

Comparativ

English Style Guide

v1/2025

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Section I: Document & General Guidelines

Document Format
Page size and margins
Set page size to A4.
Set margins to 2.5 cm: top, bottom, left, and right.
Font and font size
Set font to Times or Times New Roman.
Set font size for the main text to 12.
Set font size for footnotes/endnotes to 10.
Line spacing, text alignment, tabs, and hyphenation
Set line spacing for main text to 2.
Set line spacing for footnotes/endnotes to 1.
Set text alignment to justified (block text).
Do not use tabs to indent paragraphs or paragraph breaks.
Turn off hyphenation.
Text color and hyperlinks
Set text color to black.
While hyperlinks can be left active, remove underline.
Titles and section titles
Use bold title case style capitalization (capitalize the first word and all other significant words) for titles and subtitles. Use a colon for subtitles:
Decolonization and Cold War Geographies: Remapping the Postcolonial World
Area Studies, Global Decolonization, and the Rise of the Nation-State
Subsection titles
Use italicized title case style capitalization (capitalize the first word and all other significant words) for subsection titles, followed by a hard return:
<i>Area Studies Today</i>

Additional Parts

List of abbreviations

For abbreviations provided in the text, provide an alphabetized list after the main title:

ENAP	European Neighborhood Action Plan
ENP	European Neighborhood Policy
ESDP	European Security and Defense Policy
EU	European Union

Tables, figures, graphs, maps, and illustrations

Obtain written permission for tables, figures, graphs, maps, illustrations, etc. for which the copyright is owned by others.

If there are figures to be inserted that cannot be included in the text, please have them professionally drawn and send the originals (not photocopies).

The resolution of graphs, maps, and illustrations should be at least 1200 dpi. Tables and figures should be numbered consecutively and by chapters throughout an authored work (e.g., 1.2; 3.5; 12.1).

Use sentence case capitalization (capitalize the first word and all proper nouns) for tables, figures, graphs, maps, illustrations, etc. Titles of a table or graph are to be placed flush left above. Titles of a figure, maps, or illustrations are to be placed flush left below.

Images

Only provide images for which you hold the copyright, which can be used copyright free, or for which the image copyright has been clearly resolved or settled.

Supply all images in a digital and fully processed form. The resolution of images should be 300 dpi. Name the files: chapter/image number (e.g., Fig.5.1.tif). In general, images are printed in black and white.

Mark the passages in your manuscript where an image should be incorporated, using a reference that includes the filename. Supply graphics and text separately (i.e., do not incorporate images into the text).

Alternative Text (Alt Text)

To make electronic publications accessible for readers with print disabilities, alternative text should be provided for relevant images, figures, graphs, and illustrations. Alt text explains what an image shows, while captions usually state what the image is. If an image is fully described in a caption or nearby text, the alt text can be shorter. Although there is no strict character limit, alt text is most effective when kept brief—ideally under 250 characters (including spaces).

Alt text should appear directly under the pertaining images, figures, graphs, and illustrations.

Caption

Neil Armstrong's "double horizon" shot of Buzz Aldrin, July 20, 1969. Marshall Space Flight Center, NASA.

Alt text

Photograph of astronaut Buzz Aldrin standing on the surface of the moon, with Neil Armstrong visible as a tiny reflection in Aldrin's helmet visor. The lunar horizon behind Aldrin's head aligns with the opposite horizon reflected in his visor.

