



Ateneo de Manila University Press

Bellarmino Hall, Loyola Heights, Quezon City,
P.O. Box 154, 1099 Manila, Philippines

Editorial Style Sheet

STYLE GUIDE FOR REFERENCES/BIBLIOGRAPHY

Cited here are the most basic rules based on the latest Chicago Manual of Style (16th Edition). The 16th Edition of the Chicago Manual of Style (CMOS) combined several features of the **Social Sciences** (or **Author-Date**) and **Humanities (Bibliographical)** system. The Press follows this new format and other guidelines outlined below.

In-text Citation and Footnotes

The **social sciences style** places sources in the body text. The sources are placed within the body text inside parentheses immediately following the passages concerned. This source includes the author, year, and page. The list of complete sources found at the end of the book are called **“references” for this format**.

As Cesar Majul (1959, 46–52) has demonstrated, Rizal laid the foundations for a national community...

The uniqueness of persons and cultures are part of the richness of life, not its poverty (Mahoney 1978, 236).

For multiple authors, use commas to separate the years. Use semi-colons to separate different authors.

At the turn of the century Roy F. Barton and H. Otley Beyer began an intensive investigation of the ethnology of the Ifugao (Barton 1919, 1950, 1955; Beyer 1926, 1955).

The **humanities style** generally do not place sources within the body text. The sources are placed in a footnote (below the page) or an endnote (at the end of the chapter or article). The source must be fully cited at the first mention, after which the citation may be shortened. The list of complete sources found at the end of the book are called **“bibliography” for this format**. For use of *ibid.*, and other Latin abbreviation, see p. 6 under Abbreviations.

¹ Horacio de la Costa, *Asia and the Philippines* (Manila: Solidaridad Publishing House, 1967), 28–30.

- *For notes with content, cite the source first and then state the content.*
- *Superscripts indicating notes should generally be at the end of a sentence, since superscripts placed between subject or verb or between other related words in a sentence are distracting.*
- *In cases where there are more than one sources for a sentence, an endnote can contain more than one source separated by a semi-colon (“;”)*

In a work containing no notes or bibliography and only a few quoted passages, a source may be given in full in parentheses following the quotation, or it may be worked into the text, with publication facts in parentheses.

Despite the quadrupling of the potential labor force, John Foreman (*The Philippine Islands*, 2d ed. [New York: Charles Scribner's Sons, 1899], 475) observed that sugar planters often had to offer *antecipo*, or cash advances, to workers in order to "secure their services."

Life in the city . . . (*Clash of Spirits*, 101) and the mestizos (Fedor Jagor, *Travels in the Philippines* [1873] [Manila: Filipiniana Book Guild, 1965], 16).

References (Social Sciences) and Bibliography (Humanities)

The 16th Edition of the CMS streamlined most of the differences between the humanities (HUM) and social sciences (SS) way of writing bibliographies/references. The Social Sciences formatted books generally do not place the sources in the foot or endnotes, as the source (Author, Year) is placed in-text, referring to the complete entry in the references at the end of the article or book. The foot or endnotes in this format are usually content notes.

Author's Name. The first author's name places the last name first, while the second and all consecutive authors' names follow the first-then-last name format.

SS: Agoncillo, Teodoro A., and Milagros C. Guerrero. 1973. *History of the Filipino People*. Quezon City: R. P. Garcia.

HUM: Agoncillo, Teodoro A., and Milagros C. Guerrero. *History of the Filipino People*. Quezon City: R. P. Garcia, 1973.

For author's who use initials for their names (e.g., J. K. Rowling), leave a space between the first period and the next letter.

SS: Armstrong, Warwick, and T. G. McGee. 1985. *Theatre of Accumulation: Studies in Asia and Latin American Urbanization*. London: Methuen.

HUM: Armstrong, Warwick, and T. G. McGee. *Theatre of Accumulation: Studies in Asia and Latin American Urbanization*. London: Methuen, 1985.

