

## ILAS/ICWS/HRC STYLE GUIDE

### Text, table and image files

Text should be supplied in Word. There is no need to format your text for publication. Please make a note where images should be inserted.

It would be helpful if tables were supplied in a separate file with notes in the document as to where they should be inserted. Each table should be discussed in the text, but readers should be able to understand them without reference to the text. For each table please provide a concise, descriptive title and informative column headings.

Images should be supplied ideally as high resolution (300dpi or higher) .tif, .jpg or .psd files. Other formats may be acceptable but please check first. Please note that ILAS books are published in print in black and white, so please ensure that images are legible and make sense when reproduced in greyscale. Image captions (including acknowledgements) should be given in a separate file.

Send files by email if possible but if you have a number of large images you may prefer to send them through a filesharing service.

### Permissions

If previously published material of substantial extent is included in a manuscript, the author is asked to obtain written permission from the copyright holder and submit it with the manuscript. This applies to images as well as text.

### Punctuation

En dashes, with space either side, for parenthetical dashes. As: 'Buenos Aires had the reputation of being a clean – though far from sterile – South American capital.'

Hyphen for non-adjectival compounds (Austro-Hungarian Empire), but closed up en-dash for Austria–Hungary.

Ellipses: three spaced points, space either side, no additional punctuation.

Single quotes; double inside single as needed.

Full stops should be inside the closing inverted comma only if the sentence is complete. If incomplete, the punctuation is outside.

Footnotes number should be inserted after punctuation. As: 'Buenos Aires had the reputation of being a clean and well-tended city. The cholera outbreak was therefore even more surprising.'<sup>1</sup>

-s's (though euphony may decide the omission of 's e.g. when the last syllable of the name is pronounced iz as in Bridges', Moses').

-ise / -yse endings. This is preferred over -ize (organise, **not** organize, organisation, **not** organization, etc.). However, 'z' spellings are retained in book/article titles and quotations if applicable.

no comma before 'and' or 'or' in a sequence. As: 'Cats, rats and whales are all mammals.' 'You can travel by car, train or plane.'

### **Abbreviations and contractions**

*Abbreviations* cut a word short and are generally followed by a full stop, e.g. vol., ed., fig., etc. The fact that the plural vols. and eds. have the final 's' does not turn them into contractions (see below). Keep the full stop.

*Contractions* include the final letter of the word and should normally have no full stop after them e.g. Mr, Mrs, Revd, Ltd, St (Street, Saint), Mt, Mme, Mlle, cwt.

But NB no., nos. and lb, per cent, oz, exam, gym, lab, vet, rep, sub, turps, prep, gent, etc.

Do not use points when initial letters form a word e.g. UNESCO.

Avoid points in UK, USA, DC, BBC, TV, ID, etc.

Use points in a.m., p.m., e.g., i.e.

Use points in initials of names, e.g. O.J. Simpson.

### **Capitals**

Use as seldom as possible in text, except for proper names.

### **Dates and numbers**

Dates should be in the order day, month, year (without punctuation); e.g. 25 November 1992.

Months should be in full in the text; in foot/endnotes the months should be abbreviated, except March, April, May, June, July; i.e. Jan., Feb., Aug., Sept., Oct., Nov., Dec.).

55 BC and AD 49 (note space between numbers and letters).

1960s not 60s or 60's (but 1960s and '70s).

Avoid starting a sentence with a date or figures.

Precise numbers up to and including ten spelt out; over ten in numerals.

Larger numbers should be written as 1,000, 10,000, etc., not 1000, 10000, etc.

General numbers spelt out — 'it was over two thousand years ago that ...'.

Sentences should not start with a numeral: if the sentence cannot be re-cast, spell out, no matter how large.

Per cent, not %, always two words (except in footnotes and tables, where % is permissible).

Closed up en dash between figures: 1900–1901. Use the least number of figures possible, but they must make sense if spoken. So 1915–16.

Centuries to be spelt out between 'first' and 'tenth' but numbers thereafter, i.e. 19th century.

## Quoted matter

If quoted matter is more than five lines, it is displayed separately, indented left and right, roman, with no inverted commas, with first line of following paragraph full out to left margin within the block.

This is an example of a longer quotation This is an example of a longer quotation.

Single quotation marks should be used for shorter quotations, with double quotation marks used within as necessary.

## Italics

(a) Foreign words should be *italicised* if they are not in common use in English; e.g. hacienda, but *hacendado*. Underlining may be used in text preparation, but it is preferable to use *italics* from the start, since this avoids having to convert all the underlines to italics.

(b) Names of journals, newspapers, etc., titles of books and films, are *italicised*.

(c) Names of works of art, ships, etc., are *italicised* — HMS *Churchill*, Michelangelo's *David*.

(d) Names of companies, banks, organisations, political parties, websites etc. are **not** italicised.

## Citations

Citations are given either using an adapted Chicago system (footnoted references and bibliography) or Harvard system (in-text brief citation and bibliography). Editors should choose the most appropriate style for their project and inform their contributors. Contributors should therefore check with their editors about which system to use.

