

## *Comparative Studies of South Asia, Africa, and the Middle East: Style Guide*

4/05

### **ABBREVIATIONS. See also DOCUMENTATION**

Corporate, municipal, national, and supranational abbreviations and acronyms appear in full caps. Possessives are formed with an apostrophe; plurals, without. Most abbreviations pronounced as strings of individual letters are preceded by *the*; however, acronyms and abbreviations that designate cities, companies, and political programs are not.

A coalition led by the CEO of XYZ Associates emerged to oppose NAFTA.  
 Did NASA's engineers falsify data for this class of ICBMs, as the CIA claims?  
 APALA, the SEIU, and other sectors of the workforce  
 initiatives supported by the AFL-CIO  
 AFDC for U.S.-citizen children  
 UN peacekeeping forces  
 the gospel of the GNP

State and province abbreviations are not used in running text.

residents of Ishpeming, Michigan, and Thunder Bay, Ontario

However, they are used parenthetically to indicate political affiliations and, when necessary, to clarify geographic references in newspaper titles. In such cases, the two-letter state abbreviations are used, without periods.

Senator Hillary Rodham Clinton (D-NY)  
 the *Cary (NC) News*

Ibid. is used sparingly; f. (ff.), op. cit., and loc. cit. are not used, nor are eadem, idem, infra, passim, and supra. Abbreviations of Latin terms, such as cf., e.g., et al., etc., i.e., ibid., and vs., are romanized. Most are restricted to parenthetical text and endnotes; et al. is an exception. Abbreviations of English terms, such as a.k.a., chap., ed., intro., sec., trans., and vol., are likewise restricted.

Personal initials have periods and are spaced.

C. L. R. James; W. E. B. DuBois; David S. G. Goodman

### **ACKNOWLEDGMENTS**

Acknowledgments are made in the first, unnumbered endnote, in the first person. They include notice of publication elsewhere, if appropriate. Acknowledgment of translation is made on a separate line at the end of the article text, before the notes.

### **BIOGRAPHICAL NOTE**

The biographical note is presented separately from the text and therefore is written in the third person. It should be no longer than five lines and gives the contributor's name (as in the byline), affiliation, areas of activity or research, and recent works (including publishers' names).

**Stephen Cullenberg** is an associate professor of economics at the University of California, Riverside. He has published *The Falling Rate of Profit: Recasting the Marxian Debate* (Pluto, 1994) and is coeditor of *Marxism in the Postmodern Age* (Guilford, 1995).

### **BOOK REVIEWS. See REVIEWS**

### **CAPITALIZATION. See also SPELLING AND TERMS**

#### **After a Colon**

If the material introduced by a colon consists of more than one sentence, or if it is a quotation or a speech in dialogue, it

should begin with a capital letter. Otherwise, it begins with a lowercase letter. See *Chicago Manual of Style*, 15th ed. (CMS15), 6.64.

### Quotations

Silently correct initial capitalization in quotations depending on the relationship of the quotation to the rest of the sentence (see CMS15, 11.16). For instance:

Smith stated that “we must carefully consider all aspects of the problem.”

*but*

Smith stated, “We must carefully consider all aspects of the problem.”

An original lowercase letter following a period plus three dots should remain lowercase.

They could be captured. . . . the settlement could then . . . demand a ransom for their return.

### Terms

A down (lowercase) style is generally preferred for terms. See CMS15, chap. 8, for detailed guidelines on capitalization of terms.

### Titles of Works

For titles in English, capitalize the first and last words and nouns, pronouns, adjectives, verbs, adverbs, and subordinating conjunctions (*if, because, that*, etc.). Lowercase articles (*a, an, the*), coordinating conjunctions, and prepositions (regardless of length). The *to* in infinitives and the word *as* in any function are lowercased.

For hyphenated and open compounds in titles in English, capitalize first elements; subsequent elements are capitalized unless they are articles, prepositions, or coordinating conjunctions. Subsequent elements attached to prefixes are lowercased unless they are proper nouns. If a compound (other than one with a hyphenated prefix) comes at the end of the title, its final element is always capitalized.

Nineteenth-Century Literature  
Avoiding a Run-In  
Policies on Re-creation  
Twenty-First Century Texts

In capitalizing titles in *any* non-English language, including French, capitalize only the first letter of the title and subtitle and all proper nouns. See CMS15, 10.24 and 10.43, for the treatment of Dutch and German titles, respectively.

