

CBS Author Guidelines

The following general points are intended to serve as general guidelines for authors.

They specifically address issues and problems arising from translation and copyediting and are designed to expedite a swifter and smoother transition from manuscript to finished book.

General

- In questions of style not referred to in this guideline, CBS follows the *Chicago Manual of Style*, 16th ed. for style and *Webster's Third New International Dictionary* and its chief abridgment, *Merriam-Webster's Collegiate Dictionary* for spelling and usage.
- As a basic rule, the CBS follows the norms established by Euskaltzaindia (The Academy of the Basque Language) in place names. On first citation, relevant equivalents are given in French or Spanish. See <http://www.euskaltzaindia.net/eoda/toponimia> for guidelines.
- For Basque/English questions, please see <http://www1.euskadi.net/morris/dictionary.htm> or contact the publication's coordinator.
- Any and all questions can be made to the managing editor (and they are encouraged!), Daniel Montero: (775) 682-5587; dmontero@unr.edu.

Design

The lengths of manuscripts should be regulated from the outset to avoid overly lengthy submissions.

— Occasional Papers Series and Conference Papers Series
1,120,000 maximum characters (with spaces) per manuscript for these collections

— The Basque Diaspora y Migration Studies Series
960,000 maximum characters (with spaces) per manuscript for this collection

— Basque Classics Series
768,000 maximum characters (with spaces) per manuscript for this collection

— Basque Literature Series
576,000 maximum characters (with spaces) per manuscript for this collection

Authors can check these specifications by formatting their manuscripts in one word document, then clicking on 'tools' and then 'word count' (click 'include footnotes and endnotes' box) to see the total number of characters in the document.

The Chain of Production

It is important to emphasize to authors unfamiliar with American academic publishing norms that even though their manuscripts have been accepted for publication, they will still be expected, more than likely, to make significant amendments. In short, their work is not over.

In particular, their first contact will be the **series editor**, who may ask for some basic modifications at the outset, usually these will have been asked for by a **peer reviewer**. Then they may correspond with a **translator**, who should endeavor to work with the author in question as closely as possible. The translated book will then be edited by a **copyeditor**. It is worth emphasizing the role of copyeditors as they may be unfamiliar to many European authors. In short, copyeditors may suggest significant alterations to the original manuscript. This is the last stage where significant modifications can be made. Thereafter, the book will be sent for layout to a **book designer**. At this stage, minor changes may be incorporated. Finally, the book will be read by a **proofreader**.

Style

CBS uses American English and American punctuation in all instances. This includes spelling of many of words and punctuation variants such as the comma before quotation marks. If you have any doubts please contact managing editor.

Authors should be aware that the CBS follows the guidelines established by *The Chicago Manual of Style*—in other words, that the rules followed by editors, translators and copyeditors obey already established norms, accessible in one publication.

As a general rule, and addressing those points that most hinder the aforementioned chain of production, we might highlight the following norms:

- All quotations originally in English or with an accepted and general English translation should be provided in English, even if they were taken from a Spanish translation or original of the same text.
- Except in certain cases (Shakespeare, Cervantes, Gandhi, etc.), all references to people (whether authors cited or names invoked in the narrative) should include full names and surnames at their first mention.
- Authors should remember that English-speaking readers might not be entirely familiar with certain terms or places cited. All places, outside the Basque Country, should be located in a province or region, for example.
- Avoid the use of "etc.," "e.g.," and the like. Try and be precise when making lists.

Citation

Your work MUST include A FULL BIBLIOGRAPHY with all relevant page numbers, sections, etc. cited.

Providing accurate information of ideas taken from other works is essential to facilitating a smooth transition in both the translation and copyediting phases. As a general rule, if in doubt, cite everything.

If the idea borrowed from another author is very general, it is enough to cite the book or article in question. For example, if you want to mention that there is an idea of “imagined communities,” it is enough to cite, for example, Benedict Anderson’s *Imagined Communities*.

However, if the idea invoked forms just part of another work (which is almost always the case) then one should be more specific. For example, if an author wants to say that, according to Anderson, nations could only be imagined once the power of the church declined, then a chapter or page number must be cited.

Author

The full name of all authors must be cited, together with (if applicable and if possible) those of translators, editors, etc. of a cited work, when this work is first mentioned within the text (in a footnote or endnote).

Title

The title of a book or article must be cited in full (main heading plus subheading if applicable) when this work is first mentioned within the text (in a footnote or endnote). The same rule applies to journals, magazines, newspapers, and other types of publications.

Web Sources

There are two kinds of web sources:

Articles on the web with an accepted publisher and date of publication (these often are, for example, pdf copies of journal articles). In this case, they should be cited as any other publication, but with the URL provided.

General web sources (a blog entry, Wikipedia, product or other websites with no fixed publication date) should provide preferably the last time the website **was modified**, which allows the reader to be able to judge at least partially the timeframe of document creation. Failing this, the author may provide the day that he or she accessed the website, which is of limited use to the reader.

Citation within the Text

Following the most recent *Chicago Manual of Style* guidelines, the Center for Basque Studies Press now encourages shortened citations of relevant journal, book, and other scholarly

material in all cases with a full bibliography. The relevant language is from *Chicago Manual of Style* 14.14 and reads, "If the bibliography includes all works cited in the notes, the notes need not duplicate the source information in full because readers can consult the bibliography for publication details and other information."

