Manuscript Preparation Quick Guide

Manuscripts should be submitted in electronic form in Microsoft Word

Textual style generally follows the <u>Chicago Manual of Style</u>. House style sheets may be sent to authors as part of the revision process.

FEATURES (REFEREED)

- Manuscripts should be original works and must not be submitted elsewhere while under consideration.
- Articles will be reviewed by the Editors and will be forwarded for peer review upon their assessment.
- Footnotes (not endnotes) in Chicago note style should be used.
- An abstract should be included, not to exceed 250 words, as well as a list of keywords.

ESSAYS (NON-REFEREED)

The journal encourages the submission of shorter articles of a timely nature. They will be reviewed only by the Editors, and will generally appear more quickly than those subject to the peer-review process.

Chicago-Style Notes and Bibliography

The Journal uses *The Chicago Manual of Style* basic documentation systems based on notes and bibliography. The notes and bibliography style is preferred by many in the humanities, including those in literature, history, and the arts. This style presents bibliographic information in notes and, often, a bibliography. It accommodates a variety of sources, including esoteric ones less appropriate to the author-date system.

Notes

A note footnote should be introduced each time a source is used, whether through a direct quote or through a paraphrase or summary. Footnotes are added at the end of the page on which the source is referenced.

The first note for each source should include *all* relevant information about the source: *author's full name*, *source title*, *place*, *publisher*, and *year*. If you cite the same source again, the note need only include the *surname of the author*, *a shortened form of the title* (if more than four words), and *page number(s)*.

If you cite the same source and page number(s) from a single source two or more times consecutively, the corresponding note should use the word "Ibid.," an abbreviated form of the Latin *ibidem*, which means "in the same place." If you use the same source but a different page number, the corresponding note should use "Ibid." followed by a comma and the new page number(s).

Bibliographies

The bibliography, placed at the end of the paper, should contain all sources cited in a given work listed in alphabetical order. (You may include in bibliography other relevant sources that were not cited but provide further reading.)

Although bibliographic entries for various sources may be formatted differently, all included sources (books, articles, Web sites, etc.) are arranged alphabetically by author's last name. If no author or editor is listed, the title or keyword by which the reader would search for the source may be used instead.

Common Elements

All entries in the bibliography will include the *author* (or editor, compiler, translator), *title*, and *publication information*.

Author's Names

The author's name is inverted in the bibliography, placing the last name first and separating the last name and first name with a comma; for example, John Smith becomes Smith, John. (If an author is not listed first, this applies to compilers, translators, etc.)

Titles

Titles of books and journals are italicized. Titles of articles, chapters, poems, etc. are *placed in quotation marks*.

Publication Information

The year of publication is listed after the publisher or journal name.

The following pages provide comprehensive examples from <u>**Chicago Citation Style Manual**</u>**.**

The following examples illustrate citations using the notes and bibliography system. Examples of notes are followed by shortened versions of citations to the same source. For more details and many more examples, see chapter 14 of *The Chicago Manual of Style*.

<u>*Books*</u>

- ***One author***

1. Michael Pollan, *The Omnivore's Dilemma: A Natural History of Four Meals* (New York: Penguin, 2006), 99–100.

2. Pollan, *Omnivore's Dilemma*, 3.

Pollan, Michael. *The Omnivore's Dilemma: A Natural History of Four Meals*. New York: Penguin, 2006.

- ***Two or more authors***

1. Geoffrey C. Ward and Ken Burns, *The War: An Intimate History, 1941–1945* (New York: Knopf, 2007), 52.

2. Ward and Burns, *War*, 59–61.

Ward, Geoffrey C., and Ken Burns. *The War: An Intimate History, 1941–1945*. New York: Knopf, 2007.

- ***For four or more authors, list all of the authors in the bibliography; in the note, list only the first author, followed by et al. ("and others"):***

1. Dana Barnes et al., *Plastics: Essays on American Corporate Ascendance in the 1960s . . .*

2. Barnes et al., *Plastics . . .*

- ***Editor, translator, or compiler instead of author***

1. Richmond Lattimore, trans., *The Iliad of Homer* (Chicago: University of Chicago Press, 1951), 91–92.

2. Lattimore, *Iliad*, 24.

Lattimore, Richmond, trans. *The Iliad of Homer*. Chicago: University of Chicago Press, 1951.

- ***Editor, translator, or compiler in addition to author***

1. Gabriel García Márquez, *Love in the Time of Cholera*, trans. Edith Grossman (London: Cape, 1988), 242–55.

2. García Márquez, *Cholera*, 33.

García Márquez, Gabriel. *Love in the Time of Cholera*. Translated by Edith Grossman. London: Cape, 1988.

