MOBILITY IN HISTORY
Style Guide

FILE PREPARATION

Files should be prepared with all text and notes double spaced, without extra spacing between paragraphs.

Although contributions may originally have been conference papers, in the journal they should be referred to as "articles."

Abstracts and Keywords are not used in the print version of Mobility in History; however, abstracts are used in the metadata for online editions.

In addition, please note:

- title and subtitles on article start pages should be prepared with titles bold, subtitles dropped to next line and not bold; no colon

- A-heads should be indicated by bold; B-heads by bold italic; C-heads by non-bold italic

- indicate illustration and table call-outs by highlighting in yellow

- unusual diacriticials/characters that might need special attention in typesetting should be flagged by using red type for the entire word – however, common accents such as é, è, ü are easily imported into design software and do not need such attention

- extracts should be flagged by indenting the whole and adding one line before and one line after the extract

- use 9th rather than 9th for ordinals in references; otherwise, write out ninth in text

- colons are used to separate the titles and subtitles of sources in all languages in notes

- note numbers should not be attached to titles, subtitles, section headings or author names

SPELLING

Mobility in History uses American-English spelling. Alternative spellings in quoted material and book and article titles should not be changed.

Do *not* use contractions: won't, can't, didn't.

Do not use abbreviations such e.g, et al., and i.e. in text; such terms can be used in notes.

Use anglicized plurals for foreign words that have passed into English: appendixes, formulas, forums, and so forth.

Use quotation marks to emphasize words sparingly. It is usually possible to make your point without special emphasis.

Where possible, do not use diacritical marks.

NOTES

All notes are prepared as endnotes (they will be converted to footnotes in the final) with full reference information provided in the first reference to a source.

Every quote should be referenced, not just with a whole book or article title, but also with the exact page number(s).

Notes should be placed at the end of the manuscript using the endnote function in Word. They should be double spaced and numbered within the text: 1., 2., 3., and so on. Each superscript number in the text may *only* refer to one note. If you wish to use the same reference twice, use two notes. All notes end with a full point.

Do not attach note numbers to the main title, subtitle, section headings or author name.

Acknowledgement notes can be placed as an unnumbered first note – it will appear as the bottom of the first page of the article.

Note numbers always follow punctuation, but precede the in-text dash.

The manuscript was delivered – despite the extra work[1] – by the end of the week.[2]

Consistency and accuracy are most important. Do not overlook details such as translators, editors, and page references.

Always list the publisher if you can.

Give a full reference for the first mention of a particular work. In most cases, later references are shorter (see below).

Book
One author
Wendy Doniger, *Splitting the Difference* (Chicago: University of Chicago Press, 1999), 65.
Subsequent references: Doniger, *Splitting the Difference*, 66.

Two authors
Guy Cowlishaw and Robin Dunbar, *Primate Conservation Biology* (Chicago: University of Chicago Press, 2000), 104–7.
Subsequent references: Cowlishaw and Dunbar, *Primate Conservation Biology*, 106.

Four or more authors
Edward O. Laumann et al., *The Social Organization of Sexuality: Sexual Practices in the United States* (Chicago: University of Chicago Press, 1994), 262.
Subsequent references: Laumann et al., *The Social Organization of Sexuality*, 263.

Editor, translator, or compiler instead of author
Richmond Lattimore, ed., *The Iliad of Homer* (Chicago: University of Chicago Press, 1951), 91–92.
Subsequent references: Lattimore, ed., *The Iliad of Homer*, 98.

Editor, translator, or compiler in addition to author
Yves Bonnefoy, *New and Selected Poems*, ed. John Naughton and Anthony Rudolf (Chicago: University of Chicago Press, 1995), 22.
Subsequent references: Bonnefoy, *New and Selected Poems*, ed. Naughton and Rudolf, 23.

