

Berghahn Books

Style Sheet for Contributors to Edited Volumes

Note: this is an abridged version of our Style Sheet for authors and editors. If you wish to have a copy of the latter, we will be happy to provide one.

MANUSCRIPT PRESENTATION

[Contributors are asked to use a *word-processing* program if at all possible; at a later stage we will want to access your manuscript from disk. Please see below, Word Processing.]

Submit two double-spaced copies of the manuscript, and use good medium-weight paper of A4 size;

Leave wide margins, at least one inch, especially on the left, but also on the right side of the page, and also at the top and bottom of each page, 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 cases notes will be set as footnotes, **DO NOT USE AN EMBEDDED NOTES PROGRAM, JUST TYPE NOTES AS AN EXTENSION TO THE TEXT AND INSERT SUPERScript NUMBERS IN THE TEXT**

References, Tables, and Lists,

Number pages of the manuscript consecutively *throughout*, including the notes,

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 handwritten corrections.

SPELLING

In general, the *Oxford English Dictionary* is our arbiter for British-English spelling, especially for hyphenated words, words in italics, and so forth. *Hart's Rules* also provide a useful guide for such points. We use the 's' spelling for all words ending in 'ise', 'isation', (scandalise, organisation), and we prefer spelt, travelled and towards (rather than the American variants spelled, traveled, and toward). 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, 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 *italicised*. Do not underline words that are meant to be italicised (as has been customary in publishing), unless your printer is incapable of generating italics. Do not italicise 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 italicised. Please refer to the *O.E.D.* when in doubt.

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 July 1967 (not July 16, 1967); 16 July; July 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], 4mm, etc.). Elide pairs of numbers other than teens, thus: 23-9, 126-7, but 11-18. Check with your editor which form of elision is to be used in your volume.

STYLE

Bibliography, notes, and general

Please follow *Copy Editing* by Judith Butcher (Cambridge U. Press) and our own *House Style Guide* for note form, bibliographic form, editing style, capitalisation, and other questions. This book contains everything you will need. We also recommend *Harts Rules* and *The Oxford Dictionary for Writers and Editors*, both from Oxford University Press.

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.

Please note: vols, edn, eds do not have full points, whereas ed., vol. and no. do.
Forms of References

1. Book: J.A. Hazel, *The Growth of the Cotton Trade*, 2nd edn, 4 vols, London, 1955, vol. 3, 10-18 [or 3: 10-18].
2. Article in a journal: J.L. Carr, 'Uncertainty and Monetary Theory', *Economics* 2, no. 3 (1956): 80.
3. Article in a book: Noam Chomsky, 'Explanatory Models in Linguistics', in *The Structure of Language*, eds J.A. Fodor and J.J. Katz, Englewood Cliffs, 1964, 50-58.
4. Newspapers and popular magazines: *Guardian*, 18 February 1976; *New Yorker*, 6 June 1985. 'The' is used in the titles of *The Times* and *The Economist* only. Always include the name of the newspaper or periodical in the reference, even if it is also mentioned in the text.
5. Poems: use italics for titles of long poems and cycles and roman and quotes for short ones.
6. Short stories: these should be styled in roman within quotes.
7. Novels: titles of novels should be styled in italics.
8. Plays: *Macbeth*, act 3. sc. 4, lines 4-9 or *Macbeth*, 3.4.4-9 (if line numbers are given).
9. 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).
10. Translations: Elme Marie Caro, *George Sand*, trans. Gustave Masson (1888; reprint, Port Washington, NY, and London 1970).
11. Unpublished material: E. Topsell, 'The Fowles of Heaven', ca. 1614, Huntington Library, Ellesmere MS. 1142.
12. Dissertation: J. Downer, 'Necessity and Knowledge in the Later Philosophy of Wittgenstein' (Ph.D. 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 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.

Depending on our arrangement with your book editor, you may be asked to enter the copyeditor's corrections onto computer disk; please consult your editor. At some stage, however, we will need:

A *clearly labelled* computer disk, (3.5"), preferably in IBM-compatible format. Clearly labelled means: '(your name), (book name), (DOS or Mac), (program used), (filename)'. An example: 'John B. Good, *Essays on Medieval Dentistry*, Word 6 for Windows: Goodent.doc.' Please provide the file in either *Word* or *WordPerfect*, either format, any version. Your editor may be more specific.

Please call or write if you have further questions.