

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, affiliation, email

12 pt. At end of review. Formatted as below:

Author name | ORCID: 123456
Affiliation, City, Country
contact email

ESSAYS

Title

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

Author, affiliation, email

12 pt. Format as below:

Author Name | ORCID: 123456
Affiliation, City, Country
contact email

Abstract

12 pt. 1.5 spaced.

Keywords

12 pt. 1.5 spaced.

Body

12 pt. 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 outside quotation marks.

Acknowledgements

12 pt. At end of essay. Double-spaced. Left-aligned text, unjustified (i.e. ragged right margins).

Footnotes

10 pt. Single-spaced.



SOCIETY FOR THE
HISTORY of
EMOTIONS

STYLE AND PUNCTUATION

Please follow the Chicago Manual of Style, 18th edition.

Paragraphs

First line of new paragraph indented 1.25 cm.

Quotes

- Quotes > 40 words indented, 1.25 cm, 10 pt, double-spaced, leave line above and below. Omit outside quotation marks.
Use single quotation marks (except for a quote within a quote, or fictional dialogue).
- Place punctuation OUTSIDE quotation marks.

Subtitles

Bold, capitalised, numbered, no space between title and next line.

Spacing

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

Spelling

- UK English: '-ise' not '-ize'. Honour, behaviour, colour, capitalise, analyse.
- Retain original spelling in book or article titles and quotations.

Foreign languages

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

Numbers

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

- Elide numbers to two places using an en dash, but don't elide year dates: 103–06, 260–64 (but 1431–1439).
- For page numbers, 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' and '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, or for multiple authors when citing a work.

Capitals

- Headings and subheadings use title case: capitalise all words except 'a, after, an, and, as, at, before, behind, but, by, for, from, in, nor, off, on, or, over, so, the, through, to, under, yet, with', unless they are the first or last word of the title, or follow a colon.
- 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); note: queen of England, but Duke of York, duc d'Orléans.

Apostrophes

- Do not include apostrophes in dates: 1200s, not 1200's.
- For nouns ending in 's', always add an extra 's' after possessive apostrophes: Erasmus's, Moses's.

Italicisation

- Italicise book titles and foreign words and phrases.
- 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)
 - a 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, am); and the shortened form of number/numero (does have a full stop: no., nos.).
- *ibid./op. cit.*: Avoid using 'ibid. '; use author–short title instead. Do not use *op. cit.*
- Do not use abbreviations such as e.g., i.e., etc. in running text, only in parentheses.
- e.g./i.e. and their full forms: followed by a comma ('She changed the subject; that is, she introduced a tangential issue').
- *cf.* means 'see, in comparison'; do not use it when simply 'see' is intended.

FOOTNOTES

Please follow the Chicago Manual of Style, 18th edition.

Footnote indicators in the text should be placed wherever possible at the end of sentences.

BOOKS

Basic

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

Pollan, *Omnivore's Dilemma*, 3.

Two authors

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

Ward and Burns, *War*, 59–61.

Three authors

Joyce Heatherton, James Fitzgilroy, and Jackson Hsu, *Meteors and Mudslides...*

Four or more authors

Dana Barnes et al., *Plastics...*

Ed./eds

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

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

John D. Kelly et al., eds, *Anthropology and Global Counterinsurgency* (University of Chicago Press, 2010).

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

Translator

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

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

Volumes

The Complete Tales of Henry James, ed. Leon Edel, vol. 5, 1883–1884 (Rupert Hart-Davis, 1963), 276–81.

Muriel St Clare Byrne, ed., *The Lisle Letters* (University of Chicago Press, 1981), 4:243.

Publication dates

Katie Barclay, *Love, Intimacy and Power: Marriage and Patriarchy in Scotland, 1650–1850* (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. (University of Chicago Press, 2010), 67–84 (77).

Kelly, 'Seeing Red', 81–82.

JOURNALS

Journal article

Andrew Lynch, 'Dialogic History: Walter Scott's Medieval Voices', *postmedieval* 7, no. 2 (2016): 285–88 (288).

Lynch, 'Dialogic History', 288.

Special issue article

Merry E. Wiesner-Hanks, 'Women's Agency: Then and Now', in 'Women's Agency in Early Modern Europe', ed. Kate Allan and Nupur Patel, special issue, *Parergon* 40, no. 2 (2023): 9–25 (15).

Electronic journal article

Elliot Vernon, 'George Thomason and London in the 1650s', *Electronic British Library Journal* (2024): <https://doi.org/10.23636/5hyx-af07>.

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)

Social media

Chicago Manual of Style (@ChicagoManual), 'Is the world ready for singular they? We thought so back in 1993', Facebook, 17 April 2015, <https://www.facebook.com/ChicagoManual/posts/10152906193679151>.

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.

Thesis

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

Newspaper article

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

Rachel Savage and Pjotr Sauer, "'Outright evil": Anguish and Anger over South Africans Tricked into Fighting for Russia', *The Guardian*, 14 December 2025, <https://www.theguardian.com/world/ng-interactive/2025/dec/14/south-africans-tricked-fighting-for-russia-ukraine>.