

Social Science History: Author Guidelines and Style Guide

6/08

INTRODUCTION

In submitting a manuscript for consideration, an author acknowledges that the work contained therein is his or her own and that no part of it has been published or is under consideration for publication elsewhere. The author is responsible for obtaining any necessary written permission to reproduce textual material or artwork (see Required Items for Submission, below) and for verifying the accuracy of quoted material. In addition, the author agrees to furnish camera-ready artwork for diagrams and illustrations. (See the Figures section of these guidelines.)

REQUIRED ITEMS FOR SUBMISSION

Submissions should include a cover letter with an e-mail address for author correspondence, the author's academic affiliation, information about materials drawn from other sources (permissions for any that are under copyright or a statement that explains the fair-use or public domain status of materials), identification of illustrations that are the original work of the author, and any other information the author deems pertinent.

Submissions should consist of two hard copies and an electronic version in either Microsoft Word or Rich Text Format. Manuscripts should include a title page, an abstract no longer than 250 words, the main text, the references (works cited), and any endnotes, tables, and/or figures. Submissions that do not include these items will not be considered.

Submissions sent via U.S. mail should be addressed to

Social Science History
W34A Machmer Hall
University of Massachusetts
240 Hicks Way
Amherst, MA 01003-9278

PREPARATION OF SUBMISSIONS

Manuscript

All manuscripts submitted for publication must meet the following criteria:

Manuscripts must be printed out in 12-point type on one side of 8½" × 11" or A4 paper of medium weight, with one-inch margins on every page and double-spaced text throughout, including block quotations, endnotes, references, and tables. A word count (taking into account text, endnotes, and references) must appear on the title page. Manuscripts must be rendered anonymous, with author information confined to the biographical note (see below) and names deleted from citations of the author's previous

work (e.g., Author 2001); the publications corresponding to these citations must be omitted from the References list.

Article titles should not exceed 140 characters and spaces. *Section headings*, which indicate major divisions and therefore are used sparingly, should not exceed 70 characters and spaces; they should be identified by hierarchical level (A, B, etc.).

The *biographical note*, which contains the author's academic affiliation, areas of research, and recent publications, must be printed out double-spaced on a separate sheet. It should not exceed 600 characters and spaces.

Endnotes and *references* should also be printed out on separate sheets

TABLES AND FIGURES

For requirements pertaining to materials drawn from other sources, see Required Items for Submission, above.

Tables

Tables contain data that do not fit comfortably into the text but are nonetheless essential to the author's argument. (Raw data not discussed in the text should be omitted.) Ideally, tables are composed in Microsoft Word (not composed in Excel or converted from Excel to Word), using Word's table function, and they should be submitted concurrently with but in a separate electronic file from that of the text. (For hard-copy submission, tables should be printed out separately from the text and from one another on separate sheets). Tables must be numbered in the order that they are called out (i.e., explicitly cited, as table 1, table 2, etc.). Because a callout indicates only the approximate location of the table in the published issue, such phrasing as "the table below" or "the data on the facing page" must be avoided. Table titles should be clear and explanatory but concise; they should not contain information found in the column headings. Column headings should be short, and abbreviations should be chosen carefully for clarity. Source notes, general notes, specific notes, and probability-level notes appear in that order beneath the table, as follows, and should be double-spaced:

Source: Peabody and Sherman 1954.

Note: All nonsignificant three-way interactions have been omitted.

^aThis subject completed all but one trial.

^bThis subject completed all but two trials.

* $p < .05$. ** $p < .01$. *** $p < .005$.

See also A. S. C. Ehrenberg, "The Problem of Numeracy," *American Statistician* 35 (1981): 67-71.

If the table is a reproduction of a table published previously, please include permission to reproduce or a statement that explains fair use or public domain status (see Required Items for Submission, above).

Figures

Illustrations can be submitted as camera-ready copy or in electronic format. All textual elements are subject to the journal's style guidelines. Please note that an author whose article is accepted will be asked for figures in one of the formats required for publication if the figures don't already meet standards and may be asked for replacements if editorial style needs to be corrected.

