US GUIDE FOR DOCUMENTATION

DOCUMENTATION

Our US English house style is based upon *The Chicago Manual of Style,* 16th edition. Below are the main points and specifics we would like to call your attention to.

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 point.
- 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 acknowledgments 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

It is essential that you order the items correctly within each reference (authors' surnames, first names, journal article title, journal title, volume number, and page range) in a consistent manner.

Books with multi-authored chapters must adhere to a single style designated by the book editor(s). There cannot be inconsistencies between chapters.

Authors submitting manuscripts to Berghahn can follow one of two styles:
1. The in-text **Author-Date (Harvard)** reference system
2. The **Short-Title** system of endnote referencing

It is your responsibility as author, editor, or contributor to ensure that the references in your submission are accurate in terms of information provided, spelling, etc.

Both styles require a full, alphabetized bibliography (also called a reference list, for books in author-date style) before the book can enter production.

- UK bibliographies usually list only city and year of publication in each entry, whereas US bibliographies usually list city of publication, publisher, and year of publication. Either system is acceptable as long as it is consistent; the only exceptions are books in series, which may have their own standardized formats.
- For multi-author works, only the first name is inverted.
- Each entry ends with a period.
- When several works by the same author are cited, the author's name is replaced by a 3-em dash and a period, starting with the second title (three hyphens can be used to indicate the 3-em dash).
- In the short-title system, works by the same author can be listed in either alphabetical or chronological order. In the author-date system they should be listed chronologically.
- Works by a single author precede works edited by that author; these in turn precede works done in collaboration with others.

ALPHABETIZATION

All bibliographic entries must be in the correct order. Alphabetization goes across spacing, for example:

Derber	Mabray
de Shambly	MacArthur
Deudene	Mac Roberts
	Mayberry
	McKinley

Names with accents should be alphabetized as if they do not have accents, even if the accented letter would be arranged differently in the original alphabet.

NOTES VS. BIBLIOGRAPHIC ENTRIES

- In a note, the author's name is not reversed, while in an alphabetically arranged bibliographic entry it is.
- The main parts of a bibliographical entry are separated by full points, whereas commas and parentheses are used in notes.
- A note usually contains a specific page reference, but a bibliographic entry supplies page numbers only for full page ranges of individual articles and chapters.

  Example note: Smith, *Refugee Studies*, 66.
  Example bibliographic entry: Smith, Thomas. *Refugee Studies*. New York: Phaidon, 1988.

HEADLINE STYLE FOR ENGLISH-LANGUAGE TITLES

English-language titles should be formatted in headline style (each word capitalized with the exception of articles, prepositions, and coordinating conjunctions). Foreign-language titles may be sentence case, depending on the particular language.

"EDITED BY" VS. "EDITOR"

In references, "ed." can mean either "edited by" or "editor." (Similarly, "trans." stands for either "translator" or "translated by.")

When the reference is to a chapter within an edited collection, "ed." stands for "edited by," so it remains singular regardless of the number of editors, as in the following note in short-title style:

  Fernand Braudel, "History and the Social Sciences: The Longue Durée," in *The Mediterranean in Histories: French Constructions of the Past*, **ed.** Jacques Revel and Lynn Hunt (New York, 1995), 118.

When the reference is to an edited volume with a single editor, "ed." follows the editor's name, as in the following bibliographic entry in short-title style:

  Crenshaw, Martha, **ed.** *Terrorism in Context*. University Park: Pennsylvania State University

Press, 1995.

When the reference is to an edited volume with multiple editors, then "editors" is abbreviated as "eds.," as in the following bibliographic entry in author-date style:

Kurland, P. B., and R. Lerner, **eds.** 1987. *The Founders' Constitution.* Chicago: University of Chicago Press. Retrieved 27 June 2006 from http://press-pubs.uchicago.edu/founders/.

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.

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 year of publication in a text citation from which the reader can cross-reference 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).

EXPLANATORY ENDNOTES

Although explanatory endnotes are used less often in the case of this style, descriptive/explanatory endnotes certainly can 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).

