

Itinerario – International Journal on the History of European Expansion and Global Interaction

Authors submitting work to *Itinerario* are advised to follow these guidelines as closely as possible to minimise editorial changes to their work and thus minimise the chance of introducing errors inadvertently into your writing. The guidelines are based on and are similar to the recommendations found in the internationally known and respected *Chicago Manual of Style*, 15th edition, and readers are encouraged to refer to that work should they require clarification. Likewise, they can always address any particular questions to the editors at Itinerario@hum.leidenuniv.nl.

Spelling

Itinerario follows British rather than U.S. spelling rules: harbour, not harbor; grey, not gray. Authors using Microsoft Word can help themselves (and the editors) by setting the “language” preference to “English (UK)”.

Spell out numbers below one hundred, multiples of a hundred, a thousand, a hundred thousand or a million, and any number beginning a sentence. For other numbers—654, 1,283, 167,000—numerals are used. *Itinerario* style use commas to separate hundreds, thousands, and so on, and periods between whole and decimal numbers: 1,987.65.

Punctuation

In keeping with U.S. usage, double inverted commas are used for quotations and for titles of articles and book chapters. Quotations within quotations are indicated by single quotation marks. Periods and commas precede closing quotation marks, whether double or single.

Manuscript preparation

Authors are asked to submit their manuscripts in the following format:

Font: Times or Times New Roman; 12 pt; double-spaced

Alignment: flush left; first line indented one tab (1.27 cm or 1/2-inch)

Fonts: Roman, Italics, and Bold

Section heads should be set **bold**.

Italics are used for titles of books, foreign words and names of ships. When a word that would normally be set in italics occurs in the title of a book, set it in roman (reverse italics):

Gleicher, David. *The Rescue of the Third Class on the Titanic: A Revisionist History*. St. John's, Newfoundland: International Maritime Economic History Association, 2006.

Capitalisation of titles

English-language books, articles and journal titles are capitalised following the “headline” style: the first and last words of the titles are capitalised, as is the first word of a subtitle (following a colon) and all other words except articles, prepositions, *to* used as part of an infinitive, and coordinating conjunctions. The following are always lower-case (except in the first position): *the*, *a*, *an*, *and*, *but*, *for*, *or* and *nor*.

Foreign-language titles are rendered “sentence style”—that is only the initial word and proper names are capitalised.

Abbreviations

The following abbreviations should be used in the notes and bibliography. Plurals are formed by adding an ~s except as indicated.

appendix	app.	ibid.	ibidem
book	bk.	note(s)	n. (nn.)
circa	ca.	number	no.
chapter	chap.	page(s)	p. (pp.)
compiler/~ed by	comp.	part	pt.
editor/~ed by	ed.	section	sec.
et alii (and others)	et al.	translator/~ed by	trans. (no plural)
figure	fig.	volume	vol.
folio	fol.		

Note that none of these abbreviations is set in italic.

Commonly recognised abbreviations for institutions and publications may be used in the notes and bibliography provided that a comprehensive list of abbreviations is provided at the start of the bibliography. These should be limited to abbreviations that are reasonably well known in the field—CO (Colonial Office), PRO (Public Record Office), JESHO (*Journal of the Economic and Social History of the Orient*), and so on.

Commonly recognised and not easily confused abbreviations for journals—for instance *JESHO* and *JMBRAS*—may be used in the bibliography provided that the author spells these out in the list of abbreviations, where they should be italicised.

Bibliography

In general the style followed is that found in the *Chicago Manual of Style* for humanities citations. In the bibliography, the surname of the author or editor precedes the first name when there is one author. When there is more than one author/editor, only the first name is inverted. If there are more than three authors/editors, give only the first name followed by a comma and et al. (set in roman).

List only the major and relevant place of publication: Lanham, Md.: University Press of America. Not: Lanham, Md., New York, Oxford: University Press of America.

When indicating U.S. states, use the spell out or use the standard abbreviation (Cap/lc, with periods), not the two letter postal abbreviation: Ala. (not AL) for Alabama,

Bibliography—book by single author:

Adas, M. *Machines as the Measure of Men: Science, Technology, and Ideologies of Western Dominance*. Ithaca: Cornell University Press, 1989.

Indicate the number of volumes in a single-title multivolume work following the title or, in the case of a work that has both author and editor, after the editor's name.

Goitein, S.D. *A Mediterranean Society: The Jewish Communities of the World as Portrayed in the Documents of the Cairo Geniza*. 6 vols. Berkeley: University of California Press, 1983-99.

Bibliography—chapter in a book:

Elisonas, Jurgis. "The Inseparable Trinity: Japan's Relations with China and Korea." In *The Cambridge History of Japan*, vol. 4, *Early Modern Japan*, edited by John Whitney Hall, 235-300. Cambridge: Cambridge University Press, 1991.

