

Style Sheet for Contributors to the GHI Project “Immigrant Entrepreneurship: The German-American Business Biography, 1720 to the Present”

I. FORMATTING THE MANUSCRIPT

Please supply your essay in a Microsoft Word file, with **all** text—including endnotes, block quotations, figure captions, etc.—**1.5-spaced** and set in **11-point Arial**. Tables, charts, and similar types of graphically displayed information are the only parts of a manuscript that may be single-spaced.

Use **minimal formatting**, and do not use any style codes. The chief exception to this rule is italicization: titles of books, journals, newspapers, epic poems, operas, paintings, films, court cases, etc., should be *italicized* (**not underlined**), along with any other text that is normally italicized, such as words or phrases in foreign languages. (See also the paragraph on italicization in the Style section, below.)

Left justify all regular text, leaving the right margin “ragged.”

Using the page-layout menu, set paper size to **Letter (8.5” x 11”)** and set **margins of 1 inch** on all four sides.

Using the page-layout menu, turn off the automatic hyphenation function in Microsoft Word.

Number all manuscript pages consecutively in the upper right-hand corner of the page.

Subheadings should be preceded by one blank line.

Use **endnotes**, not footnotes, to document your sources. Please be sure to use the endnote program in Microsoft Word so that note numbers in the text are linked to their respective endnotes. This will prevent errors and confusion if notes are deleted or combined during the editorial process.

Superscript endnote numbers should always follow a punctuation mark and will preferably appear at the end of a sentence unless there is good reason for a different placement.

II. STYLE

Spelling

Please follow US spelling conventions—e.g., *emphasize, analyze, civilization, spelled, traveler, favor, honor, color, practice, defense*. Use *-ize* rather than *-ise* spellings consistently for words such as *globalization, organization, modernize, and mobilize*. When quoting a text that uses UK spelling, please render the quotation exactly as it appears in your source. The standard reference for spelling is *Merriam-Webster’s Collegiate Dictionary*, 11th ed. (2003).

Use the English-language form of place names where applicable: Munich, not München; Cologne, not Köln; Florence, not Firenze; Seville, not Sevilla; etc.

Please spell-check your file before submitting it to the editor.

Hyphenation

It is now common to set compound words solid, without a hyphen—e.g., *coauthor, interrelated, nonviolent, postwar*, and so forth. The hyphen must be retained, however, when the second word of the compound begins with either a capital letter or a number—e.g., *non-American, anti-Semitic, post-1920, de-Stalinization*. (For guidance on hyphenating specific words, consult *Merriam-Webster’s Collegiate Dictionary*, 11th ed. [2003])

Capitalization

Capitalize civil, religious, military, and professional titles when they immediately precede a personal name. Lowercase titles when they follow a personal name or are used in place of a name.

Abraham Lincoln, president of the United States; President Lincoln; the president

Henry Kissinger, secretary of state; Secretary Kissinger or Secretary of State Kissinger, the secretary
William II, emperor of Germany; Emperor William II; the emperor, Kaiser Wilhelm II; the kaiser.

Full names of legislative, judicial, and administrative offices, bodies, departments, and so on are capitalized—e.g., *the United States Senate, Parliament, the Committee on Foreign Affairs, the United Nations General Assembly*. Adjectives derived from these terms and other paraphrastic designations are usually lowercased—e.g., *congressional, parliamentary, the committee, the state senate, the city council, the court of appeals*.

Proper names of political parties are capitalized (including the word *Party*)—e.g., *Labour Party, Social Democratic Party, Republican Party*. The names of political philosophies—*communism, fascism, socialism, capitalism*—are lowercased unless part of a proper name; context often determines whether or not words such as *socialism, fascism, or communism* should be capitalized. For the many exceptions to these general rules and more information on what and when to capitalize, please see chapter 8 of the *Chicago Manual of Style*, 15th ed. (2003).

