

Nomadic Peoples 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

I. General Journal Style

Contents page

- Section headings: First letter capitals, others lower case; all bold.
- Article titles and subtitles: First letters capitals, all others lower case.
- Author names: Full name. Initials if provided. All italics.
- Sample:

Research Note
Livelihood Choices and Returns among Pastoralists
Patricia Kristjanson and Mario Herrero

General

- Footers appear on opening page of each article or section. They should be presented in the following form:
NOMADIC PEOPLES (2007) VOLUME 11 ISSUE 2
- Running heads:
Recto: Short title, Italic, capitals and lower case: *Making Pastoral Settlement Visible in China*
Verso: Full author names, Italic, capitals and lower case: *Elizabeth Bishop*

Articles

- General Structure: Title; Author; Abstract; Body text; Notes; References; Authors' bios.
- Article titles and subtitles: Capitals, bold: **TRANSHUMANT PASTORALISM**
- Author names: Lower Case, italics: *Maren Radeny and Mario Herrero*
- Headings:
(A) heads: capitals and lower case, bold: **Introduction**
(B) heads: capitals and lower case, Italics: *Analytical Framework*
(C) heads: capitals and lower case, Roman: **Methods**
- There should be no period at the end of headings or subheads

Book Reviews

- Section Title: All capitals, bold: **BOOK REVIEWS**
- Review titles should appear in the following form:

Barbara Brower and Barbara Rose Johnston, eds, (2007) *Disappearing Peoples? Indigenous Groups and Ethnic Minorities in South and Central Asia*. California: Left Coast Press. 275 pp. £17.99. ISBN 978-1-59874-121-6, paperback.

- Review Author's Name should appear at the end of the review aligned right. The authors academic affiliation should appear beneath their name, on the second line, and the e-mail address on the third line. All aligned right.

Research Note

- Section Title: capitals, bold: **RESEARCH NOTE**
- Title of article: capitals, bold: **ANNOTATED BIBLIOGRAPHY ON AMERICAN PASTORALISM**
- Author's name: lower case, italics: *Carlos Andaluz Westreicher*
- Subheadings: capitals and lower case, bold: **Notes**
- Publications should be presented in the form specified on "References", p. 11.

II. Punctuation

- All punctuation is to be followed by a single space **not** a double space.
- Double punctuation should not be used:

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 U.K. 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 with a space on either side:

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

Ellipses points

... Three points should be used for omitted text in all circumstances. There should be one space before and after the Ellipsis.

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.
- If dates are for the most part not abbreviated but written out in full (1988–1991), then that style should be consistent throughout.
- 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:

0-99, all digits

Over 100, only the last 2 digits of the 2nd number: 107-9, 154-55

- 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 words 'per cent' should always be spelled out in the main text:

'They made up 3 per cent 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).

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.', 'vol.', 'seq.' and 'no.'

➔ *Please note that 'eds' does not follow this rule.*

- 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

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.
- 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.
- 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.

Do use italics for:
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 <i>Valiant</i> , SS <i>Oriana</i>
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 <i>t</i> ”
Do not use italics for:
Titles of articles, chapters, short poems, or stories. Use roman and quotes
The possessive or plural 's' following an italicized word: 'the <i>Discovery's</i> home port'
Latin words and abbreviations such as <i>ibid.</i> , <i>idem</i> , e.g., i.e., cf., viz., ca. → An exception is the word [<i>sic</i>], 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.

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-date (Harvard) system

- This system does not use numbered notes in the text for referencing purposes (though notes referring to content issues can certainly be included).
- It gives the author's surname and year of publication in the text from which the reader can cross-reference with the full citation in a list of references positioned at the end of the article.
- If there are three or more authors all authors should be listed. The full name of the publishing house should be given.

Published Articles

Goldstein, M.C., C.M. Beal and R.P. Cincotta 1990. 'Traditional Nomadic Pastoralism and Ecological Conservation on Tibet's Northern Plateau', *National Geographic Research* 6(2): 139-56.

Chapters in Books

Talle, A. 1999. 'Pastoralists at the Border: Maasai Poverty and the Development Discourse in Tanzania'. In *The Poor Are Not Us*, eds. D. Anderson and V. Broch-Due. James Currey, Oxford, pp. 106-24.

Books, Published Reports and Workshop Proceedings

ILRI 2000. *Handbook of Livestock Statistics for Developing Countries*. Socio-economics and Policy Research Working Paper No. 26, International Livestock Research Institute, Nairobi.

Manger, L. 1994. *Managing Pastoral Adaptations in the Red Sea Hills of the Sudan. Challenges and Dilemmas*. Issue Paper no. 52, Dryland Networks Programme, International Institute for Environment and Development, London.

McPeak, J. And P. Little, eds. 2006. *Pastoral Livestock Marketing in Eastern Africa: Research and Policy Challenges*. ITDG, Rugby.

Scoones, I., ed. 1995. *Living with Uncertainty: New Directions in Pastoral Development in Africa*. International Institute for Environment and Development, London.

Small Ruminant CRSP 1996. *Central Asia Livestock Regional Assessment Workshop*. Tashkent, Feb 27-March 1, Small Ruminant/Global Livestock Collaborative Research Support Program, University of California, Davis.

Spencer, P. 1973. *Nomads in Alliance: Symbiosis and Growth among the Rendille and Samburu of Kenya*. Oxford University Press, London.

----- 1998. *The pastoral Continuum: Marginalization of Tradition in East Africa*. Oxford University Press, Oxford.

Unpublished Conference Papers, Reports and Internet Documents

Devkota, R.C. 2002. *Yak Farming in Solukhumbu*. Ministry of Agriculture, Department of Livestock Service, Hariharbhavan, Lailitpur, Nepal.

De Jong, M. 1992. *Seasonality, Itinerancy and Domestic Fluidity – The Case of the Nomadic Sheepshearers of the Karoo*. Paper presented at the Annual Conference of the association for Anthropology in Southern Africa. University of Witwatersrand, Johannesburg.

Fitzherbert, A. 2003. *Afghanistan Wakhan Mission Technical Report*. UNEP, Geneva.
<http://postconflict.unep.ch/publications/WCR.pdf>

Archival Materials

ADM 1992. Game Warden Namutoni to the Secretary for s.W.A. 5-10-1922. ADM 5503/1 Game Reserve Namutoni Report – General. Namibian National Archives, Windhoek.

XV. Artwork

Displayed Matter

Illustrations should be supplied electronically in a separate file and not pasted into a Word document. Photocopies or illustrations supplied in formats taken from the web (e.g. JPEG or GIF) cannot be used. All art should be presented in either EPS or TIFF formats. Halftone images should have a resolution of at least 300 dpi and 1200 dpi for line drawings, maps or graphs. Tables can be supplied as either Word or Excel files.

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