

# European Judaism Style Sheet

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Our style is based upon *Copy Editing 3rd edn* by Judith Butcher (CE). If you do not have it we can recommend *Hart's Rules* (OUP), and *The Oxford Dictionary for Writers and Editors* as useful reference works. The *Oxford English Dictionary (OED)* is our reference for spelling.

If you have any further questions or a query pertaining to a style issue not addressed in any of the guides, please contact: mark.Stanton@berghahnbooks.com

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## I. General Journal Style

### *Contents page*

- Section headings: First letter capitals others small capitals all bold
- Article titles: First letters capitals all others lower case
- Author names: Full name. Initials if provided.

### *General*

- Footers appear on every page except for prelims. They should be presented in the following form:

EUROPEAN JUDAISM VOLUME 32 No. 2 AUTUMN '99

- Running heads: Recto: Full author names, Italic; Verso: Short title, Italic, capitals and lower case

### *Articles*

- General Structure: Title; Author; Body text; Notes; Appendix

- Article titles: All capitals and bold

- Author names: Italics

- Headings:

(A) heads: capitals and lower case, bold

(B) heads: capitals and lower case, Italics

(C) heads: capitals and lower case, Roman

- There should be no period at the end of headings or subheads

### *Poems*

- Section Title: Large and small capitals, bold

- Titles of poems: Capitals and lower case, bold
- Poet's name: End of poem aligned right

### *Book Reviews*

- Section Title: Large and Small capitals, bold
- Review titles should appear in the following form:

Smith, John (ed.), *The Theoretical Studies in Spanish and French*, Oxford, Pullman Press, 2003, xi + 224 pp., ISBN 0-1645-0382-6 (pb).

## II. Punctuation

- All punctuation is to be followed by a single space **not** a double space.
- There is no need for double punctuation at the end of a sentence, either after an abbreviation or after a punctuation mark in quotation marks or a book or article title:

He looked forward to his trip to France, Spain, Malta, etc.  
*but*  
 He looked forward to his trip (France, Spain, Malta, etc.).

He was the editor of Which?  
*not*  
 He was the editor of Which?.

### ❖ *Commas*

- The series comma should not appear before the word 'and' in lists of three or more items:

black, gold and red.

Unless the quotation itself is a direct object, commas precede quotation marks, both single and double.

Do not use a comma with a parenthetical dash. The dash in itself indicates a sufficient pause:

The 'Howard Project' — originally rather a speculative venture — crystallised in 1932.

Do not use a comma before the opening parenthesis of a parenthetical statement:

He wrote a letter (not the first one) to his solicitor.

### ❖ *Parentheses and Brackets*

- Parentheses are curved marks: ( ). Brackets are square: [ ].

- Reserve square brackets for editorial comments within quotations or for uncertain data in references (e.g., if the pub. year or city is ascertainable but does not appear in the book).

- Brackets can be used for translated titles in bibliographical listings.

- Brackets are also used with parenthetical material that appears within parentheses:

(he used to go there [to Venice] every spring).

- Material within brackets in quotations does not affect the punctuation of the main sentence.
- Material within brackets or parentheses can also have its own punctuation independent of the main sentence:

They (the enemy?) rose like one man.

- With parentheses, only when a whole sentence is in parentheses does the period come before the closing parenthesis:

He looked pale. (He had been ill.)  
He looked pale (he had been ill).

- Numbered items within paragraphs should be in parentheses, not half –parentheses, e.g., I must buy these things today; (1) soap; (2) salt; (3) sardines. Not: 1) soap; 2) salt; 3) sardines.

### ❖ *Dashes*

The most commonly used dash in UK English is the 'en dash'.

- The en dash is commonly used in ranges:

129–73, Monday–Thursday, vi–xii.

- It is also used within text:

The 'Howard Project' – originally rather a speculative venture – crystallized in 1932.

### ❖ *Ellipsis points*

(...) Three points should be used for omitted text in all circumstances.

