

# *Terrae Incognitae*

## Style Sheet

For general rules on style, see *The Chicago Manual of Style*, 15<sup>th</sup> edition (Chicago, 2003), except when it is superseded by the guidelines presented here. For presentation, do not use desk-top publishing features such as justification, centering, bold type, or more than one font within the body of the text. TAB should be restricted to paragraph indent. Do not hyphenate words at the end of a line. Italics may be indicated by either underlining or using an italic typeface.

### 1. **Spelling & Punctuation**

American spelling and punctuation are preferred.

### 2. **Quotations**

Quotations of more than four lines should be indented on both sides and double-spaced. They should not be enclosed in quotation marks. For shorter quotations, double quotation marks should be used for the first level of quotation, and single quotation marks for quotations within quotations. Double quotation marks should always follow punctuation.

### 3. **Italics**

Italics should be limited to the first instance of a non-English words and book titles.

### 4. **Non-Roman scripts and non-English texts**

Single words or phrases in a non-Roman script must be fully transliterated; indented quotations may be given a non-Roman script, as long as they are clearly legible. Unvocalized text should be used, unless the argument calls for a vocalized form. When transliteration is used, the system should be identified in a note. The first usage of a non-English word should be followed by the translation in parentheses, e.g., *affogati* (smothered). Diacritical marks should be used where appropriate (e.g., in German, umlauts should be used rather than spelling with an extra "e;" the "sharps," however, may be rendered by "ss").

### 5. **Endnotes**

Citations should be written in humanities style:

Eric Josef Carlson, *Marriage and the English Reformation* (Oxford, 1994), 15-26; *Francisci Barbari de re uxoria liber in partes duas*, ed. Attilio Gnesotto (Padua, 1951), 92; Joseph P. McDermott, "Bondservants in the T'ai-hu Basin During the Late Ming: A Case of Mistaken Identities," *Journal of Asian Studies* 40 (1981): 685-91; Jane Dempsey Douglass, "Anticlericalism in Three French Women Writers 1404-1539," in *Anticlericalism in Late Medieval and Early Modern Europe*, ed. Peter A. Dykema and Heiko A. Oberman (Leiden, 1993), 243-56.

Citations should be given in full upon first mention. Repeated mention of the same reference should be abbreviated as in the following:

Carlson, *Marriage*, 12; McDermott, "Bondservants in the T'ai-hu Basin," 690.

References to recent literature preferably should be to the original editions, not or not only to reprints or translations. No separate bibliography is required. (See *The Chicago Manual of Style* for additional guidelines.)

Please do not use *Ibid* or other abbreviations—use the abbreviated citation method shown above.

#### 6. **Book Reviews**

At top of review, give author or editor -- surname, followed by first names and/or initials as on title page; full title -- as on title page and with the same capitalization in italics; place of publication, publisher, date; number of pages; and ISBN for hard and paper editions, as applicable.

Brown, Joshua S., *The Art of Mosaic in early modern Capua*. Hamburg: Zenith Press, 1966. xii + 297 pp., Notes, maps, bibliography. ISBN 0 145 6789 (hardback); ISBN 0 145 3467 (paper).