Northeast African Studies Detailed Style Guidelines

General Issues

In general, NEAS follows the *Chicago Manual of Style*, 15th edition. These guidelines address the most common style concerns and how to handle them, along with specific *NEAS* conventions. For further information, or when in doubt, please consult the *Chicago Manual of Style*, 15th edition, available at *www.chicagomanualofstyle.org*.

Formatting

- Double space all text, notes, and references
- Use one inch margins
- Align left all

Title Page

- Include article title (headline style capitalization (8.167), name, institutional affiliation (include location unless obvious in name)
- An abstract must be included on first page.

Spelling

- Follow American, not British, spelling (e.g., color, not colour) (7.5).
- Please consult <u>www.merriam-webster.com</u>; if more than one spelling offered in dictionary, use the first (7.1)...

Symbols

- Ampersand (&): Always spell (except in acronyms that require it), whether in text, notes, or reference list
- Spell percent (do not use % symbol) (9.19), but you may use the % symbol in tables.

Punctuation

■ Use serial commas (The flag is red, white, and blue, *not* The flag is red, white and blue).

- Periods and apostrophes sit inside quotations marks ("The period sits inside the quotation mark."). Colons and semicolons sit outside (I said to her, "Don't sit outside"; she didn't like that.)
- Hyphenated nouns: African American (no hyphen), whether as a noun or as an adjective. Use same style for Japanese American, Italian American, etc. (8.41-8.42)
- Possessives: Do add 's after a name that ends with "s" to form possessive case (Jones's, Sentinels's, Jesus's)
- Use periods with a space between each period; do not use the automatic "..." symbol.
- Follow *Chicago*'s three or four dot method of ellipses (11.57-61). Example: "The spirit of our American radicalism is destructive and aimless. . . . On the other side, the conservative party . . . is timid, and merely defensive of property."

Initials and Personal Names

- Use periods after initials, with a space between. Example: L. M. Montgomery, M. F. K. Fisher. Do *not* use a space with U.S. (as in United States) **(8.6).**
- For people commonly known by their initials, use only initials with *no* spaces between **(15.12)**. Example: JFK (John F. Kennedy), FDR (Franklin Delano Roosevelt)
- Do not use a comma between a person's name and Jr. or II, etc. Example: John Smith Jr., John Smith IV
- BA, MA, PhD: *Chicago* 15th edition recommends omitting periods from degrees (15.21).

Compound Words, Prefixes, and Suffixes

- Follow *Chicago* hyphenation guide for compounds, combining forms, and prefixes **(7.90)**; if still in doubt, consult http://merriam-webster.com.
- Use hyphenated compounds in headings
- Always capitalize the first element.

 Capitalize all subsequent elements except for articles, prepositions, coordinating conjunctions (and, but, for, or, nor).

<u> </u>							
non	nonviolent	re	reelection,	-class			
			reexamine	(hyphen)			
multi	multifaceted	pre/po	prewar,	pan- (hyphen)			
		st	postsuffrage				
СО	coauthor,	socio	socioecono	self- (hyphen)			
	coordinate;		mic,				
	but co-opt		sociopolitical				

Which and That

- Use "which" with nonrestrictive clauses, "that" with restrictive clauses (5.202). If you can drop the clause and retain the meaning of the sentence, use "which"; if you cannot, use "that."
- A "which" clause sits inside commas; a "that" clause does not. Examples:
 - Globalization is presented as something that will take its course, and something from which everybody will benefit if national policies do not interfere.
 - Buster's bulldog, which had one white ear, won best in show.
 - The dog that won best in show was Buster's bulldog.

Acronyms and Abbreviations

- Set acronyms in all caps with no periods (YMCA, AFL-CIO, HMO).
- Spell the full name of an organization the first time, followed by the acronym in parentheses.
- With indefinite article: Choose appropriate article according to how acronym reads (15.9). Examples:
 - a NATO meeting; a YMCA event; an NFL team
 - an NAACP position; but a National Association for the Advancement . . .
- States and territories are usually abbreviated in references (15.29), but not in running text.

