

Style Guide for Authors

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Structure

Book sections

You can group chapters under separate thematic parts, but please make sure the book's structure is balanced and that each part has roughly the same number of chapters.

Give the sections informative titles, not merely numbers, e.g. Part I [Thematic Title].

Chapter title pages

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

Edited volumes: Place the chapter author's/s' name(s) and affiliation(s) under the chapter title. Chapters in edited volumes should include abstracts.

Chapter sections

You can divide chapter sections into subsections, but please use a maximum of **three level headings**, where level 1 is the section heading, level 2 is the subsection heading and level 3 is the sub-subsection heading. Levels should be clearly identifiable by numbering or typographics.

To ensure accessibility, move from one level to another consistently – do not jump from heading level 1 to heading level 3. When using subsections, avoid having only one subsection within a section.

Please use descriptive and informative headings. All section and subsection headings should be unique and you should avoid including e.g. Conclusion after each chapter.

Use of footnotes/endnotes

Use notes only to convey crucial clarifying information.

Please insert the endnote/footnote marker after end punctuation.

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, gender, sexual orientation, age, illness, or disability/ability.

Refrain from using expressions that can be interpreted as racist, sexist or otherwise offensive. Avoid using 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.

For example, instead of using the construction his/her, use their.

Each participant was interviewed at their school.

Participants were interviewed at their schools.

(not 'Each participant was interviewed at his/her school.')

Variety of English

Please indicate whether the manuscript uses UK or US spelling and grammar. If you use another variety of English, please contact the HUP team for further information.

Proper names

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

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

Emphasis

Avoid underlining text for emphasis. Underlining should only indicate hyperlinks.

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

Contractions

Avoid using contractions unless the text is being deliberately informal.

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

Quotations

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

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

Treat quotations longer than 50 words in length as block quotes and place them in an indented paragraph separate from the running text and without quotation marks.

Leave a double space above and below block quotes.

Do not italicise quotes.

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

If you omit some of the original quote, please use an ellipsis with space on each side 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 and abbreviations

Spell out 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 ...

Some common abbreviations need not be spelled out on first occurrence. Examples can be found at:

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

As a general rule, if a non-specialist would likely not recognise the abbreviated form, the full explanation should be given on the first encounter. If in doubt, type the full word or phrase with first use.

Abbreviations should usually be in capital letters without full stops.

- USA, not U.S.A

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

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

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

- 10–25 years
- pp. 10–65

Numerals

For numbers zero to ten, spell out the numbers rather than use numeric figures. 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’ or ‘percent’ (as per chosen grammar rules) rather than ‘%’. The symbol ‘%’ can be used in parenthetical information and in tables/figures or table/figure notes.

If a sentence starts with a number it must be spelled out, 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...

Illustrations and tables

Illustrations (figures, maps, photos)

All illustrations should be print quality and provided as separate files. Their quality will be ensured at HUP. Please provide graphs with the data embedded whenever possible. Further, please consider that the page width is 110mm, which is also the maximum width for any artwork.

All illustrations must be cited/referred to within the running 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 run consequentially and refer to the correct chapter number (if numbering is per chapter).

Use the full word ‘Figure’/‘Map’/‘Photo’ when referring to illustrations. Illustration 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 typesetting.

Each figure must have an accompanying descriptive main title. The title can appear either above the figure or under it, depending on disciplinary traditions.

- Figure 1: 1685 map of London.

You can also provide additional information in the caption.

- 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).

To ensure accessibility, please provide alternative text (max. 125 words) for all illustrations. Alternative texts may be provided as comments in the manuscript or in a separate file.

Alternative text should contain the most important information the illustration conveys: How you would describe it to someone who cannot see the image? What information is left out if the image goes unseen? If the content of the image is described in the running text, the alternative text may be very short.

If your work contains complex images that require more explanation (so-called long descriptions), please contact the HUP team for further instructions.

Please see the [Image Description Guidelines](#) at the Diagram Center for detailed instructions on how to write alternative text for different types of illustrations.

