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ADDITIONAL NOTES TO THE PALGRAVE GUIDE TO AUTHORS

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ADDITIONAL NOTES TO THE PALGRAVE GUIDE TO AUTHORS

In general please follow the style outlined in the Palgrave guide to authors. You will find most of the guidance you need on pp. 8, 14 and 19-20. However, some issues are not clarified, and we ask you to follow the attached notes. ***Our series follows current British publishing conventions*** *(see also II.1).* Where a conflict exists between the conventions outlined here and those given in the Palgrave guide, contributors and copyeditors should follow this style sheet. For the full text of the Palgrave guide (UK edn), see www.palgrave.com/page/the-publishing-process/

For matters not covered in either this style sheet or the Palgrave guide, we advise contributors to consult *The Oxford Style Manual*, ed. R. M. Ritter (Oxford University Press: Oxford, 2003) (hereafter *OSM)*. In a multi-national series, differences in style and in national conventions may well arise, and if you have particular problems, please bring them to the attention of the series editors at an early stage.

The information presented here is organized in four sections:

I. Formatting the manuscript
II. Style: abbreviations, acronyms, contractions; capitalization; dates; hyphenation/word-division; numbers; quotations; and spelling.
III. Endnotes: formatting references
IV. Permissions

I. Formatting the Manuscript

Please supply your manuscript in a Microsoft Word file, with **all** text—including endnotes, block quotations, figure captions, list of illustrations, appendices, etc.—**double-spaced** and set in **12-point Times New Roman**.

Set **paper size** to Din **A-4**, which will automatically set margins of **2,5 cm** at top, bottom, and right-hand of page and a left margin of **4,0 cm**.

Set justification to **left justification** rather than full justification, so that right margin is 'ragged'.

Use tab key to **indent (of 1,25 cm)** the first line of each paragraph of text, but do not indent endnotes.

Use minimal formatting, and do not use any style codes. The exception is *italicization*: titles of books, journals, newspapers, epic poems, operas, paintings, films, court cases, etc., should be italicized (**not** underlined), along with any other text that is normally italicized, such as words or phrases in foreign languages.

Set **main title and subtitle** on separate lines, with a colon at the end of the main title.

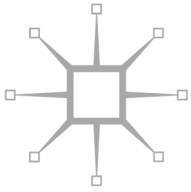
Insert three blank lines between the title/subtitle and the **author name**, which should be italicized.

Insert two blank lines between the author name and the first paragraph of the chapter.

Insert two blank lines before and one blank line after each **subhead** in the chapter.

Headings, sub-headings, table headings, and figure captions should **not** have full stops.

Subheads should be set flush left and roman.



Use a **vertical line** (|) rather than a virgule (/) to separate lines of **poetry**.

Chapters should be numbered with Arabic numerals—1, 2, 3, etc.—and referred to in the text as Chapter 1, Chapter 2, Chapter 3.

When using a **dash** for parenthetical material, use the em-rule (—), without a space on either side**,** as in the example immediately above

Use parentheses (round brackets) for less significant simple interpolations, explanations or translations, and **square brackets** for editorial notes or interpolations within quotations.

Use **endnotes**, not footnotes, to document your sources and statements. Endnote numbers should appear at the end of a sentence unless there is good reason for a different placement.

Tables and figures are normally numbered 1.1, 1.2, 2.1, 2.2, and for tables in appendixes, A.1, A.2, and so on. The number assigned to a figure is a composite number made up of the number of the chapter in which the figure appears and the number of the figure's sequential position within the chapter. So the fourth figure in chapter 3 will be numbered 3.4, and the first table in chapter 8 will be numbered 8.1, and so on. In your text please refer to Table 2.1, Figure 3.2.

Special sorts: These are characters, accents, mathematical symbols, Greek, etc., that may affect the press's choice of typefaces. If your typescript/Word file contains special sorts, please create a list of them in a separate Word file and provide the file with your chapter/text file and other materials to the volume editors.

For additional instructions on how to format your chapter and your Word files, see pages 20–21 of the 'Palgrave Guide for Authors'.

II. Style

1) Spelling

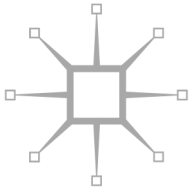
We use British spelling. Thus spelling, usages, and punctuation should in general follow British conventions with the following exceptions:

Use *–ize* rather than *–ise* spellings consistently for words such as globalization, organization, modernize, and mobilize. Palgrave prefers *–ize*, especially if the title of the book contains such a word. Please note that in British English certain words (analyse, catalyse, dialyse, electrolyse, hydrolyse, paralyse) cannot be spelled -yze, even though in American English they normally are. Use 'analyse' and not 'analyze'.

