

German Studies Review **Guidelines for Book Reviewers (English)**

The style guide for *German Studies Review* is the *Chicago Manual of Style* (CMS), 16th Edition. In addition, 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 the German style sheet on the journal website. Final acceptance of reviews for publication is contingent upon full compliance with the CMS and GSR house style.

Editors reserve the right to edit reviews with regard to style and substance. Reviewers and editors must jointly approve all edits as well as the final text before publication. The GSR reserves the right not to publish reviews in the case that review standards are not followed. Reviewers may withhold their review and/or publish it elsewhere if they do not agree with editorial decisions. IMPORTANT: Reviewers retain copyrights to their reviews.

Please use the following format for the book title, with the following information: *Name of Book*. By Author (or: Edited by Coeditor, Coeditor, and Coeditor). Place of Publication: Publisher, Year of Publication. Pp. Number of Preliminary Pages (in Roman numerals) + Number of Pages (in Arabic numerals). Paper or Cloth Price. ISBN.

Examples:

Behind the Berlin Wall: East Germany and the Frontiers of Power. By Patrick Major. Oxford: Oxford University Press, 2010. Pp. xii + 321. Paper \$45.00. ISBN 978-0199605101.

Zwischen Mignon und Lulu. Das Phantasma der Kindsbraut in Biedermeier und Realismus. Edited by Malte Stein, Regina Fasold, and Heinrich Detering. Berlin: Erich Schmidt, 2010. Pp. 330. Cloth €48.90. ISBN 978-3503122196.

Please note:

- For titles, use colons for separating title and subtitle in English-language titles; use periods for this purpose in German-language titles
- Authors, editors, etc. "By" followed by the first name and last name
- Provide only the first place of publication, not several; Anglicize place names.
- Provide the name of the US state (postal abbreviations) if the cities are not major cities (e.g., Rochester, NY: Camden House) and/or if the name of the press does not indicate the state (as is the case with university presses, e.g., Austin: University of Texas Press)
- Provide the number of pages. Be sure to include preliminary pages as well.
- Provide price for US books in \$, British books in £, European books in €, and so forth, always using a period to separate dollar/pound/euro.etc. and cents.
- Provide the 13-digit ISBN number, NOT the 10-digit ISBN number.
- Please review the general *GSR* style guide and the *Chicago Manual of Style*, 16th

- Edition, for further spelling and punctuation conventions.
- Give your name as follows (flush right NOT tab right):
First and Last Name, *Name of Institution*

Please note: Anglicize the names of universities, colleges, and foundations in your institutional affiliation, e.g., Free University Berlin, University of Lausanne, Friedrich Ebert Foundation. In all other cases, use the proper name: Bundesarchiv Berlin, etc.

FORMATTING

- Reviews should be written in English or German and may not exceed 950 words
- MS Word version: .docx
- US Letterhead, not DIN A4
- Times New Roman 12 point throughout
- Margins (in inches) 1 inch (top, bottom), 1.25 inches (left, right)
- Spaces: only one space (NOT two) after punctuation marks (period, colon, etc.).
- No equalized margins, no centering
- Paginated, with page numbers in the lower right corner
- Double-spaced throughout
- Indent the first line for all paragraphs except for the reference and the first paragraph.
- No extra space between paragraphs
- Book and film titles as well as foreign words and phrases are in *italics* (not underlined)

CONTENT

- Reviews should provide a concise summary of the content, scope, and purpose of the work—without necessarily summarizing each individual chapter (information that can be readily found in the table of contents need not be included)
- Describe the thesis/theses/arguments of the work and place them within the broader context (including how they relate to previous scholarship and the dominant issues and themes)
- Discuss the strengths and weaknesses of the work focusing particularly on the use of sources, method, organization, and presentation. Strive to be fair and balanced, and express criticism in courteous, temperate, respectful, and constructive terms
- Reviews should be written with an academic audience in mind, but avoid jargon and overly technical language whenever possible. Since the readership includes a variety of disciplinary backgrounds, reviews should provide the necessary (historical, literary, methodological, etc.) background and offer inter-disciplinary connections whenever possible.

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: only use brackets inside parentheses.
- 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, Middle Ages, the Baroque, 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).
- 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).

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.

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.

REFERENCES

- GSR does not allow footnotes or endnotes in book reviews.
- Please provide first names (or initials) of every person mentions for the first time in the review.
- Please try to avoid citing too often from the text. When a citation is necessary, place the page number of the citation in parentheses without including the word “pages”, example: (153).
- When citing or quoting from other works, provide author and title in the text and then place year and/or page number in parentheses.

STANDARDS

- Potential reviewers would not agree to review a book of any of the following conflict of interests—or any other conflicts of interest—apply:
 - They have a close personal or professional relationship with the author(s).
 - They have contributed to the book in some material way.
 - They have supplied a pre-publication “blurb” for the book.
 - They are specifically mentioned in the acknowledgements of the book.
- Reviewers should have a PhD or equivalent at the time of publication.

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