

Reference Reviews Europe: Style Sheet
(Revised 9/9/02)

A *style* is a set of rules governing the form in which text appears in a particular publication. To ensure that bibliographic citation, spelling, abbreviations, etc., are handled consistently, the style conventions described below should be followed when preparing text for *RRE*. Abstractors and other contributors to *RRE* will note that these rules are often quite different from the style rules applied by our source publication, *Informationsmittel für Bibliotheken*, reflecting the latter's greater orientation to German cataloging rules and our own effort to adhere more closely to the norms of Anglo-American scholarly publication. In cases of doubt, the *Chicago Manual of Style* (14th ed.) should be consulted—it is frequently referenced below (e.g., "7.128"). "*RRE* Style" is obviously a hybrid, but as long as it is consistently applied, it should be recognizable (and internalizable) as a "house style." *RRE* style is also clearly a work in progress: Please bring inconsistencies and other suggestions to the attention of the editors.

1. Citation Style (*RRE*):

Title: Subtitle = Parallel Title: Subtitle; Second Subtitle [English Translation of Title: Translation of Subtitle; Translation of Second Subtitle]. Ed. First Name followed by Last Name, Further Author Names, and Last Author Name. Edition information. Vol. information. Place; second place: Publisher, Year. preliminary pages, pages p. ill. xx cm. (Series, #, pt. #; Secondary Series, #, pt. #). ISBN 1-234-56789-0: Price, secondary price (Address, fax, phone, e-mail) [*IFB* Number]

Sample citations:

Handbuch literarischer Fachbegriffe: Definitionen und Beispiele [Handbook of Literary Terminology: Definitions and Examples]. Otto F. Best. Rev. and expanded ed. Frankfurt am Main: Fischer-Taschenbuch Verlag, 1994. xii, 620 p. 19 cm. (Fischer-Taschenbücher, 11958; Fischer-Handbücher). ISBN 3-596-11958-8: DM 26.90 [95-1-066]

Handlexikon der Europäischen Union [European Union Handbook]. Ed. Wolfgang W. Mickel. 2d rev. and expanded ed. Köln: Omnia-Verlag, 1998. ic, 581 p. ill. 19 cm. ISBN 3-89344-044-5 (hardcover): DM 58.00; ISBN 3-89344-045-3 (paper): DM 44.00 (Omnia-Verlag GmbH, Postfach 50 16 26, D-50976 Köln, fax [49 221] 396369 [99-1/4-374]

- a. In most other details (exceptions to follow), *RRE* Style follows *The Chicago Manual of Style*, 14th ed. (When in doubt about the accuracy of an *IFB* citation, please check RLIN and/or OCLC.)
- b. Capitalize both parts of hyphenated terms in translated titles.
- c. Capitalize all significant words in translated subtitles.
- d. Omit "[Computer Datei]" if it is otherwise clear the item is an electronic product.
- e. No diacritics are necessary in Russian titles.
- f. Unlike *IFB*, which uses semicolons to separate the names of multiple authors and editors, *RRE* separates with commas and "and," e.g., "Wolfgang Kraus, Werner

Schmidt, and Heinrich Hartmann." Note that author/editor information always follows title information in *RRE*. Also note that "ed." is the abbreviation for "edited," "editor," and also "edited by," and that "comp." is the abbreviation for "compiled," "compiler," and "compiled by." "Ed." and "Comp." can therefore introduce more than just a single name, e.g., "Ed. Wolfgang Pfeiler and Heinrich Wohlgast." (14.33).

