



Style Sheet

Version 1.0 for Article Reviews, February 2007

This style sheet is also available at <http://www.h-net.org/~diplo/reviews/ar-stylesheet.pdf>

Prefatory Note for Reviewers

Thank you for agreeing to review a journal article for H-Diplo. Following the necessarily detailed guidelines outlined below will avoid delays in the editing and publication of your review. Please refer any questions to your commissioning editor.

The Editors are the final arbiters on all matters of length, style, and grammar.

File Formats

When your review is complete, please e-mail it to your commissioning editor as an attachment preferably in one of the following formats: Microsoft Word (*.doc or .docx) or Rich Text Format (*.rtf). We can also generally convert Word Perfect and OpenOffice.org file formats as well. Please indicate in your message the name and version of the program with which you created your review (for example, Microsoft Word XP).

General Formatting

Please begin your review by citing the article under review and then including your name and institutional affiliation (and also your e-mail address should you wish), as in the following example:

Noriko Kawamura. "Emperor Hirohito and Japan's Decision to Go to War with the United States: Reexamined." *Diplomatic History* 31:1 (January 2007).

Commentary by **Erik Esselstrom**, University of Vermont

When quoting from the article under review, cite the appropriate page number(s) in parentheses at the end of the sentence. When quoting from other works, please include a full footnote reference (using the automatic footnote feature in your word-processing program) on first citation, and an abbreviated form for all subsequent references (citing author and page number, for example, Kennan, 497.).

Double-space all footnotes, indenting the first line.

The review should be single-spaced, with a one-sentence break between individual paragraphs. Please number all pages and include a word count at the very end of the review. Use a 12-point font (preferably Times New Roman, Times, or an equivalent) and standard margins. Use italics or underlining when necessary (not both), and bold (sparingly).

Content and Substance

Reviewers should briefly summarize the main arguments of the article under review and comment upon strengths and weaknesses, including use of evidence (primary and secondary) as well as clarity and coherence. We encourage comparisons with other relevant scholarship both recent and classic (please cite fully such references). In addition, please consider the international and methodological implications of the article under review, as appropriate.

As H-Diplo's readership comes from widely dispersed backgrounds, both disciplinary and geographically, please be sure to clarify regional or discipline-specific terminology and please avoid the use of "we."

When referring to individuals, please include their full name, and title and office when applicable, upon first reference.

Review Length

Although there is no fixed word limit, most reviews are between 800-2,000 words. Unlike many print journals, we do have the flexibility to print longer reviews if necessary. Please discuss this with your commissioning editor. In some cases, we may commission a capsule review of 400-500 words.

Style

H-Diplo generally follows *The Chicago Manual of Style* (15th ed.) in matters of style, with the following exceptions, amendments, and clarifications.

- **Varieties of English:** Reviews may be written in American, British, or Canadian English, providing that the standard conventions of that variety of English are applied consistently (in terms of quotation marks, spelling, punctuation, and other matters).
- **Acronyms:** Please spell-out the first full reference, followed by the acronym in parentheses, for example, "United States (U.S.," or "Society for Historians of American Foreign Relations (SHAHR)." Include periods for all acronyms pronounced as separate letters, such as U.S. and I.M.F., and omit periods for acronyms pronounced as one word, such as NATO, FRUS, and SHAHR. (Following *New York Times* style on this particular point).
- **Spacing:** Use two spaces after periods, question and exclamation marks, and colons, and a single space after all other punctuation.
- **Dates:** 5 June 1947 (not June 5, 1947); 1944-1948.
- **Numbers:** One to twenty are written as words, 21 and above in numerals. Set numbers over 1,000 with commas. Spell-out page ranges in full, for example, 125-135.
- **Use the serial or Oxford comma** (as specified in *The Chicago Manual of Style*, Section 6.19). So, "With gratitude to my parents, H-Diplo, and the anonymous journal readers," and not, "With gratitude to my parents, H-Diplo and the anonymous journal readers."
- **Quotations:** Use either American or British/Canadian conventions (not both) regarding quotation mark and punctuation styles. Single-space and indent block quotations. Keep the original spelling and punctuation in all quotations, indicated edits with square brackets.

- **Footnotes:** Provide full citations in Chicago/Turabian style, including author (first and last name), title, place of publication, publisher, and publication date. Do not use p. or pp.; simply cite the page numbers. Cite archival documents in descending order Archive/Series/Folder ... Item/Date). Ibid. may be used, do not use *op. cit.*
- Underline or *italicize* foreign words and all book, journal, or film titles. Place journal article titles in quotation marks.

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The Production Process

H-Diplo prides itself on a generally fast production process for its article reviews, while maintaining the highest scholarly standards. The average time from article submission to publication is about one to two weeks. All article reviews are edited by the commissioning editor, the managing editor, and reviewed by the editor before online publication at <http://www.h-net.org/~diplo/reviews/> to ensure quality control. Reviews simultaneously appear on the H-Diplo discussion list, where list members can comment on the review and article under review.

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