Book Titles. Book titles are italicized. Songs, articles, poems are placed in quotation marks and not italicized

SS: Achutegui, Pedro S. de, S.J., and Miguel A. Bernad, S.J. 1972. *Aguinaldo and the Revolution of 1896: A Documentary History*. Quezon City: Ateneo de Manila University.

SS (in-text): (Achutegui 1972)

HUM: Achutegui, Pedro S. de, S.J., and Miguel A. Bernad, S.J. *Aguinaldo and the Revolution of 1896: A Documentary History*. Quezon City: Ateneo de Manila University, 1972.

Hum. Notes: P. Achutegui and M. Bernad, *Aguinaldo and the Revolution of 1896* (Quezon City: Ateneo de Manila University, 1972).

Journal Titles. For journals, place the issue no. as "no. #" beside the volume, and place additional details inside the parentheses (e.g., month or season of publication, year for humanities style.) Note that the page number citations for in-text citation (SS) and endnotes (Hum.) are dependent on the part of the text being quoted – only place the page number of the part cited, not all the pages read.

SS: Adriano, Fermin D. 1984. A Critique of the "Bureaucratic Authoritarian State" Thesis: The Case of the Philippines. *Journal of Contemporary Asia* 14, no. 4 (September): 459–84.

SS (In-text): (Fermin 1984, 459)

HUM: Adriano, Fermin D. A Critique of the "Bureaucratic Authoritarian State" Thesis: The Case of the Philippines. *Journal of Contemporary Asia* 14, no. 4 (September 1984): 459–84.

Hum. Notes: F. Adriano, "A Critique of the 'Bureaucratic Authoritarian State' Thesis: The Case of the Philippines," *Journal of Contemporary Asia* 14, no. 4 (September 1984): 459.

Chapters from a book. For chapters from a book, or an article in an anthology, place the title of the article in quotation marks. The book title must be italicized, followed by the page number. The page numbers in the bibliography or references, unlike in the endnotes of in-text citation, must refer to the whole article not just to the pages used.

SS: Banzon-Bautista, Cynthia. 1984. "Marxism and the Peasantry: The Philippine Case." In *Marxism and the Philippines: Marx Centennial Lectures*, 153–82. Quezon City: Third Word Studies Center, University of the Philippines.

SS (In-text): (Banzon-Bautista 1984, 153)

HUM: Banzon-Bautista, Cynthia. "Marxism and the Peasantry: The Philippine Case." In *Marxism and the Philippines: Marx Centennial Lectures*, 153–82. Quezon City: Third Word Studies Center, University of the Philippines, 1984.

Hum. Notes: C. Banzon-Bautista, "Marxism and the Peasantry: The Philippine Case," in *Marxism and the Philippines: Marx Centennial Lectures* (Quezon City: Third Word Studies Center, University of the Philippines, 1984), 153.

Publisher's Information. Place the city where the publisher is located (e.g. city), not the country. See above examples.

Edited and/or Translated works. Spell out "edited by," "translated by," etc. Shortened forms (ed., trans.) are only used if 1) the author is also the editor or translator, or 2) in the endnotes for humanities style.

Use first-name-then-last format for book editors (that are not the authors).

SS: ———. 1989. "The Saudi Connection: Agrarian Change in a Pampangan Village, 1977–1984." In *Agrarian Transformations: Local Processes and the State in Southeast Asia*, edited by Gillian Hart, Andrew Turton, and Benjamin White, 144–58. Berkeley: University of California Press.

HUM: ———. "The Saudi Connection: Agrarian Change in a Pampangan Village, 1977–1984." In *Agrarian Transformations: Local Processes and the State in Southeast Asia*, edited by Gillian Hart, Andrew Turton, and Benjamin White, 144–58. Berkeley: University of California Press, 1989.

Hum. Notes: C. Banzon-Bautista, "The Saudi Connection: Agrarian Change in a Pampangan Village, 1977–1984," in *Agrarian Transformations: Local Processes and the State in Southeast Asia*, ed. G. Hart, A. Turton, and B. White (Berkeley: University of California Press, 1989).