Capitalization

- Proper Nouns and Adjectives
 - Races: Lowercase —black and white (8.43).
 - Geographic regions: Capitalize and do not hyphenate Central Africa, West Central Africa, etc. (7.90, 8.50)
 - Academic fields: Lowercase except when one or more of the terms is a proper noun or adjective, e.g., U.S. history, English literature (8.91).

Titles

- Capitalize titles of books or periodicals (8.167, 17.50).
- Hyphenated compounds in titles (8.170, partial exception to Chicago):
- Always capitalize the first element
- Capitalize all subsequent elements except for articles, prepositions, coordinating conjunctions (and, but, for, or, nor).
- With foreign language titles, capitalize sentence style, according to the conventions of the language (17.64, 17.176). Separate a title from its subtitle with a colon, even if a period is used in the foreign language.
- Titles/Names/Ethnic Groups (8.21–35)
 - Capitalize civil, military, religious, and professional/official titles when they immediately precede a personal name and are thus used as part of the name. Examples: Queen Elizabeth, President Bush, Professor Ahmed (8.21)
 - Lowercase titles when they follow a name or are used in place of a name, or when they are in apposition before a personal name as a descriptive tag. Examples: the <code>däǧǧazmač</code>, the <code>ras</code>, the queen, the sheikh, the emperor, etc. (8.21, 8.23)

Place Names

- United States: spell when used as a noun, abbreviate when used as an adjective. Examples: life in the United States; U.S. government
- United States' is the possessive (15.34)

- Addis Ababa, always capitalized
- In book reviews, spell states, do not abbreviate. Example: London: James Currey; Athens, Ohio: Ohio University Press; and Addis Ababa: Addis Ababa University Press, 2002. Pp. xii, 228. \$49.95
- In references, states and territories are usually abbreviated (15.29), but not in running text.

Dates

- Day-month-year format; months always spelled (e.g., 10 October 2002)
- No punctuation when only month and year used: August 1945
- Follow author's preference with respect to AD/BC and CE/BCE dating systems. Use all caps, no periods, no spaces: 33 BCE, 107 AD. Note years early in the common era as CE or AD to disambiguate; those later in the common era can be left unmarked: 107 CE, 1964 (9.38).
- When referring to the Ethiopian/Eritrean calendar, include the abbreviation AM.

Centuries and Decades

- Spell references to particular centuries (the twentieth century, eighteenth-century history).
- Decades are expressed as the 1880s and 1890s (not 1880s and '90s) (9.37) No apostrophe before "s" in specifying a decade
- Do not use numerals to express the first two decades of a century (*not* 1910s or 1900s) (9.37). Instead, use the following:
 - The first decade of the nineteenth century
 - The years 1800–1809
 - The years 1910–19
- With dynasties, spell if 100 or less (9.50): Twenty-Sixth Dynasty (all cap in heading)

Numbers

Spell numbers one through ten; use numerals for 11 and above.

- Use numerals for lower numbers grouped with numbers 11 and above. Example: From 6 to 12 hours of sleep
- Use numerals for large round figures. Example: 100, 2,000. However, spell centuries. Example: the twentieth century. Numbers in the title of a work should remain as given, unless there is a special reason to change them for consistency (17.52).
- Very large numbers can be expressed in numerals followed by million, etc., e.g., 2.3 million, 4 billion (9.10).
- Never begin a sentence with a numeral—spell or recast sentence. Example: Twenty-seven percent of the cost was guaranteed. (9.5)
- Use commas in large numerals, except for page #s (e.g., 1,192 men; 2,394,014 people).
- Use arabic (not roman) numerals for chapters, parts, volumes, etc.: chapter 1, vol. 2, part 1.
- Inclusive numbers should be presented as follows:
 - 167–72, *not* from 167–72
 - from 167 to 172
 - between 167 and 172
 - 1898–1903, *not* from 1898–1903
 - from 1898 to 1903
- Provide inclusive page numbers in references (9.64). See below:

30.0111									
1st #	2nd #	Examples							
<100	Use all digits	3-10, 71-72, 96-117							
100 or	Use all digits	100-104, 600-613							
multiple of	_	1100–1123							
100									
101 through	Use changed part only,	107–8, 505–17							
109 (in	omit unneeded zeros	1002–6							
multiples of									
100									
110 through	Use two digits, more if	321–25, 415–532							
199 (in	needed	1536–38, 1496–504							
multiples of		11564–78, 13792-							
100)		803							

Acknowledgements

• Articles should include acknowledgments, if any, in an unnumbered note at the beginning of the endnotes.

