

VIRGINIA DEPARTMENT OF HISTORIC RESOURCES STYLE SHEET

This style sheet is based on the style sheet developed by Susan Foard, copy editor for the 4th edition of the Virginia Landmarks Register. Calder Loth, Architect Senior with VDHR, has added a number of Virginia idioms and land mines one should keep in mind.

Style sheets can be subjective but they are necessary to maintain consistency in publications. This style sheet is recommended for all DHR staff and nominations. It is important for us to try to use the same terms, forms, and spellings in all our professional writing. Suggestions for additions and amendments to this style sheet are welcome.

Abingdon (never Abington)

Accomack (county)

Accomac (county seat)

accommodate (never accomodate)

aedicule

Afro-American (scholarly term)

African-American (preferred term)

air-conditioning

Allegheny Mountains

Alleghany County

architrave: the lower member of an entablature

Arlington County (Arlington is a county, not an independent city)

&: Hopkins & Bros. Store

bateaux (plural)

bathhouse

bargeboard

baseboard

battle, as in second battle of Manassas; but Yorktown Battlefield

battle of Manassas (Confederate designation); battle of Bull Run (Union designation for same battle)

Southerners use nearest town, northerners use nearest creek or river for name.

belt course

Berkeley: name of colonial governor & plantation (not Berkely)

best-preserved (adj.) among the best-preserved houses of its type

bed and breakfast

Belmead (A. J. Davis mansion in Powhatan Co.—never Bellmead, Belmeade, or Bell Mead)

Beverley: Virginia family; Beverley Street, Staunton

Beverly: girl's name

Beverly Hills, California (named for Beverly, Mass.)

boathouse

bottomlands

boys' school; girls' school

brickwork; brick-ended; Flemish bond brick walls; rubbed-brick arches; gauged-brick lintels;

glazed-header Flemish bond; molded-brick doorway

bull's-eye window

ca. for circa; built ca. 1788
campus (do not use when referring to U.Va.—it's the U.Va. grounds, not campus)
canalboats
cannonballs
Cary (Virginia family name—not Carey)
cemetery (never cemetary!)
Central European
century: the 18th century (noun); built in the mid-18th century; the late 18th century; 18th-century mantel;
mid-18th- century mantel; early 18th-century mantel (mid requires a hyphen whether a noun or an
adj. It's ok to use numerals instead of spelling out the number of the century if you need to save
space.
chair rail (two words; never charrail)
campaign: the Peninsula campaign (lc)
Carpenter's Gothic
cast-iron façade (adj); built of cast iron (noun)
cast-metal cap
chamber: historic term normally used for a bedroom, not synonymous with room generic dining room
chamber means the bedroom over the dining room. Porch chamber means the bedroom or
chamber over the porch.
the Chesapeake Bay (never Chesapeake Bay)
chiefdom (lc)
chimneypiece
chimney stacks
church: the Anglican church (general); the Episcopal church in Virginia; First Baptist Church the city of
Richmond
Clarke County (not Clark)
clapboard, clapboarding (these terms are not synonymous with weatherboard and weatherboarding)
classical, neoclassical; Classical Revival
clipped-gable roof
closed-string stair
CSA (Confederate States of America)
coastal plain Indians
colonnets
cookhouse
courthouse (building): the Hanover County courthouse;
Court House (town) Hanover Court House – some county seats: Fairfax, Gloucester, Amelia, and Prince
George, among them, no longer use the suffix Court House.
cross: Latin-cross plan
colonial-period
color: dark red brick building
commas: three-bay, two-and-a-half-story town house; small, mid-19th-century country church his wife,
Maria Fletcher; always use after and in a series: smokehouse, dairy, icehouse, and privy
common-rafter roof system
Commonwealth's attorney
council: the governor's council (lc)
county seat; county-seat village; the Albemarle county seat
complement vs. compliment; a full complement of outbuildings. The outbuildings complement the
manor house.
Cradock (historic district in Portsmouth—never Craddock)
The Virginia Constitution; the constitution of 1902
Culpeper (not Culpepper)

dates: January 15, 1998, not 15 January, 1998
day-care center
Deep South
Democratic party
dimensions: use 24 X 43 feet (not 24' X 43')
district: Yorktown Historic District, commercial district
dogtrot
doorknobs
double-hung sash
double-pile plan
dovecote
Douglas (surname and Christian name)
Douglass: Frederick Douglass (African American leader)
Dulany (old Alexandria family, never Dulaney)
duck house
Drs. Smith and Jones
dressed-stone gate post
Dupont (name of company; also DuPont; also Du Pont; also E. I. Du Pont De Nemours, Inc.)
du Pont and duPont (family name): rarely consistent even among family members. Sometimes even Dupont. i.e. take your pick and stick with it.

