

## 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 as PDFs, the ScholarOne system will not accept word documents.
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 editors, [jhcyceditors@gmail.com](mailto:jhcyceditors@gmail.com).