Guide for Authors and Editors
(Notes and Bibliography Version)

Congratulations on beginning your work with Academic Studies Press! ASP takes pride in the high quality of the books it produces, and works with the authors closely to create the best book possible.

Please note that manuscripts must adhere to this Guide. Academic Studies Press reserves the right to return a manuscript to the author for revision should it not follow the Guide. If there is an area of the Guide which you feel should not apply to your manuscript, please be in contact with your acquisitions editor as soon as possible to discuss your reason and to decide whether an exception should be made.

1) Academic Studies Press follows the most recent edition of the Chicago Manual of Style (currently, the sixteenth edition). Please consult the Chicago Manual for any specific questions (in most cases, you should have free access to the online Chicago Manual through your library). Certain frequently-needed information is summarized in the following sections of this Guide.

2) Consistency is key! It is essential that names, transliterations, loan words, and other words with multiple possible spellings are spelled and formatted the same way in every appearance, both in the text and in the notes. The only exception to this is when the variant spelling occurs in a quotation.
   a. Consistency is important particularly in edited volumes, as they lend a sense of unity to the volume. The editor of a book is responsible for ensuring consistency in the volume.

3) Formatting
   a. Footnotes (or endnotes) should always be inserted using MS Word’s “insert footnote” function. The manuscript may use either footnotes or endnotes, but not both: there must be a single notes system used throughout the entire manuscript (we don’t want some chapters using endnotes, and other chapters using footnotes).
   b. All notes should use Arabic numbers. Roman numerals should not be used for notes in the manuscript.
   c. While it is necessary to use MS Word’s “insert footnote” function to insert all footnotes or endnotes (see 3a, above), do NOT use MS Word’s “insert citation” or “manage sources” functions—these will cause nightmares and headaches.
   d. All text should be Times New Roman font, 12 point.
   e. The first line of a paragraph should be indented to the .5-inch mark. Indent using the ruler at the top of the page, rather than tab or space.
   f. Do not include an extra line or space between paragraphs.
   g. The entire manuscript should be double-spaced (line spacing).
h. Block quotations should be indented evenly—that is, the entire quote is indented to the .5-inch mark using the ruler, rather than only the first line. There should be an extra space before and after the block quotation.
i. Make certain that sub-headings within a chapter are marked clearly.

4) Punctuation
   a. ASP uses double-quote marks (" ") to indicate a run-in quotation. If there is a quotation within the quotation, single quote marks (’’) are used.
   b. ASP punctuates quotes in the American style. Any period or comma that is part of the quote or immediately follows the quote is placed within the quotation marks. Any other punctuation mark that is not part of the quote is placed outside of the quotation marks.
   c. Abbreviated titles are punctuated in the American style. A period should follow the abbreviated titles. For example: Mr. Finnegan, Ms. Novikov, and Dr. Miller.
   d. For ellipses, Academic Studies Press uses the three-or-four-dot method as discussed in the *Chicago Manual of Style*: see points 13.48 and 13.51 of the *Chicago Manual*.
   e. Parentheses should be made in the standard manner: ( ). If there are parentheses within parentheses square brackets are used: [ ].
   f. Square brackets [ ] are also used within a quote to indicate that the words or punctuation within the brackets belong to the author, rather than to the originator of the quote.
   g. The em-dash (—) should be used to connect two related phrases. It is formed by placing two dashes immediately after the first phrase, without a space in between, and then immediately typing the first word of the second phrase, again with no space in between—like this! The two dashes will automatically become one long dash.
   h. The hyphen (-) should be used to make a compound word, as in “nineteenth-century literature.”

5) Transliteration
   a. Academic Studies Press uses the Library of Congress transliteration system for Russian, and the Encyclopedia Judaica system for Hebrew. If you prefer to use a different system, please discuss it with your editor as early as possible and include a note explaining your decision in your front matter.
   b. In transliteration, a straight apostrophe is sometimes used to represent the Russian soft sign or the Hebrew Ayin or Aleph. Please make certain that the same symbol is used consistently whenever the soft sign or Ayin/Aleph appear.
   c. Above all, please make sure that a single transliteration system is used correctly and uniformly throughout your manuscript.

