

***Crinkles* Magazine Author and Style Guidelines**
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Author Guidelines:

Articles should be written for the target audience of 7-12-year-old, gifted/advanced readers. Supporting activities, a complete reference list and further reading list should be included. All should follow the Style Guidelines outlined below. Readability should be kept at 4th to 6th grade reading level (sometimes do to technical language this is not possible). Readability tests might be helpful at: http://literacynews.com/readability/readability_analyses.php by copying and pasting the whole article into the site text box and clicking to calculate.

Crinkles Style Guidelines

On matters of style, *Crinkles* follows *The Chicago Manual of Style* (CMS), 14th ed., except as specified in these guidelines, which take precedence over *CMS*. In some instances, these guidelines follow *CMS* and are meant to answer style-related questions most commonly encountered when writing for *Crinkles*. For correct spelling, please refer to *Merriam-Webster's Collegiate Dictionary* or similar. Use the first spelling.

Numbers

As *CMS* states, “it is difficult if not impossible to be entirely consistent in the treatment of numbers in textual matter.” Basic guidelines for *Crinkles*:

- Spell out whole numbers one through ninety-nine (refer to *CMS* 8.3).
- Use figures for percentages (6 percent), page numbers, anniversaries (15th anniversary), age (55-year-old-woman), and exact measurements (7 feet; 20 pounds; 2 inches; 10 hours).
- Use figures for whole numbers followed by *hundred* or *thousand*, e.g., 500 letters (instead of five hundred letters); 9,000 birds (instead of nine thousand birds).
- If similar numbers both large and small occur in a single paragraph or section, or if a series of numbers occur closely together, use figures for all of them (The group consisted of 121 men, 44 women, and 27 children). See *CMS* 8.3 for details.
- Use a hyphen when citing year and number ranges (1982-1995; 6-9). Note that there are no spaces.
- Always spell out numbers at the beginning of a sentence (refer to *CMS* 8.9).

Examples of the above:

1920s (no apostrophe)

1939-1945

twentieth century

500 letters

33-year-old man

2 ½-month-old baby

two-thirds empty
23 percent; 0.5 percent (note that “percent” is spelled as one word)
48 acres; 6 kilograms; ¼ inch; 12 seconds; 9 miles (a 14-mile drive; a 3-inch circle; etc.)
55 million people
\$4.5 million
1,800
Two gallons of water was not enough.

Dates, Eras

Use February 12, 1968 (not 12 February 1968 or 2/12/68)
A.D. 1500 (note that there is no comma in “1500”)
240 B.C.

Commas

Use a serial comma for three or more items in a series: The flowers were red, orange, and yellow.
Other examples of comma use:
On December 7, 1941, Pearl Harbor was bombed.
In 1903, the Wright Brothers made history with their flying machine.
In August 2001, she explored the western regions of Alaska.
Today, ...

Periods

There should only be one space after the use of a period prior to the beginning of the next sentence.

Capitalization

Headlines/titles: Use headline style as described in *CMS 7.126-7.128*.
Text: Titles of positions, even long or important ones, should be lowercase unless followed by the name of a particular person. Examples: the king; the president; King Arthur, President Roosevelt. Likewise, full titles of organizations are capitalized: the Lazy Hiker’s Club, but not the shortened form: the club. “The” is typically lower-cased.

Abbreviations and acronyms

Spell out on first use and include the acronym in parentheses: Department of Transportation (DOT), chief executive officer (CEO). Use the acronym for subsequent uses if desired.

Foreign words

Foreign words not commonly used in the English language are introduced in italics (on first use only), without quotation marks. There’s no need to capitalize a foreign word unless it’s a proper name etc. Examples: *griot*, *kimjang ch’öl*.

If your article revolves around a longer or more complex name, geographical term, etc., try copying and pasting the term rather than typing it each time it occurs to avoid typos (e.g., Kamehameha; Bandiagara Escarpment).

