

Style Guidelines – American English

Please observe the guidelines below when preparing your manuscript. Please ensure that the style of the manuscript is consistent and accurate throughout, especially for edited collections. If you prefer to use a different style guide, please discuss it with your editorial contact in advance.

References

We rely on your discretion to use the most appropriate reference style for your discipline: APA, MLA, SBL, Chicago, etc., are all acceptable as long as the style is consistently applied throughout your manuscript. Please let your editorial contact know which style you are using in your manuscript. N.B. If your manuscript is an edited collection, all chapters must be edited in the same style.

Spelling

Please follow U.S. English spelling and punctuation and apply this style consistently throughout the manuscript. Please be sure to use –ize endings (realize, organize) and –yze endings (analyze).

If you would like your book to be published in another English language varietal (i.e., British, Australian, or Canadian) due to your scholarship, topic, or intended audience, please consult with your editorial contact.

Abbreviations, Contractions and Acronyms

Use a period:

- For all abbreviations and contractions: ed., vol., no., Dr., Mrs., St.
- After initials in a name: R. A. Butler
- In acronyms, such as initials of organizations or associations: B.B.C., M.L.A.

When writing about the United States:

- U.S. should be used with the periods (as opposed to US) when the word is used as a modifier (e.g., U.S. currency)
- United States should be used when the words are used as a noun (e.g., the United States has acted ...)

Capitalization

Please be consistent in your capitalization of key terms throughout the manuscript.

Use capital letters:

- For proper names: names of institutions, movements, or organizations (University of London, Romanticism, the Gothic) and words derived from proper names (Bourdieuian, Dantesque, Latinize)
- For prefixes and titles (President Barack Obama, Pope John Paul)
- For recognized geographical names (Northern Ireland)
- For proper names of periods or natural phenomena (Jurassic)
- For historical eras and events (the Reformation)
- For trade names (Levi's)
- For titles of works of literature in English
- When referring to peoples or groups (Indigenous, Black, *but* white is not capitalized)

Do not use capital letters:

- For titles not preceding a person's name (the US president, the pope)
- For descriptions of geographical regions (northern England, western Ontario)
- For political theories (socialism, communism, fascism, the left, *but* National Socialism)
- For academic subjects (education, literature, history), unless it is part of a job title or department name (Professor of English Literature)

Punctuation

Commas

Always use the Oxford comma in lists of three or more items: apples, pears, and oranges (NOT: apples, pears and oranges).

Dashes

A dash indicates a break in thought or explanatory phrases. Use a lengthened hyphen (an em dash) with no space on either side—like this.

Hyphens

Maintain consistency throughout the manuscript for all key terms.

- Use hyphens for most compound nouns (make-up), adjectival phrases (middle-class neighborhoods), and between repeated vowels (co-operate)

- Do *not* use hyphens for established compound nouns (soundtrack, breakdown), between an adverb and adjective if the adverb ends in ‘ly’ (widely known), between two vowels that don’t clash (reintroduce), in words with the ‘re-’ prefix that don’t clash (rewrite, rethink). Email should be written without a hyphen (*not* e-mail).

Ellipses

An ellipsis should be used to indicate an omission in quoted material or a pause.

- Use three dots with spaces on either side ... like this.
- Do not start or end quotations with ellipses; simply leave them out.
- Indicate the elision of text from within a direct quotation like this [...] with remaining text continuing. Do not place the ellipsis within square brackets if it is part of the original material that you are quoting.
- If a full stop follows the elision of text, indicate like this [...].

Numbers

In general, numbers one to nine should be spelled out; for numbers 10 or greater, Arabic digits should be used. Use commas to separate numbers of four digits or more (1,000).

Always use figures:

- For years: 1984, 1950s (*not* fifties or 1950’s)
- For dates: June 25, 1983
- For ages: 5-year-old
- For percentages: 25 percent (NB: the symbol % may be used in parentheses, formulas, and tables)
- For measurements: 8 miles, 15 hectares
- For numbers in a series: Table 1, Chapter 4
- For numbers in a book title: 5th edition

Do not use figures:

- For centuries: nineteenth century (*not* 19th century) and nineteenth-century history (note the hyphen required for adjectival use)

For spans of numbers:

- Use the fewest number of numerals (pp. 23–4, 1984–5), except:
 - In the teens, the ‘1’ is always repeated (12–13, 217–19)
 - In titles and headings, put numbers in full (The History of Germany, 1931–1993)

Italics, Underlining and Boldface

Please do not use **bold type** or underlining in your manuscript, except to differentiate between subheading levels or to provide instructions about the placement of images. However, italics may be used for certain purposes (see below). NB: often by default, Word automatically formats website URLs in blue type with underlining. Please remove the underlining and change all text to black.

Use italics:

- For names of ships; film, play, and television titles; works of art; long poems; titles of books, newspapers, magazines, and journals
- For foreign words and phrases not in common use
- For *emphasis* (do not use **bold** or underlining)
- For key terms or coined words

Do not use italics:

- For titles of short poems, essays, and short stories; instead, use roman type and double quotation marks
- For foreign words in common usage (e.g., rendezvous)

Quotations

Double quotation marks should be used to enclose quotations in text.

Single quotation marks should be used within double quotation marks to set off material that in the original source material was enclosed in double quotation marks. For example, Miele (1993) found that “the ‘placebo effect,’ which had been verified in previous studies, disappeared when behaviors were studied in this manner.”

The period ending a sentence enclosed in quotation marks is placed inside the closing quotation mark: “There is no reason to inform the president.” A question mark or exclamation point should be placed inside the quotation marks only when it is part of the quoted matter. Semicolons and colons should be placed outside quotation marks.

Use square brackets for an editor’s interpolation: “in many respects [hers is an] exemplary biography.”

Block quotations

For quotations in prose that exceed 40 words, indent the entire quote and separate from the main text with a line space above and below. Do *not* use quotation marks. If using an in-text parenthetical citation, place the concluding punctuation mark after the last word, then include the parenthetical reference without punctuation.

Special Characters

Symbols, special characters, and other elements (such as mathematical formulas) can be accommodated in our texts. Please make your editorial contact aware of these special characters when submitting your final manuscript package. Letters with accents do not qualify as special characters, only symbols not common to Romance/Germanic alphabets, such as Chinese symbols or Old English.

- 伊 – This is a Special Character to note to your editorial contact
- é – This is NOT a Special Character. There is no need to make note of such symbols.

Translations

Please provide English translations of direct quotations in foreign languages. The English translation should appear in square brackets following the original:

- Short quotations:
The cyclist Jean Bégué was “de ces Jean qu’on n’ose pas appeler Jeannot” [one of those men named John one dare not call Johnny] (93).
- Display quotations:
A jutjar per com es presentava l’alba, la jornada s’anunciava certament moguda, o sigui feta ara de cops de sol espetegador, ara de gèlids ruixims de pluja, tot plegat amanit amb ràfegues imprevistes de vent.

[Judging by how dawn presented, the day promised to be certainly varied, so made of blows of punishing sun, and gushes of icy rain, all spiced with unexpected gusts of wind.]
- Titles of foreign-language works:
Hohler’s novel *Der neue Berg* [*The New Mountain*] (1989) is in part a satirical work.
- Terms or short phrases:
Montella was *capocannoniere* [top scorer], with eleven goals.

Secondary sources may be provided in English translation only, if the original foreign language text is not necessary for your argument.

If the translation is your own, please follow it with “(my translation).” If you primarily use your own translations, please add a note following the first translation, stating, “All translations are my own unless otherwise noted.” Please be sure to credit any published translations used (**please see the Peter Lang Copyright Guidelines**).