Chapter or other part of a book
Andrew Wiese, "'The House I Live In': Race, Class, and African American Suburban Dreams in the Postwar United States," in *The New Suburban History,* ed. Kevin M. Kruse and Thomas J. Sugrue (Chicago: University of Chicago Press, 2006), 101–130.
Always give the full pages at the first mention, so: 101–130, here: 101–102.
Subsequent references: Wiese, "'The House I Live In'," 103.

Chapter of an edited volume originally published elsewhere (as in primary sources)
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), 24–47, here: 35.
Subsequent references: Cicero, "Handbook on Canvassing for the Consulship," 36.

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

James Rieger, Introduction to *Frankenstein; or, The Modern Prometheus*, by Mary Wollstonecraft Shelley (Chicago: University of Chicago Press, 1982), xx–xxi.
Subsequent references: Rieger, Introduction to *Frankenstein*, xxii.

Book published electronically

If a book is available in more than one format, you should cite the version you consulted, but you *may* also list the other formats, as in the second example below. Add the access date parenthetically at the end of the citation, as in the first example below.

Philip B. Kurland and Ralph Lerner, eds., *The Founders' Constitution* (Chicago: University of Chicago Press, 1987), http://press-pubs.uchicago.edu/founders/ (accessed June 27, 2006).
Subsequent references: Kurland and Lerner, eds., *The Founders' Constitution*, http://presspubs.uchicago.edu/founders/ (accessed June 27, 2006). Website names *must* be followed by an indication of the last date of consultation.

Journal/Periodical article

Article in a print journal

John Maynard Smith, "The Origin of Altruism," *Nature* 393 no. 3 (September 1998): 639–654, esp. 641.
Subsequent references: Smith, "The Origin of Altruism," 640.

Article in an online journal

Mark A. Hlatky et al., "Quality-of-Life and Depressive Symptoms in Postmenopausal Women after Receiving Hormone Therapy: Results from the Heart and Estrogen/Progestin Replacement Study (HERS) Trial," *Journal of the American Medical Association* 287, no. 5 (2002), http://jama.ama-assn.org/issues/v287n5/rfull/joc10108.html#aainfo (accessed January 7, 2004).
Subsequent references: Hlatky et al., "Quality-of-Life and Depressive Symptoms."

Popular magazine article

Steve Martin, "Sports-Interview Shocker," *New Yorker,* May 6, 2002, 84–89.
Subsequent references: Martin, "Sports-Interview Shocker," 85.

Newspaper article

Newspaper articles may be cited in running text ("As William Niederkorn noted in a *New York Times* article on June 20, 2002, . . . ") instead of in a note. But here is the more formal version of the citation.

William S. Niederkorn, "A Scholar Recants on His 'Shakespeare' Discovery," *New York Times,* June 20, 2002, Arts section, Midwest edition.
Subsequent references: Niederkorn, "A Scholar Recants on His 'Shakespeare' Discovery," 23.

Book review

James Gorman, "Endangered Species," review of *The Last American Man*, by Elizabeth Gilbert, *New York Times Book Review*, June 2, 2002, 16–20.
Subsequent references: Gorman, "Endangered Species," 17.

Thesis or dissertation

Martin Amundin, "Click Repetition Rate Patterns in Communicative Sounds from the Harbour Porpoise, *Phocoena phocoena*" (PhD diss., Stockholm University, 1991), 22–29, 35.
Subsequent references: Amundin, "Click Repetition Rate Patterns in Communicative Sounds," 25.

Paper presented at a meeting or conference

> Brian Doyle, "Howling Like Dogs: Metaphorical Language in Psalm 59" (paper presented at the annual international meeting for the Society of Biblical Literature, Berlin, Germany, June 19–22, 2002).
> Subsequent references: Doyle, "Howling Like Dogs."

Web site

Web sites may be cited in running text ("On its Web site, the Evanston Public Library Board of Trustees states . . .") instead of in an in-text citation. The following example shows the more formal version of the citation.

