

## VIRGINIA DEPARTMENT OF HISTORIC RESOURCES WRITING STYLE SHEET

This style sheet is based on the style sheet developed by Susan Foard, copy editor for the 4<sup>th</sup> edition of the *Virginia Landmarks Register*. Calder Loth, Senior Architectural Historian with VDHR, has added a number of Virginia idioms one should keep in mind. DHR staff update the style sheet as needed.

Style sheets can be subjective but they are necessary to maintain consistency in publications. In December 2022, the Virginia Board of Historic Resources and Virginia State Review Board adopted this style for use with all nominations of Virginia's historic properties. It is important to be consistent in use of the same terms, forms, and spellings to maintain clarity of meaning. Suggestions for additions and amendments to this style sheet are welcome; please contact [lena.mcdonald@dhr.virginia.gov](mailto:lena.mcdonald@dhr.virginia.gov).

### Terminology Checks

#### Archaic and Current Terms for Race

Use archaic terms such as “Negro,” “colored,” “mulatto,” “quadroon,” “octoroon,” and others based on perceived racial lineage *only* when *quoting directly* from a historic source, when using the proper name of a historic document (such as a census) or institution (such as the United Negro College Fund and the National Association for the Advancement of Colored People), or when listing the title of a publication.

Current terms for race tend to fluctuate over time because the concept of race is rooted in human culture. The preference of the group of people being discussed should be followed whenever possible. The following terms are widely used as of this document's date:

African American – refers to persons of African descent

Black – refers to persons of African descent.

Hispanic – refers to people who speak Spanish or are descended from Spanish-speaking populations

Latino/Latina/Latinx – refers to persons who are from or descended from people from Latin America

White – generally refers to persons of European descent or is a skin color specifier

Each of these terms should be capitalized when used to refer to a person or group of people (i.e., Black residents; Hispanic shop owner; White farmers; Latina writer; African American fraternal lodge member). A term for race is always an adjective because it is descriptive of perceived qualities. Do not use a racial term as a noun either in the singular or plural form.

#### Battle

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.

#### Century

the 18<sup>th</sup> century (noun); built in the mid-18<sup>th</sup> century; the late 18<sup>th</sup> century; 18<sup>th</sup>-century mantel; mid-18<sup>th</sup>- century mantel; early 18<sup>th</sup>-century mantel (“mid” requires a hyphen whether used with a noun or an adjective. It's okay to use numerals instead of spelling out the number of the century if you need to save space.

#### Chamber

historic term normally used for a bedroom, not synonymous with room. The generic “dining room chamber” means the bedroom over the dining room; “porch chamber” means the bedroom or chamber over the porch.

### **Church**

the Anglican church (general); the Episcopal church in Virginia; First Baptist Church in the city of Richmond.

Include denomination name to avoid confusion-- St. Paul's Episcopal Church; St. Paul's Roman Catholic Church. Not necessary to add denomination name when the historic church name is very individual: Pohick Church, Aquia Church, Falls Church.

### **Clapboard**

Short lengths of riven (split) wood boards used as siding. The term Clapboard is *not* synonymous with Weatherboard.

### **Commas**

three-bay, two-and-one-half-story town house; small, mid-19<sup>th</sup>-century country church; his wife, Maria Fletcher, moved.

Always use commas after and in a series: smokehouse, dairy, icehouse, and privy

### **Complement vs. compliment**

A full complement of outbuildings is extant. The outbuildings complement the manor house. He complimented her carpentry skills.

### **Decades**

Many writers use 1600s, 1700s, 1800s, 1900s to refer to the entirety of the seventeenth, eighteenth, nineteenth, and twentieth centuries, while other writers use the same terms to refer to the first decade of those centuries. To compare – “During the 1600s, European settlement repeatedly was stymied by factors ranging from armed conflict to disease to natural disasters.” “During the 1900s, Craftsman emerged as a nationally popular style.” To avoid confusion, it is best to spell out which century is being discussed – “During the seventeenth century, European settlement in Virginia became firmly established” – and to specify which decade of a century is being discussed – “By the early 1900s, most cities had established municipal water systems; during the 1910s, electrical cooperatives also proliferated.”

