The Cambridge History of the Mongol Empire

Michal Biran and Kim Hodong, editors

Style sheet

1. <u>Delivery deadline for contributions:</u>

   For entries shorter than 10,000 words:

   Synopsis: 30 Sept. 2013.

   Complete draft: 30 Sept. 2014

   For entries larger than 10,000 words:

   Synopsis: 31 January 2014

   Complete draft: 31 January 2015

   Contributions to be submitted in MS Word file (font size 12, double

   spaced) and sent electronically to biranm@mail.hujil.ac.il and

   hdkim@snu.ac.kr

2. <u>Word count</u>:

   Contributors' word limits include notes, but do not include
bibliographies

3. Style

Text of the chapters is to follow US Style; notes and bibliography are to be uniform in the style noted below.

Fonts:

Use **Arial Unicode** for text and all kinds of characters and transcriptions

Transliterations:

Arabic and Persian: use the system of the *International Journal of Middle Eastern Studies* (see http://web.gc.cuny.edu/ijmes/docs/TransChart.pdf). Persian words will be transliterated as if they were Arabic. The only exception to the *IJMES* system is that the final ' o' is transliterated as–a (not –ah).

Chinese : Use the Pinyin system.

Russian: Use the Library of Congress system.

Mongolian: Use the system of N. Poppe's *Grammar of Written Mongolian* (Otto Harrassowitz, 1974), except for č, š, γ which should be replaced by ch, sh, gh. Use Q not Kh.

Other languages: Use the ALA system :
http://www.loc.gov/catdir/cpso/roman.html
(or let us know if you have another preferred system).

Dates

Spell out the names of centuries ('eighteenth century').
Use the form: January 1, 2007.
When using other calendars (Hijri, Chinese etc), please provide the Gregorian equivalent.

Numbers

Elide numbers consistently to the shortest pronounceable form (281–3, but 215–16); years should be elided in the text (1924–5) but given in full in titles, subtitles and chapter titles (1924–1925). Do not elide BC dates.

Write out numbers up to 100, except in a discussion that includes a mixture of numbers above and below this, in which case all of them should be in figures ('356 walkers overtook 72 others, as 6 fell back, exhausted'). Precise measurements, ages, money etc. (£3.54, 7 stone, 23.4 mm, 39 years) should be in figures. Use a comma in numbers with four or more digits (2,000, 11,000). Spell out large, general numbers: 'about a thousand years ago'.

Always refer to chapters of books using Arabic numerals, and to parts of books using Roman numerals: Chapter 6; Part III.

Notes and Bibliography

Note and Bibliography will be done according to The *Chicago Manual of Style* (the 16th ed.) http://www.chicagomanualofstyle.org/home.html (note that there is a 30 days free trial).
We are using the author-date system, but the references are given not in the text **but in the notes**, and there are a few modifications for using primary sources. Some examples are given below after the general instructions:

Notes

Please remember that all notes count *within* the contractual length-limit. The bibliography does *not* count within the contractual length-limit.

•   Contributors should keep their notes brief, giving source references (in the short-title form specified below) with as little additional matter as possible. Notes should be numbered throughout each chapter in an unbroken sequence (3a, as an

afterthought, is not acceptable). *Op. cit.*, *loc. cit.* and *idem* should not be used as forms of reference.

•   Notes will be typeset in the volume - and in each chapter- as **footnotes** (not at the end of the chapter or end of the book). Discursive notes should be avoided by incorporating the material into the main text where possible, or omitting it altogether.

•   Quotations should be kept to a minimum and lengthy quotations should be avoided. Quotations of *prose* passages from a foreign language should be given in English only, using either an established translation or a new one of your own.

Bibliography

•   Each chapter should be accompanied by a bibliography containing all of the sources cited in the text and notes, and any additional titles relevant to the topic which the contributor thinks ought to be included. It should aim to provide a useful reference guide to works relevant to the subject in question.

•   **Do not separate** the sources from the studies.

•   When there are two or more works by one author in the same year, distinguish them as, for example, 1988a, 1988b, etc.

•   **Chinese, Japanese and Korean script:** When you refer to sources or studies published in Chinese, Japanese or Korean, indicate in the bibliography the author's name and title (as well as Journal titles, editor's names and collected volume's names if applicable) in Latin script followed by its original Chinese, Japanese or Korean form. **Do not** include characters in the notes or in the chapter itself; they will be included, however, in the bibliography and index.

•   **Translation of titles**: In the bibliography, please give the translation (yours if necessary) of the title of works in any language **other than English, French, German, Russian, Persian and Arabic.**
For Example: Song Lian 宋濂. 1976. *Yuan shi* 元史 [The Official History of the Yuan], 15 vols. Beijing: Zhong hua shu ju.

•   Non-Gregorian calendar:In some case (esp. for books published in Iran), the date of publication may be given only according to the local calendar.

