

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 Italics

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:

- ¹ Adam Jones, *Genocide: A Comprehensive Introduction*, 2nd ed. (New York: Routledge, 2010), 23.
- ⁶ Jones, *Genocide: A Comprehensive Introduction*, 71.

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:

- ² Leo Kuper, *Genocide: Its Political Use in the Twentieth Century* (New Haven: Yale University Press, 1982), 34.
- ³ Ibid., 37.

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

Books, single author:

Footnote	¹ Adam Jones, <i>Genocide: A Comprehensive Introduction</i> , 2nd ed. (New York: Routledge, 2010), 534. ² Leo Kuper, <i>Genocide: Its Political Use in the Twentieth Century</i> (New Haven: Yale University Press, 1982), 32. ³ Rafal Lemkin, <i>Kodeks Karny Rosji Sowieckiej 1927</i> (Warszawa: Sklad Glowny w Ksiegarni F. Hoesicka, 1928), 11. ⁴ Hans Kelsen, <i>Das Problem der Souveränität und die Theorie des Völkerrechts: Beiträge zu Einer Reinen Rechtslehre</i> (Tübingen: Verlag von J.C.B. Mohr, 1922), 62. ⁵ Jean-Pierre Chrétien, <i>Le Défi de l'Ethnisme; Rwanda et Burundi: 1900-1996</i> . (Paris: Karthala, 1997), 51.
Bibliographic Entry	Jones, Adam. <i>Genocide: A Comprehensive Introduction</i> , 2nd ed. New York: Routledge, 2010. Kuper, Leo. <i>Genocide: Its Political Use in the Twentieth Century</i> . New Haven: Yale University Press, 1982.

Books, multiple authors:

Footnote	⁶ Frank Chalk and Kurt Jonassohn, <i>The History and Sociology of Genocide</i> (New Haven: Yale University Press, 1990), 18. ⁷ Santiago Garano and Werner Pertot, <i>Detenidos-Aparecidos: Presas y Presos Políticos Desde Trelew a la Dictadura</i> (Buenos Aires: Biblos, 2007), 33.
Bibliographic Entry	Chalk, Frank and Kurt Jonassohn. <i>The History and Sociology of Genocide</i> . New Haven: Yale University Press, 1990. Garano, Santiago and Werner Pertot. <i>Detenidos-Aparecidos: Presas y Presos Políticos Desde Trelew a la Dictadura</i> . Buenos Aires: Biblos, 2007.

*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:

Footnote	⁸ Sara Bender, <i>The Jews of Bialystok During World War II and the Holocaust</i> , trans. Yaffa Murciano (Waltham: Brandeis University Press, 2008), 98.
Bibliographic Entry	Bender, Sara. <i>The Jews of Bialystok During World War II and the Holocaust</i> . Translated by Yaffa Murciano. Waltham: Brandeis University Press, 2008.

Chapters in an edited volume:

Footnote	⁹ John D. Kelly, "Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War," in <i>Anthropology and Global Counterinsurgency</i> , ed. John D. Kelly et al. (Chicago: University of Chicago Press, 2010), 77. ¹⁰ Jon Bridgman and Leslie J. Worley, "Genocide of the Hereros," in <i>Century of Genocide: Eyewitness Accounts and Critical Views</i> , ed. Samuel Totten et al. (New York: Garland, 1997), 22. ¹¹ Max Horkheimer, "The Jews and Europe," in <i>Critical Theory and Society: A Reader</i> , ed. Stephen Eric Bronner and Douglas MacKay Kellner, trans. Mark Ritter, (New York: Routledge, 1989), 79.
Bibliographic Entry	Kelly, John D. "Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War." In <i>Anthropology and Global Counterinsurgency</i> , edited by John D. Kelly, Beatrice Jauregui, Sean T. Mitchell, and Jeremy Walton, 67–83. Chicago: University of Chicago Press, 2010.

* 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	¹² Omer Bartov and Eric D. Weitz, eds., <i>Shatterzone of Empires: Coexistence and Violence in the German, Habsburg, Russian, and Ottoman Borderlands</i> (Bloomington: Indiana University Press, 2013), 41. ¹³ Jimenez de Asua, Vespasien Pella, and Manuel López-Rey, eds., <i>Actes de la Vème Conférence Internationale pour l' Unification du Droit Pénal Madrid 14–20 Octobre 1933</i> (Paris: A. Pedone, 1935), 35.
Bibliographic Entry	Bartov, Omer and Eric D. Weitz, eds. <i>Shatterzone of Empires: Coexistence and Violence in the German, Habsburg, Russian, and Ottoman Borderlands</i> . Bloomington: Indiana University Press, 2013.

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

Footnote	¹⁴ James Rieger, introduction to <i>Frankenstein; or, The Modern Prometheus</i> , by Mary Wollstonecraft Shelley (Chicago: University of Chicago Press, 1982), xx–xxi.
Bibliographic Entry	Rieger, James. Introduction to <i>Frankenstein; or, The Modern Prometheus</i> , by Mary Wollstonecraft Shelley, xi–xxxvii. Chicago: University of Chicago Press, 1982.

