

US STYLE GUIDE

Our American-English house style is based upon *The Chicago Manual of Style*, 16th edition. Merriam-Webster's dictionary is our reference for spelling. Make sure to spell check your manuscript before submitting it.

*If anything in your manuscript purposefully deviates from these guidelines make a note of it on the Electronic Checklist you submit with the revised manuscript. Otherwise it will be made to conform at copyediting.

Arrangement of the Manuscript

Your manuscript should be arranged in the following order:

Front matter (prelims):

(numbered in roman numerals)

Half-title page
Series title page (if applicable)
Title page
Copyright page
Dedication/Epigraph (if any)
Contents
(List of) Illustrations
(List of) Tables/Figures/Maps
Foreword
Preface
Acknowledgments
Introduction
Notes on text/transliteration
(List of) Abbreviations
General map(s) relevant to whole book
(List of) Contributors
Chronology

Main text:

(numbered in Arabic numerals)

Long Introduction or Chapter 1
Remaining chapters
* If there is a general acknowledgment for a chapter in a collection then it should be added as an unnumbered note at the beginning of the Notes section

Back matter:

Epilogues/Afterwards/Conclusions
Appendix(es)
Notes section
Glossary
Bibliography/Reference list
Notes on Contributors
Index

Headings

- Differentiate levels of headings using bold and italic treatments.
- Do not capitalize articles (a, an, the), coordinate conjunctions (and, but, or, for, nor) and prepositions (through, against, between, without, since, etc.).

- Do not use numbers or letters to distinguish headings.
- Do not use superscript reference numbers in a heading, find a place for it within the paragraph.

Paragraphing

- Do not indent paragraphs that immediately follow a heading.
- Do indicate whether paragraphs following blocked extracts should be indented (as a new paragraph) or not (if it is a continuation of the paragraph before the quote).
- Do not leave additional spaces between paragraphs.

Cross-References

- In-text cross-references should consist only of a chapter number or a subhead title.
- If cross-referencing notes within the note section, please ensure that note numbers have not been changed and that the correct notes are being referenced.

Punctuation

Punctuation following an italic or bold word should also be italic or bold.

COLONS

- A dash should never follow a colon that introduces a list or other displayed material.
- Colons should not be followed by capital letters.

COMMAS

- The serial (Oxford) comma is used.
- The abbreviation et al. is not normally preceded by a comma: Robert Johnson et al. (eds). However, when the name is inverted in bibliographical style, then a comma follows the first name: Johnson, Robert, et al. (eds).

Spelling

Merriam-Webster is our arbiter for U.S. English spelling, including for hyphenated words, words in italic, and so forth.

- Ensure that American English variants of words such as defense, labor, analyze, archeology, etc. are used.
- Avoid the use of contractions.
- Look out for words with alternative spellings and apply the same version throughout the volume. This is particularly important for editors of collected volumes.
- Alternative spellings in quoted material and book and article titles should not be changed except where capitalization is required. The copyeditor will not have the time to check the accuracy of titles, so please ensure they are correct.
- Spell out words such as figure, table, percent, November, pounds, and so forth in text; abbreviations are acceptable in parentheses, footnotes, tables, captions, and so on (CMS 10.3); however, any such use of abbreviations should be consistent both within and between chapters.

Troubleshooting: Spelling	
Do not Use:	Do Use:
x analyse	✓ analyze
x centre	✓ center
x catalogue	✓ catalog
x mould	✓ mold
x travelled	✓ traveled
x towards	✓ toward
x won't, can't, didn't	✓ will not, cannot, did not
x defence	✓ defense
x labour	✓ labor
x favour	✓ favor
x per cent	✓ percent, %
x fig.	✓ figure
x 19 th century	✓ nineteenth century
x Nov.	✓ November

Capitalization

- Use initial capitals for North, South, East, West when designating political usage; for example, South West Africa, Western capitalism, the South (U.S.); but use lowercase when a simple, geographical distinction is intended; for example, the south of Scotland, southern Indiana, western winds.
- Use the state, the church, but Washington State, the Roman Catholic Church, the Church of England. (The State, the Church should be used in specific context.)
- Parliament, but parliamentary behavior, parliamentarians.
- Geographical and historical periods (Iron Age, Carboniferous Era, Dark Ages) and wars (World War I) are usually capitalized.
- We prefer the terms World War I and World War II, rather than the First World War or the Second World War. Additionally, these terms shouldn't be abbreviated (WWI, WWII).
- Political parties (Communist Party, Democratic Party) use capitals, as do the philosophies (Socialist, Capitalist), but economic or political systems (in general) are lowercase: communism, capitalism, social democracy.

Hyphenation

- In general, we prefer that compound words are closed up.
- Words with prefixes should be spelled as follows: coauthor, interrelated, nonviolent, postmodern.
- The hyphen should be retained if the second word begins with a capital letter or number: non-American, post-1950.
- Hyphens should be used to eliminate any possible confusion in meaning or pronunciation: re-create.
- Hyphens should be used to avoid a double letter: re-edit.
- Compound adjectives are generally hyphenated: nineteenth-century art, well-known composer.
- A compound adjective with an "-ly" adverb is not hyphenated: deeply involved groups.
- In headings both words should be capitalised if they can both stand alone (as in Twentieth-Century Literature, Tool-Maker). Otherwise the second word should be lower-case (as in Ethno-political Policies).

Italics

Use italics for emphasis sparingly. It is usually possible to make your point without special emphasis.

Do not use italics for the following:

- the scholarly Latin words and abbreviations *ibid.*, *idem*, e.g., i.e., cf., viz., ca. The only exception is the word [*sic*], which is always italicized and appears in brackets.
- commonly used foreign words found in a standard English dictionary, such as "et al.," "a priori," "corpus," and "raison d'être."
- titles of articles, chapters, short stories. Use roman and quotes for these.
- the possessive or plural *s* following an italicized word, "the *Discovery's* home port."
- names of political parties, institutions, governmental agencies, (proper nouns) even when they are in a foreign language. Set them in roman (plain) type.

Numbers and Measurements

- In general, use words for whole numbers from one to ninety-nine (except for a series of quantities) and for any numbers followed by hundred, thousand, million, and so forth. Use figures for other numbers. In a series, all numbers should either be in figures or should be spelled out for consistency.
- Round numbers are usually spelled out, but very large numbers followed by million or billion may be expressed in figures: two thousand years of history but 4.5 billion years.
- Where there is a series of round millions, 2m can be used. With a £ or \$ sign 2 million is acceptable.
- If two series of quantities are being dealt with, it may be clearer to use words for one and figures for the other: "Ten wards each had 16 beds, while fifteen others had as many as 30."
- If the first word in a sentence is a number, it should either be spelled out or the sentence should

- be rewritten: e.g. “The year 1968 was ...” rather than “1968 was ...”
- Hyphenate spelled-out numbers: twenty-nine, two-thirds, but use figures to avoid too many hyphens, e.g. 62-year-old woman.
- Always use a comma in thousands and larger numbers: 6,580 and 834,345,736.
- Figures, not words, must be used before abbreviations: 5 kg, 6 km.
- Figures are always used in percentages, except when starting a sentence.
- Write 0.5, not .5

Dates

- The sequence for a date should be day-month-year: 2 December 1964 (no commas), or simply 2 December, if the year is not necessary.
- Spell out century numbers: “the fourteenth century” and hyphenate the adjectival form: “fourteenth-century wars.” The word “mid” as an adjective does not use the hyphen: “the mid fourteenth century,” but it does take the hyphen when joined to another word to form a modifier: “a mid-fourteenth-century prelate.” Early and late are not hyphenated: “late nineteenth-century jug.”
- Pairs of dates: 1970–71, 1972–73, 1915–18, but 1809–1903. (BC dates cannot be elided.)
- Decades should be 1930s (no apostrophe), not 1930’s, 1930ies or thirties (but “the thirties” should be used when referring to the aura of the times and not just the era).
- In text, use “from 1924 to 1928” *not* “from 1924–28;” and “between 1924 and 1928” *not* “between 1924–28;” “8 September to 19 January” is better than “18 September – 19 January.”

Number Ranges

The preferred style for number ranges is as follows:

If the first number is ...	then for the second number ...	Examples
Less than 100	use all digits	3–10, 71–72
100 to 109, or any higher number where the last 2 digits are below 10	use changed part only, omitting unneeded zeros	107–9, 208–9, 1,002–6
For all other numbers	Use two digits, or more as needed	120–25, 415–532, 1,536–38, 13,792–99

Foreign Languages

- Please ensure that all accents are used in the typescript.
- Foreign words or short phrases that are not commonly used in English should be *italicized*.
- A translation should be provided for each foreign term.
- Words frequently used in scholarly discourse (*Sonderweg* or *Bürgertum*, for example) do not need to be translated.
- Words that have become familiar in English (e.g. catharsis, habeas corpus, croissant) should not be italicized. If it appears in Merriam-Webster’s dictionary then it does not need to be italicized.

French

- Spell out Saint or Sainte.
- Use cedillas in “garçon” and so forth.
- Accents on capital letters should be omitted.

German

- All nouns are capitalized.
- Please retain all umlauts and ß, especially those in proper names.

Proper (Personal and Place) Names

- Do not italicize the names of foreign persons, places, institutions, buildings and so forth in the main text.
- Use “United States” rather than America where possible, unless the entire continent is referred to, in which case use North America. The abbreviation U.S. can be used as an adjective.
- Use “Britain” only when you mean England, Scotland and Wales; “United Kingdom” for Great Britain and Northern Ireland; “British Isles” for the United Kingdom and the Irish Republic.
- Holland is, strictly speaking, only two provinces of the Netherlands.
- Use contemporary rather than modern names: for example, “Leningrad” rather than “St Petersburg” for a book about the Cold War.
- Anglicize place names, including in the bibliography: for example, “Munich” not “München;” “Vienna” not “Wien;” “Marseilles” not “Marseille.” However, “Braunschweig” should be retained.
- Be consistent when referring to foreign names where variation is possible, for example “Franz Joseph” and “Franz Josef,” “Kaiser Wilhelm II” and “William II.” Note that you should always use “Habsburg” and not “Hapsburg.”

Translations

- If it is important to provide the text of a quotation in a foreign language, a translation should also be supplied. Preferably, the translation should appear in the body of the text, with the original passage and source cited in a note. However, do avoid excessive numbers of notes containing foreign-language quotations. Try to be selective, and give the original only where it is of particular relevance and not too long.

Quotations

- For in-text quotations, use double quotes with single quotes for a quotation within a quotation:

He remarked, "This charge of 'fraudulent conversion' will never stick."

- Quotations of five lines or longer (or over about sixty words) should be indented as extracts and separated from the main text by a space above and below. Within the quotation, further paragraph indentations should be made as needed to indicate the paragraphing of the original source. Such text extracts should not be set within quotation marks:

It was not normal for either servant or factory girls to receive a fixed and adequate yearly income. Since average wages only rarely exceeded the minimum necessary for existence ... ill health or unemployment meant drastic cuts in wages and a dramatic deterioration in women's living standards ...
... Cyclical slumps also occasioned massive redundancy, a problem that was particularly acute for waitresses and women employed in domestic trades and seasonal occupations.

- Be sure to indicate whether the line following the block extract should be indented as a new paragraph or set flush to the left as a continuation of the paragraph containing the quotation.
- A colon should introduce a quotation of more than one complete sentence.

Ellipses

- Omit ellipses at the beginning and end of quotations unless they are needed for sense..
- Use ellipses to indicate that material is missing within the quotation.
- Three ellipses points “...” are used to indicate an omission between sentences: Casca said: “There was more ... foolery yet ...”
- Do not enclose ellipses in square brackets.

Poetry/Verse

- When poetry is quoted, it is desirable to include a pdf of the printed page from which the poem is taken

Abbreviations and Contractions

- If numerous abbreviations are used, please provide a list of them at the end of the front matter. If there is no List of Abbreviations in the manuscript, explain unusual abbreviations on their first occurrence in the typescript, for example, REM (rapid eye movement). Avoid unnecessary abbreviations.
- Do not use the full point after contractions, i.e. abbreviations that include the first and last letter of the word (e.g. Mr, Mrs, Dr, St, Ltd, edn, eds). The exception to this rule is “no.” for numero.
- A full point is required after abbreviations, i.e. that use the first part of the word (e.g. “ed.”, “vol.”, “seq.”), although a few drop the full point, including in the international system of measurement: Mme, Mlle, m, mm, kg.
- Note: “ibid.” and “et al.” but “idem” and “passim”.
- Use full points in the abbreviation of names of countries (except the USSR) but omit them with other acronyms: U.S., U.K., but UN, EU, NATO, AFL.
- The plural form does not take an apostrophe except in certain instances when its meaning might otherwise be confusing: NCOs but Ph.D.’s, x’s, SOS’s, e.m.f.’s.

Grammar and Language

- “That” should be used with a restrictive clause, “which” with a non-restrictive clause. “That” never requires a comma, but “which” should be set off by one preceding it. (e.g., “He stopped the second car that was driven by a woman.” vs. “He stopped the second car, which was driven by a woman.”)
- “Since” should be changed to “because” when its sense is ambiguous.