

***German Studies Review* House Style (English)**

The style guide for *German Studies Review* is the *Chicago Manual of Style* (CMS), 16th Edition. One of its documentation systems, summarized below in the Chicago-Style Citation Quick Guide, is known as Notes. In addition to Notes, the GSR uses a GSR house style, which includes specific spellings and conventions relevant to the journal's main areas of publication. The journal requires American (NOT British) spellings and punctuation; for contributions in German, see the link to German style sheet on the journal website.

Full compliance with the CMS and GSR house style is not required for initial submission and review. However, final acceptance of articles for publication is contingent upon full compliance with the CMS and GSR house style. Please consult issues of GSR published since 2012 to familiarize yourself with style conventions and citation rules.

- Template for title (bold, no italics, flush left), author name, and abstract:
Title of Article
First and Last Name (without title or institutional affiliation), one blank line
ABSTRACT (all caps) followed by (next line) max. 100-word abstract, one blank line
Text of Article
- In case of subheading: flush left (no bolds, no italics). Use chapter subheadings sparingly; if you do, use descriptive titles rather than Roman numerals. Add one blank line before subheadings, with first line after subheading flush left (i.e., not indented).

PLEASE REMEMBER TO ANONYMIZE YOUR ARTICLE FOR THE REVIEW PROCESS! This includes removing your name from the title and deleting all reference to your own work in the text.

FORMATTING

- Maximum length: 9,000 words (including endnotes and abstract). Minimum length: 6,000 words (including endnotes and abstract)
- MS Word version: .docx (preferred)
- US Letterhead, not DIN A4
- Times New Roman 12 point throughout, including endnotes, headers, and quotations
- Margins (in inches) 1 inch (top, bottom), 1.25 inches (left, right)
- Spaces: only one space (NOT two) after all punctuation marks (period, colon, etc.).
- Indent first line of paragraphs by .5 inches except for the first line of abstract, main text, and paragraph after subheading. Also indent first line of all endnotes by .5 inches.
- No equalized margins, no centering
- No footers, no headers
- Paginated, with page numbers in the lower right corner
- Endnotes after the text, not footnotes (created with MS Word References tool, not separate .docx file). In Arabic numerals (1,2,3), not Roman (i, ii, iii).
- Double-spaced throughout, including longer quotes and endnotes
- No extra space between paragraphs and individual endnotes
- Quotes longer than five lines: set off .5 inches with one blank line above and below

- Acknowledgements should be placed in the endnotes section before the first endnote, without an asterisk or any other special marking.