East Coast
Edinburg (town in Shenandoah Co.)
Edinburgh (city in Scotland)
Executive Mansion (official name for Governor's Mansion—it's ok to say Governor's Mansion but should use the former as the formal term)
Emancipation
end post
Episcopal: add denomination name to avoid confusion-- St. Paul's Episcopal Church; St. Paul's Roman Catholic Church. Not necessary to add denomination name when historic church name is very individual: Pohick Church, Aquia Church, Falls Church
era: Federal-era mantels; Revolutionary-era cannon; Progressive era
the Evacuation Fire
exuberant

façade: a building has only one façade as a human has only one face. It is redundant to say the front façade; it is incorrect to say the rear façade or side façade. You may say rear elevation or side elevation. In rare cases, as in colonial plantation houses such as Wilton, where the river front and land front are nearly identical or are of equal architectural importance, one might call each main elevation a façade, but it is best to refer to them as land front and river front.

fall line
farmland
the Jones farm
farmhouse
far-western
Federal-period house
federal government
ferryboat
ferry-house
fine-quality linen

five-part house
flush-board siding
Fort Monroe (current name) Fortress Monroe (old name)
furnace: single-stack, hot-blast charcoal furnace
freestanding column
Friends meeting
Friends' meetinghouse

gambrel; gambrel-roof rear wing
garden: use instead of backyard where appropriate; The pergola was the crowning architectural accent of the garden. NOT: The pergola was the crowning architectural accent of the backyard. Also note that backyard is usually one word not two.
Gay Mont (estate in Caroline Co., not Gaymont)
Gen. Robert E. Lee; Capt. Douglas Harnsberger; Confederate general Robert E. Lee
*use Gen. Philip Sheridan (not Maj. Gen. or middle initial)
generals Lee and Grant; General Grant
General Assembly
glebe house;
greenbelt
Green Springs (historic district in Louisa Co.)
Green Spring or Greenspring (historic site in James City Co.)
grid plan; grid-plan street pattern
gristmill
guesthouse
guttae (pl.) gutta (singular) [a peg-like motif on a Doric entablature]

hall-parlor; not hall/parlor. The house has a hall-parlor plan.
Hampden-Sydney College (never Hampton-Sidney)
Hampton University (no longer Hampton Institute)
handrail
Hanover (Virginia County)
Hannover (German principality)
H-L hinges
high-style: high-style woodwork
hipped roof (better than hip roof); hipped-roof dormers
historical marker (as in highway historical markers)
historic marker (a marker that is historic in its own right; the 1748 milepost is a historic marker)
horse breeding
house: the Branch house; the Nelson house (1c house) not The Branch House;
hyphens: use for adjectival phrases
 curved-span bridge
 large wood-frame smokehouse
 center-passage house
 garden-city planning concept
 low- and middle-income residents
 double-pile plan
 common-rafter roof system
 two-room-plan dwelling
 two-and-a-half-story house (or 2 ½-story house)

I-house: the I-house is big; the I-house plan

icehouse

Immanuel Episcopal Church (historic church in Hanover Co.) Emmanuel Episcopal Church (historic churches in King George Co. and Powhatan Co.) many other examples of this inconsistency, be careful.

in antis (antae pl.)

in muris

in situ

Indian (acceptable, Native American is preferred term)

Interstate Highway 66

ironmaking (n.) pig iron

jailer

jerkinhead roof

keystone

king-post truss

knighthood: Sir Dudley Ward or Sir Dudley; never Sir Ward

Lady (title of wife of a knight or a peer): Lady Grafton is wife of the Earl of Grafton , but Lady Alice Grafton or Lady Alice when daughter of the Earl of Grafton . Lady Astor was married to Lord Astor; Lady Diana was the daughter of Earl Spencer. The wife of Sir Peyton Skipwith is Lady Skipwith, not Lady Jean