Section II: Style Notes

Rules	
Style	
The general style notes follow <i>The Chicago Manual of Style</i> , 18th ed. Slight deviations have been implemented where deemed necessary and/or suitable.	
Capitalization	
Acronyms	
EFTA	UNICEF
Acts, laws, and legal texts	
Article 130	Constitution of Georgia
Equal Treatment Directive	Nowak's CCPR Commentary
Titles of books and articles	
Use title case capitalization (capitalize the first word and all other significant words):	
<i>A River Runs Through It</i>	"Ideas of Human Rights in Antiquity"
Numbered chapters, parts, etc.	
chapter	part
appendix	table
The topic is discussed further in chapter 10, and the findings are presented in figure 2.	
Considering the relevant topic (see chapter 10), the findings are presented in figure 2.	
Tables, figures, graphs, maps, illustrations, etc.	
Use sentence case capitalization (capitalize the first word and all proper nouns), with dates placed at the end:	
Table 1. Steal export from France, 1900–1930 (tons)	
Fig. 4. A poster with the headline "All for one, and one for all," 1844	
Civil, military, religious, and professional titles	
Capitalize titles when they precede a personal name and refer to a particular person:	
King Richard was a monarch known for his autocratic rule and eventual deposition.	
But not if used as an appositive (i.e., provides information that further identifies or defines a person), usually preceded by <i>the</i> :	
Richard II, the king of England, reigned from 1377 to 1399.	
The Argentinian-born pope Francis traveled to Berlin to meet the German chancellor Angela Merkel.	

Official names of governmental organizations or bodies	
National Assembly of France	German Bundestag
Do not capitalize the words government or state if the institution is being spoken of in general:	
The French parliament passed several laws.	The government of Germany signed the treaty.
Cardinal directions	
Capitalize geopolitical and/or cultural regions:	
Central and Eastern Europe	Southern Africa
East	West
Global North	Global South
But not general locations:	
north Germany	southwest Argentina
northern Germany	southwestern Argentina
Spelling	
Spelling forms	
Set the document's language to American English or English (USA).	
Use spelling according to the Merriam-Webster dictionary (https://www.merriam-webster.com/). For reference, follow the spelling forms below:	
-ize (e.g., criticize, emphasize, recognize)	-ll- (e.g., enroll, fulfill)
-izing (e.g., criticizing, emphasizing, recognizing)	-or (e.g., honor, neighbor)
-zation (e.g., globalization, mobilization)	center
-led (e.g., channeled, labeled, traveled)	defense
-ling (e.g., channeling, labeling, traveling)	inquiry
-lyze (e.g., analyze)	practice (noun, verb)
-lyzing (e.g., analyzing)	program
Quotations	
End punctuation	
Place periods and commas inside closing quotation marks. Place other punctuation outside of quotation marks unless the punctuation belongs within the quoted matter:	
Despite the obstacles the country was facing, the president said that giving up was “not an option.”	
According to the document, all issues were “of great importance,” which meant that they needed to be voted upon.	

The article starts with an opening question, “How are the arguments of activists related to results of academic historiography?”
How could the arrest and imprisonment of Don Francisco Bru be reported by <i>La Publicidad</i> as “simple, republican, innocent”?
End punctuation within a quotation replaces the end punctuation of the sentence:
The laborers posed many unasked questions, such as “Where would our next salary come from?”
Double smart quotation marks (“ ”)
Use double smart quotation marks for direct quotations:
“The data suggest that networks significantly influence individual decision-making,” the researcher concluded.
For expressing critical attitude toward single words or phrases, use scare quotes:
The label of “freedom” has been overly used since the end of the Cold War.
Single smart quotation marks (‘ ’)
Use single smart quotation marks for quoting material within direct quotations:
The prime minister was considered to have “grossly overextended his power over other ‘leaders’ in the party.”
Insertions
For insertions of an author’s text, correction, or indication into quotations, use square brackets. Changes to the quoted material of lowercase to uppercase letters, or vice versa, do not need to be indicated:
The court continued by stating that “there is no suggestion in the present case that he [the president] abused his powers.”
For the omission of words or sentences in the middle of quotations, use square brackets surrounding an ellipsis and are offset by spaces on both sides. Omissions at the beginning or end do not need an inserted ellipsis:
The court ended with this statement: “There is no suggestion [...] that he abused his powers.”
When quotations have words/phrases that have been italicized for emphasis, a statement can be placed after the word/phrase in square brackets or after the quotation in parentheses. The statement may also be placed in the footnote/endnote. Original emphasis does not need to be noted.
The politician provided a set of options that “were <i>myopic</i> [emphasis added] and contradictory.” ¹
Despite the regulations, trade numbers “actually <i>rose</i> rather than <i>dropped</i> ” (emphasis added). ³
The politician provided a set of options that “were <i>myopic</i> and contradictory.” ¹
¹ International Crisis Group, “Abkhazia Today,” <i>Europe Report</i> , no. 176 (2006): 4 (emphasis added).
Quotations and translations
Short foreign language quotations are followed by the English translation in parentheses outside of the quotation marks. The quotations do not need to be italicized:
The poster stated in bright red letters: “más libertad, más comercio libre” (more liberty, more free trade). ¹³

