

# Israel Studies Forum Style Guide



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This style guide follows the Berghahn Books House Style Guide, which is based on the *Chicago Manual of Style (CMS)*, 14th edition. Please consult either guide for the following conventions: the use of italics, commas, and conjunctions; the positioning of punctuation and quotations marks; the presentation of numbers and dates; the use of the dash; citing references within the text. Detailed examples are provided. Please note that the journal uses U.S. punctuation and spelling, following *Webster's Dictionary* or *The American Heritage College Dictionary*.

If you have any further questions or a query pertaining to a style issue not addressed in any of the guides, please contact: [ProductionUS@berghahnbooks.com](mailto:ProductionUS@berghahnbooks.com)

## II. Punctuation (CMS 5)

- There should be no period at the end of headings or subheads
- Items in lists of tables, plates, or figures  
Or in any other kind of display type

In American usage, periods precede quotation marks, both single and double.

Punctuation that is part of styled text (i.e., italic or bold) should also be in that style.

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 (CMS 5.29)*

- The series comma should 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—crystallized 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 (CMS 5.123 and 5.128)*

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).

### ❖ *Dashes (CMS 5.105)*

The two common forms of dashes are the “em dash” and the “en dash.”

- The em dash is longer than the en dash and is the preferred form of in-text dash in American usage.
- If the authors do not know how to input em dashes, they can substitute two hyphens for the em dash:

He spoke in a whisper--the room was quiet.

- The typesetter will then convert the hyphens to the em dash:

He spoke in a whisper—the room was quiet.

- The en dash is commonly used in ranges:

129–73, Monday–Thursday, vi–xii.

- The author can use a single hyphen for these ranges, which the typesetter will convert to the en dash.

### ❖ *Ellipsis points (CMS 5.16)*

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

## III. **Hyphenation (CMS 5.120)**

- 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. **Capitalization (CMS 7)**

Avoid overuse of initial capitals. They are often unnecessary.

- Use capitals for brand or identifying names:

Thermos, Vaseline, Spitfire, all without quotation marks

❖ *Geographical (CMS 7.36 – 7.46)*

- Use initial caps for North, South, East, West when designating political usage:  
Southwest Africa, Western Europe, Western civilization, the South (U.S.)
- But use lowercase when a simple geographical distinction is intended:  
the south of Scotland, southern Indiana, western winds
- The word “earth” is lowercase when referring to the world in general; it is capitalized when referring to the planet Earth

❖ *Institutions (CMS 7.60)*

- Use the state, the church, *but* Washington State, the Roman Catholic Church, the Church of England
- Parliament, *but* parliamentary behavior, parliamentarians

❖ *Periods/Eras (CMS 7.63)*

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

❖ *Political (CMS 7.50 – 7.57)*

- Political parties (Communist Party, Democratic Party) use capitals
- Economic or political systems in general are lowercase

fascism, capitalism, social democracy, socialism, communism

- Further examples include:

the Republican Party, *but* the party  
the Tory government, the government, government policy  
World War I, also known as the Great War, and World War II  
The United States (or the U.S.) Army, *but* the American army  
The Treaty of Versailles, *but* the treaty or the Versailles treaty  
An alliance was formed, the Holy Alliance  
The Left of the party, left-wing politics  
The British Empire, the politics of empire, British imperialism  
The American embassy, the Ministry of Education

- In the adjectival form, proper nouns are not hyphenated:

World War II policy

- The prefixes pre- and post- use the en dash:

pre–World War I politics; post–World War II tensions

❖ *Titles (CMS 7.16 – 7.23)*

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* (CMS 7.33–7.35):

- Capitalize 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 (CMS 8.33 – 8.43)

- 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 (CMS 8.23 – 8.29)

- 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 (CMS 8.47 – 8.50)

- 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 (CMS 8.1 – 8.80)

- 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 (CMS 8.3)*

- 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

#### ❖ *Statistics (CMS 8.19–8.20; 12.66):*

- Decimal fractions: use initial zero only if number can equal or exceed 1

0.3–1.5

Write 0.5, not .5

- Use N for sample sizes, but use n for subgroups of samples
- In quotations, keep to the original and do not change figures for words and vice versa.

## IX. **Abbreviations and Contractions (CMS 14.1 – 14.57; 6.31**

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”
- For American texts, the abbreviation for dates should be “1988–89” not “1988–9”
- 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 (CMS 8.75 – 8.79)

- 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 favorably by (a) smiling, (b) taking out his checkbook, and (c) making a donation to the theatre company.”