2) Abbreviations, Acronyms, Contractions

Abbreviations and acronyms consisting entirely of capital initial letters—for example, GNP (gross national product), USA (United States of America), NASA (National Aeronautics and Space Administration), MP (member of Parliament), or NCO (non-commissioned officer)—do not take full stops. At the first usage the name or term should be spelled out and the abbreviation given in parentheses; thereafter use only the abbreviation.

Contractions that end with the same letter as the original word—such as St, Mr, Dr—do not take terminal full stops, but abbreviations that do not include the last letter of the word they stand for—such as ed. and ch.—do take a full stop; thus



ed. and eds are both correct. Vols, eds, and edn do not take a full stop, but ed., vol., and no. do take a full stop. Singular and plural forms of 'folio' are abbreviated to fo. and fos according to the same principle.

Abbreviations for units of measurement do not take a full stop—lb, mm, and kg—and do not take a final 's' in the plural—7lb, 10mm.

Do not use f. or ff. to indicate 'following page/s or paragraphs'; instead please give precise page numbers or page ranges.

Instead of etc., i.e., and e.g., please use 'and so on', 'that is', and 'for example'.

Do not use Latin abbreviations such as *op. cit.*, *loc. cit.*, *passim*, or other scholarly Latin terms, with the following four **exceptions**:

- **ibid.** may be used when referring to the work cited in the immediately preceding note (as long as the preceding note cites only one work) **As abbreviation for *ibidem*, ibid. takes a full stop but no comma between ibid. and following page reference, as in 'Ibid. 58'.** It should be set in roman, not italic type.
- **Idem** be used when referring to the author/editor cited in the immediately preceding note. **Idem takes NO full stop.**
- **et al.**
- **[*sic*]** The word *sic* should be italicized and enclosed in roman brackets.

3) Capitalization

Initial capitals are used to distinguish the specific from the general – for example, 'she is Professor of Economics at Oxford University', but 'he is a professor at a well-known university'. This applies also to titles and military ranks which precede a name, as in 'King George III' and 'Lieutenant John Mills'

The normal practice in English is to capitalize proper nouns, whether these are countries, institutions, offices, or churches, but to use lower case for more general references—so 'the Navy Office' but 'the French and British navies', 'the Roman Catholic Church' or 'Dutch Reformed Church' but 'the ministers of local churches'. Use 'Catholic' when referring to a member of the Roman Catholic Church but 'catholic' when describing a person or thing as universal or liberal.

Follow the prevailing rules for the relevant language in the capitalization of non-English titles. If in doubt, consult your editor.

For French and Spanish titles of publications, capitalize the first word—whether article or not—and lowercase thereafter, except where the noun is capitalized in its own right. See the examples below in section III.

Capital letters in French do not carry an accent.

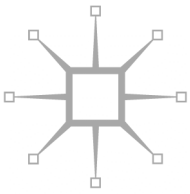
4) Dates

Dates should be given in the British/European order—day month year (no commas)—and decades should be written as *the nineties* or *the 1990s* without an apostrophe.

Examples:

30 April 1793, April 1793

28 Fructidor



7 Ventôse Year II

9 Thermidor Year VIII

but Eighteenth Brumaire when referring to coup of 1799

[*NB: Use* Year *rather than* An *when citing dates in the French Republican calendar.*]

Spell out ordinal numbers referring to centuries—eighteenth, nineteenth instead of 18th, 19th.

For **date ranges** within a single century, elide the second year to the last two digits: **1997–98**.

In date ranges that span two or more centuries include all digits: **1763–1804**.

When expressing dates as a numeric range, use an **en-dash** (–) rather than a hyphen between figures, as shown in the examples just above.

Do not use en-dashes in running text; instead use the formula 'from 1789 to 1813' or 'between 1803 and 1815'.

5) Hyphenation/word-division

The current trend is to eliminate hyphens in compound words whenever possible. Words that were once hyphenated, such as *microeconomic*, *postwar*, *noncompliant*, and *sociocultural*, are now set solid. But the adjectival hyphen cannot be omitted.

