

## HOUSE STYLE GUIDE

**HISTORY AND THEORY** is an international journal devoted to the theory and philosophy of history. It publishes articles and review essays principally in these areas: critical philosophy of history; speculative philosophy of history; historiography; history of historiography; historical methodology; critical theory; time and culture; and history and related disciplines. Each annual volume consists of four numbers; the fourth number is usually in the form of a theme issue.

We accept 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, and nor will we publish comments that deal with personal attitudes or politics (except where books under review have these as their subject matter).

### SUBMISSION GUIDELINES

**HISTORY AND THEORY** uses Wiley's Research Exchange submission portal to process and review manuscript submissions: <https://wiley.atyponrex.com/journal/H&T>.

We have no word limits as such, but successful articles are generally in the 8,000- to 10,000-word range, including notes, a 200- to 300-word abstract, and 6 to 8 keywords. Manuscripts should begin with the title and the name/contact information of all authors.

### PRODUCTION WORKFLOW

When a manuscript is accepted, authors receive reviewer feedback as well as publication information, including details about deadlines and tentative publication dates. Questions about scheduling, house style, and production should be directed to the journal's managing editor, Dr. Elizabeth A. Boyle ([historyandtheory@wesleyan.edu](mailto:historyandtheory@wesleyan.edu)).

Every manuscript we publish is copyedited in accordance with the journal's house style (see below) as well as for clarity, concision, and accuracy. The copyediting process is typically conducted in two stages. In the first stage, authors receive queries and copyedits marked using Microsoft Word's Track Changes feature; authors review the copyedited manuscript for accuracy, recommend further revisions, and answer queries (more than one round of copyedits/queries may be needed). In the second stage, authors receive page proofs of their finalized

manuscript to review carefully; at this stage, only corrections to typesetter's errors and significant factual errors may be made.

### HOUSE STYLE

**HISTORY AND THEORY**'s house style is based on the policies and practices outlined in the *Chicago Manual of Style* (17th ed.) and *Merriam-Webster's Dictionary*. Please note: the journal does not maintain a CSL style for use with Zotero or any other similar software. For questions about style, punctuation, and spelling not covered here, consult the two resources listed above as well as a recent issue of the journal.

Use footnotes rather than endnotes to cite source material and quotes. Discursive, or substantive, footnotes may also be included to elaborate on material covered in the body of the manuscript or to direct readers toward additional sources.

Number footnotes (not endnotes) consecutively throughout. If a citation manager or generator such as Zotero, Mendeley, or RefWorks is used, please convert all footnotes to plain text by eliminating all field codes.

Acknowledgements, if included, should appear as the first numbered footnote, and the footnote number should appear at the end of the manuscript author's name, which should be located just below the title. The author's institutional affiliation or location should appear at the end of the manuscript.

Review essay authors should include their full names, along with institutional affiliations or locations, at the end of the manuscript. Include bibliographic information for the reviewed book(s) at the beginning of the manuscript (below the manuscript's title):

*The Clothing of Clio: A Study of the Representation of History in Nineteenth-Century Britain and France.* By Stephen Bann. Cambridge, UK: Cambridge University Press, 1984. Pp. xii, 196.

*Theories of History.* Edited with Introduction by Patrick Gardiner. Glencoe, IL: The Free Press, 1959. Pp. ix, 549.

## SUPPLEMENTARY MATERIALS & FIGURES

Images, diagrams, and image/diagram captions may be included within manuscript files while they are under review. Once a manuscript is accepted, images and diagrams should be submitted separately as higher-resolution versions (300dpi or higher in TIFF or JPEG formats); captions should be included in the main manuscript file under their corresponding image tags (see below). Tables, if created using the word processing software, may appear in the main manuscript file.

Authors are responsible for obtaining permissions to use any images and diagrams included in their manuscripts and for ensuring that their manuscripts adhere to the guidelines outlined in the permissions documentation provided by copyright holders. This process can take a long time, so authors should begin it as soon as possible in order to avoid delaying their manuscript's publication. Authors should submit their permissions documentation along with the final version of their manuscript following its acceptance.

For authors submitting final drafts of accepted manuscripts, include image tags to indicate the desired location of images/diagrams: "[FIGURE ### NEAR HERE]." Make sure that figure numbers in captions correspond to the correct figure tags in the main manuscript file. File names should also include the correct figure numbers.

## SPELLING, GRAMMAR, & PUNCTUATION

Use American spelling, such as "center," "honor," "fulfillment," "toward," 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"). *Merriam-Webster's Dictionary* is a helpful resource for determining the appropriate spelling of words.

Follow *Merriam-Webster's Dictionary* and the CMS's hyphenation guidelines. See CMS 7.81-89.

Format dates as day-month-year (for example, "23 November 1900" rather than "November 23, 1900").

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; hyphenate only when centuries are used adjectivally. For example, "in the seventeenth century" and "seventeenth-century science."