Capitalization in the titles of English-language publications should follow US conventions: uppercase nouns, verbs, adjectives, adverbs, and prepositions or conjunctions that contain five or more letters (e.g., *among, during, between, without, since, after*). In the titles of foreign-language publications, whether given in text, notes, or bibliographies, capitalize the first words of the main title and the subtitle and all proper nouns.

Punctuation

Please use the serial comma: in a series of more than two items, a comma should follow each item (except the last): “The French flag is blue, white, and red.” “The job required a miter box, a hammer, nails, a hacksaw, a plane, and sand paper.”

A comma should precede a conjunction that joins two independent clauses: “The sky was a cloudless blue, and the sun was shining.” Do **not** use a comma to separate a compound predicate: “The boy ran to the end of the dock and jumped into the water.” (He ran ... and jumped....)

Expressions such as *for example, namely, that is*, etc., should be set off by commas or by an em-dash and a comma: “See, for example, the analysis of this program in Scott.” “He consulted several of his friends, namely, Tom, Dick, and Harry.” “He lived with his paternal grandmother—that is, his father’s mother.”

When em-dashes are used to set off a parenthetical remark within a sentence, commas are unnecessary: “The question of reparations—one of the most divisive issues of the peace conference—was referred to a special commission.”

Square brackets are used for authorial interpolations within quotations and for unconfirmed data in citations; brackets also function as parentheses within parentheses.

Italicization

Please italicize titles of books, journals, newspapers, epic poems, operas, paintings, films, court cases, etc., and any non-English word that is not in everyday use among English speakers. To determine whether or not a word should be italicized, please consult *Merriam-Webster’s Collegiate Dictionary* (11th ed.): any non-English word or phrase that is defined in the main section of the dictionary (e.g., *ancien régime, roman à clef, bildungsroman, de facto*) does not need to be italicized in your text, but if a word is listed in the “Foreign Terms” section rather than the main section of the dictionary, then it should be italicized in your text.

Dates

Please use US order for dates—month, day, year—with a comma between the day and the year and, if sentence continues, after the year as well: July 18, 1989, or December 7, 1941. When giving only the day and the month **or** only the month and the year, commas are unnecessary: July 19 or July 1989.

Spell out centuries and ordinal numbers in running text—eighteenth century (not 18th century or XVIIIth century), twenty-first century; first, second, thirty-first, etc. Render decades as, for example, either "the 1930s" (no apostrophe) or "the thirties."

Time periods denoted by a range of years should be written as follows: 1958–59, 1943–70, 1887–1914. In other words, when the range is within a single century, elide the second year to the last two digits only. When the range spans more than one century, give all four digits for both years.

[NB: Always spell out the names of days or months; do not use the suffixes *–st*, *–rd*, or *–th* in conjunction with a figure, as in "1st January 1864" or "12th August 1950," unless you are quoting another text.]

Numbers

In nontechnical contexts, spell out whole numbers from one through one hundred, large round numbers, and any number at the beginning of a sentence.

In running text, numbers above 100 that are not large round numbers should be set as arabic numerals.

When referring to a specific quantity (such as 4.5 millimeters, 80 percent, 32 feet, 56 gallons, 13 tons), set figures as arabic numerals.

When referring to a single figure or to just a few figures in running text, spell out large round numbers: ten thousand instead of 10,000; seventy-five hundred instead of 7,500. If a paragraph contains many figures referring to different types of items (e.g., miles, troops, casualties, aircraft, colonies, pounds, tons, gallons, etc.), then arabic numbers are usually preferred. For exceptions to this rule and further guidance on how to treat numbers in text, see chapter 9 of the *Chicago Manual of Style*, 15th ed. (2003).

When citing **inclusive numbers**, use the following examples as models:

5–14	100–105	114–17
17–43	101–8	200–204
67–120	105–26	203–47

Numbers in tabular material, set in columns, or displayed graphically are always set as figures.

Foreign-Language Quotations

All foreign-language quotations in your text should be translated into English. When submitting your manuscript, please provide the English translation first, followed by the quotation in the original language, enclosed in parentheses. Please retain diacritical marks (such as the umlaut, tilde, cedilla, circumflex, haček, acute and grave accents, etc.) and special characters (such as the German eszet [ß]).