Long foreign language quotations should be translated and the original quotation placed in a footnote/endnote. Unofficial translations should include a statement following the quotation in parentheses or in the footnote/endnote.
<p>Accordingly, “a fundamental characteristic of history is ignored, which includes its constant construction, its permanent reworking by new historiographic schools” (own translation).²</p> <p>² “Se ignora así una característica fundamental de la Historia que es su constante construcción, su reelaboración permanente por nuevas escuelas historiográficas.” Jose Calvo and Enric Llopis, eds., “El régimen de Franco en los libros de texto,” <i>Didáctica de las Ciencias Experimentales y Sociales</i>, no. 9 (1995): 81.</p>
<p>Accordingly, “a fundamental characteristic of history is ignored, which includes its constant construction, its permanent reworking by new historiographic schools.”²</p> <p>² “Se ignora así una característica fundamental de la Historia que es su constante construcción, su reelaboración permanente por nuevas escuelas historiográficas.” Jose Calvo and Enric Llopis, eds., “El régimen de Franco en los libros de texto,” <i>Didáctica de las Ciencias Experimentales y Sociales</i>, no. 9 (1995): 81 (own translation).</p>
Certain words/phrases within the English translation of the quotation deemed necessary to be in the original language should be placed in brackets. Inserted foreign language words/phrases do not need to be italicized:
Accordingly, “a fundamental characteristic of history is ignored, which includes its constant construction, its permanent reworking [reelaboración permanente] by new historiographic schools” (own translation). ²
Block quotations
Quotations longer than 60 words should be set apart from the main text and indented 1.5 cm from the left margin. The footnote/endnote should follow final punctuation.
<p>According to Karl Marx in the first section of <i>Capital</i> (1867):</p> <p>The wealth of those societies in which the capitalist mode of production prevails, presents itself as “an immense accumulation of commodities,” its unit being a single commodity. Our investigation must therefore begin with the analysis of a commodity. A commodity is, in the first place, an object outside us, a thing that by its properties satisfies human wants of some sort or another.⁴</p>
Dates
Date format
Use the American date format: Month Day, Year:
September 23, 1991
Do not use only numbers for dates:
09.23.91

Spans of dates	
Link with an en dash (not a hyphen):	
The Helsinki Summit (June 2–8, 1989) was the culmination of past endeavors.	
Spans of years	
Use a full year span:	
During the period 1990–1995, growth was considerable in the country.	
For consecutive years, use an en dash and two digits for the latter year:	
In 1978–79, political tension grew among the elite.	
Following the war in 2008–09, reconstruction began throughout the country.	
Decades	
Use an “s” without an apostrophe:	
1960s	In the 1980s, NGOs were considerably active.
Centuries	
Spell out centuries and use lowercase letters:	
twentieth century	
As an adjective, insert a hyphen:	
twentieth-century art	
Time abbreviations	
Use small caps for AD (or CE), positioned before the year, and BC (or BCE), positioned after the year:	
AD 375	200 BCE
<i>Figures</i>	
Numbers	
Spell out numbers up to ten unless in the case of using numbers greater than ten in the same sentence:	
There were six apples on the desk.	
The class included 24 students.	
There were 9 boys and 15 girls in the class.	
Spell out ordinal numbers:	
In the second research test, variables were re-evaluated.	
Use a comma separator with numbers over one thousand:	
4,000	1,567,344

