

De Gruyter Style Guide

With a Short Guide to Chicago Style

Please note that this style sheet is intended only for the purpose of making your work consistent and formally correct. The layout will be done in a second stage by a professional typesetter.

General Points	2
1. Headlines.....	2
2. Dates	2
3. Orthography	2
4. Numbers.....	2
5. Quotations	3
6. Abbreviations	3
7. Emphasis	3
8. Quotation marks:.....	3
9. Dashes:	4
10. Tables, Figures, and Illustrations	4
11. Images.....	4
12. Cross-references	4
13. References.....	5
Chicago Manual of Style – A Short Citation Guide: Notes and Bibliography Style	5



General Points

Please check your material carefully, not only for the correct application of the instructions given here but also, for example, for consistency of spelling, hyphenation with prefixes (e.g., “non-essential” versus “nonessential”) and consistent use of phrases (“in the twentieth century” versus “in the 20th century” – we prefer the former).

Note that authors are responsible for:

- having their material checked by a professional copy editor or other suitable person, who should also check that all works cited in the text are listed in the reference section.
- having their material carefully checked by a native speaker of English if they are not native speakers themselves.
- obtaining written permission for the use of material (e.g., maps, figures) for which the copyright is owned by others.
- Creating an index of person.
- Final check of your manuscript:

Please check before sending the final version:

- that no pages are missing.
- that all headings as given in the contents correspond exactly to those in the text.
- that the consecutive numbering of all sections, examples, tables, figures, and notes is correct and complete.

1. Headlines

For the headings please use headline-style capitalization: Capitalize the first letter of the first and last words of the title and subtitle and all other words, except: articles (a, the), prepositions (of, in, at) unless they are emphasized (through in A River Runs Through I) or used as adverbs (up in Look Up) or conjunctions (before in Look Before You Leap) You must capitalize short verbs, adjectives, personal pronouns and relative pronouns.

2. Dates

- Please use the month-day-year style of dates, commas must be used to set off the year. Example: February 2, 2018.
- Use small caps for CE and BCE. Do not contract CE or BCE dates.

3. Orthography

Both American and British English forms are acceptable, but spelling and punctuation must be consistent throughout.

4. Numbers

- Numbers up to ten and including ten should always be spelled out in full unless paired or grouped, or with a unit of measurement (including percentages). Numbers between

De Gruyter Style Guide

11 and 99 can either be spelled out or written as numerals, provided the style used is consistent throughout. Ordinal numbers should always be spelled out. Note: "12 year old" but "a 12-year-old girl", and "in her twenties", and "in his fortieth year".

- Do not start a sentence with a numeral. If the sentence cannot be rearranged to avoid beginning with a numeral, spell it out, e.g. "Fifty years previously...".
- Numbers less than one should have a zero before the point, e.g. "0.5".
- Insert a comma for thousands and tens of thousands in numbers, e.g. 1,000 and 10,000.

5. Quotations

- Short quotations (fewer than 60 words) should be run on in text and enclosed in double quotation marks. Single quotation marks enclose quotations within quotations.
- Longer quotations should appear as a separate block; they should be small typed and indented.

6. Abbreviations

Write out names of theories, titles of books, or names of publishers. If you want to use abbreviations, explain them and create a list of abbreviations.

7. Emphasis

Italics should be used for:

- foreign-language expressions
- titles of books, published documents, newspapers, and journals

Italics may also be used for:

- Drawing attention to key terms in a discussion at first mention only. Thereafter, these terms should be set in roman. However, please keep the use of italics to a minimum.
- Emphasizing a word or phrase in a quotation indicating [emphasis mine].
- Underlining or CAPITAL LETTERS should not be used for emphasis. Also, please avoid **bold** type.

8. Quotation marks:

- Single quotation marks should be used for the translation of non-English words, e.g., *cogito* 'I think'.
- Double quotation marks should be used in all other cases, i.e., direct quotations in running text.
- Use rounded quotation marks (" . . .") not "straight" ones.
- A translation of a quotation in a language other than the main text should be in square brackets.

9. Dashes:

- Spaced EN dashes are used as parenthetical dashes. An EN dash is longer than a hyphen, “word – word”. Do not use double hyphens. (Standard WORD shortcut on a PC: CTRL+- [hyphen key], on a Mac: Option+- [hyphen key].)
- Unspaced EN dashes should be used between inclusive numbers, e.g., 153–159.
- Please use EN dashes (not bullets) for lists without numbering.

Periods should be placed before superscript note numbers, e.g., word.⁷ Spacing: Type one space (not two) after periods, commas, and colons. Brackets: Do not use double round brackets: brackets within brackets should be square brackets.

10. Tables, Figures, and Illustrations

- Tables and figures should be numbered consecutively throughout an authored work (only number article by article in an edited work).
- Title of a table is to be placed flush left above the table.
- Title of a figure is to be placed flush left below the figure.
- Tables and figures should be numbered by chapters throughout an authored work (e.g. 1.2; 3.5; 12.1).

11. Images

- Only deliver images to which you hold the copyright, which can be used copyright-free or for which the image copyright has been clearly resolved or settled.
- The resolution of images should be 300 dpi, the resolution of graphs at least 1200 dpi for a size of 210 x 280 mm
- Please take photographs using the highest possible quality level
- The photographs should be delivered in JPG or TIF file and in RGB mode
- Please supply all images in digital and fully processed form.
- Naming of the files: chapter/image number (e.g. Fig.5.1.tif).
- Please state the number of color and black/white images in your text.
- Please mark the passages in your manuscript where an image should be incorporated, using a reference that includes the filename.
- Please supply graphics and text separately, i.e. do not incorporate images in the text.
- Images downloaded from the internet are usually not of sufficient quality (since they have only 72 DPI as standard)

12. Cross-references

- We prefer cross-references to sections within the text instead of page numbers; this is only possible if heads are numbered.
- If cross-reference is needed, do not use “see above” or “see below” either, but add the section or chapter instead. References to section numbers within the article should include the capitalized word “Section” followed by the section number (omitting the final full stop): e.g., “see Section 4.2”.

13. References

- The reference section should contain all works cited and only those.
- All works must be listed in alphabetical order.
- Whenever possible give the full first names of authors and editors.
- Initials require periods and have a space between them, e.g., Ronald W. Langacker.
- Arrange all works under a particular author's name in chronological order. All authored works should be listed first under a name followed by any other categories arranged alphabetically (e.g., edited, translated).
- In case of several works of the same author / editor, please reiterate the author's / editor's name for every title
- Give the full title and subtitle of each work.
- Titles of published books and journals are capitalized and italicized.
- Unpublished works, such as Ph.D. dissertations, and the titles of articles in journals or edited works are neither capitalized nor italicized.
- Give the inclusive page numbers of articles in journals or edited works. Do not drop digits in inclusive page numbers (365–392, not 365–92); give page number in full, do not use "f.", "ff."

Chicago Manual of Style¹ – A Short Citation Guide: Notes and Bibliography Style

Please follow the Chicago Manual of Style. If you cannot find the answer to a more specific question in this short guide, please visit www.chicagomanualofstyle.org or have a look at the printed edition (The Chicago Manual of Style, Seventeenth Edition). The following examples illustrate the most frequent cases. Examples of notes are followed by shortened versions of citations to the same source.

Please note that there are different citation styles for bibliographic details in footnotes and bibliography. The examples show the footnote style first (long and short, the short style for the second citation), followed by the style for the bibliography:

Book

One author

NOTES:

1. Michael Pollan, *The Omnivore's Dilemma: A Natural History of Four Meals* (New York: Penguin, 2006), 99–100.

2. Pollan, *Omnivore's Dilemma*, 3.

BIBLIOGRAPHY:

¹ www.chicagomanualofstyle.org/tools_citationguide.html

De Gruyter Style Guide

Pollan, Michael. *The Omnivore's Dilemma: A Natural History of Four Meals*. New York: Penguin, 2006.

Two or more authors

NOTES:

1. Geoffrey C. Ward and Ken Burns, *The War: An Intimate History, 1941–1945* (New York: Knopf, 2007), 52.
2. Ward and Burns, *War*, 59–61.

BIBLIOGRAPHY:

Ward, Geoffrey C., and Ken Burns. *The War: An Intimate History, 1941–1945*. New York: Knopf, 2007.

For four or more authors, list all of the authors in the bibliography; in the note, list only the first author, followed by *et al.* ("and others"):

1. Dana Barnes et al., *Plastics: Essays on American Corporate Ascendance in the 1960s...*
2. Barnes et al., *Plastics...*

Editor, translator, or compiler instead of author

NOTES:

1. Richmond Lattimore, trans., *The Iliad of Homer* (Chicago: University of Chicago Press, 1951), 91–92.
2. Lattimore, *Iliad*, 24.

BIBLIOGRAPHY:

Lattimore, Richmond, trans. *The Iliad of Homer*. Chicago: University of Chicago Press, 1951.

Editor, translator, or compiler in addition to author

NOTES:

1. Gabriel García Márquez, *Love in the Time of Cholera*, trans. Edith Grossman (London: Cape, 1988), 242–55.
2. García Márquez, *Cholera*, 33.

BIBLIOGRAPHY:

García Márquez, Gabriel. *Love in the Time of Cholera*. Translated by Edith Grossman. London: Cape, 1988.

De Gruyter Style Guide

Chapter or other part of a book

NOTES:

1. John D. Kelly, "Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War," in *Anthropology and Global Counterinsurgency*, ed. John D. Kelly et al. (Chicago: University of Chicago Press, 2010), 77.
2. Kelly, "Seeing Red," 81–82.

BIBLIOGRAPHY:

Kelly, John D. "Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War." In *Anthropology and Global Counterinsurgency*, edited by John D. Kelly, Beatrice Jauregui, Sean T. Mitchell, and Jeremy Walton, 67–83. Chicago: University of Chicago Press, 2010.

Chapter of an edited volume originally published elsewhere (as in primary sources)

NOTES:

1. Quintus Tullius Cicero, "Handbook on Canvassing for the Consulship," in *Rome: Late Republic and Principate*, ed. Walter Emil Kaegi Jr. and Peter White, vol. 2 of *University of Chicago Readings in Western Civilization*, ed. John Boyer and Julius Kirshner (Chicago: University of Chicago Press, 1986), 35.
2. Cicero, "Canvassing for the Consulship," 35.

BIBLIOGRAPHY:

Cicero, Quintus Tullius. "Handbook on Canvassing for the Consulship." In *Rome: Late Republic and Principate*, edited by Walter Emil Kaegi Jr. and Peter White. Vol. 2 of *University of Chicago Readings in Western Civilization*, edited by John Boyer and Julius Kirshner, 33–46. Chicago: University of Chicago Press, 1986. Originally published in Evelyn S. Shuckburgh, trans., *The Letters of Cicero*, vol. 1 (London: George Bell & Sons, 1908).

Preface, foreword, introduction, or similar part of a book

NOTES:

1. James Rieger, introduction to *Frankenstein; or, The Modern Prometheus*, by Mary Wollstonecraft Shelley (Chicago: University of Chicago Press, 1982), xx–xxi.
2. Rieger, introduction, xxxiii.

Rieger, James. Introduction to *Frankenstein; or, The Modern Prometheus*, by Mary Wollstonecraft Shelley, xi–xxxvii. Chicago: University of Chicago Press, 1982.

De Gruyter Style Guide

Book published electronically

If a book is available in more than one format, cite the version you consulted. For books consulted online, list a URL; include an access date only if one is required by your publisher or discipline. If no fixed page numbers are available, you can include a section title or a chapter or other number.

NOTES:

1. Jane Austen, *Pride and Prejudice* (New York: Penguin Classics, 2007), Kindle edition.
2. Philip B. Kurland and Ralph Lerner, eds., *The Founders' Constitution* (Chicago: University of Chicago Press, 1987), accessed February 28, 2010, <http://press-pubs.uchicago.edu/founders/>.
3. Austen, *Pride and Prejudice*.
4. Kurland and Lerner, *Founder's Constitution*, chap. 10, doc. 19.

BIBLIOGRAPHY:

Austen, Jane. *Pride and Prejudice*. New York: Penguin Classics, 2007. Kindle edition.

Kurland, Philip B., and Ralph Lerner, eds. *The Founders' Constitution*. Chicago: University of Chicago Press, 1987. Accessed February 28, 2010. <http://press-pubs.uchicago.edu/founders/>.

Article in a print journal

In a note, list the specific page numbers consulted, if any. In the bibliography, list the page range for the whole article.

NOTES:

1. Joshua I. Weinstein, "The Market in Plato's *Republic*," *Classical Philology* 104 (2009): 440.
2. Weinstein, "Plato's *Republic*," 452–53.

Weinstein, Joshua I. "The Market in Plato's *Republic*." *Classical Philology* 104 (2009): 439–58.

Article in an online journal

Include a DOI (Digital Object Identifier) if the journal lists one. A DOI is a permanent ID that, when appended to <http://dx.doi.org/> in the address bar of an Internet browser, will lead to the source. If no DOI is available, list a URL. Include an access date only if one is required by your publisher or discipline.

NOTES:

1. Gueorgi Kossinets and Duncan J. Watts, "Origins of Homophily in an Evolving Social Network," *American Journal of Sociology* 115 (2009): 411, accessed February 28, 2010, doi:10.1086/599247.

De Gruyter Style Guide

2. Kossinets and Watts, "Origins of Homophily," 439.

BIBLIOGRAPHY:

Kossinets, Gueorgi, and Duncan J. Watts. "Origins of Homophily in an Evolving Social Network." *American Journal of Sociology* 115 (2009): 405–50. Accessed February 28, 2010. doi:10.1086/599247.

Article in a newspaper or popular magazine

Newspaper and magazine articles may be cited in running text ("As Sheryl Stolberg and Robert Pear noted in a *New York Times* article on February 27, 2010, . . .") instead of in a note, and they are commonly omitted from a bibliography. The following examples show the more formal versions of the citations. If you consulted the article online, include a URL; include an access date only if your publisher or discipline requires one. If no author is identified, begin the citation with the article title.

NOTES:

1. Daniel Mendelsohn, "But Enough about Me," *New Yorker*, January 25, 2010, 68.
2. Sheryl Gay Stolberg and Robert Pear, "Wary Centrists Posing Challenge in Health Care Vote," *New York Times*, February 27, 2010, accessed February 28, 2010, <http://www.nytimes.com/2010/02/28/us/politics/28health.html>.
3. Mendelsohn, "But Enough about Me," 69.
4. Stolberg and Pear, "Wary Centrists."

BIBLIOGRAPHY:

Mendelsohn, Daniel. "But Enough about Me." *New Yorker*, January 25, 2010.

Stolberg, Sheryl Gay, and Robert Pear. "Wary Centrists Posing Challenge in Health Care Vote." *New York Times*, February 27, 2010. Accessed February 28, 2010. <http://www.nytimes.com/2010/02/28/us/politics/28health.html>.

Book review

NOTES:

1. David Kamp, "Deconstructing Dinner," review of *The Omnivore's Dilemma: A Natural History of Four Meals*, by Michael Pollan, *New York Times*, April 23, 2006, Sunday Book Review, <http://www.nytimes.com/2006/04/23/books/review/23kamp.html>.
2. Kamp, "Deconstructing Dinner."

Kamp, David. "Deconstructing Dinner." Review of *The Omnivore's Dilemma: A Natural History of Four Meals*, by Michael Pollan. *New York Times*, April 23, 2006, Sunday Book Review. <http://www.nytimes.com/2006/04/23/books/review/23kamp.html>.

De Gruyter Style Guide

Thesis or dissertation

NOTES:

1. Mihwa Choi, "Contesting *Imaginares* in Death Rituals during the Northern Song Dynasty" (PhD diss., University of Chicago, 2008).
2. Choi, "Contesting *Imaginares*."

BIBLIOGRAPHY:

Choi, Mihwa. "Contesting *Imaginares* in Death Rituals during the Northern Song Dynasty." PhD diss., University of Chicago, 2008.

Paper presented at a meeting or conference

NOTES:

1. Rachel Adelman, "'Such Stuff as Dreams Are Made On': God's Footstool in the Aramaic Targumim and Midrashic Tradition" (paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, Louisiana, November 21–24, 2009).
2. Adelman, "Such Stuff as Dreams."

BIBLIOGRAPHY:

Adelman, Rachel. "'Such Stuff as Dreams Are Made On': God's Footstool in the Aramaic Targumim and Midrashic Tradition." Paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, Louisiana, November 21–24, 2009.

Website

A citation to website content can often be limited to a mention in the text or in a note ("As of July 19, 2008, the McDonald's Corporation listed on its website . . ."). If a more formal citation is desired, it may be styled as in the examples below. Because such content is subject to change, include an access date or, if available, a date that the site was last modified.

NOTES:

1. "Google Privacy Policy," last modified March 11, 2009, <http://www.google.com/intl/en/privacypolicy.html>.
2. "McDonald's Happy Meal Toy Safety Facts," McDonald's Corporation, accessed July 19, 2008, <http://www.mcdonalds.com/corp/about/factsheets.html>.
3. "Google Privacy Policy."
4. "Toy Safety Facts."

BIBLIOGRAPHY:

Google. "Google Privacy Policy." Last modified March 11, 2009. <http://www.google.com/intl/en/privacypolicy.html>.

De Gruyter Style Guide

McDonald's Corporation. "McDonald's Happy Meal Toy Safety Facts." Accessed July 19, 2008. <http://www.mcdonalds.com/corp/about/factsheets.html>.

Blog entry or comment

Blog entries or comments may be cited in running text ("In a comment posted to *The Becker-Posner Blog* on February 23, 2010, . . .") instead of in a note, and they are commonly omitted from a bibliography. The following examples show the more formal versions of the citations. There is no need to add *pseud.* after an apparently fictitious or informal name. (If an access date is required, add it before the URL; see examples elsewhere in this guide.)

NOTES:

1. Jack, February 25, 2010 (7:03 p.m.), comment on Richard Posner, "Double Exports in Five Years?," *The Becker-Posner Blog*, February 21, 2010, <http://uchicagolaw.typepad.com/beckerposner/2010/02/double-exports-in-five-years-posner.html>.

2. Jack, comment on Posner, "Double Exports."

BIBLIOGRAPHY:

Becker-Posner Blog, The. <http://uchicagolaw.typepad.com/beckerposner/>.

E-mail or text message

E-mail and text messages may be cited in running text ("In a text message to the author on March 1, 2010, John Doe revealed . . .") instead of in a note, and they are rarely listed in a bibliography. The following example shows the more formal version of a note.

NOTES:

1. John Doe, e-mail message to author, February 28, 2010.