REVIEW Manuscript Guidelines

FORMATTING

☐ Double-space the entire manuscript, including notes, bibliography, and internal quotations.

☐ Font size should be 12 point throughout. Do not use a smaller font size for notes. Font type should be Times Roman or a similar font. Avoid Courier or any sans serif fonts. Contact your editor if you have any questions about the font you are using.

☐ Margins must be one inch on all sides. With the exception of tables, charts, and figures; these should be sized by the author of the article to fit a 4.5 x 7.0 inch format.

☐ Do NOT use section breaks, column breaks, or text wrapping breaks within your manuscript. Use page breaks only to indicate new chapters. Pagination will change in production, so please do not insert page breaks within chapters.

☐ Do NOT justify the manuscript. Align the text flush left (except for paragraph opening indents or extracts), leaving the right margin ragged.

☐ Turn off automatic hyphenation; do not manually break up words at the end of lines. The only exception is compound words.

☐ Provide all graphs, figures, maps, and illustrative material in electronic format and in separate files; material should be gray scale, 300dpi or better (600 dpi recommended), and no more than 4.5 inches wide by 7.0 inches high. Captions for artwork and tables may appear with the figures. Insert callouts (i.e., [FIG 2.1 HERE]) within the manuscript to ensure proper placement of the illustrations. Note: If a table is wider than the dimensions listed above, prepare the table in landscape, and turn the table to the left.

☐ Extracts: Block quotations of six lines or more should have a line of space above and below the entire quote, and the entire quote should be set on a paragraph indent left and right. The first line of the quote should be flush on the block quote indent, but if the quote has more than one paragraph, indent subsequent paragraphs from the quote indent.
Place footnote number outside punctuation (as for example):
Danto’s claim is correct.³

or

Despite Wallerstein’s claim,⁴ it appears that ...

Pagination should be consecutive throughout.

Headings: Do not use “Introduction” as a heading to begin an article; indeed, avoid, if at all possible, beginning an article with a heading.

First heading: Roman caps, flush left; indented paragraph begins the section
Second heading: Italics UpperLowerCase, flush left
Third heading: Roman small caps, flush left
Fourth heading: Block paragraph line, space above; italic head (place m-dash after subhead, before text begins)

Citations Format: in-text citations
Placement of citations:

a. if no information is affixed to citation, place in text (examples):
   This point is discussed thoroughly (Amin 1978: 213).
   Amin discusses this thoroughly (1978: 213).
   Amin (1978: 213) and Wallerstein (1974: 97) discuss this thoroughly.

b. if only trivial information is affixed (e.g., “see also,” “compare”), omit information and place in text (as for example):

c. if significant explanatory information is affixed to the citation, place in footnotes (examples):
   Amin discusses this in the context of continued labor unrest (1978: 213).⁸
   ...
   ...
   ⁸ In addition, Wallerstein takes up this point (1974: 97).

and

... as was the case for Napoleon’s marshals.⁵

...

⁵ For Ney, see Gabriel (1976; Ch. 10); for Grouchy, see Lalande (1949: 216–88) and Foch (1980a: 109 ff.); for Davout, see Montpelier (1996a; 1977: 99–141).
if it is a historical reference with relevant original date of publication, it
does not go on the reference list

d. Generally, citations should be placed inside punctuation:
   ... Braudel says this (1974: 216), but Amin says that (1978: 47).

e. Citations of chapters:
   ... runs contrary to Braudel’s argument (1974: Ch. 7). or (1974:
   Chs. 7–9). or (1974: Chs. 7, 9)

f. Volumes in citations:
   ... a perspective shared by Braudel (1962, I : 226–97).

g. Footnotes in citations:
   ... a perspective shared by Braudel (1962: 226n. 3)

h. Reprint edition and original date of publication:

i. Edited works in citations:
   ... in the world-system (Hopkins and Wallerstein 1978)
   not:
   ... (Hopkins and Wallerstein, eds. 1978).