When **a two-word phrase** such as 'nineteenth century' is used not as a noun but as an adjective modifying another noun—as in 'a nineteenth-century author'—the hyphen must appear.

When a phrase such as 'well known' precedes the noun it modifies, it takes a hyphen; but when it follows the noun, the phrase should be open: a 'well-known politician' but a 'politician well known for his diplomacy'.

For more on the proper use of hyphens, see *OSM,* 133-40.

6) Numbers

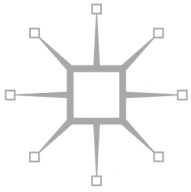
In text **numbers from one through ten are expressed in words**, but figures greater than ten should be rendered in Arabic numerals unless used in general terms—for instance, 'about a hundred people'.

A number preceding a specific unit of measurement should be given as an Arabic numeral: 7 lbs, 6 inches, 53 miles, 106 kilometers.

When referring to **large round numbers** or unspecified measurements, words may be used instead of numbers: 'a journey of several hundred miles', 'an army of twenty thousand men'.

Four- and five-digit numbers should appear with a comma (with the exception of dates): 4,251 and 42,510. In tables too, all numbers with four or more digits take a comma.

Because ***billion*** is now more commonly used with its American meaning of a thousand million, it may be necessary for you to clarify, in the text or in a note, in which sense you are using the word.



Inclusive numbers should be rendered with an en-dash, all digits and no elisions: 7–15, 12–18, 32–33, 79–155, 124–129, 200–205, 311–342, etc. [*NB: The editors of this series prefer this form to the more compact one described in the Palgrave guide.*]

Decimal points should appear as full stops on the baseline.

Please be careful to distinguish between the upper-case letter O and the numeral zero and between the lower-case letter L and the numeral 1 where there may be doubt.

Use **'per cent'** and not 'percent'. In text, *per cent* should be spelled out and the percentage should always be rendered in Arabic numerals, e.g., 2 per cent, 10 per cent, 54 per cent, 99 per cent, 134 per cent. [Exception: the % symbol may be used in tables if percentages are mixed with other types of data in the table columns.]

All currencies and units of measurement likely to be unfamiliar to the reader should be explained in the text or the endnote at first mention. This includes pre-decimal British currency. In general, for currency, British and US currency in whole dollars take £ and $ signs. Where round figures are involved in other currencies, amounts of money may be spelled out according to the principles for numbers outlined above, as in 'three francs', and '176 francs'. Where precise amounts are involved it will be simpler to use abbreviations, which should be explained in the endnote, as in '£12 5s. 6d.'.

[*NB: For instructions on how to number tables and other illustrations in your chapter, see Section I. Formatting the Manuscript.*]

7) Quotations

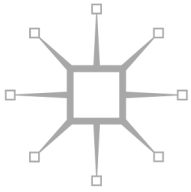
Use single quotation marks with double for quotes within quotes and single again for quotes within quotes within quotes. Displayed [i.e., set-off/block] extracts do not need quotation marks. Please enclose any interpolations of your own in square brackets to show that they are not part of the text being quoted. Punctuation should be within quotation marks if a complete sentence is quoted. Final punctuation will be outside quotation marks if the quotation forms only part of a sentence. Remember that direct quotations should not be changed to conform to our house style but should appear as in the original.

All quotations should be translated into English. It is not necessary to present the original quotation in the notes.

Quotations of more than sixty words should be set off as a block quotation—that is, indented 1,25 cm from the left margin, with one blank line inserted before and one after it, and without quotation marks.

Use a three-period ellipsis—that is, three full stops separated by spaces **('. . .')—to indicate elisions of text from quotations or references**, as in this example: 'a number of Catholics from the surrounding countryside indulged in sickening atrocities . . . and seditious movements that incited looting and the murder of local Protestants.' Do not use square brackets [ ] or guillemets « » in place of ellipses.

When a complete sentence is to be followed by omitted material, or when the omitted text includes terminal punctuation, use a four-period ellipsis (the closing full stop plus three spaced points). If the text following an ellipsis begins with a complete sentence in the original, it should begin with a capital letter.



8) Place names

Use the conventional English-language form of place names where applicable: Munich, not München; Cologne, not Köln; Florence, not Firenze; Rome, not Roma.

