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.

**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.**


**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:

<table>
<thead>
<tr>
<th>Derber</th>
<th>Mabray</th>
</tr>
</thead>
<tbody>
<tr>
<td>de Shambly</td>
<td>MacArthur</td>
</tr>
<tr>
<td>Deudene</td>
<td>Mac Roberts</td>
</tr>
<tr>
<td></td>
<td>Mayberry</td>
</tr>
<tr>
<td></td>
<td>McKinley</td>
</tr>
</tbody>
</table>

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.


**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:


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

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:


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) 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.

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) . . .

**Multiple Authors**

- **Two authors**
  
  Text citation: (Madden and Hogan 1997: 45)

- **Three authors**
  
  Text citation: *First citation*: (Kaldor, Karl, and Said 2007: 165–72)
  Subsequent citation: (Kaldor et al. 2007: 45)

- **Four or more authors**
  
  Text citation: (Markusen et al. 1991)

**Multiple Works by the Same Author**

- **Published in different years**
  
  Text citation: Studies by Brown (1982, 1988) have indicated that . . .

- **Published in the same year**
  
  Text citation: In recent reports (Napier 1993a, 1993b) . . .
   - 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)

**Institutional Author**
Text citation: (WHO 1989: 56)

**Edited Volume**

One editor
Text citation: (Kastenbaum 1993: 78)

Multiple editors
Text citation: (Bergen and Tiedemann 1987: 178–89)

**Translated Volume**
Text citation: (Cortázar 1969: 67)

**Works Written in Languages Other Than English**

Where translation of title is required
Text citation: (Berruto 2012: 10)

Where transliteration of title is required
Text citation: (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.

**Edition (2nd, 3rd, 4th, etc.)**
Text citation: McAdam (1999: 45) suggests that . . .

**No Date**
**CHAPTER IN A BOOK**

One author

Text citation: (Buzzanco 2002: 188, table 5.5)

Multiple authors

Text citation: (James and Friedman 2006: 319–20)

Text citation: As Plotnick et al. (2000: 140) observed . . .

**EBOOK**

Text citation: (Pettinger 2002)

**DICTIONARY OR ENCYCLOPEDIA**


**DISSERTATION OR UNPUBLISHED MANUSCRIPT**

Text citation: (Bernanke 1979)

**CONFERENCE PAPER**

Text citation: (Common 2001)

**PERIODICALS**

**JOURNAL ARTICLE**

Text citation: As mentioned by Burke (2005: 557) . . .

- 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).

**NEWSPAPER ARTICLE**

Text citation: (Towers 2000)

**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)

**ELECTRONIC MEDIA**

**FULL TEXT FROM DATABASE**

Text citation: (Madden 2002)
- 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) . . .

**FULL TEXT FROM THE INTERNET**

Text citation: Byrne (2004) suggested that . . .

**WEB PAGE FROM THE INTERNET**

Text citation: (“Uganda’s Oil” 2010)
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**


**EDITED COLLECTION**

- Do not include “ed.”

Endnote: Dimitrov, *Communism Collapse*.


**NO AUTHOR**

Endnote: Family Home, 76.


**CHAPTER IN A BOOK**


- 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


**Where transliteration of title is required:**

Endnote: Chen, *Qiangu Wenren*, 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.

ARTICLES

**IN A JOURNAL**

Endnote: Carr, “Uncertainty and Monetary Theory,” 82.


- The full page range of the article is required.

**PUBLISHED ONLINE, WITH AUTHOR**

Endnote: Lee et al., “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.”