j. Multiple references:
   ... despite the attempts of “dependency theorists” (Frank 1973;
   Emmanuel 1979: 122 ff.).
   ... theorists” (Emmanuel, 1973, 1947a, 1977b: 5–79).
   but:
   ... I will investigate three broad topics to assess the degree to which
   semiproletarian households have exhibited “the shared characteristics
   ... the Sambuvarayas—also asserted their dominance over the peoples
   of the fertile riverine and coastal zones (Gommans 1998b: 14–15;

k. If the author lists titles in the text (as for example):
   ...debates are embodied in writings such as Georg Balandier’s “The
   Colonial Situation” (1966) and Bernard Magubane’s “A Critical Look”
   (1971).
I. Quotations and Citations (examples):

1) Quotations: Amin discusses this thoroughly. “It is very important to understand ...” (1978: 213).

2) Quotations in footnote: Perhaps Danto’s claim is correct.²

... 

²“I should be content ...” (1965: 237).

3) Block quotations: ... and Amin discusses this in depth:

____________________
____________________
____________________

m. Citations of Magazines/ Newspapers; cite them in text, as follows (example, Review 29 (1): 10):

... lost control over its economic fate (“America is Now on the Comfortable Path to Ruin,” Financial Times, Aug. 18, 2004: 11). The answer ...

n. Citations of Blog Entries – Chicago Manual of Style (16th ed.) 14.246 generally placed in notes, but a frequently cited blog may be included in the bibliography:

1) (example of citation): Firstname Surname, “Title of Blog Essay Appears within Curly Quotation Marks,” Title of Blog Appears in Italics (blog), Title of Publication in which Blog is Published Appears in Italic, date of publication, url appears in italic.

o. Citations of Website Content – Chicago Manual of Style (16th ed.) 14.245 generally placed in notes

1) (example of citation): “Title or Description of the Web Page Appears within Curly Quotation Marks,” owner/ sponsor of the site, date of publication/ modification, date accessed, url appears in italic.
Reference Format
Canonical texts that are mentioned, but not cited, do not require a reference.

a. use subtitles when available
b. for second or revised editions (etc.):
   ... *Appears in Italic*, 2nd ed. [no superscript]/ rev. ed. New York: ...
c. new series: n.s.
   ... *Appears in Italic*, n.s. New York: ...
d. for originally published:
   ... *Appears in Italic*. (Orig. 1927). New York: Publisher.
   Citation format:
   ... (Braudel [1927] 1974: 216–49) ...
e. for multi-volume works:
   if all volumes are relevant:
   ... *Appears in Italic*, 3 vols. New York: ...

   if only one volume is relevant:
   ... *Appears in Italic*, vol. 1. New York: ...

   But if each volume is subtitled, and if the subtitle is included, delete “vol.” and use Arabic number:
   ... *Appears in Italic*, 1: *Volume Title Appears in Italics*. New York: ...
   Citation format:
   ... (Braudel 1995, 1: 23–272) ...

f. Place archival materials in separate list at end of Bibliography
g. Citations of books on CD-ROM and other fixed media should carry an indication of the medium (example follows):


a. use subtitles when available
b. if no volume number is given (as, for instance, *New Left Review*):
   ... *Title of Journal Appears in Italic* No. 104: 55–79.
c. if no number is given (e.g., Proceedings of the Aristotelian Society):
   ... *Title of Journal Appears in Italic* [no punctuation] 84: 165–82.
d. abbreviate months (even in dates, e.g., Aug. 14, 1591; Sept.–Oct., 1970;
   21 avr. 1978) if available.
e. Do not list magazines or newspapers in References; instead, cite them in
text, as for example, in *Review* 29 (1): 10:
   ... lost control over its economic fate (“America is Now on the
   answer ...

Journal article spread over more than one issue:
   ... “Title of Journal Article Appears within Curly Quotation Marks.” *Title of

Chapters/Contributed Articles in an Edited Volume:
   Author, Firstname Initial. Year of Publication. “Title of
   Chapter/Contributed Article Appears within Curly Quotation
   Marks.” *Title of Book Appears in Italic*. Editor’s Firstname Surname,

Chapters/Contributed Articles reprinted in an Edited Volume:
   Author, Firstname Initial. Year of Publication. “Title of
   Chapter/Contributed Article Appears within Curly Quotation
   Marks.” *Title of Journal Appears in Italic* 123: 102–25. Reprinted in
   *Title of Book Appears in Italic*, ed. First Name/Initial Surname, pp.
   or
   Author, Firstname Initial. Year of Publication. “Title of
   Chapter/Contributed Article Appears within Curly Quotation Marks.”
   Pp. 220–67 reprinted in *Title of Book Appears in Italic*, ed. First
   Name/Initial Surname, year reprinted. City of Publication,
   State/Country: Publisher.

Chapters/Contributed Articles in an Edited Volume of Conference Papers:
   Author, Firstname Initial. Year of Publication. “Title of
   Chapter/Contributed Article Appears within Curly Quotation
   Name/Initial Surname. City of Publication, State/Country: Publisher.
Chapters/Contributed Articles in an Edited Volume (Multiple Editors):
... Pp. 220-67 in Title of Book Appears in Italic, ed. First Name Initial Surname, First Name Initial Surname and First Name Initial Surname. City of Publication, State/Country: Publisher.

Chapters/Contributed Articles in an Edited Volume (Multiple Volumes):

Unpublished Theses, Dissertations, Mimeos, Working Papers, etc.:

Unpublished, but delivered Papers:
Author, Firstname Initial. “Title of Paper Appears within Curly Quotation Marks.” Unpubl. paper delivered at the Name of the Conference, Institution, City, Date of Conference.

Published Interviews: Name of the person interviewed functions as author; include name of interviewer (as for instance):


Unpublished Interviews: omit from reference list; in text, create a footnote (as for instance):

..., a position from which Sanders never deviated.6
...
...6 Interview of William Sanders by Paul Pears, Binghamton, Apr. 27, 1979.
Archival Items, Government Documents, etc.: Place separately following Bibliography at end of article; arrangement fixed (but consistently maintained) on an ad hoc basis, following general guidelines (as for instance):

**ARCHIVAL MATERIALS**

Hansard’s Parliamentary Debates, Third Series, Commencing with the Accession of William IV
(3 Hansard 1865: CLXXVII 86, CLXXVIII 1425, 1431-32, 1681-82);
(3 Hansard 1866: CLXXXI 1174, 1264–66, CLXXXIII 56, 93, 113, CLXXXIV 1414);
(3 Hansard 1867: CLXXXV 1314, CLXXXVI 1602, CLXXXVII 698, 1158, 1969, CLXXXVIII 1551, 1886).

(3 Hansard [year]: [volume] [column])

and

**ARCHIVAL SOURCES**

(AGI) Archivo General de Indias (Seville, Spain).


(LLIUB, MD) The Lilly Library, Indiana University, Bloomington, Manuscript Department 1802, Mutis Daza mss. Antonio Arboleda to Santiago Pérez de Arroyo y Valencia, from Popayán, March 20, 1802 (5 folios).

**General Formatting**

Order of References: Alphabetical order by author; for each author, oldest reference first = most recent date last; followed by multi-author work (as for instance):

_____. 1970.
_____. 1985.
Smith, John and Ken Jones. 1965.
If two authors each have the same surname, and each author’s paper is published the same year:

Citation format:
... (R. Smith 1960; J. Smith 1960: 297) ...

For each individual reference:

Multiple Authors:
  a. list authors in order as originally listed, or, if original order is unavailable, in alphabetical order
  b. if two: Doe, John and Art Smith. 1981. ...
  c. if three: Doe, Henry, Art Smith and Robert Jones. 1981. ...
  d. if four or more: Doe, Henry, Art Smith, Dolores Evans and Francis Scott. 1981. ...
  e. if some, with help: Doe, John and Art Smith (with S. Jones).1981.
  f. if no author: use n.a. format

Authorship in Edited Volumes:
Author, Firstname Initial. Year of Publication. Title of Book Appears in Italic, ed. Initial Surname. Place of Publication: Publisher.

Group Authorship:
  a. Citizens for McHugh. 1979. ...
  b. Name of This Organization (N.T.O.) and Name of Another Organization (N.A.O.). 2005. ...
     thereafter:
     N.T.O. and N.A.O. 2007. ...

Dates:
...1960. ...
...1961a. “After the Fall.” ... in alphabetical order, no concern
...1961b. In My Father’s House. ... whether book or journal article
...1962-62. ...
... n.d. ...

Translations:
  a. for journal articles, a note about the translator appears as the first footnote at the beginning of the article (as for instance):
Title of Journal Article*
...
...

b. for books, only include translator’s name in reference if important (as for instance):
   ... . *Title of Book Appears in Italic*, trans. by FirstName Surname. ...
   or
   ... . *Title of Book Appears in Italic*, ed. and trans. by FirstName Surname. ...

Abbreviations of Group Titles:
   b. ... “Title of Journal Article.” Pp. 69–111 in *Title of Book by Another Big Organization* (A.B.O.), ed. FirstName Surname. ... ; thereafter:
      L.O. or A.B.O.

Place of Publication:
   a. use only one city for place of publication (as for instance):
      New York: Publisher
   b. If state has to be used for clarity, use 2-capital-letter abbreviations, no dots: MA, CA, NY, etc.
   c. use English name of a non-U.S. city (as for instance):
      Prague rather than Praha
      Vienna rather than Wien

Publishers:
   a. Wherever: Named University Press (University Press written out in full)
   c. Paris: Ed. du CNRS
   e. if there are 2 publishers, use both, but shorten the names of the publishers; separate publishers with a semi-colon:
   f. ... Place of Publication: Publisher; Place of Publication: Publisher

Page Ranges:
   a. 1–21, 22–29, 22–109, 109–56, 1167–95, and so on (page numbers separated by n-dash)
b. for journal articles, omit pp. before the page range; use the numbers only
c. for chapters or contributed articles in a monograph, use Pp. before the page range.

Electronic Resources:

**PREPARING MANUSCRIPT FILES**

☐ **If you split your manuscript** into different files, please use a clear naming convention that indicates the chapter number. For edited volumes, include the contributor’s name in the file name (ex. “Smith_01.doc”). Please keep in mind that editors are responsible for compiling contributors’ work and making sure that the entire manuscript consistently follows our formatting guidelines.

**NOTE:** Pagination must be consecutive throughout the ENTIRE manuscript even if it is divided into separate files.

☐ **Bibliographic References, Appendices** and other back matter (glossaries, list of contributors) should appear at the end of each article.

Electronic Resources:

Chicago Manual of Style 16th ed. recommends:

14.169 **Freely available electronic editions of older works**

Books and other documents that have fallen out of copyright are often freely available online. Such sources, while convenient, are not necessarily authoritative. It may not be possible to tell, for example, which edition was used to prepare the online text. When such information about a text is not available—and even when it is—consider consulting a printed edition. In the James example below, Project Gutenberg notes that their text is based on the 1909 New York edition of *The Ambassadors* (see 14.119). For the Whitman example, though electronic page images of the first edition (discoloration and all) were consulted—amounting, in a way, to having consulted the printed book without having handled it—it is still advisable to include a URL. See also 14.17.

Note that there is no place of publication in the James note example. Such information is less likely to accompany online works, and it may be dispensed with without the use of “n.p.” (for “no place”) when it cannot be readily determined.