- ***Chapter or other part of a book***

1. John D. Kelly, "Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War," in *Anthropology and Global Counterinsurgency*, ed. John D. Kelly et al. (Chicago: University of Chicago Press, 2010), 77.

2. Kelly, "Seeing Red," 81–82.

Kelly, John D. "Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War." In *Anthropology and Global Counterinsurgency*, edited by John D. Kelly, Beatrice Jauregui, Sean T. Mitchell, and Jeremy Walton, 67–83. Chicago: University of Chicago Press, 2010.

- ***Chapter of an edited volume originally published elsewhere (as in primary sources)***

1. Quintus Tullius Cicero, "Handbook on Canvassing for the Consulship," in *Rome: Late Republic and Principate*, ed. Walter Emil Kaegi Jr. and Peter White, vol. 2 of *University of Chicago Readings in Western Civilization*, ed. John Boyer and Julius Kirshner (Chicago: University of Chicago Press, 1986), 35.

2. Cicero, "Canvassing for the Consulship," 35.

Cicero, Quintus Tullius. "Handbook on Canvassing for the Consulship." In *Rome: Late Republic and Principate*, edited by Walter Emil Kaegi Jr. and Peter White. Vol. 2 of *University of Chicago Readings in Western Civilization*, edited by John Boyer and Julius Kirshner, 33–46. Chicago: University of Chicago Press, 1986. Originally published in Evelyn S. Shuckburgh, trans., *The Letters of Cicero*, vol. 1 (London: George Bell & Sons, 1908).

- ***Preface, foreword, introduction, or similar part of a book***

1. James Rieger, introduction to *Frankenstein; or, The Modern Prometheus*, by Mary Wollstonecraft Shelley (Chicago: University of Chicago Press, 1982), xx–xxi.

2. Rieger, introduction, xxxiii.

Rieger, James. Introduction to *Frankenstein; or, The Modern Prometheus*, by Mary Wollstonecraft Shelley, xi–xxxvii. Chicago: University of Chicago Press, 1982.

- ***Book published electronically***

If a book is available in more than one format, cite the version you consulted. For books consulted online, list a URL; include an access date only if one is required by your publisher or discipline. If no fixed page numbers are available, you can include a section title or a chapter or other number.

1. Jane Austen, *Pride and Prejudice* (New York: Penguin Classics, 2007), Kindle edition.
2. Philip B. Kurland and Ralph Lerner, eds., *The Founders' Constitution* (Chicago: University of Chicago Press, 1987), accessed February 28, 2010, http://press-pubs.uchicago.edu/founders/.
3. Austen, *Pride and Prejudice*.
4. Kurland and Lerner, *Founder's Constitution*, chap. 10, doc. 19.

Austen, Jane. *Pride and Prejudice*. New York: Penguin Classics, 2007. Kindle edition.
Kurland, Philip B., and Ralph Lerner, eds. *The Founders' Constitution*. Chicago: University of Chicago Press, 1987. Accessed February 28, 2010. http://press-pubs.uchicago.edu/founders/.

Journal article

- ***Article in a print journal***

In a note, list the specific page numbers consulted, if any. In the bibliography, list the page range for the whole article.

1. Joshua I. Weinstein, "The Market in Plato's *Republic*," *Classical Philology* 104 (2009): 440.
2. Weinstein, "Plato's *Republic*," 452–53.

Weinstein, Joshua I. "The Market in Plato's *Republic*." *Classical Philology* 104 (2009): 439–58.

- ***Article in an online journal***

Include a DOI (Digital Object Identifier) if the journal lists one. A DOI is a permanent ID that, when appended to http://dx.doi.org/ in the address bar of an Internet browser, will lead to the source. If no DOI is available, list a URL. Include an access date only if one is required by your publisher or discipline.

1. Gueorgi Kossinets and Duncan J. Watts, "Origins of Homophily in an Evolving Social Network," *American Journal of Sociology* 115 (2009): 411, accessed February 28, 2010, doi:10.1086/599247.
2. Kossinets and Watts, "Origins of Homophily," 439.

Kossinets, Gueorgi, and Duncan J. Watts. "Origins of Homophily in an Evolving Social Network." *American Journal of Sociology* 115 (2009): 405–50. Accessed February 28, 2010. doi:10.1086/599247.

- ***Article in a newspaper or popular magazine***

Newspaper and magazine articles may be cited in running text ("As Sheryl Stolberg and Robert Pear noted in a *New York Times* article on February 27, 2010, . . .") instead of in a note, and they are commonly omitted from a bibliography. The following examples show the more formal versions of the citations. If you consulted the article online, include a URL; include an access date only if your publisher or discipline requires one. If no author is identified, begin the citation with the article title.

