Nationalities Papers Style Guide Revised July 2022

General Notes

Style Guides Used

- Nationalities Papers largely conforms to The Chicago Manual of Style (CMS), 17th edition, and follows the manual's author-date system for citations. Except where expressly indicated below, we adhere to its style and the CMS author-date system for references and citations.
- We follow the most recent edition of *Merriam-Webster* for spelling.
- CMS largely follows the style laid out in *The Bluebook* for legal citations, though please see the below section under *References* for more detail. A guide on citations for non-US jurisdictions is available here: https://www.legalbluebook.com/bluebook/v21/tables/t2-foreign-jurisdictions
- For all items not covered below, please refer to *The Chicago Manual of Style*.

Transliteration Style and Romanization

- Please make sure that your transliterations are based on the ALA-LC Romanization
 Tables approved by the Library of Congress and available here:
 https://www.loc.gov/catdir/cpso/roman.html
- For Russian and Ukrainian, follow Library of Congress transliteration tables but without any diacritical marks above the letters. We do use 'and " to signify the soft and hard sign, but they come after the letter, not above it. We also make exceptions for names that are well known in a different transliteration, e.g. Yeltsin. Please make sure that "Kyiv" is spelt that way, unless you are referring to pre-1917 Kiev. Always transliterate cyrillic into Latin script.
- Diacritics should be used for all Slavic languages written in Latin script, including Slovene, Croat, Bosnian, Serbian, and Montenegrin. While sometimes cyrillic might be used, especially in Serbian, all the languages can be and should be transcribed with diacritics. The letters in use are Č, Ć, Š, Ž, Dž and Đ.

Translation Style

• Per CMS, italics are used for isolated words and phrases from another language, especially if they are not listed in a standard English-language dictionary. Foreign names of organizations, associations, groups, etc. should not be italicized. Three examples of correct incorporation of non-English words are provided below.

...the authority and power of women are enacted through their successive roles within the home as a bride (*kelin*), mother (*apa*), and mother-in-law (*kainene*).

She oversees and directs her daughters to organize the *beshik toi* (cradle feast), *tulöö* (animal sacrifice), and *ooz achyruu* (inviting people over during Ramadan).

She went to see a fortune teller, or *koz achik*, in order to see her future and whether or not she would give birth to a boy, whether or not her status would soon improve, and whether or not her husband would cheat on her again. The *koz achik* told Nurkyz that her life...

Specific Nomenclature

- We prefer "article" to "paper" for self-reference, e.g., "This article contributes to the growing literature on Ruritanian nationalism by..."
- Certain spellings are standardized for uniformity and to allow readers to search our archives by keyword. These include "Donbas" and "Nagorno-Karabakh".
- The Republic of Macedonia officially changed its name to the Republic of North Macedonia in February 2019. Please make sure that the name of the country is updated where appropriate in the text.

Manuscript Style and Required Content

Title

• The title of an article should be in bold, using headline-style capitalization, meaning upper case letters for each word in a title or subtitle, except for prepositions, conjunctions, and the articles *the*, *a*, and *an*. If at all possible, titles should be no more than twelve words long. A sample title:

Nationalism as Classification: Suggestions for Reformulating Nationalism Research

Author and Affiliation

- The names of all authors must be included, as well as the name of their respective institution or organization and its location. US locations should include the city, state, and country. Unaffiliated authors may identify themselves as independent researchers.
- Titles (e.g., Senior Lecturer, Professor) are unnecessary and will not appear in the published article. Two examples of proper identification are given below.

Two or more authors:

Jane Doe^{1,2} and John Doe³

¹Department of History, Faculty of Arts, University of Ljubljana, Slovenia; ²Ludwig Boltzmann Institute for Historical Social Science, University of Vienna, Austria; ³Institute for East European History, University of Vienna, Austria

One author:

John Doe

Department of Urban Studies and Planning, Massachusetts Institute of Technology, Cambridge, Massachusetts, USA

Corresponding Author

• If there is there is more than one author, one must be designated as the corresponding author. Their name and email are listed again on a separate line:

Corresponding author: John Doe, email: john.doe@university.edu

Abstract

• The abstract should be one paragraph, block style, and no more than 200 words. Do not cite figures, tables, or references. As many readers will read the abstract and the article, it is strongly preferrable not to use the same text in both verbatim.

