

**Guide to Preparing Manuscripts**  
*Journal of the History of Children and Youth*

To be considered for publication in the JHCY, manuscripts must follow these guidelines. The editor will return manuscripts that do not follow these guidelines for revision and re-submission.

1. Manuscripts must be submitted in WORD, not as PDFs.
2. Abstracts and illustrations are uploaded separately from the manuscript.
3. American spelling (for instance, labor, not labour; generalization, not generalization) and punctuation (“ rather than ‘ around quotations; punctuation inside quotation marks, except for colons and semi-colons) must be followed.
4. Double-space throughout, including endnotes, but do not place extra spaces between paragraphs.
5. Quotes from non-English languages should be translated parenthetically in the text or in an endnote.
6. Limit endnotes to roughly one per paragraph unless clarity absolutely demands multiple endnotes in a paragraph. Separate references should be listed in order of use, separated by a semi-colon. Note reference numbers in the text are set as superscript. In the notes themselves, they are normally full size, not raised, and followed by a period. Citations should use the basic Chicago Manual humanities style (for more details see the Manual):

Author, *Book Title* (Place: Publisher, date), pages.

Author, “Article Title,” *Journal Title* volume# (season, year): pages.

The basic short form consists of the last name of the author and the main title of the work cited, usually shortened if more than four words. *JHCY* uses this basic short form rather than *Ibid* or *op.cit.*

6. Miscellaneous formatting rules:

--spell out whole numbers from one through one hundred, round numbers, and any number beginning a sentence. This is true even with percentages. For other numbers, numerals are used.

--World War I and World War II. Spelling out the phrase “The First World War...” is also fine, but NOT World War One.

--Twenty-first century, not 21<sup>st</sup> century.

--Dates follow this format: September 10, 1956.

Address questions regarding the formatting and submission of articles to the editor, Linda Mahood, at [lmahood@uoguelph.ca](mailto:lmahood@uoguelph.ca).