SPELLING AND PUNCTUATION CONVENTIONS

- **Abbreviations and acronyms:** The names of journals, organizations, etc. should be spelled out in full the first time mentioned in the text or endnotes; it is permissible to abbreviate or use an acronym (without periods) in subsequent mentions of familiar words (e.g., *Frankfurter Allgemeine Zeitung* → *FAZ*). Unfamiliar acronyms should not be used; instead, use a shortened version of the name (e.g., Volksbund Deutsche Kriegsgräberfürsorge → the Volksbund, not the VDK).
- **Anglicization:** the names of German universities should be Anglicized in English-language texts (Free University of Berlin).
- **Brackets:** use brackets only inside parentheses. Exception: when insert or altering words in a direct quotation, as in [sic!]
- **Capitalization:** keep capitalization to a minimum: artistic, literary, and political movements are not capitalized (realism, expressionism, romanticism, existentialism) except if they are based on proper names (e.g., Stalinism, Fordism). Older cultural periods are capitalized (e.g., Antiquity, the Middle Ages, the Baroque, the Enlightenment).
- **Commas:** use a comma before “and” (apples, pears, and peaches).
- **Dashes:** Use m-dashes for appositive phrases and close up: “The man—he was strange—stood outside.” Use n-dashes, and not hyphens, for numbers in a range: 123–145, NOT 123-145 or 1893–1907, not 1893-1907
- **Dates:** use the month-day-year format: e.g., June 20, 2014.
- **Ellipses:** Use three points (periods), with single spaces before, after, and between. If the ellipsis appears at the end of a full sentence ending with a period, this appears as four dots, with no space before the first one. Do not use the ellipsis at the beginning of a quoted passage, and do not enclose the ellipsis points in brackets or parentheses.
- **Hyphenation:** keep hyphenation to a minimum. Most compound nouns should be closed: anticommunism, postwar, precondition, reenactment, and postmodernism. Compound adjectives are also usually closed: socioeconomic, midcentury, worldwide, and lowbrow. The same rule applies to prefixes: prewar, postmodern, antifascist, proactive, coauthored, transatlantic, and so forth: Exceptions: with proper names (e.g., anti-Marxist, anti-Americanism but antisemitism). Use hyphens with adverbs: a well-known person but “he is well known” and “a widely known critic;” there is no hyphen after adverb ending in “ly” within compound modifier.
- **Italics:** all book and film titles in italics; unfamiliar foreign words/phrases in italics (with non-italic transliteration following in parentheses). Familiar loan words NOT in italics (e.g., *raison d’être*, *a priori*, *circa*). Exception: the Latin *sic* (use to indicate misspellings in quotations) should be italicized and set in brackets. Foreign proper nouns are also NOT in italics (e.g., Einsatzgruppe, Bundesarchiv, Wehrmacht, Bundeswehr). PLEASE NOTE: universities, museums, institutes, associations etc. are not in italics!
- **Numbers:** Spell out whole numbers one through one hundred (e.g., twenty-four); thereafter you may use numerals (exceptions: percentages should use numerals for all amounts [e.g., 5 percent; use numerals in fractional numbers [e.g., 13.4]) Plural numbers (e.g., twenties) and centuries (e.g., twenty-first, nineteenth) should be spelled out. Spell

out million, billion, etc. following basic number rule (e.g., three billion; 220 million). For currency amounts, use period between dollars/pounds/euros and cents. See the Chicago Manual of Style, 16th edition, for further number conventions.

- **Possessives:** all singular nouns ending in –s or –ss should be made possessive by adding ’s to the end. This holds for proper nouns and for nouns in which the final –s is silent (e.g., Jesus’s, Strauss’s, business’s, Descartes’s).

QUOTATIONS

- Use “smart,” not "straight" quotation marks.
- For in-text quotations, use double quotes; use single quotes for quotation within a quotation (nested quotes).
- Always place commas and periods **inside** of closing quotation marks (“example,” / “example.”), whether quotation marks are single (‘example,’), double (“example,”), or both together (“‘example,’”). Colons and semicolons are always **outside** the closing quotations marks (“example”:). Question marks and exclamation points are also **outside** closing quotation marks *unless* they are part of the quoted material.
- A colon should introduce a quotation of more than one complete sentence; a comma is used to separate an introductory phrase from a quotation of one sentence or less.
- Single quotes are only used in nested quotes; whenever words need to be emphasized as words, please stick to *italics*. And “scare quotes” are always double quotes and should be used sparingly.

A COMMENT ON GERMAN AND ENGLISH QUOTES:

In German-language texts, include German quotes in the German original; quote English quotes in English (not German translations). In English-language texts, the preference is for all German (or non-English) quotes to be translated in the text; do not provide German original quotes in the body of the text or in the endnotes. Please provide English translations for unfamiliar German terms; also provide translations (in parentheses) for all filmic and literary texts the first time they are mentioned; you may refer to German original titles thereafter. Use available English translations whenever possible and, if applicable, add a statement in the endnotes that all translations are your own.

Exception: In the case of close readings and literary analyses, give the German original and provide a translation in parentheses immediately following the quote. In the case of short German sentences or phrases, they may be included if crucial to the argument but must be translated; please follow the conventions for longer German quotes.

Important: If quoting extensively from one literary text, please provide bibliographical information for the first time in endnotes and then include page numbers in parentheses in the text itself.

SUPPLEMENTAL MATERIAL

Please always include the following with your original submission:

Bio Blurb: submit a 50-word biographical blurb (with e-mail address in parenthesis after your name) together with your article. PLEASE INCLUDE IN A SEPARATE FILE. This will appear in a separate Contributors section.

Abstract (ENGLISH ONLY): include a 100-word word abstract at the beginning of your article between the title of article and name of author and the main body of text.

Illustrations: provide illustrations in .JPG format (larger than 300 DPI) and mark their position in the text as follows (on separate line, flush left): <fig.1 here>. For in-text references to illustrations, please format them thus: (Figure 1). Provide captions in separate .docx file. You are responsible for all copyright-related permissions and fees and required to use an English-language permissions form.

Tables: provide tables in separate files, clearly labeled with captions in separate file.

Chicago-Style Citation Quick Guide

(adapted from http://www.chicagomanualofstyle.org/tools_citationguide.html)

The following examples illustrate citations using the Notes system. Examples of Notes are followed by shortened versions of citations to the same source. For more details and many more examples, see chapter 14 of *The Chicago Manual of Style*.

PLEASE NOTE: Do not use *ibid.* or *Ebenda*; for examples on how to reference texts for the first time and thereafter, see examples below. Always provide exact range of page numbers (i.e., 140-145 instead of 140-45 or 140ff.). Use colons for separating title and subtitle in English-language titles; use periods for this purpose in German-language titles.

Book

One author

¹ Wolfram Pyta, *Hindenburg. Herrschaft zwischen Hohenzollern und Hitler* (Munich: Siedler, 2007), 106–109.

² Pyta, *Hindenburg*, 25.

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*, 159–161.

Editor, translator, or compiler instead of author

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

² Stuart Taberner, ed., *The Novel in German since 1990* (Cambridge: Cambridge University Press, 2011), 223–226.

³ Lyn Marven and Stuart Taberner, eds., *Emerging German-Language Novelists of the Twenty-First Century* (Rochester, NY: Camden House, 2011), 102–104.

- ⁴ Lattimore, *Iliad*, 24.
⁵ Taberner, *Novel*, 36.
⁶ Marven and Taberner, *Emerging*, 102.

Editor, translator, or compiler in addition to author

- ¹ Gabriel García Márquez, *Love in the Time of Cholera*, trans. Edith Grossman (London: Cape, 1988), 242–255.
² Wilhelm Dilthey, *Briefwechsel, Band I. 1852-1882*, ed. Gudrun Kühne-Bertram and Hans-Ulrich Lessing (Göttingen: Vandenhoeck & Ruprecht, 2011), 129–131.
³ García Márquez, *Cholera*, 33.
⁴ Dilthey, *Briefwechsel*, 62–63.

Chapter or other part of a book

- ¹ Isabel V. Hull, “Military Culture, Wilhelm II, and the End of the Monarchy in the First World War,” in *The Kaiser: New Research on Wilhelm II’s Role in Imperial Germany*, ed. Annika Mombauer and Wilhelm Deist (Cambridge: Cambridge University Press, 2003), 236–237.
² William Flesch, “Ancestral Voices: De Man and His Defenders,” in *Responses: On Paul de Man’s Wartime Journalism*, ed. Werner Hamacher et al. (Lincoln: University of Nebraska Press, 1989), 174–176.
³ Hull, “Military Culture,” 236.
⁴ Flesch, “Ancestral Voices,” 175.

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: 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; do not include an access date. If no fixed page numbers are available, you can include a section title or a chapter or other reference 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), <http://press-pubs.uchicago.edu/founders/>.
³ Austen, *Pride and Prejudice*.
⁴ Kurland and Lerner, *Founder’s Constitution*, chap. 10, doc. 19.

Journal articles

Article in a print journal

In a note, list the specific page numbers consulted, if any.

¹ Wolfgang Hardtwig, “Von Preußens Aufgabe in Deutschland zu Deutschlands Aufgabe in der Welt. Liberalismus und borussianisches Geschichtsbild zwischen Revolution und Imperialismus,” *Historische Zeitschrift* 231, no. 2 (1980): 265.

² Hardtwig, “Preußens Aufgabe,” 265.

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. Do not include the access date.

¹ Gueorgi Kossinets and Duncan J. Watts, “Origins of Homophily in an Evolving Social Network,” *American Journal of Sociology* 115 (2009): 411, 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. The following examples show the more formal versions of the citations. If you consulted the article online, include a URL; an access date is not required. If no author is identified, begin the citation with the article title.

¹ Arthur Johnson, “Der Lotse besteigt das Schiff,” *Kladderadatsch*, May 10, 1925, 1.

² “Germanic Museum Opens,” *The Harvard Crimson*, February 26, 1921, <http://www.thecrimson.com/article/1921/2/26/germanic-museum-opens-pthe-germanic-museum/>.

³ Johnson, “Lotse,” 2.

⁴ “Germanic Museum.”

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 Imaginaries in Death Rituals during the Northern Song Dynasty” (PhD diss., University of Chicago, 2008).

² Choi, “Contesting Imaginaries.”

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. No access date is required. If necessary, include a date when the site was last modified. PLEASE REMOVE ALL HYPERLINKS.

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,
<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 instead of in a note (“In a comment posted to The Becker-Posner Blog on February 23, 2010, . . .”). 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. No access date is required.

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. The following example shows the more formal version of a note.

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

Films and television programs

Films should be quoted in the texts, based on the following format:

Original Title (*English Title* if applicable, Name of Director, Year of Release).

PLEASE NOTE: In case of existing English release titles, use the ones listed on IMDb; in all other cases, translate but do not italicize.

IMPORTANT:

For book citations, please only provide the first city of publication. In the case of German-language publishers, do not include the word “Verlag” (e.g., “Fischer,” not “Fischer Verlag”); the same rule applies for English-language publishers (e.g., “Schocken,” not “Schocken Books”). Write out the names of university presses (e.g., “Yale University Press,” not “Yale UP”). Please Anglicize names of well-known German cities (Cologne, Munich, Rome). Provide the postal abbreviation for US states if such clarification is necessary: e.g., “Cambridge, MA: Harvard University Press” but not

“New York, NY: Columbia University Press”; “Garden City, NY: Doubleday” but not “Bloomington, IN: Indiana University Press” (since the press name identifies the state).

Commonly Used Words and Phrases

(based on Chicago Manual of Style, especially 7.90 (Hyphenation Guide for Compounds, Combining Forms, and Prefixes), 8.65 (Lowercased Words Derived from Proper Nouns), 8.66-8.76 (Names of Organizations), and 8.77-8.93 (Historical and Cultural Terms))

- 50 percent; a 10 percent increase (no hyphen)
- the 1990s (no apostrophe); the nineties
- 1920s-style (both adjective and adverb take hyphen)
- African Americans; African American history
- the Bible; biblical
- Chancellor Adenauer; the chancellor
- the church today; the United Methodist Church (denomination)
- the Communist Party (but Communist parties); communism and socialism (as a system of thought) but Social Democracy (as the name of an international political movement)
- decision making; a decision-making body
- the East, eastern, an easterner, the East Coast (referring to the eastern US); the East, the Far East, Eastern (referring to the Orient and Asian culture); eastern Europe, but Eastern Europe when referring to the post-WWII division of Europe
- a historical study; an heir (use “a “ before a pronounced “h “)
- a history course (lowercase academic subjects unless they are part of a department name or an official course name or are themselves proper nouns, such as German Studies or German Cultural Studies)
- the Ice Age, Middle Ages, Baroque, Enlightenment (capitalize early cultural periods but not analogous terms for modern periods)
- John A. Doe Jr.; John A. Doe III (no commas)
- L. A. Lane (period and space after initials); LBJ (no period or space when whole name abbreviated)
- a master’s degree; MA’s and PhD’s
- the middle class; a middle-class neighborhood
- the nineteenth century; nineteenth-century history; early nineteenth-century history
- North Africa, North African countries, in northern Africa
- the Pacific Ocean; the Pacific and Atlantic oceans
- Parliament; parliamentary; the British parliament
- the professor; Kristen Lindenmeyer, professor of history; Professor Lindenmeyer
- the Right (and the Left), but rightwing and leftwing parties
- southern Africa (referring to the southern part of the continent), but Southern California (considered a cultural entity)
- toward, not towards
- the twenty-first century
- US and USA, not U.S. and U.S.A. (same for UK)
- the West (and the East), Western civilization, West European countries, but southern states (geographically) and northern migration
- World War I or II, not First or Second World War

- the World Wide Web and the Internet; a website; a web page