### DATES AND TIMES. See also NUMBERS

May 1968; 1 May 1968; 1–3 May 1968  
1960s counterculture; sixties [*not* 60s or '60s] counterculture  
the 1980s and 1990s; the eighties and nineties  
on 8 February 1996, at 8:15 a.m. and again at 6:15 p.m.  
the mid-1980s; the mid-eighties; mid-1980s *or* mid-eighties Rangoon  
the late twentieth century; late-twentieth-century Burma  
the years 1896–1900, 1900–1905, 1906–9, 1910–18  
AD 873; AH 752; 640 BC [use full caps without periods for era designations]

Dates in non-Christian calendars appear before the corresponding common-era dates; the dates are separated by a slash (AH 1327/AD 1909). For conversion of dates, please refer to [www.calendarhome.com/converter/](http://www.calendarhome.com/converter/). Note that AD and AH precede the year number, while other designations follow it.

### DOCUMENTATION

Bibliographic citations are provided in endnotes. Full bibliographic information, including the author’s full name and the subtitle, if any, accompanies the first citation of a work; a shortened citation is used thereafter. The first citation of a multiauthor work names all of the authors, regardless of number; subsequent citations give the surname of the first author

only, followed by “et al.” If two or more works by the same author are cited consecutively in a single note, the author’s surname alone is repeated for the second and subsequent works. In citations of journal articles, the issue number appears only if the journal is not published in volumes, or if it is published in volumes but is not paginated consecutively. In the examples below, explanatory notes are enclosed in square brackets following the citations.

#### BOOK

1. Stanley Aronowitz, *The Politics of Identity: Class, Culture, Social Movements* (New York: Routledge, 1992), 225–52.
2. *Ibid.*, 228.
3. Mehdi Malikzadeh, *Tarikh-i Inqilab-i Mashrutiyat-i Iran (History of the Iranian Constitutional Revolution)* (Tehran: Ilmi, 1994), 283–85.
4. Garegin Levonyan, comp., *Hayots parberakan mamule: Liakatar tsutsak hay lragrutyun skzbits minjev mer orere (1794–1934) (The Armenian Periodical Press: Complete List from the Beginning of Armenian Journalism to Our Days [1794–1934])* (Yerevan: Hratarakutyun Melkonyan Fondi, 1934).
5. Philip D. Curtin, *Cross-Cultural Trade in World History* (Cambridge: Cambridge University Press, 1984), chap. 9.
6. Michael Burawoy, ed., *Ethnography Unbound* (Berkeley: University of California Press, 1991). [If the state is part of the publisher’s name, its abbreviation should not be given with the publication city.]
7. Curtin, *Cross-Cultural Trade*, chaps. 3–4. [See n. 5.]

#### CHAPTER IN A COLLECTION

8. Arjun Appadurai, “The Productivity of Locality,” in *Counterworks: Managing the Diversity of Knowledge*, ed. Richard Fardon (London: Routledge, 1995), 213–25.
9. Georgia Seattle, “Motive and Millennium,” in Fardon, *Counterworks*, 157–93. [“Ed.” omitted from shortened citation; cf. n. 8.]
10. Walter Benjamin, “Theses on the Philosophy of History,” in *Illuminations: Essays and Reflections*, ed. Hannah Arendt, trans. Harry Zohn (New York: Schocken, 1969), 256–72.
11. Gavin R. G. Hambly, “The Traditional Iranian City in the Qajar Period,” in *Cambridge History of Iran*, vol. 7, *From Nadir Shah to the Islamic Republic*, ed. Peter Avery, Gavin Hambly, and Charles Melville (Cambridge: Cambridge University Press, 1991), 586–98.
12. Appadurai, “Productivity of Locality,” 215. [See n. 8.]
13. Yahya Dowlatabadi, *Hayat-e Yahya (Yahya’s Life)*, 2nd ed. (Tehran: Attar and Ferdowsi, AH 1361/AD 1982). [See under DATES AND TIMES for instructions on using dates in non-Christian calendars.]

#### TRANSLATION

14. Yeprem Khan, *Az Anzali ta Tehran: Yaddashtha-ye khususi-ye Yeprem Khan mojahed-earmani (From Anzali to Tehran: Personal Memoirs of Yeprem Khan, Armenian Mojahed)*, trans. N. Narus (Tehran: Babak, 1977).

#### MULTIVOLUME WORK

15. Mehdi Malikzadeh, *Tarikh-i Enqelab-i Mashrutiyat-i Iran (History of the Constitutional Revolution of Iran)*, 7 vols. (Tehran: ‘Elmi, 1984), 1:92–94.
16. See also R. W. Ferrier, *A History of the British Petroleum Company*, vol. 1, *The Developing Years, 1901–1932* (Cambridge: Cambridge University Press, 1982).

