

Style Guidelines

The journal follows the *Chicago Manual of Style*. Specific bibliography, citation, style and usage cases are included below, but authors should refer to the Manual for other cases.

Bibliography/Citation Style (Author-Date)

All papers should include a bibliography, formatted in accordance with the style below (CMS, Author-Date), and cite in text as below.

Authors of historical papers may use abbreviations for in-text citations of standard primary text editions or translations as they see fit, but should include an initial footnote that explains the abbreviation system. And they should cite in text and include in the bibliography the relevant information in accordance with the style below.

Bibliography style

Books

Last name, First name. Year. *Book Title: Subtitle*. Edition (if other than the 1st). Place: Publisher.

Article in collection

Essay Author's Last name, First Name. Year. "Essay Title." In *Book Title*, edited by Editor's full name, #-#. Place: Publisher.

Article in journal

Last name, First name. Year. "Article Title." *Journal Title* Volume number (Issue number): #-#. doi (if available)

For multi-authored works, the first and last names of the authors after the first are not inverted.

For authors with multiple entries in the same year, add a lower case letter to the end of the date (e.g., "Smith (1990a)" and "Smith (1990b)").

In-Text Citations

Cite only the last name of the author and the year of the source (and, where appropriate, the page numbers). If the name of the author is part of the text of the article, use the author's last name and put the year in parentheses:

Smith (1998) argues that recycled paper saves trees.

Otherwise, put both the author's last name and the year in parentheses:

Recycled paper saves trees (Smith 2011).

Quotations

Cite only the last name of the author, the year of the source, and the page numbers. If author or year is clear from the immediate context, it may be omitted.

"To save trees, recycle paper" (Smith 2011, 25).

If your quote contains a quote, use single quotation marks (") around the shorter quote.

A quote of roughly five or more lines should be set off.

Punctuation of a run-in quotation follows citation. Punctuation of block quotations precedes citation.

For quotations in languages other than English, please provide a translation in a footnote.

Other Style and Usage Guidelines (Chicago Manual)

For grammar and usage, please follow the Chicago Manual of Style. Some common cases:

* Periods and commas precede closing quotation marks. Colons and semicolons follow closing quotation marks. Question marks and exclamation points follow closing quotation marks unless they belong within the quoted matter.

* American spelling is used, except in quoted material.

* Use one space after a period and a colon.

* En-dash is used between numbers.

* No space is used before or after em-dash.

* Use the serial comma (e.g., "this, that, and the other").

* Put "i.e." and "e.g." in parentheses (e.g., like this).

* Single letters (e.g., variables) are italicized. Plurals of capital letters do not use the apostrophe ("the Rs"), but plurals of lower case letters do ("the x's").

* In general, in non-technical contexts, spell out numbers zero through nine. All numbers beginning a sentence are spelled out.

* Dates are formatted as Month Day, Year. The year is followed by a comma if it is not at the end of the sentence.

* The possessive of a singular noun is formed by adding “ ’s” on the end, even for nouns or pronouns ending in s (e.g., “Lewis’s”).

A note on third person singular pronouns and gender-neutral language

We strongly encourage the use of gender-neutral language where possible.

The most obvious and difficult case in this context is the use of the third person singular pronoun. We encourage editing to avoid the need to use third person pronouns, and include the Chicago Manual of Style techniques to achieve this below.

Where this is not possible, we recommend either alternating between “he” and “she” or using “she” throughout. Do not use the third person plural pronoun as if it were singular.

There are many ways to achieve gender-neutral language, but it takes some thought and often some hard work. Nine methods are suggested below because no single method will work for every writer. And one method won’t neatly resolve every gender-bias problem. Some of them—for example, repeating the noun or using “he or she”—will irritate readers if overused. All of them risk changing the intended meaning: though slight changes in meaning are inevitable, additional rewording may be necessary.

1. Omit the pronoun: *the programmer should update the records when data is transferred to her by the head office* becomes *the programmer should update the records when data is transferred by the head office*.
2. Repeat the noun: *a writer should be careful not to needlessly antagonize readers, because her credibility will suffer* becomes *a writer should be careful not to needlessly antagonize readers, because the writer’s credibility will suffer*.
3. Use a plural antecedent: *a contestant must conduct himself with dignity at all times* becomes *contestants must conduct themselves with dignity at all times*.
4. Use an article instead of a personal pronoun: *a student accused of cheating must actively waive his right to have his guidance counselor present* becomes *a student accused of cheating must actively waive the right to have a guidance counselor present*.
5. Use the neutral singular pronoun *one*: *an actor in New York is likely to earn more than he is in Paducah* becomes *an actor in New York is likely to earn more than one in Paducah*.
6. Use the relative pronoun *who* (works best when it replaces a personal pronoun that follows *if*): *employers presume that if an applicant can’t write well, he won’t be a good employee* becomes *employers presume that an applicant who can’t write well won’t be a good employee*.

7. Use the imperative mood: *a lifeguard must keep a close watch over children while he is monitoring the pool* becomes *keep a close watch over children while monitoring the pool*.
8. Use *he or she* (sparingly): *if a complainant is not satisfied with the board's decision, then he can ask for a rehearing* becomes *if a complainant is not satisfied with the board's decision, then he or she can ask for a rehearing*.
9. Revise the clause: *a person who decides not to admit he lied will be considered honest until someone exposes his lie* becomes *a person who denies lying will be considered honest until the lie is exposed*. (*The Chicago Manual of Style*, 16th ed., 5.225)