Style Guide for Holocaust Studies in Translation Series

Books in this series will be published by Cornell University Press. The manuscripts are being prepared by the USHMM, but many decisions are left up to the authors and the publisher.

Each author will make choices about terminology, place names, personal names, and other matters, in consultation with the translation team (the translator, the managing editor, and the USHMM project manager). A style guide for each book will be shared with each translator.

Some stylistic elements are constant across the series, including adherence to Cornell University Press guidelines which follow the Chicago Manual of Style.

**Cornell University Press**

Here is a link to the Cornell University Press Author Guidelines: <https://www.cornellpress.cornell.edu/author-guidelines/>

Below are some extracts from the Cornell University Press Author Guidelines that have bearing on translation and editing:

**Formatting**

* **Double space all text** 
  + Everything should be double spaced, including notes, bibliography, and extracts.
* **Use Times New Roman/Times size 12 font throughout the entire manuscript**
  + Keep your manuscript as simple as possible, no fancy layouts or bold subheads.
* **Use hard returns and tabs correctly** 
  + Use hard returns at the end of each paragraph or section only, not at the end of each line. Use a tab indent to start each new paragraph, not a line space.
* **No section breaks** 
  + Do not use section breaks in any of the files. Instead, use page breaks if needed. Page breaks affect formatting less than section breaks.

Style

* Bibliography and References
  + Follow the Chicago notes and bibliography system.
* **Include a DOI or URL for all electronic sources** 
  + An increasing amount of research is available in electronic form, particularly journals. The DOI is a permanent ID will lead to the source even if the URL changes. If no DOI is available, list a URL.
* No Notes on Epigraphs or Subheads
  + Do not put notes on epigraphs or subheads. Epigraph sources should be cited in parentheses, and notes you might want on a subhead should be placed somewhere in the main text.
* Quotes/Extracts
  + If quoted material is more than seven lines long, it should be set off as an extract. Poetry more than two lines long should be set off.
* Foreign Languages/Translations
  + Translate all quoted foreign language passages into English, using the original as a supplement only when there is a compelling reason to do so. Words or passages in non-Latin alphabets such as Chinese, Japanese, Greek, Russian, Hebrew, or Arabic should be transliterated both in the text and in the notes and bibliography. Remove foreign alphabets from the manuscript. Titles of foreign works should be cited in the original. You may also want to supply translations of some titles.

Special Characters

* Use Times New Roman, which is a Unicode font, so that the special characters are encoded.
  + See Cornell’s [Special Characters Guide](https://dhjhkxawhe8q4.cloudfront.net/cornell-university-press-wp/wp-content/uploads/2023/08/16172434/Special-Characters-Guide.pdf) if unfamiliar with inserting special characters.

**Chicago Manual of Style**

Cornell University Press guidelines follow the Chicago Manual of Style.

Here is a link to the Chicago Manual of Style Citation Quick Guide:

<https://www.chicagomanualofstyle.org/tools_citationguide.html>

Below are some extracts from the Chicago Manual of Style that have bearing on the translation and editing of the books in this series:

* Section 6.19: Serial commas. Items in a series are normally separated by commas (but see 6.64). When a conjunction joins the last two elements in a series of three or more, a comma—known as the serial or series comma or the Oxford comma—should appear before the conjunction. Chicago strongly recommends this widely practiced usage […] since it prevents ambiguity.
* Section 6.85: Em dashes instead of commas, parentheses, or colons. The em dash, often simply called the dash, is the most commonly used and most versatile of the dashes. (In British usage, spaced en dashes are used in place of em dashes; see 6.83.) Em dashes are used to set off an amplifying or explanatory element and in that sense can function as an alternative to parentheses (second and third examples), commas (fourth and fifth examples), or a colon (first example)—especially when an abrupt break in thought is called for. …To avoid confusion, the em dash should never be used within or immediately following another element set off by an em dash (or pair of em dashes). Use parentheses or commas instead.
* Section 7.1: Recommended dictionaries. For spelling, Chicago prefers the first-listed entries in the Merriam-Webster Dictionary at Merriam-Webster.com, referred to throughout this manual as Merriam-Webster. [\*use American spelling]
* Section 7.55: Unfamiliar words and phrases from other languages. Italics are the traditional choice for singling out non-English words and phrases in an English-language context. (Extended passages or quotations that are entirely in another language are usually not italicized.) This usage should be reserved for terms that do not appear in Merriam-Webster or that would be unfamiliar to many readers. Merriam-Webster now lists many non-English words and phrases that might not be considered familiar in English, so some editorial discretion will be required (see also 7.56). If a term becomes familiar through repeated use, it need be italicized only on its first occurrence. If it appears only rarely, italics may be retained. Italics should be applied only to words that use the Latin alphabet … Note that italics may not be appropriate for non-English words used as part of the vocabulary of a multilingual author, narrator, or character (as in fictional dialogue). An editor who encounters such usage in an otherwise English-language context should query the author before making any changes. Nor does this rule extend to proper nouns (e.g., Musée d’Orsay), which can generally appear in roman type (except for titles of books and other such terms that would normally be italicized). For further discussion and examples, including the treatment of translated terms, see 11.3–7. For capitalization in other languages, see 11.20.
* Section 8.2: Italics and quotation marks for titles and other terms. Chicago prefers italics to set off the titles of major or freestanding works such as books, journals and other periodicals, movies and television shows, musicals and plays, and paintings. This practice extends to cover the names of ships and other craft, species names, and legal cases. Quotation marks are usually reserved for the titles of subsections of larger works—including chapters and articles, television episodes, and poems in a collection. Some titles—for example, of a book series or a website, under which any number of works or documents may be collected—are neither italicized nor placed in quotation marks.
* Section 8.20: Titles and offices—the general rule. Civil, military, religious, and professional titles are capitalized when they immediately precede a personal name and are thus used as part of the name (traditionally replacing the title holder’s first name). In formal prose and other generic text, titles are normally lowercased when following a name or used in place of a name.
* Section 9.2: Numbers zero through one hundred. In nontechnical contexts, Chicago advises spelling out whole numbers from zero through one hundred and certain round multiples of those numbers. [\*some exceptions apply; follow Chicago for quantities, percentages, money, time of day]
* Section 9.33: Month and day. When specific dates are expressed, cardinal numbers are used, although these may be pronounced as ordinals (see 9.6). For the month-day-year date form versus the day-month-year form, see 9.37; see also 6.41.

