

Università degli Studi di Siena
Department of Political and International Studies
Second Cycle Degree Programme (Laurea Magistrale)
in International Studies (LM-52)
Contemporary European History
(AY 201-18)

Style Guide for Students

(This Style Guide is based on University of Cambridge's History Faculty style guide — Faculty of History : <http://www.hist.cam.ac.uk/undergraduate/style-guide>)

Word count

1. The word count for Papers it is 7000-8000 words.
2. The word count ***includes***:
 - a. Statistical graphs, charts, and tables.
 - b. Chapter and section headings.
 - c. Captions for illustrations and maps.
3. The word count ***excludes***:
 - a. Bibliography. See below for further instructions on bibliography.
 - b. Prefatory material: title page, table of contents, abbreviations list.
 - c. Illustrations and maps. If you include these, please ensure that they are clear and legible and provided with appropriate captions. The captions do count in the word count as stated above.

Presentation matters

1. The text should be double spaced, with the exception of footnotes, which should be single spaced.
2. Submissions should be typed and printed single-sided.
3. The main text, bibliography, and any other prefatory or appended materials should use 11 or 12 point font. Footnotes may use 10, 11 or 12 point font.
4. Margins should be at least 2.5cm on each side. The main text should be left justified but not right justified.
5. All pages should be numbered, with the exception of prefatory material (the title page, table of contents, and page or abbreviations list) and the first page of full text. These numbers should be in the top right hand corner of each page and should not be preceded by any 'p.' or followed by a full stop.
6. Avoid 'widows and orphans': that is, headings, single words, or single lines of text that dangle, separated from the rest of the section to which they belong, at the top or bottom of a page. You may insert additional line spaces to avoid such occurrences.
7. Dissertations should include a table of contents on a separate page, which lists the title, chapter titles, and any sub-sections, giving for each the page number on which it begins (without any 'p.' or full stop associated with that number).

Miscellaneous matters

1. Spelling, punctuation and capitalization:
 - a. Punctuation systems should consistently follow British style (except in quotations from other sources, where the punctuation convention of the original should be retained). British style uses single inverted commas, except for quotations within quotations (which have double inverted

commas). Punctuation should follow closing inverted commas:

It was 'too close to call'.

- b. The exception to the above rule is the case of grammatically complete sentences beginning with a capital letter as in the following example.

'This is an example of such a grammatically complete sentence.'

- c. Full sentences within brackets have their punctuation within brackets:

He said it. (But I don't know why.)

But contrast the case of brackets used within a full sentence:

He said it (but I don't know why).

- d. Use the *serial comma*: 'red, white, and blue' rather than 'red, white and blue'.

- e. Use the *possessive 's'* following a name ending in -s (Dickens's, Jones's, rather than Dickens', Jones'), except for names from antiquity (Socrates', Jesus').

2. Numbers and dates

Numbers should be written out up to 100, except in a discussion that includes a mixture of numbers above and below this, in which case all of them should be in figures (e.g. 356 walkers overtook 72 others, as 6 fell back, exhausted). However, numbers with units should always be given in figures, with a space between the number and the unit (e.g. 4 cm).

Dates should be written in the form: 20 December 1148; 20 December; AD 245-50. Centuries should be written out (twenty-first century) and 1920s etc. should be written without an apostrophe.

3. Abbreviations and reference conventions

- a. The following are standard abbreviations which you may employ without having to list them or explain them to the reader:

ed., eds., edn editor, editors, edition

f., ff. following page or pages

fol. and fols folio, folios

MS and MSS manuscript(s)

qu Quoted

r.	Recto
sig.	signature number
trans.	translated (by)
v.	verso
vol., vols.	volume, volumes

b. Note that abbreviations are followed with a point: ch., vol., vols.

Contractions have no following point, so edn, Dr, St are correct.

c. You may also give standard (or where there are no standard, invented) abbreviations for journals or materials to which you will be referring frequently in the text or notes. These abbreviations should be listed on a page at the beginning of the submission, which as stated above does not count toward the word limit. Examples are EHR (*English Historical Review*), MGHSS (Monumenta Germaniae Historica Scriptores).

d. Websites should be cited in roman without angle brackets:
<http://www.cambridge.org>. Although some authorities now counsel that there is no need to give the date of access to a site, the DNB and other important historical sources recommend it in view of frequent updating, and so you should include it, adapting the following form as appropriate:

John Morrill, 'Cromwell, Oliver (1599-1658)', Oxford Dictionary of National Biography, Oxford University Press, Sept 2004; online edn, May 2006 [http://www.oxforddnb.com/view/article/6765, accessed 15 June 2007].