Keywords

• Keywords are lower case, except for proper names, and separated by semi-colons - three to five is typically sufficient. An example:

Keywords: nationalism; Habsburg Empire; bureaucracy; classification; Central Europe

Headings

- All headings use headline-style capitalization. Please be sure headings clearly indicate any hierarchy of the sections and subsections in the article. In descending order, headings are styled as below:
 - 1. Heading: boldface
 - e.g., The Standardization and Classification of Languages
 - 2. Heading: boldface, italics e.g., Classification of European Languages

3. Heading: italics e.g., The Classification of English

4. *Heading*: *italics*, text runs after the punctuation mark e.g., *Classification of Early Modern English a Vehicle of Nationalization*. The English language...

Disclosure Statement

- Articles must include a disclosure statement. These include any situation that could be perceived to exert an undue influence on an author's presentation of their work. They may include, but are not limited to, financial, professional, contractual or personal relationships or situations.
- If the manuscript has multiple authors making such disclosures, the statement should list all that apply.
- If an author wishes to state they have no disclosures to make, their statement should read "**Disclosures.** None." Other examples:

Disclosures. The author was commissioned to write this biography by the subject, who has since initiated divorce proceedings.

Financial Support

- The details of the sources of financial support for all authors, including grant numbers, must be provided.
- Multiple grants from multiple agencies should be styled as below, with grants held by different authors noted by their respective initials:

Financial Support: This work was supported by the Wellcome Trust (AB, Grant Numbers 1, 2), (CD, Grant Number 3); the Natural Environment Research Council (EF, Grant Number 4); and the National Institutes of Health (AB, Grant Number 5), (EF, Grant Number 6).

• Where no specific funding has been provided for research, please provide the following statement: "There are no funders to report for this submission." The category will be deleted from the article.

Acknowledgements

• Acknowledgements are optional but encouraged. Authors can use this section to acknowledge and thank colleagues, institutions, workshop organizers, family members, etc. that have helped with the research or writing process. An example:

Acknowledgments. I would like thank my colleague John Doe for his valuable feedback on earlier drafts of this manuscript.

• It is important that that any type of funding information or financial support be listed under "Financial Support" rather than "Acknowledgements," so that it can easily be tagged and captured separately.

Word Count

• Article Lengths

Original and Special Issue Articles: Articles for this journal should typically be no more than 12,000 words; this limit includes tables, references, figure captions, and endnotes.

State of the Field Contribution: A typical state of the field contribution for this journal should be no more than 5,000 words; this limit includes tables, references, figure captions, endnotes.

Book and Film Reviews: Nationalities Papers typically solicits book and film reviews, although we also entertain proposals for reviews of works that engage with topics pertinent to our field. A typical book review should be no more than 1,000 words. For questions regarding book reviews, or to submit a proposal, please contact the book review editor.

Book Reviews, Book Symposia, and Film Reviews

Book and Film Review Style

• Book and film reviews are styled differently than articles and other submissions. Information about the book being reviewed must be provided at the head of the page, and include the title, author, publisher, year, price, and ISBN. The information is separated by commas. An example:

The Political Economy of the Kurds of Turkey: From the Ottoman Empire to the Turkish Republic, by Veli Yadirgi, Cambridge University Press, 2017, 300 pp., \$79.99 (hardcover), ISBN 9781107181236, \$27.99 (paperback), ISBN 9781316632499.

• The author of the review, their affiliation, and e-mail address appear at the end of the review as follows:

John Doe Uppsala University john.doe@university.edu

- The book being reviewed can be cited in the text simply by page number. For film and book reviews, notes and citations are discouraged. If absolutely necessary, authors should use endnotes with notes-style citations and no reference list or bibliography.
- Book symposia contain the information of the book being reviewed styled as above. They
 should refer to the book in question solely by page number, but otherwise follow our
 regular style for author information and additional citations and references. They are
 considered original research by our publisher and therefore must also contain a disclosure
 statement.

Citations

Author-Date Style

• *Nationalities Papers* adheres to *The Chicago Manual of Style's* author-date citation system. Numerous examples are provided in the below, but for an exhaustive list please consult the manual itself.

