

Berghahn Books

Style Sheet for Contributors to Edited Volumes

Note: this is an abridged version of our Style Sheet for authors and editors. The complete Style Guide is available at http://www.berghahnbooks.com/downloads/house_style_US.pdf.

MANUSCRIPT PRESENTATION

(Contributors are asked to use a word-processing program; at a later stage we will want to access your manuscript from disk. For more information please see below, Word Processing.)

Submit two double-spaced copies of the manuscript, use good medium-weight, letter-size paper.

The font should be set at 12 point Times New Roman, due to readability and the extensive set of foreign characters the font contains.

Leave wide, 1 inch margins all around to allow ample space for the copyeditor's marks.

Double-space everything, including:

Long quotations of over 60 words—set them off from the rest of the text with double spacing both above and below, and indent them.

Notes, which should be submitted following the entire text (endnotes), although in some rare cases notes will be set as footnotes.

References, Tables, and Lists.

Number pages of the manuscript consecutively *throughout*, including notes and the first page of a chapter.

Print your manuscript with an *unjustified* right-hand margin, and *do not* break or hyphenate words at the ends of lines.

The text submitted should be final, please *do not* include any Word comments or handwritten corrections.

SPELLING

In general, Webster's Dictionary is our arbiter for American-English. We use the "z" spelling for all words ending in "ize", "ization", (socialize, organization). Consistency in spelling is most important; *however*, alternative spellings in quoted material and book and article titles should not be changed. (The copyeditor will have neither the time nor the facilities to check these, so please ensure their accuracy.)

Avoid the use of contractions such as won't, didn't, can't.

Spell out words such as table, figure, percent, and November, in text. Abbreviations are acceptable in footnotes, tables etc., as long as this is consistent throughout the entire volume.

NON-ENGLISH WORDS

Make sure all accents are marked in the typescript, preferably generated by your word-processing program. Umlauts *will* be used in German words, rather than “ue” or “oe”.

Foreign words or short phrases that are not commonly used in English should be *italicized*. Do not underline words that are meant to be italicized (as has been customary in publishing), unless your printer is incapable of generating italics. Do not italicize long quotes in foreign languages.

We recommend that a translation be provided after the first occurrence of a foreign term, unless it is a commonly used term whose meaning is known, e.g., *Reichstag*.

Some Greek, Latin, and French words (e.g., catharsis, habeas corpus, croissant) have become familiar in English and should not be italicized. Please refer to the dictionary when in doubt—if the word appears in an English dictionary then it does not have to be italicized.

DATES

Use the following forms: nineteenth century (NOT 19th century - and note that the words should be hyphenated if they modify a noun, e.g., nineteenth-century astronauts); 16 August 1967 (not August 16, 1967 or 16 Aug. 1967). Do not use commas in dates.

For decades use 1960s, 1970s. *Do not* use “sixties”, ‘70s, 1980’s.

NUMBERS

Our house style is to spell out numbers under 100, unless the reference is to a specific quantity (as in 80 percent [one word], 4in, etc.). Elide pairs of numbers other than teens, thus: 23-9, 126-7, but 11-18. Check with your editor for which form of elision is to be used in your volume.

STYLE

Please follow *The Chicago Manual of Style* and our own *US House Style Guide* for note form, bibliographic form, editing style, capitalization, and other questions. These will contain everything you will need.

A few of our preferences:

We prefer *either* the short-title *or* the author-date (Harvard) system of reference, please check with your editor which system is to be used. *Consistency*, as always, is paramount. Ensure that for each reference you provide the same information, e.g., author, title, place, publisher and date of publication, again check with your editor as to which information is required.

After your first use of a journal title, you may abbreviate it if you *both* use the generally accepted abbreviation (*Historische Zeitschrift* = “HZ”) *and* are consistent in the style you follow.

Under no circumstances should you use “op. cit.” and “loc. cit.”, which tell the reader no more than the author’s name or the title of the work would.

Forms of References (for notes, bibliographic entries vary slightly)

Book: J. A. Hazel, ed., *The Growth of the Cotton Trade*, 2nd ed., 4 vols. (London, 1955), vol. 3, 10–18 [or 3:10–18].

Article in a journal: J. L. Carr, “Uncertainty and Monetary Theory,” *Economics* 2, no. 3 (1956): 80.

Chapter in a book: Noam Chomsky, “Explanatory Models in Linguistics,” in *The Structure of Language*, eds. J. Fodor and J. J. Katz (Englewood Cliffs, 1964), 50–58.

Newspapers and popular magazines: *Guardian*, 18 February 1976; *New Yorker*, 6 June 1985.

Poems: Use italics for titles of epic poems and cycles, and roman and quotes for short ones.

Short stories: These should be styled in roman type within quotes.

Novels: Titles of novels should be styled in italics.

Plays: *Macbeth*, act 3. sc. 4, lines 5–9 or *Macbeth*, 3.4.5–9 (if line numbers are given).

Editions of texts: Cite the author’s rather than the editor’s name—John Locke, *An Essay Concerning Human Understanding*, ed. J. W. Yulton (London, 1973).

Translations: Julio Cortázar, *Cronopios and Famas*, trans. Paul Blackburn (New York, 1969).

Unpublished material: E. Topsell, “The Fowles of Heaven,” ca. 1614, Huntington Library, Ellesmere, Miss., 1142.

Dissertation: J. Downer, “Necessity and Knowledge in the Later Philosophy of Wittgenstein” (PhD diss., University College of North Wales, 1975).

The use of p. and pp. for page references is optional. Use “f.” to indicate “and following page” and “ff.” to indicate “and following pages”; in each case use only one “p.” (e.g., “p.49ff.”). Use col., par., and fol. to refer to column, paragraph, and folio. No colon is used after “See”.

Please note that “cf.” is not a synonym of “see”; it means “compare with”.

Where there is more than one reference in a note these are usually separated by semicolons.

Ibid. should only be used in consecutive notes to indicate the same reference (CE 10.1.2):

3. Hazel, *Cotton Trade*, vol. 4, 92 [or 4: 92].

4. *Ibid.*, 406. [For the same vol. no.]

5. *Ibid.*, chaps. 5 and 6.

Do not use *ibid.* if there are two references in the preceding note.

WORD PROCESSING

This is the age of electronic media, and we strongly encourage those of you who have not made the transition from typewriter to computer to do so. We prefer to copy edit electronically, which involves less time and work on the part of the editor, so it is important to have a digital file as soon as possible. We also typeset directly from disk, which means that the manuscript will have to be typed onto disk at some point anyway. Doing it yourself saves you time and money and reduces the chances of errors being introduced into your work by someone you don't know.

At some stage we will need:

A *clearly labeled* disk, preferably a CD. Please be sure to include your name, the book's name, Windows or Mac platform, program used, and filename(s). For example: "John B. Good, *Essays on Medieval Dentistry*, Word 6 for Windows: Goodent.doc".

Please provide the file in *Word*, any version.

Feel free to call or write if you have further questions.