

Historical Reflections Réflexions Historiques

Editor's Style Guide

American English
Endnote Citation System



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PRELIMINARY REMARKS

This style guide follows the Berghahn Books House Style Guide, which is based on the *Chicago Manual of Style (CMS)*, 16th edition.

Please note that the journal uses US punctuation and spelling, following *Merriam-Webster's Collegiate Dictionary* or the *American Heritage College Dictionary*.

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If you have any further questions or a query pertaining to a style issue not addressed in this guide, please contact production@journals.berghahnbooks.com.

I. PUNCTUATION

§ *Periods*

- There should be no period at the end of headings or sub-headings; of items in lists of tables, plates, or figures; or of any other kind of display type.
- At the conclusion of text quotations, periods should always precede closing double quotation marks.

§ *Commas*

- The series comma should appear before the words “and,” “or,” and “etc.” in lists of three or more items.
black, gold, and red
- Do not use a comma with a parenthetical dash or before the opening parenthesis of a parenthetical statement. The dash in itself indicates a sufficient pause.

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

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

- Unless the quoted text itself is a direct object (as in the first example below), commas (or colons) introduce opening quotation marks.

The marching band began to play “The Star-Spangled Banner.”

Finley said, “I mailed your letter yesterday.”

§ *Colons*

- When a colon introduces an element or a series of elements illustrating or amplifying what has preceded it, the first word following the colon is lowercase, unless it is a proper noun or proper adjective.

The study involves three food types: cereals, fruits and vegetables, and fats.

- When a colon introduces two or more sentences, when it introduces a speech in dialogue, when it introduces a quotation, or when it introduces the beginning of a speech or formal communication, the first word after the colon is capitalized.

Julian Duguid, author of *Green Hell* (1931), starts his book: “When a man yields to the urge of Ishmael.”

The steps are as follows: first, make grooves for the seeds; second, sprinkle the seeds; third, push the earth back over the grooves; fourth, water generously.

§ *Question Marks*

- A question mark is used at the end of a direct question within a sentence.

Is it worth the risk? he wondered.

- An indirect question never takes a question mark.

He wondered whether it was worth the risk.

- When a question within a sentence consists of a single word (usually an adverb), the question mark may be omitted. The adverb is sometimes italicized.

She asked herself *why*.

The question was no longer *how* but *when*.

- A question mark should be placed inside quotation marks, parentheses, or brackets only when it is part of the quoted material.

The judge asked, "Has the defendant committed a prior offense?"

What did she mean when she said, "I'm here for a while"?

§ *Exclamation Points*

- Exclamation points are used to mark an outcry or an emphatic or ironic comment. Unless part of quoted text, the use of exclamation points in this journal is highly discouraged.
- An exclamation point added in brackets to quoted material to indicate editorial protest or amusement is strongly discouraged, as it can appear contemptuous. The use of "[sic]" is preferred.
- An exclamation point should be placed inside quotation marks, parentheses, or brackets only when it is part of the quoted material.

The farmer's angry reply, "The land agents have not responded to my request!" surprised us all.

§ *Parentheses and Brackets*

- When a complete sentence is within parentheses and is not enclosed within another sentence, the terminal punctuation stays within the parentheses.

The prisoner's execution was delayed. (The decision had already been made.)

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

Marsha told us: "My interest in the project is not self-motivated [though evidence points to the contrary], and I look forward to working with all of you."

- Use brackets for changing the capitalization of the first word of quoted text.

This interpretation aligns with Bastin's findings (2002: 68): "[B]reaking a coconut is both a standard devotional act . . . and . . . a sublimated form of self-sacrifice."

§ *Dashes*

- The two common forms of dashes are the em dash and the en dash, with the em dash (the longer of the two) being more frequently used.
- Within the main text, the em dash is used to signify a break or pause in the commentary, to emphasize or explain a term or point, to set off parenthetical information, or to separate a subject from a pronoun.

The influence of three impressionists—Degas, Monet, and Sisley—is evident in her work.

- The en dash is commonly used to indicate ranges. In this function, it signifies “up to and including” or “through.” If the word “from” precedes the first element of the range, use “to” instead of an en dash. If “between” precedes the first element, use “and” rather than an en dash.

from Monday to Thursday **not** from Monday–Thursday
between Monday and Thursday **not** between Monday–Thursday
129–73
vi–xii

§ *Ellipses Points*

- Ellipses points are used to indicate the omission of text from quoted passages.
- Three points with a space on either side should be used to signify omitted text. Do not use at the beginning or end of quotations.

“The members of the movement ... include strong groups of Christians.”

Do *not* use: “He smashes the coconut on a round stone in front of the temple ...”

Use instead: “He smashes the coconut on a round stone in front of the temple.”

II. HYPHENATION

- Rather than closing up compound words universally, it is recommended that hyphenated prefixes—e.g., “neo-liberal,” “anti-democratic,” “socio-political,” and “non-cooperative”—be used. While this is a general recommendation, there are exceptions based on sense and usage.
- In a title, the word following a hyphenated prefix that cannot stand on its own is lowercase (unless it is a proper noun or proper adjective). Use “Anti-intellectual Pursuits” *rather than* “Anti-Intellectual Pursuits.”
- When a word appears too cumbersome or is unlikely to be easily understood or pronounced without a hyphen, adding a hyphen is advisable: “critico-theoretical.”
- Use a hyphen to avoid tripling a consonant: “shell-like.”
- To avoid awkward constructions, some hyphenated words should be closed up. For example, use “non-cooperative” rather than “non-co-operative”; use “unselfconsciousness” rather than “unself-consciousness.”

III. CAPITALIZATION

- Article titles and sub-headings within the articles should also use title-case capitalization.

§ *Publication Titles*

- Use title case initial capitals for article and/or book titles and subtitles.

Brendan Phibbs, “Herrlisheim: Diary of a Battle,” in *The Other Side of Time: A Combat Surgeon in World War II*, 117–168 (Boston: Little, Brown, 1987).

- After a question mark in a title or heading, capitalize the next word.

§ *Geographical*

- Use initial capitals for North, South, East, West when designating political usage: South Africa, Eastern Europe, the South (US), the Midwest (US).
- Use lowercase when a simple geographical distinction is intended: the south of Scotland, southern Indiana, western winds.

§ *Institutions*

- The names of institutions and organizations are proper nouns and as such should be capitalized and styled roman (with no quotation marks). Such institutions include the United Nations, Oxfam, and the International Federation of Red Cross and Red Crescent Societies.
- If given in the original language, names of foreign institutions and businesses are capitalized according to the usage of the country concerned and are not italicized (unless transliterated). If translated, such names are capitalized according to English usage.

He is a member of the Société d'entraide des membres de l'ordre national de la Légion d'honneur (Mutual Aid Society for Members of the National Order of the Legion of Honor).

- Some examples:

the state *but* Washington State

the church *but* the Roman Catholic Church, the Church of England

Parliament *but* parliamentary behavior, parliamentarians

§ *Periods/Eras*

- Use the Iron Age, *but* the quattrocento (*or* Quattrocento), the Romantic period, and so forth.

§ *Political*

- When referring to Western civilization, capitalize “West” and “Western.” The verb form “westernize” and “westernization,” however, are lowercase (unless starting a sentence or in a title).
- Use capitals for political parties: Communist Party, Democratic Party, Nazi Party.
- Economic or political systems in general are lowercase: fascism, capitalism, social democracy, socialism, communism.
- In adjectival form, proper nouns are *not* hyphenated: World War II policy.