In-text Citations

 Sources are cited in parentheses in the text (though for tables and figures, see the following section). This can be done in a number of ways. All of the following are acceptable:

```
Jones and Green (2012) did useful work on this subject.
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Khan's (2012) research...
(See Khan [2012, 89] on this important subject)
(Smith 2010; Khan 2012)
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(Akindinova and Yasin 2015; Akindinova, Kuz'minov, and Yasin 2016; Gurvich 2016a, 2016b)

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(Smith 2010, 2012; Khan 2012)
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(Smith 2010, 84; Khan 2012, 9)

As Smith (2012, 67) points out...

As Smith points out, "quoted text" (2012, 67).

Text (Smith 2012, 54) ...more text... "quoted text" (68).

...end of displayed quotation." (Smith 2012, 67)

• For in-text citations involving multiple authors, proceed as below.

```
Two authors:
Smith and Jones (2012)
(Smith and Jones 2012)

Three authors:
Smith, Jones, and Khan (2012)
(Smith, Jones, and Khan 2012)

Four or more authors:
Smith et al. (2012)
```

• If citing another article appearing in the same issue of *Nationalities Papers*, please indicate this as below. Date and page numbers are not necessary.

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(Smith et al., in this issue)
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(Smith et al. 2012)

• Periodicals such as newspapers can generally be cited in full in the text. They must also be included in the references section. An in-text example:

The *New York Times*, in advance of the 2015 NFL season, published a report that the Green Bay Packers would host the Chicago Bears on Thanksgiving Evening, "a renewal of the N.F.L.'s longest-running rivalry," during which the Packers were planning to retire Brett Favre's jersey ("Patriots-Steelers to Open N.F.L. Season," Associated Press, April 22, 2015).

If a newspaper article is unsigned, the title of the newspaper stands in place of the author.

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New York Times. 2002. "In Texas, Ad Heats Up Race for Governor." July 30, 2002.
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(New York Times 2002)
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• In text, the words chapter, part, model, version, appendix, table, and figure are lowercase. Arabic numerals can be used with these indicators.

Endnotes

• Endnotes should be kept to a minimum. Any references cited in the endnotes should also be included in the reference list.

Tables and Figures

- Tables, figures, and images must be cited in the text, for example: (see Table 1). Each table or figure heading should include the word "Table" or "Figure", an Arabic numeral, and a specific title with headline-style capitalization at the top. Tables and figures should be numbered separately and in chronological order based on their first mention in the text. The table or figure itself should not appear before its first mention. For textual references, the words table and figure should be lowercase. Source information appears below the table or figure.
- Tables and figures must be submitted in separate files. Tables must be editable in order to be typeset. They should not be interspersed in the text. For detailed information on figure preparation, please see the Cambridge Journals Artwork Guide.
- Tables include textual data while figures can include illustrations, images, charts, or graphs. Each are presented separately from the text.
- If material from other copyrighted works is included, the authors must have obtained written permission from the copyright owners and credited the sources in the article. The publisher has preprinted forms for use by authors in these cases: https://www.cambridge.org/about-us/rights-permissions.
- For tables, if the data is unoriginal or is from another source, then the word *Source* should appear, italicized and followed by a colon. Parenthetical citation information should follow and the source should appear on the reference list.
- For figures, it is the author's responsibility to seek out the necessary permissions and credit line format. If a specific credit line (e.g., *Reprinted by permission from*. . .) is not provided, then the *Source* should appear, italicized and followed by a colon. Parenthetical citation information should follow and the source should appear on the reference list. Anything from a creative commons source should be indicated by *Courtesy of*..., but does not require further citation or inclusion on the reference list.
- Authors are responsible for obtaining permission from copyright holders for reproducing any illustrations, tables, figures or lengthy quotations previously published elsewhere. A copy of the paperwork granting permission should be provided to the Cambridge production editor. You may be asked to pay a permissions fee by the copyright holder; any permissions fees must be paid for by the author. For an example of a permissions request form please see the Cambridge Journals Artwork Guide.

• Notes appended to tables and figures should be numbered separately and placed below or within the table or figure itself.

References

Author-Date Style

• Nationalities Papers adheres to The Chicago Manual of Style's author-date system. Numerous examples are provided in the below, but for an exhaustive list please consult the manual itself.

Non-English Titles

• For titles of works from other languages, whether these appear in text, notes, or bibliographies, capitalize only the words that would be capitalized in normal prose - the first word of the title and subtitle, and all proper nouns or any term that would be capitalized under the conventions of the original language. This is referred to as sentence-style capitalization, and differs from the headline-style capitalization that should otherwise be used. It is not necessary to provide translations of non-English titles.