Figures submitted electronically should be in EPS or TIFF format. Images produced in other electronic formats (JPEG, GIF, etc.) or pasted into a Word or Rich Text Format document are not acceptable because they reproduce poorly. Image resolution must be at least 300 dots per inch (dpi). Original source application files (PowerPoint, Excel) are acceptable if you cannot produce EPS or TIFF files (please include a PDF as a visual aid). *Social Science History* does not publish in color; therefore data must be differentiated by grayscale or a combination of line and symbol. Figures should be submitted concurrently with but in a separate electronic file from that of the text. A caption must accompany every figure and preferably appears outside it (i.e., the caption should not be integrated into the figure).

Glossy prints work best as camera-ready copy, but hard copy from a laser printer may be acceptable if the inking is dense and consistent. Figures should be printed out separately from the text and from one another on separate sheets and must be numbered in the order that they are called out (i.e., explicitly cited, as figure 1, figure 2, etc.). A photographic reproduction of artwork (maps, illustrations, etc.) should be made on glossy paper, since a glossy print is high in contrast and allows for sharp reproduction of detail. Because flaws in a glossy will appear in the published figure, it is important not to attach anything to the glossy with staples or paper clips, which can scratch or leave impressions. Identifying information—author name, figure number, caption—should be written on a stick-on label and then attached to the back of a glossy. Glossy prints should be placed between pieces of cardboard for protection in mailing.

Because the callout of a figure indicates only the approximate location of the figure in the published issue, such phrasing as “the graph below” or “the photograph on the facing page” must be avoided.

If the figure is a reproduction of a figure published previously, please include permission to reproduce or a statement that explains fair use or public domain status (see Required Items for Submission, above).

STYLE GUIDE

Social Science History first adheres to the rules in this style guide. For issues not covered in the style guide, refer to *The Chicago Manual of Style*, 15th ed. (CMS). For legal citations, refer to *The Bluebook: A Uniform System of Citation*, 16th ed.

ABBREVIATIONS

Most abbreviations are confined to parenthetical text and footnotes. Exceptions include “v.” (in legal references), “et al.” (in references to works with three or more authors or editors), national abbreviations (used as adjectives), and corporate acronyms and initialisms (most of which must be introduced parenthetically following the first reference to the entities they designate).

the landmark case *Roe v. Wade*
Does NAFTA bode ill for the nation’s MBAs?
disputed the findings of Herbert et al.
further expansion of NATO’s membership
dissent within the AFL-CIO
sexism is rampant at IBM
certain U.S. constituencies; U.N. peacekeeping forces

Names of states and provinces are spelled out in running text.

Provo, Utah; Windsor, Ontario; Stuttgart, Baden-Württemberg

Latin abbreviations, such as *e.g.* and *i.e.*, are set in roman type, not italics. (The word *sic*, however, is italicized.)

Personal initials have periods and are spaced.

W. E. B. DuBois; C. D. Wright

ACKNOWLEDGMENTS

Acknowledgments are made in the first, unnumbered note and are written in the first person.

This essay was first presented as a paper at the Center for Comparative Literature at Amherst College on June 2, 2008. I am grateful for the comments made at that gathering.

BIOGRAPHICAL NOTE

A biographical note contains the author’s academic affiliation, areas of research, and recent publications. It should not exceed 600 characters and spaces.

Daniel Little is professor of philosophy and chancellor at the University of Michigan at Dearborn. An expanded edition of his book *Understanding Peasant China: Case Studies in the Philosophy of Social Science* (1989) appeared in Chinese translation in 2008. He is also author of *The Paradox of Wealth and Poverty: Mapping the Ethical Dilemmas of Global Development* (2003) and is working on a book about new perspectives on the philosophy of history.

CAPITALIZATION. See also QUOTATIONS, SPELLING AND TERMS

After a Colon

If the material introduced by a colon consists of more than one sentence, or if it is a quotation or a speech in dialogue, it begins with a capital letter. Otherwise, it begins with a lowercase letter. See CMS 6.64.

Thus Hanson asks, what were Napoléon's reasons for invading Russia?

The protesters were detained under orders adapted, it would seem, from Monopoly: Go to jail. Go directly to jail. Do not call a lawyer. Do not post bail.

Terms

A lowercase style is generally preferred for terms. See CMS, chapter 8, for detailed guidelines on capitalization of terms.

