



JOURNAL OF GLOBAL HISTORY

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STYLE GUIDE

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References: The *Journal of Global History* (JGH) uses footnote referencing according to the Chicago Manual of Style, 16th edition, but following UK English punctuational style. References take the form of a full citation in the first instance, followed by short citations. While a full introduction to this referencing style can be found at https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html, sample guidelines are given below to show how the style is implemented in the *Journal*.

For titles in languages other than French, German, Spanish, or Italian, a translation should be provided in brackets after the original: N. E. Mamonov, *Materialy dlia istorii meditsiny v Rossii* (*Materials for the History of Medicine in Russia*), 4 vols. (St Petersburg: M. M. Stasiulevich, 1881).

Footnotes should be numbered in one sequence, identified by a superior Arabic numeral in the text, and appear at the foot of the page. Footnotes should not contain any substantive text, but should be used to indicate sources.

For page numbers in references, please use 241–5 (not 241–45), except with the numbers 10–19 in each hundred, which should be cited as 112–13 (not 112–3). All volume and issue numbers should be in Arabic numerals.

Monograph

Holly Dugan, *The Ephemeral History of Perfume: Scent and Sense in Early Modern England* (Baltimore: Johns Hopkins University Press, 2011), 94.

Edited volume

Iris Borowy and Matthias Schmelzer, eds., *History of the Future of Economic Growth: Historical Roots of Current Debates on Sustainable Degrowth* (London: Routledge, 2017).

Chapter in edited volume

D. H. Killingley, 'Vivekananda's Western Message from the East', in *Swami Vivekananda and the modernization of Hinduism*, ed. W. Radice (New Delhi: Oxford University Press, 1998), 138–57.

Journal article

Michael Gubser, 'The Presentist Bias: Ahistoricism, Equity, and International Development in the 1970s', *Journal of Development Studies* 48, no. 12 (2012): 1802–5.

Unpublished PhD thesis

Ruben Flores, 'States of culture: relativism and national consolidation in Mexico and the United States, 1910–1950' (PhD diss., University of California, Berkeley, 2006), 97–9.

Unpublished conference paper

Sanjay Subrahmanyam, 'French Commercial Ambitions and Armenian Interlocutors in Seventeenth-Century Asia' (paper presented at the international conference 'Ebb and flow of the Armenian Communities of the Indian Ocean', University of California, Los Angeles, 17–18 March 2007).

Online material

Jan Lucassen and Leo Lucassen, 'The Mobility Transition in Europe Revisited, 1500–1900: Sources and Methods', International Institute of Social History Research Paper 46 (Amsterdam, 2010), 8, <http://www.iisg.nl/publications/respap46.pdf>.

Archival material

Sir George Grey to Henry Labouchere, 7 August 1857, Colonial Office 48/383, The National Archives, London (hereafter cited as TNA, CO).

Abbreviations and acronyms should be followed by a full point; contractions should not. Full points should be omitted in initials that are read as words, as in USA, BBC, but retained for authors' initials, e.g., J. G. A. Pocock.

Transliteration: All non-Roman script in footnotes or text must be transliterated; any foreign words that have not entered the English language must be provided with a translation. For Chinese, the *pinyin* system should be used, except in direct quotations using an earlier system. For Arabic, Persian, Ottoman Turkish, and Urdu, the modified *Encyclopedia of Islam* conventions hold, as listed, for example, in the *Journal of Islamic Studies*. Authors who cannot access certain accents or diacritics in Word should first seek help from the editors. If this fails, they should indicate clearly all diacritics that need to be used.

Numbers up to 100 should normally be spelled in full. For numbers in a discussion that includes a mixture of numbers above and below the cut-off point of 100, all should be in figures (e.g. 356 walkers overtook 72 others, as 6 fell back, exhausted). Use comma/s (not full stops) when more than three digits are involved, e.g., 5,000. Use American billions, equivalent to 1,000 million, and American trillions, equivalent to 1,000 American billions. **Days** of the week and **months** of the **year** should appear in full, e.g. 20 December 1148, 20 December, 245–50 CE, or 250–245 BCE (note that date spans in BCE should be given in full to avoid confusion). **Centuries** should also be spelled out, with a hyphen when used adjectivally, so 'eighteenth century', 'eighteenth-century peasants'. Note too that centuries are expressed according to the Common Era system, i.e. BCE and CE, equivalent to BC and AD. If employing AH (Anno Hijra) dates, or any other non-CE dates, please give CE equivalents. For **decades** use 1920s not 1920's. Periods of time should be in this style: 1830–35. But note that an en-dash (–) in place of 'to' is only used with figures: 'in 1220–25'; but, 'a distance of two to three hours' walk'. **Fractions** are always hyphenated: one-third, three-tenths, one-quarter. British usage is one-quarter, not one-fourth. For **per cent** use only figures with the symbol %, with no space between figure and sign, e.g. 35%. **Numbers with units of measurement** should also always be given in figures, but with a space between the number and the unit (e.g. 4 cm). For **distances** use either metric or imperial measure and spell in full, e.g. 80 metres, 400 kilometres, 5,000 feet.

Currencies are not capitalized or italicized when used as whole words, e.g., 'thirteen pounds'. For large amounts, use conventional currency signs preceding figures, e.g. US\$70 million, Rp500 million, €10 million. When citing currency figures, there is no space between the currency sign and the number: Rp30 billion. Please give equivalences wherever possible, especially for obscure currencies.

Punctuation: This should consistently follow British convention (except in quotations from other sources, where the punctuation convention of the original should be retained). Use the British convention of **single quote marks** (curly quotes not straight), **except for quotations within quotations** (which have double quote marks). Punctuation should follow closing inverted quote marks except for grammatically complete sentences beginning with a capital.

Capitals: The use of capitals should be kept to a sensible minimum. JGH prefers lower-case 'm' for 'medieval' and lower-case 'w' in 'western Europe'. But use 'the West' to refer to Europe and North America combined.

In reference to specific groups of people such as 'Black', 'White' or 'Indigenous' authors may choose to use capitals or lower-case, as long as they consistently apply their choice in their manuscript.

Quotations: of more than 60 words should be separated out from the text and indented **without** quotation marks as a block quote. Any quotes within the block should thus have single quote marks.

All citations in a language other than English should be translated into English, and should be kept short.

Spelling: JGH uses British spelling, e.g. 'centre', not 'center', except in quotations from other sources, where the spelling convention of the original should be retained, e.g. when a quote contains American English spelling. Use -ize for spelling except for words such as analyse, advertise, catalyse, enfranchise. In British style contractions will have no full points (e.g. Mr, St, edn), though abbreviated words that do not end with their final letter, and their plural forms, will (e.g. vol., vols., ed., eds.). Also, **First World War**, not World War I or WW1; social Darwinism, Balkanization. **Foreign language words:** Where these have achieved common currency (refer to the latest edition of the OED), they should not be italicized and accents should be omitted, e.g. elite. **Foreign words not assimilated into English** (e.g. *santri*) should be **italicized** throughout, not just where they occur for the first time, and **should have the necessary accents or diacritics**. If there are problems with reproducing accents or diacritics in Word, please indicate exactly which are needed. **Capital letters** should be kept to a minimum, but should always be used where individual people or places are referred to specifically. **Surnames in foreign languages:** words like van, von, de, di, à, etc. should only have a capital letter if the *particule* is the first word in a sentence.

Last updated: October 2020