

# SUBMISSION GUIDELINES

# Historical Studies

Journal of the Canadian Historical Association

## 1. General Author Guidelines

Published once a year by the Canadian Catholic Historical Association, *Historical Studies* is a fully refereed journal that features articles, critical notes, book reviews and a bibliography aimed at advancing knowledge in the religious history of Canada. The journal accepts comparative and interdisciplinary approaches and welcomes manuscripts from the greatest possible number of researchers, including graduate students. All manuscripts are assessed through a double-blind process that ensures confidentiality. The editorial board considers only unpublished manuscripts and does not consider works of popularization. The journal only publishes English-language articles.

### Submission Guidelines

Manuscripts must be submitted electronically as Word or WordPerfect files. Texts should be double-spaced and should be no longer than 35,000 characters (6,500-8,500 words) or **25 double-spaced pages**, including notes.

Authors whose manuscripts are selected will be required to provide the editors with a revised version of the manuscript in a timely manner following the application of any changes and corrections required.

Articles accepted for publication must be accompanied by an abstract (roughly 150 words) as well as a biographical sketch of the author (no more than 75 words).

### Article Selection and Copyright

Submissions are evaluated by the editors of *Historical Studies* and by board-selected external readers. The editors decide whether to publish, reject or request a revision of each article. In cases of conditional selection, the editors will communicate with the author to insure that the conditions for publication are fulfilled. The editors reserve the right to reject articles that, although acceptable in terms of content, will require in their estimation too much revision in order to meet publication deadlines.

Authors whose work has been accepted for publication in *Historical Studies* assign to the Canadian Catholic Historical Association the exclusive copyright for countries as defined in section 3 of the Copyright Act to the contribution in its published form. The CCHA, in turn, grants the author the right of republication in any book of which the author is the exclusive author or editor, subject only to the author giving proper credit to the original publication in *Historical Studies*.

## **2. Submission Format**

As the journal does not possess a secretarial office, we thank you in advance for meeting the following conditions *exactly* so as to help us reduce printing costs and speed up the publication process. The editors reserve the right to reject manuscripts that stray too far from the following formatting rules.

**Reminder:** Texts must not exceed 25 pages, notes included.

Texts should be formatted for standard dimensions (8.5 x 11). Long quotations and notes should all be **single-spaced** within the text. The first page of the manuscript should contain the title of the article followed by the author's name.

### **Titles, Tables, Figures and Illustrations**

*Historical Studies* does not normally publish articles with subtitles. All tables, graphics, figures and illustrations should be referred to in the body of the text. They should be numbered in Arabic numerals and include an appropriate title or key. Notes on the source, if any, should follow immediately. Maps (vector processing software), graphics (e.g., Lotus and Excel spreadsheets) and tables (spreadsheet or word processing software) must all be submitted in electronic format.

Photographs must be submitted as jpeg files, and include captions, credits and permissions where appropriate.

### **Capitalization, Parentheses, Abbreviations, Dates and Spacing**

Texts should make as little use as possible of capitalization, parentheses and abbreviations.

Centuries should be indicated in written form (i.e. "nineteenth century").

In text references and footnotes, dates should be indicated as follows: day, month, and year (i.e. 1 April 1966).

Paragraphs should be preceded and followed by a 6-point spacing. Make sure to indent the first line of each paragraph. The period ending each sentence should be followed by two spaces.

## Italics

The use of italics should be reserved for foreign-language terms and titles of books and periodicals.

## Quotations

Authors should endeavour to avoid excessively lengthy quotations (more than ten lines). Quotations of more than three typed lines should be placed as a separate paragraph with a five-space indent on the left, no indent on the right and without quotation marks. Omissions or cuts within quotations are indicated by bracketed suspension points [...].

## Notes

*Historical Studies* employs footnotes for the purpose of referencing. Superscript numbers in-text should be offered sequentially in the paper, and should be placed immediately following punctuation marks. Notes and references should be single-spaced and appear at the bottom of each page.

Bibliographical information should be provided in full when books and articles are first cited. Afterwards, only the name of the author, the first few words of the title and the page number need be mentioned. Never use *op. cit.*. *Ibid.* is used only when the previous reference is immediately repeated.

Here are some examples:

### Books

Robert Choquette, *Language and Religion: A History of French-English Conflict in Ontario*, Ottawa: University of Ottawa Press, 1975), 161-247.

For subsequent references: Choquette, *Language and Religion*, 9-43.

### Articles

Elizabeth Smyth, "Congregavit Nos In Unum Christi Amor: The Congregation of the Sisters of St. Joseph, in the Archdiocese of Toronto, 1851-1920," *Ontario History*, 84, vol. 3 (1992): 230-233.

### Archival

St. Francis Xavier University Archives (hereafter STFXUA), Extension Department Papers (hereafter EDP), Moses M. Coady to R.J. MacSween, 24 March 1953, RG 30-2/1/2963.

## Web Site

Author's name, title of publication, date of publication, <url>, and date accessed.

For example: William Lyon Mackenzie King Papers, MG 26J, Series 13, Diary entry for 10 June 1940, <http://king.collectionscanada.ca>, accessed on 20 June 2005.