must be of such quality as the Editor may require. Illustrations may be submitted electronically, but must be scanned in either *tif* or *jpeg* formats and be of at least 350 dpi resolution. Conventional photographic, or other illustrations, should be at least 5x7, and preferably 8x10. Submitted materials should not be one-of-a-kind, but high quality reproductions. Unless the request is in writing, visual aids accompanying a paper will not be returned to the author. If materials are taken from a printed source, proper credit must be given.

F. Internal handling and oral delivery of papers

All papers shall be submitted to the Senior Warden, who will distribute copies to the members of the Editorial Committee for evaluation. Should a paper, in the opinion of the Editorial Committee, fail to meet the criteria and style as herein set forth, the Senior Warden will so inform the author, supplying him in writing the comments of the Editorial Committee. The author may then revise his paper and resubmit it to the Senior Warden.

When a paper is found acceptable, the Senior Warden shall schedule a date for its presentation

and inform the author accordingly. However, no paper will be scheduled which has not been received at least forty-five (45) days in advance of the next meeting.

Papers will not be considered on the basis of an abstract or an incomplete manuscript. A complete paper must be submitted if it is to be considered and scheduled.

While no maximum length is herein specified, it is expected that every paper will be of a length that can be read in a maximum time of forty (40) minutes. A guide for the average reader is to allow three minutes reading time per double-spaced page of text. In general, the maximum of forty (40) minutes translates into about thirteen (13) pages double-spaced on 8½x11 paper.

If a paper of exceptional merit exceeds such reading length, the author in consultation with the Senior Warden may elect one of the following options:

1. It may be abstracted by the author to the required reading length, the entire text to be published in *Transactions*.

2. The Senior Warden and Editorial Committee may schedule the paper to be read in its entirety.

Two (2) additional copies and a disk or CD formatted in *Word* and unprotected (able to be changed) of every scheduled paper shall be handed to the Senior Warden at the meeting for the use of the Editor.

G. Comments may be solicited

Comments on proposed papers are encouraged, and, at the discretion of the Senior Warden, may be solicited in advance. In such event, the Senior Warden will ask the author to send a copy of his paper to each commentator. The commentator will be asked to submit an advance copy of his comments to the Senior Warden, who will forward same to the author.

H. Title page

Every paper must have a title page containing the title in all capital letters, the author's name, his status in Texas Lodge of Research, his memberships and locations if he is a Master or Past Master of a subordinate lodge or a Grand Lodge officer.

I. Multiple authorship

At the discretion of the Editorial Committee, papers written by more than one author may be accepted for publication. If any one or more of those authors shall not be full members, publication of the paper shall not serve to fulfill the requisites for advancement to Full Membership of either or any of them.

J. Retention of research materials

Save all research materials until the article is published in the appropriate *Transactions* volume so that they may be consulted should the Editorial Committee have a question concerning the paper.

K. Plagiarism

Plagiarism in any form will not be tolerated. Any manuscript found to contain plagiarized material will be summarily rejected. The author will be given the opportunity to make appropriate revisions, under the guidance of the Editorial Committee, and may resubmit the manuscript for reconsideration.

L. Presentation of papers

When making oral presentation before the lodge, the author should not preface his paper with any superfluous comments, jokes, or introductions, launching immediately into the paper from title page to conclusion. The paper must be read as written. Following the presentation, the Worshipful Master

may open the floor to comments and questions. There being no further response from the floor, the author is at liberty to introduce family and/or friends in the audience.

II. WRITING GUIDELINES

A. Introduction

“Writing Guidelines” was compiled in order to enable writers of papers to prepare their papers according to the best contemporary standards of writing. Careful scrutiny has been given to conform TLR publications with those contemporary standard works.

The sources consulted in preparing “Writing Guidelines” are cited elsewhere to preserve intellectual integrity. They are also listed elsewhere in full bibliographic form for the convenience of TLR members. They all should be available for consultation at a local public or college/university library and are available for purchase from a local book store.

B. General rules of writing style

1. Division of Words

Do not divide words at the end of the line, i.e., no hyphens at ends of lines. Lines may vary considerably in length, i.e., “ragged right” instead of “flush right.” For those with typewriters or word processing equipment capable of “justified right margins,” please leave the machine on “unjustified” option.

2. Direct quotations

Direct quotations must reproduce exactly not only the wording but the spelling, capitalization, and internal punctuation of the original. In quoting from older works, however, authors may consider it desirable to modernize spelling and punctuation for clarity. The reader should be informed of any iteration in note citing source.

3. Quotations from poetry

Quotations from poetry are usually centered on the page and set line for line. Alignment of the original should be reproduced as closely as possible from this technique:

Sure there was wine
Before my sighs did drie it: there was corn
Before my tears did down it.
Is the yeare onely lost to me?
Have I no bayes to crown it?
No flowers, no garlands gay? all blasted?
All wasted?
(George Herbert, “The Collar”)

4. Ellipses

Any omission of a word or phrase, line or paragraph, from within a quoted passage must be indicated by ellipses points (...), never by asterisks (**). The ellipses points are printed on the line as periods regardless of whether they come in the middle of a sentence or between sentences of quoted materials.

Three points indicate an omission within a sentence or the first and last words of a quoted fragment of a sentence. Thus, an omission in the sentence: “The glottal stop, which is common in

this family of languages is marked by an apostrophe,” could be shortened to: “The glottal stop ... is marked by an apostrophe.”

Four periods (....) indicate the omission of (1) the last part of the quoted sentence, indicating that one point is the regular period ending the sentence and the other three ellipses, (2) the first part of the next sentence, (3) a whole sentence or more, or (4) a whole paragraph or more. When a sentence ends with a question mark or an exclamation mark in the original, however, the foregoing mark is retained and three points used for the ellipses:

“Let such Imps of Ill-nature... rail on But to my gentle Readers of another Cast, I would willingly apologize, and endeavour to rescue my Heroine from hearing too much of their Censure.... Pray imagine yourselves in her Situation.”

5. Interpolations

Sometimes the writer finds it advisable to insert into a quotation a word or more of explanation, clarification, or correction. All such interpolations must be placed between brackets []. Parentheses () may not be substituted. Interpolations made for the purpose of correction and clarifications are illustrated in the following:

“But since these masters [Picasso, Braque, Matisse] appeared to be throwing away, rebelling against academic art training, art teaching has itself been discredited.”

“The recipient of the Nobel Peace Prize for 1961 [1960] was Albert John Luthull.”

6. Sic

Sic may be inserted in brackets [sic] following a word misspelled or wrongly used in the original. Note *sic* is a whole word, not an abbreviation, and therefore takes no period:

They were furnished “seperate [sic] but equal facilities.”