Percentages	
When referring to statistical data, use numbers and percent instead of the sign %:	
65 percent	22.3 percent
Fractions	
Write out fractions in full unless in a list of statistics:	
Two-thirds of the people believed the media reports to be true.	
Use a hyphen in the noun, adverbial, and adjectival forms:	
two-thirds complete	a one-third increase
Currencies	
For currencies, both historical or contemporary, use names in lowercase without being italicized:	
Each soldier received an annual salary of 225 denarii.	
The funding for each group was 100 million US dollars and 58 million francs, respectively.	
For currencies used in tables, figures, or graphs, use three-letter abbreviations (refer to https://taxsummaries.pwc.com/glossary/currency-codes):	
GBP 3,300	CHF 55,000
Abbreviations and Acronyms	
Abbreviations	
Abbreviations are generally followed by a period:	
no. / nos.	vol. / vols.
ed. / eds.	para. / paras.
Acronyms	
No period after capitalized acronyms:	
ECHR	EU
UK	UNSC
US	WHO
Acronyms are always introduced when first mentioned in the text:	
The American Civil Liberties Union (ACLU) was founded in 1920. The ACLU initially focused on the freedom of speech.	
The center-right Conventia Democrata Romana (Democratic Convention of Romania, CDR) was founded in 1991. By the mid-1990s, the CDR had become a significant political force in the country.	

Colons, Commas, Dashes, and Parentheses and Brackets

Colons

Phrases or words following a colon are lowercase unless a proper noun:

The members of the government included the following: the president, cabinet ministers, and parliamentarians.

Commas

Use the serial comma in a list of items:

The flags of China, Norway, Spain, and the United Kingdom contain the color red.

Dashes

Use em dashes to enclose elements that need greater emphasis than with commas:

The adoption of a minority law—despite the questions regarding its implementation—was received favorably.

Use em dashes followed by a space for listings without numbering:

The committee included several members of staff:

- the president,
- the vice president,
- the secretary of defense,
- the secretary of the interior,
- the secretary of homeland security, and
- the secretary of state.

Parentheses and brackets

Use parentheses () to provide additional but nonessential information:

The planet closest to the sun (i.e., Mercury) has the most extreme temperature variations.

Use square brackets [] to provide information within parentheses:

The results were particularly interesting (see the Technical Lab Report [TLR] for further information).

Hyphens

Prefixes

Prefixes that do not exist as separate words must be joined to the following word either by being conjoined or hyphenated:

ex-president	self-aware
multiethnic	supranational
neoliberal	transborder
postcolonial	transnational

Hyphenated forms	
Second elements of the compound are capitalized when they are proper nouns:	
pan-European	anti-Maastricht
Compound adjectives:	
ten-year plan	eighteenth-century invention
Certain noun forms:	
power-sharing	decision-making
Do not use a hyphen in adverb + adjective combinations when the meaning is clear, especially with adverbs ending in ly:	
a highly appreciated negotiator	a quickly rising star
Italics	
Foreign words or phrases	
Italicize foreign words or phrases:	
<i>mezhdunarodniki</i>	<i>doitsu</i>
Provide a translation in parentheses following foreign words or phrases:	
The word used was not <i>une poêle</i> (frying pan) but <i>un poêle</i> (stove).	
As a consequence, <i>conseils de fortifications</i> (fortification councils) were established in the Lesser Antilles.	
Foreign words or phrases that have become a part of common English usage (i.e., can be found in a standard dictionary) do not need to be italicized:	
coup d'état	manga
Foreign proper names	
Do not italicize foreign proper names:	
École normale supérieure	Deutsche Nationalbibliothek
If a translation is provided, place in parentheses in title case capitalization (capitalize the first word and all other significant words) following the foreign proper name. Afterwards, only the translation should be used:	
The Deutscher Akademischer Austauschdienst (German Academic Exchange Service) offers scholarships for international students. The German Academic Exchange Service provides funding opportunities for research abroad.	
Latin expressions	
Do not italicize common Latin expressions:	
ad hoc	inter alia
de facto	de jure