Use the serial comma, as in: "examples of marine birds include northern gannets, pelicans, and penguins."

Observe the distinction between restrictive "that" ("Gems that sparkle often elicit forgiveness") and nonrestrictive "which" ("Diamonds, which are expensive, often elicit forgiveness"). See CMS 5.250 and 6.27.

Use double quotation marks throughout except to indicate quotations within quotations (in such instances, single quotation marks should be used). Always place periods and commas inside quotation marks except when the quotation is followed by a parenthetical statement or page number. Placement of other punctuation marks depends on whether they belong to the quotation or to the sentence in which they appear. See CMS 6.9-11.

## REFERENCES AND CITATIONS

First reference to an author should include the author's full name. Subsequent mentions should be by surname only.

The first time a source is cited in a footnote, give the full name of its author(s), its complete title, source/place of publication, publisher's name, and publication date. Only use short titles of books after they have already been cited in full. Italicize the titles of books and journals. Place the titles of essays, chapters, and journal articles in double quotation marks.

**First footnote reference:** Hayden White, "The Burden of History," in *Tropics of Discourse: Essays in Cultural Criticism* (Baltimore: Johns Hopkins University Press, 1985), 29.

**Subsequent footnote reference:** White, "The Burden of History," 29.

*In review essays*, put page references to the reviewed book in parentheses within the text. References to other works should appear in footnotes.

Don't use p. and pp. in giving page references. For example:

F. Smith Fussner, *The Historical Revolution* (London: Routledge and Paul, 1962), 57.

When citing essays published in scholarly journals, use a comma before the page number/range rather than a colon. For example:

Carolyn J. Dean, "Recent French Discourses on Stalinism, Nazism, and 'Exorbitant' Jewish Memory," *History and Memory* 18, no. 1 (2006), 43-85.

Include the name of the editor(s) and translator(s) whenever possible. Use the term "transl." (rather than "trans.") when introducing a work's translator in the footnote. For example:

Étienne Balibar, "Is There a 'Neo-Racism,'" in *Race, Nation, Class: Ambiguous Identities*, ed. Étienne Balibar and Immanuel Wallerstein, transl. Chris Turner (New York: Verso, 1991), 17-28.

When quoting a source within a footnote, include citation information parenthetically following the quote. For example:

<sup>11</sup> According to Hayden White, "historians sometimes argue that it is only in history that art and science meet in harmonious synthesis" ("The Burden of History," *History and Theory* 5, no. 2 [1966], 111).

....

<sup>23</sup> "Contemporary philosophers of science are clearer about the nature of scientific explanations," according to White, "and scientists themselves have succeeded in gaining that mastery of the physical world of which they could only dream throughout most of the last century" ("Burden of History," 113).

## QUOTATIONS

Incorporate all quoted material exactly as it appears in the original source. Any necessary adjustments to the original phrasing must be indicated with brackets. See CMS 13.7 for permissible changes to punctuation, capitalization, and spelling and 13.11-17 for guidelines related to incorporating quotations into prose.

Do not use ellipsis marks at the beginning or ending of quotations. Note the distinction between three-point and four-point ellipses: omissions within a quoted sentence are noted by three spaced periods; use four periods (with no space before

the first) to indicate when the omitted passage includes the end of a sentence.

Format quoted passages that exceed four lines (approximately seventy or more words) as block quotes. Regardless of length, quotations of two or more paragraphs (and any quotations requiring special formatting, such as more than three lines of poetry) should be formatted as block quotes. See CMS 13.9-10.

Paragraphs immediately following block quotes should be indented only if they constitute new paragraphs. Otherwise, the first line of text following the block quote should be flush with the left margin.

## TRANSLATIONS AND NON-ENGLISH TERMS

Do not use common abbreviations of Latin words and phrases in the text. These include abbreviations such as e.g., cf., etc. The term "ibid." may be used to indicate consecutive references to the same source.

Translate long quotations in other languages into English. The quotation in the original language may be placed in a footnote, if necessary. If you are the translator, indicate that in the corresponding footnote citation (with the phrase "my translation") or include the phrase "Unless otherwise noted, all translations are my own" after the citation for the first translated passage.

Italicize non-English words and phrases. Do not place them in quotation marks. Additionally, either leave words in Greek in the Greek alphabet or transliterate them. Transliterate Hebrew words and words using any other non-Roman alphabet (Asian, Cyrillic, etc.). Use italics for isolated words and phrases from another language unless they appear in *Merriam-Webster's Dictionary*. If a word from another language becomes familiar through repeated use throughout a work, it need be italicized only on its first occurrence. If it appears only rarely, however, italics may be retained.

## QUESTIONS?

Direct house style and formatting questions to Dr. Elizabeth A. Boyle at [historyandtheory@wesleyan.edu](mailto:historyandtheory@wesleyan.edu).

Visit [www.historyandtheory.org](http://www.historyandtheory.org) for updates and more information about the journal.