

## JCHA/RSHC SUBMISSION & Style GUIDELINES (2007)

The Journal of the Canadian Historical Association / Revue de la Société historique du Canada is published by the Canadian Historical Association with the financial assistance of the Social Sciences and Humanities Research Council of Canada and is a continuation of the earlier series, Annual Reports and Historical Papers of the Canadian Historical Association (1922-1965) and Historical Papers (1966-1989).

Throughout its history, the Journal has had a continuous objective: to publish the best article-length works of original historical scholarship arising out of the annual conference of the Canadian Historical Association and made available to its editorial board. To this end, the board has sought out and published papers in all fields of history, in French and in English, and representing all approaches to the discipline.

Website: <http://www.cha-shc.ca/english/publ/jcha-rshc/>

### Print Version

English-language editor:

Jeff Keshen, [keshen@uottawa.ca](mailto:keshen@uottawa.ca), University of Ottawa

French-language editor:

Dominique Marshall, [dominique\\_marshall@carleton.ca](mailto:dominique_marshall@carleton.ca), Carleton University

### Online Version

Steven Lee, [stevenhl@interchange.ubc.ca](mailto:stevenhl@interchange.ubc.ca), University of British Columbia

Adele Perry, [perrya@ms.umanitoba.ca](mailto:perrya@ms.umanitoba.ca), University of Manitoba

**GENERAL NOTE:** Please adapt the conference version of the paper to article format as you wish to see it published. Submission, correspondence, and editing are done electronically as far as possible.

**PAPER LENGTH:** Minimum length eligible for consideration is 20 pages plus notes and illustrations, not including title page, based on double spaced, default margins, Times New Roman, 12 point font, in Word. Maximum length is 40 such pages.

**AUTHOR NAME:** To help the blind review process, your name as author and institutional affiliation to appear only on the title page of the paper. Reviewers do not know authors' names; authors do not learn reviewers' names from the JCHA/RSHC.

**IMAGES:** authors are responsible for submitting images, tables, charts, etc., electronically in the final form intended for publication and incorporated into the body of the paper. Numbers in tables/charts should be lined up on the same decimal point in each column and double checked for accuracy: JCHA/RSHC editing cannot check your numbers.

**SOFTWARE:** Microsoft Word is the preferred software for papers, but WordPerfect is acceptable. Please translate Mac files into Word (or WordPerfect).

## GENERAL FORMATTING

- paginate: page numbers in upper right hand corner, suppressed on title page and page 1.
- The standard overall format is
  - body of text: flush left, double-spaced, 12 point, non-justified body.
  - notes: single-spaced, 11 point, non-justified.
  - paragraphs: indent one 5-space tab at beginning of each paragraph; no spaces between paragraphs
  - title: 12 point, Times New Roman, not bolded, not centred but flush left
- long quotations: double indent and single space, no quotation marks
- single space after all punctuation and all words except for colons and periods. **After colons and periods, and at the ends of paragraphs, 2 spaces.** i.e. and e.g. have no spaces after the first period.
- use round brackets throughout, except with [sic] and within quotations
- remove all formatting and markup by “accepting” markup and deleting comments – there is a special tool in Word for doing this. For directions on how to use it, go to Microsoft Online (on the web) and search for “Get rid of tracked changes and comments, once and for all.”
- dash - always a double dash, not a single
- ellipsis (...) has a space before and after it.
- write out in full names of places
  
- If author emphasizes something in a quotation, include (emphasis added) in the text, after the quotation, not in the note.
  
- write out most abbreviations for places (e.g., United States rather than U.S., Lieutenant rather than Lt.). There are exceptions--abbreviations are used more regularly in notes, particularly in place of publication. See Notes section.
  
- Numbers
  - ordinary fractions written out: e.g., 1/2 is one-half; cardinal numbers: write out one to ten and from 11 on numerals; ordinals: first to tenth, 11th onward and not superscript.
  - note: “eleventh” “twelfth” written out
  - but 49<sup>th</sup> parallel should be this way.
  
- Dates -- order: day/month/year 13 February 2007; ranges: 1930-1931, 945-1950; twentieth century.
  
