Our British-English house style is based upon the *New Oxford Style Manual*. The *Oxford English Dictionary (OED)* is our reference for spelling.

ENDNOTES

- Notes should be double-spaced and should be numbered starting with 1 for each chapter – not numbered consecutively across all chapters.
- Notes should be linked to their citation in the text, using Word's endnote tool.
- Do not format notes in an auto-numbered list.
- Each superscript number in the text can refer to only one note. To use the same reference twice, use two notes.
- There should never be more than one note in the same position. If you wish to make two separate points, it should be a single note with two paragraphs.
- All notes end with a full stop.
- Superscript note numbers always follow punctuation, with the exception of the dash. Example: The manuscript was delivered – despite the extra work[1] – by the end of the week.[2]
- Opening chapter information, headings and figure captions should not be followed by a note number. The number should be moved to a sentence in the paragraph following the heading.
- General acknowledgements for the chapter should be added as an unnumbered note at the beginning of the notes sections.
- Reference lists/bibliographies should appear at the end of the text but before linked notes – the notes are in their own Word section and too much unlinked text there can cause problems with the formatting. The typesetter will then move the references to follow the notes at the proof stage.
- If a work appears in a note and is also cited in the bibliography, please check that the two references correspond exactly. Inconsistencies are surprisingly common.

REFERENCES

The majority of copy-editing queries are generated because of incomplete or inaccurate information in references. This can lead to delays in the production process. For this reason it is absolutely **essential** that you order the items within each reference (authors' surnames, initials, journal article title, journal title, volume number and page range) in a **consistent** manner. Reordering is very time-consuming and will slow the production process down a great deal. The examples below are intended to serve as a guide, and you should certainly attempt to follow the Berghahn style as closely as possible. In the case of a book with multi-authored chapters it is absolutely **essential** (unless notified otherwise by the editor) that you adhere to one of the formats below to avoid inconsistencies between chapters/essays.

Authors submitting manuscripts to Berghahn can follow one of two styles:

1. Berghahn's variation of the **Author–Date (Harvard) Reference System**
2. The **Short-Title System** of endnote referencing

Our preference is for the first style, but certain disciplines (History in particular) do prefer the

second and authors are welcome to use it.

On the following pages you will find both the Harvard and the Short-Title reference styles outlined in table format. It is your responsibility as author, editor or contributor to ensure that the references in your submission are not only consistent with one of the two styles, but also accurate in terms of the information, spelling, etc.

Some Common Misconceptions:

Q. If I choose the Short-Title system, do I need to include a bibliography with my manuscript?

◗ Yes. It is absolutely *essential* that we receive a full, alphabetized bibliography along with your text, whichever style of referencing you choose.

Q. If I adopt the Author–Date system, am I limited to simple in-text 'author–date: page range' citations, e.g. (Bradley 2003: 56)?

◗ No. Although explanatory footnotes are used with less frequency in the case of this reference style, descriptive/explanatory footnotes can certainly be adopted if desirable. For example, (Bradley 2003: 56)[4]

    4. Bradley's recent discussion differs considerably from his earlier explorations. See Bradley 1996: 34; 1987: 345–56.

Q. What distinguishes a note from a bibliographic entry?

◗ A note includes only the author(s) name(s), a shortened version of the title of the work, and the page reference, while the corresponding bibliographic entry includes the full reference.

◗ In a note, the author's name is not reversed, while in an alphabetically arranged bibliographic entry it is.

◗ The punctuation between the main parts of a bibliographical entry consists of full points, but in notes, commas and parentheses are used.

◗ A note usually contains a specific page reference, but a bibliographic entry may supply an inclusive page range for the article, chapter, etc.

Note: Lee and De Vore, *Man the Hunter*, 54.

Bibliographic Entry: Lee, R., and I. De Vore. 1972. *Man the Hunter*. Chicago: Aldeno.

