Baltic Worlds House Style Guide

Authors' version, *Sixth edition: 2014-10-29*

General

Articles written for BW should be written in English whenever possible.

Book reviews and announcements must provide complete bibliographic information, since many of the new works we announce are written in a language in which some of our readers may not have proficiency.

Contributors are presented with a description, including a photograph. The presentations include current position, academic rank, one or two previous positions, two, up to three relevant publications, and perhaps memberships in learned societies and/or awards.

For more information of the peer-review process and submissions please read on our web; "Become a contributor". Abstract and key words should be submitted with peer-reviewed essays; although we only today publish these in the electronic version.

PART I: Specific Guidelines

BW follows the *Chicago Manual of Style*, though with an unusually large number of exceptions, noted below. What follows is a list of 1) points where we diverge from the *Manual*, 2) points that we feel require special emphasis, or 3) points not covered in the *Manual*.

Spelling

BW uses American spelling.

Punctuation

Quotations

BW uses mostly European punctuation, with some modifications, as indicated in the following.

Journalistic texts containing interviews set the quotations in double quotation marks – "This is a quote." They do not use a dash or hyphen. Quotations within quotations are set within single quotation marks – 'xxxx'.

In the main text, names of books, journals, and newspapers and the like are put in italics; articles, essays, and poems (that aren't as long as books, or published as a book) are enclosed within double quotation marks, as indicated in the examples below. Names of universities, learned societies, and other institutions are set in roman (non-italic) text, without quotation marks.

Particularly important words and phrases can be marked via italics, not by bolding, spacing, capital letters, etc. Place commas and periods (full stops) to the right of the final quotation mark if only part of a sentence is being quoted; otherwise to the left (so-called "logical punctuation", that used in most European languages today).

Serial comma

Items in a series are separated by commas. When a conjunction joins the last two elements in a series, a comma should be placed before the conjunction (known as a "serial comma", or sometimes "Harvard comma" or "Oxford comma").

I would like to thank my parents, Emma Goldman, and Karl Marx.

Omitted text in quotations
BW uses brackets and three dots – like [...] this – to indicate omitted text in quotations.

Abbreviations
Technically, there are four kinds of abbreviations. (See Chicago Manual of Style, 15.3.) The shortening of written numbers can be regarded as an additional form of abbreviation.

Acronyms
Use no periods, and capitalize all letters:

NATO

Initialisms
With initialisms consisting of all capital letters, use no periods, and capitalize all letters, as with acronyms:

USSR
US
UK

The same goes for academic degrees:

BA
JD
PhD

Contractions
Use periods at the end of the contracted word.

Mr.
Mrs.
St.
dept.

Shortened (truncated) forms
Use periods at the end of the shortened word (which generally will be found only in footnotes, references, bylines, etc.).

vol.
etc.
ex.
prof.

Number ranges
Do not shorten the second half of a range of dates or numbers:

1923–1929
pp. 532–535

though "1970s and '80s" is fine.

<u>Foreign words</u>
BW follows trends in many dialects of English that readily accept foreign words as "non-foreign". The result is minimal use of italics. A few examples of words and phrases that should not be italicized:

> ad hoc
> per se
> mise-en-scene
> fin-de-siècle
> laissez-faire
> weltanschauung
> festschrift

In addition, words that are used often in BW texts, and/or are generally familiar to educated readers, should not be italicized, even though they are often italicized in other publications:

> glasnost
> perestroika
> samizdat (But related though less common terms, such as *magnitizdat* and *roentgenizdat*, probably should be italicized the first time they are used in a text.)

<u>Compounds and prefixes</u>
The use of prefixes, and the question of whether or not to write a compound word as separate words, one word, or with a hyphen, are handled differently by different publishers in the English-speaking world. What follows are the guidelines we have decided upon.

Prefixes
BW follows the more "Germanic" strain in English prevalent in North America that permits the closing up of words formed with prefixes, even when they haven't been in use for very long:

> prewar
> postwar
> interwar
> premodern
> postmodern

This includes words that are rarely closed up in British English, or are spelled, in a few American publications, with a dieresis:

> cooperate (not *co-operate*, nor *coöperate*)
> reevaluate (not *re-evaluate*, nor *reëvaluate*)

However, compounds or prefixed or suffixed words formed with proper nouns, abbreviations, or numbers require a hyphen:

> anti-Semitism
> post-1989
> pre-WWII
> UK-based

<u>Compounds</u>
With compounds, as well, choose the closed form (one word, without a hyphen) when both open and closed forms are widely used.

>   copyedit
>   handholding
>   bookkeeping

Open compounds as adjectives
Open compounds (those that must be written in all dialects of English as separate words, without a hyphen) take a hyphen when used as adjectives before the noun or phrase being modified (but not after):

>   the student is well read
>   a well-read student

but never when the compound is formed with an adverb ending in *-ly* and a participle or adjective:

>   the secret is closely guarded
>   a closely guarded secret

<u>Metric system</u>
Use the metric system, except in the rare event that something still generally measured in Imperial or United States Customary units (computer screens, beer, etc.) is mentioned, and, obviously, in certain fixed phrases or metaphors ("walk a mile in my shoes").

<u>Questions that often arise in preparing texts for BW</u>
If you are uncertain what the English name of an institution is, check the institution's home page. There is almost always a link to an English-language version of the page where the institution's preferred English name can be found.

Communism, socialism, surrealism, etc

We prefer political movements to be lower-cased.

Confusingly, a member of the Communist Party is a *Communist*, qua member of a political party, but also (though perhaps not so often in, say, the People's Republic of China . . .) a *communist*.

Transliterations
We transliterate all words not written with a Latin-derived alphabet. For our areas of interest, this means, in practice, words from a language written with Cyrillic characters (such as Russian) are transliterated, but words in all other languages we deal with are not transliterated: we would thus write *Łódź*, not *Lodz*, for the Polish city

For transliteration of Cyrillic characters follow the US Library of Congress system , but do not use the diacritics and two-letter tie characters. (The transliteration of *царь* is thus *tsar*, not *czar*, though *czar* would be the correct spelling when the word is used in the sense of a "drug czar", and so on.)

Well-established transliterations that deviate from the Library of Congress system may be used, however. This is especially true in the case of proper names. *Достоевский* should thus be transliterated as *Dostoevsky*, not *Dostoevskii* (as the Library of Congress would have it); likewise, *Чайко́вский* should be written as *Tchaikovsky*, not *Chaikovskii*.

Treatment of Internet-related terms
      the Internet
      the World Wide Web
      the web
      website
      web page

Miscellaneous terms
      GDR, not DDR, for the former East Germany.
      Romania (and Romanian, etc.), not R*u*mania.
      Vyborg: the town in Leningrad Oblast, Russia.
      Viborg: the town and county in Denmark. (This is, confusingly to our Swedish speakers, also the name in Swedish for what in English is Vyborg.)
      nomenklatura (note: 1. lowercase *n*; 2. *k*, not *c*, 3. no italics).
      Baltic Germans (Swedish: *balttyskar*) were the ethnically German inhabitants of the eastern shore of the Baltic Sea.
      Eastern Europe, and, the adjective, *Eastern European*; same with *Western Southern, and Northern*. (Though if the name of an institute or journal, such as *East European Politics and Societies*, uses a different form, don't correct it, of course.)
      Ukraine is the name of the country east of Poland, not *The Ukraine*.
      Belarusian is the adjectival form of the country Belarus.

Please be especially careful to spell proper names correctly. Doing an Internet search of easily misspelled names is usually a quick way to get find the correct spelling, especially for well-known people.

PART II: Baltic Worlds Style Guide on references

General principles.

BW follows the Chicago Manual of Style recommendation, but you should have all references at the end of your text, in the end notes. All data in the references should be in those end notes, we do not publish bibliographies.

Sample Citations. Examples of notes are followed by shortened versions of citations to the same source:

<u>Book</u>

One author

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

　　2. Pollan, *Omnivore's Dilemma*, 3.

Two or more authors

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

　　2. Ward and Burns, *War*, 59–61.

For four or more authors, list all of the authors in the bibliography; in the note, list only the first author, followed by et al. ("and others"):

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

　　2. Barnes et al., *Plastics . . .*

Editor, translator, or compiler instead of author

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

　　2. Lattimore, *Iliad*, 24.

Editor, translator, or compiler in addition to author

　　1. Gabriel García Márquez, *Love in the Time of Cholera*, trans. Edith Grossman (London: Cape, 1988), 242–55.

　　2. García Márquez, *Cholera*, 33.

Chapter or other part of a book

　　1. 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.

　　2. Kelly, "Seeing Red," 81–82.

Chapter of an edited volume originally published elsewhere (as in primary sources)

　　1. Quintus Tullius Cicero, "Handbook on Canvassing for the Consulship," in *Rome: Late Republic and Principate*, ed. Walter Emil Kaegi Jr. and Peter White, vol. 2 of University of Chicago Readings in Western Civilization, ed. John Boyer and Julius Kirshner (Chicago: University of Chicago Press, 1986), 35.

　　2. Cicero, "Canvassing for the Consulship," 35.

Preface, foreword, introduction, or similar part of a book

　　1. James Rieger, introduction to Frankenstein; or, *The Modern Prometheus*, by Mary Wollstonecraft Shelley (Chicago: University of Chicago Press, 1982), xx–xxi.

　　2. Rieger, introduction, xxxiii.

Book published electronically

If a book is available in more than one format, cite the version you consulted. For books consulted online, list a URL; include an access date only if one is required by your publisher or discipline. If no fixed page numbers are available, you can include a section title or a chapter or other number.

1. Jane Austen, *Pride and Prejudice* (New York: Penguin Classics, 2007), Kindle edition.

2. Philip B. Kurland and Ralph Lerner, eds., *The Founders' Constitution* (Chicago: University of Chicago Press, 1987), accessed February 28, 2010, http://press-pubs.uchicago.edu/founders/.

3. Austen, *Pride and Prejudice*.

4. Kurland and Lerner, *Founder's Constitution*, chap. 10, doc. 19.

Journal article

Article in a print journal

In a note, list the specific page numbers consulted, if any. In the bibliography, list the page range for the whole article.

1. Joshua I. Weinstein, "The Market in Plato's Republic," *Classical Philology* 104 (2009): 440.

2. Weinstein, "Plato's Republic," 452–53.

Article in an online journal

Include a DOI (Digital Object Identifier) if the journal lists one. A DOI is a permanent ID that, when appended to http://dx.doi.org/ in the address bar of an Internet browser, will lead to the source. If no DOI is available, list a URL. Include an access date only if one is required by your publisher or discipline.

1. Gueorgi Kossinets and Duncan J. Watts, "Origins of Homophily in an Evolving Social Network," *American Journal of Sociology* 115 (2009): 411, accessed February 28, 2010, doi:10.1086/599247.

2. Kossinets and Watts, "Origins of Homophily," 439.

Article in a newspaper or popular magazine

Newspaper and magazine articles may be cited in running text ("As Sheryl Stolberg and Robert Pear noted in a New York Times article on February 27, 2010, . . .") instead of in a note, and they are commonly omitted from a bibliography. The following examples show the more formal versions of the citations. If you consulted the article online, include a URL; include an access date only if your publisher or discipline requires one. If no author is identified, begin the citation with the article title.

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

2. Sheryl Gay Stolberg and Robert Pear, "Wary Centrists Posing Challenge in Health Care Vote," *New York Times*, February 27, 2010, accessed February 28, 2010, http://www.nytimes.com/2010/02/28/us/politics/28health.html.

3. Mendelsohn, "But Enough about Me," 69.

4. Stolberg and Pear, "Wary Centrists."

Book review

1. David Kamp, "Deconstructing Dinner," review of *The Omnivore's Dilemma: A Natural History of Four Meals*, by Michael Pollan, New York Times, April 23, 2006, Sunday Book Review, http://www.nytimes.com/2006/04/23/books/review/23kamp.html.

2. Kamp, "Deconstructing Dinner."

Thesis or dissertation

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

2. Choi, "Contesting Imaginaires."

Paper presented at a meeting or conference

1. Rachel Adelman, " 'Such Stuff as Dreams Are Made On': God's Footstool in the Aramaic Targumim and Midrashic Tradition" (paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, Louisiana, November 21–24, 2009).

2. Adelman, "Such Stuff as Dreams."

Website

A citation to website content can often be limited to a mention in the text or in a note ("As of July 19, 2008, the McDonald's Corporation listed on its website . . ."). If a more formal citation is desired, it may be styled as in the examples below. Because such content is subject to change, include an access date or, if available, a date that the site was last modified.

1. "Google Privacy Policy," last modified March 11, 2009, http://www.google.com/intl/en/privacypolicy.html.

2. "McDonald's Happy Meal Toy Safety Facts," McDonald's Corporation, accessed July 19, 2008, http://www.mcdonalds.com/corp/about/factsheets.html.

3. "Google Privacy Policy."

4. "Toy Safety Facts."

Blog entry or comment

Blog entries or comments may be cited in running text ("In a comment posted to The Becker-Posner Blog on February 23, 2010, . . .") instead of in a note, and they are commonly omitted from a bibliography. The following examples show the more formal versions of the citations. There is no need to add pseud. after an apparently fictitious or informal name. (If an access date is required, add it before the URL; see examples elsewhere in this guide.)

1. Jack, February 25, 2010 (7:03 p.m.), comment on Richard Posner, "Double Exports in Five Years?," The Becker-Posner Blog, February 21, 2010, http://uchicagolaw.typepad.com/beckerposner/2010/02/double-exports-in-five-years-posner.html.

2. Jack, comment on Posner, "Double Exports."

E-mail or text message

E-mail and text messages may be cited in running text ("In a text message to the author on March 1, 2010, John Doe revealed . . .") instead of in a note, and they are rarely listed in a bibliography. The following example shows the more formal version of a note.

1. John Doe, e-mail message to author, February 28, 2010.

Item in a commercial database

For items retrieved from a commercial database, add the name of the database and an accession number following the facts of publication. In this example, the dissertation cited above is shown as it would be cited if it were retrieved from ProQuest's database for dissertations and theses.

Choi, Mihwa. "Contesting Imaginaires in Death Rituals during the Northern Song Dynasty." PhD diss., University of Chicago, 2008. ProQuest (AAT 3300426).

Miscellaneous points to keep in mind

Glosses

All foreign titles should be followed by a gloss in square brackets, as in the following.

> Anders Björnsson, *I kunskapens intresse: SACO:s första sex decennier* [In the interest of knowledge: the first six decades of SACO], (Stockholm: Buddy's Bokförlag, 2006), 304–307.

(Note use of a colon in the original title in Swedish (the title is Swedish, but our magazine is in English, thus we don't use a period), as well as in the gloss. Note also that the capitalization of the gloss is also sentence style – "... interest of knowledge ...", not "... Interest of Knowledge ...".)

When several titles appear in the same note, they are separated by semicolons.

Names of works, institutions, political parties, etc.

Proper names of all sorts present particular problems.

1a. References to foreign works

References and mention of foreign works should always be made to an existing English translation, where available. (References to page numbers should be to the English-language edition.) There is no need to mention the original title unless reference to one of the foreign words in the title of the work is made.

> . . . in Strindberg's *The Red Room*, there is . . . .

If no translation of a work exists, use the original title, and write a gloss of the title within brackets (not parentheses), using sentence-style capitalization (see below).

> . . . in Strindberg's *Röda rummet* [The red room], there is . . . .

If a work or institution is known by both its name in English and its original name, or if you aren't sure which of the two names will be most familiar to the readers, it is of course acceptable to place the original name in parenthesis (not brackets, because it's not a gloss, it's an actual name), as follows:

Royal Institute of Technology (*Kungliga tekniska högskolan*)

1b. Capitalization and punctuation in titles
Retain the capitalization used in the title to which you are referring. In English, this will almost always be "headline style" (*The Red Room*, not *The red room*).

However, since the gloss of a title isn't itself a title, but is considered to be an explanation of what the title says, it should always be capitalized like a sentence.

In works mentioned in BW, the punctuation mark separating the main part of a title from a subtitle should always be a colon, no matter the language of the title, and no matter the punctuation used in the original (which in many languages is a period). The capitalization of the original, however, is retained

Note on Wikipedia
Wikipedia is not a reliable source of knowledge about anything except, usually, natural science subjects. Avoid using Wikipedia as a cited source.