## III. Hyphenation

- In general, we prefer that compound words be closed up.
- Words with prefixes should be spelled solid:

coauthor, interrelated, nonviolent, postmodern, reeducation.

- To eliminate any possible confusion in meaning or pronunciation, as with the words 're-create', 'co-worker', 'pro-union' exceptions can be made.

- In the case of a prefix, the hyphen will be retained if the second word begins with a capital letter or number: non-American, post-1950.

#### IV. Capitalisation

- Avoid overuse of capitals. They are often unnecessary.

##### *Brand or Identifying Names*

- Thermos, Vaseline, Spitfire, all without quotation marks.

##### *Geographical*

- North, South, East, West if part of a political division, for example, South West Africa, Western Europe, Western capitalism. But the south of Scotland, southern Scotland, western winds. Sun, moon and earth are usually lower-cased, except in discussions of the Solar System.

##### *Institutions*

- The state, the church, but Washington State, the Roman Catholic Church, the Church of England; Parliament, but parliamentary behaviour, parliamentarians. The State, the Church should be used in specific context.

##### *Historical periods*

- Geographical and historical periods, Iron Age, Carboniferous Era, Dark Ages and wars, Great War, Second World War are usually capitalised.

##### *Political*

- Political subjects are tricky. Political parties take capitals but fascism, capitalism, syndicalism, social democracy, socialism, the press (of newspapers) do not. The following extract provides some examples:

Mr Wilson, the leader of the Labour Party, said in Parliament today that the bill backed by his party and mentioned in the Labour Party Programme had no chance whatever of receiving government backing. Although passed at the Party Conference with the support of party leaders, trade unions, and the labour movement in general, Mr Wilson insisted that cabinet ministers, including the Minister for Agriculture, who is also Party Secretary, would ignore the conference decision in order to keep the Labour Government in power. It mattered not what ten party conferences might say, nor a hundred local Labour parties.

- NB: Radical/radical; Liberal/liberal. The author should make his or her meaning clear by using upper case for Radical and Liberal when denoting a political party and lower-case when these words are used in a general political sense.

##### *Titles*

King John, *but* the English king John, the king.

The minister of information

The minister of a church, *but* Justice Stevens, Reverend Dunn.

The foreign secretary, *but* Secretary of State Seward

The president, *but* President Roosevelt

Sir Humphrey, Lord North, *but* the duke of Buccleuch, the duke, the bishop.

- Hyphenated titles are capitalized in both parts: Vice-President.

### *Ethnicity*

- Capitalise the following terms (unless author objects):

African American, Afro-American, Alaska Native, American Indian, Asian American, Canadian American, Euramerican, Euro-American, Euro-Canadian, European American, European Canadian, Hispanic, Indo-European, Jew, Latina, Mesoamerican, Native (indigenous), Native American, Pacific Islander, Australian and Canadian Aboriginal and Aborigine

- Lowercase these terms:

aboriginal (where not Australian or Canadian); black; highlander, but Highlander (where referring to Scottish); mestizo; redneck; white

## V. Dates

- Dates should be set day/month/year, with no comma, e.g., 26 January 1988.
- Or simply 2 December, if the year is not given.
- The abbreviation 'A.D.' precedes the year; 'B.C. follows it.'
- The abbreviations 'C.E.' (Common era) and 'B.C.E' (before the Common era) are now being used.
- Decades should be 1930s, not 1930's or thirties. There is no apostrophe in the plural form: 1890s.
- A solidus (slant line) can be used to indicate a range of two consecutive years, such as a financial or academic year covering more than one calendar year: 1898/99.
- However, the en dash can also indicate the range: 1989–99.
- When prepositions are used, write 'from 1924 to 1928' not 'from 1924–28' and 'between 1924 and 1928', not 'between 1924–28'. The phrase '18 September to 19 January' is better than '18 September–19 January'.
- Months can be abbreviated in tables and notes, but always use the name of the month and not the number.