Other Crinkles Standards (for running text)

life stick
 award winning author
 website
 the Web
 online
 multicultural
 videos
 DVDs; CDs; MP3s (no apostrophe)

U.S./United States

Use “United States” if a noun (“the flag of the United States”)
 Use “U.S.” if an adjective (“U.S. flag”)

Other Terminology/Styles Commonly Used in Crinkles:

- The names of ships, submarines, and aircraft are italicized, e.g. *USS Arizona*; *Betsy*; *Sputnik II*, *SS United States*; *USS SC-530*. See *CMS 7.99-7.100* for more information.
- The names (non-scientific) of plants and animals are not capitalized, unless they include proper names. Examples: oilbird, golden retriever, Rhode Island red, English setter, ruby-throated hummingbird, boysenberry. See *CMS 7.101-7.110* for more information.
- Capitalize “Earth” when referring to planet Earth without using the definite article (e.g., Earth’s beautiful colors), but lowercase “earth” when using the definite article (e.g., “The earth is round.”). See *CMS 7.115* for more information.
- *Guinness World Records* is the title of the work (used to be the *Guinness Book of World Records*)
- Internet search engines are capitalized but not italicized (Google).

Citations & Citation Style

For nonfiction titles, use more recent works. For fiction books, use classics and titles commonly available in libraries.

Please note the periods and commas in each citation. Note that there is only one space after each period. If an annotation accompanies the citation, include it directly following the citation (same line). For website annotations, use a new line.

Books:

Author(s). *Title/Subtitle*. Publisher, Year. Page count. (Series if applicable)

Examples:

Furgang, Kathy. *Mount St. Helens: The Smoking Mountain*. Power Kids Press, 2001. 24 p. (Volcanoes of the World Series)

Haduch, Bill. *Volcano! An Explosive Tour of Earth’s Hot Spots*. Dutton Children’s Books, 2001. 32 p.

Short, Joan and Bettina Bird. *Crocodylians*. Illustrated by Deborah Savin. Mondo, 1997. 46 p.

Encyclopedias:

Contemporary Musicians, Vol. 34. Gale Group, 2002.

Single Stories or Chapters:

“Title of Story/Chapter.” In: Author. *Title*. Publisher, Year. page notation.

Examples:

“A Grain of Millet.” In: Ins-Sob, Zong. *Folk Tales from Korea*. Routledge, 1952. pp.196-197.

“The Millet Seed.” In: Bamberger, Richard. *My First Big Story-Book*. Illustrated by Emanuela Wallenta. Harvey House, 1960. pp. 118-122.

Magazines:

Author [if available]. “Article.” *Magazine Title* (Month Year), page notation.

Examples:

“Have a Luau.” *Kids Discover* (February 2001). p 18.

Malfatto, Brooke. “Fallingwater.” *Highlights* (May 2005). pp. 22-23.

Movies and Films:

Title. Publisher/Film Company, Year. Minutes.

Examples:

Inside Hawaii’s Volcanoes. Smithsonian Institute, 1989. 25 min.

Lilo and Stitch. Disney, 2002. 85 min.

Websites:

Title and Subtitle of Website/page

URL

Examples:

Creature Feature: Nile Crocodiles

http://www.nationalgeographic.com/kids/creature_feature/0107/crocodiles.html

NOVA Online: Crocodiles!

<http://www.pbs.org/wgbh/nova/crocs/>

Books on Audio Cassette or CD:

Author. *Title/Subtitle* (Unabridged/Abridged). Read by. Publisher, Year of Release.

Number of CDs/Tapes. (Series if applicable)

Examples:

Armstrong, Lance. *Every Second Counts* (Unabridged). Read by Stephen Hoye. Books on Tape, 2003. 6 CDs.

Bond, Michael. *A Bear Called Paddington* (Unabridged). Read by Stephen Fry. Harper Children’s Audio, 2005. 1 CD.

Dickens, Charles. *A Christmas Carol* (Unabridged). Read by Jim Dale. Books on Tape, 2003. 2 Tapes.

Contact Information:

Deborah Levitov
Managing Editor, Crinkles
3520 So. 35th St.
Lincoln, NE 68506
dlevitov@abc-clio.com
Office: 805-880-6812

Email correspondence is preferred.