**Style Guidelines**

*GSP* conforms to the *Chicago Manual of Style*, specifically the 16th edition. For questions not answered here, please consult the *Chicago Manual of Style*, a quick guide can be found [here](#). A free 30-day trial of the *Chicago Manual of Style* is available [here](#). Also, Purdue University ([here](#)) and the Northwest Missouri State University Library ([here](#)) offer overviews of *Chicago* style.

**Anonymous Review**

To ensure an anonymous, double-blind peer review, manuscripts should not contain any identifying information. Do not write your name, or any other identifying information (such as department or institutional affiliation, or an acknowledgment). Your manuscript should not contain the title of your article. Do not write a cover page on the manuscript you submit. Refer to your previous publications in the third person, not the first person.

**Layout**

Use a single column layout with both margins justified. Single space your text. First paragraph under headings should have no first-line indentation. All other paragraphs should have first-line indentation.

**Acronyms and Abbreviations**

Acronyms and abbreviations should conform to the *Chicago Manual of Style*. They should be written out in full the first time they are used in the text, with the acronym or abbreviation in parenthesis. Ex: The United Nations Convention for the Prevention and Punishment of the Crime of Genocide (UNCG).

**Dates**

*GSP* uses the *Chicago Manual of Style* format: month, day, year.

- March 3, 2002; December 3; January 1939
- Do not use the abbreviations for ordinal numbers in dates (2nd, 30th).

**Quoting and Quote Marks:**

*GSP* uses the quoting conventions outlined in the *Chicago Manual of Style*.

Use double quotation marks to signify quoted texts: “such as this”

Use single quotation marks to signify internal quotes: “such ‘as’ this”

Never use single quotation marks, except for internal quotes.

*GSP* strongly discourages the extensive use of quotation marks to give emphasis to certain words in a sentence. While the editors of *GSP* understand that it is sometimes necessary to use quotation marks to convey the significance, or distinctive connotation of a particular phrase, the editors prefer that all intended connotations of a particular word or phrase are made clear in the text, and are not left open to interpretation, where possible. When absolutely necessary, distinctive or technical terms or phrases may be placed inside quotation marks, however, this should be the exception, rather than the rule. If a particular word or phrase is used extensively throughout a submission and is employed as a technical term of art, it is sufficient to place the word or phrase in quotation marks the first time it is used, but is not necessary thereafter.

Example: In this paper, such process is referred to as one of “framing” genocide.

Thereafter: The construction of a historical narrative is one example of framing genocide.
Example: They intended to destroy all “inferior races.”
Change to: They intended to destroy all those whom they considered to be inferior races.

Example: The Cambodian “genocide.”
Change to: The Cambodian genocide.

**Punctuation and Quotations:**
In keeping with the *Chicago Manual of Style*, punctuation should be included before double quotation marks.

Standard quotes with a footnote:
- The author wrote that “the sentence comes to an end like this.”¹
- The author wrote that “the sentence comes to an end like this,” and the next one will begin on the following page.¹

Quotes within quotes with a footnote:
- The author wrote that “the sentence ‘comes to an end like this’.”¹

For extended quotes over four lines long, use block quotations. Indent the quotation 1 inch from the left and right margins (use the word processor’s ruler, not the tab function). Do not use quotation marks. Include a hard return before and after the block quotation. *GSP* recommends not ending a paragraph with a block quotation.

**Foreign Language Words:**
The use of foreign language words and terms is acceptable. You may use italics to signal foreign language words and terms that would be unfamiliar to the audience, so long as your usage is consistent throughout the manuscript. Do not italicize commonly used foreign language words or phrases (such as, sine qua non, or ancien régime, which are commonly used expressions in English). Do not use quotation marks to signify foreign language terms. For more information, see the *Chicago Manual of Style* 7.49.

**Specialized Vocabulary and Terminology**
Do not use quotes or italics to signal specialized vocabulary. Instead, clearly define the word or term when it is first used in the text.

**Section Headings**
Section subheadings are permissible. However:
- Do not use more than two levels of headings.
- Do not number sections (2, 2.1, 2.3).
- If you use section headings, do not provide a heading for your introduction, but do include a heading for your conclusion.

Follow the following schema, using title case capitalization:

**Level One Heading in Bold**

**Level Two Sub-heading in Italic**
Manuscripts using Roman alphabets should conform to the following footnote and bibliographic style. For manuscripts in languages published in non-Roman alphabets, it is the author’s responsibility to use the style most appropriate to the academic conventions in the language.

Citations: Footnote References & Bibliographic Entries

GSP used footnotes and bibliographies.

When using quotes and paraphrases in the manuscript, footnote citations must be used to note where the information was found. They should come behind the full stop and the closed quotation marks, and be in superscript (using the footnote function in the word processor). For example:
- As Jones explains, "this was, indisputably, a major advance in international jurisprudence." ⁸

When citing a source for the first time, follow the *Chicago Manual of Style* outlined below.

When referencing a source that has previously been cited in a footnote, authors need only to include the author's surname, the title (or a shortened form of the title, if it is longer than four words), and the page number (s) after the initial citation. For example:

In the event that the author references the same source two or more times consecutively, the use of the term “Ibid” is allowed, with the corresponding page number listed behind the term. For example:
- ³ Ibid., 37.

Full footnote citations and bibliographic entries should follow the conventions outlined by the *Chicago Manual of Style*:

**Books, single author:**

<table>
<thead>
<tr>
<th>Footnote</th>
<th>Citation</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Bibliographic Entry</th>
<th>Citation</th>
</tr>
</thead>
</table>
### Books, multiple authors:


*For four or more authors, list all of the authors in the bibliography; in the note, list the first author, followed by *et al.*

### Books, translated:


### Chapters in an edited volume:


* For three or more editors, list all of the editors in the bibliography; in the note, list only the first, followed by *et al.*  
* In the bibliography, include chapter page numbers after the editor’s name.

### Edited volumes:

| Footnote | Omer Bartov and Eric D. Weitz, eds., *Shatterzone of Empires: Coexistence and Violence in the German, Habsburg, Russian, and Ottoman Borderlands* (Bloomington: Indiana University Press, 2013), 41.  


* For four or more editors, list all of the editors in the bibliography; in the note, list the first editor, followed by *et al.*

### Preface, foreword, introduction, or similar part of a book:


* For four or more authors, list all of the authors in the bibliography; in the note, list the first author, followed by *et al.*
**Journal articles:**


*In the note, list the specific page numbers consulted. In the bibliography, list the page range for the whole article.*

**Journals accessed electronically:**


**Edited Journal Issues:**


**Newspapers and popular magazines:**


**Primary sources:**


* Use n.d. to signify the document has no date. Use n.p. to signify the document is not paginated.

**Group or corporate authorship including UN documents:**

Court cases & judgments:

|----------|--------------------------------------------------------------------------------------------------|

Do not include court cases and court documents in the bibliography.

* A number of databases, such as Lexus Nexus, provide the volume number of the report, name of reporter, or docket numbers. For instructions on how to cite this information, consult the Chicago Manual of Style, 16th ed., sections 14.281-291.

* For further help citing court cases, trial transcripts, public laws, constitutions, and other court and legal documents consult sections 14.281-291 and 15.54-55 of the Chicago Manual of Style, 16th ed.

Other sources
See Chicago Manual of Style for all other questions—such as referencing on-line and electronic books, digital sources, interviews, sources quoted by other sources, primary sources quoted in secondary sources, dissertations, conference papers, websites, religious texts, ancient texts, pamphlets, etc.

Film, radio, and other audiovisual

Bibliography:
The full bibliography must be included at the bottom of the manuscript, and follow the Chicago Manual of Style guidelines outlined in the above chart. Sources should be listed in alphabetical order according to last name. The first line of each entry should be flush with the margin; subsequent lines should be indented. For example:
