EASTS Style Guide
1/2014

East Asian Science, Technology and Society (EASTS) first adheres to the rules in this style guide. For issues not covered in the style guide, refer to The Chicago Manual of Style, 16th ed. (CMS16).

ABBREVIATIONS
With the exception of STS, abbreviations should only be used after being spelled out on first usage. (See the first example below.) Corporate, municipal, national, and supranational abbreviations and acronyms appear in full caps. Most initialisms (abbreviations pronounced as strings of letters) are preceded by the.

the Timorese Ministry of Agriculture and Fisheries (MAF)
further expansion of NATO’s membership
dissent within the AFL-CIO
sexism is rampant at IBM
certain US constituencies

Latin abbreviations, such as e.g. and i.e., are usually restricted to parenthetical text and notes and are set in roman type, not italics. The word sic, however, is italicized.

Personal initials have periods and are spaced.

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ACKNOWLEDGMENTS
Acknowledgments are made in an unnumbered note on the first page of the article and written in the first person.

I thank Paul Richards, Harro Maat, and two anonymous reviewers for their insightful suggestions on earlier drafts of this article. I also acknowledge the numerous colleagues and peers who have helped me to develop the ideas presented here, especially Ezra Berkhout, Roy Schipper, and Herman van Keulen, among many others. Finally, I am grateful to the Bill & Melinda Gates Foundation for its financial support of the research on which this article is based.

CAPITALIZATION. See also SPELLING AND TERMS

After a Colon
If the material introduced by a colon consists of more than one sentence, or if it is a quotation or a speech in dialogue, it should begin with a capital letter. Otherwise, it begins with a lowercase letter. See CMS16, 6.61.

Quotations
Silently correct initial capitalization in quotations depending on the relationship of the quotation to the rest of the sentence (see CMS16, 13.14). For instance:

One Timorese researcher observed, “We have to explain and explain and explain.”

but

One Timorese researcher observed that “we have to explain and explain and explain.”

A lowercase letter following a period plus three dots should be capitalized if it begins a grammatically complete sentence (CMS16, 13.51).

If the trait is genetic . . . there shouldn’t be such variability. . . . Breeders should not only be looking at the content of the grain.

Terms
A down (lowercase) style is generally preferred for terms. See CMS16, chap. 8, for detailed guidelines on capitalization of terms.

Titles of Works
For titles in English, capitalize the first and last words and all nouns, pronouns, adjectives, verbs, adverbs, and subordinating conjunctions (if, because, that, etc.). Lowercase articles (a, an, the), coordinating conjunctions, and prepositions (regardless of length). The to in infinitives and the word as in any function are lowercased. For hyphenated and open compounds in titles in English, capitalize first elements; subsequent elements are capitalized unless they are articles, prepositions, or coordinating conjunctions. Subsequent elements attached to prefixes are lowercased unless they are proper nouns. The second element of hyphenated spelled-out numbers or simple fractions should be capitalized. If a compound (other than one with a hyphenated prefix) comes at the end of the title, its final element is always capitalized.

- Nineteenth-Century Literature
- Avoiding a Run-In
- Policies on Re-creation
- Reading the Twenty-Third Psalm

When titles contain direct quotations, the headline-capitalization style described above and in CMS should be imposed.

“We All Live More like Brutes than Humans”: Labor and Capital in the Gold Rush

In capitalizing titles in any non-English language, capitalize the first letter of the title and subtitle and all proper nouns.
CAPTIONS AND CREDITS
Captions take sentence-style capitalization. Captions that are complete sentences include terminal punctuation; captions that consist solely of a single phrase do not. If a caption consists of two or more phrases or sentences, terminal punctuation should follow each phrase or sentence. If credit or source information is provided, it should be the last element of the caption, without terminal punctuation.

Fig. 1 Simple homemade weeder with wooden block and nails, Indrapur District, Nepal. Photograph by the author, November 2009

Fig. 2 Silk bolt with woven inscription, Qing dynasty. Cloud brocade from Nanjing with inwoven gold and silver threads (jinzi 金織). Inscription on the financing unit: “Lianghuai, whose transport supervisor (yunshi) was also responsible for the transport of the bolts to the capital (兩淮鹽運使司鹽運使). Storage of the Nanjing bowu yuan 南京博物院” (private photo).

Each illustration or table should have a corresponding parenthetical “call-out” at a relevant place in the text directing readers’ attention to the image or table.

In addition, elaborate inscriptions on the bricks expose the administrative and the operative hierarchy of people involved in production; they identify the officials and craftsmen by name, rank, position, or profession (Fig. 1).

CONTRIBUTOR’S INFORMATION
The author’s or authors’ name, professional address, and e-mail appear at the bottom of the first page of the article in the following format:

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DATES AND TIMES. See also NUMBERS
May 1968
1 May 1968
1–3 May 1968
on 8 February 1996, at 8:15 a.m. and again at 6:15 p.m.
September–October 1992
from 1967 to 1970
1960s counterculture; sixties [not 60s or ’60s] counterculture
the 1980s and 1990s
the mid-nineteenth century [note hyphen, not en dash]
the late twentieth century; late twentieth-century Japan
the years 1896–1900, 1900–1905, 1906–9, 1910–18
AD 873; the year 640 BC
c. 1820
DOCUMENTATION

General Principles
In-text citations keyed to a reference list are used. They include the author’s last name (with first initial if ambiguous), year of publication, and pages referred to. If a work is cited several times in a paragraph, the year is given in the first citation and thereafter only the page number, unless a citation of another work intervenes. For works by more than three authors, only the surname of the first author is used, followed by “et al.” A lowercase “a,” “b,” “c,” and so on is added to the year to distinguish works by the same author that appeared in the same year. “Cf.” is used when a comparison of sources is intended. Op. cit., loc. cit., infra, supra, and the like are not used.

Brooks (2010) insists that ideology . . .
(Feng 2007)
(Gaoxiong xian zhengfu 2004)
(Lappé and Collins 1977: 181–83)
not (Gregorio, Senadhira, Htut, and Graham 2000) but (Gregorio et al. 2000)

If a citation refers principally to the author of the work, the year appears in parentheses; if the citation refers to the work itself, it does not.

Lévi-Strauss (1969) insists that but The standard work is Lévi-Strauss 1969.

For reprints, the date of first publication is given in brackets.

(Clunas 2004 [1991])

Entries in the reference list are arranged alphabetically by author, then chronologically, earliest to most recent. If a citation is given to an online work, an access date is required only if no publication date is provided.

For titles of works, serial commas are added, ampersands are spelled out, and numbers are spelled out.

Abbreviations and Latin Terms in Documentation
Ibid. is not used: authors’ names are repeated in full for each work of theirs listed in the references. The abbreviations f. (ff.), op. cit., and loc. cit. are not used, nor are eadem, idem, infra, passim, and supra. Commonly used abbreviations include cf., ed. (eds.), e.g., esp., et al., etc., fig. (figs.), fol. (fols.), i.e., l. (ll.), n. (nn.), p. (pp.), pt. (pts.), ser., trans., vol. (vols.). Latin abbreviations are not italicized.
Sample References

Book

Chapter in a Collection

Translation

Multivolume Work
Foucault, Michel (1978–86). The History of Sexuality. 3 vols. Translated by Robert
Hurley. New York: Pantheon. [The work as a whole is cited.]

**Multiauthor Work**

**Online Book**

**Journal Article**

Star, Susan Leigh, and James R. Griesemer (1989). Institutional Ecology, “Translations,” and Boundary Objects: Amateurs and Professionals in Berkeley’s Museum of Vertebrate Zoology, 1907–1939. *Social Studies of Science* 19, no. 4: 387–420. [Journal published in volumes; the month or season is not required. As a courtesy to readers, who increasingly are locating articles online, issue numbers should be given if available.]


**Online Journal Article**

or


**Magazine Article**

**Online Magazine Article**

**Newspaper Article**

**Dissertation**

**Paper or Presentation**

**Websites (Other than Online Books and Periodicals)**
Include as much of the following information as possible: author of the content, title of the page (if there is one), title or owner of the site, URL, and access date (if no publication date is provided). The titles of websites and blogs generally use headline-style capitalization. See CMS16, 8.186 and 14.244 for guidance as to whether such titles should be set in roman type or italicized.


**ELLIPSES. See also CAPITALIZATION**
Three dots indicate an ellipsis within a sentence or fragment; a period plus three dots indicates an ellipsis between grammatically complete sentences, even when the end of the first sentence in the original source has been omitted. In general, ellipses are not used before a quotation (whether it begins with a grammatically complete sentence or not) or after a quotation (if it ends with a grammatically complete sentence), unless the ellipses serve a definite purpose. See CMS16, 13.48–56, for more detailed guidelines on the use of ellipses.

**EPIGRAPHS**
The epigraph source includes the author’s name or the author’s name and the title of the work. No other bibliographical information is required.

**EXTRACTS. See also CAPITALIZATION and ELLIPSES**
Set off quotations that are more than eighty words in length.
INCLUSIVE LANGUAGE
Avoid sexist language and terms that are gender specific (chairman, mankind, etc.). Never allow the form s/he. State both pronouns—he or she, him or her, his or her—or recast the sentence in the plural. Avoid alternating the use of masculine and feminine pronouns in an article.

