

Our British-English house style is based upon *Copy-Editing* by Judith Butcher (*CE*), and sections below are marked with the appropriate reference from *CE*. We would also recommend *the New Oxford Style Manual* as a useful reference. The *Oxford English Dictionary (OED)* is our reference for spelling.

ENDNOTES (CE 9.4)

Notes should be double spaced and should be numbered starting with 1 **for each chapter** (rather than being numbered consecutively across all chapters). Using 1., 2., 2a., 2b., 3., etc., is not acceptable.

Each superscript number in the text may *only* refer to one note. If you wish to use the same reference twice, use two notes. All notes end with a full point. Superscript note numbers *always follow* punctuation, but precede the in-text en dash (*CE 9.4.2*). E.g. The manuscript was delivered – despite the extra work¹ – by the end of the week.²

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.

Place and date of publication are sufficient for references in notes. If publishers are also cited, this should be done consistently throughout. Consistency in the style of bibliographical references is most important. 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. Do not overlook details such as translators, editors, and page references.

REFERENCES (CE 10)

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 (an anthology) 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.

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).

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?

◆ 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: R. Lee and I. De Vore, *Man the Hunter*, Chicago: Aldeno, 1972, 54.

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

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, A. 1997. <i>A Good Age</i> . 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, R., and T. Hogan. 1997. <i>The Definition of Disability in Australia: Moving Towards National Consistency</i> . 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 (<i>Advertising in New York 1900: 14</i>)	<i>Advertising in New York 1900</i> . New York: Dutton.
Multiple works by the same author	University research (Brown 1982, 1988) has indicated that ...	Brown, P. 1982. <i>Corals in the Capricorn Group</i> . London: King's College. _____. 1988. <i>The Effects of Anchor on Corals</i> . 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, A. 1993a. <i>Fatal Storm</i> . Sydney: Allen & Unwin. _____. 1993b. <i>Survival at Sea</i> . 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, R. (ed.). 1993. <i>Encyclopedia of Adult Development</i> . New York: Routledge. Smith, R., and J. Graham (eds). 1987. <i>Analyzing Winter Tree Growth</i> . New York: Oxford University Press.
Different editions	Denver (1964: 45) suggests that...	Denver, M.H. 1964. <i>Mass Communication Techniques</i> , 2 nd 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, M. 1976. 'Social Class and Health Inequalities', in C. Carter and J. Peel (eds), <i>Equalities and Inequalities in Health</i> . 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 D. Bowd (ed.), <i>Technology Today</i> . New York: Reinhold, pp. 9–27.
e-book	(Pettinger 2002)	Pettinger, R. 2002. <i>Global Organizations</i> . Oxford: Capstone Publishing. Retrieved 28 September 2004, from Oxford University Library & Information Service E-books: http://opac.ox.ac.uk
Encyclopedia or dictionary	<i>The New Grove Encyclopedia of Music and Musicians</i> (1980: 86) defined it as ...	<i>The New Grove Encyclopedia of Music and Musicians</i> . 1980. London: Macmillan
Institutional authors	(WHO 1989: 56)	World Health Organization. 1989. 'Aids in America'. Geneva.
Translation	(Cortazar 1969: 67)	Cortazar, J. 1969. <i>Cronopios and Famas</i> , trans. P. Blackburn. New York: Phaidon.
Dissertation/unpublished manuscript	(Downer 1975)	Downer, J. 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, M. 2001. 'The Role of Economics in Natural Heritage Decision Making', <i>International Society for Ecological Economics Conference, Canberra, 4 July 2000</i> . Canberra: Australian Heritage Commission.
JOURNALS	In Text Citation	Reference List/Bibliographic Example
Article	As mentioned by Wharton (1996: 8) ...	Wharton, N. 1996. 'Health and Safety in Outdoor Activity Centres', <i>Journal of Adventure Education and Outdoor Leadership</i> 12(4): 8–9. ➔ volume and issue number are not indicated

