

Social Science History author guidelines and style guide (5/2005)

Author Guidelines

In submitting a manuscript for consideration, an author acknowledges that the work contained therein is the author's own and that no part of it has been published previously or is under consideration for publication elsewhere. Any necessary written permission for the use of material is to be obtained by the author; the accuracy of quoted material also is the responsibility of the author. In addition, the author agrees to furnish camera-ready artwork for diagrams and illustrations. (For specific instructions, see the "Figures" section of these guidelines.)

PREPARATION OF SUBMISSIONS

Manuscript

The manuscript should be typed on one side of 8.5-by-11-inch or A4 paper of medium weight. Include the word count (text, endnotes, and references) on the title page. Double-space throughout, including block quotations, endnotes, references, and tables. Leave at least a one-inch margin on every page. Manuscript texts should be as anonymous as possible (include author information with the biographical note; see below). Indicate references to the author's previous work as, e.g., Author 2001, and omit these citations from the Reference list.

Article titles should not exceed approximately 140 characters and spaces. *Section headings*, which indicate major divisions and are used sparingly, should not exceed approximately 70 characters and spaces.

The *biographical note*, which contains the author's academic affiliation, areas of research, recent publications, and acknowledgments, should be typed double-spaced on a separate sheet of paper. The biographical note should not exceed eight full lines of text.

Endnotes, references, tables, and figures also should be placed on separate sheets of paper following the text. A list of foreign words and phrases used in the article should be appended, indicating correct spelling and diacritical marks; this will both ensure accuracy and facilitate typesetting.

The original and three clear photocopies of the entire article should be submitted. Word-processed manuscripts should be printed using a letter-quality printer; if a dot-matrix printer is used, all accents, punctuation, and characters (especially "g" and "q") need to be clearly marked.

Tables

Tables contain data that do not fit comfortably into the text but nonetheless are essential to the author's argument. (Raw data not actually discussed in the text should be omitted.) Tables are typed separately from the text and from one another and are numbered in order of their appearance. The placement of each table should be called out in the text, as: the dramatic rise in captive mortality during the middle passage (table 1).

Table titles should be clear and explanatory but concise; they should not contain information found in the column headings. Column headings should be short, and abbreviations should be used with care. Source notes, general notes, specific notes, and probability level notes appear in order beneath the table, as follows, and are double-spaced:

Source: Peabody and Sherman 1954.

Note: All nonsignificant three-way interactions have been omitted.

M = match process; N = nonmatch process.

^aThis subject completed all but one trial.

^bThis subject completed all but two trials.

* $p < .05$. ** $p < .01$. *** $p < .005$.

See A. S. C. Ehrenberg, "The Problem of Numeracy," *American Statistician* 35 (1981): 67-71.

Figures

Illustrations can be submitted as camera-ready copy or in electronic format. Glossy prints work best as camera-ready copy, but hard copy from a laser printer may be acceptable if the inking is dense and consistent.

A photographic reproduction of artwork (maps, illustrations, etc.) should be made on glossy paper, since a glossy print is high in contrast and will allow for sharp reproduction of detail. Flaws in the glossy print will appear in the published figure; do not attach anything to the glossy with staples or paper clips, which could shift and damage the surface of the artwork. Write identification information (author name, figure number) on the back with a soft lead pencil or attach a stick-on label with the information already written on it. Place glossy prints between pieces of cardboard for protection in mailing.

Figures submitted electronically should be in EPS or TIFF format. Other electronic formats, such as JPEG, GIF, and office suite applications (Microsoft Word, Powerpoint, etc.), are not acceptable because they do not reproduce well. Image resolution must be at least 300 dots per inch (dpi). At this time, *Social Science History* does not publish in

color; therefore, all figures must differentiate data in grayscale or by a combination of line and symbol.

The placement of a figure should be indicated with a citation, as: the tortuous trail blazed by Lewis and Clark (figure 1). Authors should supply a caption for each figure, either by including it as part of the digital image or by attaching the caption to the back of the camera-ready copy with a stick-on label.