## XI. Transliteration, Foreign Words and Quotations (CMS 9.1 – 9.11)

- Italicize non-English words that do not appear in the main section of *Webster's*.
- Longer phrases or sentences should be styled roman with quotation marks.

### ❖ *Transliteration* (CMS 9.86)

- The ISF recommends that contributors refer to the *ALA-LC Romanization Tables* system for transliteration.
- All technical terms from languages using non-Roman alphabets (and with no acceptable romanization system) must be fully transliterated with diacritical marks clearly indicated.
- Contributors are fully responsible for the consistency and accuracy of their transliteration. Contributors using hamzas, ‘ayns, macrons, the ‘alef or the ‘ayin must do so consistently and clearly mark their usage to distinguish them from other quotation marks. Well-known place and people names should take the romanized form.
- Transliterated terms (with the exception of those words that have become familiar in English) should be italicized on the first instance and then set roman throughout the remaining text.

### ❖ *Diacritical Marks* (CMS 9.10 – 9.11)

- 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

❖ *Foreign Words and Quotations (CMS 6.67)*

- 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 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 italicized.
- 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 neighbors].

## XII. Italics

❖ *Words as Words (CMS 6.76 – 6.79)*

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

❖ *Italics vs. quotation marks (CMS 6.71 – 6.74; 6.76)*

Double quotations should be used:

Where the context is solely the spoken word or language:

Did he say “just”?  
I suggest that you reply “Maybe”

Is used for ironic effect, or is a concept:

The “debate” resulted in three cracked heads

Single quotations should be used for quotations within quotations or for concepts and constructed terms. The closing quote marks should precede the punctuation (see section XIII).

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 italicization
- 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 (CMS 10.26 – 10.35)

#### ❖ *Double*

- Double quotations should be used for in-text quotations, direct speech, or words used in an ironic sense.
- A period or comma always precedes the closing quotation mark.
- A colon, semicolon, or dash follows the closing quotation mark:  

He told them that a small proportion “may be available for distribution.”  
He said: “We must be leaving now”; they departed five minutes later.
- Quotations of eight to ten lines or longer 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.

#### ❖ *Single*

- Single quotations should be used for quotations within quotations:  

He remarked, “This charge of ‘fraudulent conversion’ will never stick.”
- Single quotations should also be used for constructed terms or concepts:  

one might argue that it was a kind of ‘state’  
when one speaks of ‘agency’ ...

### XIV. References (CMS 16)

#### ❖ *Author-date* (CMS 16.3 – 16.17)

In-text referencing should follow the author-date system (see CMS fig. 16.2), with full documentation in the references.

- In the text, the author’s last name, date of publication, and a page reference (if one is needed) are given in parentheses, with the page number separated from the first two items by a colon:

“the use of tactile cue fading (West 1979: 131–36) was....”

- If the author's name forms part of the sentence, it is not necessary to repeat it in the reference:

"The use of tactile cue fading initiated by West (1979: 131–36) was..."

- If there is more than one author with the same last name, the initial letter of the author's first name is used:

(Smith 1981; G. Smith 1999).

- Dates are treated as follows:

(Smith 1987); (Jones 1984–90); (Cavanaugh 1989–); (Kant n.d.); (O'Malley [1944?]); and (McGinnis forthcoming).

- If the author published two or more works in one year, label them 1979a, 1979b, and so on

- Individual entries are separated by semicolons:

(West 1979a: 10; 1979b: 479).

- Works with three or more authors can be cited as "West et al." as long as there is no other reference to a work of the same year that would also be cited in the same way.
- All authors' names should be given in the list of references.
- When several references are cited together in parentheses within the text, they may be placed in alphabetical or chronological order, but one system must be used throughout the book.
- No bibliography is required for the author-date system.

#### ❖ *Endnotes*

This system does not use notes for the bibliographical references (though notes referring to content issues can be included) but rather gives the author's surname and year of publication in the text with the full citation in a list of references, in bibliographical style, at the end of the book or, in multiauthor works, at the end of each chapter. (See the following section for more information about the reference list.)

- Notes should be presented as endnotes, and should be kept short and to a minimum.
- Note text should be the same font size as the main text. Note reference numbers and asterisks should not be placed on essay titles, section headings, epigraphs, or the essay author's name.

#### ❖ *Forms of Reference* (CMS 16.18 – 16.28; see fig. 16.2)

- Publishers and full first names should be included, when known.
- Put all references – both direct and indirect – into a 'References' section.
- The author-date system requires a slightly modified reference list in which the author's name and the date of publication of the work introduce the citation.
- Note that article/chapter titles are to be capitalized and enclosed in quotation marks.
- For multiple listings under an author's name, list the oldest publication first, followed by the next publications, in chronological order.

