

The *Canadian Journal of History/Annales canadiennes d'histoire* (*CJH/ACH*) is a peer-reviewed journal of general history publishing in both English and French. Geared to all professional historians, as well as to anyone interested in historical scholarship, it features articles and reviews by experts, and invites contributions from all areas of history. The journal has resisted the trend toward increased specialization and offers an excellent way to keep up with developments across the discipline.

The *CJH/ACH* publishes three issues annually in spring, fall, and winter. While the content of our issues varies seasonally, each issue may contain a maximum of four articles, one or two historiographical review articles, and approximately forty book reviews, including one or two longer “feature reviews,” which typically consider one or two books in somewhat greater depth. Our winter issue regularly features a guest editor and focuses on a specific theme or topic of their choosing.

Please note that we do not accept unsolicited book or feature reviews. However, if you are interested in reviewing for us, please contact us at [cjh@usask.ca](mailto:cjh@usask.ca) with a brief description of your credentials and areas of expertise. If you’re considering writing a historiographical review article for us, it’s best to query first.

**Submissions: articles should not exceed 10,000 words, including notes. As a rule, footnotes should make up no more than 20 percent of the article’s total word count. Review articles should not exceed 5,000 words, including footnotes.**

We do not accept email submissions. As we improve our submission and peer-review process, we are working with our publisher, UTP Journals, to use better online submission tools. For our current submission tools, please see the “For Authors and Reviewers” tab at our website:

<http://www.utpjournals.com/cjh>

If you have questions about how to submit or encounter technical difficulties, email the managing editor, Ms. Rilla Friesen at [cjh@usask.ca](mailto:cjh@usask.ca).

Do not submit articles that have already been published or are being considered by another publisher. Occasionally the editor rejects a piece outright if it is not considered appropriate content or of sufficient quality. Otherwise, articles, including review articles, undergo double-blind peer review; all reports are forwarded to the author with the editor’s decision. If an article is accepted and proceeds to publication, we request exclusive world rights. The *CJH* often waives copyright for authors who, giving appropriate acknowledgement, want to reprint their work in a monograph or essay collection.

## **Preparing Your Article: Prose**

We follow the latest edition of the *Chicago Manual of Style* for matters of prose; please refer to it for rules on apostrophes, hyphens and compounds, capitalization, quotation marks, italics, and numbers. Included here are quirks specific to the *CJH*.

### I. On Jargon

Please strive to write as clearly as possible. Avoid overly specialised terms (jargon) or neologisms including

- Foregrounds or foregrounding
- Usage and utilize
- Temporal

## II. Spelling

We use the *Canadian Oxford Dictionary* and opt for British spelling.

- This includes -ize vs. -ise (subsidize rather than subsidise)
- Use -re vs. -er (centre rather than center)
- Include the optional u in words like colour and parlour.
- Drop the s in words like towards and afterwards.
- No contractions.

Note: when quoting text, use the original spelling.

## III. Dates

Use numerals rather than ordinals. To avoid comma confusion use date month year format:

- Christmas break begins on 11 December 2015.
- Your due date is 15 September 2015.

Since 11 September 2001 has more meaning as 9/11, this date is an exception to the date month year format. 9/11 and September 11 are fine substitutes.

## IV. Abbreviations and Acronyms

After first mention, we abbreviate nations such as the United States and the former Union of Soviet Socialist Republics:

- USSR
- US (also for currency: \$38.80 US (cloth)).
- BA, MA, PhD

## V. Small Caps and Regular Caps

Most acronyms should be in small caps. This can be done by leaving your text in lower case, then selecting the “Small caps” option in the font tools of MS Word. Exceptions are nations and publication shorthand:

- Nations and provinces are left in large caps: US, USSR, BC, NWT
- Organizations should be shown in small caps: BAFTA, NAACP
- Publication abbreviations should be in regular caps and italicized: *CJH/ACH*
- Also: BCE and CE

## VI. Section Headings

We encourage the use of numbered section headings (with or without a subtitle) to promote clear organization. As demonstrated in this very style guide, please use a roman numeral followed by a period and use standard title capitalization rules.