### **Chicago system:**

References should include complete titles and sub-titles, and details of publication (place of publication [not publisher], date) on first mention, along with any relevant page reference. See below for standard format. Subsequent mention should be in a suitable short form, with page number(s) if directly relevant. The expression 'ibid.' is used only immediately following a note referring to the same single source. The expression *op. cit.* is not used — the short form of the reference is used instead.

Titles in Spanish or Portuguese are written using upper case only for names etc., and lower case for other words: Ricardo Cicerchia, *Historia de la vida privada en Argentina* (Buenos Aires, 1990).

With titles in English principal words all start with upper case, and connecting words (prepositions, etc.) are in lower case.

*Examples* – please note that, unlike the *Chicago Manual of Style* ([www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html)), our style guide requires author/editor initials only, not full names:

(a) **Books:** B. Tenenbaum, *The Politics of Penury: Debt and Taxes in Mexico, 1821–1856* (Albuquerque: New Mexico Press, 1986), pp. 34–9.

Subsequent short reference: Tenenbaum, *The Politics of Penury*, p. 56.

Bibliography entry: Tenenbaum, B., *The Politics of Penury: Debt and Taxes in Mexico, 1821–1856* (Albuquerque: University of New Mexico Press, 1986).

G. Torrico, *Un desafío para el siglo XXI* (La Paz, 1993), pp. 121–38.

Short reference: Torrico, *Un desafío*, p. 23.

Bibliography entry: Torrico, G., *Un desafío para el siglo XXI* (La Paz, 1993).

For two or more authors:

G.C. Ward and K. Burns, *The War: An Intimate History, 1941–1945* (New York: Knopf, 2007), 52.

Short reference: Ward and Burns, *War*, 59–61.

Bibliography entry: Ward, G.C. and K. 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'):

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

Short reference: Barnes et al., *Plastics . . .*

(b) **Chapters in books:** D.A. Brading, 'Bourbon Spain and its American Empire', in L. Bethell (ed.), *Cambridge History of Latin America*, vol. I (Cambridge: Cambridge University Press, 1984), pp. 389–440.

Short reference: Brading, 'Bourbon Spain', pp. 391–402.

Bibliography entry: Brading, D.A., 'Bourbon Spain and its American Empire', in *Cambridge History of Latin America*, vol. I. edited by L. Bethell, 389–440 (Cambridge: Cambridge University Press, 1984).

(c) **Articles:** E. Zimmermann, 'Racial ideas and social reform: Argentina, 1890–1916', *Hispanic American Historical Review*, 72 (1) (1992): 23–46.

Short reference: Zimmermann, 'Bourbon Spain', 23–46.

Bibliography entry: Zimmermann, E. 'Bourbon Spain and its American Empire', *Hispanic American Historical Review* 72 (1) (1992): 23–46.

References to articles in Spanish or Portuguese are as with books: Zárata, T., 'Parcelación y distribución de las tierras fiscales en el Paraguay (1870–1904)', *Revista Paraguaya de Sociología*, 10 (6) (1973): 37–54.

(d) **Websites:** ILO (2009) *The Financial and Economic Crisis: A Decent Work Response* (Geneva: Commission on Employment and Social Policy) (March), [www.ilo.org/public/english/bureau/inst/publications/book.htm](http://www.ilo.org/public/english/bureau/inst/publications/book.htm) (usually followed by 'accessed on...' with month abbreviated as under 'Dates and numbers' heading above).

**Harvard system:** (used, for example, for the HRC Critical Studies in Human Rights series)

References in text should be in the form of a simple author/editor and date; e.g. '... as was evident throughout the period (Brown, 1992)'. References in notes should take the same form, or they may be simple references, e.g. 'See Brown (1992)'. When the same author or editor has more than one work cited in the same year, this should be referred to in text and notes as, e.g. '(Brown, 1992a, pp. 34–9)'.

The chapter should be accompanied by a bibliography of works referred to, giving full bibliographical details, in the following form:

(a) **Books:** Tenenbaum, B. and K. Holst (1989) *The Politics of Penury: Debt and Taxes in Mexico, 1821–1856* (Albuquerque, NM: Cronos Press).

If there is more than one author refer to them in the in-text references as 'Tenenbaum and Holst, 1989' or, for example, 'Brown et al., 2015'.

(b) **Chapters in books:** Brading, D.A. (1984) 'Bourbon Spain and its American empire', in L. Bethell (ed.), *Cambridge History of Latin America*, vol. I (Cambridge: Cambridge University Press), pp. 389–440.

Titles in Spanish or Portuguese are written as follows: Cicerchia, R., *Historia de la vida privada en Argentina* (Buenos Aires: Editorial Biblos).

(c) **Articles:** Zimmermann, E. (1992) 'Racial ideas and social reform: Argentina, 1890–1916', *Hispanic American Historical Review*, 72 (1): 23–46.

References to articles in Spanish or Portuguese as with books: Zárata, T. (1973) 'Parcelación y distribución de las tierras fiscales en el Paraguay (1870–1904)', *Revista Paraguaya de Sociología*, 10 (6): 37.

### **Free/review copies of books published by ILAS**

Upon publication the author/editor will receive six free copies of the book. In the case of there being more than one author/editor, these six copies will be divided between them. Chapter contributors will each receive one free copy.

A total of a further 25 copies of the book will be allocated as free and review copies.