



Urban Affairs Review

Style Guide for Authors and Copyeditors

Revised August 10, 2022

Manuscripts must be prepared in accordance with the Chicago Manual of Style (15th edition) guidelines. Articles and Research Synthesis manuscripts should not exceed 12,000 words (approximately 30 pages) total and Research Notes should not exceed 5,600 words (approximately 14 pages). Word count totals include all text, notes, references, tables and figures. All text, endnotes, and references should be typed and double-spaced, with one-inch margins.

Special Treatment:

- Do not change present tense to past.
- Include author and title of book in TOC for Review Symposium (do not follow back issues). (Copy Editors only)
- Book titles and authors not listed in TOC for standard book reviews. (Copy Editors only)
- Like the Book Reviews section, “Research Note” and “Research Synthesis”– if/when included, should have that heading on the title page. (Copy Editors only)
- NOTE: Book Review section follows a more Chicago-style variation for book info (versus Sagemplate APA-like style; see variances in specs following).

Capitalization:

- Chicago is first authority, Webster’s is second.
- Use lowercase p. (pp.) for page ranges in extracted quotes.
- Due to the increased flexibility in Chicago and the subject matter sensitivities of this journal, always capitalize Black and White when used as racial identifiers.

Other exceptions:

- Exception: Capitalize the first word of a complete thought after a colon.
- Exception: Capitalize all prepositions of five letters or more.
- Capitalize Sunbelt as a noun only (frostbelt, rustbelt, and cornbelt should always be lowercase).
- Capitalize Midwest as a noun (but not midwestern as an adj.). Capitalize Southern California but not southern Democrat (the difference being a specific region).

- Census Bureau is capitalized (see Chicago 7.49); chamber of commerce is not (see Webster's).

Commas:

- Put commas around “such as” phrases when they’re interruptive. No comma in front of “such as” phrases at the end of a sentence.
- Put a comma after thus, hence, then, only when followed by a parenthetical phrase. If these words fall in the middle of a sentence (are interruptive), then put commas around them.
- Put a comma after short introductory phrases.
- Put a comma between two complete sentences joined by a conjunction. (e.g., “She was tall, and he was short.”)
- Do not put a comma after the conjunction when an interruptive phrase immediately follows a conjunction in a sentence containing two separate clauses. (e.g., “Minority regimes fail to understand land’s importance, or more commonly, they focus on . . .”)

Headings

- Headings should be left-justified and not numbered/lettered.
- **H1: bold** with all words capitalized except short words and conjunctions.
- **H2: italic** with all words capitalized except short words and conjunctions.
- **H3: italic**, set as first line of paragraph, only first word capitalized except for proper nouns

Examples:

An Extension of the Analysis of Service-Related Transaction Costs (H1)

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Data Collection and Analysis (H2)

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Relies strategically on urban growth (H3). Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis.

Numbers:

- Use numerals for:
 - --10 and higher
 - --Ranges, scales, and so forth

- --Throughout a paragraph for like nouns (but spell out centuries, e.g., “seventeenth century”)
- No sentences should begin with a number (even if spelled out)
- Use % only, never percent

Hyphenation:

- Follow style guide, then Webster’s, then consistency of each article or issue.
- Do not hyphenate words with “less” or “more.”
- Do not hyphenate prefixes (Exception: “de-emphasize”).
- African-American, Asian-American (n or adj).
- Policy-making level, policy maker; decision-making tools, decision maker (hyphenated as adj only).
- lower-level income
- Land-use is hyphenated as an adjective
- private-sector, public-sector as adjectives

Lists:

- Capitalization and punctuation follows Chicago 8.73.
- References: Follow Chicago:
- Use “Univ.” for “University” for names of university presses. (Exception: “University Press of Kansas.”)
- Use Government Printing Office, not “U.S. Government Printing Office” or “U.S. GPO.”
- Use “edited by” instead of “ed.” for chapters in books.
- Stet all issue numbers, months, and seasons in parentheses after the volume number, whether the journal repaginates with each new issue or not. Don’t ask the author for issue number, month, or season unless it appears the periodical repaginates with each new issue.
- Space after colon following set of parentheses, but no space when no parentheses.

General:

- 1990-1993, not 1990-93.
- Percent/percentage: In text, use “percentage Black,” in tables, “use % Black.” Do not change % Black to percentage of Blacks in text or tables.
- Page numbers of long quotations should come in text before the quote, whenever possible.
- D.C. in text; DC in refs.
- Double sets of parentheses are okay. e.g., “. . . an opinion expressed by Garber (1986) (although many authors disagree) was that . . .”
- Stet *upon*
- Avoid use of personal pronouns except where the author is referring to him- or herself.

- Possessive apostrophe: Add an “s” only if it’s pronounced (Louis’s, Jennings’).
- In book reviews, retain first names of both authors.
- When talking about what authors have said, use past tense.

Citations: Follow Chicago

- Legislative acts require only a title and year in text. They do not require a reference. If author provides more info, it’s okay to retain it, but don’t query for more.
- Personal communication citations should contain all information on the first mention. Thereafter, only first initial, last name, “pers. com.,” date.

Reference Styles:

CMS allows some flexibility in the style of references, such as instead of spelling out entire first name just using initials. Here are UAR’s preferred stylings:

- Kogan, Herman, and Lloyd Wendt. 1958. *Chicago: A Pictorial History*. New York: Dutton
- Kelly, John D. 2010. “Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War.” In *Anthropology and Global Counterinsurgency*, edited by John D. Kelly, Beatrice Jauregui, Sean T. Mitchell, and Jeremy Walton, 67–83. Chicago: University of Chicago Press
- Smith, John. 2009. “Steelers win Super Bowl XLIII.” *Pittsburgh Post-Gazette*, February 2 [Include an active URL when available].
- Smith, John, and Jane Doe. "Obama inaugurated as President." CNN.com. http://www.cnn.com/POLITICS/01/21/obama_inaugurated/index.html (accessed February 1, 2009).
- Kossinets, Gueorgi, and Duncan J. Watts. 2009. “Origins of Homophily in an Evolving Social Network.” *American Journal of Sociology* 115: 405–50. Accessed February 28, 2010. doi:10.1086/599247.
- Adelman, Rachel. 2009. “‘Such Stuff as Dreams Are Made On’: God’s Footstool in the Aramaic Targumim and Midrashic Tradition.” Paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, November 21–24.

Do not use the format below:

- Calabrese, E. J., and L. A. Baldwin. 1999. Reevaluation of the fundamental dose-response relationship. *BioScience* 49: 725–32.
- Schwarz, G. J. 2000. Multiwavelength analyses of classical carbon-oxygen novae (outbursts, binary stars). PhD diss., Arizona State Univ.

Author Biography:

- Biography must be included immediately following references.

- Biography for each author should not exceed 75 words.
- Job title should be lower case

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