

Colored Conventions Project Editorial Manual

Colored Conventions Project (CCP) members should consult the 16th edition of [The Chicago Manual of Style](#) for guidance on grammar and usage. The entries in the *CCP Editorial Manual* provide Chicago recommendations and section reference numbers unless another manual or person is specified (e.g., PGF for P. Gabrielle Foreman, CCP Faculty Director). The *Web Style Guide* (WSG) provides guidance on web editorial style.

[The Chicago Manual of Style](#) and [Merriam-Webster's Collegiate Dictionary](#) (MWCD) are available online to current University of Delaware faculty, staff, and students through the University of Delaware Library. Users may be prompted for their UDeINetID and password. CCP Affiliate members should consult the resources available at their institutions.

[The Chicago Manual of Style](#). 16th ed. Chicago: University of Chicago Press, 2010.

Ebook, continually updated

Print copy, Morris Library Reference Desk (Ref Z253 .C57)

Lynch, Patrick J, and Sarah Horton. *Web Style Guide: Basic Design Principles for Creating Web Sites*. 3rd ed. New Haven, CT: Yale University Press, 2008.

Print copy, Morris Library (TK5105.888 .L96 2008)

[Merriam-Webster's Collegiate Dictionary](#), 11th ed. Springfield, MA: Merriam-Webster, 2012.

Ebook through [Credo Reference](#)

Abbreviations

AME rather than A.M.E. ([10.4](#))

Delaware and DE ([10.4](#), [10.28](#))

e.g., *exempli gratia*, for example (place comma after, [10.43](#))

i.e., *id est*, that is (place comma after, [10.43](#))

Ontario and ON ([10.29](#))

PhD ([10.4](#))

US rather than U.S. ([10.4](#))

Capitalization

African Americans ([8.37](#))

Black, Blacks ([8.39](#) and PGF 10/29/2013)

Black people (PGF 3/22/2016)

Black Lives Matter, Black Lives Matter movement, #BlackLivesMatter; do not use BLM (PGF 3/22/2016)

chair ([8.27](#))

Colored (PGF 3/22/2016)

“Colored Conventions” within quotation marks as quoted moniker; use only on landing pages (PGF 3/22/2016)

Colored Convention, Colored Conventions, local Colored Convention, national Colored Convention (PGF 3/31/2016)

Colored Conventions movement; do not use Colored Convention movement (PGF 3/22/2016)

Capitalization (cont.)

the convention, conventions ([8.74](#))
Colored Conventions Project (CCP), the project ([8.69](#))
ColoredConventions.org (PGF 3/22/1016)
HTML ([10.52](#))
HTTP when not part of URL ([10.52](#), [14.11](#))
Internet ([7.76](#))
nineteenth century (centuries are spelled out and lowercased, [9.33](#))
northeastern ([8.46](#))
PDF ([7.76](#), [10.52](#))
people of color ([8.39](#))
teaching partners (PGF 3/22/2016)
web ([7.76](#))

Hyphenated Words and Phrases

African American, African Americans, African American culture (do not hyphenate, [8.42](#) and PGF 10/29/2013)
ebook (do not hyphenate, PGF 3/22/2016)
email (do not hyphenate, PGF 3/22/2016)
log in (do not hyphenate when a verb, Chicago Q&A)
nineteenth-century as a compound adjective ([7.81](#))
out-of-print volumes ([5.91](#))
web-based project ([7.81](#))
web page (do not hyphenate, [7.76](#))

Language

citations (never begin a sentence with a citation, PGF 3/2/2016)
data (use vernacular, i.e., as if singular rather than plural, PGF 3/22/2016)

Numbers

1850-1900 (use a dash rather than an en dash and no spaces, PGF 3/22/2016)
nine, sixty-four (spell out whole numbers from zero through one hundred and certain round multiples of those numbers; exceptions may be numbers in captions attached to graphs, [9.2](#), [9.3](#))
nineteenth century and nineteenth-century rather than 19th century and 19th-century ([9.33](#))

One Word

login (when a noun, Chicago Q&A)
website ([7.76](#))

Punctuation

his/her (no spaces before and after slash, [6.104](#) and PGF 3/22/2016)

e.g., *exempli gratia*, for example (comma after, [10.43](#))

i.e., *id est*, that is (comma after, [10.43](#))

periods (at the end of a sentence go inside quotation marks, [6.9](#) and PGF 3/22/2016)

serial comma (place comma before the *and*, e.g., the circulation of ideas, news, and events connected to conventions, [6.18](#))

Spelling

materials (PGF 3/22/2016)

publicly (*MWCD* and PGF 3/22/2016)

traveled (*MWCD* and PGF 3/22/2016)

Web/Internet Terms

ebook (do not hyphenate, PGF 3/22/2016)

email (do not hyphenate, PGF 3/22/2016)

HTML ([10.52](#))

HTTP (when not part of URL, [10.52](#), [14.11](#))

Internet ([7.76](#))

log in (do not hyphenate when a verb, Chicago Q&A)

login (when a noun, Chicago Q&A)

web-based project ([7.81](#))

web page (do not hyphenate, [7.76](#))

website ([7.76](#))