*The Journal of Holocaust Research*
*(Formerly Known as Dapim: Studies on the Holocaust)*
**Style Sheet For Manuscript Submissions**

**How to Submit Your Article**

All submissions should follow *the Journal of Holocaust Research*'s house style and should not exceed 10,000 words (including footnotes).
*The Journal of Holocaust Research*'s style standard is *The Chicago Manual of Style*. Use *The Chicago Manual of Style,* 17th edition, as a general guide.

1. Software and page layout

   a. Manuscripts should be submitted as Microsoft Word files. If you use a different word processor, please convert the file to Word format before submission, and check to see that functions have been preserved (for example, embedded footnotes).

   b. Text, **including footnotes,** should be **double-spaced**, in 12-pt. type, on one side only (if submitted in hardcopy format), with one-inch margins, and should be aligned both right and left (justified text). All pages and footnotes should be numbered consecutively. Paragraphs should be indented using a tab stop, not with the automatic indent feature in the word processor. A regular double space should be used between paragraphs (one stroke of the "enter" key, not two).

   c. **Subtitles within an article should be in boldface in sentence case (words should not be capitalized except the first word and proper nouns).**

   Sub-subtitles should be in Roman (regular) font but underlined

   *Sub-sub-subtitles should be in italics*.

   The first sentence after a subtitle should not be indented.

2. Quotations, Notes, and References

   a. Quotations:

   If you quote an article, book, document, or other text originally written in English, you **must** provide the original English quote and citation.

   The same rule holds for quotes from articles, books, documents, or other texts not originally in English, but which have been translated into English or published in an English version—unless you feel that the existing translation is flawed or is inadequate for your specific use.

b. Footnotes:

Notes should appear as footnotes, at the bottom of each page, not as endnotes. Please use Word's footnote function to place the notes in the manuscript. Like the text, notes should be double-spaced, in 12-pt. type.

c. Books:

Author's full name, *complete title of book* (Place published [in English]: Publisher, year of publication), vol. #, pp. 12-34.
Example: Israel Gutman, *The Jews of Warsaw, 1939-1943* (Bloomington: Indiana University Press, 1983), pp. 120-123.
Note that the author's full first name must be given, not just an initial.
Note that the publisher must be given, not just the city of publication.
Subsequent references should use author's or editor's last name, and a shortened title. (Do not use "hereafter," followed by a shortened form of citation, except in very unusual cases.)
Example: Gutman, *Jews of Warsaw,* p. 150.

d. Article in book:

Author's full name, "Title of Article," in Name of Editor, (ed.), *Title of Book* (Place: Publisher, Year), pp. 145-156.
Example:
Dori Laub, "An Event without a Witness: Truth, Testimony and Survival," in Shoshana Felman and Dori Laub, (eds.), *Testimony: Crises of Witnessing in Literature, Psychoanalysis, and History* (New York: Routledge, 1992), pp. 75-92.
Subsequent references will be treated as described above for books.

e. Article in journal:

Author's full name, "Title of Article," *Title of Periodical*, vol., number (month/season, year): pp. 34-56.
Example: Deborah E. Lipstadt, "America and the Memory of the Holocaust, 1950-1965," *Modern Judaism*, vol. 16, no. 3 (October 1996): pp. 195-214.
Subsequent references will be treated as described above for books.
The titles of periodicals should be given in their original language, transliterated. Do not translate the names of periodicals.

f. Dissertation:

Author's full name, "Title of Dissertation," PhD diss., Name of University, City, Year, pp. 12-24.
Example: Zmira Heizner, "The Rhetoric of Trauma," PhD diss., Hebrew University, Jerusalem, 1994, pp. 12-24.

g. <u>Abbreviations</u>:

When the same work is cited in consecutive references, use Ibid. In the case of the same author with a different source, please repeat the name. **Do not use idem. or op. cit.** Abbreviations such as, ed., eds., et al., ibid., idem should be in roman, whereas [*sic*] is in italics.

h. <u>Books, articles, and other materials in foreign languages</u>:

The titles of sources in languages other than English are to be cited in the original language. If the language is written in a non-Latin alphabet, the title should be transliterated. Cyrillic languages should be transliterated according to the simplified Library of Congress system, which may be seen here
http://www.jstor.org/pss/20459415.
Yiddish should be transliterated according to the YIVO system,
http://www.yivoinstitute.org/yiddish/alefbeys_fr.htm.
Hebrew should be transliterated according to a simplified version of the Library of Congress system found at
http://www.loc.gov/catdir/cpso/romanization/hebrew.pdf (for more details see article 3e below).

i. <u>Archives</u>:

Authors must provide exact archival references: title-description, date, name of archive (abbreviation of archive) record group, file number, etc., according to the system and style used by the cited archive.
Example:
Testimony of Haim Schwartz, Yad Vashem Archives (YVA), O.3/46585; Letter from Himmler to Heydrich, April 3, 1942, YVA, O.41/4325.

"Vermerk über die Besprechung betr. Neuerteilung des Schulunterrichts an Juden am 1.12.1938" (n.d.), Bundesarchiv Berlin (BA), 49.01 RMWiss, No. 11787, fols. 100-103.

João de Lucena to the MNE on June 22, 1938, AMNE 2o. P. A-43, M-38.

j. <u>Dates</u>:

Dates should be written out in full in US style: April 3, 1942; abbreviate long months, e.g., Jan., Feb.

3. <u>Spelling and Punctuation</u>:

Use standard United States spelling and punctuation.

    a. <u>Quotation marks</u>:

Use double quotation marks for quotes, single quotation marks for quotes within quotes. **Never use single quotation marks unless they fall within double quotation marks.**

Double quotation marks should also be used when you wish to indicate that the literal meaning of the word is in question, for example in the sentence
      East Germany was a "democracy."
(meaning that it wasn't really a democracy), but please keep such uses to a bare minimum.

