THE HOLOCAUST AND ITS CONTEXTS-SERIES

STYLE-SHEET AND CONVENTIONS

1. Format:
Use A4 (210mm x 297mm) paper. Print your essay on one side of each page only, using **double line spacing** or **1.5 line spacing** throughout. Leave an inner margin of 30mm and 15mm elsewhere.

2. Lay-out and presentation:
Make sure that each page has the page number on the top right-hand side. So as clearly to demarcate the beginning of each paragraph, make sure that you indent the first word of each paragraph. There is no need to justify the text.

3. Font:
Use the same font and font-size (11 or 12 point is preferred) throughout the essay.

4. Tables, graphs, and charts:
If used, these should be numbered, headed, and a source cited. Ensure that presentation is clear and that you explain the relevance of the information in the main body of the text.

5. Headings / Sub-headings:
Please make use of heading /sub-headings throughout the text

6. Quotations:
Quotations should be placed in single inverted commas. Any quotations that appear within a quotation should be placed in double inverted commas. Lengthy quotations (of over 60 words) should be broken off from the main text, indented and single-spaced.

7. Numbers, dates, etc.:
>   Dates should always take the form 11 October 1996.
>   Numbers up to twenty should be written as a word; for larger numbers use figures.
>   When referring to percentages in the text use 'per cent.' not '%'.

8. References:
They should take the form of <u>EITHER</u> footnotes (placed at the bottom of the page) <u>OR</u> endnotes (placed at the end of the essay). Do not use Roman numerals to number your footnotes/endnotes.

9. Footnote/endnote citations:
When first citing a source you should give full details of the author, title, place and date of publication, and appropriate page numbers. There is no need to give details of the publisher. After the first use of a particular work, it is only necessary to present abbreviated details of the author and source. The titles of all books and journals should EITHER be <u>underlined</u> OR set in *italics* throughout. Underlining is often easier to work with if you are editing on-screen. Titles of articles, essays, or chapters are placed in single inverted commas. Examples follow:

<u>A. Books</u>

i) First citation: Arthur Marwick, *British society since 1945* (Harmondsworth, 1982), p.65.

ii) Subsequent citation: Marwick, *British society*, p.73.

<u>B. Articles</u>

i) First citation: David Greasley and Les Oxley, 'Discontinuities in competitiveness: the impact of the First World War on British industry', *Economic History Review*, second series, XLIX (1996), pp.82-100.

ii) Subsequent citation: Greasley and Oxley, 'Discontinuities in competitiveness', pp.94-7.

C. Essays in books

i) First citation: Jon Lawrence, 'The First World War and its aftermath' in Paul Johnson (ed.), *Twentieth-century Britain: economic, social, and cultural change* (London, 1994), p.153.

ii) Subsequent citation: Lawrence, 'The First World War', p.159.

D. On-line sources:

The general principal you should include at least the following: author, edition, date of publication, date of citation [when you consulted the website], availability details, internet address. For example,

Carroll, Lewis. *Alice's Adventures in Wonderland* [online]. Textinfo ed. 2.1., November 1994 [cited 10 February 1995]. Available from World Wide Web:
<http://www.germany.eu.net/books/carroll/alice.html>

Bide, Mark. *In search of the unicorn: the Digital Object Identifier from a user perspective* [online]. Revised. February 1998 [cited 9 June 1998]. Portable Document Format. Available from:
<http://www.bic.org.uk/bic/unicorn2.pdf>

For details of how to cite other electronic sources, e.g. e-mails, discussion lists, please consult http://www.nlc-bnc.ca/iso/tc46sc9/standard/690-2e.htm

10. Abbreviations in footnotes:
When citing the same work in consecutive footnotes you can use Ibid. (a contraction of Ibidem, meaning 'in the same place') instead of the short title of the book or article concerned. Using Ibid., p.163 now, for example, would refer to Lawrence's article cited in the previous footnote.

11. Bibliography:
Please append a list of works cited arranged in alphabetical order by author.