

# American Historical Review

Style Sheet for Article Authors

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**You are responsible for viewing your proof in its entirety before completing the submission process. Properly formatting the manuscript and masking the author's identity will speed up the processing of your submission. Additionally, make sure that your preferred contact information, including a postal address, is properly recorded in your ScholarOne record.**

**If you have any questions about the submission process or run into any problems with ScholarOne, please contact the AHR Editorial Office at [ahrsubmissions@historians.org](mailto:ahrsubmissions@historians.org). All inquiries must include the Manuscript ID # of your submission and ideally should be initiated via the "Contact Journal" button in your Author Centre in ScholarOne.**

## **Preparing the Text**

- Please follow our house style for submitted manuscripts: 8 ½ x 11-page size, Times New Roman 12 pt. font, and double spaced. Footnotes should be Times New Roman 10 pt. font, and single spaced. Margins should be 1" on all sides. All text must be black. Formatting the manuscript in this fashion, and masking the author's identity, will speed up the processing of your submission
- Initial article submissions should not exceed 8,000 words, not including notes, tables, and charts. Footnotes should be around 4,000-5,000 words.
- We do not use subheadings, but we do use section breaks. Authors should indicate where they want breaks to go with a #. Otherwise, there should be no space between paragraphs. Authors may need to revise the first sentence in each new section to clearly mark the transition.
- Authors should avoid overly long or overly short paragraphs. An occasional short paragraph is acceptable if it is appropriate to the context or needed for rhetorical effect. However, successive short paragraphs tend to break the continuity of thought and make the printed page look choppy.
- Do not use "signposting" in the main text (see below for more information).
- Use "American-style" dates: February 23, 2005, not 23 February 2005.
- First and last names for all individuals should be included when referring to them for the first time in the text or notes. Initials should only be used if the individual is most commonly known that way. Scholars should be referred to by their last names only for the most part, avoiding "Professor So-and-So" and the like.
- All citation information must be in the footnotes. No works cited page or bibliography is required. We do not use in-text parenthetical source notes. Only one note callout should be used per sentence, placed at the end.
- Caption format for illustrations should be: Figure X. Caption text. Illustration captions cannot include footnotes.
- Footnotes attached to tables, graphs, or charts will remain with those tables, graphs, or charts; they should not be numbered with the text notes.

## Uploading to ScholarOne

- You are responsible for viewing your proof in its entirety before completing the submission process. Please make sure that there are no blank pages in your proof and that the conversion to a PDF file has not created formatting issues in your manuscript.
- When submitting a manuscript for peer review, please ensure that the submission is fully anonymized. If you are citing your own publications, please ensure that your wording does not identify you as the author.
- Files should be uploaded in the following order: title pages should be first, and then the main document, followed by figures and images in the order in which they are referenced in the text.
- Abstracts should be provided in the proper place in the ScholarOne submission template, rather than in the manuscript file (see below for more information).
- If you are uploading a new version of a file, you **must** remove the original file from ScholarOne and replace it with the new file. Any track change files should be uploaded as “Supplementary File NOT for Review.” You can also use this file designation if you have any files that are solely for the editorial team and not peer reviewers.

## Signposting

It is important, of course, to make sure that readers can follow your argument clearly, but we rarely include signposting in the *AHR* that uses the article to talk about itself. Usages such as “In this article I will,” “This essay explores,” “As the next section will demonstrate,” “As we have already seen,” “I argue that,” “As I have suggested,” and the like are fine in the notes if they are used judiciously, but if there are any occurrences in the main text, you will be asked during the copyediting stage to reword them.

If during the review phase you have been told that the direction of the article is hard to follow and that readers will need more guidance about where it is going, the best way to address the issue is to revise the introductory sections and transitions so that your intended progression is more clearly defined. If you lay out your argument in a successive fashion so that each point builds on the previous one and leads smoothly to the next, your readers won’t get lost.

## Preparing an Abstract, Author Bio, and Acknowledgements

When you send us the final version of your article, if you have not done so already, please be sure to include both an abstract, a brief author biography., and a short set of acknowledgements if desired. These should be provided in the proper place in the ScholarOne submission template.

- The abstract should consist of a short statement (150–200 words) that summarizes the article: its major focus, your goals and methodology in writing it, and its contribution to scholarship. Please list four or five relevant keywords at the end. The description and keywords will appear as free content on the *AHR* website, where they can be indexed by Internet search engines in order to reach a broader audience. The Editor will also use your abstract in writing the introductory section of the issue.
- Your biographical statement (average length 80 to 120 words), which will be placed on the last page of your article, should be written in the third person. It should begin with your name (e.g., “John Smith is . . .”), and it might include such information as your position and institution (or your city of residence if you are an independent scholar); a selection of your most important publications, including dates, or a description of any work in progress; your major field of interest (or, alternatively, what led you to write this article); or where and with whom you studied. The following format is typical:

John Smith is professor of history at Anytown University, where he has taught since 1989. He is the author of *Political Poetry in Russia after Perestroika* (Prestigious University Press, 1994) and co-editor with Jane Jones of *The Face of Politics in the Former Soviet Union* (Prestigious University Press, 1999). He is currently working on a history of political cartoons.

- Please paste your acknowledgements at the end of your article, after your bio, to provide any desired reference to previous forms of the article (e.g., a paper delivered at the annual meeting of the AHA) and to acknowledge the assistance of colleagues or grants from foundations (be sure to include the year and number of the grant).
- Make sure that your preferred **contact information**, including a postal address, is properly recorded in your ScholarOne record. We will need this to correspond with you about copyediting and proofs. Oxford University Press will need a correct email address to send you a link to sign your online licensing agreement. Please keep an eye out for this and electronically sign the agreement at your earliest opportunity. **We cannot publish your article until we receive your signed agreement.**

## Illustrations

- We can accommodate a maximum of 8 images/graphs/figures per article
- Do not paste images into your document. Images must be uploaded separately in ScholarOne. Higher-resolution (at least 300 DPI) images and secured permission to use the images are not needed until the article has reached the acceptance stage, but do note that if your article is accepted this will be required.

- Images must be at least 300 DPI. We cannot accept anything lower than that resolution.
- **Any image that is not in the public domain must be accompanied by the requisite permission to publish.** You are responsible for contacting the owner of each image and obtaining permission in writing for its reproduction. **Make sure that you are also obtaining permission for the illustrations to be used in the online issue of the journal.**
- Name each image file with the relevant figure number so that it is clearly identified (e.g., Fig01.tif), and indicate the approximate placement for each image in the text with a notation such as <FIG. 1 NEAR HERE>
- Maps, charts, and graphs should be professionally created to your specifications. Please proofread them carefully and have any needed corrections made before sending the final versions to us. Tables can be created in your word-processing program, but they should be in a separate electronic file, not embedded in the article text. Tables should be designed so that no vertical rules (lines separating the columns) are necessary. Abbreviations in graphic materials can be confusing to the reader, so please try to avoid them. Any footnotes should remain with the illustration they belong with; they should not be numbered with the notes to the main text.
- If the permissions holder requests information on our print run, we are currently printing approximately 8,000 copies of each issue. Online images are reproduced at a low resolution and are “locked” so that they cannot be copied.
- The Oxford University Press permissions guidelines can be downloaded at [http://www.oxfordjournals.org/access\\_purchase/permissions\\_guidelines.doc](http://www.oxfordjournals.org/access_purchase/permissions_guidelines.doc)

## Citation Style

The footnote style used by the *AHR* generally follows the conventions recommended by *The Chicago Manual of Style*, 17th edition (CMOS).

### Footnotes

- Each footnote number should come at the end of a sentence or paragraph. **Please note that we use only one footnote number per sentence, placed at the end.** Please combine notes where you can and keep them as concise as possible; lengthy notes make page layout difficult. Do not use a footnote to build on your argument: if it is important information, it should be in the main text.

### Citing Books

- For all works we follow suggested CMOS format, omitting the publisher and providing place and date only. See CMOS 14.128 for examples of this style.
- The first citation of a book should take the following format:
  - Gerhard L. Weinberg, *A World at Arms: A Global History of World War II* (Cambridge; Harvard University Press, 1994).
  - Abraham Lincoln, *The Collected Works of Abraham Lincoln*, ed. Roy P. Basler, 9 vols. (New Brunswick, NJ: Rutgers University Press, 1953–55), 3:45–56.
  - Jules Romain, *Verdun*, trans. Gerard Hopkins (1938; repr., London: Prion, 2000).
  - Enoch Zobel, *Der ermunterte Eutychus, Das ist: Ernstliche Auffmunterung vom sündlichen Kirchen-Schlaff zu einer heiligen Wachsamkeit bey dem öffentlichen Gottesdienst* (Annaberg, 1688).
- Subsequent citations should take the following format:
  - Weinberg, *A World at Arms*, 132–33.
  - Lincoln, *The Collected Works of Abraham Lincoln*, 3:46. Romain, *Verdun*, 101–2.
  - Zobel, *Der ermunterte Eutychus, Das ist*, 24–26.
- Note that only the last name of the author is provided in a subsequent reference, along with a shortened version of the title. The publication information is not repeated. The short title should use words in sequence from the main title only; **use the entire main title** if it is not overly long. In shortening foreign-language titles, be careful not to omit a word that changes the capitalization or governs the case ending of a word retained in the short title.
- As in the Lincoln example above, a reference to a multivolume work should include the total number of volumes in the full reference, with the applicable volume number in a short reference preceding the page number and followed by a colon.
- Please use the form “Cambridge, 1992” for works published in Cambridge, UK, and “Cambridge, MA, 1992” for works published in Cambridge, Massachusetts.