> Evanston Public Library Board of Trustees, "Evanston Public Library Strategic Plan, 2000–2010: A Decade of Outreach," Evanston Public Library, http://www.epl.org/library/strategic-plan-00.html (accessed June 1, 2005).
> Subsequent references: Repeat the full web address and last access date.

Weblog entry or comment

Weblog entries or comments may be cited in running text ("In a comment posted to the Becker-Posner Blog on March 6, 2006, Peter Pearson noted . . .") instead of in a note. The following example shows the more formal version of the citation.

> Peter Pearson, comment on "The New American Dilemma: Illegal Immigration," The Becker-Posner Blog, comment posted March 6, 2006, http://www.becker-posner-blog.com/archives/2006/03/the_new_america.html#c080052 (accessed March 28, 2006).
> Subsequent references: Repeat the full web address and last access date

E-mail message

E-mail messages may be cited in running text ("In an e-mail message to the author on October 31, 2005, John Doe revealed . . .") instead of in a note. The following example shows the more formal version of a note.

> John Doe, e-mail message to author, October 31, 2005.
> Subsequent references: Repeat the full reference.

Item in online database

Journal articles published in online databases should be cited as shown above, under "Article in an online journal."

> Pliny the Elder, *The Natural History,* ed. John Bostock and H. T. Riley, in the Perseus Digital Library, http://www.perseus.tufts.edu/cgi-bin/ptext?lookup=Plin.+Nat.+1.dedication (accessed November 17, 2005).

Unpublished material

Name of archival institution/library (in original language, followed by abbreviation and the translation between parentheses), name of the archive (e.g., papers International Alliance of Women, hereafter IAW), number of the archive (if any), description of the source/document (letter by x to y), and its inventory number (if any). Indicate in the first note how you are subsequently are going to refer to this source.

PARTS OF THE REFERENCE

Use col., par., and fol. to refer to column, paragraph, and folio. No colon is used after "See". Where there is more than one reference in a note, these are usually separated by semicolons.

Ibid. should only be used in consecutive notes to indicate the same reference:

> 3. Hazel, *Cotton Trade*, vol. 4, 92.
> 4. Ibid., 406. [For the same vol. no.]
> 5. Ibid., chaps. 5 and 6.

"Idem" can only be used in a single note to replace an author's name when several works by the same author are cited.

If you translate words or quotes, please add in the first relevant note that the translations are yours.

NUMBERS AND MEASUREMENTS

In general, use words for whole numbers from one to ninety-nine (except for a series of numbers) and for any numbers followed by hundred, thousand, million, and so forth, unless when you are explicitly counting or in mathematical formulas. Use figures for other numbers.

In quotations, keep to the original and do not change figures for words and vice versa.

Round numbers are usually spelled out, but very large numbers followed by million or billion may be expressed in figures: two thousand years of history but 4.5 billion years.

If the first word in a sentence is a number, it should either be spelled out or the sentence should be rewritten. "The year 1968 was..." rather than "1968 was..."

Hyphenate spelled-out numbers: twenty-nine, two-thirds, but use figures to avoid too many hyphens, e.g., a 62-year-old-woman.

Always use a comma in thousands and larger numbers: 6,580 and 834,345,736.

Figures, not words, must be used before abbreviations: 5 kg, 6 km.

Figures are always used in percentages except when starting a sentence. Percent (one word) should always be spelled out in the main text, % may be used in tables and figures.

Write 0.5, not .5.