Style Guide

Social Science History first adheres to the rules in this style guide. For issues not covered in the style guide, refer to *The Chicago Manual of Style*, 15th ed. (CMS15). For legal citations, refer to and follow *The Bluebook: A Uniform System of Citation*, 16th ed.

ABBREVIATIONS

Corporate, municipal, national, and supranational abbreviations and acronyms appear in full caps. Most initialisms (abbreviations pronounced as strings of letters) are preceded by *the*.

further expansion of NATO's membership

dissent within the AFL-CIO

sexism is rampant at IBM

certain U.S. 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.

W. E. B. DuBois; C. D. Wright

ACKNOWLEDGMENTS

Acknowledgments are made in the first, unnumbered note and written in the first person.

This essay was first presented as a paper at the Center for Comparative Literature at Amherst College. I am grateful for the comments made at that gathering.

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 CMS15, 6.64.

Quotations

Silently correct initial capitalization in quotations depending on the relationship of the quotation to the rest of the sentence (see CMS15, 11.16). For instance:

Smith stated that "we must carefully consider all aspects of the problem."

but

Smith stated, "We must carefully consider all aspects of the problem."

An original lowercase letter following a period plus three dots should remain lowercase.

The spirit of our American radicalism is destructive. . . . the conservative movement . . .

Terms

A lowercase style is generally preferred for terms. See CMS15, chap. 8, for detailed guidelines on capitalization of terms.

Titles of Works

In the text, for all titles in English, capitalize the first and last words and 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, always capitalize the first element; capitalize subsequent elements unless they are articles, prepositions, or coordinating conjunctions. Subsequent elements attached to prefixes are lowercased unless they are proper nouns or proper adjectives. This applies to compounds appearing at the end of a title or subtitle.

Progressive Era child support policies are the focus of John Edwards's *Missed Opportunities and Tangled Debates*

His earlier article, "The Impact of Christian Socialism on the American Auto Industry in Late-Nineteenth-Century Detroit," appeared in *American Thinker* magazine.

The paper was aptly titled "Policies on Re-creation."

In capitalizing titles in *any* non-English language, including French, capitalize the first letter of the title and subtitle and all proper nouns. See CMS15, 10.24 and 10.43, for the treatment of Dutch and German titles, respectively.

Refer to CMS15, 8.77–8.93, for forms used in capitalizing historical and cultural terms.

In general, terms that refer to a specific period, event, or institution are capitalized.

DATES AND TIMES. See also NUMBERS

April 1983

April 21, 1983

May 1–3, 1968

on February 8, 1996, at 8:15 a.m. and again at 6:15 p.m.

September–October 1992

September 11

from 1967 to 1970

1960s counterculture; sixties [*not* 60s or '60s] counterculture

mid-1970s American culture

the 1800s; the years 1800–1804; 1804–6; 1804–15, 1815–1915

the seventeenth century; seventeenth-century France

AD 873; the year 640 BC [use full caps without periods for era designations]

c. 1820

DOCUMENTATION

General Principles

Social Science History uses the author-date form of citation recommended by *The Chicago Manual of Style* (see CMS15, 16.90).

Endnotes may include material that cannot be conveniently included in the text, such as discursive adjuncts and additional sources of information. Any material necessary for understanding the argument set forth in the article should be included in the text.

Legal sources (court cases, constitutions, treaties, statutes, and legislative materials, such as unenacted bills, hearings, and reports) should be cited in the main body of the article, not in the notes. If a case or law is well known (e.g., *Roe v. Wade*), it is not necessary to provide a full citation. The general form of legal citations should follow the conventions for law review footnotes in *The Bluebook: A Uniform System of Citation*, 16th ed. (especially secs. 1, 10, 12, 13, 14).

If a citation is given to an online work, an access date is required only if no publication date is provided. In online citations, "http://" does not precede URLs.

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

In-Text Citation Style

In-text citations (enclosed in parentheses) should contain the author's surname (with first initial if ambiguous), date, and pages cited. No punctuation is used between the name and the date, but a colon should follow the date, followed by a space before the page number(s). [Note that "P." and "pp." are not used.]

Wert (1984: 115–17) insists that his predecessors' conclusions were the merest speculation (see M. McLain 1981; P. McLain 1981).

If more than one work by the same author is cited, the author's name is not repeated:

(Wilson 1963, 1974)

For works by three or more authors, only the surname of the first author is used, followed by "et al."

not (Cobb, Hornsby, and Ott 1982) *but* (Cobb et al. 1982)

If the work, rather than the author, is referred to, the parentheses are omitted:

Medwick 1924 remains the standard in the field.

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

(Williams 1974 [1905])

To refer again to the most recently cited source, use "ibid.":

(ibid.: 23)

When a comparison of sources is intended, use "cf.":

(Northrup 1935, 1936; cf. Stanley 1956)

Abbreviations and Latin Terms in Documentation

Latin abbreviations other than "ibid.," "et al.," and "cf.," including "op. cit.," "loc. cit.," "supra," and "infra," are not used. "Ed." and "trans." are omitted from the in-text citation, since the name of the author will direct readers to the references for complete information.

References

The References section at the end of the article should give the full citation for all (and only those) works cited in the text. References, typed separately and double-spaced, are arranged alphabetically by author, then chronologically, earliest to most recent. In the first entry under a given author or group of authors, all authors are named, regardless of number. Works published in the same year by the same author are distinguished as "a," "b," and so on.

If the place of publication is not widely recognized or is ambiguous, it is specified with a state, provincial, or national abbreviation, as: Cambridge, MA; London, ON; Bengbu, PROC; Dover, U.K.

If the publisher is a university press, the words *University Press* are spelled out, as: Baltimore, MD: Johns Hopkins University Press. The word *the* should be deleted before the name of the press, as: Chapel Hill: University of North Carolina Press.

Sample References

Book

Lockridge, K. (1970) *A New England Town: The First Hundred Years*. New York: Norton.

Chapter in an edited book

Castells, M., and K. Murphy (1982) "Cultural identity and urban structure: The spatial organization of San Francisco's gay community," in N. I. Fainstein and S. S. Fainstein (eds.) *Urban Policy under Capitalism*. Beverly Hills, CA: Sage: 123–45.

[Note that all chapter titles (including subtitles) are set in roman type and placed within quotation marks and that only the first word and proper nouns are capitalized. Note also that the editors are named (and identified as such) and that inclusive page numbers are given.]

Multivolume book

Pelikan, Jaroslav (1978) *The Christian Tradition: A History of the Development of Doctrine*. Vol. 3, *The Growth of Medieval Theology (600–1300)*. Chicago: University of Chicago Press. [One volume cited individually.]

[Note that the general title is given first, followed by the volume number and the title of the volume cited.]

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

Online book

Pyatt, Timothy D., ed. (1996) *Guide to African American Documentary Resources in North Carolina*. Charlottesville: University of Virginia Press, www.upress.virginia.edu/epub/pyatt/index.html.

Translation

Rivera, José (1999) *Labor Unions in Baja, California*, trans. Will Moore. Richmond, VA: University of Richmond Press.

Interview

Vazquez, Jay. (1995) Author interview, Fairfax County, VA, February 20.

Journal article

Bailyn, Bernard S. (1982) "The challenge of modern historiography." *American Historical Review* 87: 2–24.

[Note that all article titles (including subtitles) are set in roman type and placed within quotation marks and that only the first word and proper nouns are capitalized.]

Online journal article

Abdulhadi, Rabab (2003) "Where is home? Fragmented lives, border crossings, and the politics of exile." *Radical History Review* 86: 89–101,
muse.jhu.edu/journals/radical_history_review/v086/86.1abdulhadi.html.

Machine-readable dataset

Rabier, Jacques-René, Hélène Riffault, and Ronald Inglehart (1988) Euro-barometer 25: Holiday Travel and Environmental Problems, April 1986 [machine-readable dataset]. Ann Arbor, MI: Inter-university Consortium for Political and Social Research.

Magazine article

Tuckman, Mitch (1976) "Exiled on main street." *Village Voice*, July 26. [Note: *The* is dropped before periodicals.]