		as follows v. 12, no. 4
Article – no author	It is a growing problem in the U.K. (Anorexia Nervosa 1969: 30)	'Anorexia Nervosa'. 1969. <i>British Medical Journal</i> 1: 529–30.
Newspaper article	(Towers 2000)	Towers, K. 2000. 'Doctor Not at Fault: Coroner', <i>The New York Times</i> , 18 January, B3.
Newspaper article – no author	... in the <i>Chicago Herald Tribune</i> (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, C. 2000. <i>BHP Enters New Era</i> , 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, G. 2002. 'Internet Economics and Policy', <i>Economic Record</i> 78(252): 343–58. Retrieved 16 October 2002 from ABI/Inform database.
Full text from an electronic database – no author	The internet has had a huge impact on the U.K. economy (Internet Economics and Policy 2000: 343)	'Internet Economics and Policy'. 2002. <i>Economic Record</i> 78(252): 342–58. Retrieved 16 October 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. <i>The Guardian</i> , 12 November 2005, 47. Retrieved 13 November 2005 from Factiva database.
Full text from the internet	It was proposed by Byrne (2004) that ...	Byrne, A. 2004. 'The End of History: Censorship and Libraries', <i>The Australian Library Journal</i> 53(2). Retrieved 16 November 2004 from http://www.alia.org.au/publishing/alj/53.2/full.text/byrne.html .

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

The most usual form is to give a full reference for the first mention of a particular work. Subsequent mentions use only the author's last name, a shortened version of the title, and the page number, all separated by commas.

In-Text References

	First Reference	Subsequent Reference	Final Bibliography
BOOKS	T. Smith, <i>Refugee Studies</i> (New York: Phaidon, 1988), 86.	Smith, <i>Refugee Studies</i> , 86.	Smith, T. <i>Refugee Studies</i> . New York: Phaidon, 1988.
	J.A. Hazel (ed.), <i>The Growth of the Cotton Trade</i> , 2nd ed., 4 vols (London: Penguin, 1955), vol. 3, 10–18 [or 3: 10–18].	Hazel, <i>Cotton Trade</i> , vol. 3, 102. <i>Note: Repeating 'ed.' is not necessary.</i>	Hazel, J.A. (ed.). <i>The Growth of the Cotton Trade</i> . London: Penguin, 1955.
JOURNAL ARTICLES	J.L. Carr, 'Uncertainty and Monetary Theory', <i>Economics</i> 2(3) (1956), 82.	Carr, 'Uncertainty and Monetary Theory', 82.	Carr, J.L. 'Uncertainty and Monetary Theory'. <i>Economics</i> 2(3) (1956), 80–98. (full page range of article must be provided here)
BOOK CHAPTERS	N. Chomsky, 'Explanatory Models in Linguistics', in J.A. Fodor and J.J. Katz (eds), <i>The Structure of Language</i> (Englewood Cliffs: Macmillan, 1964), 50–58.	Chomsky, 'Explanatory Models', 60 (if the entry is listed in the bibliography under Chomsky) Chomsky in Fodor and Katz, <i>The Structure of Language</i> , 60 (if the entry is listed in the bibliography under Fodor and Katz).	Chomsky, N. 'Explanatory Models in Linguistics', in J.A. Fodor and J.J. Katz (eds), <i>The Structure of Language</i> (Englewood Cliffs: Macmillan, 1964), 50–67. (full page range of article must be provided here)

BIBLIOGRAPHIC TROUBLESHOOTING	
✓ DO	× DON'T
✓ use abbreviated forms of the author's name(s): William Dean Cordell → W.D. 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: <i>Theatre International</i> 3(4): 56–59. not <i>Theatre International</i> 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 <i>Journal of the History of Astronomy</i> 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 <i>The Times</i> and <i>The Economist</i> , 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 <i>Daily Telegraph</i> ...'	

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.