7. Italics added

When it is desirable to call attention to a certain word or words in material being quoted, they should be italicized. The reader should be told when this has been done, either in the note giving the source of the quotation, in parentheses directly following the quotation, or in brackets following the italicized passage in the quotation; one or the other system should be used. “Italics mine,” “italics added,” “emphasis added,” are all acceptable phrases, but choose one designation and stick with it.

8. Numbers and numerals

Whole numbers from one through ninety-nine are spelled out as well as any of those followed by hundred, thousand, million, etc.:

The property is held on a ninety-nine year lease.

His son is twenty-four years old.

In 1986, John gave one thousand dollars to his lodge and one hundred thousand dollars to charity.

The first edition ran to 2,670 pages in three volumes, with 160 copperplate engravings.

The entire length of 4,066 feet is divided into twelve spans of paired parabolic ribs.

The three new parking lots will provide space for 540 regular cars and one thousand small cars.

John read three books one evening, one of which was one hundred pages while the second one was six hundred pages and the third was eleven hundred pages.

If a number between one thousand and ten thousand can be expressed in hundreds, that style is preferred to figures:

In response to the question he wrote an essay of fifteen hundred words.

When spelled-out numbers would cluster thickly in a sentence or paragraph, however, it is often better to use figures:

The ages of eight members of the city council are 69, 64, 58, 54 (two members), 47, 45, and 35.

Only six communities in the county number one thousand or more in population: Allegan, 4,500; southern part of Holland, 4,500; Ostego, 4,000; Plainwell, 3,200; and Wayland, 2,100.

Ordinal numbers use the same rule as cardinal numbers.

He found himself in 125th place on a scale of 360.

Robert singled in the top half of the eighth inning.

The 122d and 123d days of the strike were violent. The 121st and 124th were peaceful.

(Note that ordinal second and third is d alone, not nd and rd)

Round numbers, that is, approximations used in place of exact numbers generally fit the category of numbers that are spelled out:

Her essay summarizes two thousand years of Christian history.

Local officials announced that some forty thousand persons had attended the Portage County Fair.

Round numbers that are even hundred thousands are spelled out:

The population of Grand Rapids, Michigan, is about two hundred thousand.

Extremely large numbers may be expressed in figures followed by million, billion:

By the end of the fourteenth century the population of Britain had probably reached 2.3 million.

A figure of 13 billion years is often given as the age of the Solar System.

At the beginning of a sentence, always spell out numbers:

Nineteen seventy-six was the year of the nation's bicentennial celebration.

If this is impractical or cumbersome, the sentence should be rewritten so that it does not begin with a number:

The nation celebrated its bicentennial in 1976.

Quantities consisting of mixed numbers, however, are often cumbersome to write out and should be expressed with figures.

All manuscripts submitted to Texas Lodge of Research are to be typed on 8 1/2x11 paper.

A fraction however, is always spelled out, unless it is part of a mixed number; for example,

one-quarter, one-half, but 1411/2.

For percentages, decimals, exact sums of money, and numbers combined with abbreviations, numerals should be used. "Percent" should be spelled out:

With interest at 8 percent, the monthly payment would amount to \$12.88. This, he figured later, was exactly 2,425 times the amount he had hitherto saved monthly.

He borrowed one thousand dollars at eight percent for twelve months.

Street numbers and telephone numbers should always be numerical:

908 Hilton Place

(817) 387-3005

Ordinals and fractions should be spelled out except when the fraction is part of a number or three digits or more: twentieth century; one-tenth; Fifth Avenue; 121/2.

The time of day should be spelled out except when A.M. or P.M. is used:

The meeting was called for eight o'clock.

The meeting was called for 8:00 P.M.

9. Inclusive (continued) numbers in text or notes

Inclusive numbers (continued numbers) are separated by a dash, like 3-10, 37-38, 100-104 but 104-5, 132-36, 169-89, 1975-76 but 1879-1980, etc. When using continued numbers to note page numbers in notes, the following principles should be used:

First Number	Second Number	Examples
Less than 100	Use all digits	3-10; 41-42; 71-78; 98-103
100 or multiple of 100	Use all digits	100-104 600-613 1100-1123
101 through 199 (in multiples of 100)	Use changed part only, omitting unneeded digits	107-8; 232-39; 1002-6
110 through 199 (in multiples of 100)	Use two digits, or more as needed	321-25; 498-503; 1536-38
But if numbers are four digits long and three digits change, use all digits		1496-1504; 2345-2552;

Note the following instances of continued numbers other than page numbers:

the war of 1914-18	the years 1597-1601
the winter of 1900-1901	fiscal year 1975-76
A.D. 325-27	A.D. 300-25
	But 327-325 B.C.

When inclusive dates occur in titles, it is customary to repeat all the digits:

An English Mission to Muscovy, 1598-1601

A History of England, 1510-1549

10. Enumerations in text

Numbers and letters used to enumerate items in text are more obvious when used in parentheses than when followed by periods:

The reasons for his resignation were three: (1) advanced age, (2) failing health, and (3) a desire to travel. OR:

The reasons for his resignation were three: (a) advanced age, (b) failing health, and (c) a desire to travel.

11. Abbreviations

Generally speaking, aside from the exceptions noted below, abbreviations should NOT be used in the text.

a. Spell out the following:

Names of states and countries; days of the week and months; expressions of dimensions, distance, measure and weight; the words *page, section, book, volume, chapter, column, line, figure, plate*, etc.; the words *street, avenue, terrace*, etc.; the names of geographic place names, North Carolina, Fort Wayne, Mount Whitney, but St. Louis; the words *company, brother, associate, Incorporated*, and in the place of the ampersand [&], even when forming part of the name of a commercial firm; titles preceding personal names, e.g., Professor Thomas Lewis, General Robert E. Lee, and Senator Tom Connally.

b. Exceptions:

(1) Use of the following abbreviations before names: Mr., Messrs., Mrs. (and their foreign equivalents, such as the French M., MM., Mme., Mile), Dr., St. (for Saint, not Street), Ste., Rev., and Hon.

(2) Never use Rev. or Hon. (or Reverend or Honorable) before a last name alone. Follow it with the given name or the initials or the appropriate title: the Reverend J. Cyril Stevens, or the Reverend Dr. J. Cyril Stevens, or the Reverend Mr. J. Cyril Stevens.

When "the" precedes either Reverend or Honorable, the latter should be spelled out: not the Rev. or the Hon.

(3) When placed after the names, abbreviate Sr., Jr., Esq., and all academic degrees, B.A., M.S., Ph.D., LL.D.

(4) When they are preceded by the hour, abbreviate A.M. and P.M.

(5) When they are used with dates, abbreviate B.C. and A.D.

(6) Names of individuals are complete and should contain no comma between the family name and the designations Sr., Jr., III, etc. Such designations are not honorary titles such as OBE, PhD, DD, Realtor[®], etc., which would have a comma stand off from the name.

