

# GERMAN HISTORICAL INSTITUTE, WASHINGTON, D.C. (GHI)

## Style Sheet for English Language Volumes of the GHI Series Transatlantische Historische Studien/Transatlantic Historical Studies (THS)

### I. MANUSCRIPT PRESENTATION

In preparing their manuscripts, authors are asked to

- format their manuscripts with an unjustified right-hand margin and avoid breaks or hyphenation of words at the end of lines; use 1.5 spaces for the main text and single space for the footnotes;
- quotations of 90 words or more should be indented;
- number the pages of the manuscript consecutively throughout in the upper right-hand corner of the page;
- keep all other formatting to a minimum; this will save us a lot of time.

### II. STYLE

The German Historical Institute bases its publication style on the *Chicago Manual of Style*, 16th ed. (Chicago, 2010). In English-language publications, the GHI follows American spelling and takes the tenth edition of *Merriam-Webster's Collegiate Dictionary* (Springfield, Mass. 2002) and *Webster's Third New International Dictionary* (Springfield, Mass., 1993) as its guides.

#### Spelling

IMPORTANT: Please use the Spell Check program before submitting your final version.

- Except for quotations from original sources, American spelling will be used throughout the volume, e.g., "ize" and "ization"; "spelled," "traveled," "toward," and "among" (rather than "spelt," "travelled," "towards", and "amongst").
- All diacriticals, esp. German umlauts, are retained; however, ß should be changed to ss.

#### Hyphenation

Most compound words should not be hyphenated: coauthor, interrelated, nonviolent, postwar, and so forth, except, if the second word begins with a capital letter or a number, e.g., non-American, post-1920, anti-Semitic. An exception: hyphenate all double "e"s, e.g., re-elect.

## Capitalization

There is a tendency in American publishing to discourage excessive use of capital letters in texts. Whereas proper nouns are still capitalized, many words derived from or associated with them will be lowercased. However, prepositions of 5 letters or more are capitalized in titles cited.

## Titles and Offices

Civil, religious, military, and professional titles are capitalized when they immediately precede a personal name. Titles following a personal name or used alone in place of a name are usually lowercased. Examples: Abraham Lincoln, president of the United States, the president, President Abraham Lincoln; Henry Kissinger, secretary of state, the secretary, Secretary (of State) Kissinger; William II, emperor of Germany, the emperor, Emperor William II, Kaiser Wilhelm II. However, there are some exceptions, e.g., the Kaiser (Wilhelm II).

## Political terms

Full names of legislative, judicial, and administrative offices, bodies, departments are usually capitalized: the Senate (U.S.), Parliament, Committee on Foreign Affairs, the Tory government. Adjectives derived from these terms and other paraphrastic designations are usually lowercased: congressional, parliamentary, the committee, state senate, city council, Illinois legislature, court of appeals. The names of political parties are capitalized (including the word "Party"): Labour Party, Social Democratic Party, Republican Party; communism, fascism, socialism, capitalism, are lowercased unless part of a proper name.

## Punctuation

Superscripted footnote numbers always follow punctuation marks.

## Commas

Commas should precede conjunctions joining two main clauses: The sky was blue, and the sun was shining. No comma should be used with a sentence that has only a compound predicate: He has lived in this town for forty years and has no intention of ever moving back South.

- The series comma should be used before "and" in lists of three or more items: red, white, and blue.
- That is, namely, for example, and so forth, and similar expressions should be set off by commas: He shot his grandmother, that is, his mother's mother. He consulted several of his friends, namely, Tom, Dick, and Harry.

- Do not use commas with a parenthetical dash; the dash in itself indicates a sufficient pause: The question of Reparations - one of the most divisive issues of the peace conference - was referred to a special commission.

### Parentheses and Brackets

Square brackets are used for author's interpolations within quotations or uncertain data in references; brackets are also used as parentheses within parentheses. Use a colon to separate all main titles from subtitles of all books and articles cited or mentioned.

### Italics

Non-English words and phrases will be italicized in the printed version and should thus be italicized in the manuscript. However, a large number of foreign words have become familiar in English and should not be italicized. Inclusion in *Webster's Collegiate Dictionary* is considered proof that a word has gained acceptance in American English.

### Dates

The following forms should be used: nineteenth (not 19th) century; July 19, 1989 (not 19 July 1989); July 19; July 1987. Decades should be "1930s," not "1930's" or "thirties."

Periods of time denoted by a range of years should be written as follows: 1963-70 (not 1963-1970).

### Numbers

Numbers under 100 should be spelled out, unless the reference is to a specific quantity (such as 80 percent, 4 mm, and so forth). Round figures over 100 should also be spelled out, e.g. 1000 should be written as one thousand, 10,000 should be written as ten thousand etc.

