DE GRUYTER

De Gruyter Style Guide for
Analysis of Current Trends in Antisemitism – ACTA
With a Short Guide to Chicago Style (Author/Date, see p. 4)

We would like to welcome you to De Gruyter and are looking forward to working with you on your publication.

Here you will find advice on how to prepare your manuscript. If you have a question, don't hesitate to contact us. 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 De Gruyter.

1.   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.
- Using the citation style of ACTA (author-date, Chicago Style, see below)
- Having their material 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.

2.   Title, Headings, and Sub-Headings

Please use headline style for all headings: 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.

3.   Dates

- We prefer dates in the European date system, e.g. 3 September 2001 or 3rd October 2001, but we will accept other consistent styles.

- Use small caps for AD and BC. Position AD before the year and BC after. Similarly, for CE (Common/Christian Era) and BCE (Before Common Era). Do not contract BC or BCE dates.
- When expressing a decade, use, for example, "1950s" (no apostrophe), except in colloquial usage, e.g. "rocking Eighties".

3.   Orthography

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

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 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.

4.   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.

5.   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.

6.   Typeface, Emphasis, and Punctuation

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].
- <u>Underlining</u> or CAPITAL LETTERS should not be used for emphasis. Also, please avoid **bold** type.

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.

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.

7. 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.

8. 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
- Naming of the files: chapter/image number (e.g. Fig.5.1.tif).
- Please mark the passages in your manuscript where an image should be incorporated, using a reference that includes the file name.
- 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.

References:
Chicago Manual of Style – Author / Date[1]

Please follow the Chicago Manual of Style's author-date system. This system consists of short citations in the text and a reference list, which includes the full bibliographic information. The text citations, enclosed in parentheses, provide the author's last name and the year of publication. If a particular page is cited, it follows the year and is preceded by a comma:

(Smith 2015) or (Smith 2015, 9)

If the author's name appears in the text, it does not need to be repeated in the parenthetical citation. The date should immediately follow the author's name. However, in the case of direct quotations, the parenthetical citation may appear after the author's name or after the quotation.The reference section should contain all works cited and only those.

Basic rules:

- All works must be listed in alphabetical order – please do NOT split the References into different sections (e.g. secondary literature, sources)
- 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).
- 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. Please drop digits in inclusive page numbers (365–92, not 365–392); give page number in full, do not use "f.", "ff.".

The **following examples** illustrate the most frequent cases. Examples of notes are followed by shortened versions of citations to the same source.

The following examples illustrate the author-date system. Each example of a reference list entry is accompanied by an example of a corresponding in-text citation. You can find the latest version of *The Chicago Manual of Style*, Author-Date (including more sample citations) here.

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[1] http://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html

Book

Reference list entries (in alphabetical order)

Grazer, Brian, and Charles Fishman. 2015. *A Curious Mind: The Secret to a Bigger Life.* New York: Simon & Schuster.

Smith, Zadie. 2016. *Swing Time*. New York: Penguin Press.

In-text citations

(Grazer and Fishman 2015, 12)

(Smith 2016, 315–60)

Edited Book

Reference list entry

D'Agata, John, ed. 2016. *The Making of the American Essay*. Minneapolis: Graywolf Press.

In-text citation

(D'Agata 2016, 177–78)

Several editors: "Eds."
For more details, see 15.36 and 15.42 in The Chicago Manual of Style.

Chapter or other part of an edited book

In the reference list, include the page range for the chapter or part. In the text, cite specific pages.

Reference list entry

Thoreau, Henry David. 2016. "Walking." In *The Making of the American Essay*, edited by John D'Agata, 167–95. Minneapolis: Graywolf Press.

In-text citation

(Thoreau 2016, 177–78)

Translated book

Reference list entry

Lahiri, Jhumpa. 2016. *In Other Words*. Translated by Ann Goldstein. New York: Alfred A. Knopf.

In-text citation

(Lahiri 2016, 146)

E-book

For books consulted online, include a URL or the name of the database in the reference list entry. For other types of e-books, name the format. If no fixed page numbers are available, cite a section title or a chapter or other number in the text, if any (or simply omit).

Reference list entries (in alphabetical order)

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

Borel, Brooke. 2016. *The Chicago Guide to Fact-Checking*. Chicago: University of Chicago Press. ProQuest Ebrary.

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

Melville, Herman. 1851. *Moby-Dick; or, The Whale*. New York: Harper & Brothers. http://mel.hofstra.edu/moby-dick-the-whale-proofs.html.

In-text citations

(Austen 2007, chap. 3)

(Borel 2016, 92)

(Kurland and Lerner 1987, chap. 10, doc. 19)

(Melville 1851, 627)

Journal article

In the reference list, include the page range for the whole article. In the text, cite specific page numbers. For articles consulted online, include a URL or the name of the database in the reference list entry. Many journal articles list a DOI (Digital Object Identifier). A DOI forms a permanent URL that begins https://doi.org/. This URL is preferable to the URL that appears in your browser's address bar.

Reference list entries (in alphabetical order)

Keng, Shao-Hsun, Chun-Hung Lin, and Peter F. Orazem. 2017. "Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality." *Journal of Human Capital* 11, no. 1 (Spring): 1–34. https://doi.org/10.1086/690235.

LaSalle, Peter. 2017. "Conundrum: A Story about Reading." *New England Review* 38 (1): 95–109. Project MUSE.

Satterfield, Susan. 2016. "Livy and the *Pax Deum*." *Classical Philology* 111, no. 2 (April): 165–76.

In-text citations

(Keng, Lin, and Orazem 2017, 9–10)

(LaSalle 2017, 95)

(Satterfield 2016, 170)

Journal articles often list many authors, especially in the sciences. If there are four or more authors, list up to ten in the reference list; in the text, list only the first, followed by *et al.* ("and others"). For more than ten authors (not shown here), list the first seven in the reference list, followed by et al.

Reference list entry

Bay, Rachael A., Noah Rose, Rowan Barrett, Louis Bernatchez, Cameron K. Ghalambor, Jesse R. Lasky, Rachel B. Brem, Stephen R. Palumbi, and Peter Ralph. 2017. "Predicting Responses to Contemporary Environmental Change Using Evolutionary Response Architectures." *American Naturalist* 189, no. 5 (May): 463–73. https://doi.org/10.1086/691233.

In-text citation

(Bay et al. 2017, 465)

News or magazine article

Articles from newspapers or news sites, magazines, blogs, and the like are cited similarly. In the reference list, it can be helpful to repeat the year with sources that are cited also by month and day. Page numbers, if any, can be cited in the text but are omitted from a reference list entry. If you consulted the article online, include a URL or the name of the database.

Reference list entries (in alphabetical order)

Manjoo, Farhad. 2017. "Snap Makes a Bet on the Cultural Supremacy of the Camera." *New York Times*, March 8, 2017. https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html.

Mead, Rebecca. 2017. "The Prophet of Dystopia." *New Yorker*, April 17, 2017.

Pai, Tanya. 2017. "The Squishy, Sugary History of Peeps." *Vox*, April 11, 2017. http://www.vox.com/culture/2017/4/11/15209084/peeps-easter.

Pegoraro, Rob. 2007. "Apple's iPhone Is Sleek, Smart and Simple." *Washington Post*, July 5, 2007. LexisNexis Academic.

In-text citation

(Manjoo 2017)
(Mead 2017, 43)
(Pai 2017)
(Pegoraro 2007)

Readers' comments are cited in the text but omitted from a reference list.

In-text citation

(Eduardo B [Los Angeles], March 9, 2017, comment on Manjoo 2017)

Book review

Reference list entry

Kakutani, Michiko. 2016. "Friendship Takes a Path That Diverges." Review of *Swing Time*, by Zadie Smith. *New York Times*, November 7, 2016.

In-text citation

(Kakutani 2016)

Interview

Reference list entry

Stamper, Kory. 2017. "From 'F-Bomb' to 'Photobomb,' How the Dictionary Keeps Up with English." Interview by Terry Gross. *Fresh Air*, NPR, April 19, 2017. Audio, 35:25. http://www.npr.org/2017/04/19/524618639/from-f-bomb-to-photobomb-how-the-dictionary-keeps-up-with-english.

In-text citation

(Stamper 2017)

Thesis or dissertation

Reference list entry

Rutz, Cynthia Lillian. 2013. "*King Lear* and Its Folktale Analogues." PhD diss., University of Chicago.

In-text citation

(Rutz 2013, 99–100)

Website content

It is often sufficient simply to describe web pages and other website content in the text ("As of May 1, 2017, Yale's home page listed . . ."). If a more formal citation is needed, it may be styled like the examples below. For a source that does not list a date of publication or revision, use n.d. (for "no date") in place of the year and include an access date.

Reference list entries (in alphabetical order)

Bouman, Katie. 2016. "How to Take a Picture of a Black Hole." Filmed November 2016 at TEDxBeaconStreet, Brookline, MA. Video, 12:51. https://www.ted.com/talks/katie_bouman_what_does_a_black_hole_look_like.

Google. 2017. "Privacy Policy." Privacy & Terms. Last modified April 17, 2017. https://www.google.com/policies/privacy/.

Yale University. n.d. "About Yale: Yale Facts." Accessed May 1, 2017. https://www.yale.edu/about-yale/yale-facts.

In-text citations

(Bouman 2016)

(Google 2017)

(Yale University n.d.)

Social media content

Citations of content shared through social media can usually be limited to the text (as in the first example below). If a more formal citation is needed, a reference list entry may be appropriate. In place of a title, quote up to the first 160 characters of the post. Comments are cited in reference to the original post.

Text

Conan O'Brien's tweet was characteristically deadpan: "In honor of Earth Day, I'm recycling my tweets" (@ConanOBrien, April 22, 2015).

Reference list entries (in alphabetical order)

Chicago Manual of Style. "Is the world ready for singular they? We thought so back in 1993." Facebook, April 17, 2015. https://www.facebook.com/ChicagoManual/posts/10152906193679151.

Souza, Pete (@petesouza). 2016. "President Obama bids farewell to President Xi of China at the conclusion of the Nuclear Security Summit." Instagram photo, April 1, 2016. https://www.instagram.com/p/BDrmfXTtNCt/.

In-text citations

(Chicago Manual of Style 2015)

(Souza 2016)

(Michele Truty, April 17, 2015, 1:09 p.m., comment on Chicago Manual of Style 2015)

Personal communication

Personal communications, including email and text messages and direct messages sent through social media, are usually cited in the text only; they are rarely included in a reference list.

In-text citation

(Sam Gomez, Facebook message to author, August 1, 2017)