

Eighteenth-Century Studies

Style Preparation Guidelines (Effective 1 July 2019)

ECS follows the Chicago Manual of Style 17th Edition.

ECS word limit for submissions is 7,000—9,000 words (including endnotes).

Below is a list of important guidelines. We may have to return your essay if these instructions are not followed.

For any questions, please contact: ec.studies@ubc.ca

1. Manuscripts

Manuscripts must be typed and submitted in Microsoft Word.

Your essay must follow American spelling and grammar conventions. American conventions include:

- Placing all punctuation inside quotation marks
- Using double quotation marks (“ ”) instead of single quotation marks (‘ ’)
- Using the serial comma (“oxford comma”) in lists of three or more (ex: “blue, red, purple, and orange”)

Please anonymize your initial submission by removing any references to your identity, institution, or colleagues you wish to thank. You will be able to include this information later if your article is accepted for publication.

2. Margins and Formatting

Leave margins of one inch along all four edges of the manuscript page.

Please avoid special formatting, such as style templates and sections divisions, because these have to be removed before the essay is sent to press. Also avoid bold and italics when possible.

Use U.S. letter format (not A4).

3. Font and Pagination

Please exclusively use **Times New Roman, size 12** throughout the text and endnotes. Please number all pages sequentially in the top right-hand corner.

4. Spaces

- a) All text, including block quotations and endnotes, must be double spaced.
- b) There should be **only one space** between sentences.

c) Do not leave an additional space between footnotes or paragraphs. Do not add extra line spaces between paragraphs or block quotations.

5. Title of Essay and Section Heads

Please avoid long titles. If you divide your essay into sections, we request that you please include a short section title.

6. Italics

Words to be *italicized* in the final version of the article should be underlined in the version sent to press.

7. Punctuation

a) Hyphens and Dashes

An en dash should be used when indicating a range of numbers or dates (Ex: “1710–14”). For those unfamiliar, the en dash is a slightly extended hyphen. Most word processing programs will contain the en dash in the Insert Symbol folder, where it can be inserted individually (or a shortcut macro could be created for the en dash). For Windows programs, the short cut for the en dash is “control –” (on the number pad). For Mac users, use “option hyphen” to get the en dash.

Two hyphens followed by a word and a space will create an em dash in Windows. Be careful **not** to leave extra spaces in your text when creating the em dash. Be aware that Word often places a close quotation mark following em dashes (”), so double check any quotations following dashes. For Mac users, hit “option shift hyphen” to get the em dash.

As Samuel Johnson once remarked—“Boswell, stop scribbling!” (em dash)
1789–90 (en dash)
self-awareness (hyphen)

b) Ellipses

Ellipses should be spaced (a . . . b), not (a...b); ellipses may also follow the punctuation of a complete sentence (a. . . . b *or* a! . . . b).

c) Serial Commas

In sequences of three items or more, please use the serial comma before and/or: “Hobbes, Locke₂ and Rousseau represent the social contract tradition.”

8. Footnotes

Please submit your manuscript with footnotes, not endnotes. Do not indent footnotes. **Footnotes must follow the Chicago Manual of Style.** See here for a helpful summary of the most common types of citations: http://www.chicagomanualofstyle.org/tools_citationguide.html

Footnotes must be kept to a minimum number and a minimum length (i.e. avoid discursive footnotes).
 Editors will have to suggest or make appropriate cuts otherwise.

a) **VERY IMPORTANT: PLEASE PROVIDE ALL PUBLICATION INFORMATION FOR CITATIONS, INCLUDING PUBLISHER, PUBLISHER'S CITY, YEAR, VOLUME, CHAPTER, PAGE(S), ETC.** PLEASE DOUBLE CHECK THAT YOU HAVE INCLUDED ALL PUBLICATION INFORMATION, UNLESS NOT AVAILABLE.

b) Abbreviate "University" to "Univ."
 example: (Chicago: Univ. of Chicago Press, 1998), 123–45.

c) Please do not use "p" or "pp" before page numbers.