## VI. Money

- In a list, write:

£6.00 and £0.25 – not £6 and 25p  
\$6.00 (U.S.) and \$0.25 (U.S.) – not \$6 and 25¢

- Marks and francs have a space between letter and figure as do:

DM 300, Fr 650 (French), BF 125 (Belgian), Sfr 8,000 (Swiss).

- The Euro should follow the same treatment as the USD (\$)

## VII. Time

- To be expressed as follows:

six months, 8:40 A.M., eight o'clock, half past eight, a five-minute break, but five minutes' start (no hyphen).

## VIII. Numbers and Measurements

- Number ranges should always be non-abbreviated:

110–139 *instead of* 110-39  
1982–1988 *instead of* 1982-88.

- In general, use words for whole numbers from one to ninety-nine and for any numbers followed by hundred, thousand, million, and so forth, such as 'twenty-six hundred'.
- Use numerals for other numbers, such as 420.
- Based on these rules, all numbers in a series should be numerals or spelled out for consistency. If one number has to appear as a numeral, then they all should. If there is a cluster of numbers in a sentence or paragraph, use numerals rather than spelling them out.
- 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.  
The phrases £2 million and \$2 million are 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 had 16 beds each, while fifteen others had as many as 30 beds each.

- If the first word in a sentence is a number, either it should be spelled out or the sentence should be rewritten:

'The year 1968 was ...' rather than '1968 was....'

- Hyphenate spelled-out numbers:

twenty-nine, two-thirds

- But use figures to avoid too many hyphens:

62-year-old woman (rather than 'sixty-two-year-old woman').

- Use a comma in thousands and larger numbers:

6,580

- Figures, not words, must be used before abbreviations:

5 kg, 6 km

- Figures are always used in percentages except when starting a sentence:

'Forty percent of the group ...'

- The word 'percent' should always be spelled out in the main text:

'They made up 3 percent of the group' not '3%.'

- Distinguish ambiguous numbers:

capital O and zero, roman one (I) and Arabic one (1)

- If you use a billion, make it clear whether it is a British or American billion (Br. million million; Amer. thousand million).

#### ❖ *Series*

- Where dealing with more than one series of quantities, use numerals for one of the series:

The first shape had 4 sides, the second had 7 ... and the twelfth had 3

- Where small numbers occur in a group with large numbers, set them all in numerals for consistency

## IX. Abbreviations and Contractions

Avoid unnecessary abbreviations.

- Provide parenthetical explanations of the abbreviations on their first occurrence:

'REM (rapid eye movement).'

- Some abbreviations drop the period, including those in the international system of measurement:

Mme, Mlle, m, mm, kg.

- A period is required after 'ed.', 'eds.', 'vol.', 'seq.' and 'no.'

- Note that 'ibid.' and 'et al.' have periods, but 'idem' and 'passim' do not.

- Use periods in the abbreviation of names of countries (except the USSR) or states, but omit them with acronyms:

U.S., U.K., N.Y., UN, EU, NATO, AFL-CIO.

- Plural forms of abbreviations and acronyms do not take an apostrophe except in certain instances when the meaning might otherwise be confusing:

NGOs *but*  
Ph.D.'s, x's, SOS's, e.m.f.'s

- Unless percents begin a sentence, they should always be represented by numerals, not written out, for example, '3 percent' not 'three percent'
- The abbreviation for dates should be '1988–89'
- If dates are for the most part not abbreviated but written out in full (1988–1991), then that style should be consistent throughout.
- Make page number ranges consistent throughout the manuscript. If they appear for the most part to be abbreviated (194–99), mark to abbreviate all. If they appear to be styled mostly in full (194–199), mark those that depart from this style. The important thing is consistency.

## X. Lists

- When numbered lists (or lists using small letters) appear within the body of text, they should have both opening and closing parentheses, and the numerals or letters should be roman, not italic:

'He responded favourably by (a) smiling, (b) taking out his checkbook, and (c) making a donation to the theatre company.'