Online magazine article

Davis, Peter (2003) "Ignited Iraq: Baghdad journal." *Nation*, August 28,
www.thenation.com/doc.mhtml?i=20030915&s=davis.

Newspaper article

DeParle, Jason (1993) "Whither on welfare: Clinton's actions are far from bold." *New York Times*, February 3. [Note: Page cite not necessary per CMS15, 17.188.]

Online newspaper article

Associated Press (2003) "Jackson arrested at Yale after protest backing strike." September 2, www.washingtonpost.com/wp-dyn/articles/A12012-2003Sep1.html.

Paper or presentation

Gilmore, Donald (1989) "What does hermeneutics really mean in art?" Paper presented at the annual meeting of the College Art Association, Boston, February 13.

Unpublished and archival sources

Purcell, J. (c. 1772) "A map of the southern Indian district of North America." MS. 228, Ayer Collection. Newberry Library, Chicago.

Weiler, N. S. (1983) "The aged, the family, and the problems of a maturing industrial society: New York, 1900–1930." PhD diss., University of Illinois at Chicago.

Web sites (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).]

Kloman, Harry (2003) "Introduction," the Gore Vidal Index, www.pitt.edu/~kloman/vidalframe.html (accessed July 27). [The official titles of Web sites are set in roman type, with headline style capitalization, per CMS15, 8.199.]

Southern Poverty Law Center (2003) "Center information," www.splcenter.org/centerinfo/ci-index.html (accessed August 27). [If there is no author, the owner of the site may stand in the author's place.]

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. Three-point ellipses need not be used (1) before or after an obviously incomplete sentence, (2) before or after a run-in quotation of a complete sentence, (3) before a block quotation beginning a complete sentence or an incomplete sentence that completes a sentence in the text, or (4) after a block quotation ending with a complete sentence. A four-point ellipsis indicates that closing punctuation is included in the omitted material; thus what precedes and follows a four-point ellipsis should functionally be a sentence. See CMS15, 11.57–61, 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, nor is it necessary to include an entry in the references.

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

LISTS WITHIN TEXT

Enclose in parentheses numbers included in a numbered list within the text:

I will argue that migration was the result of (1) drought, (2) disease, and (3) war.

Information that cannot easily be expressed in the text may be presented as a list set off from the text, but this format takes up a great deal of space and should be used only when necessary for clarity.

NUMBERS

Numbers greater than or equal to 10 are written as arabic numerals, except when they designate centuries, occur at the beginning of a sentence, or are part of a title; numbers less than 10 are spelled out, except when used in comparisons with numbers greater than or equal to 10. This guideline applies to both cardinal and ordinal numbers:

on the 16th day, two subjects dropped out
nine hands were lost during the fourth storm
but 2 of the 18 patients who used placebos
Eighty thousand people died of it in the thirteenth century.

All numbers that represent decimal quantities or are used in combination with symbols are written as numerals:

weighed 4.5 tons or exactly 2 percent of the total
averaged only 8°C [or 8 °C] for 8.7 weeks

For very large numbers, a combination of numeral and word is used:

2 million; 6 billion

For inclusive page numbers, if the beginning number is

less than 100, use all digits: 4–67, 35–112

100 or a multiple of 100, use all digits: 100–115, 1800–1807

101 through 109, in multiples of 100, use only the changed part after the dash: 101–4,
2002–8

110 through 199, in multiples of 100, use two digits or more as needed: 111–14, 279–320,
1975–76

four digits long and three of them change, use all digits: 2578–2612

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, and in statutory titles.

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.

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

Ross's land

Texas's pride

Jones's reputation

Camus's novels

Descartes's philosophy

Traditional exceptions to this rule are forming the possessive of *Jesus* and *Moses*, and forming the possessive of names of more than one syllable with an unaccented ending pronounced *eez*.

Euripides' plays

Demosthenes' orations

Xerxes' battles

Jesus' name

Moses' direction

QUOTATIONS. See Extracts

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.

Put neologisms within quotation marks at first use.

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.

I read *Mi nombre es Roberto* (*My Name Is Roberto*) in 1989.

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Rubén Darío's poem "Azul" ("Blue") is one of my favorites.

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