12. Tables, maps, charts, illustrations and plates

All tables, maps, charts, illustrations and plates, etc., should be placed on pages separate from the text. The words *Table, Map, Chart, Illustration, Plate*, etc., and the number, in

Arabic figures, are typed on a line above the table, etc. The table, etc., title is typed on the line(s) below the number, with only initial capital letters, that is, all words should be capitalized except coordinate conjunctions, prepositions, and articles. Titles should never be typed in full capitals, nor should a period follow a title. Brief tabular material — not more than, say, four lines and two columns — if it does not include vertical lines or braces, should be typed within the text. Longer lists of one or two columns that may be broken (continued on the next page) should be typed with the text.

13. Author's corrections

An added or altered word or phrase may be inserted in the text directly above the line where it is to be inserted. Words, phrases, sentences, or whole paragraphs may be deleted by a line drawn through them. Pages containing such corrections should not be renumbered.

For more lengthy corrections, the page should be retyped.

Unacceptable corrections:

Writing or typing on the reverse side of pages

Writing up or down the margins

Typing inserts on slips attached to pages

Pasting an addition to the bottom of a page and folding it up

Directing the editor to insert a passage from another page

14. Exclamation point

An exclamation point is used to mark an outcry or an emphatic or ironic comment. In order not to destroy its effectiveness, the author should avoid its use whenever possible.

15. Compound words

Of any ten spelling questions that arise in writing or editing, nine are probably concerned with compound words. Most such questions are readily answered by use of a dictionary.

Some examples are: anteroom, bedroom, makeup, Lodgeroom, courthouse, meeting place, ill-fated, non-elective, redhead, re-enact or reenact, re-elect or reelect, psuedo-intellectual, so-called.

16. Foreign words

Isolated words and phrases in a foreign language may be set in italics if they are likely to be unfamiliar to readers. Scholarly abbreviations, such as *ibid.*, *et al.*, *ca.*, *passim*, however, are not italicized.

17. Capitalization

Current scholarship greatly discourages excessive use of capital letters in text materials. Proper nouns are still conventionally capitalized, but many words derived from or associated with them may be lowercased with no loss of clarity or significance. In general, capitalization extends to the name of a person (John, or John Doe) or a place (Dallas) and directions (East, but eastern, Southwest but southwestern, etc.).

Masonic writers have a tendency to capitalize too many words. "Since time immemorial," however, Masonry, Freemasonry, Mason, Entered Apprentice or Entered Apprentice Mason or Entered Apprentice Mason Degree, Fellowcraft Mason, Master Mason, etc., Ancient Charges, Worshipful Master, Senior Warden, Grand Lodge Communication or Grand Lodge Annual Communication, Grand Lodge Officers, Scottish Rite, and appellations used to refer

euphemistically to Masonry, such as the Craft, the Fraternity, the Art, etc., are always capitalized. An excellent guide on what to capitalize and what not to capitalize is *Coil's Masonic Encyclopedia* (New York: Macoy, 1961).

If you are writing the history of Stanfield Lodge No. 217, A.F. & A.M., Denton, you give the full citation once; thereafter, refer to it as the lodge, or Stanfield Lodge, or the brethren of Stanfield, or the brethren of Stanfield Lodge. (*Lodge* is not a proper noun and should be lower case unless accompanied by the actual lodge name and/or number.)

18. Titles and offices

Civil, military, religious, professional, titles of nobility, and Masonic are capitalized when they immediately precede a proper name, as part of the name:

President James A. Garfield

General Johnathan Wainwright

King George VI

Most Worshipful Grand Master Jack Kelly

Worshipful Master Raymond G. Bronk

19. Calendar, time and historical designations

Names of the days of the week and months of the year are capitalized. The four seasons are lower-cased. Holidays are capitalized, while time zones are lowercased, but abbreviations are capitalized, i.e., Daylight Saving Time (DST) or Central Standard Time (CST). A numerical designation for a century or a decade is lowercased: the eighteenth century, the seventeen hundreds, the sixties and seventies. If decades are identified by their century, however, figures are used: the 1880s and 1890s (never the 1880s and '90s). The correct style is to use 1890s, not 1890's.

20. Dates

The numbers for dates — the day of the month and the year itself — constitute an important group of exceptions to the general rule of spelling out exact numbers. Year numbers are invariably expressed in figures, whatever their magnitude. For example, Octavian was born in 63 B.C., became emperor in 27 B.C., and died in A.D. 14.

The sequence of all dates should be written in the sequence of day-month-year, without internal punctuation: 27 April 1981.

On 4 February 1945 Roosevelt, Stalin and Churchill met at the Black Sea resort town of Yalta.

If the year is not given, it is day-month:

18 April, not 18th April nor April 18th.

When month and year are used, no internal punctuation is necessary or proper:

March 1986

The events of August 1945 were decisive to the outcome of the war.

21. Wars, battles, campaigns and theaters of war

American Civil War, or the Civil War; American Revolution, or American War of Independence, or the Revolution, or the revolutionary war; Battle of Bunker Hill, or battle of Bunker Hill, or the battle of Bunker Hill; Battle of the Bulge; Crusades; the Sixth Crusade; European theater of operations (during World War II); Korean War; Operation Overlord; World

War I; World War II; the two world wars.

22. Notices and mottoes in text

Specific wording of short signs or notices or mottoes used in textual material should be capitalized and either italicized or set off in quotation marks:

He has a *No Smoking* sign in his car.

The door was marked *Authorized Personnel Only*.

The flag bore the motto *Don't Tread on Me*.

23. Ibid.

Ibid. is no longer underlined or italicized. Ibid. refers to a single work cited in the note immediately preceding. Ibid. takes the place of the author's name, the title of the work, and as much of the succeeding material as is identical. The author's name is never used with *ibid.*, nor is a title. Ibid. may also be used in place of the name of a journal or book of essays in successive references to the same journal or book within one note. Ibid. is the abbreviation for the Latin word *ibidem*, "in the same place," and as such requires a period at the end of the word.

24. Idem

Idem ("the same") may be used in place of an author's name in successive references within one work to several works by the same person. It is not used for titles except in legal references. For example, you are citing three articles by Lesley L. Walker Jr., that have been published in *The Texas Freemason* in one note. The first entry would be full reference; the second would begin with *idem*, then the full title of the article, title of publication, volume, date, page; and the third would be the same format as the second entry. *Idem* herein means you do not type Brother Walker's name three times in the same note since he is the author of all the references cited.

25. Shortened reference form used in place of op. cit. and loc. cit.

Full reference in first citation:

James D. Carter, *Masonry In Texas: Background, History and Influence to 1846*, 2d ed. (Waco, TX: Committee on Masonic Education and Service of the Grand Lodge of Texas, A.F. & A.M., 1958), 222.

Rob Morris, *The Lights and Shadows of Freemasonry*, vol. 23 of Universal Masonic Library, ed. by Robert Morris, 33 vols. (Louisville, KY: The Author, 1855-1856), 19.