Titles of Works

In the text, for all titles in English, capitalize the first and last words and nouns, pronouns, adjectives, verbs, adverbs, and subordinating conjunctions (*if, because, that, etc.*). Lowercase articles (*a, an, the*), coordinating conjunctions, and prepositions (regardless of length). The *to* in infinitives and the word *as* in any function are lowercased. For hyphenated and open compounds, always capitalize the first element; capitalize subsequent elements unless they are articles, prepositions, or coordinating conjunctions. Subsequent elements attached to prefixes are lowercased unless they are proper nouns or proper adjectives. This applies to compounds appearing at the end of a title or subtitle.

Progressive Era child support policies are the focus of John Edwards's *Missed Opportunities and Tangled Debates*

His earlier article, "The Impact of Christian Socialism on the American Auto Industry in Late-Nineteenth-Century Detroit," appeared in *American Thinker* magazine.

The paper was aptly titled "Policies on Re-creation."

For titles in *any* non-English language, including French, capitalize the first letter of the title and subtitle and all proper nouns. For the treatment of Dutch and German titles, respectively, see CMS 10.24 and 10.43.

For forms used in capitalizing historical and cultural terms refer to CMS 8.77–93. In general, terms that refer to a specific period, event, or institution are capitalized.

DATES AND TIMES. See also NUMBERS

April 1983

April 21, 1983

May 1–3, 1968

on February 8, 1996, at 8:15 a.m. and again at 6:15 p.m.

September–October 1992

September 11, 2001; 9/11

from 1967 to 1970

1960s counterculture; sixties [*not* 60s or '60s] counterculture

mid-1970s American culture

the 1800s; the years 1800–1804, 1804–6, 1804–15, 1815–1915
the mid-sixteenth and the seventeenth centuries in France; seventeenth-century France; late-
seventeenth-century France
AD 873; the year 640 BC [use full caps without periods for era designations]
c. 1820

DOCUMENTATION

General Principles

Social Science History uses the author-date form of citation (see CMS 16.90).

Endnotes may include material that cannot be conveniently included in the text, such as discursive adjuncts and additional sources of information. Any material necessary for understanding the argument set forth in the article should be included in the text.

Legal sources (court cases, constitutions, treaties, statutes, and legislative materials, such as unenacted bills, hearings, and reports) should be cited in the main body of the article, not in the notes. If a case or law is well known (e.g., *Roe v. Wade*), it is not necessary to provide a full citation. The general form of legal citations should follow the conventions for law review footnotes in *The Bluebook: A Uniform System of Citation*, 16th ed. (especially secs. 1, 10, and 12–14).

In-Text Citation Style

In-text citations (enclosed in parentheses) should contain the author's surname (with first initial if ambiguous), the date, and the pages cited.

Wert (1984: 115–17) insists that his predecessors' conclusions were the merest speculation (see M. McLain 1981; P. McLain 1981).

If more than one work by the same author is cited, the author's name is not repeated.

(Wilson 1963, 1974)

(Miller 1978: 267; 1994)

For works by three or more authors, only the surname of the first author is used, followed by "et al."

not (Cobb, Hornsby, and Ott 1982) *but* (Cobb et al. 1982)

If the work, rather than the author, is referred to, the parentheses are omitted.

Medwick 1924 remains the standard in the field.

For reprints, the date of first publication is given in brackets.

(Williams 1974 [1905])

To refer again to the most recently cited source, "ibid." is used.

(*ibid.*: 23)

When a comparison of sources is intended, “*cf.*” is used. (Notice that this abbreviation does not mean “*see.*”)

(Northrup 1935, 1936; *cf.* Stanley 1956)

When one volume of a multivolume work is cited, the volume number is indicated after the date.

(Koufax 1973, 1: 223)

Personal communications, such as telephone conversations, e-mail messages, and nonarchived letters, are identified as “*pers. com.*” and dated in the text but are not included in the References section.

Wilson (*pers. com.*, March 13, 2007) proved the hypothesis false.

Latin Abbreviations and Terms in Documentation

Apart from “*ibid.*,” “*et al.*,” and “*cf.*,” Latin abbreviations and terms are not used.

References

The References section at the end of the article provides full bibliographic information for all, and only, works cited in the text. References are arranged alphabetically by author, then chronologically, earliest to most recent. In the first entry by a given author or group of authors, all authors are named, regardless of number. Works published in the same year by the same author are distinguished as “*a*,” “*b*,” and so on.

In titles of works, serial commas are added, ampersands are spelled out, and numbers are spelled out.

If the place of publication is not widely recognized or is ambiguous, it is specified with a state, provincial, or national abbreviation.

Cambridge, MA
London, ON
Bengbu, PRC
Dover, U.K.

If the publisher is a university press, the words “*University Press*” are spelled out.

Lebanon, NH: University Press of New England
Chapel Hill: University of North Carolina Press

For online works, if no publication date is provided, an access date is required. In all URLs, "http://" is omitted.

BOOK

Lockridge, K. (1970) *A New England Town: The First Hundred Years*. New York: Norton. [Book titles use headline-style capitalization but are not italicized.]

EDITED BOOK

Fainstein, N. I., and S. S. Fainstein, eds. (1982) *Urban Policy under Capitalism*. Beverly Hills, CA: Sage.

CHAPTER

Castells, M., and K. Murphy (1982) "Cultural identity and urban structure: The spatial organization of San Francisco's gay community," in N. I. Fainstein and S. S. Fainstein (eds.) *Urban Policy under Capitalism*. Beverly Hills, CA: Sage: 123–45. [Chapter titles and subtitles are quoted, and only the first word and proper nouns are capitalized; the book editors are named and identified as such; inclusive page numbers are given.]

MULTIVOLUME WORK

Pelikan, Jaroslav (1978) *The Christian Tradition: A History of the Development of Doctrine*. Vol. 3, *The Growth of Medieval Theology (600–1300)*. Chicago: University of Chicago Press. [Individually titled volume: first the general title is given, then the number and title of the cited volume.]

Fisk, Carleton (1978) *Beantown Remembers the '75 World Series*, vol. 2. Boston: Foul Pole Entertainments. [Untitled volume.]

Foucault, Michel (1978–86) *The History of Sexuality*, trans. Robert Hurley. 3 vols. New York: Pantheon. [Multivolume work cited as a whole.]

ONLINE BOOK

Pyatt, Timothy D., ed. (1996) *Guide to African American Documentary Resources in North Carolina*. Charlottesville: University of Virginia Press, www.upress.virginia.edu/epub/pyatt/index.html.

TRANSLATION

Rivera, José (1999) *Labor Unions in Baja, California*, trans. Will Moore. Richmond, VA: University of Richmond Press.

JOURNAL ARTICLE

Bailyn, Bernard S. (1982) "The challenge of modern historiography." *American Historical Review* 87: 2–24. [Article titles and subtitles are quoted, and only the first word and proper nouns are capitalized; journal titles use headline-style capitalization but are not italicized.]

Abdulhadi, Rabab (2003) "Where is home? Fragmented lives, border crossings, and the politics of exile." *Radical History Review* 86: 89–101, muse.jhu.edu/journals/radical_history_review/v086/86.1abdulhadi.html.

MAGAZINE ARTICLE

Tuckman, Mitch (1976) "Exiled on Main Street." *Village Voice*, July 26. [*The* is dropped before periodical titles.]

Davis, Peter (2003) "Ignited Iraq: Baghdad journal." *Nation*, August 28, www.thenation.com/doc.mhtml?i=20030915&s=davis.

NEWSPAPER ARTICLE

DeParle, Jason (1993) "Whither on welfare: Clinton's actions are far from bold." *New York Times*, February 3. [For newspaper entries, a page number is not necessary.]

Associated Press (2003) "Jackson arrested at Yale after protest backing strike." September 2, www.washingtonpost.com/wp-dyn/articles/A12012-2003Sep1.html.

OTHER WEB SITE

Include as much of the following information as possible: author, Web page title (if there is one), site title or site owner, URL, and access date (if no publication date is provided).

Kloman, Harry (2003) "Introduction," Gore Vidal Index, www.pitt.edu/~kloman/vidalframe.html (accessed July 27). [The official titles of Web sites use headline-style capitalization and are set in roman type.]

Southern Poverty Law Center (2003) "Center information," www.splcenter.org/centerinfo/ci-index.html (accessed August 27). [If there is no author, the owner of the site may stand in the author's place.]