### **Preparing Your Article: Citations**

The *CJH* uses footnotes, not endnotes. We request that you keep your footnotes succinct. If you find that you are including a paragraph’s worth of information in a footnote, consider either

cutting it back or placing its content in the body of the essay. For rules on how to abbreviate or condense inclusive page numbers, please refer to the Chicago Manual of Style (9.60 in the 16<sup>th</sup> Edition).

We ask two questions when deciding how to cite archival sources: Is the information included enough to help a researcher find your source? Can we eliminate excess punctuation or text?

Here is an example of how to cite archival sources:

Hocken Collections, Uare Taoka o Hākena, University of Otago, [hereafter cited as Hocken], AG-180-31/0436, letter, Registrar, University of Otago, to New Zealand High Commission, London, 23 July 1947; letter, New Zealand High Commission, London, to Registrar, University of Otago, 2 October 1947.

Following citations appeared as follows:

Hocken, AG-180-31/0462, press release “Lord Beveridge: University’s Distinguished Visitor,” undated but spring 1948.

#### I. Standard Footnote Format

Philip Beveridge Mair, *Shared Enthusiasm: The Story of Lord and Lady Beveridge* (Windelsham, 1982), 116.

Mary Carpenter, ed. *Histories of Telephony* (New York, 2013), 33.

Michel Foucault, *Discipline and Punish*, trans. Alan Sheridan (New York, 1979), 11-33.

Note that only the place of publication, and not the name of the publisher, is needed.

After the first full citation, shorten all following references as follows:

Mair, *Shared Enthusiasm*, 15.

#### II. Scholarly Journals

When referencing a scholarly journal article, separate the volume and issue number (if applicable) by a period (50.2) and follow this by the year in parentheses. Note that this is a slight departure from the Chicago Manual of Style that does not use the 50.1 format.

Jane Smith, “The History of Reality Television in Canada,” *Canadian Journal of History* 50.1 (2001): 22-44.

If the issue number is unknown, you may include a month or a season in the reference along with the year. Example:

Marty May, “The History of the Rideau Canal,” *Canadian Historical Review* 43 (Fall 1999): 33-55.

A reference to an article in a journal publishing only one issue per year, such as the *Journal of the Canadian Historical Association*, would look as follows:

Harry O’Leary, “Francophone Activism in Saskatchewan, 1920-1940,” *Journal of the Canadian Historical Association* 22 (2004): 11-55.

After the first full citation, shorten all following references as follows:

Smith, “History of Reality Television,” 27.

### III. Newspapers

Remember that the city name within newspapers is not usually part of the official title. The city is crucial information but it should not be italicized.

Vancouver *Daily Sun*, 23, 24 and 25 May 1917; and Vancouver *Daily Province*, 25 May 1917

### IV. Websites

For websites, use the following format and “accessed” along with the last viewed date.

Marion E. Meyer, *The Jews of Kingston: A Microcosm of Canadian Jewry* (Kingston, 1983). See also the online information developed by Gordon Dueck, “The Jewish History of Kingston,” Old Stones of Kingston project at [http://www.stoneskingston.ca/jewish\\_history/](http://www.stoneskingston.ca/jewish_history/) accessed 22 January 2014.

### V. On Ibid. and idem

Use idem to refer to the same author within the same footnote. Note there is a comma rather than a period after idem. This is because idem is a complete word, and not an abbreviation (unlike Ibid., which is short for “ibidem,”)

Gwynne Kennedy, *Just Anger: Representing Women’s Anger in Early Modern England* (Carbondale: 2000); Amussen, “Punishment, Discipline, and Power”; idem, “Being Stirred to Much Unquietness”; idem, *An Ordered Society*, 3; Alexandra Shepard, *Meanings of Manhood in Early Modern England* (Oxford, 2003).

Use Ibid. when your following footnote is from the same source but cites a different page. Do not underline or italicize this term.

<sup>45</sup> Hurl-Eamon, *Gender and Petty Violence*, 2.

<sup>46</sup> Ibid., 88.