

De Gruyter Saur – Style Sheet: Library & Information Science

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This style sheet should act as a guide for authors. If you feel very strongly about something and want to use different practices, please get in touch with the editorial department. Most books are typeset by De Gruyter, which means that the **final layout will be prepared professionally by a typesetter**. Nonetheless, we are dependent on you providing a flawless manuscript indicating the different text elements. The intention of this style sheet is to ensure that manuscripts are consistent with scholarly practice regarding language, format, and citations.

General Points

Please check your material carefully, not only for the correct application of the instructions below, but also for consistency of spelling, hyphenation with prefixes (e.g., “non-essential” versus “nonessential”), or consistent use of phrases (“in the twentieth century” versus “in the 20th century” – we prefer the former).

Responsibility of author:

- All authors should have their material checked by second pair of eyes, who should also check that all works cited in the text are listed in the reference section and vice versa.
- If the author’s mother-tongue is not English, he or she must have it checked by a skilled native English-language speaker. **IMPORTANT: the Publisher does not provide proof-reading and language-editing.**
- The author must obtain written permission for the use of material (e.g., maps, figures) for which the copyright is owned by others.
- Authors are responsible for supplying the index (names or subjects) if this is appropriate for their book. Index terms can be either marked up using the indexing function in WORD or it can be done manually.

No matter which system you choose (e.g. for footnotes, terms, citations, bibliography, names), you must be **consistent** throughout the whole text.

Before submitting your manuscript give it a final check:

- that no pages are missing;
- that all headings listed in the Table of Contents correspond exactly to those in the text;
- that the numbering of all sections, examples, tables, figures, and notes is correct and complete.

Spelling

We don’t mind whether you use British or American English spelling (e.g. “catalogue” versus “catalog”), as long the language is consistent within the work or contribution.

Capitalization

Capitalize only the first letter of the first word and of proper nouns and adjectives: e.g., “The capitalization of titles in English” = sentence style, (not “The Capitalization of Titles in English” = camel style).

Dates

- We prefer dates in the European date system, e.g. 3 September 2001 or 3rd October 2001, but we will accept other consistent styles.
- Use small caps for AD and BC. Position AD before the year and BC after. Similarly, for CE (Common/Christian Era) and BCE (Before Common Era). Do not contract BC or BCE dates.
- When expressing a decade, use, for example, “1950s” (no apostrophe), except in colloquial usage, e.g. “rocking Eighties”.

Numbers

- Numbers up to ten and including ten should always be spelled out in full unless paired or grouped, or with a unit of measurement (including percentages). Numbers between 11 and 99 can either be spelled out or written as numerals, provided the style used is consistent throughout. Ordinal numbers should always be spelled out. Note: “12 year old” but “a 12-year-old girl”, and “in her twenties”, and “in his fortieth year”.
- Do not start a sentence with a numeral. If the sentence cannot be rearranged to avoid beginning with a numeral, spell it out, e.g. “Fifty years previously...”.
- Numbers less than one should have a zero before the point, e.g. “0.5”.
- Insert a comma for thousands and tens of thousands in numbers, e.g. 1,000 and 10,000.

Measures

Units of measurement of weight, length, time, etc. usually have a numeral with the abbreviation for the unit. We prefer the spaced style (e.g. 10 m).

Quotations

Short quotations (fewer than 60 words) should be inserted in the text and enclosed in “double quotation marks”. “Single quotation marks enclose ‘quotations within quotations’, like this”.

... Longer quotations should appear as a separate block; they should be small typed and indented ...

A translation of a quotation in a language other than the main text should be in square brackets.

Abbreviations

Write out names of theories, titles of books, or names of publishers. If you want to use abbreviations, explain them and create a list of abbreviations.

Typeface, Emphasis, and Punctuation

Italics should be used for:

- Foreign-language expressions: *comme ça*.
- Titles of books, published documents, newspapers, and journals: *BIBLIOTHEK Forschung und Praxis*.

Italics may also be used for:

- Drawing attention to *key terms* in a discussion at first mention only. Thereafter, these terms should be given in normal type. Please keep the use of italics to a minimum!
- Emphasizing a word or phrase in a quotation indicating [emphasis mine].
- Underlining or CAPITAL LETTERS should not be used for emphasis. Also, please avoid **bold** type.

Quotation marks:

- Single quotation marks should be used for the translation of non-English words, e.g., *cogito* ‘I think’.
- Double quotation marks should be used in all other cases, i.e., direct quotations in running text.
- Use rounded quotation marks (“ . . .”) not "straight" ones.

Dashes:

- Spaced EN dashes are used as parenthetical dashes. An EN dash is longer than a hyphen, “word – word”. Do not use double hyphens. Standard WORD shortcut on a PC: CTRL+Alt+-.
- Unspaced EN dashes should be used between inclusive numbers, e.g., 153–159.
- Please use EN dashes (not bullets) for lists without numbering.

Spacing: Type one space (not two) after periods or full stops, commas, and colons.

Brackets: Do not use double round brackets: (brackets within brackets should be [square brackets]).