Foreign Words: General Guidelines

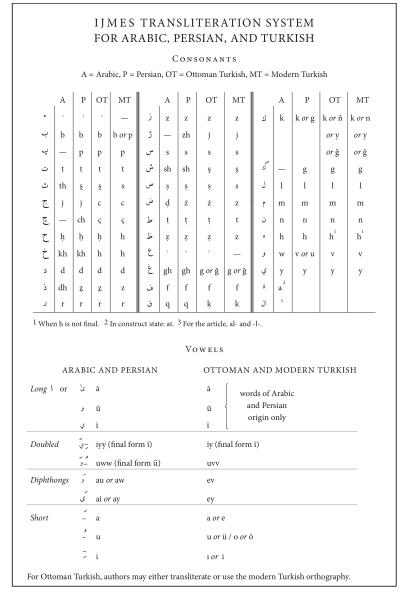
If there is an English word for a foreign term, use it. Foreign terms not found in a standard dictionary (http://www.merriam-webster.com/) should be italicized and fully transliterated with the appropriate system (see below). However, italicization and transliteration are not necessary with foreign words found in a standard dictionary, the names of heads of state and similarly well-known individuals, and well-known foreign organizations (e.g., Hamas). Foreign titles should be italicized and transliterated (i.e., däğğazmač), unless they can be found in a standard dictionary (e.g., sheikh). Use italics for foreign currencies. Foreign language quotations, long or short, should not be italicized but should be enclosed in quotation marks.

Transliteration of Specific Languages

• For languages using the Ethiopic (*fidäl*) script, please follow the system employed by *Encyclopaedia Aethiopica*:

a)	a) The consonants												
v	h	ů	s	并	č	ħ	ķ	g,	d	Я	ş	h-	k*
٨	1	ñ	š	づ	ĥ	w	\mathbf{w}	Ł	š	8	Ś	7-	g"
ሐ	ķ	+	q	3	n	o	С	7	g	6.	f		
O.D	m	¥	q	7	ñ	H	z	m	ţ	T	p		
w	ś	a	b	λ	9	Ж	ž	æ	č	4	q^w		
۲.	r	ተ	t	h	k	8	y	*	p	1	$\mathfrak{h}^{\mathbf{w}}$		
b)	b) The vowels												
1.		2.		3.		4.		5.		6.		7.	
ä		u		i		a		e		ə or	no vowel	o	
u =	bä	a- =	- bu	1 , =	bi bi	q=	ba	a =	be	-n =	b, bə	o=	bo

• Transliteration from Arabic, Persian and Turkish should follow the system established by the *International Journal of Middle Eastern Studies:*



Oromo orthography should follow the *Qubee* standard.

- Somali orthography should follow the 1972 national standard, except in the case of personal names. These can be anglicized for clarity (e.g., "Ali" rather than "Cali," and "Abdi" rather than "Cabdi"). In addition, the word Somali should be spelled according standard English usage (not *Soomaali*).
- For Epigraphic/Ancient South Arabian, Cushitic, Omotic, and Nilo-Saharan languages, please follow the guidelines established by *Encyclopaedia Aethiopica*. For more details, see http://www1.uni-hamburg.de/EAE/.

References: General Guidelines

NEAS uses endnotes and Chicago Style exclusively. If your article uses the author-date system, please convert your references to Endnotes prior to submission for production.

- With more than three authors or editors, use the first author's or editor's name followed by et al. with no intervening punctuation (e.g., Charlotte Marcus et al.); otherwise include all names. Do not use ampersand.
- Use arabic numerals for volume, page number, chapter, or other parts of a book or periodical (even when roman numerals were used in the original publication) except for the preliminary pages of a book, which are set in lower case roman numerals
- Do not use "p." or "pp." for page numbers, unless confusion would result (e.g., necessary to distinguish from a series or other number when item is cited from a manuscript collection).
- References cited in earlier notes can be shortened to cite only information needed to help reader easily identify same work, e.g., author last name, title of work, number. Very long titles can be shortened if work still clearly identified. Examples of full references (initial):
- H. W. Brands, "The Age of Vulnerability: Eisenhower and the National Insecurity State," *American Historical Review* 94 (1989): 963–89.

