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H-Diplo Style Sheet

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Dear Reviewers:

Thank you for agreeing to act as a reviewer for H-Diplo. Your published review will be transmitted directly to the inboxes of our 5,000 global subscribers (most of whom are scholars in the field) and will be published electronically on the H-Diplo website. Many H-Diplo reviews are assigned in university seminars and as part of comprehensive examination reading lists. Reviews are also cross-posted on a host of global information networks and referred to in print articles and books.

All H-Diplo publications are open to informed discussion by the scholars who subscribe to the list. These discussions provide specialists in foreign affairs and international history an opportunity to interact with recently published scholarship and to engage in lively and constructive discourse along these lines. H-Diplo's online publications are intended to wed the thoughtfulness of a printed article with the timeliness and dynamism of electronic media. Please rest assured that online responses to H-Diplo reviews are carefully edited and moderated by the H-Diplo list editors. Respondents are held to the same standards that apply to H-Diplo reviewers.

These guidelines are designed to streamline the formatting of H-Diplo reviews and to ensure their timely publication. Please refer any questions to your commissioning editor.

The H-Diplo Editors are the final arbiters on all matters of length, style, grammar, tone, and content.

File Formats

When your review is complete, please e-mail it to your commissioning editor as an attachment in one of the following preferred 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.

General Formatting

For reviews, please begin your review by citing the work under review and then including your name and institutional affiliation (and also your e-mail address should you wish), as in the following examples. For roundtables, begin with your name and institutional affiliation.

Article Review

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

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

Essays and Review Essay

Martin Thomas. *Empires of Intelligence: Security Services and Colonial Disorder after 1914*. Berkeley: University of California Press, 2008. xii + 428pp. Maps, illustrations, notes, bibliography, index. \$49.95 (cloth). ISBN 978-0-520-25117-5.

Reviewed for H-Diplo by **Peter John Brobst**, Ohio University

Roundtable Review

G. John Ikenberry, Thomas J. Knock, Anne-Marie Slaughter, and Tony Smith. *The Crisis in American Foreign Policy: Wilsonianism in the Twenty-first Century*. Princeton University Press, 2009.

Review by **Erez Manela**, Harvard University

As indicated in the above examples, it is not necessary to include one's department or the country of one's institutional affiliation. Those without a current institutional affiliation should use the term "independent scholar."

When quoting from the article or book 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. 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). Please avoid the use of exclamation marks.

Content and Substance

Please briefly summarize the main arguments of the article under review and comment upon strengths and weaknesses, including use of evidence (primary and secondary), clarity, and coherence. Please include in your analysis comparisons with other relevant scholarship both recent and classic (please cite such references fully) and place the piece in its historiographical context. In addition, please consider the international and methodological implications of the work under review, as appropriate.

As H-Diplo's readers are widely dispersed, both disciplinary and geographically, please clarify regional or discipline-specific terminology and avoid the use of "we" when referring to one's home nation.

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

Please avoid sarcasm, irony, or comments upon the author's motives or beliefs. Reviews should engage an author's ideas and arguments rather than the author's person. Please do not directly address question or comments to the author of the work and instead frame those questions in the third-person or in a neutral manner.

Review Length

Although there is no fixed word limit, most article reviews and review essays are between 800-2,000 words. Roundtable reviews may use whatever space is necessary, within reason. 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 400-600 words.

Style

H-Diplo generally follows *The Chicago Manual of Style* (15th ed.) in matters of style, with the following exceptions, amendments, and clarifications. Please note that direct quotations require citations to exact page numbers.

- **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 (SHAFR)." Per *New York Times* style, 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 SHAFR.

- **Spacing:** Use a single space after all 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.

Biographical Sketch of the Reviewer

Please include at the end of your review a brief biographical sketch of one paragraph that indicates your current affiliation, selected publications, and your research interests.

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The Production Process

H-Diplo prides itself on a prompt and fluid production process for its scholarly publications. All article reviews are edited by the commissioning editor, the managing editor, [Diane Labrosse] and reviewed by the web editor [George Fujii] before online publication at <http://www.h-net.org/~diplo/reviews/> to ensure quality control.

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