Stylesheet
Leiden University Press

Preliminary remarks:
Submit a manuscript in Word that is as clean as possible (no complex formatting and HYPHENATION OFF).

Please follow The Chicago Manual of Style, Seventeenth Edition

All references cited in the text should be included in the bibliography (see instructions below).

Book

Notes
1. Zadie Smith, *Swing Time* (New York: Penguin Press, 2016), 315-16.
2. Brian Grazer and Charles Fishman, *A Curious Mind: The Secret to a Bigger Life* (New York: Simon & Schuster, 2015), 12.
Shortened notes
3. Smith, *Swing Time*, 320.
4. Grazer and Fishman, *Curious Mind*, 37.
Bibliography entries (in alphabetical order)
Grazer, Brian, and Charles Fishman. *A Curious Mind: The Secret to a Bigger Life.* New York: Simon & Schuster, 2015.
Smith, Zadie. *Swing Time*. New York: Penguin Press, 2016.

Chapter or other part of an edited book
In a note, cite specific pages. In the bibliography, include the page range for the chapter or part.

Note
1. Henry David Thoreau, "Walking," in *The Making of the American Essay*, ed. John D'Agata (Minneapolis: Graywolf Press, 2016), 177-78.
Shortened note
2. Thoreau, "Walking," 182.
Bibliography entry
Thoreau, Henry David. "Walking." In *The Making of the American Essay*, edited by John D'Agata, 167–95. Minneapolis: Graywolf Press, 2016.

Translated book

Note
1. Jhumpa Lahiri, *In Other Words*, trans. Ann Goldstein (New York: Alfred A. Knopf, 2016), 146.

Shortened note

2. Lahiri, *In Other Words*, 184.

Bibliography entry

Lahiri, Jhumpa. *In Other Words*. Translated by Ann Goldstein. New York: Alfred A. Knopf, 2016.

Journal article

In a note, cite specific page numbers. In the bibliography, include the page range for the whole article. For articles consulted online, include a URL or the name of the database. Many journal articles list a DOI (Digital Object Identifier). A DOI forms a permanent URL that begins https://doi.org/. This URL is preferable to the URL that appears in your browser's address bar.

Notes

1. Susan Satterfield, "Livy and the *Pax Deum*," *Classical Philology* 111, no. 2 (April 2016): 170.
2. Shao-Hsun Keng, Chun-Hung Lin, and Peter F. Orazem, "Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality," *Journal of Human Capital* 11, no. 1 (Spring 2017): 9-10, https://doi.org/10.1086/690235.
3. Peter LaSalle, "Conundrum: A Story about Reading," *New England Review* 38, no. 1 (2017): 95, Project MUSE.

Shortened notes

4. Satterfield, "Livy," 172–73.
5. Keng, Lin, and Orazem, "Expanding College Access," 23.
6. LaSalle, "Conundrum," 101.

Bibliography entries (in alphabetical order)

Keng, Shao-Hsun, Chun-Hung Lin, and Peter F. Orazem. "Expanding College Access in Taiwan, 1978-2014: Effects on Graduate Quality and Income Inequality." *Journal of Human Capital* 11, no. 1 (Spring 2017): 1-34. https://doi.org/10.1086/690235.

LaSalle, Peter. "Conundrum: A Story about Reading." *New England Review* 38, no. 1 (2017): 95-109. Project MUSE.

Satterfield, Susan. "Livy and the *Pax Deum*." *Classical Philology* 111, no. 2 (April 2016): 165-76.

Journal articles often list many authors, especially in the sciences. If there are four or more authors, list up to ten in the bibliography; in a note, list only the first, followed by *et al*. ("and others"). For more than ten authors (not shown here), list the first seven in the bibliography, followed by *et al*.

Note

7. Rachel A. Bay et al., "Predicting Responses to Contemporary Environmental Change Using Evolutionary Response Architectures." *American Naturalist* 189, no. 5 (May 2017): 465, https://doi.org/10.1086/691233.

Shortened note

8. Bay et al., "Predicting Responses," 466.

Bibliography entry

Bay, Rachael A., Noah Rose, Rowan Barrett, Louis Bernatchez, Cameron K. Ghalambor, Jesse R. Lasky, Rachel B. Brem, Stephen R. Palumbi, and Peter Ralph. "Predicting Responses to Contemporary Environmental Change Using Evolutionary Response Architectures," *American Naturalist* 189, no. 5 (May 2017): 463-73. https://doi.org/10.1086/691233.

For all other types of sources, see **The Chicago Manual of Style, Seventeenth Edition**.

Punctuation with Quotations:
Quotations within a sentence do not include the final punctuation mark, e.g. Smith said that 'this was the best way'.[15]
Quotations that form a complete sentence include the final punctuation mark, e.g. 'This is the best way.'[16]
Comma's go **inside** the closing quotation marks, e.g. "... postcolonial situations," as Wills argued in her well-known study.[17]

Semi-colons, colons, question marks and exclamation points go **outside** the closing quotation marks if they are not part of the quotation itself.

Quotation marks:
Use double quotation marks around a quotation in the text, but single quotations for a quotation within another quotation.