Fred Greenstein, "Eisenhower's Leadership Style," in Eisenhower: A Centenary Assessment, ed. Gunter Bischof and

Stephen F. Ambrose (Baton Rouge: Louisiana State University Press, 1995), 55–63.

Examples of shortened references (subsequent):

Brands, "The Age of Vulnerability," 88.

Greenstein, "Eisenhower's Leadership Style," in *Eisenhower: A Centenary Assessment*, 56.

Books

Order of information: Author; Title; Editor, compiler or translator; Edition, if not the first; Volume, if a single volume is cited out of a multivolume work; Title of individual volume, if applicable; Series title, if applicable; Facts of publication (city, publisher, date); Page #s (17.17). Citing Multiple Editors: Multiple editors (no author): use abbreviation "eds." Multiple editors (with author): use abbreviation "ed." See specific examples below.

Standard Book

Emery Blackfoot, *Chance Encounters* (Boston: Serendipity Press, 1987), 151–60.

Editor, translator, or compiler without an author (17.41) Theodore Silverstein, trans., *Sir Gawain and the Green Knight* (Chicago: University of Chicago Press, 1974), 34.

Editor, translator, or compiler with an author (17.42) John Smith, *Title of Book*, ed. Jane Doe (New York: Publishers Press, 2002), 152.

Edition other than the first (17.79)

John N. Hazard, *The Soviet System of Government*, 5th ed. (Chicago: University of Chicago Press, 1980), 25.

Halsey Stevens, *The Life and Music of Béla Bartok,* rev. ed. (New York: Oxford University Press, 1964), 128–29.

 Note abbreviations for editions: rev. (revised), 2nd (second), 3rd (third)

Article in a book edited by someone else

Ernest Kaiser, "The Literature of Harlem," in *Harlem: A Community in Transition*, ed. J. H. Clarke (New York: Citadel Press, 1964), 298-302.

Multivolume works

Muriel St. Clare Byrne, ed., *The Lisle Letters*, 6 vols. (Chicago: University of Chicago Press, 1981). (if citing entire work)

William Farmwinkle, *Survey of American Humor*, vol. 2, *Humor of the American Midwest* (Boston: Plenum Press, 1983), 132 (if citing a particular volume with its own title) **(17.85)**

Edward Banicek, *A History of India* (Philadelphia: Ross and Kittredge, 1988), 2:345. (if citing a particular volume without a separate title, in this example vol. 2) **(17.85)**

Dissertations or Theses (17.214)

Alexander Hawryluk, —Friends of FIGHT: A Study of a Militant Civil Rights Organization (PhD diss., Cornell University, 1967), 49.

Periodicals

Order of information: Author, Title of periodical, Vol. #, Issue #, Date, Page #. In English-language newspapers, omit "The," if any, in titles. Retain its equivalent in foreign language newspapers (e.g., *Le Monde*). In text, lowercase "the" and set in roman type ("He reads the *New York Times* every morning."). This rule applies to magazines and journals, too

Journal

John Smith, "Irony in the Wife of Bath's Tale," *Chaucer Review* 10, no. 2 (1997): 56–75. **(17.162)**

Popular Magazines

John Smith, "Computers Hit the Classroom," *U.S. News and World Report*, 7 March 1994, 75.

Newspapers

"Kodak Holds Its Meeting amid Racial Protests," *New York Times*, 26 April 1967, A2.

Correspondence and Manuscript Materials

In general, begin with specific item cited followed by all relevant information (date, type of item if not a letter, name of collection, and its location:

George Creel to Colonel House, 25 September 1918, Edward M. House Papers, Yale University Library.

Burton to Charles Merriam, telegram, 26 January 1923, Charles E. Merriam Papers, University of Chicago Library.