ARCHIVAL SOURCES

- It is sufficient to cite archival sources, such as unpublished papers, letters and other historical documents, in endnotes only (even for manuscripts following the author–date format). If you wish to also include archival sources in the bibliography or reference list, it is often best to do so generally (listing only the archive name), and in a separate section of the bibliography.
- Formatting of archival sources can vary as each archive will have its own system for organization; however, entries from the same source should ideally look more or less consistent. It is important to provide as many identifying details as possible. Some example citations:

  Gabriel Penn's will, 1798, Amherst County Will Book 3, 506.
  Letter from Willis N. Mays to Elijah Fletcher, 28 July 1854, Sweet Briar College Library Archives.
  Landesarchiv Berlin (LAB), C Rep. 118-01 Nr. 31267.
  Zentrum für Antisemitismusforschung (ZfA), File of Dr. Charlotte Bamberg, 'Untergetaucht'.

UNPUBLISHED INTERVIEWS AND PERSONAL COMMUNICATIONS

Similarly, it is sufficient to cite personal communications and the like in endnotes only. Some examples:

> Annelise Bunzel, interview with the author, Los Angeles, 4 February 2005.
>
> Ralph Reuss (alias), email to the author, 18 September 2009.

AUTHOR–DATE (HARVARD) SYSTEM

As a rule, this system does not use numbered notes in the text for referencing purposes (though, as indicated above, notes referring to content issues can certainly be included). Instead, it gives the author's surname and the 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 book (or, in multi-author books, at the end of each chapter).

General Format of Author–Date (Harvard) Style: Author(s). Year of publication. *Book Title*, Place of publication, Publisher.

BOOKS	In Text Citation	Reference List/Bibliographic Example
Single author	The theory was propounded in 1993 (Comfort 1997: 158–59) Comfort (1997: 158–59) claimed that …	Comfort, Alex. 1997. *A Good Age*. London: Mitchell Beazley.
Duplicate author surname	(A. Smith 1981; G. Smith 1999) If there is more than one author with the same last name, the author's first initial letter is added: (A. Smith 1981; G. Smith 1999)	
2 or 3 authors	(Madden and Hogan 1997: 45) Madden and Hogan (1997: 45) discuss this idea …	Madden, Ros, and Tracie Hogan. 1997. *The Definition of Disability in Australia: Moving Towards National Consistency*. Canberra: Australian Institute of Health and Welfare.
4 or more authors	(Leeder et al. 1996: 69)	Leeder, S.R., et al.
No author	This was apparently not the case before 1995 (*Advertising in New York 1900*: 14)	*Advertising in New York 1900*. New York: Dutton.
Multiple works by the same author	University research (Brown 1982, 1988) has indicated that ...	Brown, Peter. 1982. *Corals in the Capricorn Group*. London: King's College. _____. 1988. *The Effects of Anchor on Corals*. London: King's College. ➲ **Order chronologically in the reference list.**
Multiple works published in the same year by the same author	In recent reports (Napier 1993a, 1993b) … ➲ **use a/b etc. to differentiate between works in same year.**	Napier, Andrea. 1993a. *Fatal Storm*. Sydney: Allen & Unwin. _____. 1993b. *Survival at Sea*. Sydney: Allen & Unwin. ➲ **Order alphabetically by title in the reference list.**
Edited (and multi-edited) volume	(Kastenbaum 1993: 78) (Smith and Graham 1987: 178–89)	Kastenbaum, Robert. (ed.). 1993. *Encyclopedia of Adult Development*. New York: Routledge. Smith, Richard, and James Graham (eds). 1987. *Analyzing Winter Tree Growth*. New York: Oxford University Press.
Different editions	Denver (1964: 45) suggests that…	Denver, M.H. 1964. *Mass Communication Techniques*, 2nd edn. New York: Berghahn Books. ➲ **Do not insert edition number for 1st editions**
Article or chapter in a book	As discussed by Blaxter (1976: 121)	Blaxter, Mildred. 1976. 'Social Class and Health Inequalities', in Catherine Carter and Julie Peel (eds), *Equalities and Inequalities in Health*.