### Foreign-Language Material

We require that all foreign-language quotations be translated into English. This includes quotations from sources as well as from secondary literature. In consultation with the editors it may be possible to include original language quotations in the footnotes.

## III. DOCUMENTATION

The style of annotations is generally based on *The Chicago Manual of Style* (16th edition) and on house style. On its first occurrence, a full reference of a particular work should be provided. Thereafter, it should be abbreviated to author's last name and shortened title.

The following are examples of correct entries for full citations, abbreviated citations and for the bibliography:

#### One author

1. Michael Pollan, *The Omnivore's Dilemma: A Natural History of Four Meals* (New York, 2006), 99–100.
  2. Pollan, *Omnivore's Dilemma*, 3.
- Pollan, Michael. *The Omnivore's Dilemma: A Natural History of Four Meals*. New York, 2006.

#### Two or more authors

1. Geoffrey C. Ward and Ken Burns, *The War: An Intimate History, 1941–1945* (New York, 2007), 52.
  2. Ward and Burns, *War*, 59–61.
- Ward, Geoffrey C., and Ken Burns. *The War: An Intimate History, 1941–1945*. New York, 2007.

Four or more authors: list all of the authors in the bibliography; in the note, list only the first author, followed by *et al.* (“and others”):

1. Dana Barnes et al., *Plastics: Essays on American Corporate Ascendance in the 1960s . . .*
2. Barnes et al., *Plastics . . .*

#### Editor, translator, or compiler instead of author

1. Richmond Lattimore, trans., *The Iliad of Homer* (Chicago, 1951), 91–92.
  2. Lattimore, *Iliad*, 24.
- Lattimore, Richmond, trans. *The Iliad of Homer*. Chicago, 1951.

#### Editor, translator, or compiler in addition to author

1. Gabriel García Márquez, *Love in the Time of Cholera*, trans. Edith Grossman (London, 1988), 242–55.
  2. García Márquez, *Cholera*, 33.
- García Márquez, Gabriel. *Love in the Time of Cholera*. Translated by Edith Grossman. London, 1988.

#### Chapter or other part of a book

1. John D. Kelly, “Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War,” in *Anthropology and Global Counterinsurgency*, ed. John D. Kelly et al. (Chicago, 2010), 77.
2. Kelly, “Seeing Red,” 81–82.

Kelly, John D. "Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War." In *Anthropology and Global Counterinsurgency*, edited by John D. Kelly, Beatrice Jauregui, Sean T. Mitchell, and Jeremy Walton, 67–83. Chicago, 2010.

#### Preface, foreword, introduction, or similar part of a book

1. James Rieger, introduction to *Frankenstein; or, The Modern Prometheus*, by Mary Wollstonecraft Shelley (Chicago: University of Chicago Press, 1982), xx–xxi.
  2. Rieger, introduction, xxxiii.
- Rieger, James. Introduction to *Frankenstein; or, The Modern Prometheus*, by Mary Wollstonecraft Shelley, xi–xxxvii. Chicago: University of Chicago Press, 1982.

#### Book published electronically

If a book is available in more than one format, cite the version you consulted. For books consulted online, list a URL; include an access date only if one is required by your publisher or discipline. If no fixed page numbers are available, you can include a section title or a chapter or other number.

1. Jane Austen, *Pride and Prejudice* (New York: Penguin Classics, 2007), Kindle edition.
  2. Philip B. Kurland and Ralph Lerner, eds., *The Founders' Constitution* (Chicago, 1987), accessed February 28, 2010, <http://press-pubs.uchicago.edu/founders/>.
  3. Austen, *Pride and Prejudice*.
  4. Kurland and Lerner, *Founder's Constitution*, chap. 10, doc. 19.
- Austen, Jane. *Pride and Prejudice*. New York: Penguin Classics, 2007. Kindle edition.
- Kurland, Philip B., and Ralph Lerner, eds. *The Founders' Constitution*. Chicago, 1987. Accessed February 28, 2010. <http://press-pubs.uchicago.edu/founders/>.

#### Article in a print journal:

In a note, list the specific page numbers consulted, if any. In the bibliography, list the page range for the whole article.

1. Joshua I. Weinstein, "The Market in Plato's *Republic*," *Classical Philology* 104 (2009): 440.
  2. Weinstein, "Plato's *Republic*," 452–53.
- Weinstein, Joshua I. "The Market in Plato's *Republic*." *Classical Philology* 104 (2009): 439–58.

#### Article in an online journal:

Include a DOI (Digital Object Identifier) if the journal lists one. A DOI is a permanent ID that, when appended to <http://dx.doi.org/> in the address bar of an Internet browser, will lead to the source. If no DOI is available, list a URL. Include an access date only if one is required by your publisher or discipline.

1. Gueorgi Kossinets and Duncan J. Watts, "Origins of Homophily in an Evolving Social Network," *American Journal of Sociology* 115 (2009): 411, accessed February 28, 2010, doi:10.1086/599247.

2. Kossinets and Watts, "Origins of Homophily," 439.

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

### Article in a newspaper or popular magazine

Newspaper and magazine articles may be cited in running text ("As Sheryl Stolberg and Robert Pear noted in a *New York Times* article on February 27, 2010, . . .") instead of in a note, and they are commonly omitted from a bibliography. The following examples show the more formal versions of the citations. If you consulted the article online, include a URL; include an access date only if your publisher or discipline requires one. If no author is identified, begin the citation with the article title.

1. Daniel Mendelsohn, "But Enough about Me," *New Yorker*, January 25, 2010, 68.
2. Sheryl Gay Stolberg and Robert Pear, "Wary Centrists Posing Challenge in Health Care Vote," *New York Times*, February 27, 2010, accessed February 28, 2010, <http://www.nytimes.com/2010/02/28/us/politics/28health.html>.
3. Mendelsohn, "But Enough about Me," 69.
4. Stolberg and Pear, "Wary Centrists."

Mendelsohn, Daniel. "But Enough about Me." *New Yorker*, January 25, 2010.

Stolberg, Sheryl Gay, and Robert Pear. "Wary Centrists Posing Challenge in Health Care Vote." *New York Times*, February 27, 2010. Accessed February 28, 2010. <http://www.nytimes.com/2010/02/28/us/politics/28health.html>.

### Book review

1. David Kamp, "Deconstructing Dinner," review of *The Omnivore's Dilemma: A Natural History of Four Meals*, by Michael Pollan, *New York Times*, April 23, 2006, Sunday Book Review, <http://www.nytimes.com/2006/04/23/books/review/23kamp.html>.

2. Kamp, "Deconstructing Dinner."

Kamp, David. "Deconstructing Dinner." Review of *The Omnivore's Dilemma: A Natural History of Four Meals*, by Michael Pollan. *New York Times*, April 23, 2006, Sunday Book Review. <http://www.nytimes.com/2006/04/23/books/review/23kamp.html>.

### Thesis or dissertation

1. Mihwa Choi, "Contesting *Imaginaires* in Death Rituals during the Northern Song Dynasty" (PhD diss., University of Chicago, 2008).

2. Choi, "Contesting *Imaginaires*."

Choi, Mihwa. "Contesting *Imaginaires* in Death Rituals during the Northern Song Dynasty." PhD diss., University of Chicago, 2008.

### Paper presented at a meeting or conference

1. Rachel Adelman, “ ‘Such Stuff as Dreams Are Made On’: God’s Footstool in the Aramaic Targumim and Midrashic Tradition” (paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, Louisiana, November 21–24, 2009).

2. Adelman, “Such Stuff as Dreams.”

Adelman, Rachel. “ ‘Such Stuff as Dreams Are Made On’: God’s Footstool in the Aramaic Targumim and Midrashic Tradition.” Paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, Louisiana, November 21–24, 2009.

### Website

A citation to website content can often be limited to a mention in the text or in a note (“As of July 19, 2008, the McDonald’s Corporation listed on its website . . .”). If a more formal citation is desired, it may be styled as in the examples below. Because such content is subject to change, include an access date or, if available, a date that the site was last modified.

1. “Google Privacy Policy,” last modified March 11, 2009,  
<http://www.google.com/intl/en/privacypolicy.html>.

2. “McDonald’s Happy Meal Toy Safety Facts,” McDonald’s Corporation, accessed July 19, 2008,  
<http://www.mcdonalds.com/corp/about/factsheets.html>.

3. “Google Privacy Policy.”

4. “Toy Safety Facts.”

Google. “Google Privacy Policy.” Last modified March 11, 2009.  
<http://www.google.com/intl/en/privacypolicy.html>.

McDonald’s Corporation. “McDonald’s Happy Meal Toy Safety Facts.” Accessed July 19, 2008.  
<http://www.mcdonalds.com/corp/about/factsheets.html>.

- Use "ibid." only to refer to a single work cited in the immediately preceding note. If the preceding note contains more than one reference, "ibid." cannot be used. Note that "ibid." is never italicized. Do not use "op. cit." and "loc. cit." and "idem" or other such Latin notation.
- Please do not use f. or ff. in citations: full page ranges (e.g., 3–4, 87–95) must be provided.

Thank you for revising your text according to this style sheet. If you have any questions, please don’t hesitate to contact the editors!