#### MULTIAUTHOR WORK

17. Harold Peters, Mary Kay Rogers, and Lawrence Burke, *Why the Revolutions Stopped* (Wilmington, DE: Strong and Wills, 1992), 38.

#### REPRINT

18. Shelley Gowers, *Persian Customs*, 3rd ed. (London: H.M. Stationery Office, 1986; Harmondsworth, UK: Penguin, 1987), 187.

#### JOURNAL ARTICLE

19. R. K. Ramazani, “Security in the Persian Gulf,” *Foreign Affairs* 57 (1979): 821–35.
20. William Rogers Brubaker, “Immigration, Citizenship, and the Nation-State in France and Germany: A

Comparative Historical Analysis,” *International Sociology*, no. 4 (1990): 379–407. [Issue number in lieu of volume number.]

21. Hasan Taqizadeh, “Tarikh-i Enqelab-i Iran” (“History of Iran’s Revolution”), *Yaghma* 7 (1961): 1–48.
22. Brubaker, “Immigration, Citizenship, and the Nation-State,” 382. [See n. 20.]

#### ONLINE JOURNAL ARTICLE

23. Marilyn Booth, “New Directions in Middle East Women’s and Gender History,” *Journal of Colonialism and Colonial History* 4 (2003): 128–32, [muse.jhu.edu/journals/journal\\_of\\_colonialism\\_and\\_colonial\\_history/4.1booth.html](http://muse.jhu.edu/journals/journal_of_colonialism_and_colonial_history/4.1booth.html).

#### MAGAZINE ARTICLE

24. T. V. Sathyamurthy, “Impact of Centre-State Relations on Indian Politics: An Interpretative Reckoning, 1947–87,” *Economic and Political Weekly*, 23 September 1989, 2134–35.

#### ONLINE MAGAZINE ARTICLE

25. Fareed Zakaria, “Why Do They Hate Us?” *Newsweek*, 15 October 2001, [www.fareedzakaria.com/articles/archive.html](http://www.fareedzakaria.com/articles/archive.html).

#### NEWSPAPER ARTICLE

26. Jason DeParle, “Whither on Welfare: Even Though They Please Moynihan, Clinton’s Actions Are Far from Bold,” *New York Times*, 3 February 1993. [Note: Page cite not necessary per CMS15, 17.188.]
27. *Na’leh-yi Millat*, no. 43, 17 Safar AH 1327/10 March AD 1909.

#### ONLINE NEWSPAPER ARTICLE

28. Hisham Sharabi, “The Arab Satellite Channels and Their Political Impact after the Iraq War,” *World Press*, 4 January 2005, [www.worldpress.org/Mideast/1369.cfm](http://www.worldpress.org/Mideast/1369.cfm).

#### DISSERTATION

29. Donald Ciota, “*Thamarat al-Funun*: Syria’s First Islamic Newspaper, 1875–1908” (PhD diss., University of Chicago, 1979).

#### PAPER OR PRESENTATION

30. Nancy Q. Song, “The Geopolitics of Cultural Knowledge” (paper presented at the American Sociological Association Decennial Conference, Oxford University, 26–31 July 1993).

#### INTERVIEW

31. Lee Yang-ji, “‘Zainichi bungaku’ o koete” (“Beyond ‘Resident Literature’”), interview by Kawamura Minato, *Bungakukai*, March 1989, 269–70.
32. Ali Mirsepassi, interview by the author, Baghdad, 20 February 1995.

#### WEB SITES (OTHER THAN ONLINE BOOKS AND PERIODICALS)

Include as much of the following information as possible: author of the content, title of the page (if there is one), site title or owner, URL, and access date (if no publication date is provided). The official titles of Web sites are set in roman type, with headline style capitalization, per CMS15, 8.199. In online citations, “http://” does not precede URLs.

33. Arman Stepanian, “A Study of Aesthetics in the Works of Photographers during Qajar Reign,” [www.netiran.com/Htdocs/Clippings/Art/981023XXAR01.html](http://www.netiran.com/Htdocs/Clippings/Art/981023XXAR01.html) (accessed 20 August 2004).

#### ELLIPSES

Three dots indicate an ellipsis within a sentence or fragment; a period plus three dots indicates an ellipsis between grammatically complete sentences, even when the end of the first sentence in the original source has been omitted. In general, ellipses are not used before a quotation (whether it begins with a grammatically complete sentence or not) or after a quotation (if it ends with a grammatically complete sentence), unless the ellipses serve a definite purpose. The first word following an internal ellipsis, if lowercase in the original, remains lowercase in the quotation even if it begins a syntactically complete sentence. See CMS15, 11.57–61, for more detailed guidelines on the use of ellipses.