MULTIPLE TEXT CITATIONS

Two or more references in a single parenthetical citation are separated by semicolons. Order should reflect order of what is being cited; alternatively, alphabetical or chronological order may be appropriate.

BOOKS

SINGLE AUTHOR

Text citation: The theory was propounded in 1993 (Comfort 1997: 158–59) . . .
Reference list: Comfort, Alex. 1997. *A Good Age.* London: Mitchell Beazley.

MULTIPLE AUTHORS

Two authors
Text citation: (Madden and Hogan 1997: 45)
Reference list: Madden, Ros, and Tracie Hogan. 1997. *The Definition of Disability in Australia: Moving Towards National Consistency*. Canberra: Australian Institute of Health and Welfare.

Three authors
Text citation: *First citation*: (Kaldor, Karl, and Said 2007: 165–72)
Subsequent citation: (Kaldor et al. 2007: 45)
Reference list: Kaldor, Mary, Terry L. Karl, and Yahia Said. 2007. *Oil Wars*. London: Pluto.

Four or more authors
Text citation: (Markusen et al. 1991)
Reference list: Markusen, Ann, Peter Hall, Scott Campbell, and Sabina Deitrick. 1991. *The Rise of the Gunbelt: The Military Remapping of Industrial America.* Oxford and New York: Oxford University Press.

MULTIPLE WORKS BY THE SAME AUTHOR

Published in different years
Text citation: Studies by Brown (1982, 1988) have indicated that . . .
Reference list: Brown, Peter. 1982. *Corals in the Capricorn Group.* London: King's College.
————. 1988. *The Effects of Anchor on Corals.* London: King's College.

Published in the same year
Text citation: In recent reports (Napier 1993a, 1993b) . . .
Reference list: Napier, Andrea. 1993a. *Fatal Storm.* Sydney: Allen & Unwin.
————. 1993b. *Survival at Sea.* Sydney: Allen & Unwin.

- Use a, b, etc. on the date to differentiate between works published in the same year.
- Order alphabetically by title in the reference list and letter accordingly.

Two Authors with Same Last Name

Text citation: (A. Smith 1991; G. Smith 1999)
- If there is more than one author with the same last name within one reference list, the initial letter of the author's first name is used in each text citation.
- If these authors have the same first initial, spell out the first name.

NO AUTHOR
Text citation: (Family Home Evening Resource Book 1983: 16)
Reference list: Family Home Evening Resource Book. 1983. Salt Lake City: Church of Jesus Christ of Latter-Day Saints.

INSTITUTIONAL AUTHOR
Text citation: (WHO 1989: 56)
Reference list: WHO (World Health Organization). 1989. *AIDS in America*. Geneva: WHO.

EDITED VOLUME
One editor
Text citation: (Kastenbaum 1993: 78)
Reference list: Kastenbaum, Robert., ed. 1993. *Encyclopedia of Adult Development*. New York: Routledge.
Multiple editors
Text citation: (Bergen and Tiedemann 1987: 178–89)
Reference list: Bergen, Peter, and Katherine Tiedemann, eds. 2013. *Talibanistan: Negotiating the Borders Between Terror, Politics, and Religion*. Oxford: Oxford University Press.

TRANSLATED VOLUME
Text citation: (Cortázar 1969: 67)
Reference list: Cortázar, Julio. 1969. *Cronopios and Famas*, trans. Paul Blackburn. New York: Phaidon.

WORKS WRITTEN IN LANGUAGES OTHER THAN ENGLISH
Where translation of title is required
Text citation: (Berruto 2012: 10)
Reference list: Berruto, Gaetano. 2012. *Sociolinguistica dell'italiano contemporaneo* [The sociolinguistics of contemporary Italian]. Rome: Carocci Editore.

Where transliteration of title is required
Text citation: (Chen 2002: 47)
Reference list: Chen, Pingyuan. 2002. *Qiangu Wenren Xiake Meng* [A time-honored knight's dream of literatis]. Beijing: Xinshijie Chubanshe.
- **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.