L.L. Walker, Jr., "Today's Masonry in Today's Society," *Texas Freemason* 22 (Spring 1984): 20.

Proceedings, Grand Lodge of Texas, A.F. & A.M., 1910, 70.

Shortened reference in subsequent citation(s):

Carter, *Masonry in Texas*, 222.

Morris, *Lights and Shadows*, 17.

Walker, "Today's Masonry," 20.

Proceedings, Grand Lodge of Texas, 1910, 70.

26. References for authors

a. *The Chicago Manual of Style*. 13th ed. Chicago: University of Chicago Press, 1982. Hardback. 738 + ix. (ISBN 0-226-10390-0)

- b. Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*. 4th ed. Paperback. (ISBN 0-226-81621-4)
- c. Turabian, Kate L. *Students Guide for Writing College Papers*. Rev. 3d ed. Chicago: University of Chicago Press. 1977. Paperback. 164+ vii. (ISBN 0-226-81623-0)
- d. Campbell, William G. et al. *Form and Style in Thesis Writing*. 6th ed. Boston: Houghton Mifflin. 1981. Paperback. 114 + ill. (ISBN 0-395-31689-0)
- e. French, Christopher W., Editor, *The Associated Press Stylebook and Libel Manual*, Rev. 8th ed. New York: Addison-Wesley Publishing Co., Inc., 341 + v. Paperback. (ISBN 0-201-10433-4)

C. Style of notes

1. General comments

Notes (formerly called footnotes or endnotes) are used to give information about the material on which the text is based and to protect the writer against the charge of plagiarism and improper use of materials. Notes may also be used to elaborate on materials in the text, to show conflicting opinions, or to present the author's opinions. Number notes using arabic numerals in the text consecutively throughout the paper with a superscript at the end of the cited information to which it refers. There may be more than one note number in a paragraph. Many word processing programs have a superscript feature. **For example, in Word, one can type the number, block the number, choose "Format" in the upper toolbar, then choose "superscript."** The notes themselves should be typed on a separate sheet or sheets and placed at the end of the paper adhering to the same margin requirements of text.

One note reference should never apply to material in more than one paragraph (with the exception of a quotation of more than one paragraph in length).

No two notes should contain the same number, such as 15 and 15a.

2 Books

a. Facts to be included in bibliographical material for book entries in notes:

- (1). Name of author or authors, the editors, or the institution responsible for writing the book. (First name, middle name, last name.)
- (2). Full title of the book, including subtitle, if any.
- (3). Title of series, if any, and volume number in the series.
- (4). Edition, if not the original.
- (5). City of publication.
- (6). Publisher's name.
- (7). Date of publication.
- (8). Volume number, if any.
- (9). Page number(s) of the citation.
- (10). Abbreviations that may be used as needed: ed., editor; comp., compiler; trans., translator or translation; 2d ed., second edition; vols., volumes; n.p., no publisher given; n.d., no date of publication given; et al., and others when there are three or more authors by name; also n.p. if pages are unnumbered; art., article; rev., revised; enl., enlarged; MS., manuscript.
- (11). Do not use p for page number or pp for page numbers as the current trend is to eliminate these abbreviations.

b Examples.

(1) Grand Lodge publications.

A. S. Ruthven, comp., *Proceedings of the Grand Lodge of Texas, A.F. & A.M., 1837-1857*, 3 vols. in 2 (Galveston: Richardson, 1857; 1860), 1:276; 2:298; 3:1 1.

The above citation illustrates several features of noting: (1) a compiler of a book that he did not author; (2) two or more volumes of the same book; (3) volumes published in different years; (4) how to cite volume and page number where there is more than one volume: 1:276 means volume 1, page 276.

Caution! Ruthven originally planned to print three separate volumes. Instead, the three volumes are printed in two. There are no problems in citing Vol. 1, which covers the period of 1837-53 inclusively. Vol. 2, 1-308 covers the period of 1854-56 inclusively and abruptly begins anew with what otherwise would be Vol. 3 and a new numbering sequence, pages 1-352, which covers 1857 only. For citation purposes, as noted in above paragraph, cite Vol. 3 and page number, otherwise the reader will not be able to “track” your source when working with Ruthven.

Proceedings, Grand Lodge of Texas, A.F. & A.M., 1919, 70.

William M. Taylor, *A Manual of Freemasonry: Adapted to the Work and Government of the Lodges Subordinate to Grand Lodge of Texas, A.F. & A.M.J.*, 11th ed. (Houston: Coyle, 1882), 24.

Sam R. Hamilton, *The Taylor-Hamilton Monitor of Symbolic Masonry, Adapted to the Lodges Subordinate to the Grand Lodge of Texas, [A.F. & A.M.]* (Houston: Coyle, 1908), 14.

The Official Monitor of the Grand Lodge of Ancient Free and Accepted Masons, State of Texas (Waco, TX: Grand Lodge of Texas, A.F. & A.M., 1922), 102.

Jewel P. Lightfoot, *Lightfoot's Manual of the Lodge or Monitorial Instruction in the Three Degrees of Symbolic Masonry as Exemplified in the Grand Jurisdiction of Texas, A.F. & A.M.* (Waco, TX: Grand Lodge of Texas, A.F. & A.M., 1934), 284.

Monitor of the Lodge,, Grand Lodge of Texas, A. F. & A.M. (Waco, TX: Waco Printing Co., 1982), 36.

Art. 298, *Laws of the Grand Lodge of Texas, A.F. & A.M.*, 1986 rev. ed. (Waco, TX: Grand Lodge of Texas, A.F. & A.M.), 140-41.

Art. 5, Sec. 1, Constitution of the Grand Lodge of Texas in *Laws of the Grand Lodge of Texas, A.F. & A.M.*, 1986 rev. ed. (Waco, TX: Grand Lodge of Texas, A.F. & A.M.), 45.

“The Charges of a Freemason” in *Laws of the Grand Lodge of Texas, A.F. & A.M.*, 1986 rev. ed. (Waco, TX: Grand Lodge of Texas, A.F. & A.M.), 57-63.

To The Entered Apprentice Mason, vol. 2 of *The Texas Lodge System of Candidate Information*, 4 vols. (Waco, TX: Grand Lodge of Texas, A.F. & A.M., 1980), 2:3, 19.

“What is Freemasonry?” in *The Lodge System of Masonic Education* (Waco, TX: Grand Lodge of Texas, A.F. & A.M., 1959), 16-20.

1985-1986 Directory of Worshipful Masters, Wardens and Secretaries of Constituent Lodges in Texas (Waco, TX: Grand Lodge of Texas, A.F. &

A.M., [1985], 182.

