

FORMAT GUIDELINES FOR CONTRIBUTORS

1650–1850: IDEAS, AESTHETICS, AND INQUIRIES IN THE EARLY MODERN ERA

I. ESSAYS. When preparing your essay, follow the modified Chicago format used by journals such as *Eighteenth-Century Life*, but please note the following exceptions: (i) all words in your notes should be spelled out (e.g., “University Press,” not “Univ. Press”) (with the exception of the abbreviations “ed.” for “editor” and “eds.” for “editors,” per the examples below); and (ii) the abbreviations “p.” and “pp.” need never be used (e.g., pages 334 to 337 should always be listed as “334–37,” whether in a journal or a book). Do **NOT** use MLA format (separate notes and “works cited” sections). Follow the Chicago format for citing page numbers: (e.g., 452–54, 225–37, 200–03, 316–17, not 316–7). Here are three examples that will cover most citations:

BOOK. Kevin L. Cope, *To Save a Turnpike: My Life in the New Jersey National Guard* (Newark: Stressed Concrete Press, 1998), 293–312.

JOURNAL ARTICLE. Kevin L. Cope, “Plucking the Theban Eagle: Cock Cries in Purdue’s *Combiad*,” *Discursivities of Poultrification* 4 (1993): 65–79.

ARTICLE IN A BOOK. Kevin L. Cope, “Blimpic Structuralities: Hot Air Balloons, Whale Watching, and the Eco-Orbs of Observation,” in Zecharias Montgolfier and Barney Cousteau, eds., *Round World, Deep Sea* (Lyon: Maison Poisson, 2004), 25–26.

Always give full bibliographical information for the first citation of any work. After the first entry, give a short title followed by a page number (e.g., “Frye, *Anatomy*, 445–47”). Use discretion in deciding whether to cite line and page numbers from primary sources within your text or down in your notes. If you cite frequently from a small number of texts, use intra-textual citation, putting information about your edition in a note accompanying the first citation. If you cite a few times from many different works, citations in the notes would be less confusing.

As mentioned above, do not use abbreviations. For example, do not substitute “Univ.” for “University” or otherwise abbreviate any words. Do not use any Latin abbreviations; do not use “i.e.,” “e.g.,” “loc. cit.,” “op. cit.,” “ibid.,” or any similar abbreviation, but instead use their English equivalents, “that is,” “for example,” “in the place cited,” “in the work cited,” or, in the case of “ibid.,” use an abbreviated reference to the work cited (such as “Cope, *Save a Turnpike*,” 195).

Please use the proper kinds of hyphens or dashes for the various contexts within your essay. Hyphens are used to link words, ideas, or names (for example, “high-speed internet access” or “run-and-gun defensive play” or “Mrs. Reynette Mortadella-Bologne”); en-dashes are used to link up numbers or dates (for example, “1650–1850” or “75–80 firecrackers per box, please”); em-dashes are used to separate clauses or other inserted text (for example, “the world champion parachutist—some called him the ‘King of Canopies’ owing to his surpassing skill—hurled himself into the air with devastatingly admirable confidence”). In WordPerfect, en-dashes are produced by pressing Ctrl-W and then entering

the character sequence 4,33 and em-dashes are produced with a Ctrl-W followed by entering 4,34. Do not try to approximate the look of a dash by using double-hyphens or other substitutions; do not insert any spaces between hyphens or dashes and the text to which they connect, but instead allow hyphens and dashes to “touch” the text that they connect.

Geographical references in citations should be kept to a minimum. Except in cases of extreme ambiguity, do not mention states or countries (e.g., refer to “New Haven: Yale University Press, 2001” but not to “New Haven, CT: Yale University Press, 2001”; refer to “Oxford: Clarendon Press, 1925” but not to “Oxford, UK: Clarendon Press, 1925”). Cite only the first or principle place of publication; for example, refer to “Oxford: oxford University Press” but not to “Oxford, Nairobi, Calcutta, Johannesburg, Nordkapp, Quito, and Reykjavik: Oxford University Press.”

Use *italics*, not underlining. Manuscripts that substitute underlining for italics must be reformatted.

Unless they occur within a quotation from another primary or secondary work, dates should be presented in the format numerical day number-month-year, e.g., “10 March 1792” (if only a month is known, please provide that month followed by the year, e.g., “March 1792”).

All spelling should follow the America standard, e.g., “color” rather than “colour” or “recognize” rather than “recognise.”

Sequences should follow American punctuation, e.g., “lettuce, tomatoes, rhubarb, and broccoli” rather than “lettuce, tomatoes, rhubarb and broccoli.”

The position of punctuation in relation to quotation marks should follow the American standard. Here are some examples:

“industriousness,” *rather than* “industriousness”,
“industriousness”. *rather than* “industriousness”.
“industriousness”; *rather than* “industriousness;”

Exception: Follow the author’s practice when material is quoted from some source.

Please make every effort to supply the full name of authors. Do not fill your essay with citations of persons designated only by initials and surnames. Do not surrender to authors’ preferences; if an author whom is cited uses initials but you, the contributor, know that author’s full name, please supply the full name, forenames and all. In the case of those very few authors known only by initials or initials and surnames, insert a space between the initials, e.g., “J. G. A. Pocock” rather than “J.G.A. Pocock.”

Use **footnotes**, not **endnotes**, and make sure to use the **footnote** function of your word-processing program (see following).

Do not connect, place, or otherwise locate a footnote (i.e., the note number signaling a footnote) in your title or in a section title or header.

Minimize or preferably eliminate acknowledgments or other histories of your work (e.g., do not open the essay with a long footnote thanking everyone or every institution that was helpful in preparing your work or telling stories about how you came to write this work or where it might have been delivered as a lecture).

Illustrations are not only allowed but encouraged. For traditional photographic material, please provide an 8 x 10" glossy photograph of the *original* item to be illustrated (photographs of illustrations in books are not acceptable). When necessary, contributors should obtain from the source of the photograph a letter granting permission to publish the illustration on a one-time basis in a scholarly journal. We can also accept high-quality scans or digital photograph files. Files should be in .TIF, .TIFF, .or .BMP format. Compressed or optimized formats such as .ZIP and .JPG are not acceptable.

Images on files should be submitted on CD or DVD; owing to file size, they should not be transmitted as e-mail attachments. Illustrations in digital form should be submitted as separate files, not as graphic or other “boxes” contained within the text of the paper. Because technical standards are constantly changing, it would be wise to consult the editor before ordering scans or digital photographs.

If at all possible, please submit a diskette or CD or DVD version of your paper or transmit its word-processed file as an e-mail attachment. *The standard program for the journal is WordPerfect 12.0*, but any version of WordPerfect will suffice. All files should be in *IBM FORMAT*; Apple/Macintosh output is not acceptable.

Please do not add formatting codes (endnote options, margin adjustments) to your diskette transcript of your paper. These must be edited out of your paper; it is easier for the editorial staff if you keep your electronic version as clean and simple as possible.

Manuscripts should be submitted on paper, “hard” copy as well as on diskette. Please send two hard copies of your essay.

II. REVIEWS. Reviews should *not* include footnotes. References to page numbers in the reviewed text should be cited intratextually, by page number only (do not use the abbreviations “p.” or “pp.”), as described above in the section on essays. Example: Hornblower argues that “Bach would have used the electric cornet if he could have picked one up” (123–24). Your review should be headed according to the following format:

Buzz Hornblower, *The Role of Cadenzas in Heralding the Early Enlightenment* (Beulah: Clarion Press, 2001). Pp. iv + 232. \$49.95.

The Electronic, diskette format for reviews is identical to that for essays. Thank you for your help!