III. DOCUMENTATION

Citing Printed Sources

The standard citation of a monograph, edited text, or essay collection must include the following information:

- full name of the author(s) or editor(s);
- full title, including subtitle;
- translator (if applicable);
- number of volumes (if applicable);
- place of publication, publisher, and year of publication in parentheses;
- page number, page range, or page range plus page number(s).

American usage requires first and last names of all persons mentioned in text and notes. Where multiple cities are given as the place of publication, only the first city must be included. Proper formats for citations of monographs, edited texts, essay collections, journal articles, newspaper reports, and dissertations are shown in the following examples.

MONOGRAPHS:

- Henry Adams, *Mont Saint Michel and Chartres* (Washington [DC]: Privately Printed, 1904), 128–48.
- Paul Fussell, *The Great War and Modern Memory* (New York: Oxford University Press, 1975), 191–230.
- Georges Duby, *The Age of the Cathedrals: Art and Society, 980–1420*, trans. Eleanor Leveux and Barbara Thompson (Chicago: University of Chicago Press, 1981).
- Ernst Jünger, *In Stahlgewittern*, in *Sämtliche Werke*, 18 vols. (Stuttgart: Klett-Cotta, 1978–83), 1:44.

EDITED TEXTS:

- John Locke, *An Essay Concerning Human Understanding*, ed. John W. Yolton (London: Dent, 1976).
- Arthur Rosenberg, *Entstehung und Geschichte der Weimarer Republik*, ed. Kurt Kersten (Frankfurt: Europa'sche Verlagsanstalt 1955), 15–16.
- Theodor W. Adorno and Walter Benjamin, *The Complete Correspondence, 1928–1940*, ed. Henri Lonitz, trans. Nicholas Walker (Cambridge, MA: Harvard University Press, 1999).
- Arthur S. Link et al., eds., *The Papers of Woodrow Wilson*, 69 vols. (Princeton, NJ: Princeton University Press, 1966–93), 38:112–19.

ESSAY COLLECTIONS/INDIVIDUAL CHAPTER IN A COLLECTION:

- Hartmut Lehmann and James J. Sheehan, eds., *An Interrupted Past: German-Speaking Refugee Historians in the United States After 1933* (Washington, DC: German Historical Institute, 1991).
- Clifford Geertz, "Centers, Kings, and Charisma," in *Rites of Power: Symbolism, Ritual, and Politics Since the Middle Ages*, ed. Sean Wilentz (Philadelphia: University of Pennsylvania Press, 1985), 14–39.
- Pieter Uyttenhove, "Continuities in Belgian Wartime Reconstruction Planning," in *Rebuilding Europe's Bombed Cities*, ed. Jeffrey M. Diefendorf (Basingstoke: Macmillan, 1990), 48–59, here 53.

JOURNAL ARTICLES:

- Felix Gilbert, "German Historiography During the Second World War: A Bibliographical Survey," *The American Historical Review* 53.1 (1947): 50–58.
- Junichi Hasegawa, "The Rise and Fall of Radical Reconstruction in 1940s Britain," *Twentieth-Century British History* 10.2 (1999): 137–61, here 155.
- Tilman A. Schenk and Ray Bromley, "Mass-Producing Traditional Small Cities: Gottfried Feder's Vision for a Greater Nazi Germany," *Journal of Planning History* 2.2 (2003): 107–39.

NEWSPAPER REPORTS:

- Felix Gilbert, "German Historiography," *New York Times*, September 14, 1934.
- "What Consumers Don't Know," *The Times*, October 30, 1972.
- Le Temps*, May 12, 1919.

DISSERTATIONS:

- Thomas J. Knock, "Woodrow Wilson and the Origins of the League of Nations," Ph.D. diss. (Princeton University, 1982)

The first full citation of a journal article or of a chapter in an edited collection *must* include the complete page range of the article or essay, even if a specific page or passage is not being cited or quoted.