**EPIGRAPHS**

The epigraph source includes the author's name or the author's name and the title of the work. No other bibliographical information is required.

**EQUATIONS**

Equations are set as display type. Variables are italicized; constants are set in roman type.

The formula for the class means-adjusted HDI, then, can be written as

$$P_i = (H_i/A_j)(C_i),$$

where  $P_i$  is performance, country  $i$ ;  $H_i$  is HDI, country  $i$ ;  $A_j$  is average HDI, group  $j$ ; and  $C_i$  is earnings/value added in manufacturing, country  $i$ .

**EXTRACTS. See QUOTATIONS****FIGURES**

Whether figures are cited explicitly depends on the context in which they are used; whether they are captioned depends not only on the context but on the necessity of crediting their sources. Clip art and other art in the public domain need not be captioned; art for which permission is required must be. Line art must be either prepared by computer and printed out on RC paper, or drawn professionally with india ink on vellum or on a high-quality, bright white, opaque paper; labels must be set in upper- and lowercase roman characters. Photographs must be black and white and glossy, with a broad range of tone, high contrast, and sharp detail, and must measure at least five by seven inches. Captions should be provided at the end of the manuscript on a separate page. Obtaining written permission, when appropriate, is solely the author's responsibility.

**INITIALS. See ABBREVIATIONS****INTERVIEWS**

The title and subtitle give the name of the interviewee and the location and date of the interview, respectively. A sketch of the interviewee's life, work, and other activities is given in a headnote. The first question and answer are introduced by the full names of the interviewer and interviewee, followed by a colon; thereafter, initials are used, without periods.

**LISTS**

Short lists are run into the surrounding text and indicated with arabic numerals in parentheses. (In simple series of elements with little or no punctuation, the numbers may be omitted.) Long lists, or lists of elements comprising whole sentences, are set off from the surrounding text and indicated with numerals followed by periods, in outline style. Lists of elements comprising several sentences each are set off in distinct paragraphs indicated with asterisks.

**NUMBERS. See also DATES AND TIMES; DOCUMENTATION**

Cardinal and ordinal numbers from one to ninety-nine, such numbers followed by *hundred*, any number at the beginning of a sentence, and common fractions are spelled out. Common fractions are hyphenated as well. Numerals are used to express very large numbers (in the millions or more).

no fewer than six of the eight victims

no more than fifty-two hundred gallons

One hundred eighty-seven people were put to death there during the twenty-third century BC

attendance was about ninety thousand

at least two-thirds of the electorate

there were 2 million ballots cast

the population will top 25 billion

Numbers applicable to the same category, however, are treated alike in the same context.

no fewer than 6 of the 113 victims

Almost twice as many people voted in the 115th precinct as in the 23rd.

Numbers that express decimal quantities, dollar amounts, and percentages are written as figures.

an average of 2.6 years  
more than \$56, or 8 percent of the petty cash  
a decline of \$.30 per share

Inclusive page numbers are given as follows:

1–2, 3–11, 74–75, 100–103, 104–9, 112–15, 414–532, 505–16, 600–612, 1499–1501

Roman numerals are used in the pagination of preliminary matter in books, in family names and the names of monarchs and other leaders in a succession, in the names of world wars, and in statutory titles.

On page iii Bentsen sets out his agenda.  
Neither John D. Rockefeller IV, Elizabeth II, nor John Paul II was born before World War I.  
Title XII was meant to rectify not only inequities but iniquities.

Elsewhere, Arabic numerals are used.

In chapter 2 of volume 11 of the *Collected Works*, our assumptions are overturned.  
“Never before have I seen you,” declares the Sultan from exile (1.1.23), but by the end of act 3 his memory, if not his power, has been restored.

## POSSESSIVES

The possessives of nouns ending with the letter *s* are formed by adding an apostrophe and an *s*.

Kansas’s weather  
Burns’s poetry  
Ross’s land  
Texas’s pride  
Jones’s reputation  
Camus’s novels  
Descartes’s philosophy

Traditional exceptions to this rule are forming the possessive of *Jesus* and *Moses*, and forming the possessive of names of more than one syllable with an unaccented ending pronounced *eez*.