Lafayette: not La Fayette, la Fayette or LaFayette

land-use planning

lifestyle

Light-Horse Harry Lee

like: cottagelike

lock-keeper's house

loom house

Loyalist

long: three century-long period

Loudoun County (never Loudon, although it is sometimes spelled that way in Scotland)

limestone

lock no. 4

longhouse

long-term ____; longest-term _____

millennium

midcentury

“Main Street” ; typical “Main Street” architecture

mile-long

middle-class: the person was middle-class; middle-class neighborhood

manor house

mansard roof

Mansfield (historic landmark in Dinwiddie Co.)

Mannsfield (historic site in Spotsylvania Co.)

mantel (fireplace surround)

mantle (a cloak); Mickey Mantle

marbleizing; marbleized

Marshall (family name—John Marshall)

Marshal (military title—Marshal Foch)

Massacre (do not say the Great Indian Massacre of 1622; use Great Indian uprising of 1622.)
medium-size house
Mathews County
Mathew Brady
St. Matthew
Matthew Jones house
meetinghouse (generic) but sometimes two words in formal name: Hopewell Friends Meeting House
metope (s)
the mid-1930s
milepost
millowner
molding (American spelling—The mantel has carved moldings.)
mold (to form, also fuzzy green stuff)
moulding and mould (British spelling—don't use)
much-altered —

names: Alexander Jackson Davis; Andrew Jackson Downing; Edgar Allan Poe (never Allen), Minard Lafever, Philip (Christian name--not Phillip) William B. Phillips: Jeffersonian mason a National Monument (NPS designation) Booker T. Washington National Monument; but: Jamestown National Historic Site; Maggie L. Walker National Historic Site; Appomattox Court House National Historical Park; Manassas National Battlefield Park; Petersburg National Battlefield; Fredericksburg and Spotsylvania County Battlefields Memorial National Military Park.
[Congress is never consistent in nomenclature when making these designations—always double check]

Nanzatico: historic estate in King George Co.

Nanzattico; Indian tribe on Northern Neck

National Park Service (not National Parks Service)

nicknames: Robert (“King”) Carter

northerners, southerners

numbers: approx. 30,000 years; more than 14,500 people; nearly 250,000 fragments; the first 10,000 years; over three hundred people; *under 100 write out: twenty-five trees; but 6.1453 miles

old-fashioned house

once-important

open-string stair

passage: term preferred over hall for colonial houses. e.g. stair passage, center passage, center-passage plan.

pattern book (two words are better) pattern-book illustration

pavilion (not pavillion-this is French spelling)

Pennsylvania German, or Pennsylvania Deutsch; not Pennsylvania Dutch (they are Germans).

periods: Paleo-Indian; Archaic; Woodland; Late Woodland; Early Woodland artifacts; contact-period ; colonial period; Federal period

pilaster-framed

pipestem

plantation: (using plantation in a name is redundant) Westover; Shirley; never Westover Plantation or Shirley Plantation.

plasterwork

plate-glass windows

Pocahontas (not Pocohontas)
porticoes
pro-military
public school facilities
pre-Revolutionary War; Revolutionary-era house
principal-purlin roof
railroad (American usage)
railway (British usage)
Norfolk and Western Railway Co. (official name) but also can use Norfolk and Western railroad (always double check the official names of Railroad companies; they are not consistent as to whether they are railroad or railway companies. Also Seaboard Air Line railroad!)
regions in Virginia: use in caps: the Piedmont; the Piedmont counties; Piedmont Virginia; Southside Virginia; Tidewater; Southwest Virginia; but not always: central Virginia; northern Virginia (but also Northern Virginia)
reverend: the Reverend Mr. Smith (Episcopal priest) Reverend Smith (protestant preacher)
the Rev. Mr. Smith can be used also
the Right Reverend James Smith (Episcopal Bishop)
the Most Reverend James Smith (Catholic Bishop): both addressed as Bishop Smith.
Mr. Smith (Episcopal priest)
Ms. Smith (female Episcopal priest)
Father Smith (Catholic priest or high-church Episcopal)
Pastor Smith, Reverend Smith, or Dr. Smith (Protestant preacher)
rights-of-way
riverbank
riverboat
river port; river town
the Rives papers
rock-faced house
county route 616
English romantic landscaping
Romantic Revivalism
the romantic informality
roof deck
round-arch window
rubblestone
run-down

St.: better St. Paul's Church than Saint Paul's Church
Saint Paul (bible man)
Philip St. George Cocke
saloon: the Anglicized version of the French word: salon. It can mean a very grand drawing room or parlor, not a honky-tonk western bar.
sawn-work
schoolhouse
Scotch-Irish although Scots-Irish is becoming more preferred
scotch (a whiskey), better to use Scottish as in Scottish influence; not Scotch influence
Scotsman, a Scot
Scottish Baronial style
Stick-style
servants' house
Seven Days' battles

shipbuilders
set-back
side-passage-plan dwelling
silver-plated knob
slant: use hyphen instead; builder-architect; teacher-clergyman; not builder/architect
slave labor force
soapmaking
small-town: Bridgewater has a small-town character.
stair hall
stair-hall arch
stepped-gable
Stirling (plantation in Spotsylvania Co.; easement property—from Stirling Castle, Scotland)
Sterling Park (Northern Va. suburb, also a type of silver)
strap hinge
“Southern” image
stained glass (noun)
stained-glass windows (adj.)
streetscapes
street addresses: write out-- 202 North Granby Street; West Franklin Street; Ninth and Grace streets; not
Ninth and Grace Streets; Twenty-fifth Street; (Arlington County uses numerals: 25th Street)
Spotswood, Alexander (colonial governor; not Spottswood)
Stanardsville (not Standardsville or Stannardsville)
Stonewall Jackson ok; don’t have to use “Stonewall” Jackson
storefront
Strasburg (town in Shenandoah County)
Strasbourg (city in France)
Styles: Classical Revival, Gothic Revival, Late Gothic Revival (when referring to the Gothic style after High Victorian Gothic), Greek Revival, Second Empire, High Victorian Italianate, Romanesque Revival, Queen Anne, Beaux Arts classicism, Renaissance Revival, Georgian Revival, classical-style building, Federal-style building, Beaux Arts-style building, Jacobean, Romantic Revivalism, mid-Georgian house, late Georgian house, Colonial Revival, Adamesque, Rhenish, Italian Villa style, classical, neoclassical Jacobean baroque style, the cottage style, the chalet style, neo-Palladian, Jeffersonian Classical style, Bungalow-Craftsman style, International style, Bungalowoid mode, bungalow style houses, the American Country House movement, Moderne, Roman classicism.
Sunday school
Surry County, Virginia
Surrey County, England

titles of nobility: Chicago manual says to lower case them: the duke of Gloucester; it’s really ok (actually better taste) to upper case them: the Duke of Gloucester; the Marquis de Lafayette.
theater (not theatre unless official name: Byrd Theatre)
town house (not townhouse)
town-house development
town hall
traceries
traveler (traveller is British spelling, don’t use)
Traveller (Lee’s horse)
trashpit
trompe l’oeil
tollhouse

Tuscan-porticoed
Three-Notched Road (or Chopt)
through-truss bridge
Truxtun (historic district in Portsmouth—never Truxton)

U. S. brigadier general
U. S. Geological Survey
U. S. Census
U. S. Coast Guard
Union army
University: the University of Virginia or University of North Carolina, but: a student at the university in Charlottesville; i.e. capitalize u only when in full title (never “The University” in reference to UVA)
upper South
Union brigadier general

V-notching
VMI
VPI (ok for Virginia Polytechnic Institute and State University)
veranda (American spelling)
verandah (British spelling—best not to use)
visitors’ center
a visitor attraction

walkway
wainscoted; wainscoting
Waverley & Waverly (some places use the final e, some do not, always double-check)
weatherboards; weatherboarded
Westend (historic estate in Louisa County—not West End)
white-painted joints
wood frame (n.) wood-frame plantation house
wood graining
wood-shingle house
worshipers
workers’ houses
wraparound porch
wrought-iron bridge; bridge made of wrought iron

Y-tracery