6) Permissions
   a. Permissions are to be acquired by the author or editor. Academic Studies Press is happy to provide any necessary documentation required to arrange for permissions. If you need to quote extensively from other works or wish to include other copyrighted material, you
should seek permission (in writing) from the copyright holder. In most cases this will be the publisher of the original work; the author or originator of the original material should be asked for permission as well. Authors are responsible for taking care of reproduction fees, if any.

b. Permission should be requested for reproduction of any of the following:
   i. extensive quotations of text; it is very hard to define ‘extensive’ exactly, so when in doubt, ask for permission;
   ii. any quotation from a poem, a song, a newspaper article, or unpublished sources, whether in whole or in part;
   iii. any illustration (drawing, table, map)—whether redrawn or not
   iv. any photograph

c. In your letter to the original publisher’s Rights and Permissions Department the following information should be provided:
   i. the nature of your own work (e.g., a scholarly monograph with a limited print run) and its title
   ii. the publisher: Academic Studies Press
   iii. ‘world rights’ are requested
   iv. exact references to the original publication
   v. the approximate number of words you wish to quote

d. It is a good idea to ask for the exact form of acknowledgement required.

7) **Specific areas to be aware of:**

   a. Run-in Quotations vs. Block Quotations.
      i. Run-in quotations are those quotations that remain as part of the text, embedded in a regular paragraph. This format is used for short quotations of up to two or three sentences. When poetry is quoted in this format, divide the lines with a / mark.
      ii. Block quotations are placed in their own paragraph, and all lines of them are indented. There should be a one-line space before a block quote and another one after. This format is used for longer or multi-paragraph quotations.

   b. The names of books of the bible should be written or abbreviated consistently. If desired, the author may use the full name of the book in the text and an abbreviated form in the references. The same abbreviated form should appear each time. A list of abbreviations can be found in the Chicago Manual, and can be sent to you on request.

   c. Personal titles, such as king, tsar, doctor, or rabbi, should be capitalized only when referring to a specific person, as in King Richard, Tsar Nicholas, Doctor Smith, or Rabbi Soloveitchik. When used as a general term, such as “the kings of England,” “the time of the tsars,” “Smith was a doctor in Montreal,” or “the rabbis advised,” these titles should be in lower-case.

   d. In creating an index, your indexer will read through the book and index all proper nouns and book titles. However, the indexer is not able to find the ideas and concepts that should be indexed. It is the author’s responsibility to send the indexer a list of items to be indexed that are not proper nouns or book titles.
e. Images
   i. Line drawings (e.g. diagrams, maps) should be supplied on clear white paper, with lines and/or hatchings drawn in black ink. Never use a pencil or coloured ink.
   ii. Photographs can be submitted as electronic files, slides or glossy prints. All photographs should be clearly cross-referenced to the List of Illustrations (see below) by a number written on each slide frame, or a number written on the back of each print. Indicate horizontal or vertical orientation, and when necessary, crops, enlargement of details, etc. Info should be indicated on a photocopy accompanying the original.
   iii. When supplied as electronic files, line drawings should have a minimum resolution of 1200 dpi [dots per inch]. Photographs should have a minimum resolution of 300 dpi. The file format should be .TIF(F), .JPG or .EPS; a printout should always be supplied.
   iv. Include a list of captions to illustrations, diagrams, maps etc. Numbers should indicate clearly to which photograph each caption belongs. Credit lines and permissions should be included in the captions.

f. Foreign languages: Academic Studies Press is not responsible for editing or proofreading texts written in languages other than English. It is the author or editor’s responsibility to make certain that these texts are correct. The only exceptions to this rule occur when Academic Studies Press has specifically agreed to take on this responsibility. Please include a PDF for any material in a language other than English, as technical/transmission difficulties are more likely to occur than they are in English.

