

## **Style Guide for all *International Cycle History Conference (ICHC) Publications***

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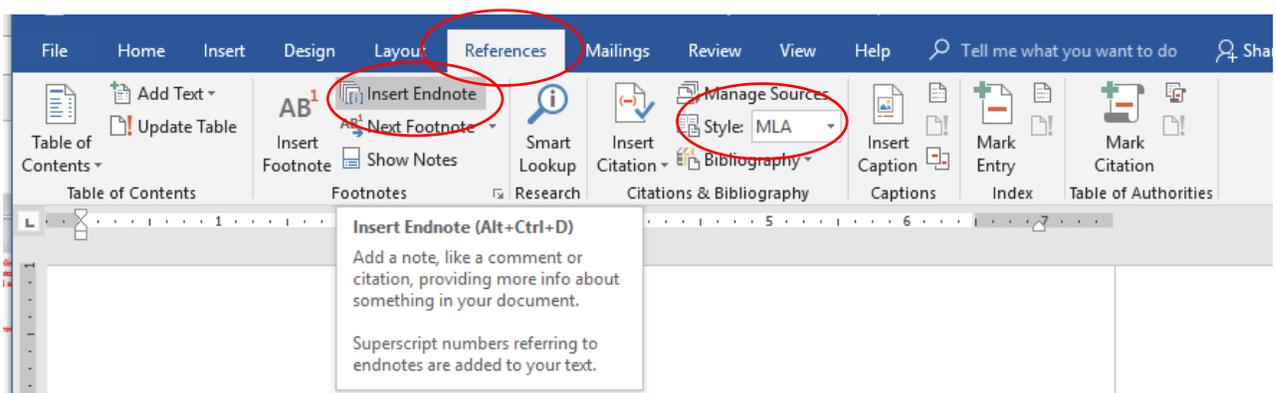
This Style Guide for the ICHC *Proceedings* is intended to help authors as they prepare their papers and follows much of the *Style Sheet* of the Modern Language Association (MLA), the form most often used in academic writing. The use of End Notes for citations, however, follows the Chicago Style. Following the guidelines of both this document and the ***ICHC Guidelines for Preparation of Papers for ICHC Proceedings*** document will ensure a consistent style for papers submitted for the *Proceedings*, which helps the editors and ultimately best serves the reader. A good online site for easily referencing the MLA style is located here:

Russell, Tony, et al. "MLA Formatting and Style Guide." *The Purdue OWL*, Purdue U Writing Lab, 18 Jun. 2018. <https://owl.english.purdue.edu/owl/resource/747/1/>. Accessed 12 July, 2018.

On this site, one can find style guidelines among the various topics listed.

**It is very important that there be little to no formatting of the text of the paper that is submitted to the Publications Committee for the *Proceedings*. The absence of formatting greatly simplifies layout of the papers for the *Proceedings*. Any formatting of the text has to be removed by the editors or layout person before layout with uniform formatting can begin.**

In MS Word, the MLA style *can be* incorporated into the Endnotes using the built-in function under References – Insert Endnote, with Style set to MLA:



**The goal of documenting sources used in a paper is to give enough information so that the reader can go to the source.** Since writers for the ICHC Proceedings often source information from a wide variety of media, the following typical examples of style are shown.

When deciding how to cite your source, start with this list of core elements. These are the general pieces of information that MLA suggests including in each Endnotes entry. In your citation, the elements should be listed in the following order:

1. Author.
2. Title of source.
3. Title of container, if applicable (a container is a larger whole from which the source comes, i.e. an essay in an anthology).
4. Other contributors, if applicable.
5. Version (or Edition), if applicable.
6. Number or Volume, if applicable.
7. Publisher.
8. Publication date.
9. Location.
10. Page numbers if only part of a publication, or total number of pages if the complete source publication is being cited.

Each element should be followed by the punctuation mark shown in the examples below. Punctuation is kept simple (only commas, periods and colons separate the elements) and information about the source is kept to the basics.