**Do not put quotation marks around the names of bodies, committees, institutions, etc.**

Double quotation marks are also used to mark the name of a journal or newspaper article or dissertation.

Periods and commas **always** appear before the closing quotation mark (see example above). Colons and semicolons **always** appear after the closing quotation mark.

Long quotations—five lines or more—should be set in a separate, indented block of type, without quotation marks, but still double-spaced. Generally, such quotes are followed by a new, indented paragraph.

Explanatory notes or clarifications inserted by the author within a quote should be in square brackets. There is no need to follow these with the author's initials.

    b. <u>Elision</u>:

If you omit part of a quotation within a sentence, use an ellipsis … to show that something has been omitted. If the omitted section runs to the end of a sentence or over more than one sentence, use a period and an ellipsis.…
If you resume a quotation in the middle of a sentence, capitalize the first letter and place it in brackets. **Do not use three dots inside brackets.**
Example:

    Four score and seven years ago our fathers brought forth on this continent a new nation … dedicated to the proposition that all men are created equal.

Now we are engaged in a great civil war.… We have come to dedicate a portion of that field, as a final resting place for those who here gave their lives that that nation might live. It is altogether fitting and proper that we should do this.

But, in a larger sense … [T]his nation, under God, shall have a new birth of freedom—and that government of the people, by the people, for the people, shall not perish from the earth.

c. <u>Dates</u>:

All dates should be given in this form: August 10, 2010. In the text of your article, please spell out the names of the months in full. In your footnotes, please use the standard abbreviations—e.g. Aug. 10, 2010.

c. <u>Numbers</u>**:**

Numbers from one to twenty should be spelled out. Numbers 21 and above should be given as digits.

Decades should be given as follows: 1950s, 1970s, 2000s.

d. <u>Concepts, terms, and titles</u>:

<u>In foreign languages</u>: These should be in italics, unless the word is well known and accepted in English. For example, *Gleichschaltung* goes in italics, blitzkrieg in roman. German SS and SA ranks should be given in German and in italics (e.g., *Sturmbannführer*). Accents and diacritics should be provided for all foreign words. If Word doesn't have a diacritic you need, please use the "comments" function to make a marginal note to this effect, with a reference to a web page where the name or word appears with the proper diacritic. Names of organizations in foreign languages will be given in roman (e.g., Reichsvertretung). German and other military ranks will be in English, in roman.

In the case of German titles and names, use the umlauted form: *führer*, not *fuehrer*. In Microsoft Word for PCs you can make an umlauted vowel in word this way: Ctl-Shift-semicolon, [vowel].

e. <u>Hebrew transliteration</u>:

Both het (ח) and heh (ה) are represented by h, both tet (ט) and tav (ת) by t, samech (ס) and sin by s. However, quf (ק) should be rendered by q and kaf (כ) by k, while khaf (כ) is rendered kh. Please distinguish between 'alef (א) using (') and 'ayin (ע) using (')—Note that this is a single rounded quotation mark, **not the accent sign** (ˋ). In places where it is necessary to distinguish between two syllables that might otherwise be read as a single consonant, insert an apostrophe—for example, hit'hil (instead of hithil). Please render tzadi (צ) as tz.

If you use Hebrew words, separate articles and prepositions with a hyphen. Example: *ha-'olam*. Hebrew words that are familiar to English readers (kibbutz, Torah) should not be italicized.

f. <u>English honorifics</u>:

The title "doctor" (Dr.) should be reserved for medical doctors. Do not refer to someone as a professor (Prof.). If it is important that his/her academic rank be noted, do it this way: "John Doe, professor of history at Oxford." The title Rabbi should be used where appropriate.

g. <u>Place names</u>:

Place names that are generally recognized in English should be given in their standard English spelling, without diacritics (e.g., Lodz). Small towns, villages, and regions that are not likely to be familiar to English readers should be given with diacritics (e.g., Radomyśl). For places with different names in different languages, please use the most common, placing the other(s) in parentheses when the place is first mentioned—example: Lvov (Lemberg). If a place's current name differs from the one used during World War II, please use the one used at that time, followed by its current name in parentheses when the place is first mentioned—example: Leningrad (St. Petersburg).

h. <u>Names</u>:

Names of persons should be given in full in the first reference (first and family names). Authors **must** provide this information. Private names should generally be spelled as the person him or herself chose to spell them. This is especially true in references, where the authors of books and articles must be referred to by the way their name appears in Latin letters on their publications and/or websites. Such spellings can usually be found easily by doing a simple Google search. **Note that this may mean that the same name gets spelled different ways when referring to different people.** Examples: Yitzhak Zuckerman, Itzhak Kugler. Exceptions: when names have several variants, use what seems to be the one most accepted in scholarly discourse. Example: Mordechai Anielewicz.

i. <u>Capitalization</u>:

The names of offices (e.g., king, president, minister of finance, pope) are not capitalized unless they immediately precede a name.
Example: The president of the United States; President Obama.

The names of government ministries and agencies should be capitalized:
Example: the Ministry of Finance.

Capitalize Left and Right when used as a noun (the Italian Left), otherwise lower case (left-wing).

In general, *The Chicago Manual of Style* advocates keeping capitalization to a minimum. **If in doubt, don't capitalize.**

j. <u>Special terms</u>:

The house spelling for antisemitism, antisemite, etc., is one word, not hyphenated, in lower case.

Use World War II (never "Second World War" or "World War Two").

Tel Aviv is **not** hyphenated.