Tables

Please provide tables as separate spreadsheets or use the table tool in Word. Images of tables will not be accepted.

To ensure accessibility, keep table structure as simple as possible. Avoid merging cells.

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).

Tables 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. Table source should also be included, e.g. 'Author', 'Authors' or reference to the source [Smith (2022), p. 27: Table 1].

A further description of the table can be provided in notes under the table.

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

Citations

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.

Cross references

Cross references to other 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 the use of external material is unambiguous. We recommend the referencing format of the *Chicago Manual of Style* (17th edition) 'Author–Date' system.

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.

Citation format

If the cited author is already mentioned in the running text, the year should follow the name within parenthesis.

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

If the cited author is not mentioned by name in the running text, insert their surname and publication year in parentheses after the relevant text. Multiple citations should be separated by a 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 et al. 2008)

If citations are used from the same author and the same year, place a lowercase letter, starting from 'a', after the year.

- (Doniger 1980a, 1980b, 2017)

If you cite specific pages, 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. Authors' first names can appear either as spelled out or as initials, but please be consistent throughout the book.

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, please list all authors in full, up to *10 individuals*. If there are more than 10 authors then please use et al. after the seventh author.

NOTE: If multiple works by the same author are 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: Include DOIs for all reference entries where possible.

Examples of different types of citations

See the following guidelines for more exact information.

If you 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

In-text citation: (Doniger 1999)

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

Several entries from the same author

In-text citation: (Doniger 1980a, 1980b, 2017)

Reference list entry: 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.

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

Two or three authors

In-text citation: (Cowlshaw and Dunbar 2000; Jacobstein, Mersky, and Dunn 1994)

Reference list entry : Cowlshaw, 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

If there are four to ten authors, include all names in the reference list entry. For works with more than ten authors, list the names of the first seven, followed by et al.

In-text citation: (Laumann et al. 1994)

Reference list entry: 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

In-text citation: (Hall 1991; Lattimore 1951)

Reference list entry: Hall, David D., ed. 1991. *Witch-Hunting in Seventeenth-Century New England: A Documentary History, 1638–1693*. Second edition. 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

In-text citation: (ICRC 2009)

Reference list entry: International Committee of Red Cross and Red Crescent Societies (ICRC). 2009. *Handbook of the International Red Cross and Red Crescent Movement*. Geneva: ICRC.

Unknown author

In-text citation: (Business Booms and Depressions since 1775 1943)

Reference list entry: *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

In-text citation: (Association of the Menhaden Oil and Guano Manufacturers of Maine 1887; Kurland and Lerner 1987; Lovitch 2017)

- Reference list entry: 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>.

Chapter, essay, or other part of a book

- In-text citation: ('Anti-Terror Bill Zooms Into Law' 2002; Wiese 2006)
- Reference list entry: '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>.
- 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.

Book in a book series

- In-text citation: (Kantrowitz 2012; Levine 1996)
- Reference list entry: 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

- In-text citation: (Karmaus and Riebow 2004; Kossinets and Watts 2009; Novak 2008; Smith 1998; Martin 2002; Niederkorn 2002; *Washington Post* 2018)
- Reference list entry: 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. <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, no. 6686: 639–40.

Citations of newspaper and magazines articles can usually occur within the text and a reference list entry is not necessary. If you include the citation in the reference list, repeat the year of publication with full date.

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

Access dates are not required for most electronic sources. However, please include an access date for a website if the site has no information about the date of publication or revision. In those cases use 'n.d.' as the date of publication in the reference list.

Include a revision date if appears as the date of publication or is the only available date. This is particularly useful with frequently updated sources.

In-text citation: (Bowdoin College Library 2022; University of Ottawa n.d.)

Reference list entry: Bowdoin College Library. 2022. 'News & Newspapers: Foreign, in English'. Last updated 21 September 2022.
<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.

Legal and public documents

If your text contains numerous legal references or discusses legal or public documents extensively, please give the detailed references in footnotes or endnotes. The author-date style can be used if the documents are discussed in passing. Please follow the style recommended by the legislative body or legal publisher.