However, the most important thing is your citation is its accuracy, with the general facts of publication provided. Please work with the forms below, but the exact form is less important that accurate and complete **information**: in the **Bibliography**: author, title, date, place of publication, and page numbers. In the **Notes**: author last name and other identifier if last name is repeated, shortened title citation, page number or other text locator.

Citations should be done with **numbered footnotes** and a **full bibliography** at the end of the book or chapter. These are absolutely essential and bibliographic errors are the most common reason for delay of publication.

Footnote Examples

A first footnote citation might be as follows:

37. Schama, *Dead Certainties*, 56.

Some variations on this include:

12. Parsons, "Fiesta Culture in Madrid Posters," 181.

14. Aretxaga, "Terror as Thrill," 145.

4. Michael McDonald, "Traffic Chaos Predicted," *The Province* (Vancouver), September 23, 1991*

***Topical references such as passing mention of newspaper articles and articles in popular press continue to need full citation and need not be included in the bibliography. However, please err on the side of caution and consideration of how a reader will be likely to want to engage with your information.**

Other full citations: Websites and nonspecifically citable web articles, interviews (if not included in the Bibliography), audio and visual materials, and the like.

Bibliography

All cited work should be included in the bibliography. It is the author's responsibility to check this. For articles in journals, the page span of the entire article should be mentioned.

Bibliography Examples

Aretxaga, Begoña. "Terror as Thrill: First Thoughts on the 'War on Terrorism'." *Anthropological Quarterly* 75, no.1 (Winter 2002): 139-50.

Hobsbaw, Eric and Terence Ranger, eds. *The Invention of Tradition*. New York: Cambridge University Press, 1992.

Parsons, Deborah. "Fiesta Culture in Madrid Posters, 1934–1955." In *Constructing Identity in Contemporary Spain: Theoretical Debates and Cultural Practice*, edited by Jo Labanyi, 178–205. Oxford: Oxford University Press, 2000.

Schama, Simon. *Dead Certainties: Unwarranted Speculations*. New York: Knopf, 1991.

———. *Landscape and Memory*. New York: Knopf, 1995.

Formatting and Document Management

Please submit a final and complete table of contents with your manuscript.

Your submitted manuscript should not include any special formatting. It is extremely preferable to us that you use Microsoft Word. For footnotes, please use the footnote function with numbered footnotes. Page size should be American (8.5 X 11) and margins should be one inch on all sides. All text should be doublespaced. Please use a regular typeface like Times New Roman, but it is more important that all text be 12 point font. Footnotes should be 10 point font.

Capitalization

Nothing in your submitted manuscript should be in ALL CAPS. All titles (including subheads) should be in Headline Style. Here is the general introduction from the *Chicago Manual of Style*.

8.157 Principles of headline-style capitalization

The conventions of headline style are governed mainly by emphasis and grammar. The following rules, though occasionally arbitrary, are intended primarily to facilitate the consistent styling of titles mentioned or cited in text and notes:

1. Capitalize the first and last words in titles and subtitles (but see rule 7), and capitalize all other major words (nouns, pronouns, verbs, adjectives, adverbs, and some conjunctions—but see rule 4).
2. Lowercase the articles *the*, *a*, and *an*.
3. Lowercase prepositions, regardless of length, except when they are used adverbially or adjectivally (*up* in *Look Up*, *down* in *Turn Down*, *on* in *The On Button*, *to* in *Come To*, etc.) or when they compose part of a Latin expression used adjectivally or adverbially (*De Facto*, *In Vitro*, etc.).
4. Lowercase the conjunctions *and*, *but*, *for*, *or*, and *nor*.
5. Lowercase *to* not only as a preposition (rule 3) but also as part of an infinitive (*to Run*, *to Hide*, etc.), and lowercase *as* in any grammatical function.
6. Lowercase the part of a proper name that would be lowercased in text, such as *de* or *von*.
7. Lowercase the second part of a species name, such as *fulvescens* in *Acipenser fulvescens*, even if it is the last word in a title or subtitle.

Regarding titles that include breaks, the break should always be a full colon. (i.e., *Writers In Between Languages: Minority Literatures in the Global Scene*).

Subheads

Subheads are titled breaks in within a chapter of your book. **They should never be numbered.** A subhead should generally not begin a chapter, especially one that is titled “Introduction” or some variation of that. A first level subhead will be in bold type. A second level subhead should be in italics. Third level subheads are best avoided, but if absolutely necessary to the organization of your text, it should be in regular type.

Subheads should be separated from preceding text by a single line and followed by the continuing text with no spaces and beginning with an unindented paragraph. Following paragraphs are indented 0.5 inch. It is preferable not to use tabs but to use automatic indenting.

Tables and Figures

Please include a list of tables and figures with your manuscript. If your manuscript relies heavily on tables and figures, please contact the managing editor before or during submission. Tables and figures should be numbered according to this formula: chapter number.chapter figure or table number. So the fourth table in chapter 7 would be titled “table 7.4.” Figures and tables are numbered separately, so the second figure in chapter 7 would be titled “figure 7.2.” For CBS, figures are any other illustration or graphic that is not a table, we do not use “illustration,” “graphic” or any other figure naming convention.

Figures and tables should always be mentioned in the regular text with their number.

Example

As is shown in figure 2.3, the iconography of Basque nationalism has had many forms.

All figures should have a caption or explanation

Example

Figure 2.3. The iconography of Basque nationalism.

All tables should have a title

Table 4.1. Number of Basque children exiled during the Civil War, by country