

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 work¹—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.
- For the Short-Title system Berghahn deviates from CMS: we require, for each chapter, that the first instance of a reference should include the full citation and only subsequent reference should be shortened.

REFERENCES

It is essential that you order the items correctly within each reference (authors’ surnames, initials, 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.

BIBLIOGRAPHIES

- 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: Thomas Smith, *Refugee Studies* (New York: Phaidon, 1988), 66.

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

"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/>.

AUTHOR-DATE (HARVARD) REFERENCE 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 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).

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, R., and T. 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, P. 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, A. 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.

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 ed. 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, ed. S. L. Engerman and R. E. Gallman, 130–62. Cambridge: Cambridge University Press.

EBOOK

Text citation: (Pettinger 2002)
Reference list: Pettinger, R. 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, M. 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, K. 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, G. 2002. "Internet Economics and Policy." *Economic Record* 78(252): 343–58. Retrieved 16 October 2002 from ABI/Inform database.

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, A. 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>.

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

The first mention of a particular work in the notes includes the full reference. Subsequent mentions use only the author's last name, a shortened version of the title, and the page number, all separated by commas.

BOOKS

AUTHORED BOOK

First reference: Thomas Smith, *Refugee Studies* (New York, 1988), 66.
Other references: Smith, *Refugee Studies*, 86.
Bibliography: Smith, Thomas. *Refugee Studies*. New York: Phaidon, 1988.

EDITED COLLECTION

First reference: J. A. Hazel, ed., *The Growth of the Cotton Trade*, 2nd ed., 4 vols. (London, 1955), vol. 3, 10–18 [or 3: 10–18].
Other references: Hazel, *Cotton Trade*, vol. 4, 102 [or 4: 102].
• Do not repeat “ed.”
Bibliography entry: Hazel, J. A., ed. *The Growth of the Cotton Trade*. 2nd ed. London: Penguin, 1955.

NO AUTHOR

First reference: Family Home Evening Resource Book (Salt Lake City, 1983), 114–15.
Other references: 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

First reference: Noam Chomsky, “Explanatory Models in Linguistics,” in *The Structure of Language*, ed. J. A. Fodor and J. J. Katz (Englewood Cliffs, 1964), 50–58.
Other references: Chomsky, “Explanatory Models,” 53.
Bibliography: Chomsky, Noam. “Explanatory Models in Linguistics.” In *The Structure of Language*, edited by J. A. Fodor and J. J. Katz, 50–67. Englewood Cliffs, NJ: Macmillan, 1964.
• The full page range of the chapter is required in the bibliography.

ARTICLES

IN A JOURNAL

First reference: J. L. Carr, “Uncertainty and Monetary Theory,” *Economics* 2, no. 3 (1956): 80.
Other references: Carr, “Uncertainty and Monetary Theory,” 82.
Bibliography: Carr, J. “Uncertainty and Monetary Theory.” *Economics* 2, no. 3 (1956): 80–98.
• The full page range of the article is required.

PUBLISHED ONLINE, WITH AUTHOR

First reference: M. J. Lee et al., “Sarah Palin Endorses Donald Trump,” *CNN Politics*, 24 January 2016.
Other references: 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/>.

PUBLISHED ONLINE, NO AUTHOR

First reference: “Transcript of President Bush’s Address,” *CNN.Com*, 21 September 2001.
Other references: “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/>.