§ *Titles*

- Some examples:

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

the foreign secretary *but* Secretary of State Seward

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

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

§ *Ethnicity*

- Normally, capitalize the following terms:

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 the following terms:

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

IV. POSSESSIVES

- The general rule is that the possessive of most singular nouns is formed by adding an apostrophe and an "s" and the possessive of most plural nouns is formed by adding an apostrophe.

The sailor's skiff capsized.

The mocking birds' plaintive calls resounded throughout the dusk.

- The general rule covers most proper nouns, including names ending in "s," "x," or "z," in both their singular and plural forms, as well as letters, numbers, and punctuation marks.

Marx's theories

Strauss's Vienna

the Lincolns' marriage

FDR's legacy

1999's heaviest snowfall

§ *Exceptions*

- If a noun ends in an "eez" sound, such as Socrates, or an unpronounced "s," such as Camus, the possessive is formed by simply adding an apostrophe.

Socrates' students

François' efforts

Camus' books

- When neither an "s" nor an apostrophe alone looks right or when any ambiguity might arise, avoid the possessive and use "of" instead.

V. DATES

- Dates should be set day/month/year, with no comma in between the elements, e.g., 26 January 1988.
- If the year is not given, dates should be set day/month: 2 December.

- The abbreviations “CE” (Common era) and “BCE” (before the Common era) are preferred to AD and BC. Periods are not needed for these abbreviations, which will be styled small caps by the typesetter.
- Decades should be treated as follows: 1930s *not* 1930’s, 30’s, 30s, or thirties.
- 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: 1998/1999. However, the en dash can also indicate the range: 1998–99.
- When prepositions are involved, use “from 1924 to 1928” *not* “from 1924–1928,” and “between 1924 and 1928” *not* “between 1924–1928.” The phrase “18 September to 19 January” is preferred over “18 September–19 January.”
- Centuries should be spelled out rather than using numerals: use “sixteenth century” *not* “16th century.”
- In the adjective form, the word “century” is hyphenated: use “sixteenth-century literature.”

VI. CURRENCY

- In a list, write:
\$6.00 (US) and \$0.25 (US) *not* \$6 and 25¢
£6.00 and £0.25 *not* £6 and 25p
- Pre-decimal British currency should be indicated as £ s d (£10 6s 3d). Other obsolete currency, such as English marks and guineas should be spelled out.
- The term “euro” should be styled lowercase unless beginning a sentence or in a title. The symbol for the euro (€) should be treated like the US dollar sign (\$): €40 = 40 euros = 40 euro (in European Union usage).
- For obsolete pre-euro currency, standard abbreviations should be used: l=lira; f=franc; dm=deutschmark, etc.

VII. TIME

- Numerals are used (with zeros for even hours) when exact times are emphasized. The abbreviations AM and PM will be set as small caps by the typesetter and do not need periods.

The first train leaves at 6:13 AM and the second at 6:30 AM.

He caught the 9:13 flight.

The meeting will be held on 2 April 2006 at 10:30 AM (EST).

- Other usages include the following: noon (do not use 12:00 PM); midnight (do not use 12:00 AM); a five-minute break; five minutes’ start (no hyphen)

VIII. NUMBERS AND MEASUREMENTS

- Number ranges should *not* be abbreviated.

82–87; 110–139; 1982–1988

- In general, spell out whole numbers from zero through one hundred, and for any numbers followed by hundred, thousand, million, and so forth, such as “twenty-six hundred.” Use numerals for all other numbers.
- If there is a mix of numbers in which at least one has to appear as a numeral, they all should be styled numerals.

5 banks, 10 office buildings, 500 private residences

- 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 ...”

- *Always* hyphenate fractions: one-fifth, two-thirds, three-quarters.
- Write out ordinals for numbers one to one hundred in text: first rather than 1st; twenty-ninth rather than 29th.
- Ordinals can be abbreviated in notes, but superscripts should not be used: 13th, *not* 13th
- Use a comma in thousands and larger numerals: 6,580.
- Numerals, not words, must be used before abbreviations: 5 kg, 6 km.
- Numerals 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 (% can be used in tables).

