

## Basic Checklist for *Natural Selections*

Before submitting an article, please check it over for these common formatting issues:

**RUN A SPELL CHECK IN WORD** or check any questionable spellings with Merriam-Webster (m-w.com *not* dictionary.com)

**ONE SPACE BETWEEN SENTENCES** not two.

**PERIODS AND COMMAS** come *before* closing quotation marks whether single or double.

**COMMAS** usually introduce quotations.

**SERIAL COMMA** Separate items in a series with commas, even if (especially if) the last item is a pair joined by *and*.

**INTRODUCTORY PHRASE WITH COMMA** A phrase at the beginning of a sentence is usually followed by a comma.

**EM DASH** An em dash or a pair of em dashes set off an explanatory element (similar to parentheses, commas, and colons); there are *no spaces* between the dash(es) and the rest of the sentence.

**DATES AND TIMES** no *th*'s or *rd*'s, comma after the year in *Month day, year*, format.

**STREETS AND AVENUES:** numbered streets are followed by *th* or *rd* (not superscripted) then *Street* and numbered avenues are spelled out followed by *Avenue*.

**NUMBERS** under one hundred are spelled out unless in a scientific/technical context. Use commas for numbers above one thousand.

Their videos document different performances, such as “Genterra,” which is basically ‘participatory theater.’

A motodop who had been lounging atop his moto called out to me, “Bodddhi Tree?”

Centrally, Pugwash has offices in London, Rome, Geneva, and Washington DC, which have assisted in the organization of over 275 conferences, symposia, and workshops.

The meal consisted of soup, salad, and macaroni and cheese.

Overall, the emphasis was on proactive career development.

Although England was expected to put up a strong challenge, only the most ardent optimists expected the team to win.

Cologne— or Köln as we say it— is the greatest place in the universe.

Of course, we heard nearly nothing from the MTA—the tram’s intercom was broken.

in Word: choose menu item INSERT > SYMBOL > SPECIAL CHARACTERS > select EM DASH > hit INSERT  
OR  
on Mac: OPTION + SHIFT + HYPHEN  
on PC: Alt + 0151

On **March 27**, legions of zombies will threaten civilization.

Lucie Morillo testified on **February 15, 2006**, before the US House of Representatives Committee for International Relations and Humanitarian Affairs.

The tree is lit daily from **5 a.m. to 11:30 p.m.** except on Christmas.

We have a number of mannequin suppliers on **25th Street**.

Enter the park at **79th** or **85th Street** and **Fifth Avenue**.

In a *ScienceWatch* study of thirty-seven institutions that garnered more than 50,000 citations in the decade from 1992 to August 2002, RU was ranked 19th overall with 1,232 papers averaging 56.06 citations per paper (7th highest citation rate).



When submitting a photo or cartoon, please make sure the resolution is at least 200 dpi (the higher the better), 4 inches across, and in .jpg or .tiff format.

To check the image size in Photoshop, open the image. Select menu item IMAGE > IMAGE SIZE

# Basic Rules of Style for *Natural Selections*

## Semicolons:

placed between two independent clauses (each clause can stand by itself as a sentence) that are two closely associated ideas. It can also be used with items in a series if the series involves internal punctuation: The controversial portrait had been removed from the entrance hall; in its place had been hung a realistic landscape.

The membership of the international commission was as follows: France, 4; Germany, 5; Great Britain, 1; Italy, 3.

## Colons:

A colon introduces an element or a series of elements illustrating or amplifying what has preceded the colon. A colon may introduce a series of related sentences. The word following the colon is lowercased unless there are two or more sentences, then the first word following the colon is uppercased: The study involves three food types: cereals, fruits, and fats.

Henry was faced with a difficult choice: Should he reveal what was in the letter? Or should he remain silent to protect his friend?

## Abbreviations: no periods

MTA, UN, WTA

## Omission of text in a quote: replace with three dots.

It was the best of times...it was the season of light

## Telephone numbers

(212) 327-0000

## Compass points

lowercase direction: He walked north on **Fifth Avenue**.

lowercase use as an adjective: As a **midwesterner**, he enjoyed the northern climate.

uppercase when used as a region: It was winter in the **Midwest**.

## Plurals

Dickens's novels

1999's heaviest snowstorms

## that

used restrictively to narrow a category or to identify a particular item: the car that is parked beside the supermarket is mine

## which

not used restrictively, but to add something about an item already identified: The brunch was only \$10, which is very cheap for that neighborhood.

## Use of foreign words

Foreign words italicized, unless common enough usage to be in Merriam-Webster: bon voyage, but *colère*

Words should have the correct accents used in the foreign language: *colère*.

Translations should be followed in quotation marks or parenthesis: *pêcher* (to fish)

## Eras

hyphen for era between two times: 1914-18.

the twenty-first century

the eighties, the 1980s (no apostrophe)

## Web page addresses

If you go to [www.rockefeller.edu](http://www.rockefeller.edu) you can find more information.

Avoid putting Web page at the end of the sentence—and thus avoid the problem of an extra period ending the Web address.

Do not put Web pages in parentheses.

## Streets/Addresses

spell out avenues and streets less than ten, do not use the abbreviations *St.* or *Ave*: Fifth Street/Avenue .

lowercase street if more than one street: Between First and Second streets/avenues

do not superscript *nd*: West 122nd Street

## Common capitals/problem words to watch out for:

Academics

postdoc (note this word is not hyphenated)

student

Ph.D.

M.D.-Ph.D.

Nobel Prize winner

biology department

science

Tri-Institutional

Professor Nurse, the professor, President Nurse, the president

The Rockefeller University, the university

## Computer terms

the Web

the Internet

a Web page

a Web site

online

e-mail (note this word is hyphenated)

## Countries

Americans

American art

## Diseases

hepatitis

disease which is named after someone: Alzheimer's disease

## Names

Mr. Jones (note the period)

Dr. Smith (note the period)

John D. Rockefeller 3rd

## New York Landmarks

Brooklyn Bridge

East River

Statue of Liberty  
Empire State Building  
Lower Manhattan  
uptown, downtown  
SoHo, TriBeCa, NoLiTa,  
Off-Broadway

## Seasons

fall, winter, spring, summer

## Politics

President Bush  
the president  
the Bush administration  
government  
the Congress  
congressional

## Religion

heaven  
hell  
Buddhist, Jewish, Protestants

## Titles of Works and Italics or Quotations Marks

freestanding publication like a newspaper: *The New York Times*

poems: "The Wasteland" by T.S. Eliot.

plays: *Hamlet*

TV or radio shows, movies: *Sesame Street*, *Gone with the Wind*

operas: *The Marriage of Figaro*

instrumental works: symphony no 6. in F major, the Sixth Symphony, the *Pastoral* Symphony

paintings and statues: the *Mona Lisa*

art from antiquity: the Venus de Milo

## Reference List

for books :

- \* author's name (First name Last name),
- \* *title*
- \* (place of publication:
- \* publisher,
- \* date of publication).

1. Salman Rushdie, *The Ground Beneath Her Feet*, (New York: Henry Holt, 1999).

for periodicals:

- \* author's name (First name Last name),
- \* "article title,"
- \* *title of publication*
- \* volume,
- \* issue number
- \* (issue date):
- \* page(s)
- \* for online periodicals, a url

2. Philip Kitcher, "Essence and Perfection," *Ethics* 110, no. 1 (1999): 60.