STYLE SHEET

Global Studies in Libraries and Information

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Published jointly with IFLA

This style sheet should act as a guide for authors. If you feel very strongly about something and want to use different practices, please get in touch with the editorial department or the series editor. Most books are typeset by De Gruyter, which means that the final layout will be prepared professionally by a typesetter. Nonetheless, we are dependent on you providing a flawless manuscript indicating the different text elements. The intention of this style sheet is to ensure that manuscripts are as far as possible consistent with scholarly practice regarding language, format, and citations.

General Points

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

Responsibility of author:

All authors should have their material checked by second pair of eyes, who should also check that all works cited in the text are listed in the reference section and vice versa.

If the author's mother-tongue is not English, he or she should have it checked by a native English-language speaker. **IMPORTANT: the Publisher does not provide proof-reading and language-editing, but the series editor will review the manuscript carefully, and may draw authors' attention to the need for clarification and corrections.**

The author must obtain written permission for the use of material (e.g., maps, figures) for which the copyright is owned by others.

Authors are responsible for supplying the index (names or subjects) if this is appropriate for their book. Index terms can be either marked up using the indexing function in WORD or it can be done manually.

No matter which system you choose (e.g. for footnotes, terms, citations, bibliography, names), you must be **consistent** throughout the whole text.

Before submitting your manuscript give it a final check:

- that no pages are missing;
- that all headings listed in the Table of Contents correspond exactly to those in the text;
- that the numbering of all sections, examples, tables, figures, and notes is correct and complete,

- that all references are supported by a citation in the bibliography,
- that the URLs of all cited web pages should be checked for currency, and the access date noted.

Spelling

We don't mind whether you use British or American English spelling (e.g. "catalogue" versus "catalog"), as long the language is consistent within the work or contribution. Please set the spell-check or your word-processor to the appropriate language and check the text throughout before submitting it.

Direct quotations and the titles of cited works should remain in the original version of the language.

Non-English Sources

If you cite publications that were produced in a language other than English, please present first the title in the original language (and script), and then provide a translation of the title into English.

Chicago Manual of Style

We prefer that, in general, you follow the Chicago Manual of Style (CMoS). If in doubt about how to present particular kinds of text or data, you could refer to the latest edition of CMOS on the Web, where it is available on a one-month free trial basis.

Headings

Use headings and sub-headings sparingly, to mark significant sections of the text. Do not number them.

Capitalization

Capitalize only the first letter of the first word and of proper nouns in the main text: e.g., "The capitalization of titles in English" = sentence style, (not "The Capitalization of Titles in English" = camel style). In the Bibliography, all proper nouns and adjectives should be capitalized.

Dates

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

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". When expressing a century, use words rather than numbers: for example "nineteenth century" rather that "19th Century."

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.

Measures

Units of measurement of weight, length, time, etc. usually have a numeral with the abbreviation for the unit. We prefer the spaced style (e.g. 10 m).
Monetary amounts expressed in local currencies should be accompanied in brackets by their current value in a major international currency such as the U.S. Dollar or the Euro.

Use of sources

All direct quotations from other works (including your own) must be fully attributed by a reference in the text and a citation in the bibliography.
Concepts and illustrative material devised by other writers must be similarly attributed to them.
It is permissible to refer to sources that were described by other writers (and that you have not read), but in such cases you should refer to these in the text as X quoted by Y, and provide citations for both the original and third party titles in the bibliography.

Quotations

Short quotations (fewer than 60 words or ten lines) should be inserted in the text and enclosed in "double quotation marks". "Single quotation marks enclose 'quotations within quotations', like this".
… Longer quotations should appear as a separate block; they should be small typed and indented …
A translation of a quotation in a language other than the main text should be in [square brackets].

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.

Abbreviations

Write out names of theories, titles of books, or names of organisations and publishers. If you want to use abbreviations, explain them and create a list of abbreviations. Acronyms should be expressed in full at their first use, e.g.: International Federation of Library Associations and Institutions (IFLA).

Typeface, Emphasis, and Punctuation

Italics should be used for:

Foreign-language expressions: *comme ça.*

Titles of books, published documents, newspapers, and journals: *BIBLIOTHEK Forschung und Praxis.*

Italics may also be used for:

Drawing attention to *key terms* in a discussion at first mention only. Thereafter, these terms should be given in normal type. 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.

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+Alt+-.

Unspaced EN dashes should be used between inclusive numbers, e.g., 153–159.

Please use EN dashes (not bullets) for lists without numbering.

Spacing:

Type one space (not two) after periods or full stops, commas, and colons.

Brackets: Do not use double round brackets: (brackets within brackets should be [square brackets]).

Tables, Figures, and Illustrations

Colour illustrations can NOT be reproduced.

Use tables, figures and illustrations only if they supplement the text, or facilitate interpretation of data reported in the text.

If there are figures to be inserted which you cannot include electronically, please have them professionally drawn and send us the originals, not photocopies.

If photographs are to be inserted, the prints must be provided.

For graphs and charts, please supply the spreadsheet with the original data. Remember that these will normally be printed only in greyscale (not colour).

The resolution of images should be 300 dpi, the resolution of graphs at least 1200 dpi.

Tables and figures should be numbered by chapters throughout an authored work (e.g. 1.2.; 3.5.; 12.1.).