In this case, spell out edited by. If the chapter is from a multi-volume work, indicate the volume number in Arabic, not Roman, numerals, followed by a comma. If there is no volume number, simply give the page(s). Do not use p. or pp.

If a work is published in more than one volume but these are not titled individually, indicate the volume and pages as follows:

O'Connor, David. "The Social and Economic Organization of Ancient Egyptian Temples." In *Civilizations of the Ancient Near East*, edited by Jack M. Sasson, et al., vol. 1: 319-22. New York: Charles Scribner's Sons, 1995.

Bibliography: Journal article

Kuitenbrouwer, M. "Het imperialisme-debat in de Nederlandse geschiedschrijving." *Bijdragen en mededelingen betreffende de geschiedenis der Nederlanden* 113:1 (1998): 56-73.

Issue numbers are not absolutely necessary, but when included they should be separated from the volume number with a colon and no space.

For information on pagination, see below.

Endnotes

Itinerario publishes notes at the end of articles. To conserve space and preserve readability, use short-form references only in the notes: the author's last name, a short version of the title (if the full title is long), and the page number(s). NB: this is a divergence from the *Chicago Manual of Style* which advises the use of a first full reference, but in *Itinerario* the endnotes immediately follow the bibliography, which makes for easy access to the full publishing data given there. For example:

Adas, *Machines as the Measure of Men*, 37-41.

Elisonas, "Inseparable Trinity," 235-6.

Goitein, *Mediterranean Society*, vol. 3, 45.

Kuitenbrouwer, M. "Het imperialisme-debat," 62-4.

O'Connor, "Social and Economic Organization," 322.

When referring to inclusive pages, include in the second number only the changed part of the first (e.g., 10-2 instead of 10-12, 335-46 instead of 335-346, 52000-1 instead of 52000-52001). NB: this is a divergence from the *Chicago Manual of Style*, which advocates a more complex system for abbreviating the second number.

Ibid. and idem

Ibid. (short for *ibidem*, "the same", set roman) refers to the single work cited in the note immediately preceding. It should not be used if more than one work is cited in the preceding note. It takes the place of the author's name, the title of the book, and as much of the succeeding material as is identical, including volume and page number(s):

495. Kannangara, *History of the Ceylon Civil Service*, 56.
496. *Ibid.*, 69.
497. *Ibid.*
498. Mottau, *Summary of Despatches*, 8 February 1805.
499. *Ibid.*, 1 January 1804, 5 October 1804.
500. Kannangara, *History of the Ceylon Civil Service*, 69.

Idem (set roman) can be used in place of an author's name when successive references to works by the same author are made within a single note, but in general it is preferable to repeat the author's last name.

See

When directing the reader to another source either to provide confirmation or to provide an alternative perspective, use *see* (set roman), qualified by "for a contrary point of view" or other appropriate language.

References to unpublished material

When referencing unpublished material, care should be taken that the reader be able to retrieve and check the material and that the reader be aware of the nature of the material. The depository (archive, library etc.) should be clearly indicated (by an abbreviation if used more than once) at the head of the reference, as should be the collection and serial or inventory number of the material at the end of the reference. If the matter has a title, the title must be given in inverted commas, followed by an indication of the nature of the material in brackets (which is, however, not necessary when the nature of the matter is explained in the main text). If the material has no title, another indication of the nature of the matter may be given (letter, speech etc.), preferably with a date.

Examples:

Untitled document in endnote:

NA, Letter Masulipatam to Batavia 23 March 1676, VOC 1320: 666v.

or, if it is not clear from the main text what *Masulipatam* and *Batavia* signify:

NA, Letter Masulipatam factors to Governor General and Council at Batavia, 23 March 1676, VOC 1320: 666v.

Titled document in endnote:

OIOC, "The Annals of Condaved" (Translation ca. 1800 of original ca. 1735), Mss Eur, The Mackenzie general and miscellaneous collections 7: 47-109.

In the bibliography only a list of depositories and their relevant collections is given, and their abbreviations made intelligible, e.g.:

National Archives, The Hague (NA):

- Archives of the Verenigde Oostindische Compagnie, the Dutch East India Company (VOC).

Oriental and India Office Collections, British Library, London (OIOC):

- The Mackenzie general and miscellaneous collections.
- Records of the factories of the English East India Company (Factory Records).

or:

NA = National Archives, The Hague:

- VOC = the archives of the Verenigde Oostindische Compagnie, the Dutch East India Company.

OIOC = Oriental and India Office Collections, British Library, London:

- The Mackenzie general and miscellaneous collections.
- Factory Records = records of the factories of the English East India Company.

If a particular manuscript is referred to numerous times, one may use the following form:

Endnote

OIOC, "The Annals of Condaved," 53.

Bibliography:

OIOC = Oriental and India Office Collections, British Library, London

"The Annals of Condaved" (translation ca. 1800 of original ca. 1735). Mss Eur, The Mackenzie general and miscellaneous collections 7: fols. 47-109.