

History of Science (HOS) **STYLE SHEET**

Article Opening Material

Article title and subtitle

An initial capital with everything else lowercase, unless proper names. First letter in subtitle should be an initial capital.

Darwin and deep time: Temporal scales and the naturalist's imagination

Headings

1. Headings should have an initial capital with everything else lowercase, unless proper names.
2. Italics can be included in A heads (H1) if needed, e.g. mathematical symbol or genus name.
3. Headings are unnumbered and formatted as below.
4. Where headings are referred to in the text use section names, as headings are not numbered.

A head (H1) (bold with initial cap, all the rest lowercase)

Introduction

B head (H2) (italic with initial cap, all the rest lowercase)

Human samples

C head (H3) (same as B head, but set as first line of paragraph, full out; italic with initial cap, all the rest lowercase, followed by a full stop. Following text runs on)

Lu Zhengxiang and his dearest wish. Lu Zhengxiang had a 'dearest wish' to modernize China's diplomatic institution in line with the Western states, and. ...

Headings for Abstract, Keywords, Funding, Acknowledgements, Conflict of interest (in that order), References, Appendices are same as A head but smaller font size:

Acknowledgements

Earlier versions of this essay were presented at the 2010 annual meeting of the History of Science Society and at the Manchester International Congress of the History of Science, Technology, and Medicine (ICHSTM), 2013; a summary of the latter appeared on the ICHSTM 2013 blog and on my own blog, anitaguerrini.com/anatomia-animalia; a slightly different version entitled “Ghastly Kitchens” appeared on the British Library’s *Untold Lives* blog. A longer version was presented to the seminar “Les frontières mouvantes entre sciences et savoirs,” Écoles des hautes études en sciences sociales (EHESS), Paris, December 2013 and as a Rare Books Initiative Lecture, University of Oregon, January 2014; thanks to Kapil Raj and Vera Keller, respectively, for inviting me to speak. I am grateful to Rachel Laudan, Elaine Leong, the editor of *History of Science*, and two anonymous referees for their comments, and to Deborah Krohn and Tricia Close-Koenig for references.

General

Unless otherwise specified, we will follow *Webster’s Third New International Dictionary*, Unabridged, for spelling, hyphenation, and punctuation, and *The Chicago Manual of Style*, 15th ed. (University of Chicago Press) for editing style.

1. avoid linguistic bias, particularly to avoid the generic use of male nouns and pronouns when referring to both genders, where such editing can be done in a clear and graceful way, and without contrivance or violation of grammatical conventions.
2. “That” will be used with a restrictive clause; “which” will be used with a nonrestrictive clause and set off by commas:

he stopped the first car that contained two people
he stopped the first car, which contained two people

or

he proposed the only amendment that concerned wage rates
he proposed the only amendment, which concerned wage rates
3. The use of the feminine pronoun will be avoided in reference to ships, countries, etc.: France, its people.

SPELLING

1. American spellings will be used throughout (but we will *not* change

spellings in quotations):

traveled, appendixes, toward *rather than* travelled, appendices,
towards

2. Words with the following prefixes will generally be spelled solid and not hyphenated:

anti, co, counter, extra, inter, intra, macro, micro, multi, non, over,
post, pre, pro, pseudo, psycho, re, semi, socio, sub, trans

This will be done even when it juxtaposes two like vowels or consonants:

reeducate, interracial

but hyphens will be used where closing up the word might lead to confusion in meaning or pronunciation or where the closed-up word would be cumbersome:

re-create, post-test, pro-union, co-worker, un-ionized, sub-branches, pre-loss, pseudo-objectivity

The hyphen after the prefix will be retained when the second element begins with a capital letter or a number:

non-American, post-1950

Words with the prefix "self" will be hyphenated: self-centered

3. Short or simple words with the suffixes "like," "wise," "wide," will be closed up:

citywide *but* commonsense-like

4. Compound nouns in common use will be spelled solid:

headache, checkbook, landscape, boathouse

and compound nouns formed from a noun and a gerund, from two nouns, or from a noun and an adjective will be spelled as two words:

decision making, master builder, attorney general

(*but* president-elect, poet-scholar)

5. Compound adjectives will generally be hyphenated if they precede the noun:

short-term effects, nineteenth-century art, decision-making process, ten-year plan

Exceptions: Hyphens will not be used with unambiguous combinations (e.g., “high school yearbook”) or with a compound adjective containing an “-ly” adverb (e.g., “purely hypothetical case”).