CURRENCIES

Always compare absolute values with average wage or some other measure, if available; in time series, use terms like 'fourfold', 'double' rather than absolute figures; in tables and graphs use original currencies but add an endnote or remark under the table or the graph, relating one unit of the currency to some other measure (average wage, etc.) if available. For further help you can consult http://eh.net/hmit/

UNITS OF MEASUREMENT

The metric system (S.I.; "Système International") should be considered the standard and used for key measurements referred to in the text. If necessary, the original unit may be mentioned between brackets after the metric value. If there are many units in the text then give a conversion rate instead in an endnote linked to the first mention. The same applies for tables and graphs. All units should retain their singular form when compounded to form hyphenated adjectives (e.g., 'three-kilometer run). Elsewhere they should be pluralized but not if the quantity or number is less than one.
See for details for instance: http://aurora.regenstrief.org/~ucum/ucum.html#section-Base-Units

DOUBLE PUNCTUATION

There is no need for double punctuation at the end of a sentence, either after an abbreviation or after a punctuation mark in quotation marks or a book or article title.
Only when the punctuation mark is within parentheses is a final punctuation mark required:
> He looked forward to his trip (France, Spain, Malta, etc.).

COMMAS

The series comma should appear before the words "and," "or," and "etc." in lists of three or more items: black, gold, and red

When independent clauses are joined by and, but, or, so, yet, or any other conjunction, a comma usually precedes the conjunction. If the clauses are very short and closely connected, the comma may be omitted. A comma is not normally used for a compound predicate.
> We bolted the door, but the intruder was already inside.
> Everyone was startled by the news, and one man fainted.
> The sky was blue and the sun was shining.
> He had accompanied Sanford and had volunteered to write the report.

Do not use a comma with a parenthetical em-dash (—) or before the opening parenthesis of a parenthetical statement. The dash in itself (with spaces on either side) indicates a sufficient pause.

> The Howard Project — originally rather a speculative venture — crystallized in 1932.
> He wrote a letter (not the first one) to his solicitor.

PARENTHESES AND BRACKETS
( ) are called parentheses. Brackets are square: [ ]. Reserve square brackets for your own interpolations within quotations or for uncertain data in references (e.g., if the date or place is ascertainable but does not appear in the book). Brackets are also used as parentheses within parentheses.

FULL POINTS
With parentheses the full point should follow sense. Only when a whole sentence is in parentheses does the full point come before the closing parenthesis:

> He looked pale. (He had been ill.)
> He looked pale (he had been ill).

HYPHENATION
Compound adjectives are generally hyphenated:

> nineteenth-century women, best-known example, four-year-old child,
> little-frequented place, decision-making process, ten-year plan, middle-class values

But a compound adjective with an '*ly*' adverb is not hyphenated: highly motivated people, deeply involved groups.

ITALICS
Italicize words that are meant to be italicized - do not underline them.
Italics must be used for the following:
- titles of published books, though not the Koran, the Bible, or the books of the Bible (these should be roman with no quotes). Titles of periodicals, long poems, plays, films, operas, and oratorios, but not television or radio programs, which should be roman in quotes;
- names of ships (but not their prefixes): HMS *Valiant*, SS *Oriana*;
- foreign words or short phrases in an English sentence, but foreign quotations should appear in roman and quotes. Commonly used foreign words found in a standard English dictionary, such as a priori, corpus, and raison d'etre, do not require italicization;
- to identify letters: the letter *t*;

The following do *not* use italics:
- titles of articles, chapters, short stories. Use roman and quotes for these;
- the possessive or plural *s* following an italicized word, 'the *Discovery*'s home port';
- the scholarly Latin words and abbreviations ibid., idem, e.g., i.e., cf., viz., ca.
The only exception is the word [*sic*], which is always italicized and appears in brackets.

Please do NOT italicize the commas or parentheses following an italicized title.
Use italics for emphasis sparingly. It is usually possible to make your point without special emphasis. 'B'-category sub-headings within chapters may be in italics.

BOLD
Do *not* use bold at any time for emphasis, except for headings.

APOSTROPHES
The general rule is that the possessive of most singular nouns is formed by adding an apostrophe and an "s" and the possessive of most plural nouns is formed by adding an apostrophe.

> The sailor's skiff capsized.
> The mocking birds' plaintive calls resounded throughout the dusk.

The general rule covers most proper nouns, including names ending in "s," "x," or "z," in both their singular and plural forms, as well as letters, numbers, and punctuation marks.