Other media. While magazines, newspapers and books share a number of similar information, the following formats below are examples of citations for less common media, e.g. presentations, published and unpublished theses, and citations for digital books (e.g. from Kindle, etc.). These may not be inclusive of all new media and other forms of information.

Interviews and personal communications are often not included in the references or bibliographies of books; they are often cited within the text (for social sciences) or in the foot/endnotes (for humanities).

Audio-visual Materials (example pulled from the CMOS, 16th Ed.)

SS: Holiday, Billie. 1958. "I'm a Fool to Want You" (vocal performance). By Joel Herron, Frank Sinatra, and Jack Wolf. Recorded 20 February, with Ray Ellis. *On Lady in Satin*, Columbia CL 1157, 33⅓ rpm.

SS (in-text): (Holiday 1958)

HUM: Harwood, John. "The Pros and Cons of Biden." *New York Times* video, 2:00. 23 August 2008.

http://video.on.nytimes.com/?fr_story=a425c9aca92f51bd19f2a621fd93b5e266507191.

Hum. Notes: ⁴J. Harwood, "The Pros and Cons of Biden," *New York Times* video, 2:00, 23 August 2008,

http://video.on.nytimes.com/?fr_story=a425c9aca92f51bd19f2a621fd93b5e266507191.

Presentations (example pulled from the CMOS, 16th Ed.)

SS: Beder, Harold, Merrill Ewert, and Sharan Merriam. 1983. "The Use of Ethnography, Case Study, and Grounded Theory in Adult Education Research." Paper presented at the 24th Annual Adult Education Research Conference, 8–10 April, Montreal.

HUM: Beder, Harold, Merrill Ewert, and Sharan Merriam. "The Use of Ethnography, Case Study, and Grounded Theory in Adult Education Research." Paper presented at the 24th Annual Adult Education Research Conference, 8–10 April 1983, Montreal.

Hum. Notes: ²H. Beder, M. Ewert, and S. Merriam, "The Use of Ethnography, Case Study, and Grounded Theory in Adult Education Research" (Paper, 24th Annual Adult Education Research Conference, 8–10 April 1983).

Interviews and Personal Communications

SS (in-text): (Nick Joaquin, pers. comm.)

HUM (Notes): ¹Nick Joaquin, pers. comm. with the author, 1 September 1990.

Theses and Unpublished Theses (example pulled from the CMOS, 16th Ed.)

SS: Choi, Mihwa. 2008. "Contesting *Imaginaires* in Death Rituals during the Northern Song Dynasty." PhD diss., University of Chicago. ProQuest (AAT 3300426).

HUM: Choi, Mihwa. "Contesting *Imaginaires* in Death Rituals during the Northern Song Dynasty." PhD diss., University of Chicago, 2008. ProQuest (AAT 3300426).
Hum. Notes: ⁵Ilya Vedrashko, "Advertising in Computer Games" (Master's thesis, MIT, 2006), 59, <http://cms.mit.edu/research/theses/IlyaVedrashko2006.pdf>.

Websites (example pulled from the CMOS, 16th Ed.)

HUM: "Google Privacy Policy." Last modified 14 October 2005.

<http://www.google.com/intl/en/privacypolicy.html>.

"Success: #BuhayMedia." *radikalchick* (blog). Last modified 28 June 2015.

<http://www.radikalchick.com/success-buhaymedia/>

Notes: "Google Privacy Policy," last modified 14 October 2005, accessed 19 July 2008, <http://www.google.com/intl/en/privacypolicy.html>.

"Success: #BuhayMedia." *radikalchick* (blog), last modified 28 June 2015, accessed 3 July 2015, <http://www.radikalchick.com/success-buhaymedia/>

DOKUMENTASYON SA WIKANG FILIPINO

Sa kabuuan, sinusunod ng AUP ang gabay sa pagsulat ng sanggunian mula sa *Manwal sa Masinop na Pagsulat* (2014) ng Komisyon ng Wikang Filipino (KWF), liban sa iilang kaibahan ayon sa CMOS 16th Ed. Sa Filipino, tala at talababa ang karagdagang tawag sa *notes/endnotes*, at *footnotes*.

