

Peter Lang Style Guidelines – American English

January 2018

Please observe the style guidelines below. 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 with your Acquisitions Editor in advance.

References

Please use APA (7th edition) reference style.

(https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html)

Spelling

Please follow U.S. English spelling and punctuation and apply this style consistently across the manuscript chapters. Please be sure to use –ize endings (realize, organize) and –yze (analyze). If for some reason, due to your scholarship or topic, you would like your book to be published in another English language varietal (British, Australian, Canadian, etc.), please first consult with your Acquisitions Editor for approval.

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; United States should be used when the words are used as a noun (e.g., “U.S. currency” and “the United States has acted ...”)

Capitalization

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

Use capital letters:

- For proper names; proper names of institutions, movements, or organizations (Romanticism, the Gothic), and for words derived from proper names (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)

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)
- For political theories (socialism, communism, fascism, the left, but National Socialism)
- For academic subjects (literature, history)

Commas

Use the Oxford comma in lists: apples, pears, and oranges (NOT: apples, pears and oranges).

Hyphens and Dashes

You may be in the habit of writing dashes as a series of hyphens—like this. Our style does not accommodate this—we use a long single line as shown here. The lengthened hyphen (an em-dash) should be used to indicate a break in thought, interrupted speech, explanatory phrases, etc. Microsoft Word automatically converts your double hyphens with no spaces between the words on either side to an em-dash, so when typing your manuscript make sure you do so in MS Word.

In a range of numbers or to indicate a span of time (May–June), please use an en-dash, which is shorter than an em-dash but longer than a hyphen, for example, 1988–1989. This character, as well as the em-dash, can be found in the Insert Symbols menu in MS Word. Do not place a character space on either side of the dashes: the dashes must be flush with the adjacent characters.

Use standard hyphens for most compound nouns (make-up), adjectival phrases (middle-class neighborhoods), 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).

A Summary of the Correct Use of Hyphens and Dashes

- hyphen compound nouns, adjectival phrases, repeated vowels

- en-dash 1988–1989 or pages 15–16 or May–June
- em-dash to denote an interruption in thought—not unlike the one in this example

Ellipses

An ellipsis should be used to indicate an omission in quoted material or a pause. The ellipsis symbol (...) can be found in the special character or symbol menu. The ellipsis character should be set with a space on either side. Sometimes a fourth mark of punctuation, such as a period, may be needed. In this case, the period appears before the ellipsis and is set flush with text. We discourage the use of three consecutive periods/full stops rather than the symbol as periods/full stops can oddly modify the spacing of the words; the periods/full stops may also become divided at the end of the line.

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)
- For dates: June 25, 1983
- For percentages: 25 percent
- 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
- 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

Lists

If you will be using lists of items in the text, we recommend that you avoid using Word’s numbering tool, as the formatting for the tool often does not transfer into our typesetting software correctly. Instead,

please type out the numbers and indent the list by an additional tab. Please do not adjust the margins further or apply any other formatting.

Numerals or letters enumerating items in a list within a paragraph (1) should be enclosed in parentheses and (2) should not be followed by a period.

If the list cannot be numbered, use Word's bullet list tool, selecting the first basic circular bullet; please do not adjust the margins or standard formatting inserted by Word when using this tool.

Periods/full stops should be omitted after items in a vertical list unless one or more of the items are full sentences.

If the vertical list completes a sentence begun in the preceding paragraph, the final period should be omitted unless commas or semicolons separate the items in the list. When commas or semicolons in a vertical list separate items, each item should begin with a lowercase letter.

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 in text for certain purposes (see below).

Please note: often by default, Word formats websites in blue type with underlining. Please remove the underlining and change all text to black.

Use italics:

- For names of ships, film and play titles, works of art, long poems, paintings, books, newspapers, magazines, journals, television program names
- 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 poem, essay, and short story titles; instead use roman type and 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 was enclosed in double quotation marks, such as: 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 1in from the margin. 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 Acquisitions Editor aware of these special characters when submitting your final 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 Acquisitions Editor
- 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 footnote 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**).

Subheadings

We strongly recommend you do not exceed three levels of subheading. If you find there are more than three, consider editing the text so you have a maximum of three levels in the book as too many levels become very difficult for the reader to discern. Remember that subheadings must be presented in order; you cannot introduce a secondary subheading without a primary subheading preceding it.

Subheadings should be unnumbered, in the same font and size as the text (Times New Roman, 12pt), and should be in title case (not all caps or small caps). An extra line break should be used when starting a new subsection.

The A-level subheading, or primary subheading, should be boldface and centered on the page. The B-level subheading, or secondary subheading, should also be boldface but flush left on the page. The C-level subheading, or tertiary subhead, should be in all italics and run in at the beginning of a paragraph. All subheads should be in title case, as demonstrated below. Examples of each subheading are provided below; please be sure this formatting is applied throughout the book:

A-Level Subheading

Text of the first paragraph following the A-Level Subheading then goes here and is formatted as normal text.

B-Level Subheading

Text of the first paragraph following the B-Level Subheading then goes here and is formatted as normal text.

C-Level Subheading. The C-level Subheading is run in at the beginning of a paragraph like this.