	In Text Citation	Reference List/Bibliographic Example
		London: Academic Press, pp. 120–35.
Article or chapter in a book – no author	(Solving the Y2K Problem: 23)	'Solving the Y2K Problem'. 1997. In David Bowd (ed.), *Technology Today*. New York: Reinhold, pp. 9–27.
e-book	(Pettinger 2002)	Pettinger, Richard. 2002. *Global Organizations*. Oxford: Capstone Publishing. Retrieved 28 September 2004, from Oxford University Library & Information Service E-books: http//opac.ox.ac.uk
Encyclopedia or dictionary	*The New Grove Encyclopedia of Music and Musicians* (1980: 86) defined it as …	*The New Grove Encyclopedia of Music and Musicians*. 1980. London: Macmillan
Institutional authors	(WHO 1989: 56)	World Health Organization. 1989. 'Aids in America'. Geneva.
Translation	(Cortazar 1969: 67)	Cortazar, Julio. 1969. *Cronopios and Famas*, trans. P. Blackburn. New York: Phaidon.
Work written in language other than English – where translation of title is required	(Berruto 2012: 10)	Berruto, Gaetano. 2012. *Sociolinguistica dell'italiano contemporaneo* [The sociolinguistics of contemporary Italian]. Rome: Carocci Editore
Work written in language other than English – where transliteration of title is required	(Chen 2002: 47) ➲ **Please transliterate all titles of works written in languages that use non-Latin alphabets.** Original, untranslated characters in references can only be included in exceptional circumstances and *must* be approved by your editor before submission of the final manuscript.	Chen, Pingyuan. 2002. *Qiangu Wenren Xiake Meng* [A time-honoured knight's dream of literatis]. Beijing: Xinshijie Chubanshe
Dissertation/unpublished manuscript	(Downer 1975)	Downer, Jen. 1975. 'Necessity and Knowledge in the Later Philosophy of Wittgenstein', Ph.D. dissertation. North Wales: University College of North Wales.
Conference paper	(Common 2001)	Common, Margaret. 2001. 'The Role of Economics in Natural Heritage Decision Making', *International Society for Ecological Economics Conference, Canberra, 4 July 2000*. Canberra: Australian Heritage Commission.
JOURNALS	**In Text Citation**	**Reference List/Bibliographic Example**
Article	As mentioned by Wharton (1996: 8) …	Wharton, Nigel. 1996. 'Health and Safety in Outdoor Activity Centres', *Journal of Adventure Education and Outdoor Leadership* 12(4): 8–9. ➲ **Do not insert a space between the volume and issue numbers.**
Article – no author	It is a growing problem in the U.K. (Anorexia Nervosa 1969: 30)	'Anorexia Nervosa'. 1969. *British Medical Journal* 1: 529–30.
Newspaper article	(Towers 2000)	Towers, Kevin. 2000. 'Doctor Not at Fault: Coroner', *The New York Times*, 18 January, B3.
Newspaper article – no author	… in the *Chicago Herald Tribune* (24 January 2000: 12)	Provide all the details in the in-text citation – no need for an entry in the reference list.
Press release	(Watersmith 2000)	Watersmith, Carl. 2000. *BHP Enters New Era*, media release. Melbourne: BHP Limited, 1 March.
ELECTRONIC MEDIA	**In Text Citation**	**Reference List/Bibliographic Example**
Full text from an electronic database	(Madden 2002)	Madden, Gary. 2002. 'Internet Economics and Policy', *Economic Record* 78(252): 343–58. Retrieved 16 October 2002 from ABI/Inform database.
Full text from an electronic	The internet has had a huge impact on the UK economy (Internet Economics and Policy 2000:	'Internet Economics and Policy'. 2002. *Economic Record* 78(252): 342–58. Retrieved 16 October

database – no author	343)	2002 from ABI/Inform database.
Full text from newspaper, newswire or magazine from an electronic database – no author	(London's Overseas Appeal 2004)	'London's Overseas Appeal'. 2004, *The Guardian*, 12 November 2005, 47. Retrieved 13 November 2005 from Factiva database.
Full text from the internet	It was proposed by Byrne (2004) that …	Byrne, Anna. 2004. 'The End of History: Censorship and Libraries', *The Australian Library Journal* 53(2). Retrieved 16 November 2004 from http//www.alia.org.au/publishing/alj/53.2/full.text/byrne.html.
Web page from the internet	(American Kidney Fund 2016)	"About Your Kidneys: What Do My Kidneys Do?" 2016. American Kidney Fund website. Retrieved October 2016 from http://www.kidneyfund.org/kidney-disease/about-your-kidneys.html#what_do_my_kidneys_do.