May Akda. Tulad ng sa CMOS 16th Ed., nauuna ang apelyido ng may akda sa sanggunian.

SS: Ferriols, Roque. 2002. *Pambungad sa Metapisika*. **Lungsod Quezon:** Office of Research and Publications.

HUM: Gilson, Etienne, at Thomas Langan. *Modern Philosophy: Descartes to Kant*. New York: Random House, 1963.

Pamagat ng Aklat. Naka-*italicize* ang mga pamagat ng aklat, habang ang mga kanta, peryodikal, at tula ay nakapaloob sa mga panipi.

SS: Habermas, Jürgen. 1998. "On the Relation between the Nation, the Rule of Law, and Democracy." **Sa** *The Inclusion of the Other: Studies in Political Theory*, pinamatnugutan nina Ciaran Cronin at Pablo de Greiff, 129–54 Cambridge: The MIT Press.

SS in-text citation: (Habermas 1998, 129)

HUM: Habermas, Jürgen. "On the Relation between the Nation, the Rule of Law, and Democracy." **Sa** *The Inclusion of the Other: Studies in Political Theory*, pinamatnugutan nina Ciaran Cronin at Pablo de Greiff, 129–54. Cambridge: The MIT Press, 1998.

Hum. Notes: Habermas, J. "On the Relation between the Nation, the Rule of Law, and Democracy," **sa** *The Inclusion of the Other: Studies in Political Theory*, pat. C. Cronin at P. de Greiff (Cambridge: The MIT Press, 1998), 129.

Sinalin o Inedit. Baybayin ang "pinamatnugutan ni/na," at "salin ni/na," etc. Ang pinaikling gamit nito (Pat., Salin) ay ginagamit lamang kapag ang 1) may akda rin ang patnugot o taga-salin, 2) sa tala ng *humanities style*. Ginagamit ang saktong bilang ng pahina kung saan makikita ang sinipi na teksto sa mga *in-text citation* (SS) at tala at

talababa (Hum). Ginagamit lamang ang kabuuang pahina ng isang kabanata o artikulo sa bibliograpiya o sanggunian.

SS: Rawls, John. 1995. "The Turning: Evangelization and Uprising," sa Juan de Oliver, *Declaracion de la Doctrina Christiana en Idioma Tagalog*, **pinamatnugutan ni** Jose M. Cruz. Lungsod Quezon: Pulong: Sources for Philippine Studies.

SS in-text citation: (Rawls 1995)

HUM: Heidegger, Martin. "Memorial Address," sa *Discourse on Thinking*, **salin nina** John M. Anderson at E. Hans Freund, 41–57. New York: Harper and Row Publishers, Inc., 1966.

Hum. Notes: Heidegger, M. "Memorial Address," sa *Discourse on Thinking*, **salin nina** J. M. Anderson at E. Hans Freund (New York: Harper and Row Publishers, Inc., 1966), 41.

Iba pa na materyales. Sinusunod pa rin ng AUP ang CMOS 16th Ed. sa Filipino, liban na lang sa mga salitang kailangan isalin sa Filipino. Ganito rin ang patakaran sa mga ibang uri ng media, tulad ng panayam, tesis, etc. na nabanggit sa naunang bahagi.

Mga Panayam, Liham, at personal na komunikasyon

SS (in-text): (Nick Joaquin, liham.)

Hum. Notes: ¹ Liham ni Nick Joaquin sa may akda, 1 Setyembre 1990.

² Panayam ng may akda kay Nick Joaquin, 1 Setyembre 1990.

Tesis and Disertasyon

SS: Quiambao, Laura Blanca P. 1975. "The Concept of Death and Re-birth in the Poetry of Virgilio Almarino." Tesis sa MA, UST Graduate School.