Do not italicize abbreviations:	
e.g.	i.e.
Formats	
Events	
Use title case capitalization (capitalize the first word and all other significant words). When first mentioning a major event, provide the appropriate date in parentheses:	
The Peace of Westphalia (1648) brought an end to the Eighty Years' War (1568–1648).	
This process began in full in Brasília, during the 4th CPLP Heads of State and Government Summit (July 31–August 1, 2002).	
Legislation	
Use title case capitalization (capitalize the first word and all other significant words). When first mentioning a piece of legislation, provide the adoption, publication, entry into force, or ratification date in parentheses:	
The United Nations Charter (adopted October 24, 1945) officially founded the international organization.	
The International Covenant on Civil and Political Rights (signed December 16, 1966) obliges countries that have ratified the treaty to protect and preserve basic human rights.	
Publications	
Use title case capitalization (capitalize the first word and all other significant words). When first mentioning a publication, provide the publishing date in parentheses:	
In <i>The Influence of Seapower Upon History</i> (1890), ships are considered both sending and receiving actors.	
Names of persons	
When first mentioning a person, provide the full name. Afterwards, a short form can be used:	
The entitlement bestowed upon South Ossetia a limited cultural freedom, as prescribed by Joseph Stalin, who had split the Ossetian community. Stalin's policies set the stage for the struggles that would surface in the coming years.	
Names of authors	
When first mentioning an author, provide the full name. Afterwards, a short form can be used:	
This introductory statement from <i>Nationalism Reframed: Nationhood and the National Question in the New Europe</i> (2010), by Rogers Brubaker, expresses plainly the state of affairs that emerged during the end of the Cold War. To explain these restyled connections, Brubaker proposes a triadic relational nexus.	

Section III: Referencing

General	
Style	
The general referencing style follows <i>The Chicago Manual of Style</i> , 18th ed. Slight deviations have been implemented where deemed necessary and/or suitable.	
Author names	
Use full names (including the first name written in full), unless the author specifically uses initials:	
Verene Shepherd	W. E. B. Du Bois
Titles of books and articles	
Use title case style capitalization (capitalize the first word and all other significant words):	
<i>In Defence of the Homeland: Postcolonialism in the Republic of Georgia</i> “The Politics of Identity in Post-Soviet Abkhazia: Managing Diversity and Unresolved Conflict”	
Place of publication and publishers	
For books published since 1900, the place of publication is no longer required. The words <i>press</i> , <i>publishers</i> , <i>publishing</i> , etc. can be deleted except for university presses.	
Cambridge University Press	Polity
Barbara Fawcett and Brid Featherstone, eds., <i>Practice and Research in Social Work</i> (Routledge, 2000).	
For books published before 1900, the place of publication can be provided instead of the publisher.	
Oliver Goldsmith, <i>The Vicar of Wakefield</i> (Salisbury, 1766).	
Page numbers	
Link with an en dash and repeat the full numerals:	
124–135	337–398
For consecutive pages, use an en dash and two digits for the latter page:	
37–38	124–25
107–08	1335–36
Cross-references	
Cross-references	
When providing a cross-reference, use the numbered heading and place in parentheses:	
The rise to power of the counterrevolutionaries (see section 5.1) solidified the military’s control of the country.	
With the arguments made in academia (see chapter 2, this volume), much can be debated about a national resurgence.	

Notes

Notation

Notation can be either footnotes or endnotes.