1. Daniel Mendelsohn, "But Enough about Me," *New Yorker*, January 25, 2010, 68.
2. Sheryl Gay Stolberg and Robert Pear, "Wary Centrists Posing Challenge in Health Care Vote," *New York Times*, February 27, 2010, accessed February 28, 2010, http://www.nytimes.com/2010/02/28/us/politics/28health.html.
3. Mendelsohn, "But Enough about Me," 69.
4. Stolberg and Pear, "Wary Centrists."

Mendelsohn, Daniel. "But Enough about Me." *New Yorker*, January 25, 2010.
Stolberg, Sheryl Gay, and Robert Pear. "Wary Centrists Posing Challenge in Health Care Vote." *New York Times*, February 27, 2010. Accessed February 28, 2010. http://www.nytimes.com/2010/02/28/us/politics/28health.html.

- ***Book review***

1. David Kamp, "Deconstructing Dinner," review of *The Omnivore's Dilemma: A Natural History of Four Meals*, by Michael Pollan, *New York Times*, April 23, 2006, Sunday Book Review, http://www.nytimes.com/2006/04/23/books/review/23kamp.html.

2. Kamp, "Deconstructing Dinner."

Kamp, David. "Deconstructing Dinner." Review of *The Omnivore's Dilemma: A Natural History of Four Meals*, by Michael Pollan. *New York Times*, April 23, 2006, Sunday Book Review. http://www.nytimes.com/2006/04/23/books/review/23kamp.html.

- ***Thesis or dissertation***

1. Mihwa Choi, "Contesting *Imaginaires* in Death Rituals during the Northern Song Dynasty" (PhD diss., University of Chicago, 2008).

2. Choi, "Contesting *Imaginaires*."

Choi, Mihwa. "Contesting *Imaginaires* in Death Rituals during the Northern Song Dynasty." PhD diss., University of Chicago, 2008.

- ***Paper presented at a meeting or conference***

1. Rachel Adelman, " 'Such Stuff as Dreams Are Made On': God's Footstool in the Aramaic Targumim and Midrashic Tradition" (paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, Louisiana, November 21–24, 2009).

2. Adelman, "Such Stuff as Dreams."

Adelman, Rachel. " 'Such Stuff as Dreams Are Made On': God's Footstool in the Aramaic Targumim and Midrashic Tradition." Paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, Louisiana, November 21–24, 2009.

- ***Website***

A citation to website content can often be limited to a mention in the text or in a note ("As of July 19, 2008, the McDonald's Corporation listed on its website . . ."). If a more formal citation is desired, it may be styled as in the examples below. Because such content is subject to change, include an access date or, if available, a date that the site was last modified.

1. "Google Privacy Policy," last modified March 11, 2009, http://www.google.com/intl/en/privacypolicy.html.

2. "McDonald's Happy Meal Toy Safety Facts," McDonald's Corporation, accessed July 19, 2008, http://www.mcdonalds.com/corp/about/factsheets.html.

3. "Google Privacy Policy."

4. "Toy Safety Facts."

Google. "Google Privacy Policy." Last modified March 11, 2009. http://www.google.com/intl/en/privacypolicy.html.

McDonald's Corporation. "McDonald's Happy Meal Toy Safety Facts." Accessed July 19, 2008. http://www.mcdonalds.com/corp/about/factsheets.html.

- ***Blog entry or comment***

Blog entries or comments may be cited in running text ("In a comment posted to *The Becker-Posner Blog* on February 23, 2010, . . .") instead of in a note, and they are commonly omitted from a bibliography. The following examples show the more formal versions of the citations. There is no need to add *pseud*. after an apparently fictitious or informal name. (If an access date is required, add it before the URL; see examples elsewhere in this guide.)

1. Jack, February 25, 2010 (7:03 p.m.), comment on Richard Posner, "Double Exports in Five Years?," *The Becker-Posner Blog*, February 21, 2010, http://uchicagolaw.typepad.com/beckerposner/2010/02/double-exports-in-five-years-posner.html.

2. Jack, comment on Posner, "Double Exports."

Becker-Posner Blog, The. http://uchicagolaw.typepad.com/beckerposner/.

E-mail or text message

E-mail and text messages may be cited in running text ("In a text message to the author on March 1, 2010, John Doe revealed . . .") instead of in a note, and they are rarely listed in a bibliography. The following example shows the more formal version of a note.

1. John Doe, e-mail message to author, February 28, 2010.

- ***Item in a commercial database***

For items retrieved from a commercial database, add the name of the database and an accession number following the facts of publication. In this example, the dissertation cited above is shown as it would be cited if it were retrieved from ProQuest's database for dissertations and theses.

Choi, Mihwa. "Contesting *Imaginaires* in Death Rituals during the Northern Song Dynasty." PhD diss., University of Chicago, 2008. ProQuest (AAT 3300426).