- Spelling based on Oxford Canadian Dictionary: centre/harbour. See Name Authority for specific common examples.

## GRAMMAR, SPELLING, AND STYLE

- spelling is from Oxford Canadian Dictionary:
  - centre/harbour
- split infinitives are acceptable
- the ungarnished “this”
  - Rarely can "this" just stand alone in a sentence--it is a qualifier for something.
  - Copyeditor will flag problematic use of ungarnished “this”.

- Possessives of proper names ending in "s" -- e.g., Pius', Careless', Roberts'
- if author adds emphasis to a quotation, then in the body of the text, add (emphasis added) after the quotation.
- do not use "like" instead of "such as" -- "Like" compares things.
- HYPHENS and DASHES
  - a single - is a hyphen;
  - a double -- is an en-dash; or “dash”
    - Best used for date and page ranges
  - a triple --- is an em-dash.
    - em-dashes in the text are used to separate elements in a sentence.
- subtitles will be set up by typesetter in the same manner as the previous editions of the journal

## NAME AUTHORITY

Eurocentrism  
 First Nation  
 metanarrative  
 neo-colonial  
 postcolonial  
 postmodern (here the common is without hyphen, but the Oxford still indicates a hyphen)  
 post-structural  
 trans-localities  
 transcultural  
 transnational  
 United States  
 Washington, D.C.  
 World War I/II

## FOOTNOTES: present as endnotes

- primary sources: information in citations to go from the general to the specific
- 11 point, Times New Roman, arabic numerals
- when converting footnotes to endnotes, Microsoft default for endnotes is roman numerals. In the conversion menu that appears, go to “Number Format” and make the appropriate selection from the drop down menu. Then check that it says “Apply to whole document.”
- within notes themselves: flush left, 1 space after endnote number in note itself, single-spaced
- Pages -- range: 1-13, 14-20, but 21-5, 243-5, 242-52
- where endnote number appears in body of text, it comes after punctuation (period, comma) and not before
- Ibid., op. cit., et al are not italicized
- dissertations: Ph. D. Dissertation, University X, date.

- abbreviations: Even in notes, it is best to write out names in full, e.g., University of British Columbia, and all names of provinces, states, and countries.
- certain publishing cities don't need a reference to state/province. These include: Toronto, London, New York, Vancouver, (Montreal and Kingston), Boston, Oxford, (Berkeley and Los Angeles), San Diego, Cambridge-England, and Minneapolis
- certain publishing cities do need a reference to a state/province, including  
     Cambridge, Mass.  
     Smaller cities when the publisher name doesn't locate the province/state (not abbreviated)

Toledo, Ohio  
 Vancouver, B.C.  
 New Brunswick, New Jersey

In the case of repositories which are repeated later in notes, use the convention: Library and Archives Canada (hereafter LAC).

- Citation formats for endnotes: follow the Chicago Manual of Style for footnotes, e.g.,

**EXAMPLES OF CITATION FORMATS:**

**Book citation format**

Rose Labelle, *How I Learned to Garden* (Toronto: University of Toronto Press, 2001), 72.

**dissertation:** John Doe, "A dissertation" (Ph.D. diss., Anywhere University, 2007), 14-20.

**interview:** John Doe, interview by Jane Doe/by author, 13 February 2007.

**unpublished material:**

Library and Archives Canada (hereafter LAC), Tilley Fonds, MG 7, no. 1345, John Tilley to John Doe, 13 February 1907.

**Web citations** include date viewed, thus,

Rose Labelle, "Gardening for Amateurs," *Master Gardeners of Ottawa Annual Report 2005*, <<http://www.MAGARD.ca.htm>>, (viewed 6 October 2005), 2.

**Section in edited book:**

Rose Labelle, "Gardening for Amateurs," in *Masterful Gardening for All*, ed. Flora Gentian (Toronto: University of Toronto Press, 1975), 14.

**Journal article citation:**

Stockard Channing, "Acting Tips," *Drama Review* 41, no. 2 (Spring 1963): 2-10.

Please ensure complete citation information is present and that shortened forms of repeated references occur after the first full citation and are consistent with each other.