Endnotes:
Use the automatic Word endnote function; in the printed book, endnotes will appear at the end of a chapter in an edited volume and at the end of the book in a monograph. Avoid lengthy discussions in endnotes. References should also be placed in the endnotes. Note numbers should be placed at the end of a sentence in superscript, after the full stop (and also after any closing quotation marks).

Block quotes:
Quotations longer than four lines of prose or three lines of verse should be presented as block quotes, set off from the text. No quotation marks should appear around the block quote. Double quotation marks should be used for quotations within block quotes. Use a blank line before and after the block quote, and indent the whole quote. The reference for the quote should come **after** the closing punctuation mark. When quoting verse, maintain original line breaks. This is how a block quote should look:

> While victims of trauma live with the scars of memory so to speak – gaps, amnesia, distortion, revision, or even fugue states or intrusive flashbacks – the recipients of transgenerational trauma live with a "postmemory" that comes to them secondhand. Like the memory of the parental generation, it is fragmentary and shot through with holes and gaps, but in a different way.[1]

Images:
Images can be included and will be printed in black and white. Please submit all image files (in high-resolution, at least 300 dpi) separately from the manuscript. Please ensure that copyright permission is obtained for all images, not only for print but for digital publications (e-book and/or open access) as well. In the manuscript, indicate clearly where the image should appear. All images should be numbered (Figure 1, 2, 3, etc.) and should have a caption. Please submit the collected captions in a separate Word file. If there are many images in the book, a List of Figures may be included after the table of contents.

Tables:
Tables should be functional and never merely illustrative. Do not try to give too much information on tables. A table taking up an entire sheet of paper will probably exceed the size limits of the book page. Please use simple table formats with as little formatting as possible. Tables should be generated using Word or Excel. Please do not send scanned tables. Begin each table on a new folio and print all of the tables in a single, separate batch at the end of the typescript (the typesetter will format them apart from the main text and then slot them into the pages). Tables should be submitted in a separate file. The optimal position for tables should be signaled in the margin of the text: "Table 1.1 near here", etc. The exact position of the table will of course depend on the final page layout, so you should not use phrases like: "in the table above/below". Do not include tables within notes.

Index:
Books include an index. It is possible to use the index function in Word to make an index. An index can also be added after the first proof (or second proof, if substantial shifts in pages are still expected after the first proof).

Title page, table of contents and contributor bios:
The manuscript includes a title page, a table of contents and in an edited volume a section titled "Contributors" with short bios of all editors and contributors. Please ensure that the bios follow a similar format and are of approximately the same length. Spelling and punctuation in the bios should follow that of the rest of the manuscript.

Additional guidelines:
- **British** spelling should be used throughout, except in quotations that follow different spelling and if the author is American.
- In edited volumes, ensure uniform editing style in all contributions (e.g. references, use of notes, spelling etc.).
- Use tabs for the indentation of paragraphs. No tab is needed at the beginning of a chapter/paragraph or after a blank line.
- Centralize (sub)chapter titles, using Arabic numerals, all in **bold**. Paragraph titles should be *italicised*, preferably without using numerals. Please make sure that all titles are capitalized

- The titles of published works and periodicals should be *italicised*, all article/chapter titles between quotation marks.
- Foreign words should only be *italicised* if likely to be unfamiliar to readers (in this last case, only the first appearance of the word in the text should be italicised). (e.g*.*, *topos*, *barbaros*). Foreign quotations should not be italicised but, like all other quotes, placed within double quotation marks (or without quotation marks when placed as block quotes).
- Use italics also for emphasis, and for referring to a word as *word*: e.g., "The word *barbarism* is often misused" (BUT: in phrasings such as "the notion **of** barbarism" do *not* italicize).
- Do not use contractions such as "aren't" / "I'd like" / "don't." These should be fully spelled out: "are not" / "I would like" / "do not."
- Do not use a capital after a colon (e.g., "the language of the future: this language is still barbarian to us…")
- Use "US" and "UK" (not U.S. and U.K.).
- Spell out numbers one to twenty, except when used as a measurement or percentage. Always spell out the words "per cent" (US: "percent") or the unit of measurement, e.g. 6 per cent; 2 kilograms. However, the % sign/measurement abbreviation can be used to save space in tables and graphs. Ordinals are to be spelled out (second, twenty-first, etc.). This also applies to centuries: e.g. nineteenth century, twenty-first century. Use European date format: 5 March 1983 (unless the date is in another format in a citation or title) and 1980s, 1990s; etc. (do not use an apostrophe).
- **Remove all hyperlinks** from the manuscript**.** If links to web-sources are necessary in the text or in the endnotes, they should be inserted as normal text, without hyperlink.
- **Provide English translations for all quotes not in English**, ideally in the main text. The foreign quote can either be in the main text or in a endnote, depending on how important it is to quote the original in each case.
- When encountering the abbreviation e.g. or i.e. make sure it has periods after each letter and is followed by a **comma** ("e.g., in London and Athens")
- Be consistent in spelling and transcribing foreign names (for instance, either 'Dostoyevsky' or 'Dostoevskii', but not both)
- When indicating an em dash, use "space hyphen hyphen space", or use in Word "insert", "symbol" and select em dash. If a tab is required, use only one
- Please make sure that there is only one space placed between words