November 8, 2014

From: Laura Hensley

Re: Style sheet for *Hitler at Home*

**General punctuation and style**

* Italicize punctuation following italicized words
* Use serial comma
* Use — , not --, for em-dash
* Small caps for A.M. and P.M.
* Per YUP, use three- and four-dot ellipses; no ellipses at beginning or end of quotations
* Per YUP, avoid having two sets of quotations in a row
* Words following “known as” do not have quotes
* The term/word/name “X”

*Numbers/dates*

* Write out one to one hundred, large round numbers, ordinals
* 1980s, 1990s
* 2008–9; 1985–86
* Chapter X
* Write out centuries (e.g., “twentieth century”), except in captions
* Numerals for percentages (e.g., 42 percent)
* For monetary amounts, follow CMS and 9.21 and 9.25, which say to write out numbers and “dollars” for amounts under $100 (e.g., “thirty dollars”), and use the dollar sign and numerals for larger amounts (e.g., “$120); for amounts such as millions, write out of the word rather than using zeroes (e.g., $45 million).
* Overall, follow the author’s established style of using the English version of place names, events, titles, etc., when possible—e.g., Crystal Night” instead of “Kristallnacht,” and “House of German Art” instead of “Haus der Deutschen Kunst”.
* The first mention of a book follows the style English Trans of Title (German Title). Subsequent references just use the English. (The inclusion of German here is due to the bibliography being in German.)
* One exception is for periodicals, which should follow the style of German Title (English Title) for the first reference, just the German in subsequent references.