MACHINE-READABLE DATASET

Rabier, Jacques-René, Hélène Riffault, and Ronald Inglehart (1988) *Euro-barometer 25: Holiday Travel and Environmental Problems*, April 1986 [machine-readable dataset]. Ann Arbor, MI: Inter-university Consortium for Political and Social Research.

DISSERTATION

Weiler, N. S. (1983) "The aged, the family, and the problems of a maturing industrial society: New York, 1900–1930." PhD diss., University of Illinois at Chicago.

INTERVIEW

Vazquez, Jay (1995) Author interview, Fairfax County, VA, February 20.

PAPER OR PRESENTATION

Gilmore, Donald (1989) "What does hermeneutics really mean in art?" Paper presented at the annual meeting of the College Art Association, Boston, February 13.

UNPUBLISHED OR ARCHIVAL SOURCE

Purcell, J. (c. 1772) "A map of the southern Indian district of North America." MS 228, Ayer Collection. Newberry Library, Chicago.

ELLIPSES. See also QUOTATIONS

Three dots indicate an ellipsis within a sentence or fragment; a period plus three dots indicates an ellipsis between grammatically complete sentences, even when the end of the first sentence in the original source has been omitted. Three-point ellipses need not be used (1) before or after an obviously incomplete sentence, (2) before or after a run-in quotation of a complete sentence, (3) before a block quotation beginning a complete sentence or an incomplete sentence that completes a sentence in the text, or (4) after a block quotation ending with a complete sentence. A four-point ellipsis (i.e., a period and a three-point ellipsis) indicates that closing punctuation is included in the omitted material; thus what precedes and follows a four-point ellipsis should functionally be a sentence. See CMS 11.57–61 for more detailed guidelines on the use of ellipses.

EPIGRAPH

An epigraph appears between the abstract and the main text of the article and is right-justified. The attribution, which includes the author's name and the title of the work, appears in parentheses and is run into the epigraph text. No endnote or reference entry is provided.

Thought has known and forgotten the reproaches of positivism a thousand times, and only through such knowing and forgetting did it first become thought. (Theodor W. Adorno, *Minima Moralia*)

INCLUSIVE LANGUAGE

Gender-specific and otherwise sexist language (*chairman, mankind, etc.*) is avoided, as are the use of alternating masculine and feminine pronouns and the form *s/he*. Instead, both pronouns are given—*he or she, him or her, his or her*—or the sentence should be recast in the plural.

INITIALS. See ABBREVIATIONS

LISTS WITHIN TEXT

In a series intended as a list, the items may be delineated with parenthetical numbers.

I will argue that migration was the result of (1) drought, (2) disease, and (3) war.

A series that cannot be easily expressed in the running text may be set off from the text, but this format takes up a great deal of space and should be used only when necessary for clarity.

NUMBERS

Cardinal and ordinal numbers greater than or equal to 10 are written as Arabic numerals except when they designate centuries, occur at the beginning of a sentence, or are part of

a title; such numbers less than 10 are spelled out except when used in comparisons with numbers greater than or equal to 10.

on the 16th day, two subjects dropped out
nine hands were lost during the fourth storm
but 2 of the 18 patients who used placebos
Eighty thousand people died of it in the thirteenth century.

All numbers that represent decimal quantities or are used in combination with symbols are written as numerals.

weighed 4.5 tons or exactly 2 percent of the total
averaged only 8°C for 8.7 weeks

For very large numbers, a combination of numeral and word is used:

2 million, 6 billion

For inclusive page numbers, if the beginning number is

less than 100, use all digits: 4–67, 35–112
100 or a multiple of 100, use all digits: 100–115, 1800–1807
101 through 109, in multiples of 100, use only the changed part after the dash: 101–4, 2002–8
110 through 199, in multiples of 100, use two digits or more as needed: 111–14, 279–320, 1975–76
four digits long and three of them change, use all digits: 2578–2612

Roman numerals are used in the pagination of preliminary matter in books, in family names and the names of monarchs and other leaders in a succession, in the names of world wars, and in statutory titles.

On page iii Bentsen sets out his agenda.
Neither John D. Rockefeller IV, Elizabeth II, nor John Paul II was born before World War I.
Title XII was meant to rectify not only inequities but iniquities.

Arabic numerals are used for the parts of books.

In part 2, chapter 2, of volume 11 of the *Collected Works*, our assumptions are overturned.

