**Style Guide for *State, Religion, and Church***

**Note from the Editor to Translators**:

Thank you for choosing to work with State, Religion and Church. We look forward to a fruitful and harmonious collaboration. Please address the editor with any questions you may have after reading this style guide.

The job of a translator for this journal consists of two major aspects:

1. Translating the main body of the text from Russian to English, as well as finding translations for words in other languages.

2. Bringing the notes and reference list into house style. As we use Chicago author-date style, whatever shape the notes are in when you receive the piece, they need to be converted to in-text citations with a corresponding reference list as detailed below or in CMS 16.

**Philosophy of Translation:**

Our goal is to create clear, readable, and accurate translations for English-speaking readers who do not necessarily know Russian. To this end, please keep the following in mind:

- To create natural-sounding prose, eliminate Russian word order in favor of English. A good translation will have eliminated all non-English syntax.

- As this is academic rather than literary translation, it is not necessary to retain the flavor of the prose you are translating—please avoid any unnecessarily confusing renderings.

- Refrain from over-literal translation and feel free to translate somewhat freely with respect to replacing Russian stylistic conventions with Anglo-American ones.

- Word economy is always preferable to clunky English prose.

- When dealing with specialized terminology, please be careful to find an accurate rendering. This includes finding standard English forms for religious terms. In some cases this is not possible, but do your best.

**Including Russian Words:**

When necessary for clarity, please render Russian words in italics within parentheses: “performance (*aktsiia*).” Please resort to this as infrequently as possible. When within quotations, use brackets: “performance [*aktsiia*].”

**Avoiding One-Sentence Paragraphs:**

When possible, integrate one-sentence paragraphs into prior or subsequent paragraphs. It is preferable that all paragraphs be at least three sentences, although granted, it’s not always possible to manage this.

**Transliteration:**

In general SRC follows the modified Library of Congress system of transliteration. A few exceptions are:

* In words common in English such as “tsar” and “Tver,” leave the soft sign off in running text.
* If a Russian name is known well enough that there is a widely used standard spelling in English, or if it is possible to learn that a Russian referred to in a text has chosen to spell his or her own name in a particular way in English, always use these forms rather than strict modified Library of Congress transliteration. Examples: Mark Feygin (*not* Feigin); Maria Alyokhina (*not*Alekhina.)
* For the names of Russian monarchs, Anglicized versions should be used: Peter, Alexander, Catherine, Nicholas.
* The names Александр, Алкесандра, and Петр should always be rendered as Alexander, Alexandra, and Pyotr, respectively.
* In reference lists, however, all names—indeed, all words—should be strictly transliterated.

Transliteration Example:

Russian Source: Ортега-и-Гассет Х. Дегуманизация искусства // *Самосознание европейской культуры XX века: сборник*. М.: Политиздат, 1991. С. 479 – 518.

Transliteration:

Ortega-y-Gasset, J. 1991. “Degumanizatsiia iskusstva.” In *Samosoznanie evropeiskoi kul’tury XX veka: Sbornik* [“Dehumanization of the arts.” In *The self-consciousness of European culture in the twentieth century*], 479–518. Moscow: Politizdat.

**Stylistic Conventions:**

Numbers and dates: Use Chicago’s “general rule”—spell out numbers one through one hundred and round multiples (six hundred but 601)

Inclusive numbers: Numbers should be condensed in the following way:

Less than 100, use all digits: 31–36, 45–94.

100 or multiples of 100, use all digits: 100–106, 1100–1121

101–109, 201–209, etc., use changed part only: 101–6, 201–27

110–199, 210–299, etc., use two digits unless more are needed to indicate changes: 425–27, 899–942, 363–99, 210–78.

Date ranges should be given in full: 1918–1922.

Centuries should be spelled out: “twentieth century” or “twentieth-century Russia.”

Chapter numbers should not: chapter 2.

The n-dash (–) should be used between numbers indicating “up to and including” or “through.” In cases where “from” or “between” is used with a range of numbers, words should be used: “from 1989 to 2007.”

Consistency and flexibility: Where many numbers appear close together in a sentence or paragraph, maintain consistency in the immediate context. For example: “The farm contained twenty-five sheep, 108 pigs, ninety-nine cows, and 256 hens” is better rendered as “the farm contained 25 sheep, 108 pigs, 99 cows, and 256 hens,” despite the “general rule.”

Use numerals for percentages except to begin a sentence: 3 percent

Percent should always be spelled out unless it is used in parentheses.

Omit periods for era abbreviations: BCE, CE.

Indicate time with “a.m.” and “p.m.”

Dates should be written American style: June 1, 2016.

Use spaced periods: i.e., C. S. Lewis rather than C.S. Lewis

Use only one space after a period. (That is, between sentences.)

Omit spaces for an entire name replaced by initials (FDR, JFK).

For foreign words and phrases (anything not in Merriam-Webster), italicize. If it’s longer than a phrase, do not italicize.

Use periods with abbreviations that end in a lowercase letter except for technical usages (Dr., St., vol., but PhD, DLitt).

Omit quotation marks around extracts/block quotes. Use double, not single, quotation marks within extracts.

Do not use brackets when changing the case of an initial letter to or from lowercase.

Space out ellipses . . . not …

Ellipses should be bracketed in quoted material to distinguish them from suspension points. That is to say, ellipses indicate an omission – a place from which the text has been extracted, and as such are an insertion into an original text. Therefore, like any insertion, they should be bracketed. Suspension points indicate a trailing off of thought and are native to the text. They should not be bracketed. In both cases they appear the same—three spaced periods.

Ellipses at the beginning or end of quotations should be omitted.

We use the serial or “Oxford” comma. (Red, white, and blue—not red, white and blue).

For issues of open or closed compound terms (socio-cultural vs. sociocultural, pre-war vs. prewar, etc.) Merriam-Webster is the authority.

Where British and American conventions differ, we follow American conventions.

**First- And Third-Person Perspective:**

The use of “I” is perfectly acceptable to SRC. Please remove instances of the “royal we.” (If the we in question is actually a group of people rather than an individual, this is fine.)

**Religious Terms:**

Generally, words capitalized within specific religious traditions should be capitalized, although more specific information is available in the Chicago Manual of Style, chapter 8. Some specific examples that may help you:

Capitalize “Church” only if it refers to a specific confession, i.e., the Catholic Church, the Russian Orthodox Church, and also where it stands in for such a confession: “The hierarchs of the Church gathered in St. Petersburg.” Do not capitalize church as an adjective in the meaning of “ecclesiastical,” i.e., “church calendar,” or “church holidays.”

The general rule of capitalization is to capitalize the specific but not the general, so “the Seventh Ecumenical Council” should be capitalized, but “later ecumenical councils were less contentious” should not be.

“Eucharist” should be capitalized (also “Eucharistic”) but not “communion,” except in the phrase “Holy Communion.”

Capitalize all religious movements when identified specifically: e.g., Paganism, Neo-Confucianism, Shiism, Nonconformism, Stundism, etc.

Forms of Religious Titles: Use the abbreviation “Fr.” for “Father” when the title comes before the name of a priest. Other ecclesiastical titles, such as “Archpriest,” “Dean,” “Bishop,” “Metropolitan,” etc., are spelled out in full.

All titles are capitalized before names, but not in apposition. So, “the new bishop Afanasii” but “Bishop Afanasii.” “Joseph Stalin, who was then general secretary, met with Patriarch Aleksy I.” But, “General Secretary Joseph Stalin met with the new patriarch, Aleksy I.”

**Quotations from English-Language Sources:**

If an author has translated a quotation into Russian from English, it is not acceptable to simply translate it back to English—in all cases the original source must be found and used accurately. If you’re having trouble with this, please contact the editor, who can connect you with the author who is likely to have access to the original English quotation. One should always also go back to the original translations from other languages and cite from them directly rather than translating them from a Russian translation, wherever possible.

**Gender-Neutral Language:**

Is it nearly impossible to please everyone when trying to adhere to gender-neutral language. Nevertheless, try we must. Chicago suggests the following nine strategies:

* Omit the pronoun: “the clerk should update the records when the files are transferred to him by the Synod” can read “the clerk should update the records when the files are transferred by the Synod.”
* Repeat the noun: “an editor should be careful not to needlessly antagonize translators, because her credibility will suffer,” can read “an editor should be careful not to needlessly antagonize translators, because the editor’s credibility will suffer.”
* Use a plural antecedent: “a teacher must conduct himself with dignity at all times” can read “teachers must conduct themselves with dignity at all times.”
* Use an article instead of a personal pronoun: “a secretary accused of stealing must actively waive his right to have his union representative present” can read “a secretary accused of stealing must actively waive the right to have a union representative present.”
* Use the neutral singular pronoun “one”: “a worker in Moscow is likely to earn more than he is in Bishkek” can read “a worker in Moscow is likely to earn more than one in Bishkek.”
* Use the relative pronoun “who” (works best when it replaces a personal pronoun that follows “if”): “universities presume that if a student can’t write well, he won’t get a job” can read “universities presume that a student who can’t write well won’t get a job.”
* Use the imperative mood: “a driver must keep his eyes on the road” can read “keep an eye on the road.”
* Use “he or she” (sparingly): “if a professor in not satisfied with the conduct committee’s decision, then he can ask for a rehearing,” can read “if a professor is not satisfied with the conduct committee’s decision, he or she can ask for a rehearing.”
* Revise the clause: “a person who decides not to admit he lied will be considered honest until someone exposes his lie” becomes “a person who denies lying will be considered honest until the lie is exposed.”

These will, unfortunately, not cover all cases. Do your best, avoiding “they” and “their” in a singular sense.

(Chicago Manual of Style, 16th edition, pp. 302–3)

**Chicago Author-Date Citation**

* Alphabetize letter-by-letter, not word-by-word; numbers are treated as spelled out when beginning an entry.
* Use a comma before a “see” reference, and do not use a colon after it (“For further discussion, see Smirnova 1992.”)
* Omit “p.” and “pp. unless needed to avoid ambiguity.
* Use new-style abbreviations for states (IL not Ill., WI not Wisc,. etc.)
* Use only numerals for editions: 2nd edition (nd, rd, th, etc. should not be superscript) rather than second edition.
* All numbers should be converted to Arabic, with the exception of page numbers in front matter, and Russian-styled centuries. (E.g., pp. xvii–xviii, XIX–XX veka)
* Avoid using *idem* in notes, instead repeat the author’s last name.

**Notes on in-text citation:**

* If an author has more than one work for a single year, they should be listed as 2011a, 2011b, and so on. This is true in the reference list as well, where works of a single year should be alphabetized.
* In-text, for archival citations, provide only the archive, fond, opis’, delo, and listy. (The abbreviations for these should be f., op., d., and l. respectively. If more than one *delo*, then dd., if more than one *list*, then ll. If verso, then use the abbreviation ob., closed up with numerals, so: 21–ob., if only one page, or 22–32ob.
* For personal interviews, provide the name of the interviewer, the interviewee, the place, and date, if possible.
* For explanation and commentary, add a typical numerical footnote at the bottom of the page.
* In all cases, cite the author or authors that appear before the date in the reference list. (It is acceptable to use the first author and “et al.”)

**In-text citation:**

Single author: (Malakhov 1999)

Multiple authors (Todd and Smith 2014)

Group or Corporate Author (Carnegie Foundation 2001)

With page numbers: (Malakhov 1999, 84)

**Notes on reference lists:**

* If you are citing a work published in Russian by an author who also publishes in English, give the name as transliterated first, then the actual English spelling in brackets, e.g. Kitsenko [Kizenko].
* Reference lists are arranged alphabetically by last name of author. If an author has more than one reference work in the list, these should be ordered by year, from earliest to latest. If archival citations are used, the archival citations come first, followed by the traditional author-date citations. Archival citations should be arranged first alphabetically by archive, and then according to number of fond, opis’, delo, and so on.
* Do not transliterate or translate the names of Russian publishing houses, but do provide the English name of the Russian city.
* References should be formatted with hanging indents, without space between entries, and without using returns within entries to create formatting. In Word, go to “format,” then “paragraph” and under “special” select “hanging.”
* Russian titles in reference lists need to be translated using the modified Library of Congress system, and also translated into English in brackets. Capitalization within brackets should be sentence-style (only the first word and proper nouns capitalized).

**Reference list format:**

*Single author:*

Copleston, Frederick F. 1988. *Russian Religious Philosophy: Selected Aspects*. Tunbridge Wells: Search Press.

*Multiple authors:*

Biver, Paul, and Marie Louise Biver. 1970. *Abbayes, monastères, couvents de femmes à Paris: Des origines à la fine du XVIIIe siecle*. Paris: Presses universitaires de France.

*Edited book:*

Kivelson, Valerie A., and Robert H. Greene, eds. 2003. *Orthodox Russia: Belief and Practice under the Tsars*. University Park: Pennsylvania State University Press.

*Group or corporate author:*

United Nations Office on Drugs and Crime. 2009. *Trafficking in Persons: Analysis on Europe*. Vienna: UNODC.

*No author:*

*Naselenie Rossii za 100 let (1897–1997): Statisticheskii sbornik*. 1998. Moscow: Goskomstat.

*Chapter in an edited volume:*

Paert, Irina. 2001. “Gender and Salvation: Representations of Difference in Old Believer Writings from the Late Seventeenth Century to the 1820s.” In *Gender in Russian History and Culture*, edited by Linda Edmondson, 29–51. Basingstoke: Palgrave.

*Journal article:*

Freeze, Gregory L. 1976. “The Disintegration of Traditional Communities: The Parish in Eighteenth-Century Russia.” *Journal of Modern History* 48 (1): 32–50.

*Books with series titles:*

Stoeckl, Kristina. 2008. *Community after Totalitarianism: The Eastern Orthodox Intellectual Tradition and the Philosophical Discourse of Political Modernity*. Edited by Vasilios Makrides. Erfurter Studien zur Kulturgeschichte des Orthodoxen Christentums 5. Frankfurt: Peter Lang.

*With translator:*

Althusser, Louis. 2001. “Ideology and Ideological State Apparatuses: Notes towards an Investigation.” In *Lenin and Philosophy and Other Essays*, translated by Ben Brewster, 85–126. New York: Monthly Review Press.

*Internet newspapers, magazines, or sites other than individual blogs\*\*:*

Witte, John Jr. 2011. “Lift High the Cross? Religion in Public Spaces.” *Huffington Post*, March 27. http://www.huffingtonpost.com/john-witte-jr/lift-high-the-cross-lauts\_b\_840790.html.

*Individual blogs\*\*:*

Chapin, Vsevolod. 2012. “Koshchunstvo u Tsarskikh vrat” [Blasphemy at the royal gates]. *Live Journal of Vsevolod Chaplin*, February 22. http://www.pravoslavpol.livejournal.com/8714.html.

\*\*Note – do not use access dates.

*Unpublished interviews:*

Shchipkov, A. V. 2012. Interview by John Smith, Moscow, January 21.

*Primary sources in edited volumes:*

*Polnoe sobranie postanovlenii i rasporiazhenii po vedomstvu pravoslavnogo veroispovedaniia Rossiiskoi imperii: Tsarstvovanie gosudaryni imperatritsy Ekateriny Vtoroi*. 1910. [Complete colletion of resolutions and decrees in the deparment of the Orthodox confession of the Russian Empire: Reign of Empress Catherine II] (hereafter PSPR) vol. 1, no. 166, 167, pp. 166–200. St. Petersburg: Sinodal’naia tipografiia.

*Archival citations:*

Rossiiskii Gosudarstvennyi Istoricheskii Arkhiv (hereafter RGIA), f. 796, op. 1, d. 556, ll. 4–13ob, roster 1724.

*Subsequent citations of the same archive:*

RGIA, f. 796, op. 15, d. 350, ll. 198–205, Report from Afanasii, Bishop of Suzdal, September 2, 1734.

Note: A full archival citation should consist of as much of the following as possible: Archive name, fond, opis’, delo, list, description of document, date.

**Headers for Book Reviews:**

Format these in accordance with the following examples, and, when dealing with Russian titles, provide the original Russian in transliteration (modified Library of Congress) in parentheses. In addition, when possible, convert Russian-style first initials to English-style full first names.

Mikhail Smirnov. 2011. [*Sociology of Religion: A Dictionary*. (*Sotsiologiia religii: Slovar’*). St. Petersburg: St. Petersburg State University Press (in Russian)](http://religion.rane.ru/?q=en/node/22). – 411 pages.

Alexander Agadjanian and Kathy Rousselet. eds. 2011. *Parish and Community in Today’s Orthodox Christianity: Grassroots of Russian Religiosity*. (*Prikhod i obshchina v sovremennom pravoslavii: Kornevaia sistema rossiiskoi religioznosti*). Moscow: Ves’ Mir (in Russian). – 368 pages.