

Emotions: History, Culture, Society (EHCS)

Style Guide



FORMAT

BASIC

- Times New Roman. 12 pt.
- Margins 2.54 cm all sides.
- Double-spaced.
- UK English.
- New paragraphs indented 1 cm.
- Quotes >40 words indented 1.3 cm, 10 pt.
- Footnotes: single-spaced, 10 pt.

BOOK REVIEWS:

Title:

14 pt. Bold. Centre. Double-spaced.

Include author's surname, first name, book title in italics, publishing info. in brackets, and the 13-digit ISBN number.

Example: Carrera, Elena, ed., Emotions and Health, 1200-1700 (Leiden/Boston: Brill, 2013)
ISBN: 9789004250826

Body:

12 pt. Double-spaced. Left-aligned text, unjustified (i.e. ragged right margins). New paragraphs indented 1 cm.

Author:

12 pt. Plain text. Right-aligned. At end of review.

Affiliation:

12 pt. Italicised. Right-aligned. At end of review.

ESSAYS:

Title:

16 pt. Bold. Centre. Capitalise each word. Double-spaced.

Author:

14 pt. Plain text. Centre. Double-spaced.

Abstract:

10 pt. Indent 1.3cm. 1.5 spaced.

Keywords:

10 pt. Indent 1.3cm. 'Keywords' in bold. 1.5 spaced.

Body:

12 pt. Times New Roman. Double-spaced. Left-aligned text, unjustified (i.e. ragged right margins). New paragraphs indented 1 cm. Quotes > 40 words indented, 1.3 cm, 10 pt, double-spaced, leave line above and below, omit quotation marks.

Footnotes:

10 pt. Single-spaced.

Affiliation:

12 pt. Italicised. Right-aligned. Double-spaced. At end of essay.

Email:

12 pt. Right-aligned. Double-spaced. Beneath affiliation.



SOCIETY FOR THE
**HISTORY of
EMOTIONS**

STYLE AND PUNCTUATION

Please follow the Chicago Manual of Style, 17th edition.

Paragraphs:

First line of new paragraph indented 1cm.

Quotes:

- Quotes > 40 words indented, 1.3 cm, 10 pt, double-spaced, leave line above and below. Omit quotation marks.
- Use single quotation marks (except for a quote within a quote, or active speech).
- Place punctuation OUTSIDE quotation marks for in-text quotes.
(note: for footnotes, punctuation is INSIDE quotation marks for chapter and journal titles. E.g.: Deborah Howard, 'Introduction,' in *Architecture and Pilgrimage...*).

Subtitles:

Bold, sentence case, no space after title and next line.

Spacing:

- Single spaces after full stops.
- Do insert a space between initials: R. S. White (not R.S. White).
- Do not insert a space between a number and a unit of measurement: 16kg, 9am (not 16 kg or 9 am).
- Ellipses: Space before and after – [space] three dots [space].

Spelling:

- UK English: 'S' not 'Z'. Honour, behaviour, colour, capitalise (i.e. use '-ise' not '-ize').
- Retain original spelling in book or article titles and quotations.

Foreign languages

- Italicise words/phrases in a foreign language which haven't been subsumed into English; with a translation, in parentheses and plain text, if necessary.
Example: doppelgänger (double)
- Quotes in foreign languages: provide translation in parentheses, plain text, inside quotation marks.
Example: 'pueri occiduntur' ('children are killed')

Numbers:

- Write out numbers one to ninety-nine; from 100 above use figures.
- When a number begins a sentence, it is always spelled out.
- Hyphenate spelled-out numbers: twenty-one, two-thirds.

- Elide numbers to two places using an en dash, but don't elide dates: 130–33, 260–64 (but 1431–1439).
- For page nos, don't use p. or pp.
- Use commas to separate large numbers: 6,990.
- Centuries should be written out in full: sixteenth century (not 16th Century)
- In running text, use 'from' or 'to' to indicate a range of numbers, not a dash.

Dates:

- Write dates out in prose with no punctuation, no ordinal suffix and no abbreviation: 1 December 2015 (not Dec. 1, 2015, or 1st December, 2015 etc.).
- Don't elide date ranges: 1700–1760 (not 1700–60).
- Write 'from 1924 to 1928' not 'from 1924-8'.
- Don't insert a space between 'c.' and date, or italicise 'c.': c.1700 (not c. 1700 or c. 1700).
- Don't include an apostrophe for decades: 1330s.
- Hyphenate 'mid': mid-thirteenth century.
- Hyphenate centuries when they function as adjectives (tenth-century monastery) not nouns (a monastery from the tenth century).

Commas:

No Oxford/serial commas before the final 'and' or 'or' in lists (e.g., Katie, John and Tim), except where this makes the meaning ambiguous.

Capitals:

- Headings use title case: capitalise all words except 'a, an, and, as, at, but, by, for, from, in, nor, off, on, or, so, the, to, yet, with', unless they are the first or last word of the title, or follow a colon.
- Subheadings use sentence case
- Time periods etc.: medieval; modern; early modern; antiquity; Middle Ages; Renaissance; Reformation; Enlightenment; Chapter 2, but chapters 3 and 4.
- Titles: capitalised when immediately preceding name—President Lincoln (but the president).