HUM: Galvez, Analyn B. "Ang Drama nga Kinantahan ni Iluminado Lucente." Di-gradwadong tesis sa KAL, UP Diliman, 2013.

Hum. Notes: ¹ Analyn B. Galvez, "Ang Drama nga Kinantahan ni Iluminado Lucente" (di-gradwadong tesis sa KAL, UP Diliman, 2013).

STYLE GUIDE FOR BODY TEXT

Abbreviations

For organizations and agencies

Both in run of text (preferably after one spelled-out use) and in tabular notes, and so forth, the names of government agencies, associations, service organizations, unions and other groups are often abbreviated. Such abbreviations, or acronyms, are usually set full caps with no periods.

- GATT, NATO, YMCA, CPP, NGO, KMU, BAYAN, NAMFREL

Scholarly or Latin Abbreviations

Abbreviations associated with scholarship should go to the greatest extent possible, be kept out of the running text except in technical notes.

Purely scholarly abbreviations such as *ibid.*, *cf.*, and *s.v.* are preferably only used in notes of scholarly apparatus (e.g. endnotes, footnotes). The following are examples of common scholarly abbreviations:

- *abr.* – abridged
- *add.* – addendum
- *anon.* – anonymous
- *n.d.* – no date
- *par.* – paragraph
- *ca.* – *circa*, approximately
- *cf.* – *confe*, compare
- *i.e.* – *id est*, that is
- *ibid.* – *ibidem*, in the same place

The CMOS 16th Edition no longer recommends the use of *op. cit.* (for *opera citato*, in the work cited), *loc. cit.* (*loco citato*, for “in the place cited”), and *idem*. The first citation of a particular source in the foot or endnotes should be complete, followed by shortened citations for subsequent uses. CMOS still accepts the use of *ibid.*, and *cf.*

Capitalization and Italicization

Capitalization

CMOS 16th Ed. prefers to use the “down” style of capitalization, i.e., pronouns are capitalized, except in instances where they are not necessarily pronouns:

- President Obama, the president
- French and France, french fries
- Brussels, brussel sprouts
- Congressman Manny Pacquiao, Manny Pacquiao, the congressman from Sarangani.

Italicization

Non-English words and phrases are only italicized at the first instance in each chapter. However, do not italicize words from another language that have been adopted into English and appear in *Webster's Third New International Dictionary*, or its online equivalent.

- Tao, plaza, fiesta, Weltanschauung, barrio, hacienda, mestizo/a, Filipino, rajah, datu, laissez-faire

Do not italicize non-English names of organizations and agencies.

- It was called the Firipin Aikoku Doshi Kai (Philippine Patriotic Comrades' Association).
- The Kalipunang Makabayan ng mga Pilipino (Makapili) was a volunteer army.

For use of italics in emphasizing words, go to **Preferred Styles (Grammar)**.

Illustrations and Photos Citation

While illustrations or photos by the author need not necessarily be cited, if other images have citation from other sources, it is preferable to cite even those images by the author.

- Figure 12a. Photo by author.

Captions for photos differ depending on the permission given by the copyright holder. Whether or not the citations in the caption are placed in parentheses or not is up to the editorial team in relation to the layout of the book. In general, however, the following examples can serve as guidelines:

For public domain works:

- Figure 12b. A Kadangyan resting on a hagabi. (Reprinted from R.F. Barton, *Ifugao Law* [1919], 116.)

For copyrighted photos given for free:

- Figure 12a. Pig and water buffalo skulls on display in an Ifugao house. (Photograph courtesy of M. Eusebio.)

For adapted images:

- Figure 10. Conklin (1980, 82–83) obtained this information from a feast (marriage) in 1966.
- Figure 11. Extent of Bayninan residents' consanguineal links with other agricultural districts in 1966. (Adapted from Conklin [1980], 33.)