Annual Reports of the Most Worshipful Grand Lodge of Texas, A.F. & A.M., Board of Directors, Superintendent, and Treasurer of the Masonic Home and School, 3 and 4 December 1983, A. L. 5983, 15.

Jewel P. Lightfoot, *Jachin and Boaz* (Waco, TX: Committee on Masonic Education and Service of the Grand Lodge of Texas, A.F. & A.M., 1948), 17.

James D. Carter, *Education and Masonry in Texas to 1846* (Waco, TX: Committee on Masonic Education and Service of the Grand Lodge of Texas, A.F. & A.M., 1963), 142.

James D. Carter, *Education and Masonry in Texas, 1846 to 1861* (Waco, TX: Committee on Masonic Education and Service of the Grand Lodge of Texas, A.F. & A.M., 1964), 222.

James D. Carter, *Masonry In Texas: Background, History and Influence to 1846*, 2d ed. (Waco, TX: Committee on Masonic Education and Service of the Grand Lodge of Texas, A.F. & A.M., 1958), 222.

(2). Two or more authors

Douglas D. Knoop and G. P. Jones, *Introduction to Freemasonry* (Manchester: Manchester University Press, 1937), 4.

(3). Editor or compiler

Thomas S. Roy, ed., *Information for Recognition: Reports on Lodges in Other Lands* (New York: Macoy, 1958), 17.

(4). Book that is part of a series

Rob Morris, *The Lights and Shadows of Freemasonry*, vol. 23 of *Universal Masonic Library*, ed. by Rob Morris, 33 vols. (Louisville, KY: The Author, 1855-1856), 19.

Carl H. Claudy, *Entered Apprentice*, vol. 1 of *Introduction to Freemasonry*, 3 vols. (Washington, DC: Temple Publishers, 1931). 1:14. (Claudy's *Introduction to Freemasonry* was printed as a single-volume book, also in 1931).

(5). Translation from other languages where author and translator are known

J. G. Findel, *History of Freemasonry From Its Origins To The Present Day*, translated by D. M. Lyon (London: Asher, 1871), 9.

(6). Reprint editions

Jeremy L. Cross, *The True Masonic Chart or Hieroglyphic Monitor*, 2d ed. (New Haven, 1820; reprint ed., Waco, TX: Texas Lodge of Research, A.F. & A.M., 1984), 8.

OR

Jeremy L. Cross, *The True Masonic Chart or Hieroglyphic Monitor*, 2d ed. (reprint ed., Waco, TX: Texas Lodge of Research, A.F. & A.M., 1984), 8.

Harry Carr, *Samuel Prichard's Masonry Dissected, 1730: An Analysis and Commentary* (reprint ed., Bloomington, IL.: Masonic Book Club), 142.

Ronald E. Heaton, *Masonic Membership of the Founding Fathers* (reprint ed., Bloomington, IL: Masonic Book Club, 1974), 19.

(7). Second, later or revised edition of a book

Harry Carr, *The Freemason At Work*, 6th rev. ed. (Shepperton, Surrey, England: A. Lewis, 1981), 7.

Rupert N. Richardson, *Texas: The Lone Star State*, 2d ed. (Englewood Cliffs, NJ: Prentice-Hall, 1958), 419.

(8). Lodge histories S. M. Bradley, *History of Stanfield Lodge No. 217, A.F. & A.M., Denton, Texas* (Denton, TX: n.p., 1919), 3, 5-6.

Sam E. Hilburn, *One Hundred Years of Masonry in Midland: A History of Midland Lodge No. 623, Midland, Texas, 1886-1986* (Dallas: Taylor, 1986), 4.

(9). Printed proceedings and records of an organization

George M. Waller, *Target Detroit: The French, The Indians and George Rogers Clark*, Proceedings of an Indiana American Revolution Bicentennial Symposium, Indianapolis, IN, Historical Society (Indianapolis: The Society, 1977), 3.

Returns of Trinity Chapter No. 4, Royal Arch Masons, 1974-1975, in 1974-1975 *Returns of the Grand Royal Arch Chapter of Texas; Officers for 1975-76*, 1974-75 *Returns of the Grand Council of Royal and Select Masters of Texas; Officers for 1975-76* (Waco: The Grand Chapter and The Grand Council, [1975]), 4.

(10). County histories

Darrell Debo, *Burnet County: A Pioneer History, 1847-1979*, 2 vols. (Burnet, TX.: Burnet County Historical Commission, 1979), 2.222.

3 Encyclopedia articles including Coil and Mackey

J.W. Comyns-Carr, "Blake, William," *Encyclopaedia Britannica*, 11th ed., 4:36-38. (with Ency, Brit., after 14th edition, use annual date of publication, as shown in next entry)

"Falmouth," *Encyclopaedia Britannica*, 1964, 9:53.

"Sitting Bull," *Encyclopedia Americana*, 1962, 25:48.

"Masonic Service Association," Coil's *Masonic Encyclopedia* (New York: Macoy, 1961), 404-6.

"Aaron," Albert G. Mackey, *Masonic Lexicon*, latest rev. ed. (Philadelphia: Moss, 1872), 1.

"Aaron," Albert G. Mackey, *An Encyclopedia of Freemasonry* (Philadelphia: Moss, 1874), 1.

Edward L. Hawkins, "Accepted," Albert G. Mackey, *An Encyclopedia of Freemasonry*, rev. by William J. Hughan and Edward L. Hawkins, 2 vols. (New York: Masonic History, 1912), 1:10-12. (Articles by Hawkins are signed "[E.L.H.>"; all others are Mackey's.)

"Skull and Cross-Bones," Albert G. Mackey, *An Encyclopedia of*

Freemasonry, ed., rev. and enl. by Robert 1. Clegg, 2 vols. (Chicago: Masonic History, 1929), 2:948.

“Masonic Grand Secretaries Guild,” Albert G. Mackey, *An Encyclopedia of Freemasonry*, ed., rev., and enl. by Robert 1. Clegg with suppl. vol. by H.L. Haywood, 3 vols. (Chicago: Masonic History, 1929; 1946), 2:632.

“Acacia,” Albert G. Mackey, *An Encyclopedia of Freemasonry*, ed., rev., and enl. by Robert 1. Clegg with suppl. vol. by H. L. Haywood, 3 vols. (reprint ed.; Richmond, VA: Macoy, 1966), 1:10-12.

[Note: there are yet several other editions and printings of Mackey’s *Encyclopedia*.]

4. Handbook of Texas

The Handbook of Texas is available as a multi-volume set (currently six volumes), also available online. Most entries have an author; some do not.

Bonner Frizzell, “Palestine, Texas,” *Handbook of Texas*, 2 vols. (Austin: Texas State Historical Association, 1952), 2:326. A new edition is in process.

“Palisada Spring,” *Handbook of Texas*, 2 vols. (Austin: Texas State Historical Association, 1952), 2:326.