### **Enslaved vs. “slave”**

Discussion of enslaved individuals should be treated as a discrete topic that warrants thoughtful analysis. Use of the term “slave” is discouraged because an individual’s identity was not solely based on whether they were held in bondage by other people. Persons who were enslaved also were mothers, fathers, children, artists, craftsmen, artisans, cooks, nursemaids, spiritual advisors, friends, and numerous other identities.

During the period that slavery was legal in Virginia, historic records and primary sources include slave schedules, slave auctions, and runaway slave advertisements, among many other activities and events. When directly quoting such historic records, the term “slave” is appropriate to use. When interpreting historic data, such as information taken from a census record or a collection of advertisements, refer to these individuals as “enslaved persons.” Do not include enslaved people as an item to be enumerated alongside livestock counts, crop production records, miles of road constructed, etc.

When referring to workers held in bondage, DHR uses the term “enslaved workers,” or “an enslaved labor force.” When historic records are not clear as to the age or living conditions of enslaved persons,

then terms such as “enslaved African Americans,” “enslaved individuals,” and “enslaved person(s)” should be used.

### **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.

### **Federal Designations**

Virginia has 22 places that are part of the national park system as managed by the National Park Service. Nomenclature for national parks is rarely consistent and it is important to identify each park by its official name. The following list of Virginia places within the national park system is current as of November 17, 2020; a current list is available at <https://www.nps.gov/state/va/index.htm>:

- Appalachian National Scenic Trail
- Appomattox Court House National Historical Park
- Arlington House, the Robert E. Lee Memorial
- Assateague Island National Seashore
- Blue Ridge Parkway
- Booker T. Washington National Monument
- Cape Henry Memorial (part of Colonial National Historical Park)
- Captain John Smith Chesapeake National Historic Trail
- Cedar Creek & Belle Grove National Historical Park
- Chesapeake Bay Watershed
- Civil War Defenses of Washington
- Colonial National Historical Park
- Cumberland Gap National Historical Park
- Fort Monroe National Monument
- Fredericksburg & Spotsylvania National Military Park
- George Washington Memorial Parkway
- George Washington Birthplace National Monument
- Great Falls Park
- Green Springs
- Harpers Ferry National Historical Park
- Historic Jamestowne (part of Colonial National Historical Park)
- Maggie L. Walker National Historic Site
- Manassas National Battlefield Park
- Overmountain Victory National Historic Trail
- Petersburg National Battlefield
- Potomac Heritage National Scenic Trail
- Prince William Forest Park
- Richmond National Battlefield Park
- Shenandoah National Park
- Star-Spangled Banner National Historic Trail
- Washington-Rochambeau Revolutionary Route National Historic Trail
- Wolf Trap National Park for the Performing Arts

- Yorktown Battlefield (part of Colonial National Historical Park)

### **Free vs. Freed**

The complexities of institutionalized slavery in the United States before the Civil War resulted in a variety of terms used to describe the legal status of persons whose ancestry included Africans. The simple word “**free**” was understood to mean “not allowing slavery” for a place; for a person, it was meant to understood “not held in bondage.”

#### *Antebellum Era*

When discussing the antebellum era, the descendants of a free person who were never enslaved themselves can be described as free people (or free African American individuals of free Black persons) if a distinction needs to be made between them and enslaved family or community members. Before the Civil War, a person who was never held in slavery but who appeared to belong to a group likely to have been enslaved was a free person (or free African American individual of free Black person), not a freed person (or freedman/freedwoman).

A person who was born into slavery or forced into slavery at a later date and subsequently was released from bondage before the Civil War was a free person or manumitted person.

The term “freed person” (or freedman/freedwoman) is generally reserved for those who were emancipated as a result of the Civil War.