Tables, Figures, and Illustrations

- If there are figures to be inserted which you cannot include electronically, please have them professionally drawn and send us the originals, not photocopies.
- If photographs are to be inserted, the prints must be provided.
- The resolution of images should be 300 dpi, the resolution of graphs at least 1200 dpi.
- Tables and figures should be numbered by chapters throughout an authored work (e.g. 1.2.; 3.5.; 12.1.).
- Title of a table is to be placed above the table.
- Title of a figure is to be placed below the figure.
- References to tables, figures or boxes within the article should include the capitalized word “Table” or “Box” followed by a number: e.g., Table 3.4. Add a non-breaking space in between, if not there already.

Appendixes and End- and Foot Notes

- Footnotes should be numbered by chapter, starting with 1 at the start of each chapter.
- Each footnote should stop with a full stop if appropriate.

- Note numbers in the text should be superscript numbers¹ without punctuation or brackets.
- The note number should directly follow the word in question or a punctuation mark, with no blank space.²
- To make your arguments as comprehensible as possible, place the note behind a punctuation mark, if it concerns the whole sentence.³ Notes that directly follow the word⁴ in question should not concern more in the sentence.
- You can place a note behind a whole paragraph, if its content relates to just one range of addressed issues.

References and Citations

- The reference section should contain all works cited and only those.
- All works must be listed in alphabetical order.
- Arrange all works under a particular author's name in chronological order. All authored works should be listed first under a name followed by any other categories arranged alphabetically (e.g., edited, translated).
- Give the inclusive page numbers of articles in journals or edited works. Do not drop digits in inclusive page numbers (365–392, not 365–92); give page number in full, do not use “f.”, “ff.”.
- Give both the place of publication and the name of the publisher.
- Do not use abbreviations for names of journals, book series, publishers or conferences.
- When citing edited works, do not include the abbreviation “ed.” or “eds.” in the citation.
- We prefer cross-references to sections within the text instead of page numbers; this is only possible if heads are numbered.
- If cross-reference is needed, do not use “see above” or “see below” either, but add the section or chapter instead. References to section numbers within the article should include the capitalized word “Section” followed by the section number (omitting the final full stop): e.g., “see Section 4.2”.

The Chicago Manual of Style

For referencing we suggest that authors use **The Chicago Manual of Style**, 16th ed. Chicago: University of Chicago Press, 2010 (free Quick Guide see: http://www.chicagomanualofstyle.org/tools_citationguide.html). You may also use a different style, as long as you are consistent.

The Chicago Manual of Style gives two basic documentation systems: (1) *notes and bibliography* and (2) *author-date*. Although both are acceptable to De Gruyter, we suggest you use (2) author-date for English-language works in LIS.

In the author-date system, sources are briefly cited in the text, usually in parentheses, by author's last name and date of publication (Keller 2011). The short citations are amplified in a list of references, where full bibliographic information is provided. Always give the full author-date citation: Do not use “op. cit.”, “loc.cit.”, or “ibid.” Apart from the suggestions of the Chicago Manual of Style, use the author-date system with the following in mind:

- one author: (Bouissac 1985)
- two authors: (Smith and Jones 1995)
- three or more authors: (Ameka et al. 2006), but please do list all authors in the reference entry
- several works by one author: (Bouissac 1987a, 1987b, 1994)

- when citing more than one work by the same author/editor published in the same year, please differentiate the works by using letters: (Smith 2004a, 2004b, 2004c)
- works by different authors: (Bouissac 1985; Deakin 1993)
- citations of an entire chapter: (Auer 2007: Ch. 3)
- reprints: (Dickens 1987 [1854]: 73)

Text body:

The “thick description” approach was first described by anthropologist Clifford Geertz (1973), and requires the ethnographer to “search out and analyze symbolic forms – words, images, institutions, behaviors – with respect to one another and to the whole that they comprise” (Myers 1999, 8).

References:

Geertz, C. 1973. “Thick Description: Toward an Interpretive Theory of Culture.” In *The Interpretation of Cultures: Selected Essays*, 3–30. New York: Basic Books.
Myers, M.D. 1999. “Investigating information systems with ethnographic research”. *Communications of the AIS* 2(23): 2–19.

For full examples see *Chicago Manual of Style Quick Guide*, tab “author-date”.

APA Citation Style

Alternatively, authors may want to use the APA Citation Style. This style is frequently used in Information Science and many students are familiar with it. There are two useful online guides which teach you the basics:

- <http://www.library.cornell.edu/resrch/citmanage/apa>
- <http://www.apastyle.org/manual/index.aspx>

Internet sources

If authors want to give internet addresses (URLs) these can be rendered as active links in the e-book. Short URLs can be added to the text (<http://www.degruyter.de/>), longer ones should be added as a foot- or endnote.¹ If authors wish to add whole lists of URLs, this can be done best in an Appendix. Furthermore, please consider the following:

- Don’t forget to include the particular access date.
- Websites should not be underlined, bold or italic.
- Avoid full stops at the end of a web address if possible.
- Remove “http://” from the web-address if not needed.

Contact

For all further or related questions please contact the person in the editorial team responsible for your work:

Claudia Heyer: claudia.heyer@degruyter.com

Christina Lembrecht: christina.lembrecht@degruyter.com

Good luck with writing!

¹ For example: <http://www.reference-global.com/doi/pdf/10.1515/libr.2011.001>.