Connecticut History Review
STYLE SHEET 2025

CHR does not have a set length for articles, but 10,000-14,000 words (including footnotes) is the standard length. *CHR* accepts manuscripts in Microsoft Word only (.doc or .docx file format). Other formatting requirements: double-spaced, 12-point standard font, with **footnotes.** Please <u>do not</u> embed tables or illustrations in the text file. Instead, include them as documents and/or separate .jpeg files.

CHR follows *The Chicago Manual of Style* (18th 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 <u>spaced</u> 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. <u>Ellipsis points are seldom necessary at the beginning or end of a quoted passage,</u> since the reader normally assumes that something precedes and follows any quotation (see *The Chicago Manual of Style,* 13.50-58).

Italics: In English language 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 <u>year</u> 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 <u>exactly</u> 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 <u>square brackets, not parentheses</u>. 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 into 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. <u>Ibid. cannot be used when more than one citation has been given in the preceding note.</u>

Op. cit., loc. cit., and **idem** are NOT used. For repeated citations, use <u>shortened form</u> (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. The 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, <u>NOT</u> inserted into the text.

Tables 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 using a callout such as **<INSERT TABLE 1 NEAR HERE>**. (*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 using a callout such as **<INSERT FIGURE 1 NEAR HERE>**.

If the article is accepted for publication, the author is responsible for obtaining **permission** from the owner of the image to reprint the images and for supplying camera-ready or high-resolution (300 dpi minimum) digital copies of the figures. Please use the University of Illinois Press form, available on request. Image quality is a frequent concern: 72 dpi images copied from the Web or photocopies of newspaper photos, for example, reproduce very poorly.

FOOTNOTES

Footnotes should be prepared within the word processing software (e.g. by inserting a footnote in Microsoft Word). Please do not use any special bibliographic software such as EndNote. *CHR* does <u>NOT</u> use "Bibliography" or "Works Cited." Footnotes should include

all bibliographic information. <u>Shortened citations</u> are used for subsequent footnotes, if a source is cited multiple times.

Examples of Citations: (see also *Chicago Manual of Style*)

Books: Gary B. Nash, *Forging Freedom: The Formation of Philadelphia's Black Community, 1720-1840* (Cambridge: Harvard University Press, 1988).
Subsequent citations: Nash, *Forging Freedom,* 1.

Book Chapters: Douglas Arnold, "The Early Community, 1640-1820," in *Greenwich: An Illustrated History A Celebration of 350 Years,* ed. Robert Atwan (Greenwich, CT: Historical Society of the Town of Greenwich, 1990), 1, 3, 5.
Subsequent citations: Arnold, "The Early Community," 3.

Citation of Multivolume Works: Aristotle. *Complete Works of Aristotle: The Revised Oxford Translation*, ed. J. Barnes. 2 vols. Bollingen Series. (Princeton, NJ: Princeton University Press, 1983).

Unpublished PhD Dissertations: Andrew Walsh, "For Our City's Welfare: Building a Protestant Establishment in Late-Nineteenth Century Hartford" (Ph.D. diss., Harvard University, 1995), 1.

Journals:

Citation of entire article: Donald W. Rogers, "A Bibliography Project on Progressive Era Connecticut," *Connecticut History Review* 53 (Fall 2014): 202-13.

Citation of specific page or pages: Daniel Vickers, "Beyond Jack Tar," *The William and Mary Quarterly* 50, no. 2 (1993): 418.

Newspapers and Magazines:

"A Cleaner City: Pointing the Way," *Hartford Times,* February 15, 1912.
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:

<u>Personal Interview:</u> 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.

<u>Published or Broadcast Interview:</u> 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:

McGeorge Bundy, interview by Robert MacNeil, *MacNeil/Lehrer NewsHour*, PBS, February 7, 1990.

Darcey Steinke, interview by Sam Tanenhaus and Dwight Garner, *New York Times Book Review*, podcast audio, April 22, 2007, http://podcasts.nytimes.com/podcasts/2007/04/20/21bookupdate.mp3.

Archival Sources:

Manuscript citations should always include an identification of the document (which will usually include a date), the <u>name of the collection </u>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:

Nathaniel Hawthorne to James W. Beekman, April 9, 1853, James W. Beekman Papers, box 3, New-York Historical Society.

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

Eric Roman, "The Jews of Danbury: A History." (Unpublished manuscript [1979?]), American Jewish Archives, Cincinnati, Ohio [Hereafter cited as AJA].