#### *Post-Civil War*

After the Civil War, the U.S. Bureau of Refugees, Freedmen, and Abandoned Lands (commonly referred to as the Freedmen’s Bureau) provided assistance to emancipated African Americans still living in states where slavery had been legal. Established as part of the U.S. War Department by an act of Congress on 3 March 1865, the Freedmen’s Bureau remained operational until 1872. Therefore, use freedman/freedmen and freedwoman/freedwomen to indicate that both male and female African Americans were among the freed population in postbellum Virginia. Freedpeople also is appropriate.

When discussing the post-Civil War era, descendants of a freed person are not described themselves as free people (or free Black people) because, with the abolition of slavery, there was no need any longer in the U.S. to distinguish between those who were held in bondage and those who were not.

### **Freeing a Person from Slavery**

Two terms are commonly used when referring to the process of freeing a person from slavery. Although often used interchangeably, they are not synonymous.

- **Manumit**: to release from slavery (refers to liberation of one or more people by an individual, as contrasted with liberation by government action). In the United States before the Civil War, enslaved persons who were released from bondage by their owners were manumitted.
- **Emancipate**: to free from restraint, control, or the power of another; *especially*: to free from bondage (usually, though not always, used to refer to setting an entire population free). During the War of 1812, the British government offered emancipation to enslaved persons who reached British-held territory, such as Tangier Island, and British ships, and transported these individuals to British colonies to live as free British citizens. Beginning with the Emancipation Proclamation during the Civil War, the U.S. government emancipated enslaved persons as a group, which resulted in abolition of slavery throughout the country.

## **Garden**

Use “garden” 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.

## **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-one-half-story house (or 2½-story house, but never 2.5-story house)
- shed-roof porch
- gable-roof dwelling

Nouns:

The house was built in the mid-nineteenth century.

The house was built in the mid- to late nineteenth century.

The central-passage plan was popular during the nineteenth century.

Do not use a hyphen after an -ly adverb:

The porch has wonderfully convoluted sawn brackets.

Use a hyphen to indicate a date range when necessary:

The town's population grew rapidly during the period 1830-1850.

Alternative: The town's population grew rapidly between 1830 and 1850.

Alternative: From 1830 to 1850 the town's population grew rapidly.

Not: The town's population grew rapidly between 1830-1850.

Not: From 1830-1850 the town's population grew rapidly.

## **LGBTQIA+**

The abbreviation LGBTQIA+ refers to persons who are lesbian, gay, bisexual, transgender, queer, or of another identity that is not based on heteronormative assumptions. The abbreviation may be used when discussing historic and current events concerning individuals or groups of people. The full term should be written out for the first usage and the abbreviation can be used thereafter.

## **Modern**

“Modern” is meaningless when used to refer to period of construction as it is too broad and ill defined to indicate specific characteristics. “Modern shed,” “modern windows,” “modern development,” etc. should not be used. Rather, use an estimated date – “ca. 1980 shed,” “replacement sash installed after World War II,” “development that began during the 1960s.” Or use the term “non-historic” in lieu of “modern.” On the other hand, referring to Modern architecture is fine when discussing New Formalism, Neo-Expressionism, Brutalism, Post-Modern, Wrightian, Miesian, or any of the architectural idioms associated with the Modern movement.

## **Modernist/Modernism**

Very generally, a “modernist” is a person (usually an architect) who eschews traditional design, especially classicism. The term “Modernist” can also be a catch-all adjective for any contemporary building that avoids any hint of traditional design. e.g. “It’s a modernist house, not a colonial.”

“Modernism” is normally thought of as a historic style, more or less synonymous with the International Style, popularized in the 1920s and continued into the 1960s with Meis van der Rohe and his contemporaries. It can also include Art Deco. Be aware that the terms are still used very loosely and others may have their own ideas of what they mean.

## **Names**

Alexander Jackson Davis; Andrew Jackson Downing; Edgar Allan Poe (never Allen); Minard Lafever; Philip (Christian name--not Phillip) William B. Phillips, Jeffersonian mason.