Clarence J. LaRoche, “Daniel Constant LaRoche,” *Handbook of Texas*, 3 vols. (Austin: Texas State Historical Association, 1952; 1976), 3:507.

5 Bible references

a. Scripture citations

1 Thessalonians 4:11.

Ruth 3:1-18.

1 Samuel 3.

Acts of the Apostles 21:40.

Revelation 22:21.

b. Commentary series

The Acts of the Apostles and the Epistle to the Romans, vol. 9 of *The Interpreters Bible*, 12 vols. (New York: Abingdon Press, 1952-1954), 9:233.

6 Periodical and journal articles

a Facts to be included in bibliographical material for articles in periodicals and journals.

(1). Name of the author or authors, if any.

(2). Full title of the article.

(3). Name of the periodical or journal.

(4). Volume (sometimes issue) number.

(5). Date of the publication or of the issue.

(6). Page number(s) of the particular citation.

(7). See abbreviation notes above under: **2. Books** (page 12).

b Examples

(1) Author(s)

L.L. Walker, Jr., “Today’s Masonry in Today’s Society,” *Texas Freemason* 22 (Spring 1984): 20.

William Preston Vaughn, “Pre- and Post-Civil War Antimasonry, An Overview: A Contrast in Style and Substance,” *Transactions of the*

Harry Carr, "Transition from Operative to Speculative," *Ars Quatuor Coronatorum* 69 (1956): 161.

Paul T. Hughes, "Old Legends of Hiram Abif," *Short Talk Bulletin* 64 (February 1986): 3.

Mary C. Trejo, "Woodland Traces," *Nova Quarterly* 24 (September 1988): 9-10.

[Note: Omit "The" in titles of periodicals].

(2). No author given

"Three Certificates of Merit in One Day," *Texas Freemason* 22 (Spring 1984): 10.

"Censorship Is Not Healthy," *Philalethes* 39 (April 1986): 20.

"Thanks for the Memories," *Modern Maturity* 31 (October November 1988): 13.

7. Newspaper articles

Denton Record-Chronicle, 27 February 1925, 9.

[Fort Worth] *Free Press*, 9 April 1962, 10.

[Sanger, Texas] *Courier Journal*, 1 January 1985, 11.

8. Unpublished records and documents

a. Theses, Dissertations, and other Unpublished Works

Andrew J. King, "Law and Land Use in Chicago: A Pre-history of Modern Zoning" (Ph.D. diss., University of Wisconsin, 1976), 6.

Eviatar Zerubavel, "The Benedictine Ethic and the Spirit of Scheduling," Paper Presented at the Annual Meeting of the International Society for the Comparative Study of Civilization, Milwaukee, April 1978, 192.

b. Interviews; telephone conversations

Interview with C.C. Hall, 29 July 1985, Denison, TX.

Telephone conversation with John Q. Daniels, 31 August 1986, Ft. Worth, TX.

c. Lodge minutes and records

Minutes of Stanfield Lodge No. 217, 24 July 1920.

Membership Ledger, Stanfield Lodge No. 217, Dues Record of G. Holland Neely.

Copy of Summons and Report of Building Committee dated 21 June 1924, attached to Minutes of Stanfield Lodge No. 217, 26 June 1924.

d. Personal communications and correspondence

William Preston Vaughn to Praetorian Mutual Life Insurance Company, 18 July 1985; and, Company to Vaughn, 29 July 1985.

e. Manuscript collections

Masonic Records for James Buckner Barry, Archives of the Grand Lodge of Texas, A.F. & A.M., Waco, TX.

Minutes of the Grand Lodge of the Republic of Texas, 9 January 1844,
Archives of the Grand Lodge of Texas, A.F. & A.M., Waco, TX.

Grand Lodge Files, Annual Returns of Fellowship Lodge No. 1385 for 1984,
Archives, Grand Lodge of Texas, A.F. & A.M., Waco, TX.

Grand Lodge Membership Files, Archives, Grand Lodge of Texas, A.F. &
A.M., Waco, TX.

Grand Lodge Ledger A, 1838-1845, 2-30, Archives, Grand Lodge of Texas,
A.F. & A.M., Waco, TX.

Nicholas Murray Butler Papers, Columbia University Library, New York.

Charles Goodnight to J. Evetts Haley, 5 December 1926, unpublished
manuscript collection, Nita Stewart Haley Memorial Library, Midland, TX.
(Example of an unpublished letter in a private collection.)

Sam Houston Papers, Barker Library, University of Texas at Austin, Vol. 3,
No. 19.

Updated clipping, Williamson County Scrapbook, William L. Mann Papers,
Archives, University of Texas at Austin Library.

B.L. Richey, "Weather Diary, Vol. 1,: 1875-1904," Weatherford, TX, Public
Library, 4.

Alexander Horton Memoirs (typescript at Stephen F. Austin University
Library, Nacogdoches, TX), 7.

Joel Kittrell Parrish, "The Great Chamizal Swindles," unpublished
manuscript, photographic duplicate in Cleofas Calleros Archives, El Paso, TX,
Public Library.

Pioneer Abstract and Guarantee Title Company of El Paso, TX, Abstract of
Title No. 23136.

f. Letters and manuscripts in private collections.

R.B. Blake (ed.), Selected Letters and Papers of Judge Charles S. Taylor of
Nacogdoches, TX (typescript in possession of L.W. Kemp, Houston, TX) 1:47.

Morristown (KS) Orphans' Home, Minutes of Meetings of the Board of
Managers, meeting of 6 May 1950, 2 (typewritten).

List compiled from histories of the early lodges approved or published by the
Grand Lodges of the states concerned (Ms., in possession of the writer).

Unpublished Papers of the Seymour Family, "Memories of Horatio Alger
Seymour," in the possession of John D. Seymour, Notrees, TX.

Unpublished Personal Records of S.D. Clark Family secured by author from
grandson Joe M. Clark Jr., Houston, TX.

Kenneth D. Yeilding, "The Influence of Texas and Texans in the Presidential
Election of 1912," Paper read before the Texas State Historical Association, March
1973, in the possession of the author, 8.

g. Legal references

Bridges v. California, 314 U.S. 242 (1914), 3.

When full citation is given, do not underscore as the title of case is not italicized (as
in the example above). If names of the case (style) are used without citation,
however, then underline as title of case will be italicized as in examples below:

Bridges v. California, 22.

Miranda v. Arizona, 2.

Ex parte Mahone, 3.

In the text of the paper, if a case is referred to by shortened title, it is underscored:

The *Miranda* case is surely a landmark case in American jurisprudence.

Where research is done from an unpublished transcript of a trial, the following are examples:

Frank B. Cotton v. W. J. Warder, et al., records of the El Paso County District Clerk's Office, 41st District Court, El Paso, TX.

