

Style guide for Authors

Structure

Chapter title pages

The title and number of the chapter must be clearly identifiable from the main text.

Chapters within an edited volume should have the authors' first name and surname and their affiliation placed underneath the chapter title. Chapters of edited volumes should include Abstracts.

Main text

We recommend to use maximum three level headings, which should be clearly identifiable using numbering, different font sizes, boldface or italics.

Language and text

Inclusive language

When describing people, use language that is fair, accurate, and mindful of how people themselves wish to be described. Pay attention to language especially when writing about race and ethnicity, socioeconomic status, sex and gender, sexual orientation, age, illness, or disability/ability.

Refrain from using expressions that can be interpreted as racist, sexist or otherwise offensive. Avoid the use of gender-specific pronouns when possible. We recommend using plural instead of singular pronouns whenever possible. Singular use of the third-person pronoun 'they' is also welcome.

Spelling and grammar

You may use either UK or US spelling and grammar. Please outline which rules you wish to apply for the manuscript when submitting it to the Press.

When referring to proper nouns and normal institutional titles, the official, original spelling must be used.

- *World Health Organization*, not *World Health Organisation*.

Use American or British grammar rules consistently throughout the work. Also, please make sure the use of serial comma is consistent.

- red, white, and blue *OR* red, white and blue

Font

Underlined text should be avoided whenever possible.

Bold or italicised text to emphasise a point is permitted, although should be restricted to minimal occurrences to maximise efficiency.

Contractions

The use of contractions should be avoided unless the text is being deliberately informal.

- can not or cannot *instead of* can't
- do not *instead of* don't

Quotation marks

UK spelling: Use single quotation marks except for quoted matter within a quotation, in which case use double quotation marks.

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US spelling: Use double quotation marks except for quoted matter within a quotation, in which case use single quotation marks.

Quotations that are longer than 50 words in length must be in an indented paragraph separate from the main text, and without quotation marks.

Please leave an extra empty space above and below indented quotations (so typesetters notice them more easily).

The standard, non-italicised font must be used for all quotes.

It must be clear from the text and/or citation where the quote is sourced, and a page number should be included, if available.

If some of the original quote is being omitted then an ellipsis with a space on either side must be used to break the text.

- ‘each sample ... was processed in identical environments’

Words added to the original quote text, to enhance clarity, must be placed within square brackets

- ‘the country [France] was ranked number one for cuisine’

Acronyms & Abbreviations

Spell out almost all acronyms on first use, indicating the acronym in parentheses immediately thereafter. Use the acronym for all subsequent references.

- Research completed by the World Health Organization (WHO) shows ...
- The last common ancestor (LCA) to modern humans was ...

A number of abbreviations are so common that they do not require the full text on the first instance. Examples of these can be found at:

http://en.wikipedia.org/wiki/Wikipedia:Manual_of_Style/Abbreviations#Miscellanea

As a general rule, if the abbreviated form would not be recognised by a non-specialist then the full explanation should be given on the first encounter. If in doubt then use the full word or phrase for the first use.

Abbreviations should usually be in capital letters without full stops.

- USA, not U.S.A

Common examples from Latin origin do not follow this rule and should be lower case and can include full stops.

- e.g., i.e., etc.

Use of footnotes/endnotes

All notes should be used only where crucial clarifying information needs to be conveyed.

Please insert the endnote/footnote marker after the end punctuation.

Data and symbols

Hyphenation, em and en dashes

Em dashes should be used without extra space between them and surrounding words.

- The president’s niece—daughter of his younger brother—caused a media scandal when...

En dashes should be used to replace ‘to’ when indicating a range. No space should be around the dash.

- 10–25 years
- pp. 10–65

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Numbers

For numbers zero to ten, please spell the whole words rather than use numeric figures. Please use figures for numbers 11 or higher.

- This study looked at five case studies
- This study looked at 12 case studies

We are happy for authors to use either words or figures to represent large whole figures (i.e. one million or 1,000,000) as long as the usage is consistent throughout the text.

Please use ‘per cent’ ‘percent’ (as per commissioned grammar rules) rather than ‘%’. The symbol ‘%’ can be used in tables/figures, table/Figure notes.

If a sentence starts with a number it must be spelt, or the sentence should be re-written so that it no longer starts with the number.

- Fifteen examples were found to exist...
- The result showed that 15 examples existed...

Figures & Tables

Figures

If a figure is not easy to understand or does not appear to be of a suitable quality, the copyeditor should note this.

All figures must be cited/referred to within the main text, in consecutive order using Arabic numbers (e.g. Figure 1, Figure 2; or Figure 3.1, Figure 3.2, etc., if numbering per chapter). Please check that numbers are running consequently and refer to the correct chapter number (if numbering is per chapter).