However, you should avoid citing websites where unnecessary, e.g. where a manuscript or source is readily available in print.

4. Translation of Sources

Where foreign language sources have been consulted, quotations should be given in the original language with a translation in the footnotes, or vice versa. If sources have been used in translation, the edition/translation consulted must be clear, and only the English version should be cited. Please note that this guideline does not apply to foreign terms commonly used in English, e.g. 'Ancien régime.'

Basic compulsory guidelines for footnotes

1. Use footnotes, not endnotes. **Do not use the author-date system – Skinner, 1969 – in either text or footnotes:** although this system is used in some types of scholarly works, it is not well suited to most kinds of history and it is important for

historians to learn to use a full reference footnoting system.

2. Remember the golden rule on footnotes, which can be loosely summarized as keeping footnotes as brief as possible, essentially for reference and not digressions. Example of a correct use of a footnote:

See D.S. Allen, The World of Prometheus (Princeton: Princeton University Press, 2000), who however understates the extent to which the Athenians felt bound by their laws.

Example of an incorrect use of a footnote:

Allen argues that the Athenians determined their own law, without professional judges, legislators, or bureaucrats, and that this led them to see the law as a tool to use in rhetorical argument rather than as a binding and independent constraint. However this understates the extent to which the Athenians felt bound by their laws. They referred to them as 'the laws of Solon' and appeal to the laws, or to their violation, was a trump card in political dispute.

3. Don't over-footnote, but do make clear which reference goes with which item (don't put five or six citations all in one footnote at the end of a paragraph, but key each to its relevant sentence). Where you have several references in a single footnote, separate items by a semi-colon. In most cases, the footnote indicator comes at the end of a sentence.
4. Put a full stop at the end of every footnote.

Basic compulsory guidelines for bibliography

1. Bibliographies should be divided into these sections, as applicable:
 - i. Primary sources
 - ii. Primary and secondary printed sources [printed editions of sources from the period studied and works by historians or others, subsequent to period studied]
2. In all these sections, items are listed in alphabetical order. In the case of printed sources, this is done by the first or only author's surname. In the case of works without an author, it is done by title, but these are in the same alphabetical listing.
3. Put a full stop at the end of every bibliographical entry.

Example of good practice:

Recommended style conventions for footnotes and bibliography

Footnotes

The style convention for footnotes given here is to give a full reference at the first citation, and then author-plus-short-title in subsequent citations. The examples below use lower case in titles except for proper nouns; this should always be followed in the case of French

and Latin titles, but in English and German titles either upper case or lower case may be used for non-trivial words in book titles.

1. First (or 'full') reference to books, articles, and manuscript source may be given as in the following examples (you may choose between giving authors' names exactly as in their works, and using initials-plus-surname for all authors), giving where relevant the specific page number(s) to which you are referring:

Books:

Rosamond McKitterick, *The Frankish kings and culture in the early middle ages* (Aldershot: Variorum, 1995).

A. T. Runnock, *Medieval fortress building*, new edn, 2 vols., Cambridge: Cambridge University Press, 1976), vol. I, pp. 135-7. [Here 'pp. 135-7' are the specific pages to which reference is being made; there is alternatively a different convention, of dropping the 'p.' or 'pp.' when a volume number is cited, as it is here.]

G. S. Rousseau and Pat Rogers (eds.), *The enduring legacy: Alexander Pope, tercentenary essays* (Cambridge: Cambridge University Press, 1988), p. 44. [Here 'p.44' is the specific page to which reference is being made. CUP style permits the 'p.' here, but its use is not mandatory, and you may choose to omit it so long as you do so consistently.]

Chapter in edited volume:

Charles Taylor, 'The hermeneutics of conflict', in *Meaning and context: Quentin Skinner and his critics*, ed. James Tully (Princeton, NJ: Princeton University Press, 1988), 218-28. [Here '218-28' is the complete page range of the chapter.]

Journal articles:

Essays and Studies 11 (1958), 34-48. [Here '11' is the volume number, which must be given, and '34-48' is the complete page range of the article. As the Salter example shows, it is not necessary to give the journal issue number or month in addition to the volume. If you do decide to adopt a convention of giving either issue number or month (which must be done consistently), omit the other: so either *Journal of American History* 91:4 (2005), or *Journal of American History* 91 (March 2005), but not *Journal of American History* 91:4 (March 2005).]