INITIALS. See ABBREVIATIONS

NUMBERS. See also DATES AND TIMES
Cardinal and ordinal whole numbers from one to ninety-nine (and such numbers followed by hundred and thousand), any number at the beginning of a sentence, and common fractions are spelled out. Common fractions are hyphenated as well. Numerals are used to express very large numbers (in the millions or more).

- no fewer than six of the eight victims
- no more than fifty-two hundred gallons
- One hundred eighty-seven people were put to death there during the twenty-third century BC
- attendance was about ninety thousand
- at least two-thirds of the electorate
- there were 2 million ballots cast
- the population will top 25 billion

Numbers applicable to the same category, however, are treated alike in the same context.

- no fewer than 6 of the 113 victims
- Almost twice as many respondents preferred the 115th sample over the 23rd.

Numbers that express decimal quantities, dollar amounts, and percentages are written as figures.

- an average of 2.6 years
- now estimated at 1.1 billion inhabitants
- more than $56, or 8 percent of the petty cash
- a decline of $0.30 per share

Inclusive page numbers are given as follows (per CMS16, 9.60):

1–2, 3–11, 74–75, 100–103, 104–9, 112–15, 414–532, 505–16, 600–612, 1499–1501

Roman numerals are used in the pagination of preliminary matter in books, in family names and the names of monarchs and other leaders in a succession, in the names of world wars, in legal instruments, and in the titles of certain sequels.

- On page iii Bentsen sets out his agenda.
- Neither John D. Rockefeller IV, Elizabeth II, nor John Paul II was born before World War I.
- Yet Title XII was meant to rectify not only inequities but iniquities.
Most critics consider *The Godfather, Part II* to be a better movie than *Jaws 2*.

[Follow the usage in the original work, per CMS16, 9.44.]

Arabic numerals are used for the parts of books.

In part 2, chapter 2, of volume 11 of the *Collected Works*, our assumptions are overturned.

**POSSESSIVES**
The possessive of nouns ending with the letter *s* are formed by adding an apostrophe and an *s*.

- Kansas’s weather
- Burns’s poetry
- Camus’s novels
- Descartes’s philosophy
- Euripides’s plays
- Demosthenes’s orations

**PUNCTUATION**
The title *East Asian Science, Technology and Society* does not take a serial comma before the *and*. In all other cases, however, in text, titles, and cover copy, the serial comma should be used.

**QUOTATIONS. See EXTRACTS**

**REVIEWS**
Book reviews should have as a heading the author, title, publication information, number of pages, and cost of the edition under review.

*Park Seong-Rae, Shin Dongwon, and Oh Dong Hoon, *Uri kwahak 100 nyon* उरु विज्ञान 100 वर्ष (Hundred Years of Our Science)*

RUNNING HEADS
On the verso (left-hand) pages of articles, the running head should be the author’s first initial and surname. On recto (right-hand) pages, the running head should be the full title of the article, unless the title is too long to fit, in which case only the main title (before the colon) should be used. In book reviews, the running head should be “Book Review: [author’s surname], [title of book],” unless that information is too long to fit, in which case simply “Book Review” should be used.

SPELLING AND TERMS
Follow Merriam-Webster’s Collegiate Dictionary, 11th ed. (W11), and Webster’s Third New International Dictionary for spelling. If more than one spelling is provided in the dictionary, follow the first form given (e.g., judgment, not judgement; focused, not focussed). Common foreign terms are set in roman type. (Common foreign terms are defined as those with main entries in W11.)

Prefixes are hyphenated before numerals and proper nouns. Otherwise, prefixes are generally not hyphenated before words; refer to W11 for guidance. Temporary compound adjectives are hyphenated before the noun to avoid ambiguity but are left open after the noun. Non-English phrases used as modifiers are open in any position, unless hyphenated in the original.

A term referred to as the term itself is italicized.

In the twentieth century socialism acquired many meanings.
The word hermeneutics is the most overused term in recent monographs.
The term lyricism was misused in Smith’s book review.

TRANSLATIONS
When an original non-English title and its translation appear together in the text, the first version (whether original or translation) takes the form of an original title, and the second version is always enclosed in parentheses and treated like a bona fide title (whether or not the work represents a published translation) with title capitalization appropriate to the language.

The regulations in the Ming official codex, Da Ming huidian (Collected Statutes of the Great Ming 大明會典) (Li Dongyang, Shen Shixing, et al. 2007 [1511; 1587]), . . .

The regulations in the Ming official codex, Collected Statutes of the Great Ming (Da Ming huidan 大明會典) (Li Dongyang, Shen Shixing, et al. 2007 [1511; 1587]), . . .