### **Author**

Begin the entry with the author's last name, followed by a comma and the rest of the name, as presented in the work. Follow the name(s) with a period. When more than one name is included, the additional names are shown as first name followed by last name.

1. Hasluck, Paul. *Cycle Building and Repairing*, London: Cassell and Company, 1897, p. 10.

2. Wells, H.G. *The Wheels of Chance*, London: Everyman, 1896, pp. 105, 117.

3. Lessing, Hans-Erhard. "Karl Von Drais' Two Wheeler: What We Know", *Proceedings of the 1<sup>st</sup> International Cycling History Conference, vol. 1*, San Francisco: Bicycle Books, Inc., 1990, pp. 4-23.

### **Title of source**

The title of the source should follow the author's name. Depending upon the type of source, it should be listed in italics or quotation marks. If a source is in a language other than English, provide a translation in parentheses following the source title.

A book should be in italics (in each example the area of interest is highlighted in gray):

4. Chany, Pierre. *La Fabuleuse Histoire du Cyclisme: Des Origines à 1955 (The Fabulous History of Cycling: From Origins to 1955)*, Paris: Nathan, p. 186.

A website should be in italics:

5. Musée d'Art et d'industrie de la ville de Saint Etienne. *Les Fabricants de Cycles à Saint-Etienne*, (*Cycle Manufacturers in Saint-Etienne*), <http://www.musee-art-industrie.saint-etienne.fr/ressources/cartographies/fabricants-de-cycles-a-saint-etienne>. Accessed 14 July 2018.

6. Wikipedia contributors. "Albert Augustus Pope." *Wikipedia, The Free Encyclopedia*, en.wikipedia.org/wiki/Albert\_Augustus\_Pope. Accessed 15 July 2018.

A periodical (journal, magazine, newspaper) article should be in quotation marks, while the periodical name should be in italics:

7. Duncan, H.O. "The Cycle Industry." *The Contemporary Review*, Vol 73, Jan-June 1898. London: Isbister & Co., Ltd., p. 507.

8. Rice, Grantland. "Cycle Kings to Settle Title." *Atlanta Journal*, 16 September 1903, p. 14.

### **Title of container**

"Containers" are the larger wholes in which the source is located. For example, if you want to cite an essay that is listed in a collection of essays, the individual essay is the source, while the larger collection is the container. The title of the container is usually italicized and followed by a comma, since the information that follows next describes the container.

9. Kincaid, Jamaica. "Girl." *The Vintage Book of Contemporary American Short Stories*, edited by Tobias Wolff, New York: Vintage Books, 1994, pp. 306-07.

The container may also be a website, which contains articles, postings, and other works.

10. Zinkievich, Craig. Interview by Gareth Von Kallenbach. *Skewed & Reviewed*, 27 Apr. 2009, [www.arcgames.com/en/games/star-trek-online/news/detail/1056940-skewed-%2526-reviewed-interviews-craig](http://www.arcgames.com/en/games/star-trek-online/news/detail/1056940-skewed-%2526-reviewed-interviews-craig). Accessed 15 Aug. 2009.

### **Other contributors**

In addition to the author, there may be other contributors to the source who should be credited, such as editors, illustrators, translators, etc. If their contributions are relevant to your research, or necessary to identify the source, include their names in your documentation.

*Note:* Terms like editor, illustrator, translator, etc., are no longer abbreviated.

11. Hans-Erhard Lessing and Scotford Lawrence (translator), *A Carriage That Goes Without Horses - Early Writings on the Laufmaschine von Karl von Drais*, London: Veteran Cycling Club Cycling History #8, 2017.

### Version

If a source is listed as an edition or version of a work, include it in your citation.

12. Hasluck, Paul. *Cycle Building and Repairing*, London: Cassell and Company, 1897, New edition 1907, p. 10.

### Number

If a source is part of a numbered sequence, such as a multi-volume book, or journal with both volume and issue numbers, those numbers must be listed in your citation.