For examples of other sources, including government and legal publications (Acts of Parliament, Cases, Census information, government reports), personal communications, films and video recordings, television and radio programmes, microfiche and e-mail discussion lists/web archives, please check a guide to the Harvard citation style and/or speak to us directly at Berghahn.

SHORT-TITLE SYSTEM

Endnote references use only the author's last name, a shortened version of the title and the page number, all separated by commas. The full reference must be supplied in the bibliography.

Most of the recommendations for author–date references above on how to style names of authors, titles of works and other components may be adapted for the short-title system. The short-title system differs primarily in its use of numbered notes and, in the bibliography, the placement for the year of publication.

General Format of Short-Title Style: Author(s). *Book Title*, Place of publication, Publisher. Year of publication.

	Endnote Reference	Final Bibliography
BOOKS	Smith, *Refugee Studies*, 86.	Smith, Thomas. *Refugee Studies*. New York: Phaidon, 1988.
	Hazel, *Cotton Trade*, vol. 3, 102. Note: Including 'ed.' is not necessary.	Hazel, J.A. (ed.). *The Growth of the Cotton Trade*. London: Penguin, 1955.
JOURNAL ARTICLES	Carr, 'Uncertainty and Monetary Theory', 82.	Carr, Joseph. L. 'Uncertainty and Monetary Theory'. *Economics* 2(3) (1956), 80–98. (full page range of article must be provided here)
BOOK CHAPTERS	Chomsky, 'Explanatory Models', 60 (if the entry is listed in the bibliography under Chomsky) Chomsky in Fodor and Katz, *The Structure of Language*, 60 (if the entry is listed in the bibliography under Fodor and Katz).	Chomsky, Noam. 'Explanatory Models in Linguistics', in Jerry .A. Fodor and Jerrold .J. Katz (eds), *The Structure of Language* (Englewood Cliffs: Macmillan, 1964), 50–67. (full page range of article must be provided here)

BIBLIOGRAPHIC TROUBLESHOOTING	
✓DO	×DON'T
✓use full forms of the author's name(s): W. D. Cordell → William Dean Cordell.	× don't number your reference list/bibliography – all references should be listed in **alphabetical** order.
✓ensure that all references appearing at the end of the chapter/book **are** cited in the text. Also, the information presented in the text and the reference list **MUST** be consistent with that found in the text and vice versa (i.e. it is unacceptable to have a work by author John Doe dated as 1967 in the reference list, and as 1977 in the in-text citation).	× don't allow additional spaces to slip in when listing journal volume and issue numbers. Your reference should read: *Theatre International* 3(4): 56–59. **not** *Theatre International* 3 (4): 56–59. × Also, avoid unnecessary punctuation, commas, etc.
✓ use (eds) and (ed.)	× don't use (eds.) and/or (ed)
✓ **capitalize all titles** presented in bibliographic form, whether this is consistent with the original publication or otherwise. For example, an article published in the *Journal of the History of Astronomy* might be titled 'The sky's the limit' in the journal, but ought to appear as 'The Sky's the Limit' in cited form.	× don't use **&** in your text, in-text references or references proper, i.e. use (Jack and Jill 1999: 87) as opposed to (Jack & Jill 1999: 87). However, the ampersand is to be used if it forms part of a publisher's recognized name (e.g. Allen & Unwin).
✓ ensure that all authors cited, barring the first author in the reference list, are 'first names/initials first' Fessenden, R., and J. Fessenden. 1998. **not** Fessenden, R., and Fessenden, J. 1998.	× a colon is **not** necessary after 'see' or 'in'
✓capitalize 'ibid.', 'e.g.' and 'i.e.' when they begin a sentence	'cf' is not a synonym of 'see'; it means 'compare with'
'The' does not appear with the titles of works or newspapers (except for *The Times* and *The Economist*, where it is part of the title) or in notes or 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, 'the' is not italicized – e.g. 'in the *Daily Telegraph*…'.	

Alphabetization

All bibliographic entries must be in the correct order. As outlined below in the indexing section, alphabetization goes across spacing so that entries 'Derber, de Shambly, Deudene' would be correctly alphabetized in that order. Also, 'Mabray, MacArthur, Mac Roberts, Mayberry, McKinley' would be in the correct order.