Style Guide for Contributors to *Church History*

Sections Below:

1. *Formatting Manuscripts*
2. *Required Components for Each Manuscript*
3. *General Grammar/Punctuation of Manuscripts*
4. *Citations/Notes*
5. *Special Instructions for Book Reviews*
6. *Special Considerations for Articles on Premodern Subjects*

1. Formatting Manuscripts

- Times New Roman font
- Size 12
- Double-spaced
- Left aligned
- 1 inch margins
- No cover page
- 1 space after periods

2. Required Components for Each Manuscript

- An abstract
- Up to five keywords [optional but encouraged]
- Section Headings (enumerated with Roman Numerals)
- Byline
- Acknowledgements [optional]
- Two-three sentence author biography [optional but encouraged]
- Image Permissions and Accessibility Descriptions [applicable only for articles with images]
    - The author is required to secure image permissions for any image(s) they may include, and they must confirm they have received permission to reproduce the image(s) before a manuscript goes into production. Cambridge Press requires accessibility descriptions for images. Click here for a full guide on submitting alt text.

3. General Grammar/Punctuation of Manuscripts

- Spelling:
    - American English spellings (instead of British English) must be used
    - No contractions are permitted

- Numbers
    - When presenting a range, numbers cannot be shortened
        - For example, 525-534 would be correct, 525-34 would be incorrect
    - Up to 100, all numbers should be written out in the text
        - Exceptions include:
            - Dates (see below for examples)
            - Percentages: the number is presented as a numeral and the word "percent" is written out (for example: 3 percent) except to start a sentence (then the number is also written out)
    - Ordinal numbers do not use superscript (for example, 1st is correct)
- Quotations:
    - Quotations in foreign languages should not appear in the text. If necessary, translate quotations into English and include the original in the endnotes.
        - If a published English translation is available but your research has employed the foreign-language version, quote the English in the text and cite both the English translation and the foreign language original in endnotes. If the translation is your own, you should include a notation such as "my translation" or "unless otherwise noted, all translations are my own."
        - For quotations in notes, the citation should come before the quotation with a colon in between.
    - In instances where both the English and the foreign-language of a quotation must be included in the notes, they can be presented in either order (English first or second). Regardless of which comes first, the quotation is presented in regular (not italicized) text with quotation marks and the second version is presented in parentheses in regular text without quotation marks.
    - When punctuation is added to the end of a quote, commas and periods are to be placed inside the quotation marks while colons, semi-colons, exclamation points, and question marks are placed outside.
        - For example: "This would be correct."
        - For example: Can you believe "this would also be correct"!
    - If the case of the first letter in a quotation must be changed, this is done without using brackets.
        - For example, even though a quotation might start with a lower-case word, it can be capitalized ("Vision") and this change shouldn't be marked (therefore "[V]ision" would be incorrect).
    - No ellipses can be used to start or end a quotation.
    - If a quotation is 6 lines or more, it should be set off as a block quotation. (And, in the reverse, quotations under 6 lines should not be set off as block quotations.)

    - If introducing a quotation with "thus" or "as follows," put a colon before the quotation. If using "said," "replied," etc., a comma is recommended instead, but a colon would also be accepted.
        - For example, a sentence might read:
            - She explained the matter as follows: "This is how…"
            - Speaking about the matter, she said, "this is how…"
- Dates
    - Dates are always presented in text in month day year format (for example, October 13, 1986).
        - When presented in citations, day month year format is used.
    - Even when presented without the year, the cardinal number is used (for example, He came to our house on October 13.)
- Employ the Oxford (aka serial) comma
- Singular possessives where the word ends in "s" must use apostrophe and an "s" instead of simply an apostrophe
- Any instance that would require parentheses within a set of parentheses should be replaced by brackets.
- The following short-hand terms are not permitted in the body of the manuscript (suggested alternatives are given in the parentheses):
    - E.g. (for example)
    - Et al (and others)
    - Etc. (and so on)
    - I.e. (that is)
    - *Pace* (notwithstanding)
- Biblical references
    - In the body of the manuscript, Biblical references should be written-out (not abbreviated) unless they are in a list of references.
    - When abbreviating books of the Bible, refer to *Chicago Manual of Style* 10.48 and 10.50.
    - The proper format is to include the book abbreviation (using Arabic numerals where necessary) followed by the chapter colon the verse number.

4. Citations/Notes

- All citations must be formatted according to the rules of most recent update to *The Chicago Manual of Style* unless specified otherwise below. A quick guide can be found by clicking here.
- All citations must be in footnotes.
    - The exception is book reviews where citations must be in-text. (See below for more information on book reviews.)

    - It is strongly preferable for footnotes to be placed at the end of sentences or phrases instead of in the middle whenever possible.
        - For example, in this sentence, it would be preferable to have the footnote here.[1] It would not[2] be preferable to have the note where it is in this sentence, to the extent that moving it to the end of the sentence wouldn't obscure the meaning of the footnote.
    - Multiple citations can be included in the same footnote:
        - Sometimes this occurs because in a single paragraph of the text the author feels it is appropriate to hold off with citations for a few sentences and then present the citations together in one footnote. If this is the case, the citations should appear in the same order that the cited material appeared in the text.
        - Multiple citations in a footnote are separated with semicolons. Before the final citation of the string, there is an "and" after the semicolon.
- Publication information:
    - Citations of books must include the name of the publisher.
        - For books published before 1900, only the city of publication is mandatory (or a notation "s.l." to indicate the location is not known), but if the publisher is known we strongly encourage including it.
    - For university presses, include the full publisher's name. For non-university presses, remove words such as "press," "books," "inc.," etc.
    - If the publisher has no name, "s.n." should be inserted instead.
- Journal articles:
    - Citations of journal articles must include both their volume and issue number (if the journal has such a numbering system) and the month/quarter before the year (again, if the journal uses such distinctions)
- Volumes:
    - Consult *The Chicago Manual of Style* 14.23.
    - Volume numbers are typically presented at the end of the citation in Arabic numerals followed by a colon and the page number, without any spaces.
- Appropriate abbreviations:
    - bk. = book
    - chap. = chapter
    - col. = column
    - esp. = especially
    - fig. = figure
    - "line"/"lines" must be written out and cannot be abbreviated
    - n. = note (plural = nn.)
    - p. = page (plural = pp.)

        - Please note that this abbreviation should only be used when it is otherwise unclear what the number indicates. If page numbers will be the only numbers given (for example if there is no need to give a chapter or section number), then the p./pp. can be removed.
    - par. = paragraph
    - sec. = section
    - vol. = volume
    - repr. = reprint
- Abbreviations which are NOT to be used:
    - Idem. (the author's last name is repeated instead)
    - Op. cit.
    - Loc. cit.
    - f./ff.
    - Ad loc.
- Authors and editors' first and last names should be written out instead of using an initial unless that is how the name appeared in the publication of the work being cited.
- The notation "emphasis in original" is not to be used. Instead, a notation should only be made if the author has added the emphasis.
- When you will be using the same source many times in your paper and want to create a shorthand title, insert "(hereafter cited as XX)" at the end of the citation (sometimes, for the sake of clarity, this insertion can be made closer to the title in the citation instead of at the end)
    - When using the shorthand title in later citations, you still put a comma after the title as you would normally.
    - This is not necessary if there is an obvious shortened form for the title (for example, if there is a short title before a subtitle and thus the subtitle can be dropped in the later citations—such as *The Religion of the Poor: Rural Missions in Europe and the Formation of Modern Catholicism c. 1500–c. 1800* which would automatically become *Religion of the Poor*).
    - Only titles of more than 4 words can be shortened.
- If a source has more than one title, after the first title put "; or," and then write out the second
- Very long, old titles can be shortened
    - Omissions should be indicated by a three-dot ellipsis.
- If the title includes a subtitle, the subtitle should be set off from the title by a colon (as seen in *Liturgy, Politics and Salvation: The Catholic League in Paris and the Nature of Catholic Reform, 1540–1630*).
- *Please consider including a contributor's document with your manuscript which explains any abbreviations/short-hand you employ or any particularly complex citations*

(especially when citing archives) to assist our copyeditor who may not be familiar with sources from your time period/region.

5. Special Instructions for Book Reviews

- The heading of the review should be in the following format:
    - ***Title***. By **Author**. City: Publisher, Year. xx + # pp. $ cloth; $ paper.
        - In the above, "xx" indicates the number of pages in a preface or introduction which precedes the start of the Arabic numbers to count the pages. This can be removed if there is no such extra pages at the start of your book.
        - The price should be presented with dollars and cents (for example: $35.00)
        - It is only necessary to provide the price for either the cloth or paper version, but both can be included where possible, as shown above.
        - Each heading must end with a period.
- Citations are required for *all* quotations and direct references to the text. They are given in-text, with the page number in parentheses like so: (34).
- If citing another source (besides the book being reviewed) and the name is in the text, put the publishing info (publisher, year) in parentheses. The city of publication is not required.
- When referring to a specific section of a book (a chapter or a part), use lower case and the number (for example: In chapter 9, the author…)

6. Special Considerations for Articles on Premodern Subjects

- All titles must be written out fully the first time they are presented before they can be abbreviated. This includes, but is not limited to:
    - Corpus Christianorum Series Latina
    - Monumenta Germaniae Historica
    - Patrologia Latina
- For classical and medieval texts with internal divisions that are consistent between editions, the numbers which signify the organization of these divisions (books, sections, columns, etc.) can be included as Arabic numbers separated by periods immediately following the title (with no comma or other punctuation in between).
    - For example: Ovid, *Amores* 1.7.27.
    - When these numbers will not be legible in this abbreviated form, please use the appropriate scholarly abbreviations (a select list can be found above in section 4 of this document and a complete list can be found in *Chicago Manual of Style* 10.43).
    - Please strongly consider attaching a note of explanation to your manuscript submission to assist our copyeditor in deciphering these citations.
    - For further information, see *Chicago Manual of Style* 14.257 and 14.266.

- When accessing an older text:
    - In a modern edition, you must provide the information to locate the information/quotation in the modern edition (typically a page number – often distinguished from other finding numbers with "p." or "pp.") as well as in accordance with the classical finding numbers.
    - In its original form in an archive, you must provide the archival information (including the finding numbers within the archive as well as the name and location of the archive itself).
        - While archival citations vary (because the systems of organization within archives themselves vary), please attempt to follow the following format: Author, Title, Date, Collection, Finding #s, Archive.
    - In its original form through a website, you must provide the website information (title, URL, etc.).

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