Title of a table is to be placed above the table.

Title of a figure is to be placed below the figure.

References to tables, figures or boxes within the article should include the capitalized word "Table" or "Box" followed by a number: e.g., Table 3.4. Add a non-breaking space in between, if not there already.

Appendixes and End- and Foot Notes

Footnotes should be numbered by chapter, starting with 1 at the start of each chapter. Each footnote should stop with a full stop if appropriate.

Note numbers in the text should be superscript numbers[1] without punctuation or brackets. The note number should directly follow the word in question or a punctuation mark, with no blank space.[2]

To make your arguments as comprehensible as possible, place the note behind a punctuation mark, if it concerns the whole sentence.[3] Notes that directly follow the word[4] in question should not concern more in the sentence.

You can place a note behind a whole paragraph, if its content relates to just one range of addressed issues.

References and Citations

The reference section should contain all works cited and only those.

All works must be listed in alphabetical order.

Arrange all works under a particular author's name in chronological order. All Single-authored works should be listed first under a name followed by any other categories arranged alphabetically (e.g., edited, translated, joint-authored).

Give the inclusive page numbers of articles in journals or chapters in 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.". **Do not use Ibid or op cit.**

Give both the place of publication and the name of the publisher, including the publisher of cited web pages.

Do not use abbreviations for names of journals, book series, publishers or conferences.

When citing edited works, do not include the abbreviation "ed." or "eds." in the citation.

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".

The Chicago Manual of Style

For referencing we suggest that authors use **The Chicago Manual of Style**, 16th ed. Chicago: University of Chicago Press, 2010 (free Quick Guide see: http://www.chicagomanualofstyle.org/tools_citationguide.html). You may also use a different style, as long as you are consistent.

The Chicago Manual of Style gives two basic documentation systems: *(1) notes and bibliography* and *(2) author-date*. Although both are acceptable to De Gruyter, we suggest you use (2) author-date for English-language works in LIS.

In the author-date system, sources are briefly cited in the text, usually in parentheses, by author's last name, date of publication, and sometimes the page (Keller 2011). Note: no comma between the name and date.

The short citations are amplified in a single list of references, where full bibliographic information is provided. Always give the full author-date citation: **Do not use "op. cit.", "loc.cit.", or "ibid."** Apart from the suggestions of the Chicago Manual of Style, use the author-date system with the following in mind:

one author: (Bouissac 1985)

two authors: (Smith and Jones 1995)

three authors (Green, Brown and Thomson 1998)

four or more authors: (Ameka *et al*. 2006), but please do list all authors in bibliography.

several works by one author: (Bouissac 1987a, 1987b, 1994). But please include the author'sname in every entry in the bibliography.

when citing more than one work by the same author/editor published in the same year, please differentiate the works by using letters: (Smith 2004a, 2004b, 2004c)

when citing several works by different authors, place them in a chronological sequence: (Bouissac 1985; Deakin 1993; Bouissac 1987; Auer 2007)

citations of an entire chapter: (Auer 2007: Ch. 3)

Citations of a page (Auer 207: 48)

reprints: (Dickens 1987 [1854]: 73)

Text body:

The "thick description" approach was first described by anthropologist Clifford Geertz (1973), and requires the ethnographer to "search out and analyze symbolic forms – words, images, institutions, behaviors – with respect to one another and to the whole that they comprise" (Myers 1999: 8).

References:

Geertz, C. 1973. "Thick Description: Toward an Interpretive Theory of Culture." In *The Interpretation of Cultures: Selected Essays,* 3–30. New York: Basic Books.

Myers, M.D. 1999. "Investigating information systems with ethnographic research." *Communications of the AIS* 2(23): 2–19.

Do remember to cross check that references in the text are matched by a citation in the list of references, and vice-versa.

APA Citation Style
Alternatively, authors may want to use the APA Citation Style. This style is frequently used in Information Science and many students are familiar with it. There are two useful online guides which teach you the basics:
http://www.library.cornell.edu/resrch/citmanage/apa
http://www.apastyle.org/manual/index.aspx

Internet sources

If authors want to give internet addresses (URLs) in the text, these can be rendered as active links in the e-book. Short URLs can be added to the text (http://www.degruyter.de/), longer ones should be added as a foot- or endnote.1 If authors wish to add whole lists of URLs, this can be done best in an Appendix. Furthermore, please consider the following:
1
Don't forget to include the particular access date.
Websites should not be underlined, bold or italic.
Avoid full stops at the end of a web address if possible.
Remove "http://" from the web-address if not needed.

In the reference list, follow these examples:

Chad, K., and P. Miller. 2005. "Do Libraries Matter? The Rise of
Library 2.0." Accessed July 31, 2008. http://www.talis.com/
applications/downloads/white_papers/DoLibrariesMatter. pdf
Lomas, C. 2005. "7 Things You Should Know about… Social
Bookmarking." In *EDUCAUSE Learning Initiative*. Accessed
March 13, 2008. http://www.educause.edu/Library
DetailPage/666?ID=ELI7001
Maness, J. M. 2006. "Library 2.0 Theory: Web 2.0 and its Implications
for Libraries*." Webology* 3(2). Accessed January
26, 2008. http://www.webology.ir/2006/v3n2/a25.html

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Good luck with writing!