6. The author is responsible for the spelling of proper names and for the spelling and accents of foreign names and words, accuracy of quotations, sources of citations, and statements of fact.

Capitalization

1. The following are examples of preferred capitalization:

God, the state, the church, the court (except the U.S. Supreme Court); the war, the Civil War, the two world wars, World War II (or Second World War); the Communist Party, the party, communist ideology, the party system; southern city, the South (region), to the south (direction), Western Europe (region); Native American, African American (*but* Scotch-Irish), Caucasian, blacks, whites; President Washington, the president; Department of State, Secretary of State Henry Kissinger, the secretary of state, the U.S. Treasury, the treasury, the secretary of the treasury; Oberlin College, the college; the Hudson River, the Hudson and Ohio Rivers

Abbreviations

1. Generally the abbreviations i.e., e.g., etc., and vs. will be retained in quoted materials, parentheses, tables, and notes, but will be written out in text as “that is,” “for example,” “and so forth,” and “versus,” or another suitable phrase.
2. The symbol % may be used in tabular material, notes, and displays, but will be spelled out as “percent” in text, except in statistical discussion.
3. Abbreviations spelled with capital letters will be set with no period or space between letters:

NATO, JFK, UAW, USSR, *but* U.S. (used as adjective only; otherwise spell out)

Possessive abbreviations will be set with an apostrophe and lowercase s; plurals with a closed-up s:

the UN's mandate; many APCs

4. Units of measure will generally be spelled out in the text, but may be abbreviated in notes and tables. Such abbreviations will be identical in the singular and plural.
5. Personal initials will be spaced:

P. H. Smith (*but* FDR)

Numbers

1. In general cardinal numbers under 100 will be spelled out in the text; numbers of 100 or more will be given in numerals:

fifty-nine cents, six-month period, 265 years ago, 4,066 feet

but numerals will be used for numbers less than 100 when being compared with numbers greater than 100:

of 119 colleges, fewer than 25 were . . .

and very large approximate figures given in even hundreds, thousands, or millions will be spelled out or given in words and figures. Use of U.S. or U.K. notation will be specified for values greater than one billion:

forty thousand listeners, fifteen-hundred-word essay, 4.5 million years, \$3 billion (U.S. billion)

2. Ordinal numbers and fractions will be spelled out unless use of numerals makes the information easier to grasp:

one-third of the students, *but* 8 1/2- by 11-inch paper
the twentieth century, nineteenth-century morality

3. Numerals will be used for dates, time of day, percentages, decimals (including money), ratios, and measurements in which the unit of

measure is abbreviated:

1960–s0 June 8, 1960/8 June 1960 June 1970 the 1850s (not 1850's) *but* the fifties 7:50 A.M. (small caps) *but* eight o'clock, half past nine 7.98 inches \$7.98 *but* spell out money not given in decimals: a two-dollar bet a 5:1 ratio a score of 5 to 3 7 lb. 3 mm

Note: To avoid confusion between U.S. and U.K. conventions, dates will have the month spelled out or abbreviated. (Under the U.S. system, 1/12/76 would read January 12, 1976, and under the U.K. system, 1 December 1976.)

