

Guidelines for authors

Papers shall contain the following mandatory elements:

- format: MS Word B5; font - Arial; top and bottom - 20 mm; left and right - 20 mm;
- indent: left - 0, right - 0;
- paragraph spacing: before - 0 pt; after - 6 pt;
- title: up to 10-12 words; font size - 14 Bold; character style - italic; central alignment;
- author's name and surname; right alignment;
- abstract of 5-8 lines: up to 1,000 characters; font size - 12; character style - italic; indent - 0; justified alignment; space between lines - 1;
- keywords: limit to 4-8 relevant notions; font size - 12; character style - italic; indent - 0; justified alignment; space between lines - 1;
- article's content will have 20,000-40,000 characters (including the presentation of the problem, methods, results, conclusions, recommendations); font size - 12 mm; space between lines - 1.
- bibliography.

Citations:

- citations are given in quotation marks without modifying their font;
- footnotes are accepted with continuous numbering; font size - 10 mm; space between lines - 1.

Chicago Style rules are applied to footnotes and bibliography (see the annex).

CHICAGO MANUAL OF STYLE

This section is based on chapters 16 and 17 of *The Chicago Manual of Style* (15th ed.) and *Writing History: A Guide for Students*. The latter title refers students to the Chicago or Turabian style for additional citation examples (*Writing History*, p. 39).

This method of documentation follows a two-part system, comprising both a series of notes, placed either at the foot of the page (footnotes) or on a separate page at the end of the paper (endnotes), and a list of all works consulted (bibliography).

Notes are numbered consecutively within the text, beginning with 1. Use superscript numbers¹ placed at the end of the passage to be cited. Within the notes themselves, numbers are normally full size, not raised, and followed by a period and a space.

The **Bibliography** at the end of your essay lists **ALL** of the sources you have consulted, in alphabetical order by author (last name first) or title (if the author is unnamed).

ENDNOTES or FOOTNOTES

First, Full Reference

Book, one author (17.26)

1. Max Plowman, *An Introduction to the Study of Blake* (London: Gollancz, 1982), 32.

Book, two or three authors or editors (17.27, 17.28)

2. Dana Carleton Munro and Raymond James Songtag, eds., *The Middle Ages, 395-1500*, rev. ed., Century Historical Series (New York and London: Century, 1928), 69.

Book Chapter, Forward, Preface, etc. (17.69)

3. Norwald Torrington, "Following the Path to the Left," in *Whither Tomorrow?* ed. Montgomery Abelson, 11-12 (Tulsa: Wizmer Bros., 1994).

Scholarly Journal Article (17.157)

4. Janice Potter, "Patriarchy and Paternalism: the Case of the Eastern Ontario Loyalist Women," *Ontario History* 81, 1 (March 1989): 17.
5. Jane Errington, "'Women . . . is a Very Interesting Creature': Some Women's Experiences in Early Upper Canada," *Historic Kingston*, 38 (1990): 18.

Magazines and Newspapers (17.182, 17.188)

6. Bob Levine and Rae Corelli, "The Tracks of History," *Maclean's*, 6 July 1992, 18.
7. Jane Smith, "Folk Tales of Acadia," *Halifax Herald*, 26 July 1949, sec. A, p. 4.

Canadian Government Document (17.325)

8. Canada, *House of Commons Debates* (3 June 2000), p. 7904 (Mrs. Lalonde, MP).

9. *Canada Wildlife Act*, RSC 1985, c. W-9, s. 1.

Archival Documents, Manuscripts and Unpublished Material (17.214, 17.222)

10. Mary James to Celia Johnston, 14 and 30 July 1916, Johnston Letters, Acadian Women's Collection, Nova Scotia Public Archives.

11. Nancy Delayen, "The Fabian Society and Eugenics, 1885-1914" (MA thesis, University of Saskatchewan, 1998), 57.

Encyclopedia or Dictionary Article (17.239)

Well-known reference books are usually not cited in reference lists, but are cited within the text. When they are cited in notes, the facts of publication (place of publication, date and publisher) are usually omitted. The edition, if not the first, must be specified.

12. *Encyclopedia Americana*, 1963 ed., s.v. "Sitting Bull."

Note: s.v. is from the Latin **sub verbo** meaning "under the word".

Electronic Documents

See the *Chicago Manual of Style* (17.180, 17.187, 17.234, 17.357) and *Writing History: A Guide for Students*, (p. 42) for other examples of citing electronic sources. The *Chicago Manual of Style* does not require < . . . > around URLs but it does require the use of the word "accessed"; this differs from *Writing History*.

Website (17.234)

Chicago Style:

13. Susan Merritt, "Dr. Maude Abbott," *Women From Canada's Past*, <http://www.niagara.com/~merrwill/default.html> (accessed 10 August 2004).

Writing History Style:

14. Susan Merritt, "Dr. Maude Abbott," *Women From Canada's Past*, <<http://www.niagara.com/~merrwill/default.html>> (10 August 2004).

Newspaper Website (17.198)

15. "Threats," *British Colonists*, 3 June 1869. *Who Killed Robinson?*, <http://web.uvic.ca/history-robinson/indexmsn.html> (accessed 17 Aug. 2003).

Full-Text Article from an online database, i.e., Academic Search Premier (17.357)

16. Nicholas Orme, "Child's Play in Medieval England," *History Today* 51, no. 10 (2001): 49, <http://search.epnet.com/> (accessed 17 December 2002).