In this case, convert the date and take into consideration the first relevant year. For example 1362sh. (corresponding to 1983-4) should be indicated in the bibliography:

E.g. : Ḥamdallāh Mustawfī. 1983. *Tārīkh-i guzīda*. Edited ʿA. Nawāʾī. Tehran: Amīr Kabīr, 1362sh.

Note: Ḥamdallāh Mustawfī 1983, 22.

Examples:

BOOK WITH SINGLE AUTHOR

Note: Pollan 2006, 99–100

Bibliography: Pollan, Michael. 2006. *The Omnivore's Dilemma: A Natural History of Four Meals*. New York: Penguin.

• If you refer to several works of a same author, choose one or two distinctive elements of the title (rather than abbreviation) to differentiate them as follows:

Bib:

Ḥamdallāh Mustawfī, 1915. *Nuzhat al-qulūb*. Edited and translated Guy Le Strange. Leyden: Brill.

___ 1983. *Tārīkh-i guzīda*. Edited ʿA. Nawāʾī. Tehran: Amīr Kabīr, 1362sh.

Note: Ḥamdallāh Mustawfī, *Nuzhat* 1915, 47.

Ḥamdallāh Mustawfī, *Guzīda* 1983, 143.

BOOK WITH MULTIPLE AUTHORS

Note: Ward and Burns 2007, 52.

Bib: Ward, Geoffrey C., and Ken Burns. 2007. *The War: An Intimate History, 1941–1945*. New York: Knopf.

BOOK WITH AUTHOR PLUS TRANSLATOR

Note: García Márquez, tr. Grossman, 1988, 242–55.

Bib: García Márquez, Gabriel. 1988. *Love in the Time of Cholera*. Translated by
    Edith Grossman. London: Cape.

BOOK WITH AUTHOR PLUS EDITOR

Mention editor only if the book has several well-known editions:

Note: Rashīd al-Dīn, ed. Karīmī 1959, 2:715.

Bib: Rashīd al-Dīn, Faḍlallāh Abū al-Khayr. 1959. *Jāmi` al-tawārīkh*. Edited
    Bahman Karīmī. 2 vols. Tehran: Iqbāl, 1338sh.

but:

Note: Ḥamdallāh al-Mustawfī 1915, 132.

Bib: Ḥamdallāh al-Mustawfī. 1915. *Nuzhat al-qulūb*. Edited Guy Le Strange.
    Leyden: Brill.

CHAPTER IN AN EDITED BOOK

Note: Gould 1984, 310.

Bib: Gould, Glenn. 1984. "Streisand as Schwarzkopf." In *The Glenn Gould
    Reader*, edited by Tim Page, 308–11. New York: Vintage.

JOURNAL ARTICLE

Note: Blair 1977, 331–32

Bib: Blair, Walter. 1977. "Americanized Comic Braggarts." *Critical Inquiry* 4: 331–
    49.

MANUSCRIPT

Give full details in both notes and bibliography.

 Note:Rashīd al-Dīn, *Shu`āb-i panjāna*, MS Topkapi Sarai 2932, fol.1b.

Bib: Rashīd al-Dīn, Faḍlallāh. *Shu`āb-i panjāna*. MS Topkapi Sarai 2932.

ELECTRONIC RESOURCES:

For most electronic sources, Chicago recommends the addition of a URL or DOI
following the full facts of publication. We do not require this for journal articles
or books considered electronically.

To cite an undated online document in a reference list, use an access
date rather than *n.d.* (no date).

Note: Evanston Public Library 2008.

Bib: Evanston Public Library Board of Trustees. 2008. "Evanston Public
Library Strategic Plan, 2000–2010: A Decade of Outreach." Evanston
Public Library. Accessed July 19. http://www.epl.org/library/strategic-
plan-00.html.

For original content from online sources other than the types of formally
published documents, include as much of the following as can be determined:
the title or a description of the page, the author of the content (if any), the
owner or sponsor of the site, and a URL. Also include a publication date or
date of revision or modification; if no such date can be determined, include an
access date.

14. "WD2000: Visual Basic Macro to Assign Clipboard Text to a
String Variable," revision 1.3, Microsoft Help and Support, last modified
November 23, 2006, http://support.microsoft.com/kb/212730.

15. "Google Privacy Policy," last modified October 14, 2005,
accessed July 19, 2008,
http://www.google.com/intl/en/privacypolicy.html.

16. "McDonald's Happy Meal Toy Safety Facts," McDonald's
Corporation, accessed July 19, 2008,
http://www.mcdonalds.com/corp/about/factsheets.html.

17. Barack Obama's Facebook page, accessed July 19, 2008,
http://www.facebook.com/barackobama.

18. "Style Guide," *Wikipedia*, last modified July 18, 2008,
http://en.wikipedia.org/wiki/Style_guide.