13. Clayton, Nick. "The Quest for Safety: What Took So Long?", *Cycle History, vol. 8*, San Francisco: Van der Plas Publications, 1998, p. 16.

### Publisher

The publisher produces or distributes the source to the public. If there is more than one publisher, and they are all relevant to your research, list them in your citation, separated by a forward slash (/).

14. Klee, Paul. "Twittering Machine." 1922. Museum of Modern Art, New York. *The Artchive*, [www.artchive.com/artchive/K/klee/twittering\\_machine.jpg.html](http://www.artchive.com/artchive/K/klee/twittering_machine.jpg.html). Accessed May 2006.

15. Feinblatt, Ebria and Bruce Davis, eds. *Toulouse-Lautrec and His Contemporaries: Posters of the Belle Epoque, from the Wagner Collection*, New York: Los Angeles County Museum of Art, 1985, p. 15.

*Note:* the publisher's name need not be included in the following sources: periodicals, works published by their author or editor, websites whose titles are the same name as their publisher, websites that make works available but do not actually publish them (such as *YouTube*, *WordPress*, or *JSTOR*).

### Publication date

The same source may have been published on more than one date, such as an online version of an original source. When the source has more than one date, it is sufficient to use the date that

is most relevant to your use of it. If you're unsure about which date to use, go with the date of the source's original publication.

### Location

You should be as specific as possible in identifying a work's location. An essay in a book, or an article in journal should include page numbers.

16. Adiche, Chimamanda Ngozi. "On Monday of Last Week." *The Thing around Your Neck*, New York: Alfred A. Knopf, 2009, pp. 74-94.

The location of an online work should include a URL. Remove any "http://" or "https://" tag from the beginning of the URL.

17. Wheelis, Mark. "Investigating Disease Outbreaks Under a Protocol to the Biological and Toxin Weapons Convention." *Emerging Infectious Diseases*, vol. 6, no. 6, 2000, pp. 595-600, [wwwnc.cdc.gov/eid/article/6/6/00-0607\\_article](http://wwwnc.cdc.gov/eid/article/6/6/00-0607_article). Accessed 8 Feb. 2009.

A physical object that you experienced first-hand should identify the place of location.

18. Matisse, Henri. *The Swimming Pool* (a painting). 1952, Museum of Modern Art, New York.

19. Monument to Colonel Albert A. Pope, Pope Park, Hartford, Connecticut, USA.

### Optional elements

The author should include any information that helps readers easily identify the source, without including unnecessary information that may be distracting. The following is a list of select optional elements that should be part of a documented source at the writer's discretion.

#### Date of original publication:

If a source has been published on more than one date, the writer may want to include both dates if it will provide the reader with necessary or helpful information.

20. Hasluck, Paul. *Cycle Building and Repairing*, London: Cassell and Company, 1897, New edition 1907, p. 10.

#### City of publication:

The city of publication is followed by a colon.

21. Rennert, Jack. *100 Years of Bicycle Posters*, New York: Harper and Row, 1973, p. 3.

### **Date of access:**

When you cite an online source, the *MLA Handbook* recommends including the date of access when you accessed the material, since an online work may change or move at any time.

22. Bernstein, Mark. "10 Tips on Writing the Living Web," *A List Apart: For People Who Make Websites*, 16 Aug. 2002, [alistapart.com/article/writeliving](http://alistapart.com/article/writeliving). Accessed 4 May 2009.

### **URLs:**

As mentioned above, it is important to include URLs when you cite online sources.

### **DOIs:**

A DOI, or digital object identifier, is a series of digits and letters that leads to the location of an online source. Articles in journals are often assigned DOIs to ensure that the source is locatable, even if the URL changes. If your source is listed with a DOI, use that instead of a URL.

23. Alonso, Alvaro, and Julio A. Camargo. "Toxicity of Nitrite to Three Species of Freshwater Invertebrates." *Environmental Toxicology*, vol. 21, no. 1, 3 Feb. 2006, pp. 90-94. *Wiley Online Library*, doi: 10.1002/tox.20155.

### **Creating in-text citations**

The in-text citation is a brief reference within your text that indicates the source you consulted. It should properly attribute any ideas, paraphrases, or direct quotations to your source, and should direct readers to the entry in the list of works cited.

In photos a bearded young Henri Desgrange stared defiantly into the lens, demeanor brazen. "His motto could have been *Vae Vactis* (woe to the vanquished)." <sup>24</sup>

### Endnotes

24. Bastide, Roger, Robert Chapatte and Dominique Grimault, *Les Legendaires: Des Temps Héroïques (The Legendary: Heroic Times)*, Paris: La Maison du Sport, 1988, p. 79.

**There may be a need for a further explanation of points made in the body of the paper added to the endnotes:**

25. The suspension wheel was a great advance. According to J. K. Starley, early versions were made by 'heading the spokes, screwing down screw nipples into the hubs, and tightening them with lock nuts'. E. A. Cowper of England took out a patent for a velocipede using suspension wheels made with 'hollow felloes and steel wire spokes' in December 1868. According to J. K. Starley, W. H. J. Grout also patented a radially spoked, nipple-adjusted wheel in 1870 (John Kemp Starley, 'The Evolution of the Cycle', *Journal of the Society of Arts*, vol. 46, 1898, p. 603).

With in-text citations, your goal is to attribute your source and provide your reader with a reference without interrupting your text. Your readers should be able to follow the flow of your argument without becoming distracted by extra information.

**The following is a quick example of a paper with a figure and table using the style of MLA:**

Title: Subtitle

By Author's Name, City, Country

Start with the information shown at the top of this page. Do not bold the title or use all capital letters. Capitalize the first and last words of the title, and all principal words. If your paper includes a subtitle, separate it from the title by a colon and space, as shown.

MLA format discourages extensive use of content notes. But, when you need to add notes, you can use either endnotes or footnotes. You should use a superscript, Arabic numeral at an appropriate place in the text for the note reference. To begin the note text, use the same numeral, not superscript, and followed by a period.

Table 1

This Table Title Uses a Style Named “Table Title”, Available on the Home Tab, in the Styles Gallery

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Column Heading	Additional Column Heading	Additional Column Heading	Additional Column Heading
Row heading	Table text	Table text	Table text
Row heading	Table text	Table text	Table text
Row heading	Table text	Table text	Table text

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Source: This source text uses a style named “Table Source”, available on the Home tab, in the Styles gallery.

a. This note text uses a style named “Table Note”, available on the Home tab, in the Styles gallery. Table notes use a lowercase letter instead of Arabic numerals to differentiate them from the notes to body content.

A figure follows this style for the caption:



Figure 1. An 1887 Rudge Cross Frame Safety Bicycle with direct steering. This picture is from an ad for this bicycle in *The Bicycling World*, 30 September 1887, p. 403.

## **Additional conventions**

### **Numbers**

Although usage varies, most people spell out numbers that can be expressed in one or two words and use figures for numbers that are three or more words long:

#### Words

over five pounds

five million dollars

after twenty-five years

#### Figures

after 155 days

only \$55.50

#### Large Round Numbers

five billion dollars (or) \$5 billion

#### Days and Years

May 5, 1965 or 5 May 1965

While there is a clear preference in the U.S. for a 'day, month, year,' presentation, and in Europe, 'month, day, year,' the author should use their preference when using a date in the body of the paper. In the endnotes, the 'day, month, year' format is typically used.

#### Time of Day

5:00 A.M. (or) a.m. (or) five o'clock in the morning

### **Quotations**

Short quotes run in-line in the text and are delimited by double-quote (") marks and are generally preceded by a comma.

Long quotes (multiple line), are preceded by a colon, and new paragraph. In long quotes, the quotation is not delimited by quotation marks, but is in italic font. Quotation marks are English-style, superscripted at both ends of the quote. (Indented quotation makes no sense given our three-column format.)

Elipsis: three dots (...) to indicate that some words have been intentionally left out of a quotation, without changing the meaning of the quotation.