POSSESSIVES

The possessives of nouns ending in “s” are formed by adding an apostrophe and an “s.”

Kansas’s weather
Burns’s poetry
Ross’s land
Texas’s pride
Jones’s reputation
Camus’s novels
Descartes’s philosophy

Traditional exceptions to this rule are the possessives of *Jesus* and *Moses* and those of names of more than one syllable with an unaccented ending pronounced *eez*.

Euripides’ plays

Demosthenes' orations
Xerxes' battles
Jesus' name
Moses' direction

QUOTATIONS

Quotations must reproduce the wording, spelling, capitalization, and punctuation of the original exactly, with the following exceptions: (1) A change in capitalization *at the beginning of* a quotation may be made silently (without brackets) if the quotation's syntactic relationship to the preceding text suggests it (see CMS 11.16):

Smith stated that "we must carefully consider all aspects of the problem."

but

Smith stated, "We must carefully consider all aspects of the problem."

However, changes in capitalization *within* a quotation must be bracketed. (2) The terminal punctuation may be omitted or changed to a comma if necessary, and internal punctuation before or after ellipsis points may be omitted. (3) Original notes and their superscript callouts are omitted. (4) Obvious typographical errors (e.g., "teh") may be silently corrected, but idiosyncratic spellings found in older works must be preserved. Such spellings that are likely to be thought erroneous may be, and grammatical errors in the original should be, followed by *sic* in brackets; those that may pose a hindrance to the reader may be followed by the modern spellings in brackets.

In general, prose quotations that are at least 400 characters and spaces long or that comprise more than one paragraph are set off from the text. Whether such quotations are introduced with a colon, a comma, or no punctuation depends on their syntactic relationship to the preceding text. The first line is not indented. Verse quotations of one line or two lines are run into the text.

Williams's elegy to his contemporary begins, "Green points on the shrub / and poor Lawrence dead."

An original lowercase letter following a period plus three dots should remain lowercase.

The spirit of our American radicalism is destructive. . . . the conservative movement . . .

SPELLING AND TERMS

Follow *Merriam-Webster's Collegiate Dictionary*, 11th ed. (W11), and *Webster's Third New International Dictionary* for spelling. If more than one spelling is provided in the dictionary, follow the first form given (e.g., *judgment*, not *judgement*; *focused*, not *focussed*; *traveling*, not *travelling*). Common foreign terms (defined as terms with main entries in W11) are set in roman type.

Prefixes are generally hyphenated only before numerals and proper nouns. Temporary compound adjectives are hyphenated before the noun to avoid ambiguity but are left

open after the noun. Non-English phrases used as modifiers are open in any position unless they are hyphenated in the original language.

Neologisms are quoted on the first occurrence.

In this article I call “fallacies” those assertions that are colloquially known as old wives’ tales.

A term referred to as the term itself is italicized.

In the twentieth century *socialism* acquired many meanings.
The word *hermeneutics* is overused in recent monographs.
The term *lyricism* was misused in Smith’s book review.

TRANSLATIONS

When an original non-English title and its translation appear together in the text, the first version (whether original or translation) takes the form of an original title, and the second version is always enclosed in parentheses and treated like a bona fide title (whether or not the work represents a published translation) with title capitalization appropriate to the language.

I read *Mi nombre es Roberto* (*My Name Is Roberto*) in 1989.
I read *My Name Is Roberto* (*Mi nombre es Roberto*) in 1989.
Rubén Darío’s poem “Azul” (“Blue”) is one of my favorites.
Rubén Darío’s poem “Blue” (“Azul”) is one of my favorites.

A translation of a quotation follows the original quotation in parentheses, without quotation marks.

Lindbergh, flying over Paris, recalled Apollinaire’s famous “Zone”: “Bergère ô tour Eiffel le troupeau des ponts bêle ce matin” (Shepherdess, O Eiffel Tower, the flock of bridges is bleating this morning).

If the translation is used in the running text, the original may be provided in parentheses in roman type, without quotation marks.

Lindbergh, flying over Paris, recalled Apollinaire’s famous “Zone”: “Shepherdess, O Eiffel Tower, the flock of bridges is bleating this morning” (Bergère ô tour Eiffel le troupeau des ponts bêle ce matin).