## **Nationalities**

Individuals with ancestral roots in places all over the world have come to call Virginia home. A person’s ancestral lineage should be described as precisely as possible. For example, instead of “Asian,” state the name of the country in question. The place’s current name should be used whenever possible. Place names that are associated with a colonization era (i.e., Southern Rhodesia) may be used when discussing the period in which the name was used, but the place’s current name (i.e., Zimbabwe) also should be explained. An archaic name that pre- or postdates a colonization era but was in use during the period associated with the person’s ancestry also can be used, but inclusion of the current name is helpful. In some instances, a country may no longer exist as the political entity it used to be. Examples include Yugoslavia and the Soviet Union. For these instances, use the name in place during the historic period being discussed but also provide the current name, whether it has become an independent nation (such as Serbia, formerly a part of Yugoslavia) or is an entity within a nation (such as Chechnya, a republic in Russia, which once was part of the Soviet Union).

## **Nobility and Titles**

Knighthood: Sir Dudley Ward or Sir Dudley; never Sir Ward

Lady (title of wife of a knight or a peer): Lady Grafton to refer to the wife of the Earl of Grafton , but Lady Alice Grafton or Lady Alice when referring to the 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.

The Chicago Manual of Style says to lower case titles: the duke of Gloucester. It’s really okay (actually better taste) to upper case them: the Duke of Gloucester; the Marquis de Lafayette.

## **Numbers**

Use numerals for numbers higher than 100: approx. 30,000 years; more than 14,500 people; nearly 250,000 fragments; the first 10,000 years; over 300 people.

For numbers less than 100, write out: twenty-five trees.

Combine numbers and writing out for very large numbers – 3 million miles.

For precise measurements, use numerals – 6.1453 miles

Combine numerals, symbols, and writing out for very large numbers – \$20 million.

Use numbers for measurements instead of spelling out:

30' x 40' not thirty by forty feet

But don't spell out fractions: two-story but 2 1/2-story

### **Passage**

Term preferred over “hall” for colonial-era houses, e.g. stair passage, center passage, center-passage plan.

**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

### **Plantation**

Using plantation in a name is redundant – Westover; Shirley; never Westover Plantation or Shirley Plantation.

### **Plurals and Possessives**

Be aware of the following usages:

The Hopkins House.

The house occupied by the Hopkinses.

Thomas Hopkins's house (Not: Thomas Hopkins' house).

### **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 remember the Seaboard Air Line Railroad!

### **Regions in Virginia**

Capitalize regions when they are being described as distinct entities, but don't capitalize when they are used as approximate geographic locations. E.g., the Piedmont; the Piedmont counties; Piedmont Virginia; Southside Virginia; Tidewater; Southwest Virginia; Northern Virginia.

Traffic delays in Northern Virginia are well known, but Southside Virginia hasn't experienced the same phenomenon.

Richmond is located in central Virginia, while Highland County is on Virginia's western border.

### **Resource Types in National Register Nominations**

The National Register recognizes five resource types: building, structure, site, object, and district. Each has a specific meaning when used in a nomination, and each type should be used consistently.

“Building” and “structure” cannot be used interchangeably.

### **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)

### **Scots-Irish and Scottish**

Scots-Irish is becoming more preferred but Scotch-Irish can be used.

Scotch is a whisky (no ‘e’) manufactured in Scotland; Bourbon in a whiskey (with an ‘e’) that is manufactured in the United States. It is better to use Scottish as in Scottish influence; One can be under the influence of scotch, but there is no such thing as Scotch influence.

### **Significant**

“Significant” and “significance” have specific meanings in National Register nominations. Avoid using the word “significant” unless referring to an aspect of a property or historic district that helps illustrate its historic or architectural significance. The word “significant” can be synonymous with other words, such as “major” or “extensive,” but in nominations, we prefer not to use “significant” in these cases when another word will work. For example, instead of “Along the southern edge of town, significant recent development has taken place that is dissimilar to the central core,” rephrase as “Along the southern edge of town, extensive recent development is not in keeping with the historic character of the central core.”

### **Slant**

use hyphen instead; builder-architect; teacher-clergyman; not builder/architect. If referring to more than one person, “and/or” can be used, as in, “The builder and/or architect emphasized classicism.”

### **Street addresses**

Write out-- 202 North Granby Street; West Franklin Street; 2801 Kensington Avenue.

Ninth and Grace streets; not Ninth and Grace Streets

For numbered streets, check the locality – Twenty-fifth Street would be used in some places; others use ordinals – 25<sup>th</sup> Street.

### **Styles - Architecture**

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.

### **Unique**

A resource should not be described as “unique” unless documentation exists that it is truly the one and only of its kind (such as Monticello).

### **University**

Capitalize u only when in full title, such as the University of Virginia or University of North Carolina. But: a student at the university in Charlottesville; and never “The University” in reference to UVA.

### **Vernacular**

The NPS does not consider “vernacular” by itself to be an architectural style because it doesn’t describe specific characteristics. In Section 7 of nomination forms, for a resource with no discernible style, refer to the type or form as follows – “Other: split-level dwelling”; “Other: office building”; “Other: I-house”. For a resource that features minimal stylistic characteristics that reference one or more popular national



styles, use “Other: vernacular Queen Anne/Colonial Revival”; “Other: vernacular Craftsman”; “Other: vernacular Moderne.”

In text, describe the characteristics of the resource, for example:

An I-house dwelling with Colonial Revival stylistic ornamentation is located at the intersection.

The cul-de-sac features a collection of ca. 1960 split-level dwellings.

The front porch is embellished with mass-produced decorative elements, including a turned railing and spindled brackets, that are typical of vernacular Queen Anne houses built during the late nineteenth century.

### Virginia Indians

When discussing the collective indigenous groups native to Virginia, use the term Virginia Indians. If discussing a particular state- or federally-recognized tribe’s history, such as the Monacan, Nottaway, or Mattaponi, use the tribe’s name.

### Virginia State-Recognized Tribes

Tribe	Year Recognized	Location
Mattaponi	17th century	Banks of the Mattaponi River, King William Co.
Pamunkey	17th century	Banks of the Pamunkey River, King William Co.
Chickahominy	1983	Charles City County
Eastern Chickahominy	1983	New Kent County
Rappahannock	1983	Indian Neck, King & Queen County
Upper Mattaponi	1983	King William County
Nansemond	1985	Cities of Suffolk and Chesapeake
Monacan Indian Nation	1989	Bear Mountain, Amherst County
Cheroenhaka (Nottaway)	2010	Courtland, Southampton County
Nottaway of Virginia	2010	Capron, Southampton County
Patawomeck	2010	Stafford County

### Virginia Federally-Recognized Tribes

Tribe	Year Recognized	Location
Pamunkey	2016	Banks of the Pamunkey River, King William Co.
Chickahominy	2017	Charles City County
Eastern Chickahominy	2017	New Kent County
Rappahannock	2017	Indian Neck, King & Queen County
Upper Mattaponi	2017	King William County
Nansemond	2017	Cities of Suffolk and Chesapeake
Monacan Indian Nation	2017	Bear Mountain, Amherst County

Not State Recognized But with Documented Residence in Virginia

Sappony Located in Virgilina, Halifax County, at the Virginia/North Carolina state line (the Sappony tribe is state-recognized in North Carolina).

### Weatherboard

Smooth, sawn wood boards used as siding. Weatherboard siding sometimes has a beaded edge, but this is not always the case. The term Weatherboard is *not* synonymous with Clapboard.

## Spelling and Grammar Checks

### Decades

1920s, not 1920's

### A

Abingdon (never Abington)

Accomack (county)

Accomac (county seat)

accommodate (never accomodate)

aedicule

Afro-American (scholarly term)

African-American (preferred term)

air-conditioning

Albemarle (not Albermarle or Albamarle)

Allegheny Mountains

Alleghany County

antebellum

architrave: the lower member of an entablature

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

&: Hopkins & Bros. Store

asymmetrical

### B

backcountry

bateaux (plural)

bathhouse

bargeboard

baseboard

belt course

belvedere

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-designed 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.)

board-and-batten

boathouse

bottomlands

boxwood

boys' school; girls' school

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

glazed-header Flemish bond; molded-brick doorway

brickyard

bull's-eye window

## C

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  
chair rail (two words; never chairrail)  
campaign: the Peninsula campaign (lc)  
Carpenter’s Gothic  
cast-iron façade (adj); built of cast iron (noun)  
cast-metal cap  
cemetery  
chair rail  
the Chesapeake Bay (never Chesapeake Bay)  
chiefdom (lc)  
chimney breast  
chimneypiece  
chimney stacks  
city of Richmond (not City of Richmond unless referring directly to the local government itself)  
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  
colonnade  
colonnettes  
complement (complete a whole); compliment (praise)  
cookhouse  
courthouse (building): the Hanover County courthouse;  
Court House (town) i.e., 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  
common-rafter roof system  
Commonwealth’s attorney  
corbelled  
corncrib  
corner block  
council: the governor’s council (lc)  
county of Franklin; Franklin County; Bedford and Franklin counties  
county seat; county-seat village; the Albemarle county seat  
courthouse vs. Court House – when used generically, courthouse is a single word (i.e., “the county courthouse has the land records.” In Virginia, communities that were county seats often included “Court House” as part of their formal name, such as Appomattox Court House.

Cradock (historic district in Portsmouth—never Craddock)  
The Virginia Constitution; the constitution of 1902  
crossette  
Culpeper (not Culpepper)

## **D**

dates: January 15, 1998, not 15 January, 1998  
day-care center  
Deep South  
Democratic party  
derivative  
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  
double-hung sash window  
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.

## **E**

east (direction)  
East Coast  
Eastern Shore (Virginia region)  
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  
era: Federal-era mantels; Revolutionary-era cannon; Progressive era  
the Evacuation Fire  
exuberant

## **F**

fall line  
fanlight  
farmhouse  
farmland

the Jones farm  
farmhouse  
far-western  
farther (distance); further (additional)  
Federal-period house  
federal government  
fenestration  
ferryboat  
ferry-house  
fine-quality linen  
five-part house  
Flemish-bond brick (But: The brick was laid in Flemish bond.)  
flush-board siding  
Fort Monroe (current name) Fortress Monroe (19<sup>th</sup> century name used in advertisements; not an official name)  
foursquare  
furnace: single-stack, hot-blast charcoal furnace  
freestanding column  
Friends meeting  
Friends' meetinghouse

## G

gable-roofed (Not: gabled-roof)  
gambrel; gambrel-roof rear wing  
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]

## H

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  
henhouse  
high-style: high-style woodwork  
hipped roof (better than hip roof); hipped-roof dormers

historic: “a historic house” is American usage; “an historic house” tends to be seen as British  
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;  
hung sash (noun); hung-sash window

## **I**

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  
ironwork

## **J**

jailer  
jerkinhead roof

## **K**

keystone  
king-post truss

## **L**

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 goal; longest-term tenure

## **M**

“Main Street”; typical “Main Street” architecture  
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.)  
Mathews County  
Mathew Brady  
St. Matthew  
Matthew Jones house  
medium-size house  
meetinghouse (generic) but sometimes two words in formal name: Hopewell Friends Meeting House  
metope (s)  
the mid-1930s  
midcentury  
middle-class: the person was middle-class; middle-class neighborhood  
mile-long  
milepost  
millennium  
millowner  
modillion  
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