Joseph Magoffin v. Robert Campbell, et al., records of the United States Circuit Court for the Western District Court, Austin, TX, Cause No. 1290 1-2.

h Government publications

Senate Journal 14th Cong., 1st sess., 7 December 1819, 9.

Congressional Record. 71st Cong., 2d sess., 1930, 72 vols., 10:10828-30. (Before 1874 congressional debates were privately printed in *Annals of Congress* (1789-1824), *Congressional Debates* (1824-1837), and *Congressional Globe* (1833-1873).

House Committee on Interior and Insular Affairs, *Fire Island National Seashore, N.Y., Report to Accompany H.R. 7107*, 88th Cong., 2d Sess., 1964, House Report 1638, 5.

Joint Session of Congress, *Declaration of a State of War with Japan, Germany, and Italy*, 77th Cong., 1st sess., 1941, Senate Document 184 (Serial 10575): 1.

Warren H. Donnelly and Barbara Rather, *International Proliferation of Nuclear Technology*, report prepared for the Subcommittee on Energy and the Environment of the House Committee on Interior and Insular Affairs, 94th Cong., 2d sess., 1976, Committee Print 15:27.

Statutes at Large of the United States of America, 1789-1873, 17 vols. (Washington, DC: Government Printing Office, 1850-1873), 3:2.

Administrative Procedure Act, United States Statutes at Large, 1946, 243. Secs. 2201-2202, *U.S. Code*, vol. 28 (1952). (Citations to the Code are always by section number, not page, using all number(s) of secs.)

Department of Justice, Law Enforcement Assistance Administration, *Criminal Justice Agencies in Pennsylvania* (Washington: Government Printing Office, 1970), 3.

"Lobbying," Files of the Senate Committee on the Judiciary, Record Group 46, File 71A-F15, National Archives, 32.

Art. 1, Sec. 8, U.S. Constitution.

Amendment 14, Sec. 2, U.S. Constitution.

President, Proclamation, "Supplemental Quota on Imports of Long-Staple Cotton," *Federal Register*, XV, No. 196, 10 Oct. 1950, 6801-6802.

Frederick Webb Hodge, ed., *Handbook of American Indians North of Mexico*, The Smithsonian Institution, Bureau of American Ethnology Bulletin no. 30, 2 vols. (Washington, D.C.: Government Printing Office, 1912), 1:111.

Hunter Miller, ed., *Treaties and Other International Acts of the United States of America*, 8 vols. (Washington: Government Printing Office, 1931-1948), 3:25.

Art. 1, Sec. 2, Texas Constitution (1876).

Art. 1, Sec. 2, *Constitution of the State of Texas Annotated*, 3 vols. (Kansas City: Vernon, 1955), 1:33.

Arts. 200a., 302a-1, 304, 306, 2328a, 5924h, *Vernon's Texas Civil Statutes*. [Citations to V.T.C.S. are always by article number, not page.]

i. Public records

Deeds of Record, County Clerk's Office, Denton County, TX, 90:423.
Mechanic's Lien Records, County Clerk's Office, Denton County, TX,
vols. 4-8.

General Indexes, County Clerk's Office, Denton County, TX, vols. 1-2.
Deeds of Trust, County Clerk's Office, Denton, TX, 89:474-81.
Minute Book, District Clerk's Office, El Paso, TX.
Record, Surveyor's Office, El Paso, TX.
Minutes of the Odessa, TX, City Council, 17 May 1943, 4.

j. Census records

Bureau of the Census, *United States Census of Population, 1860*, Vol. 1,
Characteristics of the Population, pt. 6, California, 177.
Bureau of the Census, *Tennessee: 1860 Census Population Schedules, Wilson
County* (Microfilm).

9 Citation of electronic documents

a. Electronic media

Citation of electronic documents can follow the same general form as citations of printed materials. The same basic information is needed: author and title of the particular item; name and description of the source cited, whether some physical form, or an online source; city of publication, if any; publisher or vendor (or both); date of publication or access (or both); and identifying numbers or pathway needed for access to the material. Citation of material previously issued in print should include the same information and use the same style as any references to books and periodicals, as well as providing the additional information necessary to locate the electronic version.

b.Examples

1. Richard D. Lanham, *The Electronic Word: Democracy, Technology and the Arts* [diskette] (Chicago: University of Chicago Press, 1993).
2. Robin Toner, "Senate Approves Welfare Plan That Would End Aid Guarantee," *New York Times*, 20 September 1995, national ed., A1, *New York Times Ondisc* [CD-ROM], UMI-Proquest, December 1995.
3. Jeffery Michael Jones, "A Survey of the Use of Household Appliances in Middle-Class American Homes, 1925-1960" (Ph.D. diss., University of Chicago, 1995), abstract in *Dissertation Abstracts International* 55 (1995): 3578A, *Dissertation Abstracts Ondisc* [CD-ROM], November 1995.
4. *Oxford English Dictionary*, 2d ed., s.v. "glossolalia" [CD-ROM] (Oxford: Oxford University Press, 1992).
5. Geoffrey Chaucer, *The Canterbury Tales*, *English Poetry Full-Text Database*, rel. 2 [CD-ROM] (Cambridge: Chadwyck, 1993).
6. Bureau of the Census, *Media Gross Rent by Counties of the United States*, 1990 prepared by the Geography Division in cooperation with the Housing Division, Bureau of the Census [CD-ROM] (Washington, DC, 1995).
7. *United States v. Shabani*, document no 93-981. (U.S. Supreme Ct. 1994), reproduced in *SIRS Government Reporter CD-ROM* [CD-ROM] (Boca Raton, FL.: Social Issues Resources Series, 1995).

8. "Acquired Immunodeficiency Syndrom," in MESH Vocabulary File [database online] (Bethesda, MD: 19990), identifier no. D000163, 49 lines.

9. *Belle de jour*, in Magill's Survey of the Cinema [database online] (Pasadena, CA: Salem Press, ca. 1989, accessed 1 January 1990); available from DIALOG Information Services, Palo Alto, CA, accession no. 50053 p. 2 of 4.

10. William J. Mitchell, *City of Bits; Space, Place, and the Infobahn* [book on line] Cambridge, MA: MIT Press, 1995, accessed 29 September 1995); available from http://www-mitpress.mit.edu:80/City_of_Bits/Pulling_Glass/index.html; Internet.

11. Joanne C. Baker and Richard W. Hunstead, "Revealing the Effects of Orientation in Composite Quasar Spectra," *Astrophysical Journal* 452:L95-L98, 20 October 1995 [journal online]; available from <http://www.aas.org/ApJ/v452n2/5309/5309.html>; Internet; accessed 29 September 1995.