Arthur Jerrold Tieje, 'A peculiar phase of the theory of realism in pre-Richardsonian fiction', *PMLA* 28 (1913), 213-52, at p. 214. [Here *PMLA* would have to have been explained in an abbreviations list, otherwise spelt out here at first reference.]

Manuscript material:

Richardson to Lady Bradshaigh, 15 December 1748, 'Richardson / Bradshaigh letters', Forster collection, XI, fol. 7, Harvard University.

Unpublished theses or dissertations:

H. R. Southall, 'Regional unemployment patterns in Britain, 1851 to 1914', unpublished PhD thesis, University of Cambridge (1984), p. 72.

Films, sound recordings, music videos, television programmes:

Use common sense to construct a consistent system of referencing. Include the date produced and for films, the country and director. Example: Kate Nickerson [Arnold Manoff nom de plume], writer, and Sidney Lumet, director, 'The Death of Socrates: 399 B.C.', episode of 'You Are There', CBS, national USA broadcast, 3 May 1953.

2. Short reference

After the first mention, references to the source in the notes should take a shortened form. A shortened reference includes only the last name of the author and an improvised short title for the book (containing the key word or words from the main title, so as to make the reference easily recognisable and not to be confused with any other work), followed by the page number of the reference. Thus:

Books:

Rousseau and Rogers (eds.), *Enduring legacy*, p. 45.

Runnock, *Medieval fortress building*, p. 74.

Articles:

Salter, 'Pilgrimage to truth', pp.34-5.

Tieje, 'A peculiar phase', p.75.

Manuscript material:

Southall, 'Regional unemployment', p. 72.

'Richardson / Bradshaigh letters', fol. 116.

BN n.a.fr. 20628 (Thiers Papers), fol. 279.

3. Miscellaneous

The author may be separated from the short title, e.g. in footnote formulations such as:

As Runnock observes, the fortress inevitably had a secondary religious function. Medieval fortress building, p. 134.

You may choose to use 'Ibid.' [no italics] to refer to the work mentioned in the immediately preceding reference, so long as there is no danger of confusion.

So:

Runnock, Medieval fortress building, p.134.

Ibid., p. 108.

But not:

Runnock, Medieval fortress building, p.134; 'Richardson / Bradshaigh letters', fol. 116.

Ibid., p. 108.

Bibliography

1. A bibliography should generally contain all the sources cited in the text and notes and any other important titles that you have consulted or used in preparing the submission.
2. The form of entries in the bibliography is similar to that for the full reference, except that the author's surname and first name or initials are inverted. The bibliography does not give references to specific page numbers where information can be found, but rather lists pages only where they are the full page range of a journal article, book chapter, or other similar section of a larger whole.
3. Whatever style is adopted, items in a bibliography should have what is called a 'hanging indent', that is, the first line is flush with the left margin, but subsequent lines are indented three or four spaces. (This is as shown in the examples below.)
4. Examples for books and articles in bibliography

Runnock, A.T., *Medieval fortress building*, Cambridge: Cambridge University Press, 1976.

Salter, Elizabeth, 'Piers Plowman and the pilgrimage to truth', *Essays and Studies* 11 (1958), 30-48.

Tieje, Arthur Jerrold, 'A peculiar phase of the theory of realism in pre Richardsonian fiction', *PMLA* 28 (1913), 213-52.

5. Archival and manuscript sources in bibliography

In the case of primary manuscript sources, if few sources have been used, the alphabetical listing is by the name (surname or first word of organization) of the individual item and its manuscript collection, as follows. You will note that, with classical, medieval and early modern manuscripts, it is common for collections to be numbered as well as named, and (unlike modern sources) usual to list individual manuscripts, although not down to the level of the individual folios referenced.

Examples:

James Maddison Papers, Library of Congress, Washington, DC.
National Fountain Pen Association Papers. Wisconsin Historical Society, Madison WI.
Donald Rumsfeld Papers, Houghton Library, Harvard University, Cambridge, MA.

However, an alternative to the above convention is widely used by medieval historians: this is to give the alphabetical listing by the place, followed by the library, and then the shelf mark of the collection. Medievalists should follow this convention and others may choose to do so on the advice of their supervisor.

Example:

Oxford, Bodleian Library, Rawlinson MS D.36, Papers on learning collected by Francis Turner

The primary source section of your bibliography could also include a list of interviewees (anonymised as necessary), indicating the date and location of the interview, unless the latter compromises the anonymity of the source.

IMPORTANT

Avoid Plagiarism: Please remember: you must cite the source or the authors/works that you have consulted.

Never cite Wikipedia, other online, collaborative sites or unreliable web sources