

Our American-English house style is based upon *The Chicago Manual of Style*, 16th edition and 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 or Epigraph (if any)  
(Table of) Contents  
(List of) Illustrations  
(List of) Tables/Figures/Maps  
Foreword (written by a third party)  
Preface  
Acknowledgments  
Short Introduction (rarely used)  
Notes on text/transliteration  
(List of) Abbreviations  
Chronology  
General map(s) relevant to whole book

#### Main text:

*(numbered in Arabic numerals)*

Introduction  
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.  
Conclusion

#### Back matter:

Epilogues, afterwords  
Appendix(es)  
Glossary  
Bibliography/Reference List  
Index

#### Notes on Manuscript Structure:

- **Authors who want to include chapters, sections, or other elements that do not appear in the above list must have them specifically approved by their editor before the manuscript enters production.**
- All books must include an Introduction and a Conclusion.
- Forewords are always written by a third party; if an initial piece is written by the author or editor of a book, it should instead be called a Preface or Introduction. A concluding piece written by a third party is usually called an Afterword.

- All edited collections should include chapter-level bibliographies or chapter-level reference lists rather than having one bibliography at the end of the volume. Chapters in edited collections should also include an author bio (50–100 words) at the end of each chapter. If an author is responsible for multiple chapters, a bio should appear at the end of each.
- If the book is divided into parts, Part I should always begin before Chapter 1.

## Headings

- Do not use all capital letters or small capital letters for headings.
- Use title case formatting for headings.
- Differentiate levels of headings using bold and italic treatments.
- Don't capitalize articles (a, an, the), coordinate conjunctions (and, but, or, for, nor) and prepositions (through, against, between, without, since, etc.). However, pronouns (she, it) and short verb forms (be, is, was) *should* be capitalized.
- Don't use numbers or letters to distinguish headings.
- Don't use superscript reference numbers in a heading, find a place for it within the paragraph.

## Paragraphing

- Don't 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).
- Don't 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 or title should not also be italic or bold; set it in roman (plain) type instead: "He likes to pretend he's read *Middlemarch!*"; "The letters *x*, *y*, and *z* are frequently used to represent abstract entities"; "The last recorded sighting of the dodo (*Raphus cucullatus*) was in 1662." The exception is punctuation that belongs to a title.

### COLONS

- A dash should *never* follow a colon that introduces a list or other displayed material.
- Colons should not be followed by capital letters.
- Colons and semicolons, unlike periods and commas, follow closing quotation marks.

### 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 US English spelling, including for hyphenated words, words in italic, word division, and so forth.

- Ensure that American English variants of words such as defense, labor, analyze, center, etc. are used.

Troubleshooting: Spelling	
Don't Use:	Do Use:

- 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.

○ analyse	✓ analyze
✗ centre	✓ center
✗ catalogue	✓ catalog
✗ mould	✓ mold
✗ travelled	✓ traveled
✗ towards	✓ toward
✗ won't, can't, didn't	✓ will not, cannot, did not
✗ defence	✓ defense
✗ labour	✓ labor
✗ favour	✓ favor
✗ per cent	✓ percent, %
✗ fig.	✓ figure
✗ 19 <sup>th</sup> century	✓ nineteenth century
✗ Nov.	✓ November

## Capitalization

- Use initial capitals for North, South, East, West when designating political usage; for example, South West Africa, Western capitalism, the South (US); 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 when referring back to specified entities after the first instance.)
- 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.
- The word Indigenous should be capitalized when referring to a defined individual or group, or an aspect of a specified culture. It is lowercase when used generically ("the study of indigenous cultures worldwide") or with reference to nonhuman entities ("indigenous flora and fauna").

## Hyphenation

- In general, we prefer that compound words are closed up.
- Words with prefixes should be spelled as follows: coauthor, interrelated, midcentury, nonviolent, postmodern.
- The hyphen should be retained if the second word begins with a capital letter or number: mid-July, non-American, post-1950.
- A notable exception to the above rule is "antisemitism," which should always be closed-up and all lowercase (this is on the recommendation of the United States Holocaust Memorial Museum and the International Holocaust Remembrance Alliance).
- 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 before a noun: 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 capitalized if they can both stand alone: Twentieth-Century Literature, Tool-Maker).
- Otherwise the second word should be lowercase: 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:

- quotes, unless for emphasis
- 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.”
- proper nouns, such as the names of political parties, institutions, or governmental agencies, 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 numerals for other numbers. In a series, all numbers should either be in numerals or should be spelled out for consistency.
- In contexts with many numbers, especially large ones, it is acceptable to use numerals to avoid a thick cluster of spelled-out numbers.
- Round numbers are usually spelled out, but very large numbers followed by million or billion may be expressed in numerals: 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 numerals 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 numerals 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.
- Numerals, not words, must be used before abbreviations: 5 kg, 6 km.
- Numerals are always used in percentages, except when starting a sentence.
- Write 0.5, not .5.
- Use numerals for chapter numbers: e.g., chapter 5, *not* chapter five.

## 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” always take a hyphen when preceding a date, whether used adjectivally or not: “the mid-1990s,” “the mid-twentieth century,” “mid-twentieth-century history.” 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.). The exception is dates in a book or chapter title, which should never 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* throughout.
- A translation should be provided for each foreign term on first reference (in parentheses following).
- Words frequently used in scholarly discourse (*Sonderweg* or *Bürgertum*, for example) need not 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 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*

- The names of foreign persons, places, institutions, buildings, and so forth should *not* be italicized 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 US can be used as an adjective.
- Use “(Great) 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 names rather than older forms: 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.

## TRANSLITERATION

- Words and phrases from languages that do not use the Latin alphabet should be transliterated into it (although very short pieces of untransliterated text—i.e., a few characters or words—are permissible). We recommend that authors make use of the Library of Congress's ALA-LC Romanization Tables, available at <http://www.loc.gov/catdir/cpsd/roman.html>.
- Please ensure that transliterated names (for example "Dostoevsky" or "Scriabin") are spelled consistently throughout the manuscript. Exceptions to this can be made when citing books, articles, and other sources which use older or different spellings.

## Quotations

- Do not use italics in quotes, unless for emphasis.
- For in-text quotations, use single quotes within double 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 one hundred 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.
- Use square brackets for any additions made by you that are not included in the original quotation.

## 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 . . ." Use three spaced periods for ellipses rather than your word processor's ellipses character.
- Ellipses should **not** be enclosed 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 as a reference for formatting.

## 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 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.).

- A full point *is* also 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” (CE 6.1.1).
- Do *not* use full points in the abbreviation of names of countries or other acronyms: US, UK, USSR, 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 PhD'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. / He stopped the second car, which was driven by a woman.)
- “Since” should be changed to “because” when its sense is ambiguous.

## Captions for Images

For image captions, please use the following formats (information about provenance and copyright status must be included):

### *AUTHOR IMAGES*

**Figure 10.1.** A coffee farm near Sasaima, Colombia, 2013. © [insert author name].

**Figure 3.2.** A family packing their encampment and goods at the end of the Santa Catalina fair in 2010. © [insert author name].

**Figure 4.2.** BioShock's Big Daddy (image 2K Games). Screen capture by [insert author name].

### *PUBLIC DOMAIN AND CC BY IMAGES*

**Figure 1.1.** James Joyce. Photograph by Alex Ehrenzweig, 1915. Wikimedia Commons, public domain.

**Figure 8.3.** Cosplay at MCM London Comic Con 2015. Photo by Pete Sheffield, CC BY-SA 2.0.

**Figure 1.1.** A group of Puna Flamingos in a mating dance. Photograph: Pedros Szekely, Creative Commons Attribution 2.0 Generic license.

### *IMAGES FROM A MUSEUM/GALLERY/ARCHIVE*

**Figure 2.3.** Francios Perrier, *Orpheus before Pluto and Persephone*, 1647–50. Oil on canvas. Paris, Musée du Louvre. Photo: © RMN-Grand Palais (Musée du Louvre), used with permission.

**Figure 1.1.** *Corn Patch Fringed with Maquay [sic]*, Toluca, 1907. Courtesy of Milwaukee Public Museum, Sumner W. Matteson Collection, negative number SWMI-D179.

- Please note that for many artworks from museums, galleries, archives, and similar, credit information is required both for the original artwork **and** the digital image (e.g. the photograph of the artwork), if the latter is licensed by the museum, gallery, or archive.

## Alt Text for Images

- In addition to captions, we also require alt text for all images for ebook accessibility purposes. Alt text image descriptions help those with visual impairments understand the meaning of an image. When a screen reader reaches an image, it will read aloud the description. The user gets a sense of what that image is and its purpose in context.

- When authoring alt text, consider the context in which the image is being used. Your goal is to convey in words (two words, at a minimum) the information another user might gain visually. The length of the description will depend upon the complexity of the image and what you expect the reader to understand as a result of looking at it. For example, a simple illustrative image may only require a few words but a complex graph may require a number of sentences to explain. It may be useful to consider how you would describe the image to someone over the phone.
- Below are a few web resources on how to write effective alt text.
  - <https://accessibility.huit.harvard.edu/describe-content-images>
  - <https://support.microsoft.com/en-us/office/everything-you-need-to-know-to-write-effective-alt-text-df98f884-ca3d-456c-807b-1a1fa82f5dc2>
  - <https://www.w3.org/WAI/alt/>