Book:

Granville Sharp, The Just Limitation of Slavery in the Laws of God (London: B. White, 1776), 15.

Edited or Translated Book:

David Hume, Essays Moral, Political, and Literary, ed. Eugene F. Miller (Indianapolis: Liberty Classics, 1985), 226.

Multiple volume book:

Edward Wright, Some Observations Made in Travelling Through France, Italy, &c in the Years 1720, 1721, and 1722, 2 vols. (London: Tho. Ward and E. Wicksteed, 1730), 1:87.

Edited volume with multiple authors:

Felicity Nussbaum and Laura Brown, eds., The New Eighteenth Century: Theory, Politics, English Literature (New York: Methuen, 1987).

Journal article:

Jonathan Lamb, "Minute Particulars and the Representation of South Pacific Discovery," Eighteenth-Century Studies 28, no. 3 (1995): 281–94.

(Please include both volume and issue number if available).

d) Titles must be quoted in full, including subtitles, the first time they are cited in an endnote. Afterward, quote just the author's name and short title: (ex: Lamb, "Minute Particulars," 290).

e) When giving a page range within a source, change at minimum the final two digits of the reference if applicable. For example: 3–10; 71–72; 96–117; 100–04, 600–13, 1100–102 (change of three digits necessary here); 4623–42.

f) Frequently-cited primary texts should be cited parenthetically in the text. The first reference should give the full citation in an endnote, followed by “henceforth cited parenthetically in the text as ‘[X].’” For example:

Adam Ferguson, Essay on the History of Civil Society, ed. Fania Oz-Salzberger (1767; Cambridge: Cambridge Univ. Press, 1995), 11, henceforth cited parenthetically in the text as “HCS.”

9. Archival Citations

For all repositories (with the exception of The National Archives), the name of the repository appears at the end of the citation (after the author, document name/short title, date, collection, and folder reference). For example:

Maude Royden, “Extracts from May Mission Speeches delivered in London,” 11 May 1910, 7/AMR/1/81, FL379, 3–5, The Women’s Library (henceforth TWL)

“Dr Turner’s Speech in Parliament, 11 March 1625,” Add. MSS. 22474, fol. 11v, British Library (henceforth BL)

Beilby Porteus to Alexander Cairns, 14 January 1784, Porteus MS 2100, fol. 17, Lambeth Palace Library

Copy of Queen Elizabeth’s speech before Parliament, 10 February 1558/9, Lansdowne MS 94, fol. 29, BL [Note: folio is abbreviated as fol.; folios abbreviated as fols., not f. or fs.]

For citations from The National Archives (UK), please refer to <http://www.nationalarchives.gov.uk>.

10. Quotations

Authors are responsible for checking the accuracy and spelling of quoted texts very carefully, especially in a foreign language. Errors in spelling occasion much time-consuming back-and-forth between the editorial office and the author, and in some cases may result in postponed publication.

b) Foreign quotations must be kept to a **minimum length**. Those that appear only in an endnote, not in the text, are cited only in translation (not in the original).

11. Translations

a) Authors must clearly indicate which translations they are using for each source they cite (their own, or provide source).

b) ECS policy is to use original language in the text followed by the English translation. For block quotations, please leave a blank line between original language and translation. For quotations embedded within the text, place the translation between square brackets without quotation marks:

When he heard of the outcome of the battle of Jena, he wrote in his diary (August 7, 1806):
 “Zwiespalt des Bedienten und Kutschers auf dem Bocke, welcher uns mehr in Leidenschaft versetzte als die Spaltung des römischen Reichs.” [Dispute between servant and coachman on the coach-box, causing us more passionate concern than the dissolution of the Roman Empire.]

c) Only primary texts are given in the original in the endnotes. Quotations from secondary material in the endnotes should be given in translation.

12. Other Common Guidelines

a) ancien régime (lowercase, no italics)

b) no hyphenation in words such as: preromantic, postrevolutionary; antipatriotic; transnational, ethnolinguistic, nonproliferation, reincarnation.

c) Questionable capitalization: romanticism; Northeast (if referring to a specific geographical region, not a general direction)