❖ *The following referencing conventions must be adhered to (CMS fig. 16.2)*

**Book:**

Wagner, Roy G. [1975] 1981. *The Invention of Culture*. Chicago: University of Chicago Press.  
———. 1986. *Symbols That Stand for Themselves*. Chicago: University of Chicago Press.

**Two authors (use comma to separate):**

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

**Chapter/essay in a book (note placement of page numbers and editors):**

Franklin, Sarah. 1995. "Romancing the Helix." Pp. 63–77 in *Romance Revisited*, ed. J. Stacy and L. Pearce. London: Lawrence & Wishart.

**Article in a journal:**

Joyce, Christopher. 1992. "Western Medicine Men Return to the Field." *Bioscience* 42, no. 6 (June): 399–402.

**Translations:**

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

**Article in a newspaper or popular magazine:**

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

**Papers read at meetings:**

Speth, J.D., and D. D. David. 1975. "Seasonal Variability in Early Hominid Predation." Paper presented at symposium, *Archeology in Anthropology: Broadening Subject Matter*. Seventy-fourth annual meeting of the American Anthropological Association.

**Dissertation:**

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

**Unpublished material:**

Marciniak, Edward, and Nancy Jefferson. 1985. "CHA Advisory Committee Appointed by Judge Marvin E. Aspin: Final Report" (December). Chicago. Unpublished.

**Organization as "Author":**

Metropolitan Housing and Planning Council. 1982. *Map 2000: Metropolitan Area Plan for the Year 2000*. Chicago: Metropolitan Housing and Planning Council.

**Materials in Archives:**

Egmont Manuscripts. n.d. Phillips Collection. University of Georgia Library, Athens.

**Slides and Films:**

Mihalyi, Louis J. 1977. *Landscapes of Zambia, central Africa*. Santa Barbara, Calif.: Visual Education. Slides.

*An Incident in Tiananmen Square*. 1990. 16 mm, 25 min. San Francisco: Gate of Heaven Films.

#### Internet / World Wide Web sites:

World Health Organization. 2000. "Committee on Technical Barriers to Trade–Notification–Mexico–Tequila"[online WHO notification]. Document G/TBT/Notif.00/168, serial number 00–1336 (3 April). <<http://docsonline.eto.org>>, accessed 9 April 2000.

- When date is not known, simply use "n.d."
- Use 'f.' to indicate 'and following page' and 'ff.' to indicate 'and following pages.'
- Use 'col.,' 'par.,' and 'fol.' to refer to column, paragraph, and folio. Abbreviations such as 'ibid.,' 'e.g.,' and 'i.e.' have capital initial letters when beginning a sentence.
- No colon is used after 'see' or 'in.'
- Please note that "cf." is not a synonym of 'see'; it means 'compare with.'
- When there is more than one reference in a note, the references are usually separated by semicolons.
- 'The' does not appear with the titles of works or newspapers (except for *The Times* and *The Economist*, in which case it is part of the title) in notes and bibliographies; an exception is made in the body of the text when its use is entirely appropriate to the context of the sentence in which it occurs. In this instance however, it is not italicized unless it is part of the title of the publication.

#### ❖ *Referencing Translations / Foreign Titles (CMS 15.118 – 15.122)*

- Translations of titles in the references section are put in brackets (to distinguish them from the title proper) without quotation marks.
- The translation is set in roman type, and only the first word (of title and subtitle) and proper nouns and adjectives are capitalized.
- When a summary in another language is provided, that fact is also included in parentheses:

Wereszyncki, Henryk. *Koniec sojuszu trzech cesarzy* [The end of the Three Emperors' League; summary in German]. Warsaw: PWN, 1977.

#### ❖ *States (CMS 14.17)*

- Spell out state names in text.
- Do not list states, when the publisher is well known: it is not necessary to use "Mass." for Harvard University Press or MIT Press.
- Where state names are used in notes, references, tables, or addresses, use the geographical abbreviation (not the USPS postal abbreviation):

"Calif." not "CA"  
"Mass." not "MA"  
"Conn." not "CT"

## **XV. Bias/Parochialisms**

- Never use a feminine article to refer to ships, countries, and so on; use 'it' rather than 'she/her.'
- If possible, avoid gender-specific language in contexts in which it is not necessary. We prefer the use of neutral pronouns wherever feasible:

'humankind' instead of 'mankind,' 'spokesperson' instead of 'spokesman,' etc.

## **XVI. Artwork**

For submission requirements of artwork (illustrations, maps, tables, and figures) please refer to the following link: <http://www.berghahnbooks.com/downloads/artwork>