In sample notes 10 and 11 above, the access path is noted in the Universal Resource Locator (URL) format that has recently come into common use. Although the URL is a complete specification of the retrieval method for a document, it should never be substituted for the name of the publication and the publisher. Electronic journals, for example, may move to other locations on the Internet or may cease to exist as Internet publications, so a citation giving only the URL becomes meaningless. In time the infrastructure may permit more abstract methods of accessing materials on the Internet; a scheme using universal resource names (URN) is being planned, providing a canonical name, not specific to a machine, that applies even when a document is moved to another location. Use such abstract retrieval schemes as they become available. Cited from Kate Turabian, *Manual of Style*, 6th ed., 157-59

10. Examples of notes printed in Transactions

NOTES

1. *Monitor of the Lodge, Grand Lodge of Texas, A.F. & A.M.* (Waco, TX: Waco Printing Co., 1982), 36, 233.
2. John A. Garraty, *A Short History of the American People, Volume B, Since 1865*, 4th ed. (New York: Harper and Row, 1985), 462-63.
3. Interview with C. C. Hall, 29 July 1985, Denison, TX.
4. S. M. Bradley, *History of Stanfield Lodge No. 217, A.F. & A.M., Denton, Texas* (Denton, TX: n.p., 1919), 3, 5-6.
5. Clarence A. Bridges, *A History of Denton, Texas, From Its Beginning to 1969* (Waco, TX: Texian Press, 1960), 50-76.
6. Bradley, *Stanfield Lodge*, 6-7.
7. Bridges, *Denton*, 79-80.
8. Wilhelm A. Garraty, *A Short History of Valley Lodge No. 175, A.F. & M., Burnet, Texas*, (Burnet, TX, Whitetail Lore Publications, 1970), 112.
9. Bradley, *Stanfield Lodge*, 8-10; Deeds of Record, County Clerk's Office, Denton County, TX., 90:423.
10. *Ibid.*, 6-7, 11.
11. Bridges, *Denton*, 275, 327.
12. *Denton City Directory*, 1913, 105-62.
13. Membership Ledger, Stanfield Lodge No. 217, Dues Record of G. Holland Neely.
14. *Proceedings, Grand Lodge of Texas, A.F. & A.M., 1900*, 70-71.
15. Minutes of Stanfield Lodge No. 217, 24 July 1920, 26 February 1921, 9 and 24 December 1921, 13 June 1924, 26 June 1924.
16. Copy of Summons and Report of Building Committee dated 21 June 1924, attached to

Minutes of 26 June 1924.

17. Minutes, Stanfield Lodge, 1924-25, passim.
18. Mechanic's Lien Records, County Clerk's Office, Denton County, TX., vols. 4-8 and General Indexes.
19. Interview with J. W. Savage, 18 August 1985, Sherman, TX.
20. *Denton Record-Chronicle*, 27 February, 9, 12, 17, 20, 21 March, 12 and 30 May, 26 June, 29 July, 13 August 1925.
21. *Proceedings, Grand Lodge of Texas 1925*, 159-61, 342-43.
22. Minutes, Stanfield Lodge, 12 August 1925.
23. *Biographical Directory of the American Congress, 1774-1971*, 1927.
24. Garraty, *Short History*, 441-42.
25. Frederick Lewis Allen, *Only Yesterday: An Informal History of the 1920's* (New York, 1931; reprinted., New York: Perennial Library, 1964), 138-39, 155, 161-73.
26. *Literary Digest* 86 (8 August 1925): passim.
27. Minutes, Stanfield Lodge, 22 and 31 December 1925, 23 January 1926.
28. Savage Interview.
29. Hall Interview.
30. Deeds of Trust, County Clerk's Office, Denton, TX, 89:474-81.
31. Stanfield Membership Ledger, Neely Record.
32. *Proceedings, Grand Lodge of Texas, 1926*, 162-63.
33. Savage Interview.
34. Minutes, Stanfield Lodge, 29 June, July, 12 November 1926, 11 February, 13 May 1927, 5 June and 13 July 1928.
35. *Proceedings, Grand Lodge of Texas, 1927*, 160-61.
36. *Ibid*, 1928, 308-9, 381.
37. Minutes, Stanfield Lodge, 11 February, 5 March and 24 June 1929.
38. Deeds of Trust, Denton County, 89:474, 479.
39. *Ibid.*, 101:561-64.
40. *Proceedings, Grand Lodge of Texas, 1929*, 340-41.
41. Garraty, *Short History*, 448.
42. Eugene H. Roseboom, *A History of Presidential Elections*, 3d ed. (New York: Macmillan, 1970), 425-29.
43. Joan Hoff-Wilson, *Herbert Hoover. Forgotten Progressive* (Boston: Little, Brown, 1975), 127-28.
44. Bridges, *History of Denton*, 367.
45. *Proceedings, Grand Lodge of Texas, 1930*, 165-66, 342-43.
46. *Ibid.*, 1931, 165-66, 360-61.
47. Minutes, Stanfield Lodge, 1 July, 5 August 1930, 3 February, 3 March, 7 April, 5 May 1931.
48. Savage Interview.
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51. Minutes, Stanfield Lodge, 2 August and 6 September 1932, 3 October 1933.
52. Hall Interview.
53. Minutes, Stanfield Lodge, 16 February and 7 March 1933.
54. *Proceedings, Grand Lodge of Texas, 1933*, 161-62, 384-85.
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D. Sources of Data Cited in this Publication

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E Often used proofreader marks

WHY HAVE A MANUAL?

The editorial committee has often been asked, "Why ~~can~~ must we follow a Form and Style Manual?" *ital*

The reasons are many. TLR is *sp* concerned with quality of content, grammar, style and presentation. The [organization has a worldwide scope, and] is composed of literate and discriminating members. Our reputation ~~DEMANDS~~ quality. This overriding need for quality demands some sort of reference publication that ~~spells out~~ the type of style needed for a product. *quality*

A reference must be easy to use. It must be appropriate for use in compiling logical consistent sensible manuscript examples for our annual publication. *Transactions.*

When a style guide uses examples to explain its style components, examples that are appropriate and easy to understand, each example must be absolutely correct.

Must a style manual use examples?

Most writers agree that its necessary to provide examples. One even claims, I need all the help I can get, anything to make things clear. More understandable.

NECESSARY CONTENT

- e* Make capital letters (Editorial Committee)
- ~~—~~ Delete
- ital* Make italic letters (*Form and Style Manual*)
- sp* Spell out (Texas Lodge of Research)
- l* Insert space
- ✓* Delete & close up (delete letters within a word)
- [* Move left
-]* Move right
- D* Make lowercase letters (demands)
- ¶* Begin a new paragraph
- Delete space, close up (demands some)
- stet* Let it stand (spells out)
- ^* Insert here (quality)
- ⊗ or ○* Insert period
- ^* Insert comma
- ^* Insert colon
- M* Insert em dash
- ?* Insert question mark
- '* Insert apostrophe or single quotation marks
- "* Insert quotation marks
- ;* Insert semicolon
- ()* Insert parentheses
- []* Center