Citations to figures should use the full word ‘Figure’. Figure citations should be in plain text and not bolded, etc. Please make sure the figure citation does not include ‘above’ or ‘below’, as this may change during typeset.

Each figure must have an accompanying descriptive main title.

- Figure 1: 1685 map of London.

A short additional figure legend is optional to offer a further description of the figure.

- Figure 1: 1685 map of London. Note the additional of St Paul’s Cathedral, absent from earlier maps.

The source of the image should be included, along with any relevant copyright information and a statement of authorisation (if needed).

Tables

All tables must be cited/referred to within the main text, in consecutive order (e.g. Table 1, Table 2, or Table 3.1, Table 3.2, etc., if numbering per chapter).

Table should be cited with the full word Table. Please make sure the table citation does not include ‘above’ or ‘below’, as this may change during typeset.

Each table must have an accompanying descriptive title.

A short additional table legend is optional to offer a further description of the table.

The table title and legend should be placed *above* the table.

References

All references cited must be listed in the list of references and vice versa; please remove extra references (not cited) or include a reference in text.

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In-text references

In-text references to chapters should be formatted: ‘Chapter [Number]’ rather than to author(s) name.

In-text citations

Every use of information from other sources must be cited in the text so that it is clear that external material has been used. We recommend authors to use citations according to the Chicago ‘Author–date’ style as in the following guidelines.

If the author(s)/editor(s) choose another reference style, a full guideline (e.g. a link to a website with the used in-text referencing style) should be delivered along with the manuscript.

‘Author, Year’ citations

If the author is already mentioned in the main text then the year should follow the name within parenthesis.

- Both Jones (2013) and Brown (2010) showed that ...

If the author’s name is not mentioned in the main text then the surname and year should be inserted, in parenthesis, after the relevant text. Multiple citations should be separated by semi-colon and follow alphabetical order.

- The statistics clearly show this to be untrue (Brown 2010; Jones 2013).

If three or fewer authors are cited from the same citation then all should be listed. If four or more authors are part of the citation then ‘et al.’ should follow the first author name.

- (Jones, Smith, and Brown 2008)
- (Jones et al. 2008)

If citations are used from the same author and the same year, then a lowercase letter, starting from ‘a’, should be placed after the year.

- (Doniger 1980a, 1980b, 2017)

If specific pages are being cited then the page number should follow the year, after a colon.

- (Brown 2004, 65; Jones 2013, 143)

For publications with no author or authored and published by organisations, use the short form of the organisation’s name or its acronym in lieu of the full name.

- (Business Booms and Depressions since 1775 1943)
- (ICRC 2000) *NOT* (International Committee of Red Cross and Red Crescent Societies 2000)

Please do not include URLs (web addresses) in parenthetical citations, but rather cite the page title and include all details, including the URL, in the reference list.

Reference list

All citations must be listed at the end of the text file, in alphabetical order of authors’ surnames.

All reading materials should be included in ‘References’ – works which have not been cited within the main text, but which the author wishes to share with the reader, must be cited as additional information in endnotes explaining the relevance of the work. This will ensure that all works within the reference list are cited within the text.

If a reference is by multiple authors then please list all authors in full, up to *10 individuals*. If there are more than 10 authors then please use et al. after the tenth author.

NOTE: If multiple works by the same author are being listed, please re-type the author’s name out for each entry, rather than using a long dash. Separate references to same year with a, b, c, etc. (e.g. Smith 2017a, 2017b, 2017c)

NOTE: DOIs must be included for all reference entries, where possible.

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Reference format: Chicago

See the following guidelines for more exact information. Below some examples of referencing that are not included in the following document.

If the author(s)/editor(s) choose another reference style, a full guideline (e.g. a link to a website with the used referencing style) should be delivered along with the manuscript.

Books

One author

Doniger, Wendy. 1999. *Splitting the Difference*. Chicago, IL: University of Chicago Press.

Several books by the same author

Doniger, Wendy. 2017. *The Ring of Truth and Other Myths of Sex and Jewelry*. New York, NY: Oxford University Press.

Doniger, Wendy. 1980a. *Karma and Rebirth in Classical Indian Traditions*. Berkeley, CA: University of California Press.

Doniger, Wendy. 1980b. *Women, Androgynes, and Other Mythical Beasts*. Chicago, IL: University of Chicago Press.

Two or three authors

Cowlishaw, Guy and Robin Dunbar. 2000. *Primate Conservation Biology*. Chicago, IL: University of Chicago Press.

Jacobstein, J. Myron, Roy M. Mersky, and Donald J. Dunn. 1994. *Fundamentals of Legal Research*. 6th ed. New York, NY: Foundation Press.

Four or more authors

Include all names in the reference list entry (up to ten names), after which use et al.

Laumann, Edward O., John H. Gagnon, Robert T. Michael, and Stuart Michaels. 1994. *The Social Organization of Sexuality: Sexual Practices in the United States*. Chicago, IL: University of Chicago Press.

Editor, translator, or compiler instead of author

Hall, David D., ed. 1991. *Witch-Hunting in Seventeenth-Century New England: A Documentary History, 1638-1693*. 2nd ed. Boston, MA: Duke University Press.
<https://doi.org/10.1215/9780822382201>.

Lattimore, Richmond, trans. 1951. *The Iliad of Homer*. Chicago, IL: University of Chicago Press.

Organisation as author

International Committee of Red Cross and Red Crescent Societies (ICRC). 2000. *Title*. City: Publisher.

Unknown author

Business Booms and Depressions since 1775: An Accurate Charting of the Past and Present Trend of Price Inflation, Federal Debt, Business, National Income, Stocks and Bond Yields, with a Special Study of Postwar Periods. 1943. Toledo, OH: The Century Press.
http://fraser.stlouisfed.org/publications/bb/issue/5069/download/85250/1943chart_busibooms.pdf.

Book published electronically

Association of the Menhaden Oil and Guano Manufacturers of Maine. 1878. *The Menhaden Fishery of Maine: With Statistical and Historical Details, Its Relations to Agriculture, and as a Direct Source of Human Food; New Processes, Products, and Discoveries*. Portland, OR: B. Thurston.
<https://hdl.handle.net/2027/hvd.32044107318388>.

Kurland, Philip B. and Ralph Lerner, eds. 1987. *The Founders' Constitution*. Chicago, IL: University of Chicago Press. <http://press-pubs.uchicago.edu/founders/>.

Lovitch, Derek, ed. 2017. *Birdwatching in Maine: A Site Guide*. Hanover: University Press of New England. <https://cbbcat.net/record=b4861648~S21>.

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Chapter, essay, or other part of a book

Wiese, Andrew. 2006. 'The House I Live in: Race, Class, and African American Suburban Dreams in the Postwar United States'. In *The New Suburban History*, edited by Kevin M. Kruse and Thomas J. Sugrue, 99–119. Chicago, IL: University of Chicago Press.

'Anti-Terror Bill Zooms Into Law'. 2002. In *CQ Almanac 2001*, 14-3–14-6. Washington, DC: Congressional Quarterly. <http://library.cqpress.com/cqalmanac/cqal01-106-6376-328229>.

Book in a book series

Author's surname, firstname(s) and/or initial (if used). Year. *Book title*. Title of Book Series. Editor (if applicable), vol. number (if applicable). City: Publisher.

Kantrowitz, Stephen D. 2012. *More Than Freedom: Fighting for Black Citizenship in a White Republic, 1829-1889*. Penguin History of American Life. New York, NY: Penguin Press.

Levine, Michael. 1996. *African Americans and Civil Rights: From 1619 to the Present*. Social Issues in American History Series. Phoenix, AZ: Orynx Press.

Journals, magazines, and newspapers

Karmaus, Wilfried and John F. Riebow. 2004. 'Storage of Serum in Plastic and Glass Containers May Alter the Serum Concentration of Polychlorinated Biphenyls'. *Environmental Health Perspectives* 112 (May): 643–47. <http://www.jstor.org/stable/3435987>.

Kossinets, Gueorgi and Duncan J. Watts. 2009. 'Origins of Homophily in an Evolving Social Network'. *American Journal of Sociology* 115: 405–50. Accessed 28 February 2010. <https://doi.org/10.1086/599247>

Novak, William J. 2008. 'The Myth of the "Weak" American State'. *American Historical Review* 113: 752–72. <https://doi.org/10.1086/ahr.113.3.752>.

Smith, John Maynard. 1998. 'The Origin of Altruism'. *Nature* 393 (6686): 639–40.

Martin, Steve. 2002. 'Sports-Interview Shocker'. *New Yorker*, 6 May 2002.

Nieder Korn, William S. 2002. 'A Scholar Recants on his "Shakespeare" Discovery'. *New York Times*, 20 June 2002. Arts section, Midwest edition.

The Washington Post. 2018. 'Mr. Trump, Tilting at Free Trade'. 12 January 2018. Academic Search Complete (EBSCO).

Web pages and websites

Bowdoin College Library. 2018. 'Newspapers: Foreign & Foreign Language'. Last updated 22 January 2018. <https://bowdoin.libguides.com/newspapers/foreign>.

University of Ottawa. n.d. 'The Arrival of the Loyalists in Canada'. Site for Language Management in Canada (SLMC). Accessed 21 November 2017. https://slmc.uottawa.ca/?q=arrival_loyalists.