

# Baltic Worlds House Style Guide

## General

Articles written for BW should be written in English as a rule.. BW uses American spelling.

For book reviews provide complete bibliographic information. Sample:

*Cultural Heritage and the Future*, Cornelius Holtorf & Anders Högberg, eds., (London & New York: Routledge, 2021) 256 pages.

For all essays and peer-reviewed articles provide abstract (50-100 words) and key words (3-5).

## PART I: Specific Guidelines

BW follows the Chicago Manual of Style, though with some 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.

### Quotations

Use double quotation marks – “XXX” Do not use a dash or hyphen.

Quotations within quotations are set within single quotation marks – ‘xxxx’.

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).

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

### 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.

### Names

Names of books, films, journals, and newspapers and the like are put in *italics*

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.

### Dates

Dates should be written as follows: Month, day, year.

Number ranges

19<sup>th</sup>-century

1980s

### Abbreviations

Acronyms

Use no periods, and capitalize all letters:

## NATO

### Initialisms

With initialisms consisting of all capital letters, use no periods, and capitalize all letters:

USSR

US

The same goes for academic degrees:

BA

PhD

### 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.

### Questions that often arise in preparing texts for BW:

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.

## **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:

#### Book

##### 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.

##### 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.

### 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* vol. 104 (2009): 440.
2. Weinstein, "Plato's Republic," 452–53.

#### Article in an online journal

Include a link if the journal lists one. 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* vol. 115 (2009): 411. Accessed February 28, 2010. Available at: doi:10.1086/599247.
2. Kossinets and Watts, "Origins of Homophily," 439.

#### Titles in other languages

If the title is in another language, then English, provide a translation:

1. A. Gil and T. Kapuśniak, eds., *Polityka wschodnia Polski. Uwarunkowania. Koncepcje. Realizacja* [Poland's Eastern policy. Conditions. concepts. implementation], (Lublin-Warszawa: IEŚW, 2009).
2. Gil and Kapuśniak, *Polityka wschodnia Polski*.