CHR does not have a set length for articles, but 12,000-15,000 words (including footnotes) is the standard length. CHR accepts manuscripts in MSWord only (.doc or .docx file format); files in .rtf format are also acceptable. Double-spaced, 10- or 12-point Times New Roman font, with footnotes. Please do not embed illustrations in the text file. Instead, include them as separate .jpeg files.

CHR follows The Chicago Manual of Style (17th edition) notes-bibliography system and Merriam-Webster’s 11th Collegiate Dictionary in spelling, hyphenation, italicization, capitalization, use of numbers, punctuation, and other matters of style.
http://www.chicagomanualofstyle.org

Acronyms can be used only after the full name of the organization is given and the acronym defined, e.g., United States Postal Service (USPS).

Commas: CHR uses the Oxford or serial comma. (See The Chicago Manual of Style, 6.19)

Dates take the following form in the body of the text and in footnotes: September 4, 1951. Names of centuries are spelled out: "in the seventeenth century" (noun); "seventeenth-century documents" (adj.).

Ellipses: Observe the distinction between 3-point and 4-point ellipses. Indicate omissions within a quoted sentence by three spaced periods, with no brackets. When the omitted passage includes the end of a sentence, indicate the ellipsis by four periods with no space before the first. Ellipsis points are seldom necessary at the beginning or end of a quoted passage, since the reader normally assumes that something precedes and follows any quotation. (See The Chicago Manual of Style, 13.50-58.)

Italics: In English text, italics are used at first occurrence for unfamiliar foreign words, that is, words that do not appear in Merriam-Webster's 11th Collegiate Dictionary. Italics are not used for proper nouns.

Names of persons mentioned in text should be given in full at first use.

Numbers from 1 to 99 are spelled out; use numerals for larger numbers.

Page citations should appear as 445–47, NOT 445–447 or 445–7. The same applies to year citations, except in titles and headings. (See The Chicago Manual of Style, chapters 14 and 15).

Percentages: Use numerals to express percentages: "3 percent." Do not use the “%” symbol in the text.
Quotations should correspond exactly to the originals in wording, spelling, interior capitalization, and interior punctuation. Insertions of words or comments by the author into quoted matter should be enclosed in square brackets, not parentheses. Such interpolations should be kept to a minimum. Extracts (block quotations) should be used for quoted material of approximately eighty (80) words or more. Shorter quotations should be run in to the body of text.

ABBREVIATIONS

Ibid. (used in roman type) refers to the item preceding and takes the place of as much of the succeeding material as is identical. Ibid. cannot be used when more than one citation has been given in the preceding note.

Op. cit., loc. cit., and idem are NOT used. For repeated citations, use shortened form (the author’s last name, a shortened title, and page numbers).

Specific pages should be cited whenever possible; otherwise the whole book or article should be cited. Use of passim and ff. is discouraged.

Omit the abbreviations p. and pp. unless the page number immediately follows another number (as in the date of a newspaper citation or in certain archival references).

TABLES AND FIGURES

All tables and figures should be included in separate .docx or .jpeg files, NOT inserted into the text.

Each table should be identified by both a number and a descriptive title. The author should identify all sources used and indicate where each table should be placed in the text. (The Chicago Manual of Style discusses table format and style in Part I, chapter 3 "Illustrations and Tables.")

Figures (illustrations) are numbered separately from tables, and they also must be identified by descriptive captions. The source for each figure should be identified, and the author should clearly indicate where each figure should be placed in the text.

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FOOTNOTES

Footnotes should be prepared within the word processing software, e.g. by inserting a footnote in MSWord. Please do not use any special bibliographic software such as EndNote. CHR does NOT use “Bibliography” or “Works Cited.” Footnotes should include all bibliographic
information. Shortened citations are used for subsequent footnotes, if a source is cited multiple times.

Examples of style: (also see Chicago Manual of Style)


Journals:


Newspapers and Magazines:


When author’s name is available, use the following: Carol Vogel, “New York Public Library’s Durand Painting Sold to Wal-Mart Heiress,” *New York Times*, May 13, 2005.

Interviews:

Personal Interview: Identify name of person interviewed, the word “telephone,” if applicable; the words “interview by author;” the place of the interview, if applicable; and the interview date (abbreviation of the month is acceptable).

   Example: Jonathan Smith, telephone interview by author, August 1, 2010.
Published or Broadcast Interview: A citation for a published or broadcast interview should include the name of the person interviewed; the title of the interview (if any); the name of the person who conducted the interview; and the publication information for the source.

Examples:

Archival Sources:

Manuscript citations should always include an identification of the document (which will usually include a date), the name of the collection containing the document, and the repository and city where the document is located; whenever possible identify boxes and/or files within the collection by name or number.

Examples:
“Art Teacher Terms Exhibit at New Britain Institute a Sorry Commentary on French Painting,” *New Britain Herald*, December 7, 1929, p. 13, clippings volume 1, New Britain Museum of American Art Archives [Hereafter cited as NBMAAA].