They made up 3 percent of the group.

§ *Series*

- When dealing with more than one series of quantities, use numerals for one of the series and words for the other.

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

- When small numbers occur in a series with large numbers, set them all as numerals for consistency.

IX. ABBREVIATIONS AND CONTRACTIONS

Note: It is best to avoid contractions such as “it’s” or “hadn’t.” In most circumstances, it is preferable to write out such phrases (“it is” and “had not,” etc.).

- Provide parenthetical explanations of the abbreviations on their first occurrence, e.g., “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.”
- Do not use “i.e.” or “e.g.” in text, but write out “that is” and “for example”.
- Note that “ibid.” and “et al.” are followed by periods, but “idem” and “passim” are not.
- Postal abbreviations are used for the names of US states in reference list entries. *Note that a comma precedes the state abbreviation:* Cambridge, MA; Evanston, IL; Albany, NY; Lanham, MD.
- Do not use periods with acronyms (unless they end a sentence): 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* PhD's, x's, SOS's, e.m.f.'s

X. FOREIGN LANGUAGES

- Italicize isolated non-English words that do not appear roman in the main section of a standard US dictionary. The word should be italicized on every use.
- While short phrases in a non-English language can be italicized, longer phrases or sentences in a non-English language should be styled roman with quotation marks.
- If given in the original language, names of foreign institutions and businesses are capitalized according to the usage of the country concerned and are not italicized (unless transliterated). If translated, such names are capitalized according to English usage.

He is a member of the Société d'entraide des membres de l'ordre national de la Légion d'honneur (Mutual Aid Society for Members of the National Order of the Legion of Honor).

- In the proofreading stage, check all foreign words for spelling and for correct end-of-line breaks.

§ *Diacritical Marks*

- Unusual characters or diacritical marks should be flagged to be checked during the proofreading stage.

§ *Translations*

- When foreign italicized 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 italicized or 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 italicized.
- Include translations of foreign-language quotations either in an endnote or in parentheses immediately following the quotation (in roman type 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 neighbors).
- When a foreign-language title is included in an English-language context, a period between the title and sub-title should be changed to a colon, and guillemets should be changed to quotation marks. No other marks of punctuation should be changed.

Xavier Bougarel and Nathalie Clayer, eds., *Le nouvel Islam balkanique: Les musulmans acteurs du post-communisme (1990–2000)*. (Paris: Maisonneuve and Larose, 2001).

XI. ITALICS/BOLD

Note: Do not use bold for emphasis. Bold type should be used only for titles and headings.

- Article titles should be bold with title case capitalization. Sub-headings within the articles should also use title case capitalization and should be styled bold for main headings (A heads), and bold italic for sub-headings (B heads). Headings and sub-headings should not be numbered.
- Do not underline words that are meant to be italicized. Instead, change the affected text to italics.
- Use italics 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, record albums, and television and radio programs that are ongoing series
 - names of ships: HMS *Valiant*, SS *Oriana*
- The following do *not* use italics:
 - titles of articles, chapters, short poems, or stories (use roman type and quotation marks instead)
 - the possessive or plural “s” following an italicized word: “the *Discovery*’s home port”
 - commonly used Latin and non-English words found in a standard US collegiate dictionary: a priori, corpus, raison d’être, ibid., idem, e.g., i.e., cf., viz., ca. (an exception is the word “*sic*,” which is always italicized and appears in brackets within quoted text)
 - names of political parties, institutions, governmental agencies, even when they are in a foreign language (set them in roman type instead)
- Use italics for emphasis sparingly. It is usually possible to make your point without special emphasis.

XII. QUOTATIONS

§ *Double Quotation Marks*

- Double quotation marks should be used for in-text quotations, direct speech, and publication titles. In these cases, a period or comma precedes the closing double quotation mark.
- Double quotation marks should also be used for constructed terms or concepts, for ironic effect, or for authorial commentary. In these cases, the closing quotation mark *precedes* other punctuation marks, such as periods and commas.