Apostrophes:

- Do not include apostrophes in dates: 1200s, not 1200's
- For nouns ending in 's', and an extra 's' after possessive apostrophes only if you would verbally pronounce it—Erasmus's, but Socrates'.

Italicisation:

- Italicise book titles and foreign words
- Do not italicise poem titles: Robert Frost's poem 'The Housekeeper' in his collection *North of Boston*.

Hyphens:

Use spaced en dashes (–) not em dashes (—) or hyphens (-) for parenthetical comments.

- Time periods:
 - 'late' and 'early' no hyphens, but yes for 'mid'
 - early fourteenth-century texts, but texts from the early fourteenth century
 - the twenty-first century; twenty-first-century history
 - a mid-eighteenth-century poet
- Compound modifiers:
 - Hyphenated before the noun (well-educated man, but the man is well educated).
 - Two-word compound modifier that begins with an adverb ending in ly is not hyphenated (sharply dressed man; widely used procedure).

Abbreviations and contractions:

- Abbreviated words have a full stop (ed. for editor, vol. for volume), but contracted do not (eds for editors, edn for edition, Mr, Dr, Ms).
- Exceptions: metric measures and time (do not have a full stop: kg, cm, 6am); and the shortened form of number/numero (does have a full stop: no.).
- etc.: preceded and followed by a comma when it is the final item in a series (same for 'and so forth' and equivalents). Not italicised.
Example: Proper technique (with attention paid to posture, wrist position, distance from the keyboard, etc., in the later performances).
- *Ibid./Op. cit.:* The Chicago Manual Style 17 now discourages the use of '*ibid.*', which is usually misused by non-Latinate authors anyway, and makes editing more difficult (they now prefer the author–short title reference for works in the humanities). We don't use *Op. cit.*
- *et al.:* same as etc., except if it follows a single item (e.g., 'Jones et al.'). no commas. Not italicised.
- *e.g.* and *i.e.:* followed by a comma ('Kessler managed to change the subject; that is, he introduced a tangential issue'). In prose, use words; contractions should be confined to parenthesis ('The most noticeable difference between male and female ginkgo trees – i.e., the presence of berries in the latter – is their ...').

FOOTNOTES:

Please follow the Chicago Manual of Style, 17th edition

BOOKS

Basic:

Michael Pollan, *The Omnivore's Dilemma: A Natural History of Four Meals* (New York: Penguin, 2006), 99–100.

Pollan, *Omnivore's Dilemma*, 3.

Two authors:

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

Ward and Burns, *War*, 59–61.

Three authors:

Joyce Heatherton, James Fitzgilroy, and Jackson Hsu, *Meteors and Mudslides: A Trip through...*

Four or more:

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

Ed./eds:

Joel Greenberg, ed., *Of Prairie, Woods, and Water: Two Centuries of Chicago Nature Writing* (Chicago: University of Chicago Press, 2008), 42.

Lynn M. Thomas and Jennifer Cole, eds, *Love in Africa* (Chicago: University of Chicago Press, 2009).

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.

Michael Foucault, *Technologies of the Self*, ed. Luther H. Martin, Huck Gutman and Patrick H. Hutton (Amherst: University of Massachusetts Press, 1988).

Translator:

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

Jan Plamper, *The History of Emotions: an Introduction*, trans. Keith Tribe (Oxford: Oxford University Press, 2015).

Volumes:

H. M. Stanley, *Through the Dark Continent*, vol. 1 (London: George Newnes, 1899), 276–81.

Publication dates:

Katie Barclay, *Love, Intimacy and Power: Marriage and Patriarchy in Scotland, 1650-1850* (Manchester: Manchester University Press, [2011] 2014).

Chapters:

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), 77–106.

Kelly, 'Seeing Red,' 81–82.

OTHER

Journal art:

Andrew Lynch, 'Dialogic History: Walter Scott's Medieval Voices,' *Postmedieval: a Journal of Medieval Cultural Studies* 7, no. 2 (2016): 285–8.

Lynch, 'Dialogic History,' 288.

Electronic journal:

Philip Hensher, 'A. S. Byatt. The Art of Fiction No. 168,' *The Paris Review* 159 (2001): np, <https://www.theparisreview.org/interviews/481/a-s-byatt-the-art-of-fiction-no-168-a-s-byatt>

Web article:

K. M. Fierke, 'Emotions in IR: The "Dog That Did Not Bark",' *E-International Relations*, 20 February 2015, <http://www.e-ir.info/2015/02/20/emotions-in-ir-the-dog-that-did-not-bark/>
(only include access dates if there is no date of publication)

Facebook:

Stephanie Trigg's Facebook page, posted 21 November 2016, <https://www.facebook.com/stephanie.trigg.1>.

Conference:

'Anxiety in and about Africa,' conference organised by the Centre for Research in the Arts, Social Sciences and Humanities, University of Cambridge, 15–16 June 2016.

PhD diss.:

Mihwa Choi, 'Contesting *Imaginaires* in Death Rituals during the Northern Song Dynasty' (PhD diss., University of Chicago, 2008).

Newspaper:

Daniel Mendelsohn, 'But Enough about Me,' *New Yorker*, 25 January 2010, 68.