9) Non-English words

Non-English words in the text should be italicized unless very widely used in English. The meaning of any non-English words that may be unfamiliar to an English speaker should be clear either from context—as in 'The armies were accompanied by the authorized suppliers of food, drink, and laundry services, the *cantinières*, *vivandières*, and *blanchisseuses*'—or from direct translation given parenthetically. [*NB: punctuation following an italicized word or phrase should be roman, not italic.*] Examples of words which are so widely used in English—or in a particular volume—that they do not need to be italicized include 'ancien régime' and 'Code Noir'.

III. Endnotes: Formatting References

Endnotes in this series follow **a modified form** of what is known as the 'Vancouver system'. The first citation of a work will usually include the name of the author or editor; full title (including subtitle); place and year of publication, in parentheses; and page number/s. References to the same work in subsequent notes will include only the author's or editor's last name, a short form of the title, and a page reference, as illustrated in the examples given below. [*NB: use page numbers only, not p. or pp.*]

1) Books

a) Monographs

Examples of first full reference and short form for subsequent references:

first reference: Dianne Dugaw, *Warrior Women and Popular Balladry, 1650–1850* (Cambridge, 1989), 35–37. [*NB: cite first place of publication only.*]

short form: Dugaw, *Warrior Women*, 28. [*NB: the "short form" should be as short as possible, usually not longer than 2-3 words.*]

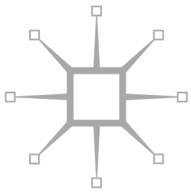
first reference: Johan Joor, *De Adelaar en het Lam: Onrust, opruiing en onwilligheid in Nederland ten tijde van het Koninkrijk Holland en de Inlijving bij het Franse Keizerrijk (1806–1813)* (Amsterdam, 2000), 12. [*NB: use a colon between title and subtitle, in all languages.*]

short form: Joor, *De Adelaar*, 57–58.

For three or more authors:

first reference: Catherine Hall et al., Defining the Victorian Nation: Class, Race, Gender and the British Reform Act of 1867 (Cambridge, 2000).

short form: Hall, Defining. [NB: here cite only the first author in both references]



b) New Editions, Reprints, Multivolume and Translated Works

first reference: Frank Barlow, *The Feudal Kingdom of England, 1042–1216* (4th edn, London, 1988), 224–226. *[NB: give the edition before the place and year of publication, inside the brackets.]*

short form, Barlow, *Feudal Kingdom,* 224.

first reference: Charles H. Beeson, *A Primer of Medieval Latin: An Anthology of Prose and Poetry* (1925; repr. Washington, DC, 1986), 25–27.

short form: Beeson, *A Primer*, 28-29.

first reference: Max Manitius, *Geschichte der lateinischen Literatur des Mittelalters*, 3 vols (Munich, 1911–31), vol. 1, 78.

short form: Manitius, *Geschichte,* vol. 2, 24.

first reference: Sir Thomas Malory, *The Works of Sir Thomas Malory*, ed. Eugène Vinaver, 3 vols (3rd edn, Oxford, 1990), vol. 2, 444.

short form: Malory, *Works*, vol. 1, 12.

Georges Duby, *Love and Marriage in the Middle Ages* trans. Jane Dunnet (Chicago, 1994), vii, 25.

short form: Duby, *Love and Marriage*, vii, 25.

First reference: Jean-Jacques Rousseau, *Discourse on the Origin of Inequality*, ed. Patrick Coleman, trans. Franklin Philip (Oxford, 1994), 88.

Short form: Rousseau, *Inequality*, 45.

c) Edited collections and special issues of journals

One editor:

first reference: Emil Friedberg (ed.), *Corpus iuris canonici*, 2 vols (Leipzig, 1879–81), vol. 2, lxiv.

short form: Friedberg, *Corpus,* vol. 2, lxiv.

Two editors:

first reference: Marcel Watelet and Pierre Couvreur (eds), *Waterloo, lieu de mémoire européenne, 1815–2000* (Louvain-la-Neuve, 1999), 10–15.

short form: Watelet and Couvreur, *Waterloo*, 32–34.

Three or more editors:

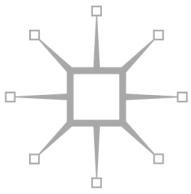
first reference: Etienne François et al. (eds), *Nation und Emotion: Deutschland und Frankreich im Vergleich 19. und 20. Jahrhundert,* (Göttingen, 1995).

short form: François, *Nation und Emotion*. *[NB: cite only the first editor of a publication if a book has three or more editors.]*

Special issues of journals:

first reference: Lars Mjøset and Stephen van Holde (eds), *The Comparative Study of Conscription in the Armed Forces*, special issue of *Comparative Social Research* 20 (2002).

short form: Mjøset and van Holde, *Comparative Study*.



2) Journal articles and chapters in edited collections

a) Journal articles

first reference: Sylvia Frey, 'The Common British Soldier in the Late Eighteenth Century: A Profile', *Societas* 5 (1975): 17–31.

It is not necessary to include the issue number unless the pagination of the volume is not continuous: if it is included it should be in the following form:

first reference: Sylvia Frey, 'The Common British Soldier in the Late Eighteenth Century: A Profile', *Societas* 5/2 (1975): 17–31.

short form: Frey, 'Common British Soldier', 19.

b) Chapters in edited volumes

[NB: The first reference must include the full page range of the chapter, as shown in the models given below.]

first reference: Winfried Schulze, 'Ego-Dokumente: Annäherung an den Menschen in der Geschichte?!', in *Von Aufbruch und Utopie: Perspektiven einer neuen Gesellschaftsgeschichte des Mittelalters*, eds Bea Lundt and Helma Reimöller (Cologne, 1992), 417–450.

short form: Schulze, 'Ego-Dokumente', 428.

first reference: Philip Dwyer, 'Napoleon and the Drive for Glory: Reflections of the Making of French Foreign Policy', in *Napoleon and Europe*, ed. Philip Dwyer (Harlow, 2001), 118–135, 123–124.

short form: Dwyer, 'Napoleon and the Drive for Glory', 119.

c) Article in a special issue of a journal subsequently published as a monograph / anthology

first reference: Meyer Kestnbaum, 'Citizen-soldiers, National Service, and the Mass Army: The Birth of Conscription in Revolutionary Europe and North America', in *The Comparative Study of Conscription in the Armed Forces*, eds Lars Mjøset and Stephen van Holde, special issue of *Comparative Social Research* 20 (2002): 117–44.

short form: Kestnbaum, 'Citizen-soldiers', 118.

3) Periodicals and Newspapers

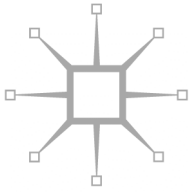
a) Periodicals

In general all periodicals follow the rules for journals above: if a periodical is frequently cited, the title may be abbreviated, and the abbreviation given in the first reference, as in:

first reference: John Wilson Croker, 'Mrs Barbauld's 1811', *Quarterly Review* (*QR*) 7 (1812): 309–313, 309
short form: Croker, 'Mrs Barbauld's 1811', 312

If no specific article is cited, the reference is to the journal alone:

first reference: *Monthly Review* (*MR*) 67 (1812): 428–432.
short form: *MR* 67(1812), 429.



Unattributed articles should be listed under the title alone:

first reference: 'Introductory Address', *British Lady's Magazine* 1 (1815): 1–4.

short reference: 'Introductory Address', 3.

When citing a periodical that has been published in old and new series, set the abbreviation for "new series" in small caps, no periods: NS*:*

British Critic, NS 2 (1814): 324–326.

For more on periodical series, see *OSM*, 530.

b) Newspapers

It is normal practice to drop the definite or indefinite article at the beginning of the title, though there are occasional exceptions to this, as in *The Times* below. The date is not enclosed within parentheses. Where there is possible confusion between titles, the place of publication may be given.

'Editorial', *Kingston Gazette*, 28 January 1811.

'Announcement of the Loyal and Patriotic Association', *Upper Canada Gazette*, 21 August 1794.

The Times (London), 23 June 1995.

First reference: *Moniteur universel* (*Moniteur),* 20 Floréal Year VII [9 May 1799]

Short form: *Moniteur*, 27 Thermidor Year V [14 August 1797].

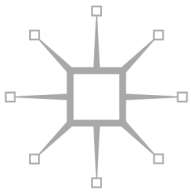
4) Manuscripts

The first citation of a manuscript should provide the following information in the order given here:

- library or archive in which the collection is located
- the city or town in which the library or archive is located
- collection of papers to which the manuscript belongs
- description or call number of manuscript
- folio or page number, where applicable
- details of document, where applicable

If many of your sources are in a language other than English and you refer to multiple archives or if your citations contain abbreviations that may be unfamiliar, please provide a preliminary note, modelled on the one below, which briefly explains the system of abbreviations used to denote the archives and to identify individual records.