• With *Economist* country reports, place country after colon in title (decided with copyeditor after Vol. 9:1) e.g., *Country Report: Sudan*

Interviews

Order of information: Name of person interviewed; the words —interview by followed by name of interviewer or simply —the author if author conducted interview; the medium (if any) in which the interview appeared, e.g. book, journal, radio or TV program, etc.; editor or translator, if any; facts of publication, repository, or other information required to locate source.

Isaac Bashevis Singer, interview by Harold Flender, in *Writers at Work: The "Paris Review" Interviews*, ed. George Plimpton, 5th ser. (New York: Viking Press, 1981), 85.

• References to interviews that have not been published or broadcast should include name of interviewee; name of interviewer; medium used (e.g., tape recording, telephone

interview); place of interview; date of interview; repository (if applicable). Example: Merle A. Roemer, interview by author, tape recording, Millington, MD, 26 July 1973.

• Shortened form for subsequent reference: Singer, "Interview," 94. (if published); Roemer, interview. (if unpublished)

Internet References

Used for a specific item cited that is located on the web. A general URL (homepage for an organization) can be given in text. Format URLs in italics; do not enclose in angle brackets (< >). URL should NOT be hyperlinked—this causes text to drop out in typesetting. Include URL Access Date (last date you accessed website. Avoid breaking URLs or email addresses wherever possible. Never use a hyphen to denote a line break; hyphens that are part of a URL or email address should not appear at the end of a line. If it is necessary to break a URL, the period should appear on the new line, never at the end of the line above. Line breaks can be made after: a double slash (//) or single slash (/) Line breaks can be made before: a tilde (~), period, comma, hyphen, underline (), question mark, number sign, or percent symbol Line breaks can be made before or after: an equal sign or an ampersand (&).

Chris Mooney. "The Barbary Analogy." American Prospect Online, 16 October 2001,

http://www.prospect.org/webfeatures/2001/10/mooney-c-10–16.html (accessed 24 July 2002).

Citation in text: "By 1990 he had become director of his own small think tank, the Philadelphia-based Middle East Forum (http://www.meforum.org)."

Supplemental Reference Lists

Only for additional works not directly cited in article for readers' reference—works cited throughout the article must be included in endnotes format. Arrange alphabetically by first author's

last name; if no author or editor, then by title or keyword readers are most likely to seek (16.93); subsequent authors' names are not inverted, e.g. Smith, John; Susan Brown; and Jane Jones. Single-author entry comes before a multiauthor entry beginning with same name (16.101). List all works by same author or editor together in chronological order (earliest first) (16.103). Two or more works by same author(s) published in same year differentiated by roman numeral, e.g., Smith 1993a, Smith 1993b. Alphabetize in reference list by title (16.105). Separate names of multiple authors by semicolons, not commas. Repeated authors: use 3-em dash for subsequent listing by same author or editor. Note: these author(s)/editor(s) must be *exactly* the same (16.103)

Cortázar, Julio. 1979. *Conversaciones con Cortázar.* Barcelona: Edhasa.

——. 1986a. The Broken Doll. In *Around the Day in Eighty Worlds*, translated by Thomas Christenson. San Francisco: North Point.

——. 1986b. Glass with Rose. In *Around the Day in Eighty Worlds*, translated by Thomas Christenson. San Francisco: North Point.

An entry by Cortázar and another author would follow these entries, even if published earlier.

Standard book reference

Doel, Marcus. 1999. *Poststructuralist Geographies: The Diabolical Art of Spatial Science*. Edinburgh: Edinburgh University Press.

Deleuze, Gilles; and Felix Guattari. 1988. *A Thousand Plateaus: Capitalism and Schizophrenia*. London: Athlone Press.

Brecher, Jeremy; Tim Costello; and Brendan Smith. 2002.

Globalization from Below: The Power of Solidarity. Cambridge, MA: South End Press.

Only first author's name inverted; separate names by semicolons. Use two-digit state abbreviation for state of publication when city is not well known.

Editor, compiler, or translator (17.69–17.70)

Include all editors', compilers', or translators' names, whether or not author's name is given

Wang, Jen Yu; and Gerald L. Berger, eds. 1962. *Bibliography of Agricultural Meteorology* . . .

Ariès, Philippe. 1962. *Centuries of Childhood: A Social History of Family Life.* Translated by Robert Bladock. New York: Knopf.