**Spelling**

*Proper nouns*

* 16 Prince Regent Square
* [Rudolf von Alt](http://www.1st-art-gallery.com/Rudolf-Ritter-Von-Alt/Rudolf-Ritter-Von-Alt-oil-paintings.html)
* Alte Pinakothek
* Max Amann
* Captain Harry Anderson
* Franz Andrelang
* Dietmar Arnold
* Henry “Hap” Arnold
* Bad Reichenhall
* Bad Tölz
* Stanley Baldwin
* Moritz Ballin
* Frederick Barbarossa
* Judy Barden
* Bavarian State Library
* Florian Beierl
* Berchtesgaden
* Ragnar Berg
* Otto von Bismarck
* Hugo Blaschke
* Werner von Blomberg
* Arnold Böcklin
* Bogenhausen district
* Martin Bormann
* Philipp Bouhler
* Karl Brandt
* Eva Braun
* Elsa Bruckmann
* Hugo Bruckmann
* Peter Brügge
* Alan Bullock
* Duke Bernhard von Bülow
* George Butterworth
* Buxtehude
* Houston Stewart Chamberlain
* Neville Chamberlain
* Alphonse de Châteaubriant
* Chiemsee
* Galeazzo Ciano
* Gordon Alexander Craig
* John Cudahy
* Dachau
* Price Day
* Alois Degano
* Deutsche Holzkunstwerkstätten [maybe English instead?]
* Otto Dietrich
* Anton Drexler
* Debórah Dwork
* Dynamit Nobel
* Friedrich Ebert
* Dietrich Eckart
* Anthony Eden
* Eher Verlag
* Dwight D. Eisenhower
* Gerhard Engel
* Franz Ritter von Epp
* Hermann Esser
* Kurt Faltlhauser
* Arnold Fanck
* Bernard Faÿ
* Feldafing
* Josef Felder
* Feldherrnhalle [maybe English instead?]
* Matthias Ferwagner
* Anselm Feuerbach
* Roderich Fick
* Karl von Fischer
* William George Fitz-Gerald
* Friedrich Forster-Burggraf
* André François-Poncet
* Bernhard Frank
* Hans Frank
* Frankfurt am Main
* Walter Frentz
* Harald Freundorfer
* Caspar David Friedrich
* Führerbau
* Fritz Gablonsky
* Leonhard Gall
* Geiselgasteig
* Paul Giessler
* Gmund am Tegernsee
* Joseph Goebbels
* Hermann Göring
* Heike Görtemaker
* Preston Grover
* Eduard von Grützner
* Hans F. K. Günther
* Sonja Günther
* Philip Hamburger
* Professor Martin Hammitzsch
* Ernst Hanfstaengl
* Arthur “Bomber” Harris
* Haus Wachenfeld
* Sir Nevile Henderson
* Eugen Henke
* Ludwig von Herterich
* Alice Hess
* Rudolf Hess
* Heinrich Himmler
* Paul von Hindenburg
* Hochlenzer
* Wilhelm Hoegner
* Walter Andreas Hofer
* Heinrich Hoffmann
* I. G. Farben
* Isar River
* Paul Jaskot
* Eduard Jobst
* Richard J. H. Johnston
* Traudl Junge
* Kampfhäusl
* Arthur Kannenberg
* Friedrich August von Kaulbach
* Kehlsteinhaus
* Albert Kesselring
* Ivone Kirkpatrick
* Waldemar von Knoeringen
* Herbert Kochta
* Karl Kolb
* Königsplatz
* Siegfried Kracauer
* Heinz Erich Krause
* Karen Kuykendall
* Hans Lammers
* Franz von Lenbach
* Heinz Linge
* Linz
* Max Littmann
* General Karl Litzmann
* David Lloyd George
* Louis P. Lochner
* Hanna Löv
* David Low
* Luftgaukommando VII
* Luftwaffe
* Hans Makart
* Toni McDaniel
* Reg Manning
* Julius Meier-Graefe
* Lee Miller
* Unity Mitford
* Mittelbau-Dora
* Paul Moor
* Mooslahnerkopf
* Theodor Morell
* Mount Untersberg
* Munich Vereinigte Werkstätten [maybe English instead?]
* Benito Mussolini
* Carl Mydans
* National Socialist German Workers’ Party (<sc>NSDAP</sc>)
* Richard Nemec
* Neubabelsberg
* Neue Sammlung [maybe English as well/instead?]
* Jürgen Neven-du Mont
* Nino Nodia
* Nuremberg
* Timo Nüsslein
* Nymphenburg Porcelain Manufactory
* Obersalzberg
* Odeonsplatz
* Frederick Oechsner
* Hiroshi Ōshima
* Geroge Patton
* Ante Pavelić
* Marshal Philippe Pétain
* C. Brooks Peters
* Platterhof Hotel
* George Ward Price
* Rastenburg
* Angela Raubal
* Friedl Raubal
* Geli Raubal
* Ravensbrück
* Kurt Reinhold
* Richard Reiter
* Joachim von Ribbentrop
* Leni Riefenstahl
* Franz Ritter von Epp
* Ernst Röhm
* Ron Rosenbaum
* Lord Rothermere
* Sophie Rützow
* Timothy Ryback
* Sanssouci
* Schack Galerie [maybe English “Gallery” instead?]
* Adolf Friedrich von Schack
* Martha Schad
* Julius Schaub
* Karl Friedrich Schinkel
* Baldur von Schirach
* Henriette von Schirach
* Walter Schmidkunz
* Matthias Schmidt
* Paul Schmidt
* Herta Schneider
* Angela Schönberger
* Christa Schroeder
* Sigrid Schultz
* Paul Schultze-Naumburg
* Kurt Schuschnigg
* George N. Shuster
* Karl Schuster-Winkelhof
* Birgit Schwarz
* Franz Xaver Schwarz
* Gabriel Seidl
* Wolfram Selig
* Ernest Howard Shepard
* William Shirer
* Ludwig Siebert
* Hedwig Mauer Simpson
* Sergeant Harry Sions
* John W. Snyder
* Susan Sontag
* Carl Spaatz
* Albert Speer
* Reinhard Spitzy
* Matthew Stadler
* Ronald Stead
* SA
* SS
* Sofie Stork
* Julius Streicher
* Franz von Stuck
* Tannenberg
* Ernst Thälmann
* Thuringia
* Fritz Todt
* John Toland
* Otto D. Tolischus
* Traunstein
* Luis Trenker
* Gerdy Troost
* Paul Troost
* Harry S. Truman
* Charles Turner
* Untersberg
* Unterstein
* Francesco Vecellio
* Vereinigte Werkstätten für Kunst im Handwerk [maybe English instead?]
* Joseph Wackerle
* Heinrich Waderé
* Adolf Wagner
* Friedelind Wagner
* Richard Wagner
* Winifred Wagner
* Hugh Wagnon
* Simon Waldman
* David Kenyon Webster
* Wehrmacht
* Karl Wessely
* Paul Westheim
* Kaiser Wilhelm II
* Georg and Anni Winter
* Werner Zabel
* Adolf Ziegler

***Other***

* artwork
* blond
* catalogue; catalogued
* decor
* facade
* G. I.; G. I.’s (plural)
* gray
* guesthouse
* guest room
* home front
* sight line
* toward
* traveled/traveling
* website
* World War I; World War II

***Books***

As mentioned in the memo, use English Translation (German Title) for the first reference in the book, and then just the English in subsequent references. (Note: One exception is *Mein Kampf,* which is so well know that it can stand as is, with only German.)

* English Trans TO COME (Das Bauen im neuen Reich)
* English Trans TO COME (Un Chef et son Peuple: un Homme parmi les Autres)
* Adolf Hitler: Pictures from the Life of the Führer (Adolf Hitler: Bilder aus dem Leben des Führers)
* Adolf Hitler’s Adopted Homeland (Adolf Hitlers Wahlheimat, 1933)
* Between the Rhein and the Ruhr (Zwischen Rhein und Ruhr)
* Can America Last?
* The Deadly Utopia (Die tödliche Utopie)
* Germany Awakes (Deutschland Erwacht)
* Hitler Away from It All (Hitler abseits vom Alltag)
* Hitler in His Mountains (Hitler in seinen Bergen)
* The Hitler Nobody Knows (Hitler wie ihn keiner kennt)
* The Voice of Ireland: A Survey of the Race and Nation from All Angles
* White Mountains, Black Tents: A Persian Journey (Weisse Berge, Schwarze Zelte. Eine Persienfahrt)
* Youth around Hitler (Jugend um Hitler)

***Periodicals***

Note: As mentioned in the memo, please add an English trans—when possible—in parens after the first occurrence in the manuscript of a particular title. These translations need to be added to the manuscript as part of the revision process.

* Der Angriff
* Berchtesgadener Anzeiger
* Berliner Volkszeitung
* Dekorative Kunst
* Deutsche Presse
* Deutscher Reichsanzeiger
* Deutschland Brief
* Elegante Welt
* Die Fanfare
* Frankfurter Zeitung
* La Gerbe
* Grenzbote
* Innen-Dekoration
* Die Kunst im Deutschen Reich
* Münchner Illustrierte
* Münchner Neueste Nachrichten
* Münchener Post
* die neue linie
* Neue Montagszeitung
* Neuer Vörwarts
* NS-Frauenwarte
* Pariser Tageszeitung
* Regensburger Echo
* Schöne Heim
* Sonn-und Montags-Zeitung
* Der Spiegel
* Süddeutsche Zeitung
* Südost Kurier
* Das Tagebuch
* Völkischer Beobachter
* Vorwärts
* Die Welt am Monntag
* Welt-Spiegel

**Capitalization**

* use lowercase for titles such as “chancellor” unless the title precedes the person’s’ name (BUT: OK to refer to Hitler as “the Führer” throughout)
* cap official names of rooms (e.g., Congress Hall, Reception Hall, etc.; see list below) but more general/descriptive terms such as “dining room” are lowercase:
  + Cabinet Room
  + Congress Hall
  + Great Hall
  + Marble Hall
  + Reception Hall
  + Red Room
  + Smoking Room
  + Turkish Room
  + Waiting Room
* wings of buildings are lowercase (e.g., western wing)
* Per CMS, treat political movements as follows: Nazi, Social Democrat, republican (in general sense in Germany)
* For Communism/communism and Socialism/socialism, see CMS 8.65 for the distinction (lowercase for general usage)
* Per CMS, capitalize “Party” when it follow the name of a party (e.g., Nazi Party)
* For military units, X Regiment, X Division, X Battallion; in terms of writing out numbers or using numerals, follow overall number rule (i.e., write out one to one hundred, numerals thereafter)

***Art-related terms/styles***

* Art Deco
* Baroque
* Bauhaus
* classical
* Dadaist
* Doric
* International Style
* Jugendstil
* modernist
* neoclassical
* old master
* Rococo
* Romantic (in sense of movement); romantic (more generally)

***Other***

* Allies; Allied
* Anglo-German Naval Agreement
* Atelier Troost
* Axis forces
* Barlow Palace
* Bavaria Filmkunst
* Bavarian Academy of Fine Arts
* Bavarian Central State Archive
* Bavarian National Museum
* Bavarian parliament
* Bavarian State Library
* Bavarian State Office for Asset Administration and Restitution
* Beer Hall Putsch
* the Berghof
* Berchtesgaden Chancellery
* Berchtesgaden valley
* Brown House
* Brown Revolution
* Brown Shirts
* Central Collecting Point
* Central Europe
* the Chancellery
* Chancellery park
* Chinese Pavilion
* Commonwealth
* Congress of Berlin
* Congress Hall
* Crimean front
* Crystal Night
* Day of German Art festival
* Degenerate Art
* denazification tribunal
* the Depression
* the Eagle’s Nest
* East Germany
* East Prussian
* eastern front
* Economics Ministry
* Enabling Act
* Euros
* Foreign Office
* Four-Year Plan
* the Führer
* Führer Headquarters
* Gauleiter
* Gemütlichkeit
* German Architecture and Applied Arts Exhibition (BUT exhibitions)
* German army
* German High Command
* German Historical Museum
* German Revolution of 1918
* German shepherd
* the Gestapo
* god
* golden age
* Golden Honor Badge
* Great German Art Exhibition
* Greater German Reich
* Heimat style
* High Commission
* Hitler Youth
* Holocaust
* House of German Art
* Imperial era
* InterContinental Berchtesgaden Resort
* Kachelofen
* Kaiserhof Hotel
* Kerch peninsula
* Landsberg Prison
* League of German Girls
* League of Nations; the league
* Lebensraum
* lederhosen
* Luitpold Bridge
* Männerstaat
* Mark (currency)
* Munich Accord
* Munich Finance Office
* Munich School
* Munich Tax Office
* Municipal Housing Authority
* National Redoubt
* National Socialist Party
* National Socialism
* Nazi Party
* Nazi Party Rally Grounds
* neo-Nazi
* New Chancellery
* the New Germany
* Night of the Long Knives
* North German Lloyd
* November Revolution
* <sc>NSDAP</sc>
* <sc>NSDAP</sc> Administrative Building
* Nuremberg Laws
* Nuremberg Party Congress
* Nuremberg Rally Grounds
* Obersalzberg Documentation Center
* Old Chancellery
* Olympic Games
* Operation Barbarossa
* Orientalizing
* People’s Theater
* Prince Regent Theater
* Prince Carl Palace
* Prussian State Art Collections
* RAF Bomber Command
* Reception Building
* Reich; new Reich
* Reich Chamber of Culture
* Reich Chamber for the Fine Arts
* Reich Chancellery bunker
* Reich Finance Ministry
* Reich Security Service
* Reichsmarks
* Reichstag
* Reichstag Fire Decree
* “Röhm-Putsch”
* Rückenfigur
* Schulenburg Palace
* Stormtrooper
* Siedler office building
* Stammtisch
* Strength through Joy
* Stube
* Supreme Headquarters
* Tallboys
* Third Reich
* Treaty of Versailles
* Türken Inn
* Universum Film AG (Ufa)
* Upper Bavarian
* U.S. Army
* U.S. Army Air Forces
* U.S. Office of War Mobilization and Reconversion
* Victory Loan train
* Villa Stuck
* Volks
* Wall Street Crash (1929)
* Weimar era
* Weimar Republic
* Weltanschauung
* West Germany
* Western Europe
* Western Roman emperor
* Winter Garden
* Wolf’s Lair

**Italicization**

* Foreign words are italic upon first appearance, Roman in subsequent references
* Exhibition titles are italic, BUT: Great German Art Exhibition and Day of German Art
* Titles of works of art are italic
* Titles of cartoons are in quotes

**Hyphenation**

* aboveground
* afterlife
* anti-aircraft
* anti-democratic
* anti-fascist
* anti-Semitic
* bi-level
* cross section
* firsthand
* ground-floor X (adj.)
* half-life
* larger-than-life
* middle-class X (adj.)
* off-limits
* paperhanger
* postwar
* right-wing (adj.)
* runoff
* semipublic
* southeastern
* tell-all
* terra-cotta

**Bib standards**

* Use CMS standards
* See CMS 14.207, which says that entries for unsigned newspaper articles use the name of the newspaper in place of the author. Follow this same rule for magazines:
  + *New York Times*. “In Texas, Ad Heats Up Race for Governor.” July 30, 2002. [Note: For entries with an author listed, there *will* be a comma between the title and date.]
* Per CMS, alph foreign titles by first letter, even if it is an article (e.g., alph a title beginning with “Die” under “D”).

**Note standards**

* Use CMS standards
* Per YUP, use older form (i.e., not two letter) abbreviations for states
* Per CMS, use only the first city when multiple cities are listed for a publisher
* Follow CMS in terms of when to identify a state (Princeton, N.J., and so on)
* Abbreviations: chap.; fig.; no. [for number]; pl. [plate]; pt. [part]; vol.; suppl.; n.d. [for “no date”]
* When citing a note, see CMS—where page numbers are listed, it would be, for example, “192n23” for p. 192, note 23 (nn for notes plural)
* For collections of papers, for the first entry in a chapter, write out all the details (e.g., John Toland Papers, Franklin D. Roosevelt Library, Hyde Park, N.Y.), but then for subsequent notes in the same chapter, the name of the papers suffices (e.g., John Toland Papers).