October 4, 2022, was a sad day for country music fans.

The manuscript is due no later than April 11.

Watchmaker’s Digest (11 November 2024) praised the new model’s precision.

not

October 4th, 2022, . . .

When a day is mentioned either without the month or (in the month-day-year form) ahead of the month, the number is presented as an ordinal and need not be spelled out (a departure from previous editions of this manual). In the last example below, “June 5” is usually preferred in formal prose.

On November 5, McManus declared victory. By the 25th, most of his supporters had deserted him.

The hearing was scheduled for the 5th of June (or June 5).

* Section 10.3: When to use abbreviations. Outside science and technology, abbreviations and symbols are most appropriate in tabular matter, notes, bibliographies, and parenthetical references. A number of expressions are almost always abbreviated, even in regular prose, and may be used without first spelling them out. Many of these will be listed as main entries with pronunciation (often labeled as nouns rather than as abbreviations) in the latest edition of Merriam-Webster (e.g., ATM, DIY, DNA, GPS, HMO, HTML, IQ, JPEG, laser, Ms., NASA). Others, though in more or less common use (CGI, FDA, HVAC, MLA), should generally be spelled out at first occurrence—at least in formal text—as a courtesy to those readers who might not easily recognize them. The use of less familiar abbreviations should be limited to terms that occur frequently enough to warrant abbreviation—roughly five times or more within an article or chapter—and the terms must be spelled out on their first occurrence. (Note that some abbreviations will benefit from being spelled out anew in each chapter or other major division where they occur, subject to editorial discretion.) The abbreviation usually follows immediately, in parentheses, but it may be introduced in other ways (see examples below). Such an abbreviation should not be offered only once, never to be used again, except as an alternative form that may be better known to some readers.

These need to be in the bibliography: Ivo Goldstein, Židovi u Zagrebu 1918−1941, Zagreb, Novi Liber 2004) 379–530.**;** Goldstein, *Antisemitizam,* 266–88; 332–46.

* Section 12.59: Ellipses defined. An ellipsis is a series of three dots used to signal the omission of a word, phrase, line, paragraph, or more from a quoted passage. Such omissions are made of material that is considered irrelevant to the discussion at hand (or, occasionally, to adjust for the grammar of the surrounding text). Chicago style is to use three spaced periods (but see 12.62) rather than another device such as asterisks. These dots (which are sometimes referred to as suspension points) may also be used to indicate faltering speech or incomplete thoughts (see 12.43). The dots in an ellipsis must always appear together on the same line (through the use of nonbreaking spaces; see 6.129), along with any punctuation that immediately follows; if an ellipsis appears at the beginning of a new line, any punctuation that immediately precedes it (including a period) will appear at the end of the line above. Some publishers use an ellipsis character instead of spaced periods; see 12.68 for more details. For bracketed ellipses, see 12.67.
* Section 14.34: In a departure from previous editions, Chicago discourages the use of ibid. in favor of shortened citations as described elsewhere in this section; to avoid repetition, the title of a work just cited may be omitted. Shortened citations generally take up less than a line, meaning that ibid. saves no space, and in electronic formats that link to one note at a time, ibid. risks confusing the reader.
* Section 14.36: *Op. cit.* (*opere citato*, “in the work cited”) and *loc. cit.* (*loco citato*, “in the place cited”), used with an author’s last name and standing in place of a previously cited title, have rightly fallen into disuse. … Chicago disallows both *op. cit.* and *loc. cit.* and instead uses the short-title form […].
* Section 14.42: “See” and “cf.” Notes are often used to invite readers to consult further resources. When doing so, authors should keep in mind the distinction between see and cf., using cf. only to mean “compare” or “see, by way of comparison.” Neither term is italicized in notes. [\*since we are avoiding other Latin terms and abbreviations, let’s just use “see”]

**General Guidance from USHMM**

Transliteration of non-Roman alphabets

* In notes and bibliography, provide the transliteration of titles only; providing translation of the titles is not necessary
* Chicago Manual of Style and Cornell allow use of Library of Congress Romanization tables (others may also be allowed – please ask); modifications such as eliminating diacritics can be made and will be specified in each book’s style guide; the transliteration system can be explained in a brief translator’s note

Place names

* Priorities: consistency, unambiguity, and historical accuracy
* If a common English spelling exists, use that; if not, retain the local spelling/form
* The style guide for each book will say more about this, including what to do when there are multiple versions of place names (Vilnius, Wilno, Vilno, Vilna)
* Decisions need not be consistent across volumes in the series, but must be coherent within each volume

Personal names

* If a common English spelling exists, use that; if not, retain the local spelling/form
* Indicate alternative names spellings in parentheses and be consistent with name usage through each volume
* The style guides for each book will say more about this and provide examples
* Decisions need not be consistent across volumes in the series, but must be coherent within each volume