Euripides’ plays  
Demosthenes’ orations  
Xerxes’ battles  
Jesus’ name  
Moses’ direction

## QUOTATIONS. See also ELLIPSES

Quotations must reproduce the wording, spelling, capitalization, and punctuation of the original exactly, with the following exceptions: (1) A change in capitalization *at the beginning of* a quotation may be made silently (without brackets) if the quotation’s syntactic relationship to the preceding text suggests it. Changes in capitalization *within* a quotation must be bracketed. (2) The terminal punctuation may be omitted or changed to a comma if necessary, and internal punctuation before or after ellipsis points may be omitted. (3) Original notes and their superscript callouts are omitted. (4) Obvious typographical errors (e.g., “teh”) may be silently corrected, but idiosyncratic spellings found in older works must be preserved. Such spellings that are likely to be thought erroneous may be followed by *sic* in brackets; those that may pose a hindrance to the reader may be followed by the modern spellings in brackets.

Prose quotations more than eighty words in length and verse quotations longer than two manuscript lines are set off from the surrounding text. The first word is capitalized if the sentence preceding it is syntactically complete; it is not capitalized if the quotation is syntactically a continuation of that sentence. *Sic*, used sparingly, is inserted in brackets after a misspelling or an odd usage, and for visibility's sake is italicized.

## REVIEWS

Most book reviews run from fifteen hundred to twenty-five hundred words. The head matter gives the author's name, the title and subtitle, the facts of publication, and the reviewer's name. Only the first place of publication listed on the title page need be included. Quotations from the work under review are followed by a page citation, without the abbreviation "p." or "pp."

## SPELLING AND TERMS

Follow *Merriam-Webster's Collegiate Dictionary*, 11th ed. (W11), and *Webster's Third New International Dictionary* for spelling. If more than one spelling is provided in the dictionary, follow the first form given (e.g., *judgment*, not *judgement*; *focused*, not *focussed*). Common foreign terms are set in roman type. (Common foreign terms are defined as those with main entries in W11.)

Prefixes are hyphenated before numerals and proper nouns. Otherwise, prefixes are generally not hyphenated before words; refer to W11 for guidance. Temporary compound adjectives are hyphenated before the noun to avoid ambiguity but are left open after the noun. Non-English phrases used as modifiers are open in any position, unless hyphenated in the original.

Put neologisms within quotation marks at first use.

A term referred to as the term itself is italicized.

In the twentieth century *socialism* acquired many meanings.

The word *hermeneutics* is the most overused term in recent monographs.

The term *lyricism* was misused in Smith's book review.

## TABLES

Tables contain essential, not raw, data that do not fit comfortably into the text. They are prepared separately from the text and from each other and are numbered in order of appearance. The placement of a table is indicated with a text citation. The tables themselves should be placed at the end of the manuscript following the references.

Table titles should be clear and explanatory but concise; column headings should be short. Abbreviations and symbols are acceptable in headings but should be carefully chosen for clarity. General notes, column- or cell-specific notes, and probability-level notes, if appropriate, appear in that order beneath the table, followed by the source note. Under the documentary-note system, the source note gives full bibliographic information if the source is not cited elsewhere in the article, or a shortened citation if it is. Under the author-date system, the source note gives the author's name and the publication date.

## TRANSLATIONS. See also DOCUMENTATION

When an original non-English title and its translation appear together in the text, the first version (whether original or translation) takes the form of an original title, and the second version is always enclosed in parentheses and treated like a bona fide title (whether or not the work represents a published translation) with title capitalization appropriate to the language.

I read *Bayna al-Taqleed wa al-Dhaya'* (*Between Imitation and Loss*) in 1989.

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Kohen's poem "Kayts" ("Spark") is one of my favorites.

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The first time I saw *Beiqing chengshi* (*City of Sadness*) was probably in the winter of 1990.

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of 1990.

In Kawamura Minato's interview of Lee Yang-ji, "'Zainichi bungaku' o koete"  
 ("Beyond 'Resident Literature'"), we sense the passion of . . .

In Kawamura Minato's interview of Lee Yang-ji, "Beyond 'Resident Literature'"  
 ("'Zainichi bungaku' o koete"), we sense the passion of . . .

Isolated non-English words and phrases rendered into English are placed in parentheses.

assimilating them to the *bunmei* (civilization)  
 because of their *hajichi* (hand tattoos)

assimilating them to the civilization (*bunmei*)  
 because of their hand tattoos (*hajichi*)

### **TRANSLITERATION**

Transliterated Arabic and Persian text includes no diacritical marks except for 'ayn and hamza. Transliteration follows the Library of Congress transliteration tables (see [www.loc.gov/catdir/cpsd/roman.html](http://www.loc.gov/catdir/cpsd/roman.html)).