After the first full citation of any work has been given, use a short form for subsequent citations of the same work. The short form should include the author's last name, the first few words of the title, and a page number or page range—e.g., Gilbert, *A European Past*, 112; Gilbert, "German Historiography," 54–55; Geertz, "Centers, Kings, and Charisma," 32–34.

If citing/quoting from an edition other than the first edition, include number of edition in citation, e.g.: *The Norton Shakespeare*, ed. Stephen Greenblatt et al., 2nd ed. (New York: W. W. Norton, 2008).

Do **not** use *op. cit.*, *loc. cit.*, *idem*, or other Latin scholarly abbreviations. The **four exceptions** to this rule are **et al.**; **passim**; **ibid.**, which may be used only when the preceding note cites a single work; and **sic**, italicized and set in roman brackets. Do not use "f." or "ff." in page citations: when citing more than one page, please supply the full page range.

Citing Manuscript Sources

If you cite multiple manuscript sources in a language other than English and you refer to several archives, or if your citations contain abbreviations that may be unfamiliar to most readers of books in this series, please provide a preliminary note, modeled on the one below, which briefly explains the system of acronyms and abbreviations used to designate the archives and to identify individual records.

Documents were consulted in the following archives: Archivo General de la Nación, Mexico City (AGN); Archivo General del Estado de Oaxaca (AGEO); Archivo Historico Municipal de la Ciudad de Oaxaca (AHMCO); Archivo Historico Municipal de Leon, Guanajuato (AHML); and Archivo Casa de Morelos, Morelia, Michoacán (ACM). The order of information in citations of archival manuscripts is as follows: the acronym denoting the archival repository; the document group (*ramo*); the volume number; the folder (*expediente*, hereafter 'exp.');

the bundle (*legajo*, hereafter 'leg.');

the file (*cuaderno*, hereafter 'cuad.');

case, or box (*caja*) number; and the page or folio number, denoted by the abbreviation 'fa' (a single *foja*) or 'fs' (multiple *fojas*).

Citing Internet Sources

Except for the addition of a URL and an access date, the format for citations of **online periodicals** is the same as that recommended for printed periodicals, including scholarly and professional journals, popular magazines, and newspapers. When citing the online version of an article that also appeared in print, it is not necessary to include the date on which the Web site was accessed if you provide the date of print publication, as in the following example:

1. Jessica Reaves, "A Weighty Issue: Ever-Fatter Kids," interview with James Rosen, *Time*, March 14, 2001, <http://www.time.com/time/nation/article/0,8599,102443,00.html>.

When citing an article that was published on the **Web only**, please include in parentheses at the end of the citation the date on which you accessed the Web site, as shown below:

2. Lawrence Osborne, "Poison Pen," review of *The Collaborator: The Trial and Execution of Robert Brasillach*, by Alice Kaplan, *Salon*, March 29, 2000, <http://www.salon.com/books/it/2000/03/29/kaplan/index.html> (accessed July 10, 2001).

When citing original content from online sources **other than periodicals**, include as much of the following information possible: author of the content, title of the Web page, title or owner of the site, URL, and access date:

3. Evanston Public Library Board of Trustees, "Evanston Public Library Strategic Plan, 2000–2010: A Decade of Outreach," Evanston Public Library, <http://www.epl.org/library/strategic-plan-00.html> (accessed July 18, 2002).

[NB: If a site ceases to exist before publication, include such information parenthetically at the end of the citation, separated from the access date (if any) by a semicolon.]

Access dates must also be included in citations of any Web sites that are routinely updated, such as databases or online reference works, as in the following model:

4. *The New Grove Dictionary of Music and Musicians*, s.v. "Sibelius, Jean" (by James Hepokoski), <http://www.grovemusic.com/> (accessed January 3, 2002).

Do not hyphenate or otherwise adjust a URL in an attempt to make it fit on a line or to create an artificial line break; just let your word-processing program "wrap" the URL automatically.

**For all matters of style and documentation not addressed above,
please consult the *Chicago Manual of Style*, 15th ed. (2003).**