Dictionary of Canadian Biography Online (www.biographi.ca)

17. Carman Miller, "Joseph Abbott," *Dictionary of Canadian Biography*, Vol. IX, <http://www.biographi.ca/EN/ShowBio.asp?BioId=38385> (accessed 13 August 2004).

Video Recording

18. *No Time For Tears: Vietnam, the Women Who Served* (video-recording), directed by Elizabeth Bouiss (West End Film Production, 1993).

Subsequent Shortened References (16.45)

Use for a previously cited work that does not immediately precede the current citation. Include the author's last name, title (or shortened title) and page number when required.

Book (16.42)

19. Plowman, *Study of Blake*, 125.

Journal (17.179)

20. Backhouse, "Married Women's Property Law," 212.

Government Document

21. *Journals, 1852-53*, Part I, 2-3.

Ibid. (16.47)

When references to the same work follow each other without any other reference in between, the abbreviation **Ibid.**, from the Latin, **ibidem**, meaning "in the same place" may be used.

For example, a second mention of the same page of Plowman's work, with no intervening reference, requires only **ibid.**

22. **Ibid.**

If there is no intervening reference and the second reference to Plowman's work is for a different page then the reference would be

23. **Ibid.**, 68.

Op. Cit. and **loc. cit.** are no longer recommended for use (16.50).

BIBLIOGRAPHY

Books, single author or editor (17.26)

Franklin, John Hope. *George Washington Williams: A Biography*. Chicago: University of Chicago Press, 1985.

Books, two or more authors or editors (17.28-17.30)

Stockwell, R.P., P. Schacter, and B.H. Partee, eds. *The Major Syntactic Structures of English*. New York: Holt, Rinehart and Winston, 1973.

An Anonymous Work (17.32, 17.33)

The Wind. New York: Harper, 1925.

Edition other than the first (17.79)

Bober, M. M. *Karl Marx's Interpretation of History*. 2nd ed. Harvard Economic Studies. Cambridge: Harvard University Press, 1948.

Chapter in a Book (17.68-17.75)

Rachels, James. "No Moral Difference." In *Ethics for Modern Life*, edited by Raziel Abelson and Marie-Louise Friquegnon, 167-173. New York: St. Martin's Press, 1991.

Scholarly Journal Article (17.157, 17.163)

Jackson, Richard. "Running Down the Up-Escalator: Regional Inequality in Papua New Guinea." *Australian Geographer* 14 (May 1979): 175-84.

Smith, Lawrence P. "Sailing Close to the Wind." *Politics in Action* 10, no. 4 (1993): 80-91.

Magazine Article (17.182)

Weber, Bruce. "The Myth Maker: The Creative Mind of Novelist E. L. Doctorow." *New York Times Magazine*, 20 October 1985, 42.

Archival Documents, Manuscripts and Unpublished Material (17.214, 17.222)

Murphy, Priscilla Coit. "What a Book Can do: *Silent Spring* and Media-Borne Public Debate." PhD diss., University of North Carolina, 2000.

Women's Organization for National Prohibition Reform Papers. Alice Belin du Pont files, Pierre S. du Pont Papers. Eleutherian Mills Historical Library, Wilmington, DE.

Microform Collections (17.242)

Microform collections, (Gerritsen and History of Women) that are used only to preserve printed material need not be mentioned in a citation. The source is treated as it would be in its print format. The following item is part of the History of Women collection:

Biddle, Ellen McGowan. *Reminiscences of a Soldier's Wife*. Philadelphia: Press of J.B. Lippincott Co., 1907.

Government Document (17.325)

Citations should begin with "Canada" unless it is obvious from the context.

Canada. Manitoba. Legislative Assembly. *Debates and Proceedings*, 17 August 2000.

Bill C-40. *Extradition Act*, 2nd session, 36th Parliament, 1998. cl. 1 (assented to 17 June 1999). Statutes of Canada. 1999, c.18.

Entry in an Encyclopedia or Dictionary (17.239)

Well-known reference books are not listed in bibliographies. See "Endnotes or Footnotes" entry. The **exception** to this is the Dictionary of Canadian Biography. See entry below

Video Recording

No Time For Tears: Vietnam, the Women Who Served (videorecording). Directed by Elizabeth Bouiss. West End Film Production, 1993.

Electronic Documents (17.180, 17.187, 17.234, 17.357)

Website (17.234)

Chicago Style:

Merritt, Susan. "Dr. Maude Abbott." *Women From Canada's Past*. <http://www.niagara.com/~merrwill/default.html> (accessed 10 August 2004).

Writing History Style:

Merritt, Susan. "Dr. Maude Abbott." *Women From Canada's Past*. <<http://www.niagara.com/~merrwill/default.html>> (10 August 2004).

Newspaper Website (17.198)

"Threats." *British Colonists*. 3 June 1869. *Who Killed Robinson?* <http://web.uvic.ca/history-robinson/indexmsn.html> (accessed 17 Aug. 2003).

Full-Text Article from an online database, i.e., Academic Search Premier (17.357)

Orme, Nicholas. "Child's Play in Medieval England." *History Today* 51, no. 10 (2001): 49. <http://search.epnet.com> (accessed 17 December 2002).

Dictionary of Canadian Biography Online

Miller, Carman. "Joseph Abbott." *Dictionary of Canadian Biography*, Vol. IX. <http://www.biographi.ca/EN/ShowBio.asp?BioId=38385> (accessed 13 August 2004).