Documents were consulted in the following archives: Archivo General de la Nación, Mexico City (AGN); Archivo General del Estado de Oaxaca (AGEO); Archivo Historico Municipal de la Ciudad de Oaxaca (AHMCO); Historico Municipal de Leon, Guanajuato (AHML), Archivo Casa de Morelos, Morelia, Michoacán (ACM); Archivo Historico Municipal de Fondo Colonial, Chihuahua (AHMCH). Archival documents will be cited as follows: the abbreviation of the archival repository; followed by the document group (*ramo*) consulted, the volume number, the *expediente* (folder, hereafter 'exp.'), *legajo* (bundle, hereafter 'leg.'), *cuaderno* (file, hereafter 'cuad.') or



caja (case or box) number; followed by the page or folio number, denoted by the abbreviation *fa* (single *foja*) or *fs* (multiple *fojas*).

If a source is cited frequently, the first citation should also include a parenthetic abbreviation for the name of the archive that can be used in subsequent notes. National practices here may differ slightly, but please try to maintain the order above.

Examples:

first reference: Archives de la Guerre (hereafter AG), Vincennes, Xw49 (Indre), letter from Gabriel Bourguignon to his parents, 26 Messidor II.

short form: AG, Vincennes, Xw49 (Indre), letter of 23 Prairial II.

first reference: National Archives, London (hereafter UKNA), Chatham MSS, PRO 30/8/243 fols. 7–30, Duke of Richmond, 'Observations on the proposal for relieving the present necessitous situation of the private soldier of the infantry of the line' [August 1791].

short form: UKNA, Brownrigg MSS, WO133/1, Robert Brownrigg to the Duke of York, 20 July 1795.

first/only reference: Historisches Archiv Friedrich Krupp, Essen, FAH 4E 266, fol. 241, Vogt to von Bohlen, 30 May 1925.

[NB: Do not abbreviate the names of days or months, or use the suffixes –st, –rd, or –th in conjunction with a figure, as in 1st January 2007 or 12th August 1960, unless quoting a primary source.]

5) Theses, dissertations, and other unpublished sources

Citations of theses and dissertations should include the degree and full name of the institution to which they were submitted. National practice will vary here, but please follow the examples below as closely as possible:

first references: Dominique Rogers, 'Les libres de couleur dans les capitales de Saint-Domingue: fortune, mentalités et intégration à la fin de l'Ancien Régime (1776–1789)', Thèse de doctorat (University of Bordeaux III, 1999), 544–589.

short form: Rogers,' Les libres de couleur', 23.

first references: Louise Carter, 'British Women during the Revolutionary and Napoleonic Wars: Responses, Roles and Representations', D.Phil. thesis (University of Cambridge, 2005).

short form: Carter, 'British Women', 23.

first references: Werner O. Hütte, '*Die Geschichte des Eisernen Kreuzes und seine Bedeutung für das preußische und deutsche Auszeichnungswesen von 1813 bis zur Gegenwart*', Phil. diss. (University of Bonn, 1968).

short form: Hütte, 'Die Geschichte', 23.

first references: Gaëlle Thiébaut, 'Charles de Flahaut, un diplomate de l'Europe impériale vers une Europe des nations', mémoire de maîtrise (University of Paris Sorbonne—Paris IV, 2004), 29–31.

short form: Thiébaut, 'Charles de Flahaut', 30

6) Unpublished paper presented at a conference:

first references: Sarah Chambers, 'Los mapuche: los iconos de la americanidad o los seguidores salvajes del Rey?', paper given at the 52nd Congress of Americanists, Seville, Spain, 17–21 July 2006.'

short form: Chambers, 'Los mapuche', 34.

7) Internet Sources

The full citation should include the following information in the sequence indicated, according to the models given below:

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Examples:

Annie Jourdan, 'Napoleon et ses images', H-France Napoleon Forum, ed. by David K. Smith, 1997, <http://www2.h-net.msu.edu/~france/reviews/napoleonjourdan1.html> (31 July 2000).

Primo Levi, 'Holocaust Writer is Dead at 67', New York Times on the Web, 12 April 1987, <http://www.nytimes.com/learning/general/onthisday/bday/0731.html> (31 July 2000).

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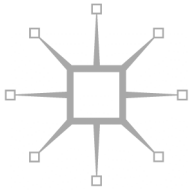
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