Notation symbols use consecutive numbers and follow punctuation marks:

Despite the crisis, the legislature assured that “no emergency powers would be implemented.”⁴

Components and punctuation

A note generally lists the author, title, and publication facts, in that order. Elements within a note are separated by commas; the publication facts are enclosed in parentheses. All notes end with a period:

⁹Rachel Clogg, “Religion,” in *The Abkhazians*, ed. George Hewitt (St. Martin’s, 1998), 204–217.

Author/title short form

When repeating a source in a following footnote/endnote, use a short form of the title with the author’s last name: Author Last Name(s), Short Title, Page(s). A page reference must be included even if it is the same as the last-cited location.

⁹ Tom Trier, Hedvig Lohm, and David Szakonyi, *Under Siege: Interethnic Relations in Abkhazia* (Hurst & Co., 2010), 23.

¹⁰ Rachel Clogg, “Religion,” in *The Abkhazians*, ed. George Hewitt (St. Martin’s, 1998), 204–217.

¹¹ Trier, Lohm, and Szakonyi, *Under Siege*, 89.

Duplicate sources and the use of author-only references

When there is a consecutive reference to one preceding footnote/endnote, use the shortened citation. Where two or more shortened citations follow each other consecutively but all refer to the same source, the shortened title does not need to be repeated (author-only reference); however, where this is not the case (e.g., the references are not consecutive or one note cites more than one source), use the formal shortened citation (including the short title). The same rule applies for successive references to the same work within one note.

⁹ Bryson, *Short History*, 25.

¹⁰ Bryson, 30–32.

¹¹ Bryson, *Continent*, 112–13.

¹² Bryson, 433.

¹³ Bryson, *Short History*, 57.

¹⁴ Bryson, *Continent*, 240; Bryson, *Short History*, 4.

¹⁵ Bryson, *Short History*, 70.

¹⁶ Bryson, *Short History*, 70; Harari, *Sapiens*, 152.

¹⁴ Stuart Schwartz, ed., *Early Brazil: A Documentary Collection to 1700* (Cambridge University Press, 2010), 240. “The presence of slaves is essential to Brazil, and in no way can we operate without them” (Schwartz, 245).

More than one citation

For easier readability, citations can be consolidated into one footnote/endnote where appropriate. The citations must appear in the same order as the content to which they pertain. Each citation should be separated from the other by a semicolon:

- ⁷ Rachel Clogg, “Religion,” in *The Abkhazians*, ed. George Hewitt (St. Martin’s, 1998), 204–217; Viacheslav Chirikba, “An Abkhaz Perspective: Abkhazia after Kosovo,” *Russian Analytical Digest* 40 (2008): 14–16.

Introductory signals and explanatory statements

When drawing attention to a specific supportive source, use see:

- ³ See Katlijn Malfliet et al., *Minorities in Central and Eastern Europe: The Link Between Domestic Policy, Foreign Policy and European Integration* (Garant, 1998).
- ⁴ See, e.g., Stanislav Lak’oba, “History: 18th Century–1917,” in *The Abkhazians*, ed. George Hewitt (St. Martin’s, 1998), 72–73.

When drawing attention to a specific source that contradicts the argument, use cf.:

- ¹⁴ Cf. Barbara Fawcett and Brid Featherstone, eds., *Practice and Research in Social Work* (Routledge, 2000), 65–66.

When a note contains not only the source for the text but also related substantive information/commentary, the source comes first. A period usually separates the citation from the information/commentary.

- ² Tom Trier, Hedvig Lohm, and David Szakonyi, *Under Siege: Interethnic Relations in Abkhazia* (Hurst & Co., 2010), 23. According currently to the Georgian government, the regions making up Abkhazia and South Ossetia, despite de facto secession, are considered occupied territories (Trier, Lohm, and Szakonyi, 27).

Page ranges and specific pages

In notes, only the page numbers pertaining to that passage are given:

- ³ Rachel Clogg, “Religion,” in *The Abkhazians*, ed. George Hewitt (St. Martin’s, 1998), 210.
- ⁴ Stanislav Lak’oba, “History: 18th Century–1917,” in *The Abkhazians*, ed. George Hewitt (St. Martin’s, 1998), 72–73.

Secondary sources

When using secondary sources, provide both the original and secondary source:

- ¹² Stuart Schwartz, ed., *Early Brazil: A Documentary Collection to 1700* (Cambridge University Press, 2010), 245, quoted in Pepijn Brandon, “The Political Economy of Slavery in the Dutch Empire,” *Comparativ* 30, no. 5/6 (2021): 590.

Non-Latin-based sources

When utilizing sources based on non-Latin-based alphabets, transliterate the main title according to standard rules and provide an unofficial English translation. Translations follow the original titles in square brackets and title case capitalization (capitalize the first word and all other significant words):

- ¹⁶ Hui Wang, *Zhongguo sixiang de xiandai zhuanxing* [The Modern Transformation of Chinese Thought] (Sanlian Shudian, 2004).
- ¹⁷ Dmitrii Bykov, *ZhD* [Living Souls] (Zakharov, 2006).
- ¹⁸ Muḥammad ‘Ābid al-Jābirī. *Naḥwa ‘aql ‘arabī jadīd* [Toward a New Arab Reason] (Markaz Dirāsāt al-Waḥda al-‘Arabiyya, 1990).

Print Sources: Notes (N)

Books

Single author

N: Author, *Book* (Publisher, Year), Page(s).

N: Patrick Thornberry, *International Law and the Rights of Minorities* (Oxford University Press, 1991), 385.

Two to three authors

N: Authors, *Book* (Publisher, Year), Page(s).

N: Pieter van Dijk and Godefridus J. H. van Hoof, *Theory and Practice of the European Convention on Human Rights* (Kluwer Law International, 1998), 15.

N: William Garrett-Petts, James Hoffman, and Ginny Ratsoy, *Whose Culture Is It Anyway? Community Engagement in Small Cities* (New Star Books, 2014), 10–16.

More than three authors

N: First author et al., *Book* (Publisher, Year), Page(s).

N: Cecilia Enjuto-Rangel et al., *Transatlantic Studies: Latin America, Iberia, and Africa* (Liverpool University Press, 2019), 99–113.

Editor(s) in lieu of author(s)

N: Editor(s), ed./eds., *Book* (Publisher, Year), Page(s).

N: Barbara Fawcett and Brid Featherstone, eds., *Practice and Research in Social Work* (Routledge, 2000), 65–66.

Translator(s) in lieu of author(s)

N: Translator(s), trans., *Book* (Publisher, Year), Page(s).

N: Richmond Lattimore, trans., *The Iliad of Homer* (University of Chicago Press, 1951), 91–92.

Editor(s)/translator(s) in addition to author(s)
N: Author, <i>Book</i> [Official Translation], ed./trans. Editor(s)/Translator(s) (Publisher, Year), Page(s).
N: Gabriel Márquez, <i>El amor en los tiempos del cólera</i> [Love in the Time of Cholera], trans. Edith Grossman (Alfred A. Knopf, Inc., 1988), 242–255.
In subsequent citations, use the author and the original book title.
Corporate author
N: Corporate Author, <i>Book</i> (Publisher, Year), Page(s).
N: International Monetary Fund, <i>Surveys of African Economies</i> (International Monetary Fund, 1977), 27.
Volumes and editions
Volumes and editions are listed following the title of the book: N: Author(s), <i>Book</i> , volume and/or edition (Publisher, Year), Page(s).
N: David Lewis, <i>W. E. B. Dubois, 1919–1963: The Fight for Equality</i> , vol. 2 (H. Holt & Co., 1993).
N: John C. Jaeger, <i>Fundamentals of Rock Mechanics</i> , 3rd ed. (Chapman & Hall, 1979).
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