- g. Use "Ed." in broad sense—but "Comp." is o.k. if it seems more appropriate. Do not use "Ed. by" or "Comp. by." In general, do not include "Mitarbeiter."
- h. If a corporate author/editor is noted in *IFB* along with personal names of editors (e.g., "Ed. ID-Archiv im IISG, Amsterdam; Axel Diederich & Eef Vermeij"), treat as follows: "Axel Diederich and Eef Vermeij for ID-Archiv im IISG, Amsterdam."
- i. Normally there are no commas in the edition information following the edition number, e.g., "7th rev. and updated ed." In general, don't use "1st ed."—this is usually understood.
- j. If a multi-volume work is complete in n volumes, volume information should read "n vols." If the review/abstract applies only to the first n volumes of an as yet unfinished work, volume information should read "Vols. 1–n." If in doubt whether the work is complete or not, use the latter form.
- k. Place names are always given in the language of the country of origin, e.g., "München," "Moskva."
- l. For university presses, "University" should be consistently shortened to "Univ.," e.g., "Edinburgh: Edinburgh Univ. Press, 1994." (15.161)
- m. Dissertations should be cited as in *The Chicago Manual* (15.271–72), noting that foreign titles are not necessarily "Ph.D. diss." Ex.: "Dr. Phil. diss., Universität Bayreuth, 1989."
- n. Roman numerals should be small, e.g., iii or xi.
- o. A single "p." is used as the abbreviation for both "page" and "pages;" "pp." is not used. Use "cols." For "columns."
- p. Use "ill." to cover graphics, as well as regular illustrations. Use "maps" for "Karten" or "Kt."
- q. Use "music" to cover musical examples, scores, etc.
- r. If a CD or CD-ROM is included, use "+ CD/CD-ROM."
- s. To give previous titles use following formulation: Previous title: *Title in Italics* (no parentheses).
- t. Series are noted in parentheses, followed by a period (see sample citation on p. 1). For complex series numbering, follow Chicago 15.149, though note that *RRE* style drops numbering type designations such as "vol." or "no." from series note, e.g., "Hakluyt Society Publications, 3d ser., 106, pt. 3."
- u. Currencies are abbreviated as follows, reflecting the way they are usually treated in their countries of origin: \$, CDN\$, A\$, £, SFr, EUR. Currency abbreviations regularly precede currency amounts in the bibliographic entry. Also, there is no space between "\$" and "£" and the amount; otherwise, all other currency abbreviations are separated by a space from the money amount. (8.29).
- v. Use "Subscription", not "Subscription price"; also not "Series price" or "Continuation price."

- w. Do not include prices for which date deadline has passed.
- x. Add "D-" plus zipcodes to all German addresses, add country code to phone numbers if not already included (e.g., 49 for Germany, 39 for Italy), remove beginning 0 from German city codes, and put all country/city phone codes in brackets, e.g., "[49 6151]." Use no dashes or periods in phone numbers, just spaces.
- y. Information on individual volumes, parts, editions, titles in a series, fascicles, etc.: Following *IFB* style, we separate such information from that applying to the entire set, series, etc. All foreign-language terms ("Bd. 4," "Abt. 2," "Fasz. 8," "Ed. 32," etc.) are replaced by English-language equivalents ("Vol. 4," "Pt. 2," "Fasc. 8," "32d ed.," etc.), whereby no information accompanying a number indicates "volume in a series." Each volume, etc., receives a separate line, except if the information is very brief, in which case it can be run together. Volume titles are italicized, and this applies also to titles which are only an alphabetical or year range. Repeat the series statement in volume information: Example:

Companion to Neo-Latin Studies. Jozef Ijsewijn. 2d entirely rewritten ed. Leuven: Leuven Univ. Press. 24 cm. (Supplementa humanistica Lovaniensia, ...) [99-1/4-226]

Pt. 2. *Literary, Linguistic, Philological and Editorial Questions*. 1998. xiv, 562 p. (Supplementa humanistica Lovaniensia, 14) ISBN 90-6186-859-9: FB 2,950.00

2. Punctuation Rules:

- a. Periods and commas always precede quotation marks (US as opposed to British/European style), both in citation and in abstract: Ex.: La Paz: "Los Amigos del Libro."
- b. Commas precede "and" in enumerations of more than two items as in American English. Ex.: apples, peaches, and oranges.
- c. Use commas in four-digit numbers, e.g., "2,456 p." (except for series numbers as given in *IFB*, e.g., "dtv 24561")
- d. With the sole exception of parallel titles (see Section 1 above), *RRE* places no spaces before punctuation. Single spaces follow all terminal punctuation--**please check your abstracts for this before submitting them**.
- e. *IFB* often uses a slash, aka "solidus" ("/"). This should be changed to a hyphen wherever it occurs in a citation or abstract, e.g., "1986/90" becomes "1986-90". Do not add spaces before and after hyphens between dates, initials, etc. (1746-1842, A-B, etc.).
- f. Use two hyphens for a dash, with no space before or after. In Word, please make the default (in "AutoCorrect" preferences) such that two hyphens are NOT automatically corrected to an em-dash. *RRE* editors later will typeset em-dashes.
- g. For the ellipsis, use three consecutive periods. In Word, please make the default (in "AutoCorrect" preferences) such that three consecutive periods are not automatically corrected to a special ellipsis character. (As noted in the *RRE* Guidelines, Word ellipsis characters disrupt the typesetting process.) The use of ellipses is otherwise governed by Chicago rules (10.51ff.).