EDITION (2ND, 3RD, 4TH, ETC.)
Text citation: McAdam (1999: 45) suggests that . . .
Reference list: McAdam, Doug. 1999. *Political Process and the Development of Black Insurgency, 1930–1970*, 2nd edn. Chicago: University of Chicago Press.

NO DATE
Text citation: According to Zhu, ter Woort, and Trembath (n.d.) . . .
Reference list: Zhu Youxuan, Martin ter Woort and Barry Trembath. n.d. *Successful Reservoir Resettlement in China: Shuikou Hydroelectric Project.* Washington, DC: East. Asia Environment and Social Development Unit, World Bank.

CHAPTER IN A BOOK
One author
Text citation: (Buzzanco 2002: 188, table 5.5)
Reference list: Buzzanco, Robert. 2002. "The Politics of Escalation in Vietnam during the Johnson Years." In *A Companion to the Vietnam War*, ed. Marilyn B. Young and Robert Buzzanco, 174–198. New York: Wiley Blackwell.

Multiple authors
Text citation: (James and Friedman 2006: 319–20)
Reference list: James, Paul, and Jonathan Friedman. 2006. "Globalizing War: A Critical Introduction." In *Globalizing War and Intervention: Globalization and Violence*, ed. Paul James and Jonathan Friedman, vol. 3, 303–320. London: Sage.

Text citation: As Plotnick et al. (2000: 140) observed . . .
Reference list: Plotnick, Robert D., Eugene Smolensky, Eirik Evenhouse, and Siobhan Reilly. 2000. "The Twentieth Century Record of Inequality and Poverty in the United States." In *The Cambridge Economic History of the United States*, vol. 3, edn. Stanley L. Engerman and Robert E. Gallman, 130–62. Cambridge: Cambridge University Press.

EBOOK
Text citation: (Pettinger 2002)
Reference list: Pettinger, Richard. 2002. *Global Organizations*. Oxford: Capstone. Retrieved 28 September 2004 from Oxford University Library & Information Service E-books: http//opac.ox.ac.uk.

DICTIONARY OR ENCYCLOPEDIA
Text citation: The New Grove Encyclopedia of Music and Musicians (1980: 86) defined it as ...
Reference list: The New Grove Encyclopedia of Music and Musicians. 1980. London: Macmillan.

DISSERTATION OR UNPUBLISHED MANUSCRIPT
Text citation: (Bernanke 1979)
Reference list: Bernanke, Ben. 1979. "Long-Term Commitments, Dynamic Optimization, and the Business Cycle." Ph.D. dissertation. Cambridge, MA: Massachusetts Institute of Technology.

CONFERENCE PAPER
Text citation: (Common 2001)
Reference list: 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.

PERIODICALS

JOURNAL ARTICLE
Text citation*:* As mentioned by Burke (2005: 557) . . .
Reference list: Burke, John P. 2005. "The Contemporary Presidency: Condoleezza Rice as NSC Advisor; A Case Study of the Honest Broker Role." *Presidential Studies Quarterly* 35(3): 554–575.
- Do not insert a space between the volume and issue numbers.
- A second subtitle is preceded by a semicolon.

JOURNAL ARTICLE, NO AUTHOR
Text citation: . . . and the problem is growing in the UK ("Anorexia Nervosa" 1969: 123).
Reference list: "Anorexia Nervosa." 1969. *British Medical Journal* 1: 105–30.

NEWSPAPER ARTICLE
Text citation: (Towers 2000)
Reference list: Towers, Kevin. 2000. "Doctor Not at Fault: Coroner." *New York Times*, 18 January, B3.

NEWSPAPER ARTICLE, NO AUTHOR
Text citation: (Chicago Herald Tribune, 24 January 2000, 12)

- Provide all the details in the text citation—no need for an entry in the reference list.

PRESS RELEASE
Text citation: (Watersmith 2000)
Reference list: Watersmith, Carl. 2000. "BHP Enters New Era," media release. Melbourne: BHP Limited, 1 March.

