

## **History of Intellectual Culture (HIC) – Style Sheet**

We would like to welcome you to the yearbook *History of Intellectual Culture* (De Gruyter) and we 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, do not 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 a professional typesetter.

### **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 carefully checked by a native speaker of English or other suitable person if they are not native speakers themselves.
- using the fonts necessary to print any special characters. Under no circumstances may these be drawn in by hand.
- obtaining written permission for the use of material (e.g., maps, figures) for which the copyright is owned by others.

Please check before sending the final version:

- that no pages are missing.
- that the consecutive numbering of all sections, examples, tables, figures, and notes is correct and complete.

### **2. Chicago Manual Style – Footnotes, No Bibliography**

Please follow the Chicago Manual of Style. However, please note that we will not have bibliographies at the end of the articles. All references should be in the footnotes: the first time as full references, after that as shortened versions of citations to the same source.

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The following examples illustrate the most frequent cases (1. full references; 2. shortened versions):

### *Book – one author*

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.

### *Book – two or three authors*

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.

### *Book – four or more authors (list only the first author, followed by et al.):*

1. Dana Barnes et al., *Plastics: Essays on American Corporate Ascendance in the 1960s* (New York: Knopf, 2011), 12.
2. Barnes et al., *Plastics*, 34.

### *Editor, translator, or compiler instead of author*

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

### *Editor, translator, or compiler in addition to author*

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

### *Chapter or other part of a book*

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.

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

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.

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John Boyer and Julius Kirshner (Chicago: University of Chicago Press, 1986), 35.

2. Cicero, “Canvassing for the Consulship,” 35.

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

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.

### *Online books*

If a book is available in more than one format, cite the version you consulted. For books consulted online, list a URL, and please include an access date. If no fixed page numbers are available, you can include a section title or a chapter or other number.

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.

### *Article in a print journal*

List the specific page numbers consulted, if any.

1. Joshua I. Weinstein, “The Market in Plato’s Republic,” *Classical Philology* 104 (2009): 432–434.

2. Weinstein, “Plato’s Republic,” 440.

### *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.

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.

2. Kossinets and Watts, “Origins of Homophily,” 439.

### *Article in a newspaper or popular magazine*

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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. The following examples show the more formal versions of the citations. If you consulted the article online, include a URL; include an access date. If no author is identified, begin the citation with the article title.

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.”

### *Book review*

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.”

### *Thesis or dissertation*

1. Mihwa Choi, “Contesting Imaginaires in Death Rituals during the Northern Song Dynasty” (PhD diss., University of Chicago, 2008).
2. Choi, “Contesting Imaginaires.”

### *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.

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.”

*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. 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. (Access date before the URL; see examples elsewhere in this guide.)

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.”

**3. General Instructions: References/Footnotes**

- As mentioned above, all references should be in the footnote (first time as full references, after that as shortened versions).
- Give the full title and subtitle of each work in first citation.
- 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.
- 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.”
- We prefer cross-references to sections within the text instead of page numbers.
- If cross-reference is needed, do not use “see above” or “see below”, but add the section or chapter instead.

**4. 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”.

## **5. Orthography**

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

## **6. 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.

## **7. 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.

## **8. 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.

## **9. 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].
- Underlining 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’.
- Single quotation marks should also be used when referring to key historical concepts, e.g., “Arndt’s idea of ‘revolution’ hinges on” or “Locke’s notion of ‘liberty’ is ambivalent”.
- 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 (-) but not as long as an EM dash (—). 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. 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

- If there are figures to be inserted which you cannot include, please have them professionally drawn and send us the originals, not photocopies.
- The resolution of images should be 300 dpi, the resolution of graphs at least 1200 dpi.
- 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.
- Avoid using tints as this can affect legibility.

## **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.

- Please supply all images in digital and fully processed form. Only in this way can we ensure quick and high-quality reproduction. The publication quality always depends directly on the quality and size of the delivered data.
- 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) and often.

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