4. Commas will be used in numbers of four digits or more (except page numbers and years): 1,500 *rather than* 1500.
5. When page numbers or years are given as a range of numbers, figures will be elided to one digit where possible:

1960–70, 1960–6 *rather than* 1960–1970, 1960–66
pp. 143–4 *rather than* 143–44, 143–144

but to help pronunciation, the tens digit will not be elided in numbers in the teens:

314–15 *rather than* 314–315 or 314–5

***Note:* Dates in book titles, chapter titles, and other headings will not be elided: e.g., 1890–1895.**

6. Do not use “over” or “under” with numbers; use “more than” or “fewer than”:

more than 1,500 books *rather than* over 1,500 books; fewer than 110 manuscripts *rather than* under 110 manuscripts

Punctuation

1. A comma will be used to separate items in a series of three or more:

red, white, and blue *rather than* red, white and blue
2. In running text, use a 1-en dash with a word space on either side, rather than a closed-up 1-em dash:

like this – *rather than* this—which is more generally used in the United States.

3. Interpolations by author or editor within quoted material will be enclosed in brackets rather than parentheses.

4. Commas and periods will normally appear *inside* quotation marks:

like "this," or "this." *rather than* like "this", or "this".

5. Quotation marks (except for actual quotations) will be used sparingly, as with overuse they lose their emphasis. They *will be used*

- to set off a quotation run into the text, or around words or phrases taken from another source

- single quotation marks should be used around words used in an ironic sense, if that sense might elude the reader: Five villages were subjected to 'pacification'. Note that in this case, the period is placed **outside** the quotation mark.

More on the above context: When to use single marks – often called scare quotes (https://en.wikipedia.org/wiki/Scare_quotes) rather than double: if a word or very short phrase is used in a way that is not meant to be taken literally, e.g. The account told the 'truth'. (the point is that the author here is not making an actual judgment of truth or falsehood, but indicating that the account in question offered a manufactured version of a story that was projected as being true.)

- around words used as words and terms used as terms on their first occurrence in the manuscript (unless italics are being used for this purpose): "Tribe" is used here to describe . . .

- around titles of short works, such as short stories, short poems, chapters, etc.

Quotation marks *will not be used*

- around a quotation that will be set off in block form from the text (quotations longer than about 60 words will be set off)

6. Ellipses: Three (spaced) points of ellipsis will be used to indicate omissions within quoted material. Terminal punctuation will be retained before points of ellipses. Ellipses should **not** be used at the beginning or end of a quotation if the first or final sentence is syntactically complete.

7. Except in certain technical contexts, square brackets will be used for parentheses within parentheses.

Italics

1. Italics will also be used sparingly, as with overuse they too lose their emphasis. They *will be used*

- on the first introduction of a key term or statement, to which the author wishes to draw the reader's attention. Italics will not be used thereafter when that term or statement is repeated.

- for foreign words that are unfamiliar to the reader.

2. Italics *will not be used* for foreign words now in common use:

ibid., et al., passim, fait accompli, de facto

3. Italics will not be used for proper names of foreign organizations, buildings, or places:

the Cour des aides, Reichstag, Bois des Boulogne

4. Italics will used for names of ships, films, television programs, and books:

Saturn V, Sorrow and the Pity, Masterpiece Theater, Quadripartite Structure

Cross-references

Addressing the references to "above" and "below": When referring to something that has been described elsewhere, please do not use the terms "above" or "below." Instead, rephrase it. For example, "as noted in Chapter 4" rather than "see above in Chapter 4," or "will be discussed in the section..." rather than "will be discussed below."

Reference/Notes Style

Heading of the references is "Notes." The cross-citations of notes in the text should be presented in a sequential order. Please use superscript numerals *after* the punctuation

and check that it corresponds to the correct number in the reference (Notes) section. Notes section will be set at the end of the text. For example:

Latour was the first to comment on this.¹

Cite publications in the form of the following examples:

1. Basic Format for a Book

David Davies, *An International Police Force* (London: Benn, 1932), p.34.

David Davies, *Life and Death of Richard Mather* (Cambridge: Massachusetts, 1969), pp.10–11.

2. Two or Three Authors

David Davies and Sydney Herbert, *The League of Nations in Theory and Practice* (London: Allen & Unwin, 1933).

3. Edited Volume – One Editor

Brian Porter (ed.), *The Aberystwyth Papers: International Politics, 1919–69* (London: Oxford University Press, 1972).

4. Edited Volume – Multiple Editors

Tim Dunne and Nicholas J. Wheeler (eds.), *Human Rights in Global Politics* (Cambridge: Cambridge University Press, 1999), pp.58–61.

5. Individual Chapter or Article in an Edited Volume

Tim E. Dunne, Moorhead Wright and John Garnett, “International Politics at Aberystwyth, 1919–69,” in Brian Porter (ed.) *The Aberystwyth Papers: International Politics 1919–69* (London: Oxford University Press, 1972), pp.86–102.

5a. How to include the specific page number(s) that are cited within the chapter

Tim E. Dunne, Moorhead Wright and John Garnett, “International Politics at Aberystwyth, 1919–69,” in Brian Porter (ed.) *The Aberystwyth Papers: International Politics 1919–69* (London: Oxford University Press, 1972), pp. 86–102, 93–4.

6. Translated Work

Tim E. Dunne, *Cyberthynas y Gwledydd Wed'r Cyfamodau Heddwch*, trans. into Welsh by Stephen J. Williams (Cardiff: University of Wales Press, 1938).

7. Edition Other Than the First

Andrew Linklater, *Men and Citizens in the Theory of International Relations*, 2nd ed. (London: Macmillan Press, 1990), pp.195–202.

8. Volume in a Multivolume Work

Sir Robert Jennings and Sir Arthur Watts (eds.), *Peace*, Vol. I of *Oppenheim's International Law*, 9th ed. (Harlow: Longman, 1992), p.345.

9. Work in a Series

Andrew Linklater (with Harsh Temperley), *The Congress of Vienna 1814–15 and the Conference of Paris 1919*, Leaflet No. 56 (London: Historical Association, 1923).

10. Article in a Journal

Andrew Linklater, "Public Opinion as a Safeguard of Peace," *International Affairs* 15 (1936): 846–62.

10a. How to include the specific page number(s) that are cited within the article

Andrew Linklater, "Public Opinion as a Safeguard of Peace," *International Affairs* 15 (1936): 846–62, 850–1.

11. Article in a Newspaper or Magazine with Author

"Mr. Eden's Odyssey," *The Times*, 7 May 1941.

12. Article in a Newspaper or Magazine without a Specified Author

"Russia, Britain, and Europe" (editorial), *The Times*, 6 November 1944.

13. Internet Site

President William J. Clinton, "Remarks - Tougaloo College Commencement" 18 May 2001 (21 July 2003).

United Nations Security Council, "Resolution 1441 (2002)" 8 November 2002, <<http://ods-dds-ny.un.org/doc/UNDOC/GEN/N02/682/26/PDF/N0268226.pdf?OpenElement>> (25 May 2003).

Michael Isikoff, Daniel Klaidman and Evan Thomas, "Al Qaeda's Summer Plans" *Newsweek*, 2 June 2003, <<http://www.msnbc.com/news/917895.asp>> (25 May 2003).

14. Government Document

United Kingdom Foreign and Commonwealth Office, *Iraq's Weapons of Mass Destruction: The Assessment of the British Government* (Norwich: The Stationary Office, 2002), pp.9–11.

15. Pamphlet

Alfred E. Zimmern, *My Impressions of Wales* (London: Mills & Boon, 1921).

16. Unpublished Source

Jerome D. Greene, "Idealism and Realism in Efforts Towards Peace" (Inaugural Lecture delivered at Aberystwyth, 1 February 1933).

Henry Shue, "Conditional Sovereignty" (unpublished paper), p.5.

All references after the first mention should contain the author's surname and an abbreviated title (not op. cit.).

For example:

- Carr, "*Public Opinion*," pp.850–2 (note x).
- Davies, *International Police Force*, p.48.