Lists

In a series consisting of three or more elements, the elements are separated by commas. When a conjunction (e.g. and, or, but) joins the last two elements in a series, a comma is used before the conjunction. If there are commas within the enumerated items (as in a list within the list), semi-colons are used instead of commas. Enclose in a single closed parenthesis the numerals preceding the items in a continuous conjunction.

- We have a choice of 1) paper, 2) plastic, 3) cloth, or 4) metal.
- We have a choice of 1) paper, cardboard, and the like; 2) plastic, aluminum; 3) cloth; or 4) metal.

For vertical lists, however, commas are rarely used. If the vertically listed items are phrases, especially long ones that grammatically complete the sentence containing them, commas may, but need not, be used.

- The charges brought against Raymundo included
 1. leaving the scene of an accident involving injuries
 2. driving with a suspended driver's license, and
 3. driving while intoxicated.

Numbers

Standard Format

Rule	Example
Numbers from one to ninety-nine are spelled out	
Numbers 100 and above are written as numerals	

Approximate figures in hundred, thousands, or millions should be spelled out	Killed in the Iranian civil war were about twenty-thousand women and children.
Very large numbers are written as numerals followed by <i>million</i> , <i>billion</i> , and so on.	2.3 million 5 billion

Measurements

Rule	Example
Distance and Length. If there are several units of measurement used in the body text, shorten to accepted abbreviations. Otherwise, use whole words.	The area lies to the east of the Cordilleran divide, 17° north of the equator. Settlements and human-made features in the landscape lie between 1,000 and 1,500 m above sea level, with some mountain ridges rising up to 2,500 m above sea level.
Money and Currency. Amount of money are always as numerals. If there is only a single currency mention in the page, use the whole word. For multiple currencies, the University Press follows the ISO standards for currency: PhP, USD, JPY.	25 million pesos (if single mention or use in the body text) USD5 million PhP25 million
Percent. Percentage are always set as numerals. Use the word “percent” and not the symbol (%) in the body text. Use the symbol (%) in tables.	34 percent, 25 percent.

Pages

First Number	Second Number	Examples
Less than 100	Use all digits	12–88
100 or multiple of 100	Use all digits	100–104, 600–613, 1100–1123
More than 100 but less than 110 (in multiple of 100)	Use changed part only (i.e., omit 0)	107–9, 1005–8
	Use last two digits (or three if needed)	321–45, 1140–48

Time

Rule	Example
Abbreviations for divisions. Abbreviations for divisions of the day are set in caps with no periods. Numerals are used with these abbreviation but not with o'clock.	AM, PM 4:00 PM, 4 PM, 4 AM, 4:00 AM Four o'clock
Centuries. References to particular centuries (lowercased) are spelled out.	the fifth century the nineteenth century

Decades may be either spelled out or expressed in numerals.	during the eighties and nineties the 1970s and 1980s
Decades. Decades may be spelled out written numerically, as long as it is consistent. Always use en-dash to hyphenate years.	The first decade of the nineteenth century The years 1800–1809; the years 1810–1920
Date format. Dates may be written in the following order, without commas. This rule also applies to notes and sources.	10 July 1980
Inclusive years. Unlike page numbers, inclusive years are not shortened. Either use en-dash or the words “from/to”, not both.	1951–1952 or from 1951 to 1952
Specific Years. Specific years are written as numerals. Abbreviations for BC and AD no longer use periods in between the letters.	1920s/ 1970/ 500 BC
Times of Day. Times of day, in even, half and quarter hours are usually spelled out in text matter.	The students expected to end the meetings half past three. The soldiers had to be at their barracks by midnight. He left town a quarter of five. They always began work at eight o'clock.
Specific Times of Day. Numerals are used (with zeroes for even hours) when the exact moment of time is to be emphasized.	The program is televised at 8:30 in the morning. We should catch the 2:30 train. The country returns to standard time tomorrow morning at 4:00.
Unknown dates. Unknown dates in citations are identified using the following abbreviations.	n.d. – no date w.p. – walang petsa

Punctuation

Parenthesis

If there are phrases or terms that need to be placed inside parentheses within parentheses, use square brackets instead. Note that in the social science format, the year need not be placed inside parentheses in notes form.

- (H. de la Costa, *Readings in Philippine History* [Manila: Bookmark, 1965], 5)
- ¹ Pertierra refers to these sources: Scott 1994, Lynch 1955, De la Costa 1965.

Dashes [Em, En] and Hyphens

En dash (–) is slightly longer than a dash, but shorter than the Em Dash. It is used indicate a span or range between numbers. When the number range is preceded by the word “from,” CMOS prefers using “to” to denote the distance instead of the En dash.

The University Press holds office **from** 8:00 AM **to** 6:00 PM.

Em Dash (—) is longer than the En dash. It's a flexible punctuation mark that can be used in the place of a comma, parentheses, or colons. It may be used alone at the end of the sentences when used in place of the parentheses.

As commas: When he finally left his job—five years after his initial promise—she realized that she had greatly enjoyed all her freedom without his presence.

As colons: After months of reflection, he finally decided—never again.

As parentheses: After three years, the actors were fed up with the character development—or, rather, the lack of it.

Preferred Styles (Grammar)

American and English Spelling

American English spelling, over British, will be used throughout the book (except in quotations the original material of which may be British).

Final spelling arbiter is the *Merriam-Webster* dictionary (www.merriam-webster.com) or the *Merriam-Webster's Collegiate Dictionary*, the preferred source of the CMOS.

Write	Not
Percent	Per cent
Toward	Towards
Socioeconomic	Socio-economic
Prewar/postwar	Pre-war, post-war
Overstaffed, understaffed	Over-staffed, under-staffed
Antiwar, proarmament	Anti-war, pro-armament
Nonviolent, semiprivate	Non-violent, semi-private
Pseudophilosophical	Pseudo-philosophical

Apostrophes and Possessives

Following the CMOS 16th Ed., the possessive case of singular proper names ending in s or another sibilant is formed by adding 's regardless of number of syllables, while that of plural proper nouns, by adding an apostrophe only:

- Cruz's complaint
- Ross's portrait
- The Santoses' property

In addition, the possessive case for singular common nouns ending in s or another sibilant is also formed by adding 's regardless of number of syllables

Typographical Emphasis

When using of *so-called* with a word or phrase, the designation itself should not be enclosed in quotation marks or set in italics.

- The so-called shadow cabinet was not as powerful as originally thought.

In general, however, avoid italicizing words for emphasis or intonation. It should be apparent in the sentence, within the context of the paragraph or chapter, what the tone of the sentence is.

Preferred Styles (Specific Words)

Names of Cities, Provinces

Names of cities, provinces, mountains, rivers, islands, and so forth, are capitalized; generic terms such as mountain, river, or valley are also capitalized when used as part of the name.

- Mountain Province; Baguio City
- Himalaya Mountain; the Himalayas
- the Pasig and Pulangui Rivers; *but* the rivers Pasig and Pulangui.

For abbreviations, spell the word out within the body text.

- Mount Pulag *not* Mt. Pulag

Names of Groups

Names of Ethnolinguistic groups follow what the group call themselves:

- Apayao (not Apayaw)
- Ifugao (not Ifugaw)
- Kapampangan (not Pampangan)
- Ilokano (not Ilokan)
- Calamba (not Kalamaba)
- Cebuano (not Cebuan)

Plural form in Filipino

The singular form of Filipino nouns is used, even if the plural is meant (that the term is plural should be deduced from the content or from a numeral modifier).

- The two *tindera* came from rural Samar.

Religious Icons, Political and Professional Titles and Positions

When used with the surname, the title should be complete spelled out. On the other hand, when the whole name is given, the titles are shortened:

- General Arrelano, Senator Marquez, Reverend Palisoc
- Brig. Gen. Antonio Arellano, Sen. Juan Marquez, Rev. Juan Palisoc