One might argue that it was a kind of “state”.

The “debate”, which went on for hours, resulted in three cracked heads.

- Quotations of about eight manuscript lines or longer, poetry extracts that are longer than two lines, and quotations that have more than one paragraph should be indented as block extracts and separated from the main text by a paragraph return above and below the extract.

Such text extracts should *not* be set within quotation marks.

- When the term “so-called” is used, the following word or phrase is *not* set within quotation marks. If the use of quotation marks is desired, then “so-called” should be deleted.

the so-called liberator of the world

or

the “liberator of the world”

§ *Single Quotation Marks*

- Single quotation marks should be used for quotations within quotations (inner quotes).

He remarked, “This charge of ‘fraudulent conversion’ will never stick.”

§ *Brackets and Capitalization of Text Quotations*

- Any change in capitalization must be indicated by brackets.

However, she added that “[m]issionaries should not insist on Bible reading.”

XIII. CITATION SYSTEM

- *Historical Reflections/Réflexions Historiques* uses the **Endnote System**. Endnotes must include full bibliographic information on first citation, as a separate reference list is not provided. Subsequent citations should provide last name(s) and a short-title form.
- Note reference numbers and/or asterisks should *not* be placed on essay titles, section headings, epigraphs, or the essay author’s name. Either the note reference number should be moved to a pertinent place in the main text, or the information contained in the affected note should be set as an unnumbered note at the beginning of the notes section, particularly if the text in question gives the history or background of the article.
- Please note that “cf.” is not a synonym of “see”; it means “compare with.”

- URLs should not be located in the main text when used in a bibliographical sense. URLs should be relocated to endnotes.

§ Examples

Book

First note citation

1. Roy G. Wagner, *The Invention of Culture* (Chicago: University of Chicago Press, [1975] 1981), 46.

Later citations

4. Wagner, *Invention of Culture*, 112.
5. *Ibid.*, 145-169.

Two authors

First note citation

8. Frederique Apffel-Marglin and Stephen A. Marglin, eds., *Decolonizing Knowledge: From Development to Dialogue* (Oxford and New York: Clarendon Press, 1996), 45.

Later citations

11. Apffel-Marglin and Marglin, *Decolonizing Knowledge*, 154.

Chapter/essay in a book

First note citation

12. Sarah Franklin, "Romancing the Helix," in *Romance Revisited*, ed. J. Stacy and L. Pearce (London: Lawrence & Wishart, 1995), 65.

(Please note that the term "ed." in this position means "edited by".)

Later citations

18. Franklin, "Romancing the Helix," 98.

Article in a journal

First note citation

19. Elizabeth C. Macknight, "Archives, Heritage, and Communities," *Historical Reflections: Réflexions Historiques* 37, no. 2 (2011): 109.

First note citation with DOI

19. Elizabeth C. Macknight, "Archives, Heritage, and Communities," *Historical Reflections: Réflexions Historiques* 37, no. 2 (2011): 109, doi: 10.3167/hrrh.2011.370208.

Later citations

21. Macknight, "Archives, Heritage, and Communities," 113.

Translations

First note citation

25. Julio Cortázar, *Cronopios and Famas*, trans. Paul Blackburn (New York: Random House, 1969), 36.

Later citations

28. Cortázar, *Cronopios and Famas*, 272.

Article in a newspaper or popular magazine

First note citation

29. Eric C. Fontanelle and Valerie Mandible, "Iron Despair: Postwar Bewilderment," *World Spectator*, 6 April 1951, 12.

Later citations

35. Fontanelle and Mandible, "Iron Despair," 15.

Dissertation

First note citation

40. John Downer, "Necessity and Knowledge in the Later Philosophy of Wittgenstein" (PhD diss., University College of North Wales, 1975), 136-143.

