

## Style Sheet

### Length and Format

- Article submissions must be double-spaced, in 12-point Times font. They must be 8,000 words maximum, inclusive. Alignment is justified (i.e. right & left); paragraphs are indented except for paragraphs following title or subtitle (no indentation); one space between paragraphs. Please see below for further details of layout.
- Spelling can be either British or American English, but should be consistent throughout.
- Papers must be submitted in *Chicago* style, using endnotes, not footnotes. Examples of common forms are:
  - *Books*: Nivi Manchanda, *Imagining Afghanistan: The History and Politics of Imperial Knowledge* (Cambridge: Cambridge University Press, 2020). For American and Australian publications, there is no need to include the state.
  - *Articles*: Angela Woollacott, "From Moral to Professional Authority: Secularism, Social Work, and Middle-class Women's Self-construction in World War I Britain," *Journal of Women's History* 10, no. 2 (1998): 85-111.
  - *Chapters*: Mandy Treagus, "The South Seas Exhibit at Chicago World's Fair, 1893," in *Oceania and the Victorian Imagination: Where All Things are Possible*, eds. Richard D. Fulton and Peter H. Hoffenberg (Farnham: Ashgate, 2013), 45-57.
  - *Edited volumes*: Harald Fischer-Tiné, Stefan Huebner, and Ian Tyrrell, eds., *Spreading Protestant Modernity: Global Perspectives on the Social Work of the YMCA and YWCA, 1889-1970* (Honolulu: University of Hawai'i Press, 2020).

Use short form references for second and subsequent citations.

More detailed guidelines can be found at:

[http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html) (click 'notes and bibliography' tab).

- We do not require a bibliography.
- Use double quotation marks for quotes and figures of speech, and single marks for quotations within quotations, e.g. As Jones notes: "There are multiple layers of 'affective meaning' in this interpretation."
- Use page numbers only (not 'p.', 'pp.' or 'page'.) Write out page ranges in full, i.e., 185-189, not 185-9.
- Write out centuries, e.g. seventeenth not 17th.
- In typing, two hyphens are used for an em dash, e.g. The influence of three revolutionaries—X, Y, and Z—can clearly be seen in his early development as a politician.
- Dates should appear in the form "19 April 1905."
- Any quote/ extract longer than three lines should be set apart as a block quote.

- Whole numbers from 1-99 should be written out (note hyphenation of numbers twenty-one to twenty-nine, thirty-one to thirty-nine, etc.); fractions to be expressed as decimals using numerals; “per cent” not “%”; if spelled-out numbers would cluster thickly in a sentence, numerals may be used (“the ages of the members of this expedition were 29, 33, 48, 51 and 60.”; for large numbers, where possible express in whole numbers followed by hundred, thousand, hundred thousand, million, etc. (“three hundred days”; “fifteen hundred words”; “two million people”; “eight thousand seven hundred”) otherwise express in numerals with commas as required (“1,322 feet above sea level”); if a number appears at the beginning of a sentence, it must be spelled out (or revised such that the sentence no longer begins with a number).

### **Other points**

- Journal style is to capitalise ‘Indigenous’.
- Hyphenate words such as middle class and working class as adjectives only.
- Do not put full stops in commonly abbreviated acronyms, e.g., US and UK, not U.S. and U.K.
- For initials, each letter is followed by a period; no spaces between letters (“E.J. Haynes”, “J.F.M. LeJeune”).
- Use minimal hyphenation, e.g., ‘coauthor’, not ‘co-author’
- To introduce indented quotes, use commas or colons, but be consistent.
- Punctuation marks should appear inside quotations with the exception of colons and semicolons.
- In a series consisting of three or more elements (lists), elements are separated by a comma and if a conjunction joins the last two elements, no comma appears before the conjunction (“The dress is available in red, green, blue, orange and red”).
- We have no preference for archives citation, but this must be consistent.