## XI. Foreign Languages, Words and Quotations

- Foreign words or short phrases that are not commonly used in English should be *italicised*. We prefer to italicise a foreign word or phrase only on its first appearance in the text if it is used frequently thereafter, and we also recommend that a translation be provided for each foreign term. Words frequently used in scholarly discourse (*Sonderweg* or *Bürgertum*, for example) need not be translated, but less commonly used words and phrases should be. 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 *O.E.D.* when in doubt.
- Longer phrases or sentences should be styled roman with quotation marks.

### *Diacritical Marks*

- Make sure all accents are marked in the manuscript, though accents on capital letters in French are normally omitted.
- Unusual characters/diacritical marks must be flagged

### *Translations*

- When foreign italicised words are followed by a translation, the translation should be in roman type within parentheses and should not use quotation marks: *Schwester* (sister).

- Words frequently used in scholarly discourse (Sonderweg or Führer, for example) need not be translated, but less commonly used words and phrases should be.
- Some Greek, Latin, and French words (e.g., catharsis, habeas corpus, croissant) have become familiar in English and should not be italicised.
- Include translations of foreign-language quotations either in an endnote or in brackets immediately following the quotation (without italics and without quotation marks):

'Todas somos amigas de desde chiquitas, casi puras vecinas' [We are all friends since we were small, and almost all are neighbours].

## XII. Italics

### ❖ *Words as Words*

- Italics should be used for words used as words (terms) in written context:

*Correctness* and *justness* are not synonyms  
 but 'Correctness' and 'justness' are not identical concepts

- Do not underline words that are meant to be italicized. Instead, change underlined text to italics.
- Italics must be used for the following:
  - titles of published books (though not the Koran, the Bible, or the books of the Bible), periodicals, long (or epic) poems, plays, films, operas, and television and radio programs that are ongoing series
  - names of ships: *HMS Valiant*, *SS Oriana*
    - isolated foreign words or short phrases – but foreign-language quotations of more than a few words should appear in roman type with quotation marks. Commonly used foreign words found in a standard English dictionary, such as “a priori,” “corpus,” and “raison d’être,” do not require italicisation
  - letters that are being identified: “the letter *t*”
- The following do not use italics:
  - Titles of articles, chapters, short poems, or stories. Use roman and quotes
  - The possessive or plural 's' following an italicized word:  
   'the *Discovery's* home port'
  - Latin words and abbreviations such as *ibid.*, *idem*, e.g., i.e., cf., viz., ca.  
 An exception is the word [*sic*], which is always italicized and appears in brackets
  - Names of political parties, institutions, governmental agencies, even when they are in a foreign language. Set them in roman (plain) type instead
- In italic headings, do not distinguish foreign words by the use of quotation marks. The typesetter can instead set the foreign words in reverse (plain) type.

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

Do not use bold for emphasis at any time.

### XIII. Quotation Marks

#### ❖ *Single*

- Use single quotes unless the quotation appears within a quotation: He remarked: 'This charge of "fraudulent conversion" will never stick.'
- The usual rule in British English is that the closing quote mark *precedes* all punctuation except a question mark, exclamation mark, dash or parenthesis belonging to the quotation. The position of the full point depends in theory on whether the sentence quoted is complete, but this is sometimes difficult to tell.
- He said: 'We must be leaving now'; they departed five minutes later.
- Quotations of eight to ten lines or longer (or over sixty words) should be indented as extracts and separated from the main text by a space above and below. Within the quotation further indentations should be made as needed to indicate the paragraphing of the original source. Such text extracts should *not* be set within quotation marks.

### XIV. References

#### ❖ *Author-Title*

- In-text referencing should follow the author-title system. This system requires endnotes
- The most usual form is to give a full reference for the first mention of a particular work on its first occurrence in the text. All later references are shorter.