### Citing an Essay

- An essay in an edited collection should take the following format:
- John H. Hanson, “Islam and African Societies,” in *Africa*, ed. Phyllis M. Martin and Patrick O’Meara, 3rd ed. (Bloomington, IN, 1995), 97–114.

- Please make sure to include the full page range for an essay, even if you are singling out only one page or a smaller range of pages:
  - John H. Hanson, “Islam and African Societies,” in *Africa*, ed. Phyllis M. Martin and Patrick O’Meara, 3rd ed. (Bloomington, IN, 1995), 97–114, here 110–11.
  - Subsequent citations should take the following format: Hanson, “Islam and African Societies,” 98.

## Citing Articles

- An article in a journal should take the following format:
  - Christopher Steiner, “Another Image of Africa: Toward an Ethnohistory of European Cloth Marketed in West Africa, 1873–1960,” *Ethnohistory* 32, no. 2 (1985): 91–110.
  - If a journal only has an issue number, use the following format:
  - J. M. Beattie, “The Pattern of Crime in England, 1660–1800,” *Past and Present*, no. 62 (February 1974): 47–95.
- Because your articles do not have bibliographies, please make sure to include the full page range for an article, even if you are singling out only one page or a smaller range of pages:
  - Christopher Steiner, “Another Image of Africa: Toward an Ethnohistory of European Cloth Marketed in West Africa, 1873–1960,” *Ethnohistory* 32, no. 2 (1985): 91–110, here 92–93.
- Subsequent citations should take the following format:
  - Steiner, “Another Image of Africa,” 97, 99.
- An article in a newspaper or magazine that does not use volume and/or issue numbers should take the following format:
- “La Muse de Paris,” *La Fronde*, July 11, 1898, 11.

## Citing Unpublished Materials.

While we prefer that information from archives be cited from general to specific, there is no need to change the formatting if you have already formatted citations that go from specific to general; we simply ask that you be consistent.

General to specific: Archivio di Stato, Venice, Avogaria di Comun, Balla d’Oro [hereafter BO]

163, fols. 216r.

Specific to general: Minutes, July 13, 1897, Special Committee on Pensions, City Club of Chicago, Box 2, 216, Archives of the City Club, Chicago.

### **Citing Classical, Literary, and Legal Works.**

We prefer to spell out rather than abbreviate, in order to be as clear as possible for a general audience. Thus Thucydides 2.40 is preferable to Thucy. 2.40, and *Faerie Queene*, 2.8.12 is preferable to *FQ* 2.8.12. Please note our preference for arabic rather than roman numerals.

Legal case names are italicized: *United States v. Dennis*, 183 F.2nd 201 (2nd Cir. 1950).

### **Abbreviations.**

The following abbreviations (and, where applicable, their plurals) are acceptable for use in your notes: bk., cf., chap., diss., ed. (“editor” or “edited by”), e.g., et al., etc., fig., fol., i.e., n.d., no., n.p. (“no place”; “no page”), n.s., para., pt., repr., rev., sec., vol. We do not use *op. cit.* or *loc. cit.*; please use the author’s last name and a shortened title for subsequent citations of a fully cited work, as shown above. We do not use f. or ff. (“and following”) or passim; please provide the actual page range numbers for the reference. Please use 2nd and 3rd, not 2d and 3d, and not 2<sup>nd</sup> or 3<sup>rd</sup>.

## **The Copyediting Process**

- In addition to correcting obvious errors of grammar, spelling, punctuation, consistency, and tense and applying the *AHR*’s house style, our aim in copyediting your article is to be a “fresh set of eyes” for you. We will suggest or request fixes for such things as ambiguities, missing or unclear antecedents, jargon that may not be understood by those outside your particular field, signposting, redundancies, and repetition of words, phrases, and structures. We will check the citations in your notes, but we cannot verify the accuracy of all of them; providing the correct information is your responsibility.
- Before your article is typeset, and after it has been proofread, the copyedited version will be sent to you for your approval in ScholarOne. Please let us know whether you want further explanation of any of our changes, and inform us if any factual errors have inadvertently been introduced into the text during editing and proofreading. We are your partners in this process, and we are always happy to discuss the edits or to answer any questions you may have. The managing editor, Sarah Muncy, can be reached via email, [smuncy@historians.org](mailto:smuncy@historians.org)