Journal articles:

Footnote	¹⁵ Alexander Laban Hinton, "Critical Genocide Studies," <i>Genocide Studies and Prevention</i> 7, no. 1 (2012), 10.
Bibliographic Entry	Hinton, Alexander Laban. "Critical Genocide Studies." <i>Genocide Studies and Prevention</i> 7, no. 1 (2012): 4-15.

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

Journals accessed electronically:

Footnote	¹⁶ Antonio Miguez Macho, "A Genealogy of Genocide in Francoist Spain," <i>Genocide Studies and Prevention: An International Journal</i> 8, no. 1 (2013), 31, accessed March 27, 2014, doi: http://dx.doi.org/10.5038/1911-9933.8.1.4 .
Bibliographic Entry	Macho, Antonio Miguez. "A Genealogy of Genocide in Francoist Spain." <i>Genocide Studies and Prevention: An International Journal</i> 8, no. 1 (2013): 21-32. Accessed March 27, 2014. Doi: hp://dx.doi.org/10.5038/1911-9933.8.1.4 .

Edited Journal Issues:

Footnote	¹⁷ Yasemin Irvin-Erickson and Douglas Irvin-Erickson, eds., <i>Genocide Studies and Prevention: An International Journal</i> 8, no. 3 (2013), <i>Special Issue: Humanitarian Technologies and Genocide Prevention</i> .
Bibliographic Entry	Irvin-Erickson, Yasemin and Douglas Irvin-Erickson, eds. <i>Genocide Studies and Prevention: An International Journal</i> 8, no. 3, <i>Special Issue: Humanitarian Technologies and Genocide Prevention</i> , 2013.

Newspapers and popular magazines:

Footnote	¹⁷ Michael D. Shear and Peter Baker, "Obama Renewing U.S. Commitment to NATO Alliance," <i>New York Times</i> , March 27, 2014, A1. ¹⁸ Somini Sengupta, "Facing a War Crimes Inquiry: Sri Lanka Continues to Vex the U.N.," <i>New York Times</i> , March 26, 2014, accessed March 28, 2014, http://www.nytimes.com/2014/03/27/world/asia/sri-lanka.html .
Bibliographic Entry	Sengupta, Somini. "Facing a War Crimes Inquiry: Sri Lanka Continues to Vex the U.N." <i>New York Times</i> , March 26, 2014. Accessed March 28, 2014, http://www.nytimes.com/2014/03/27/world/asia/sri-lanka.html .

Primary sources:

Footnote	¹⁹ Raphael Lemkin, "Description of the Project," n.d., Raphael Lemkin Papers, Manuscript Collection 1730, Manuscript and Archives Division, New York Public Library, New York, U.S. (hereafter NYPL), Reel 3, Box 2, Folder 1, n.p. ²⁰ Raphael Lemkin, "Belgium Congo," n.d., NYPL, Reel 3, Box 2, Folder 7, 21-23.
Bibliographic Entry	Lemkin, Raphael. "Belgium Congo." n.d. Raphael Lemkin Papers, Manuscript Collection 1730, Manuscript and Archives Division, New York Public Library, New York City, United States of America. Reel 3, Box 2, Folder 7.

* 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:

Footnote	²¹ United Nations, <i>Study of the Question of the Prevention and Punishment of the Crime of Genocide</i> , July 4, 1978 (UN Doc. E/CN. 4/Sub 2/416). ²² Global Environment Coordination, <i>Facing the Global Environment Challenge: A Progress Report on World Bank Global Environmental Operations</i> (Washington, DC: Global Environment Coordination Division, Environment Dept., The World Bank, 1994).
Bibliographic Entry	United Nations. <i>Study of the Question of the Prevention and Punishment of the Crime of Genocide</i> , July 4, 1978. UN Doc. E/CN. 4/Sub 2/416.

Court cases & judgments:

Footnote	²³ <i>Attorney-General of the Government of Israel v. Eichmann</i> , District Court of Jerusalem, December 12, 1961. ²⁴ <i>Prosecutor v. Krstic</i> , Appeals Chamber Judgment, April 19, 2004, IT-98-33-A, para. 32.
	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

See *GSP* film review guidelines if citing films for a film review. If citing audiovisual sources in a research article, follow in *Chicago Manual of Style*, 16th ed., 14.274-14.280.

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:

Chalk, Frank and Kurt Jonassohn. *The History and Sociology of Genocide*. New Haven: Yale University Press, 1990.

Hinton, Alexander Laban. “Beyond Suffering: Genocidal Terror Under the Khmer Rouge: A View from the Work of May Ebiara.” In *Anthropology and Community in Cambodia: Reflections on the Work of May Ebiara*. Edited by John Marston, pages 759-778. Melbourne: Monash University Press, 2011.