##### *Books*

First reference for a book: Hazel, J.A., *The Growth of the Cotton Trade*, 2nd edn, 4 vols, London 1955, vol. 3, pp. 10–18 [or 3: 10–18].

Subsequent references: Hazel, J.A., *Cotton Trade*, vol. 4, 102 or 4: 102.

##### *Journal Articles*

First reference for an article in a journal: J.L. Carr, 'Uncertainty and Monetary Theory', *Economics* 2, no. 3, 1956, 80.

Subsequent references: Carr, 'Uncertainty and Monetary Theory', 82.

##### *Articles in Books*

First reference for an 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.

Subsequent references: Chomsky, 'Explanatory Models', 60 (if the entry is listed in the bibliography under Chomsky) or Chomsky in Fodor and Katz, eds. *The Structure of Language*, 60 (if the entry is listed in the bibliography under Fodor and Katz).

##### *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.

#### *Poems*

use italics for titles of long poems and cycles, use 'roman' in quotes for short ones.  
Short stories: these should be styled in 'roman' within quotes.

#### *Novels*

titles of novels should be styled in italics.

#### *Plays*

*Macbeth*, act 3. sc. 4, lines 4-9 or *Macbeth*, 3.4.4-9 (if line numbers are given).

#### *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.

#### *Translations*

Elme Marie Caro, *George Sand*, trans. Gustave Masson (1888; reprint, London 1970)

#### *Unpublished material:*

E. Topsell, 'The Fowles', ca. 1614, Huntington Library, Ellesmere MS. 1142.

#### *Dissertation*

J. Downer, 'Necessity and Knowledge in the Later Philosophy of Wittgenstein' (Ph.D. diss., University College of North Wales, 1975)

- If there are three or more authors all authors should be listed. The full name of the publishing house should be given.
- 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

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.

*Idem* can only be used in a single note to replace an author's name when several works by the same author are cited.

The superscript note numbers in text should follow the full stop, when appearing at the end of a sentence, and not precede it.

## **XVI. Artwork**

## *Displayed Matter*

Photocopies are not acceptable. We prefer not to take slides unless there are no options. Scans should be in monotone and designed to print out at 300 dpi at a width of 10cm. TIFF and binary EPS are the preferred file formats. Illustrator or Freehand files may also be good – please check with us.

### *Figures*

- Figure legends should appear beneath the figure in the following form. There should be no full point at the end of the legend:

Figure 1: Title of figure

- If the figure's source is also required then it should appear beneath the legend in this form:

*Source:* Smith, 1994

- Artwork for figures should normally be supplied by the author. Artwork should be drawn precisely and clearly for the purpose of reproduction; photographs, diagrams, maps, and graphs will appear in the journal in *exactly the form* provided by the author.
- Mark the typescript clearly to show where figures should go in the text: (Figure 3.4 here). If they are to be gathered at the end of the chapter, place roughs of each figure before the notes (if any) to that chapter. Keep the artwork separate from the text, with the figure number pencilled in on the back of each plate if the title is not included in the artwork. Always spell 'Figure' in full.
- Every figure should be referred to directly in the text.

### *Tables*

- Tables that are to be integrated with the text should be printed with the text, and a clear copy should be supplied on a separate sheet, with all headings, notes and sources. Position should be indicated in the text thus: (Table 2 here). It will not always be possible for the typesetter to place them exactly where you indicate, so in-text references should be by table number and *not* as 'the above' or 'the following'. For the same reason, any explanatory notes should appear beneath the table (as 1, 2, 3, etc.).
- Tables that are to go at the end of the article should be printed on separate sheets of paper and placed before the notes for that chapter.
- Every table should have a clear and explanatory heading in the following form:

Table 1: The full title for table

There should be no full point at the end of the heading.

- Every table should also have a source which should be placed at the bottom of the table beneath the footnotes:

*Source:* Smith, 1998

Tables can be supplied as either Word or Excel files.