ELECTRONIC MEDIA

FULL TEXT FROM DATABASE
Text citation: (Madden 2002)
Reference list: Madden, Gary. 2002. "Internet Economics and Policy." *Economic Record* 78(252): 343–58. Retrieved 16 October 2002 from ABI/Inform database.
- Please note that access dates are always required for online citations.

FULL TEXT FROM DATABASE, NO AUTHOR
Text citation: The Internet has had a huge impact on the UK economy ("Internet Economics and Policy" 2000: 23) . . .
Reference list: "Internet Economics and Policy." 2000. *Economic Record* 81(276): 342–58. Retrieved 16 October 2002 from ABI/Inform database.

FULL TEXT FROM THE INTERNET
Text citation: Byrne (2004) suggested that . . .
Reference list: Byrne, Anna. 2004. "The End of History: Censorship and Libraries." *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
Text citation: (American Kidney Fund 2016)
Reference list: "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.

FULL TEXT FROM NEWSPAPER, NEWSWIRE, OR MAGAZINE ONLINE, NO AUTHOR
Text citation: ("Uganda's Oil" 2010)
Reference list: "Uganda's Oil: A Bonanza Beckons." 2010. *The Economist*, 31 March. Retrieved 2 September 2013 from http://www.economist.com/node/15825780.

SHORT-TITLE REFERENCE 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.

BOOKS

AUTHORED BOOK
Endnote:	Smith, *Refugee Studies*, 86.
Bibliography:	Smith, Thomas. *Refugee Studies*. New York: Phaidon, 1988.

EDITED COLLECTION
Endnote:	Dimitrov, *Communism Collapse.*

- Do not include "ed."

Bibliography entry:	Dimitrov, Martin, ed. *Why Communism Did Not Collapse: Understanding Authoritarian Regime Resilience in Asia and Europe.* Cambridge: Cambridge University Press, 2013.

NO AUTHOR
Endnote:	Family Home, 76.
Bibliography:	Family Home Evening Resource Book. Salt Lake City: Church of Jesus Christ of Latter-Day Saints, 1983.

CHAPTER IN A BOOK
Endnote:	Chomsky, "Explanatory Models," 53.
Bibliography:	Chomsky, Noam. "Explanatory Models in Linguistics." In *The Structure of Language,* edited by Jerry A. Fodor and Jerrold J. Katz, 50–67. Englewood Cliffs, NJ: Macmillan, 1964.

- The full page range of the chapter is required in the bibliography.

WORKS WRITTEN IN LANGUAGES OTHER THAN ENGLISH
Where translation of title is required:
Endnote:	Berruto, *Sociolinguistica*, 10
Bibliography:	Berruto, Gaetano. *Sociolinguistica dell'italiano contemporaneo* [The sociolinguistics of contemporary Italian]. Rome: Carrocci Editore, 2012.

Where transliteration of title is required:
Endnote:	Chen, *Qiangu Wenren*, 47
Bibliography:	Chen, Pingyuan. *Qiangu Wenren Xiake Meng* [A time-honored knight's dream of literatis]. Beijing: Xinshijie Chubanshe, 2002.

- **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.

ARTICLES

IN A JOURNAL
Endnote:	Carr, "Uncertainty and Monetary Theory," 82.
Bibliography:	Carr, Joseph. "Uncertainty and Monetary Theory." *Economics* 2, no. 3 (1956): 80–98.

- The full page range of the article is required.

PUBLISHED ONLINE, WITH AUTHOR
Endnote:	Lee et al., "Sarah Palin."

Bibliography: M. J. Lee et al. "Sarah Palin Endorses Donald Trump." *CNN Politics*, 24 January
                  2016. Retrieved 2 February 2016 from
                  http://www.cnn.com/2016/01/19/politics/donald-trump-endorsement-sarah-palin/.
Please note: the author published under just their initials, if the full name is available, always use that.

PUBLISHED ONLINE, NO AUTHOR
Endnote: "Transcript of President Bush's Address."
Bibliography: "Transcript of President Bush's Address." *CNN.Com*, 21 September 2001.
                  Retrieved 29 May 2014 from
                  http://edition.cnn.com/2001/US/09/20/gen.bush.transcript/.