Alphabetization

- References should be listed alphabetically by last name of author. If no author or editor, order by title. Follow CMS' letter-by-letter system for alphabetizing entries. Names with particles (e.g. de, von, van den) should be alphabetized by the individual's personal preference if known, or traditional usage.
- A single-author entry precedes a multi-author entry that begins with the same name. Successive entries by two or more authors when only the first author is the same are alphabetized by co-authors' last names. If references have the same author(s), editor(s), and so forth, arrange by year of publication, with undated works at the end.
- If the reference list contains two or more items by the same author in the same year, add a, b, etc. and list them alphabetically by title of the work:

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Mylonas, Harris. 2013a. Title of Book. Mylonas, Harris. 2013b. Title of Book.
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- We do not include DOIs for articles.
- Page range examples: 692–695, 131–152 (use en dash, not hyphen).

Multiple Authors

• References including multiple authors should by styled as follows:

One author: Mylonas, Harris.

Two authors: Mylonas, Harris, and Danielle Price.

Three authors: Mylonas, Harris, Danielle Price, and Paul Goode.

Four to ten authors: List all authors' names.

More than ten authors: List the first seven authors followed by et al.

Book

• Book citations should include the state (Chicago, IL) but not if the state's name is in the publisher title (Berkeley: University of California Press).

Verdery, Katherine. 1999. *The Political Lives of Dead Bodies: Reburial and Postsocialist Change*. New York: Columbia University Press.

Winter, Jay. 1995. Sites of Memory, Sites of Mourning: The Great War in European Cultural History. Cambridge, UK: Cambridge University Press.

Editor of Book

• If there is no author available, a work should be listed alphabetically by its editor as follows:

Berg-Sørensen, Anders, ed. 2013. Contesting Secularism: Comparative Perspectives. Farnham, UK: Ashgate.

Chapter in a Book

• Sometimes individual chapters are cited. Proceed as follows:

Chapter in a single-author book:

Green, Mary. 2012. "Chapter Title." Chap. 5 in Style Manual. Abingdon: Routledge.

Chapter in a multi-author book:

Jones, Sam. 2012. "Chapter Title." In *Book Title*, edited by John Smith, 341–346. Abingdon: Routledge.

Journal Articles

Weingrod, Alex. 1995. "Dry Bones: Nationalism and Symbolism in Contemporary Israel." *Anthropology Today* 11 (6): 7–12.

Archival Sources

 Archival sources should be listed under a separate heading in the reference section and include specific information in the Notes section. Be sure to include the complete name of the archive on first usage. An example:

Archival Sources

Gosudarstvennyi arkhiv Rossiiskoi Federatsii (GARF).

Tsentral'nyi Derzhavnyi Arkhiv Vyshchykh Orhaniv, Kyiv.

Archiv der Landespolizeidirektion Wien (Archives of the Provincial Police Directorate, Vienna), the archival fond: Jahreskartons.

Notes

- 1. Gosudarstvennyi arkhiv Rossiiskoi Federatsii (GARF), f. 5897, op. 2, d. 137, 1.
- 2. GARF, f. 5898, op. 3, d. 138, 2.

Interviews

• Published interviews must be cited in the References section or a subsection thereof. Unpublished interviews are best cited in text or in notes. Citations should include the names of both the person interviewed and the interviewer; brief identifying information, if appropriate; the place or date of the interview (or both, if known); and, if a transcript or recording is available, where it may be found. An example:

Andrew Macmillan (principal adviser, Investment Center Division, FAO), in discussion with the author, September 1998.

• Interviews, particularly if they represent a major part of the research, may also be included under a separate heading at the end of the References section under the subheading *Interviews*. An example:

Interviews

Anosov, Valerii. 2017. Lecturer of the Donetsk State Machine-building Academy, a PPB leader. Interviewed by author, August 3. Kramatorsk.

Borodin, Maksym. 2017. Deputy of the Mariupol City Council. Interviewed by author, August 21. Mariupol.

Bulyk, Maksym. 2016. Assistant Professor of Mariupol State University. Interviewed by author, September 7. Mariupol.

• An interview with a person who prefers to remain anonymous or whose name the author does not wish to reveal may be cited in whatever form is appropriate in context. The absence of a name should be explained (e.g., "All interviews were conducted in confidentiality, and the names of interviewees are withheld by mutual agreement").

Anonymous health-care worker. 2017. Interviewed by author, September 7. Mariupol.

Legal and Public Documents

- Legal and public documents are typically not included on a reference list. Authors should make every effort to integrate the reference directly into the text. However, depending on the reference's size, the surrounding sentence structure, and the level of detail desired, these documents can also be cited in an endnote or in a standalone parenthetical citation. Articles with more than a handful legal-style citations may also need to supplement with notes.
- If the document being cited is from a secondary source, author-date style can be followed. The secondary sources should then be included in the References.
- CMS provides numerous examples of correct citation for legal and public documents, which largely follow *The Bluebook*. A guide on citations for non-US jurisdictions is available here: https://www.legalbluebook.com/bluebook/v21/tables/t2-foreign-jurisdictions

Theses and Dissertations

Smith, John. 2008. "Title of Thesis." PhD diss., University of Chicago.

Unpublished work

• Use "forthcoming" instead of the date. If an article is not yet accepted, treat as a thesis.

No Date

• If material is missing a date, this can be indicated with the abbreviation "n.d."

Newspapers