## N

Nanzatico: historic estate in King George Co.  
Nanzattico; Indian tribe on Northern Neck  
National Park Service (not National Parks Service)  
newel  
nicknames: Robert (“King”) Carter  
northern (direction)  
Northern Virginia (Virginia region)  
northerners, southerners

## O

occur; occurred; occurring  
old-fashioned house  
once-important  
open-string stair

## P

panel; paneled; paneling  
pattern book (two words are better) pattern-book illustration  
pavilion (not pavillion – this is French spelling)

Piedmont (Virginia region)  
pilaster-framed  
pipestem  
plasterwork  
plate-glass windows  
Pocahontas (not Pocohontas)  
porticoes  
pressed-brick (adj.)  
principal (adj.)  
principle (noun)  
pro-military  
public school facilities  
pre-Revolutionary War; Revolutionary-era house  
principal-purlin roof

## Q

quoin  
quoins

## R

right-of-way for singular – A VDOT-owned right-of-way crosses the southern parcel.  
rights-of-way for plural – three rights-of-way are along the battlefield boundaries, with two owned by VDOT and one by Dominion Virginia Power.  
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  
roof line  
round-arch window  
rubblestone  
run-down

## S

St.: better St. Paul's Church than Saint Paul's Church  
Saint Paul (historic figure)  
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  
Scotsman, a Scot  
Scottish Baronial style



segmental-arched doorway  
servants' house  
Seven Days' battles  
shipbuilders  
set-back  
side-passage-plan dwelling  
sidelight  
silver-plated knob  
soapmaking  
small-town: Bridgewater has a small-town character.  
south (direction)  
“Southern” image  
Southside (Virginia region)  
Southwest Virginia (Virginia region. But: southwestern Virginia)  
Spotswood, Alexander (colonial governor; not Spottswood)  
springhouse  
stained glass (noun)  
stained-glass windows (adj.)  
stair hall  
stair-hall arch  
standing-seam metal  
stepped-gable  
Stick-style  
Stirling (plantation in Spotsylvania Co.; easement property—from Stirling Castle, Scotland)  
Sterling Park (Northern Va. suburb, also a type of silver)  
strap hinge  
streetscapes  
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)  
street names: Broad Street; Fifth Street; Broad and Fifth streets  
Sunday school  
Surry County, Virginia  
Surrey County, England

## T

terra-cotta facade (adj.); terra cotta (noun)  
theater (not theatre unless official name: Byrd Theatre)  
three-bay facade (adj.); three bays (noun)  
Tidewater (Virginia region)  
town house (not townhouse – unless referring to the semi-detached dwellings that started being built in the mid-20<sup>th</sup> century in suburban residential developments)  
town-house development  
town hall  
town of Rocky Mount (Not: Town of Rocky Mount); Rocky Mount town  
traceries  
traveler (traveller is British spelling, don't use)

Traveller (Lee's horse)  
trashpit  
trompe l'oeil  
tollhouse  
Tuscan-porticoed  
Three-Notched Road (or Three-Chopt)  
through-truss bridge  
Truxtun (historic district in Portsmouth—never Truxton)

## U

U. S. brigadier general – she was a U.S. brigadier general.  
U. S. Geological Survey  
U. S. Census  
U. S. Coast Guard  
Union army  
upper South – Virginia is located in the upper South.  
Union brigadier general – he served as a Union brigadier general until his retirement.

## V

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

## W

walkway  
wainscoted; wainscoting  
water table  
Waverley & Waverly (some places use the final e, some do not, always double-check)  
weatherboards; weatherboarded  
west (direction)  
Westend (historic estate in Louisa County—not West End)  
white-painted joints  
windows – when describing windows, maintain consistency in terminology. For instance, if describing light patterns, don't refer to a 6/6 pattern in one place and a nine-over-nine pattern in another place.  
wood frame (n.) wood-frame plantation house  
wood graining  
wood-shingle house  
worshippers  
workers' houses  
wraparound porch  
wrought-iron bridge; bridge made of wrought iron

## X

**Y**

Y-plan

Y-tracery

**Z**