>Marx's theories
>Strauss's Vienna
>the Lincolns' marriage
>FDR's legacy
>1999's heaviest snowfall

Exceptions:

If a noun ends in an "eez" sound, such as Socrates, or an unpronounced "s," such as Camus, the possessive is formed by simply adding an apostrophe.

>Socrates' students
>François' efforts
>Camus' books

When neither an "s" nor an apostrophe alone looks right or when any ambiguity might arise, avoid the possessive and use "of" instead.

Do *not* use 's for the plurals of capitalized acronyms or abbreviations: NGOs, the 1960s.
Do use 's for lower-case abbreviations where the meaning may be confused: e.m.f.'s.
There is *no apostrophe* for: phone, bus, thirties, flu or its (possessive).

GEOGRAPHICAL

North, South, East, West if part of a political division, for example, South West Africa, Western Europe, Western capitalism. But the south of Scotland, southern Scotland, western winds. Sun, moon and earth are usually lower-cased, except in discussions of the Solar System.

Geographical names where possible spelled in English, e.g. not İstanbul but Istanbul.

INSTITUTIONS

The state, the church, but Washington State, the Roman Catholic Church, the Church of England; Parliament, but parliamentary behavior, parliamentarians. The State, the Church should be used in specific context.

HISTORICAL PERIODS

Geographical and historical periods, Iron Age, Carboniferous Era, Dark Ages and wars, Great War, Second World War are usually capitalized.

POLITICAL

Political subjects are tricky. Political parties – the Communist Party – take capitals but fascism, capitalism, syndicalism, social democracy, socialism, the press (of newspapers) do not.

Radical/radical; Liberal/liberal. The author should make his or her meaning clear by using upper case for Radical and Liberal when denoting a political party and lower-case when these words are used in a general political sense.

TITLES AND RANKS

Queen Elizabeth. The queen says, and a queen must. The Minister of Information; the minister of a church, but Justice Stevens, Reverend Dunn. The foreign secretary, but Secretary of State Seward; President Roosevelt, Sir Humphrey, Lord North, but the Duke of Buccleuch, a duke, a bishop. Hyphenated titles are capitalized in both parts: Vice-President.

DATES

The sequence for a date should be day month year:

>She left home and started a new life on 3 October 1911.

Spell out century numbers: "the fourteenth century" and hyphenate the adjectival form: "fourteenth-century roses."

Use "the mid-fourteenth century" (noun) but "an early fourteenth-century prelate" (adjective).

Pairs of dates: 1970–1, 1972–3, *but* 1915–18, 1809–1903.

Decades should be 1930s, *not* 1930's, 1930ies or thirties. There is no apostrophe in the plural: 1890s.

In text use "from 1924 to 1928" not "from 1924–28." And "between 1924 and 1928" not "between 1924–28."

"18 September to 19 January" is better than "18 September–19 January."

Months can be abbreviated in tables and footnotes, but always use the name of the month and not the number, and always be consistent, e.g., Sep. or Sept.

TIME
To be expressed as follows: six months, 8.40 a.m., eight o'clock, half past eight, a five-minute break, but five minutes' start (no hyphen).

Use words for periods of time such as "it took him six months," but figures for exact measurements and for series of numbers.

FOREIGN LANGUAGES
Give English translations of foreign titles the first time they are used. Use this format: *Foreign title* (English translation). Please note that the *translated* name of a publication is NOT italicized nor uses capital letters (this in order to indicate that it is a translation, not the actual name of a publication) After that, use the original title.

Make sure all accents are used in the typescript, though accents on capital letters in French can be omitted. If your printer cannot print accents/umlauts etc., these should be clearly marked by hand so they can be inserted at a later stage.

Foreign words or short phrases that are not commonly used in English should be *italicized*. We prefer to italicize a foreign word or phrase only on its first appearance in the text if it is used frequently thereafter, and we also recommend that a translation be provided for each foreign term. Words frequently used in scholarly discourse (*Sonderweg* or *Bürgertum*, for example) need not be translated, but less commonly used words and phrases should be.
Some Greek, Latin, and French words (e.g., catharsis, habeas corpus, croissant) have become familiar in English and should not be italicized. Please refer to the *Merriam-Webster Collegiate Dictionary* or the *American Heritage College Dictionary* when in doubt.

Examples of how to write foreign names:
Journals: *Uchitelska probuda* (Teachers' awakening),
           Zhenski glas (Women's voice).

Organizations:
           Druzhestvo za zashtita na detsata (Union for the Protection of Children),
           Bulgarski Zhenski Sujuz (Bulgarian Women's Union).

However: the translation is only added the first time, after that the original name is used.

If quoting a foreign source and giving this quote in English in your own translation, don't give the original quote in the note, unless there is a special reason to do so. Always indicated "author's translation" or "my translation".

PROPER (PERSONAL AND PLACE) NAMES
In general, use contemporary rather than modern names, for example, "Leningrad" rather than "St. Petersburg" for a book about the Cold War (but there may be cases in which you want to consult with the editors about this).

Anglicize place names consistently, for example, "Munich" not "München;" "Vienna" not "Wien;" "Marseilles" not "Marseille; "Habsburg" and *not* "Hapsburg." However,

"Braunschweig" should be retained (there is no English equivalent here). This rule should be followed in all text that is not a direct quotation.

QUOTATIONS

Use double quotes unless the quotation appears within a quotation. Punctuation at the end of a quotation should be included inside the closing quotation mark.

> She remarked: "This charge of 'fraudulent conversion' will never stick."

Quotations of five lines or longer (or over fifty words) should be indented as extracts and separated from the main text by a space above and below. Within the quotation further indentations should be made as needed to indicate the paragraphing of the original source. Such text extracts should *not* be set within quotation marks:

> It was not normal for either servant or factory girls to receive a fixed and adequate yearly income. Since average wages only rarely exceeded the minimum necessary for existence ... ill-health or unemployment meant drastic cuts in wages and a dramatic deterioration in women's living standards.
>
> ... Cyclical slumps also occasioned massive redundancy, a problem which was particularly acute for waitresses and women employed in domestic trades and seasonal occupations.

Do *not* indent the first word of the matter following the quotation if it is a continuation of the paragraph containing the quote. But do indent the first word of the matter following the quotation if is a new paragraph.

ELLIPSES

Omit ellipses at the beginning and end of quotations unless they are needed for sense. Three ellipses points "..." are used to indicate an omission with a quotation, with space occurring before the first dot and after the last. Where necessary for fidelity to the original and ease of reading, these three may be preceded or followed by a comma, a colon, a semicolon, a question mark, or an exclamation point.

> Casca said: "There was more ... foolery yet."
> Oh, thou founding fire, ... thou too hast thy incommunicable riddle.

One should also brackets when inserting any corrective/clarifying words in a quotation. E.g.:
She [the mother] was distraught.
Men [sic] rule the animal kingdom.

ABBREVIATIONS AND CONTRACTIONS

Avoid unnecessary abbreviations – they are only confusing the reader.

Do not use the full point after contractions if the abbreviations include the first and last letter of the word: Mr   Mrs   Dr   St   Ltd.

BUT please note that it is vol., vols., ed., eds. eq., and no.

Note that there are full points after "ibid." and "et al." but not after "idem" and "passim."

Use full points in the abbreviation of names of countries (except the USSR) but omit them with acronyms: U.S., U.K., UN, EU, NATO, AFL.

GRAMMAR AND LANGUAGE

"That" should be used with a restrictive clause, "which" with a non-restrictive clause.
"That" never requires a comma, but "which" should be set off by one preceding it. e.g.,
"Hand me a pen that works," vs. "This pen doesn't work, which is just typical."
"Since" should be changed to "because" when its meaning is ambiguous.