• Newspapers and magazines must be cited in the text (see **Citations** above), but an entry is also needed in the reference section. Repeat the year of publication with the month and day to avoid any confusion.

Kauffman, Stanley. 1989. Review of *A Dry White Season* (film), directed by Euzhan Palcy. *New Republic*, October 9, 1989, 24–25.

Meikle, James. 2015. "Nearly 75% of Men and 65% of Women in UK to Be Overweight by 2030—Study." *Guardian* (UK edition), May 5, 2015. http://www.theguardian.com/society/2015/may/05/obesity-crisis-projections-uk-2030-men-women.

• If a newspaper article is unsigned, the title of the newspaper stands in place of the author.

New York Times. 2002. "In Texas, Ad Heats Up Race for Governor." July 30, 2002.

Social Media

• Citations of social media content can often be limited to the text. A frequently cited account or an extensive thread related to a single subject or post, however, may be included in a reference list. In the reference list, include the real name and a screen name, if both are available. In the text, cite the name under which the entry is listed (usually the real name unless only a screen name is available). Repeat the year with the month and day in the reference list to avoid any confusion.

Díaz, Junot. 2016. "Always surprises my students when I tell them that the 'real' medieval was more diverse than the fake ones most of us consume." Facebook, February 24, 2016. https://www.facebook.com/junotdiaz.writer/posts/972495572815454.

O'Brien, Conan (@ConanOBrien). 2015. "In honor of Earth Day, I'm recycling my tweets." Twitter, April 22, 2015, 11:10 a.m. https://twitter.com/ConanOBrien/status/590940792967016448.

Souza, Pete (@petesouza). 2016. "President Obama bids farewell to President Xi of China at the conclusion of the Nuclear Security Summit." Instagram photo, April 1, 2016. https://www.instagram.com/p/BDrmfXTtNCt/.

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(Díaz 2016)
(O'Brien 2015)
(Souza 2016)
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Reports

• Treat pamphlets, reports, brochures, and freestanding publications such as exhibition catalogues as books. Provide sufficient information to identify the document.

Parliamentary Debates

• Use in-text citations.

First mention: (Parl. Deb. H.L. Deb. April 9, 1919, "War Graves," vol. 34, cols. 223–240)

Subsequent mentions: (Parl. Deb. H.L., vol. 34, col. 234)

Websites

Vojvodina Basic Facts. 2015. Autonomous Province of Vojvodina. October 19. http://www.vojvodina.gov.rs/en/autonomous-province-vojvodina. (Accessed April 30, 2016.)

Databases

Name of Database (details; accessed Month Day, Year). http://xxxxxxxxxxxxxxxxxxxxx.

Conferences

- Individual contributions to conference proceedings are treated like chapters in multiauthor books. If published in a journal, treat as an article.
- Paper presented at conferences should be cited as follows:

Smith, John. 2012. "Title of Paper." Paper presented at the annual meeting for the Society of XXXX, Oxford, November 21–24.

• Posters presented at conferences should be cited as follows:

Smith, John. 2012. "Title of Poster." Poster presented at the annual meeting for the Society of XXXX, Oxford, November 21–24.

Translations

• Translated materials can be cited as follows.

Akindinova, Natalya, and Evgeny Yasin. 2015. "New Stage of Economy's Development in Post-Soviet Russia." [In Russian.] *Economics Issues* 5: 5–27.

Piaget, J., and B. Inhelder. 1951. *La genèse de l'idée de hasard chez l'enfant* [The Origin of the Idea of Chance in the Child]. Paris: Presses Universitaires de France.

Medvedev, D. 2015. *O gosudarstvennoi programme "Patrioticheskoe vospitanie grazhdan Rossiiskoi Federatsii na 2016–2020 gody* [On the State Program "Patriotic Education of Citizens of the Russian Federation in 2016–2020]. December 30. http://government.ru/media/files/8qqYUwwzHUxzVkH1jsKAErrx2dE4q0ws.pdf. (Accessed December 11, 2016.)

Published Online Ahead of Print

Ivkovic, Marjan. "The Hybrid Discourse of the Serbian Antibureaucratic Revolution." *Nationalities Papers*. Published online ahead of print July 1, 2018. doi: 10.1017/nps.2019.40.

Personal Communications/Correspondence

• Personal communications or correspondence should be cited in the text.

Text example: John Smith (personal communication, April 12, 2018)

Notes on Manuscript Writing

Punctuation

- Punctuation should appear in the same font size as the rest of the body text.
 It should also appear in the same font style as the surrounding text, unless it is connected to a specific word or phrase that is in a different style for emphasis.
- One space should follow all periods, colons, question marks, exclamation points, and closing quotation marks.
- Periods and commas precede closing quotation marks. While this rule applies to most other punctuation as well, this is not the case with semicolons, colons, question marks, and exclamation points that are not included explicitly as a part of the quoted matter. For example:

The options available are "left," "right," "up," and "down."

What will be the outcome of the era of "alternative facts"?

- When an entire sentence is placed inside parentheses or brackets, the period belongs inside. When the clause is included as part of another sentence (even if it is grammatically a sentence itself), the period belongs outside.
- Quotations of 100 words or more (6-8 lines of text) should be set off as block quotations. These do not carry quotation marks.
- Ampersands (&) should only be used in tight matter (i.e., tables and figures, notes, reference lists, appendices) and titles and headings/subheadings, never in the body of the manuscript.
- The serial comma should be used throughout manuscripts, except in the few instances where it would occur before an ampersand.

Other Notes on General Style

Time and Dates

- Follow American English standards for date and time.
- Use the month-day-year date format, with cardinal, not ordinal, numbers. Do not use allnumeral styles for dates, as they are informal and not consistent worldwide. Some correct examples:

```
December 21, 2020, February 21–25
```

• Other times and dates should be styled as follows:

```
19th century
1950s
1951–1953 (use en dash, not hyphen)
1500 BC, 50 AD (USE SMALL CAPS)
```

Number Style

• Spell out both cardinal and ordinal numbers zero through nine in the text. Use Arabic numerals for most other numbers. Use commas with numerals that are one thousand or more. Fractions are hyphenated.

- Spell out large rounded numbers: hundred, thousand, hundred thousand, million, billion, etc.
- Try to rewrite sentences so that they do not start with numbers. If this is unavoidable, spell the number out.
- Please ensure that all equations are editable.
- Please use SI units (non-italicized).

Statistical Style

• The items p-value and t-value should be hyphenated with no italics and no capitalization.

Other Items

• Please style the following items as below:

Smart quotes: not "Ortadogu" but "Ortadogu."

Numbered in-text lists: (1) text, (2) text, and (3) text.

Possessives: Gross's

Dr.

Avoid e.g. and i.e. (please delete from the beginning of a citation or list of citations).

Use USA for the country; US for the adjective.

Note: This guide has been compiled solely for use as a private reference for our authors and editors. For specificity and consistency, large parts of it have been lifted directly from *The Chicago Manual of Style*, the American Political Science Association's *Style Manual for Political Science*, and other authoritative sources.