Article in a book edited by someone else (17.69)

Bosniak, Linda. 1996.—Nativism || the Concept: Some Reflections. In *Immigrants Out! The New Nativism and the Anti-Immigrant Impulse in the United States,* edited by Juan Perea. New York: New York University Press.

Bosniak, Linda. 1996. —Nativism || the Concept: Some Reflections. In *Immigrants Out! The New Nativism and the Anti-Immigrant Impulse in the United States,* edited by Juan Perea, 199–213. New York: New York University Press.

Editions

Smart, Ninian. 1976. *The Religious Experience of Mankind.* 2nd ed. New York: Scribner's Sons.

Weber, M.; H. M. de Burlet; and O. Abel. 1928. *Die Saugetier*. 2nd ed. 2 vols. Jena: Gustav Fischer.

Multivolume works 17.83–89

Wright, Sewall. 1968-78. Evolution and the Genetics of

Populations. 4 vols. Chicago: University of Chicago Press.

Farmwinkle, William. 1983. *Survey of American Humor.* Vol. 2, *Humor of the American Midwest.* Boston: Plenum Press.

Appadurai, Arjun. 1996. *Modernity at Large: Cultural Dimensions of Globalization*. Public Worlds. Vol. 1. Minneapolis: University of Minnesota Press.

Book in a series (17.90)

Appadurai, Arjun. 1996. *Modernity at Large: Cultural Dimensions of Globalization*. Public Worlds, vol. 1. Minneapolis: University of Minnesota Press.

Wolf, Theta Holmes. 1938. The Effects of Praise and Competition on the Persisting Behavior of Kindergarten Children. Child Welfare Monograph Series, no. 15. Minneapolis: University of Minnesota Press.

Books forthcoming or in press (16.57)

Zamora, Lois Parkinson; and Monika Kaup, eds. n.d. *Baroque New Worlds: Representation, Transculturation, Counterconquest*. Durham, NC: Duke University Press, forthcoming. (if publication date not yet known.

Zamora, Lois Parkinson. 2006. *The Inordinate Eye: Baroque Designs in Contemporary Latin American Literature*. Chicago: University of Chicago Press, forthcoming (if publication date is known).

Journal

Bakshi, Gurdip S.; and Zhiwu Chen. 1994. Baby Boom, Population Aging, and Capital Markets. *Journal of Business* 67, no. 2: 165–202.

Newspaper (17.188-198)

Newspaper citations can usually be cited in running text, so do not need to be included in reference list (e.g., "An editorial in

Philadelphia Inquirer. 1990. Editorial, 30 July.

Kodak Holds Its Meeting amid Racial Protests. 1967. New York Times, 26 April, A2.

Finnonian, Albert. 1990. The Iron Curtain Rises. *Wilberton Journal*, 7 February, final edition.

Popular Magazines (17.182-86)

John Smith. 1994. Computers Hit the Classroom. *U.S. News and World Report*, 7 March, 74–75.

Currents in the News. 1980. *U.S. News and World Report*, 11 February, 55.

Theses & Dissertations (17.214)

Alexander Hawryluk. 1967. Friends of FIGHT: A Study of a Militant Civil Rights Organization. PhD diss., Cornell University.

Papers Presented at Meetings (17.215)

Speth, J. D.; and D. D. Davis. 1975. Seasonal Variability in Early Hominid Predation. Paper presented at symposium, Archeology in Anthropology: Broadening Subject Matter. Seventy-fourth annual meeting of the American Anthropological Association.

Royce, John C. 1988. Finches of De Page County. Paper read at 22nd Annual Conference on Practical Bird Watching, 24–26 May, at Midland University, Flat Prairi.e., Illinois.

Ibambsi, J. 1992. Influential People Shout for Reduction of AIDS/HIV Infection. Abstract PuC8105. Eighth International Conference on AIDS. 19–24 July, Amsterdam.

One manuscript from a collection cited

Cite item under its own name and date:

Hooker, Rathburn. 1948. Who the Devil Do You Think You Are? Memorandum, 17 November. Torrentsworth Papers. Blanchelevre Archives, Blanchelevre, Arizona.