8) Documentation system: all references should follow Chicago Style’s “Notes and Bibliography” documentation system. Some examples are provided in following pages of the present document (See “Notes and Bibliography: Sample Citations”)
   a. Use of specific terms
      i. Ibid. This term is capitalized like any other word: upper-case at the beginning of a sentence and lower-case within a sentence. It is always followed by a period. A comma may follow the period.
      ii. Ed. and Trans. If the editor or translator’s name is used as the author name in the reference, ed. or trans. follows the name. If there are multiple editors or translators, a plural is used. If there is a different author name, the author’s name is followed by the title, and the title is followed by “ed.” and the editor’s name. No plural is used even if there are multiple editors or translators.
         iii. Louis Barry, Under his Vine and Fig Tree, ed. and trans. Sara McGillicuddy (Oxford: Imaginary, 2010).
Notes and Bibliography: Sample Citations
(Modified from the Chicago Manual of Style Quick Guide)

The following examples illustrate citations using the notes and bibliography system. Examples of notes are followed by shortened versions of citations to the same source. For more details and many more examples, see chapter 14 of The Chicago Manual of Style.

Book

One author
Sample footnotes (full and short-form examples):

Sample Bibliography Entry:

Two or more authors
Sample footnotes (full and short-form examples):

Sample Bibliography Entry:

For four or more authors, list all of the authors in the bibliography; in the note, list only the first author, followed by *et al.* (“and others”):
Sample footnotes (full and short-form examples):
1. Dana Barnes et al., *Plastics: Essays on American Corporate Ascendance in the 1960s* .
2. Barnes et al., *Plastics* .

Editor, translator, or compiler instead of author
Sample footnotes (full and short-form examples):

Sample Bibliography Entry:

Editor, translator, or compiler in addition to author
Sample footnotes (full and short-form examples):

Sample Bibliography Entry:

**Chapter or other part of a book**
Sample footnotes (full and short-form examples):

Sample Bibliography Entry:

**Chapter of an edited volume originally published elsewhere (as in primary sources)**
Sample footnotes (full and short-form examples):

Sample Bibliography Entry:

**Preface, foreword, introduction, or similar part of a book**
Sample footnotes (full and short-form examples):
2. Rieger, introduction, xxxiii.

Sample Bibliography Entry:
Rieger, James. Introduction to *Frankenstein; or, The Modern Prometheus*, by Mary

**Book published electronically**

If a book is available in more than one format, cite the version you consulted. For books consulted online, list a URL; include an access date only if one is required by your publisher or discipline. If no fixed page numbers are available, you can include a section title or a chapter or other number.

Sample footnotes (full and short-form examples):

Sample Bibliography Entries:


**Article**

**Article in a print journal**

In a note, list the specific page numbers consulted, if any. In the bibliography, list the page range for the whole article.

Sample footnotes (full and short-form examples):

Sample Bibliography Entry:


**Article in an online journal**

Include a DOI (Digital Object Identifier) if the journal lists one. A DOI is a permanent ID that, when appended to http://dx.doi.org/ in the address bar of an Internet browser, will lead to the source. If no DOI is available, list a URL. Include an access date only if one is required by your publisher or discipline.

Sample footnotes (full and short-form examples):
doi:10.1086/599247.

Sample Bibliography Entry:

*Article in a newspaper or popular magazine*
Newspaper and magazine articles may be cited in running text (“As Sheryl Stolberg and Robert Pear noted in a *New York Times* article on February 27, 2010, . . .”) instead of in a note, and they are commonly omitted from a bibliography. The following examples show the more formal versions of the citations. If you consulted the article online, include a URL; include an access date only if your publisher or discipline requires one. If no author is identified, begin the citation with the article title.

Sample footnotes (full and short-form examples):

Sample Bibliography Entries:

*Book review*
Sample footnotes (full and short-form examples):

Sample Bibliography Entry:

*Thesis or dissertation*
Sample footnotes (full and short-form examples):
2. Choi, “Contesting Imaginaires.”

Sample Bibliography Entry:

**Paper presented at a meeting or conference**
Sample footnotes (full and short-form examples):
2. Adelman, “‘Such Stuff as Dreams.’”

Sample Bibliography Entry:

**Website**
A citation to website content can often be limited to a mention in the text or in a note (“As of July 19, 2008, the McDonald’s Corporation listed on its website . . .”). If a more formal citation is desired, it may be styled as in the examples below. Because such content is subject to change, include an access date or, if available, a date that the site was last modified.

Sample footnotes (full and short-form examples):
3. “Google Privacy Policy.”

Sample Bibliography Entries: