Northeast African Studies
Detailed Style Guidelines

General Issues
In general, NEAS follows the Chicago Manual of Style, 15th edition. These guidelines address the most common style concerns and how to handle them, along with specific NEAS conventions. For further information, or when in doubt, please consult the Chicago Manual of Style, 15th edition, available at www.chicagomanualofstyle.org.

Formatting
▪ Double space all text, notes, and references
▪ Use one inch margins
▪ Align left all

Title Page
▪ Include article title (headline style capitalization (8.167), name, institutional affiliation (include location unless obvious in name)
▪ An abstract must be included on first page.

Spelling
▪ Follow American, not British, spelling (e.g., color, not colour) (7.5).
▪ Please consult www.merriam-webster.com; if more than one spelling offered in dictionary, use the first (7.1).

Symbols
▪ Ampersand (&): Always spell (except in acronyms that require it), whether in text, notes, or reference list
▪ Spell percent (do not use % symbol) (9.19), but you may use the % symbol in tables.

Punctuation
▪ Use serial commas (The flag is red, white, and blue, not The flag is red, white and blue).  
▪ Periods and apostrophes sit inside quotations marks (“The period sits inside the quotation mark.”). Colons and semicolons sit outside (I said to her, “Don’t sit outside”; she didn’t like that.)
▪ Hyphenated nouns: African American (no hyphen), whether as a noun or as an adjective. Use same style for Japanese American, Italian American, etc. (8.41-8.42)
▪ Possessives: Do add ’s after a name that ends with “s” to form possessive case (Jones’s, Sentinels’s, Jesus’s)
▪ Use periods with a space between each period; do not use the automatic “…” symbol.
▪ Follow Chicago’s three or four dot method of ellipses (11.57-61). Example: “The spirit of our American radicalism is destructive and aimless. . . . On the other side, the conservative party . . . is timid, and merely defensive of property.”

Initials and Personal Names
▪ Use periods after initials, with a space between. Example: L. M. Montgomery, M. F. K. Fisher. Do not use a space with U.S. (as in United States) (8.6).
▪ For people commonly known by their initials, use only initials with no spaces between (15.12). Example: JFK (John F. Kennedy), FDR (Franklin Delano Roosevelt)
▪ Do not use a comma between a person’s name and Jr. or II, etc. Example: John Smith Jr., John Smith IV
▪ BA, MA, PhD: Chicago 15th edition recommends omitting periods from degrees (15.21).

Compound Words, Prefixes, and Suffixes
▪ Follow Chicago hyphenation guide for compounds, combining forms, and prefixes (7.90); if still in doubt, consult http://merriam-webster.com.
▪ Use hyphenated compounds in headings
▪ Always capitalize the first element.
- Capitalize all subsequent elements except for articles, prepositions, coordinating conjunctions (and, but, for, or, nor).

<table>
<thead>
<tr>
<th>non</th>
<th>nonviolent</th>
<th>re</th>
<th>reelection, reexamine</th>
<th>-class (hyphen)</th>
</tr>
</thead>
<tbody>
<tr>
<td>multi</td>
<td>multifaceted</td>
<td>pre/post</td>
<td>prewar, postsuffrage</td>
<td>pan- (hyphen)</td>
</tr>
<tr>
<td>co</td>
<td>coauthor, coordinate; but co-opt</td>
<td>socio</td>
<td>socioeconmic, sociopolitical</td>
<td>self- (hyphen)</td>
</tr>
</tbody>
</table>

**Which and That**
- Use "which" with nonrestrictive clauses, "that" with restrictive clauses (5.202). If you can drop the clause and retain the meaning of the sentence, use “which”; if you cannot, use “that.”
  - A “which” clause sits inside commas; a “that” clause does not. Examples:
    - Globalization is presented as something that will take its course, and something from which everybody will benefit if national policies do not interfere.
    - Buster’s bulldog, which had one white ear, won best in show.
    - The dog that won best in show was Buster’s bulldog.

**Acronyms and Abbreviations**
- Set acronyms in all caps with no periods (YMCA, AFL-CIO, HMO).
- Spell the full name of an organization the first time, followed by the acronym in parentheses.
- With indefinite article: Choose appropriate article according to how acronym reads (15.9). Examples:
  - a NATO meeting; a YMCA event; an NFL team
  - an NAACP position; but a National Association for the Advancement . . .
- States and territories are usually abbreviated in references (15.29), but not in running text.

**Proper Nouns and Adjectives**
- Races: Lowercase —black and white (8.43).
- Geographic regions: Capitalize and do not hyphenate Central Africa, West Central Africa, etc. (7.90, 8.50)
- Academic fields: Lowercase except when one or more of the terms is a proper noun or adjective, e.g., U.S. history, English literature (8.91).
- Titles
  - Capitalize titles of books or periodicals (8.167, 17.50).
  - Hyphenated compounds in titles (8.170, partial exception to Chicago):
    - Always capitalize the first element
    - Capitalize all subsequent elements except for articles, prepositions, coordinating conjunctions (and, but, for, or, nor).
  - With foreign language titles, capitalize sentence style, according to the conventions of the language (17.64, 17.176). Separate a title from its subtitle with a colon, even if a period is used in the foreign language.
- Titles/Names/Ethnic Groups (8.21–35)
  - Capitalize civil, military, religious, and professional/official titles when they immediately precede a personal name and are thus used as part of the name. Examples: Queen Elizabeth, President Bush, Professor Ahmed (8.21)
  - Lowercase titles when they follow a name or are used in place of a name, or when they are in apposition before a personal name as a descriptive tag. Examples: the dāğgazmač, the ras, the queen, the sheikh, the emperor, etc. (8.21, 8.23)

**Place Names**
- United States: spell when used as a noun, abbreviate when used as an adjective. Examples: life in the United States; U.S. government
- United States’ is the possessive (15.34)
Addis Ababa, always capitalized
In references, states and territories are usually abbreviated (15.29), but not in running text.

**Dates**
- Day-month-year format; months always spelled (e.g., 10 October 2002)
- No punctuation when only month and year used: August 1945
- Follow author's preference with respect to AD/BC and CE/BCE dating systems. Use all caps, no periods, no spaces: 33 BCE, 107 AD. Note years early in the common era as CE or AD to disambiguate; those later in the common era can be left unmarked: 107 CE, 1964 (9.38).
- When referring to the Ethiopian/Eritrean calendar, include the abbreviation AM.

**Centuries and Decades**
- Spell references to particular centuries (the twentieth century, eighteenth-century history).
- Decades are expressed as the 1880s and 1890s (not 1880s and '90s) (9.37) No apostrophe before "s" in specifying a decade
- Do not use numerals to express the first two decades of a century (not 1910s or 1900s) (9.37). Instead, use the following:
  - The first decade of the nineteenth century
  - The years 1800–1809
  - The years 1910–19
- With dynasties, spell if 100 or less (9.50): Twenty-Sixth Dynasty (all cap in heading)

**Numbers**
- Spell numbers one through ten; use numerals for 11 and above.
- Use numerals for lower numbers grouped with numbers 11 and above. Example: From 6 to 12 hours of sleep
- Use numerals for large round figures. Example: 100, 2,000. However, spell centuries. Example: the twentieth century.
- Numbers in the title of a work should remain as given, unless there is a special reason to change them for consistency (17.52).
- Very large numbers can be expressed in numerals followed by million, etc., e.g., 2.3 million, 4 billion (9.10).
- Never begin a sentence with a numeral—spell or recast sentence. Example: Twenty-seven percent of the cost was guaranteed. (9.5)
- Use commas in large numerals, except for page #s (e.g., 1,192 men; 2,394,014 people).
- Use arabic (not roman) numerals for chapters, parts, volumes, etc.: chapter 1, vol. 2, part 1.
- Inclusive numbers should be presented as follows:
  - 167–72, not from 167–72
  - from 167 to 172
  - between 167 and 172
  - 1898–1903, not from 1898–1903
  - from 1898 to 1903
- Provide inclusive page numbers in references (9.64). See below:

<table>
<thead>
<tr>
<th>1st #</th>
<th>2nd #</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;100</td>
<td>Use all digits</td>
<td>3–10, 71–72, 96–117</td>
</tr>
<tr>
<td>100 or multiple of 100</td>
<td>Use all digits</td>
<td>100–104, 600–613, 1100–1123</td>
</tr>
<tr>
<td>101 through 109 (in multiples of 100)</td>
<td>Use changed part only, omit unneeded zeros</td>
<td>107–8, 1002–6, 505–17</td>
</tr>
<tr>
<td>110 through 199 (in multiples of 100)</td>
<td>Use two digits, more if needed</td>
<td>321–25, 415–532, 1536–38, 1496–504, 11564–78, 13792-803</td>
</tr>
</tbody>
</table>
Acknowledgements
- Articles should include acknowledgments, if any, in an unnumbered note at the beginning of the endnotes.

Foreign Words: General Guidelines
If there is an English word for a foreign term, use it. Foreign terms not found in a standard dictionary (http://www.merriam-webster.com/) should be italicized and fully transliterated with the appropriate system (see below). However, italicization and transliteration are not necessary with foreign words found in a standard dictionary, the names of heads of state and similarly well-known individuals, and well-known foreign organizations (e.g., Hamas). Foreign titles should be italicized and transliterated (i.e., ḏağıağżaçač), unless they can be found in a standard dictionary (e.g., sheikh). Use italics for foreign currencies. Foreign language quotations, long or short, should not be italicized but should be enclosed in quotation marks.

Transliteration of Specific Languages
- For languages using the Ethiopic (fidäl) script, please follow the system employed by Encyclopaedia Aethiopica:

| a) | The consonants |
|----------------|
| ṣ h | ṣ s | ṣ ẓ | ṣ k | ᴿ d | ᴿ s | ᴿ k |
| ṫ l | ṫ s | ṫ ẓ | ṫ k | ᴿ d | ᴿ s | ᴿ k |
| Ṯ h | Ṯ q | Ṯ ẓ | Ṯ k | ᴿ d | ᴿ s | ᴿ k |
| ˁ m | ˁ q | ˁ Ṯ | ˁ k | ᴿ d | ᴿ s | ᴿ k |
| ꠬ ṭ | ꠬ ṭ | ꠬ ṭ | ꠬ ṭ | ᴿ d | ᴿ s | ᴿ k |

| b) | The vowels |
|----------------|
| 1. | 2. | 3. | 4. | 5. | 6. | 7. |
| ä | u | i | a | e | ə or ə́ or vowel | o |
| ṣ = bā | ṣ = bu | ṣ = bi | ṣ = ba | ṣ = be | ṣ = b, ḇ | ṣ = bo |

- Transliteration from Arabic, Persian and Turkish should follow the system established by the International Journal of Middle Eastern Studies:

<table>
<thead>
<tr>
<th>Consonants</th>
</tr>
</thead>
<tbody>
<tr>
<td>A = Arabic, P = Persian, OT = Ottoman Turkish, MT = Modern Turkish</td>
</tr>
<tr>
<td>A</td>
</tr>
<tr>
<td>ḫ</td>
</tr>
<tr>
<td>ḫ</td>
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<td>ḫ</td>
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<td>ḫ</td>
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<td>ḫ</td>
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<tr>
<td>ḫ</td>
</tr>
</tbody>
</table>

Vowels

<table>
<thead>
<tr>
<th>ARABIC AND PERSIAN</th>
<th>OTTOMAN AND MODERN TURKISH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long 1 or ä</td>
<td>ä</td>
</tr>
<tr>
<td>ä</td>
<td>ü</td>
</tr>
<tr>
<td>i</td>
<td>i</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Doubled</th>
</tr>
</thead>
<tbody>
<tr>
<td>ä = iy (final form i)</td>
</tr>
<tr>
<td>ä = ew (final form ü)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Diphthongs</th>
</tr>
</thead>
<tbody>
<tr>
<td>è = au or aw</td>
</tr>
<tr>
<td>æ = a or ay</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Short</th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
</tr>
<tr>
<td>ü</td>
</tr>
<tr>
<td>i</td>
</tr>
</tbody>
</table>

For Ottoman Turkish, authors may either transliterate or use the modern Turkish orthography.

- Oromo orthography should follow the Qubee standard.
• Somali orthography should follow the 1972 national standard, except in the case of personal names. These can be anglicized for clarity (e.g., “Ali” rather than “Cali,” and “Abdi” rather than “Cabdi”). In addition, the word Somali should be spelled according standard English usage (not Soomaali).

• For Epigraphic/Ancient South Arabian, Cushitic, Omotic, and Nilo-Saharan languages, please follow the guidelines established by Encyclopaedia Aethiopica. For more details, see http://www1.uni-hamburg.de/EAE/.

References: General Guidelines
NEAS uses endnotes and Chicago Style exclusively. If your article uses the author-date system, please convert your references to Endnotes prior to submission for production.

■ With more than three authors or editors, use the first author’s or editor’s name followed by et al. with no intervening punctuation (e.g., Charlotte Marcus et al.); otherwise include all names. Do not use ampersand.

■ Use arabic numerals for volume, page number, chapter, or other parts of a book or periodical (even when roman numerals were used in the original publication) except for the preliminary pages of a book, which are set in lower case roman numerals

■ Do not use “p.” or “pp.” for page numbers, unless confusion would result (e.g., necessary to distinguish from a series or other number when item is cited from a manuscript collection).

■ References cited in earlier notes can be shortened to cite only information needed to help reader easily identify same work, e.g., author last name, title of work, number. Very long titles can be shortened if work still clearly identified. Examples of full references (initial):


Examples of shortened references (subsequent):


Books
Order of information: Author; Title; Editor, compiler or translator; Edition, if not the first; Volume, if a single volume is cited out of a multivolume work; Title of individual volume, if applicable; Series title, if applicable; Facts of publication (city, publisher, date); Page #s (17.17). Citing Multiple Editors: Multiple editors (no author): use abbreviation “eds.” Multiple editors (with author): use abbreviation “ed.” See specific examples below.

Standard Book

Editor, translator, or compiler without an author (17.41)

Editor, translator, or compiler with an author (17.42)

Edition other than the first (17.79)

• Note abbreviations for editions: rev. (revised), 2nd (second), 3rd (third)

Article in a book edited by someone else

Multivolume works


Edward Banicek, A History of India (Philadelphia: Ross and Kittredge, 1988), 2:345. (if citing a particular volume without a separate title, in this example vol. 2) (17.85)

Dissertations or Theses (17.214)

Periodicals
Order of information: Author, Title of periodical, Vol. #, Issue #, Date, Page #. In English-language newspapers, omit “The,” if any, in titles. Retain its equivalent in foreign language newspapers (e.g., Le Monde). In text, lowercase “the” and set in roman type (“He reads the New York Times every morning.”). This rule applies to magazines and journals, too

Journal

Popular Magazines

Newspapers

Correspondence and Manuscript Materials
In general, begin with specific item cited followed by all relevant information (date, type of item if not a letter, name of collection, and its location:

George Creel to Colonel House, 25 September 1918, Edward M. House Papers, Yale University Library.

Burton to Charles Merriam, telegram, 26 January 1923, Charles E. Merriam Papers, University of Chicago Library.

• With Economist country reports, place country after colon in title (decided with copyeditor after Vol. 9:1) e.g., Country Report: Sudan

Interviews
Order of information: Name of person interviewed; the words —interview by‖ followed by name of interviewer or simply —the author‖ if author conducted interview; the medium (if any) in which the interview appeared, e.g. book, journal, radio or TV program, etc.; editor or translator, if any; facts of publication, repository, or other information required to locate source.


• References to interviews that have not been published or broadcast should include name of interviewee; name of interviewer; medium used (e.g., tape recording, telephone
interview); place of interview; date of interview; repository (if applicable). Example: Merle A. Roemer, interview by author, tape recording, Millington, MD, 26 July 1973.

- Shortened form for subsequent reference: Singer, “Interview,” 94. (if published); Roemer, interview. (if unpublished)

**Internet References**

Used for a specific item cited that is located on the web. A general URL (homepage for an organization) can be given in text. Format URLs in *italics*; do *not* enclose in angle brackets (< >). URL should *NOT* be hyperlinked—this causes text to drop out in typesetting. Include URL Access Date (last date you accessed website. Avoid breaking URLs or email addresses wherever possible. Never use a hyphen to denote a line break; hyphens that are part of a URL or email address should not appear at the end of a line. If it is necessary to break a URL, the period should appear on the new line, never at the end of the line above. Line breaks can be made after: a double slash (/ /) or single slash ( / ) Line breaks can be made before: a tilde (~), period, comma, hyphen, underline (_), question mark, number sign, or percent symbol Line breaks can be made before or after: an equal sign or an ampersand (&).


Citation in text: “By 1990 he had become director of his own small think tank, the Philadelphia-based Middle East Forum (http://www.meforum.org).”

**Supplemental Reference Lists**

Only for additional works not directly cited in article for readers’ reference—works cited throughout the article must be included in endnotes format. Arrange alphabetically by first author’s last name; if no author or editor, then by title or keyword readers are most likely to seek (16.93); subsequent authors’ names are not inverted, e.g. Smith, John; Susan Brown; and Jane Jones. Single-author entry comes before a multiauthor entry beginning with same name (16.101). List all works by same author or editor together in chronological order (earliest first) (16.103). Two or more works by same author(s) published in same year differentiated by roman numeral, e.g., Smith 1993a, Smith 1993b. Alphabetize in reference list by title (16.105). Separate names of multiple authors by semicolons, not commas. Repeated authors: use 3-em dash for subsequent listing by same author or editor. Note: these author(s)/editor(s) must be *exactly* the same (16.103)


An entry by Cortázar and another author would follow these entries, even if published earlier.

**Standard book reference**


Brecher, Jeremy; Tim Costello; and Brendan Smith. 2002.

Only first author’s name inverted; separate names by semicolons. Use two-digit state abbreviation for state of publication when city is not well known.

Editor, compiler, or translator (17.69–17.70)
Include all editors’, compilers’, or translators’ names, whether or not author’s name is given.

Wang, Jen Yu; and Gerald L. Berger, eds. 1962. Bibliography of Agricultural Meteorology . . .


Article in a book edited by someone else (17.69)


Editions


Multivolume works 17.83–89


Book in a series (17.90)


Books forthcoming or in press (16.57)


Journal

Newspaper (17.188–198)
Newspaper citations can usually be cited in running text, so do not need to be included in reference list (e.g., “An editorial in
the Philadelphia Inquirer, 30 July 1990, took the position that…” Should circumstances require citation to be included in references, follow these examples:


**Popular Magazines (17.182–86)**


**Theses & Dissertations (17.214)**

**Papers Presented at Meetings (17.215)**


**One manuscript from a collection cited**
Cite item under its own name and date: