Style Sheet

I. EDITORIAL POLICY

*History and Theory* accepts no responsibility, and contributors themselves must bear full responsibility, for opinions expressed in contributions published in the journal. Nevertheless, because the journal publishes no letters to the editor, nor any other exchanges in which individuals may rebut comments about them, we have a responsibility not to publish injurious comments.

We will not publish comments that are gratuitously offensive or damaging to individuals or groups, nor comments that deal with personal attitudes or politics (except where books under review have these as their subject matter).

We have no word limits as such, but successful articles are generally in the 8,000- to 10,000-word range, including notes, 200- to 300-word abstract, and 6 to 8 keywords.

We try to make decisions on submissions within six months of receipt, but sometimes it may take somewhat longer than this, particularly if we decide multiple readings are needed.

II. PREPARATION OF COPY

Please put your name, address, telephone, fax, email address, and number of words in the article, including notes, abstract, and keywords in the left-hand corner of the first page of the copy submitted. Retain an exact copy of your contribution.

Please email your submission as an attachment to: historyandtheory@wesleyan.edu; please do not send a paper copy as well.

Use double-spacing throughout, including notes.

Number notes (either footnotes or endnotes are acceptable) consecutively throughout.

Please include a 200- to 300-word abstract and six to eight keywords as part of your submission. This includes review essays.

Use American spelling, such as “center,” “honor,” and “judgment.” With verbs whose endings can be spelled using either “s” or “z”, “z” is the preferred form (for example, “analyze” rather than “analyse”).

Avoid gender-specific language, except when only one gender is meant. Writing in the plural (“historians do their research” rather than “the historian does his research”) avoids much of the difficulty. Use “humankind” instead of “mankind.”

Spell centuries out in full, without capitalization: thus, “seventeenth-century science.” Hyphenate only when used adjectively.
**Indicate hyphens** by a single hyphen and dashes by a double hyphen (--) . Indicate **italics** by a single underline or by using an *italic* font.

**Use the serial comma.**

**Observe the distinction between restrictive “that”** (“Gems *that* sparkle often elicit forgiveness”) **and nonrestrictive “which”** (“Diamonds, *which* are expensive, often elicit forgiveness”).

**Use double quotation marks** throughout except to indicate quotations within quotations. Always place periods and commas inside quotation marks except when the quotation is followed by a page number in parentheses. *Example:* Gibbon wrote, “I have traced the triumph of barbarism and religion” (291). Placement of other punctuation marks depends on whether they belong to the quotation or to the sentence in which it occurs.

**Do not use ellipsis marks** at the beginning of quotations.

**Translate** long quotations in other languages into English. The quotation in the original language may be placed in a note, if necessary.

**Underline or italicize foreign words and phrases** used without quotation marks. Leave words in Greek either in the Greek alphabet or transliterate them. Transliterate Hebrew words and words using any other non-Roman alphabet (Asian, Cyrillic, etc.).

**Do not use common abbreviations of Latin words and phrases** such as e.g., cf., etc. in the text. They may be used sparingly in the notes. With the exception of *ibid.* and *idem,* do not underline or italicize them.

**Do not abbreviate titles of books and journals** except where frequent reference to one source makes this desirable. Give *place of publication, publisher's name, and date.* Underline or italicize titles of books and journals.

**Don't use p. and pp.** in giving page references.

**Give the author's name,** or, if there is more than one book by the same author cited, **the name and short title** in second and subsequent references. Do not use *op. cit.* or *loc. cit.* in second and subsequent references.

In reviews, put page references to the book under review in parentheses within the text. References to other works should be made by means of footnotes or endnotes.

The following examples illustrate our reference, punctuation, and abbreviation style:


Head **BOOK REVIEWS** (which also should include an abstract and keywords) by a title of your choosing, followed by the title (and subtitle, if any) of the book, author’s name, place, publisher, date, and number of pages, as in the following examples:


First reference to an author may include his or her title and should include his or her first name; subsequent mentions by surname only.

Follow *The Manual of Style* (University of Chicago Press) on questions not expressly answered by these directions. Direct contributions and all correspondence to

historyandtheory@wesleyan.edu