Later citations

51. Downer, "Necessity and Knowledge," 156.

Papers, lectures, and unpublished reports

First note citation

42. Stacy D'Erasmus, "The Craft and Career of Writing" (lecture, Northwestern University, Evanston, IL, 26 April 2000).

Later citations

53. D'Erasmus, "The Craft and Career of Writing."

Materials in Archives

First note citation

1. Patrick Scott to Duchess of Atholl, 15 July 1706, Blair Castle Archives Manuscripts 45.(6).73, Blair Atholl, Scotland (hereafter cited as Blair MSS).

Later citations from same collection

26. Duke of Atholl to Duchess of Atholl, 19 October 1706, Blair MSS 45.(6).121.

Internet/World Wide Web sites

First note citation (access dates necessary only for undated online content)

36. Evanston Public Library Board of Trustees, "Evanston Public Library Strategic Plan, 2000–2010: A Decade of Outreach," accessed 30 May 2001, <http://www.epl.org/library/strategic-plan-00.html>.

Later citations

38. Evanston Public Library, "Strategic Plan, 2000–2010."

§ *States*

- In references, tables, or addresses, use postal abbreviations for states and use a comma after the city: Evanston, IL: Northwestern University Press.

- Do not list states or countries in the publication information when the city is a well-known publishing center (London, Paris, New York, Chicago), or when the publisher's name includes the state: Berkeley: University of California Press.
- Cambridge as a publication city is understood to be Cambridge in the UK, so it is not necessary to add "UK." When referring to Cambridge in the US, use "Cambridge, MA."

XIV. BIAS/PAROCHIALISMS

- Do not use a feminine article to refer to ships, countries, and so on. Use "it" and "its" rather than "she" and "her."
- If possible, avoid gender-specific language in contexts in which it is not necessary. The use of neutral pronouns is preferred whenever feasible.
 - humankind *instead of* mankind; spokesperson *instead of* spokesman
- Authors should not assume that all of the readers share their social and humanistic experiences, background, and world-view. Making generalizations that imply such a shared experience should be avoided.

XV. ARTWORK

- For optimal reproduction, figures or photos should be submitted as TIFF (resolution at 300 dpi), high-quality JPEG, or EPS (800 dpi), black and white, with all fonts embedded. Additionally, all images should be approximately 4" x 4" inches at the resolution indicated.
- Tables should be made and submitted in MSWord or rtf.

XVI. TEXT PREPARATION AND CHECKLIST

- All text, including headings, sub-headings, notes, and references, is set in a standard 12-point type, such as Times or Times New Roman, and is double-spaced with a 1-inch margin on all sides.
- US spelling is used throughout and a spellcheck has been performed.
- The abstract is limited to no more than 150 words with eight keywords. Keywords should be listed in alphabetical order and separated by commas. Only proper names should be capitalized.
- The abstract is a summary or overview of the entire article and does not duplicate verbatim sections of the main text.
- Different levels of headings are indicated by varying the type face. Use bold type for an A head (a main text heading), bold italic for a B head (a first-level sub-heading), and non-bold for a C head. All headings should be set flush left.
- Headings and sub-headings should not be numbered.
- Contributions are referred to as articles (not essays or papers).
- As a general rule, numerals less than one hundred are spelled out.

- Foreign-language words that are not common in US usage are italicized on every instance.
- Double quotation marks are used for all quotations and terms, except for quotes or terms within quotes.
- Number ranges are *always* non-abbreviated: 1979–1999; 249–381.
- Superscript note reference numbers and/or asterisks are not placed on essay titles, headings, epigraphs, or the contributor's name.
- URLs are not located in the main text when used in a bibliographical sense (although names such as Amazon.com are acceptable). Any URLs have been relocated to endnotes.
- Any URLs listed in the endnotes have any active hyperlinks removed so that the text is not colored and underlined.