3. Orthography and Numbering:

- a. Leave only one space after periods.
- b. English spelling follows US conventions, e.g., "color." For German words, use the spelling that is used in the review, e.g., if "Elsass" is used in the review, then "Elsass" in the abstract, and similarly with "Elsaß." Diacritics are always used (except in Russian titles). If alphabetizing is necessary, letters with diacritics—and this applies especially to umlauts, contrary to some German practice—are not treated any differently from letters without.
- c. When used as an adjective (but not as a noun), hyphenate "19th-century."
- d. Except at start of sentence "e-mail" is not capitalized; it is hyphenated.
- e. Italicize foreign words/phrases.
- f. Use quotation marks to denote chapters and lexical entries; do not italicize them.
- g. Hyphenate "Bio-bibliograph..."
- h. Follow "e.g." with a comma (e.g.,...).
- i. Enclose in parentheses publication information (place and year only, and only if available from the *IFB* review) for titles mentioned in the text of the abstract.
- j. Enumerations in the text are indicated where needed by numerals in parentheses, e.g., "The volume is organized into (1) introductory essays, (2) the bibliography, and (3) notes and addenda." (cf. *Chicago Manual* 8.75). Do not use: "1"
- k. Contrary to the *Chicago Manual*, we have decided to use the *MLA Style Manual* for numbers style: "In general, write as words all numbers from one to nine, and use numerals for all numbers 10 and over (about 500 years ago, 17 pounds). But never begin a sentence with a numeral (Five hundred years ago...). Always use numerals with abbreviations and symbols (6 lbs., 8KB...) and in addresses, dates, decimal fractions, and page references. For very large numbers, use a combination of numerals and words: 4.5 million. Express related numbers in the same style: 5 of the 217 casualties, 3 automobiles and 12 trucks."
- l. Please do not use the superscript default option for ordinals. Use the form: 2d, 3d, 4th, etc. In Word, please make the default in "AutoCorrect" preferences such that ordinals are not automatically corrected to super/subscript.

4. Capitalization in Titles and Subtitles:

- a. All English-language book titles receive the traditional "regular title capitalization" (7.127), which prescribes upper case for all nouns, pronouns, adjectives, verbs, adverbs, and subordinating conjunctions. Coordinating conjunctions, prepositions, and the *to* of infinitives are lower-cased. Remember that first and last words of English-language titles and subtitles are always capitalized (in the latter case contrary to *IFB* practice). Normally both parts of hyphenated compounds (7.128) are capitalized, e.g., "German-Speaking" and "Short-Title."
- b. Rules for the capitalization of foreign-language titles (including French) follow the *Chicago Manual*, which states: "In any language but English, capitalize only the words that would be capitalized in normal prose." (9.4-6; for examples, see 15.118ff.) First words of foreign titles are always capitalized; first words of subtitles only if they are capitalized "in normal prose."

- c. Translations of foreign-language titles into English are capitalized as if they were actual titles. (This varies from Chicago practice, cf. 15.118.)

5. Abbreviations:

- a. Acronyms of titles (e.g., *IFB*, *RRE*) are italicized, but those of institutes, organizations, etc. are not (e.g., DFG, WESS).
- b. The authoritative list of abbreviations—those that should always be used in citations, but only sparingly in the abstracts—is contained in the *Chicago Manual*, par. 14.33, pp. 469-74. Other abbreviations should not be used, e.g., "exp." should not be used for "expanded."
- c. Here are several other conventions in the *Chicago Manual* that vary from other style norms and therefore deserve special mention:
 - i. The *Chicago Manual* abbreviates ordinals as follows: 1st, 2d, 3d, 4th, etc.
 - ii. Contrary to AACR, "vol." (or "Vol." after a period) is the only acceptable abbreviation for "volume." "Vols." must be used as the plural form. However, spell out "volume" and "volumes" in the abstracts; also spell out terms such as "part" and "fascicle" in the abstracts.
- d. Currency abbreviations: See 1t above.
- e. Use "BCE" and "CE" (no periods), instead of "B.C." and "A.D."

6. Miscellaneous

- a. If it appears in a review, use the original name of an institute, foundation, etc., and add a translation in square brackets on its first appearance, e.g., Deutsche Forschungsgemeinschaft [German Research Council]. Use the original for subsequent occurrences. However, if the German names for foreign institutions (Russian, Italian, etc.) are used, simply give the name in English. The OCLC authority file may be consulted for the official English name, if you wish.
- b. In general, use square brackets if translating a foreign phrase that is retained in the abstract.
- c. Use "lexicons," not "lexica."
- d. Use "indexes," not "indices."