

SUBMISSION GUIDELINES FOR AUTHORS

General Submission Criteria

- The journal uses a double-blind review process; please remove all references to or clues about your identity as author(s) from the main text and footnotes.
- Tables, figures, appendixes, and photos must be submitted as separate files / documents from the article text.
- Submissions should be accompanied by an Abstract of up to 150 words to be entered directly on the Editorial Manager submission page.
- Submit 1 - 5 key words selected carefully to allow for maximum discoverability.
- Accepted submissions should provide an author biography of up to 150 words.
- Authors are responsible for securing permissions and paying the required fees for the use of any material previously published elsewhere. Copies of permission letters should be sent to the Pennsylvania State University Press with the author's publication contract.
- Authors guarantee that the contribution does not infringe any copyright, violate any other property rights, or contain any scandalous, libelous, or unlawful matter.
- Authors guarantee that the contribution has not been published elsewhere and is not currently under consideration elsewhere.

Manuscript Format

- Articles should be submitted as Microsoft Word files.
- All text, including notes and works cited should be formatted in Times New Roman font, size 12 point, with double line spacing throughout.
- Number pages at the bottom right.
- No function of 'Track Changes' should be in use. Please check your document for any remaining tracked changes, hidden text, or comments, and delete them.
- 'Style' field should read 'Normal' throughout text.
- Use 'main headings' and 'subheadings'.

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- Subheads within the text must be bolded to distinguish them from a full heading and should not have any punctuation at the end.
- Paragraph indentation by tab only, not space bar or paragraph indent function, however:
 - Do not indent the first paragraph of an article.
 - Do not indent first paragraph after article subheadings.
- No automated lists – all numbers or bullets must be keyed
- When omitting part of a sentence with an ellipsis, use three periods with a space before, in between and after (“ . . . and . . . ”). When using a four period ellipsis, the first is a true period, and the following should be spaced as above.
- Epigraphs and extracts from other texts should be set off with line spacing—do not format an indent. On the line after an epigraph, be sure to include the name of the author and the source; do not use an endnote.
- Use single spaces following periods between sentences throughout the manuscript.
- All footnotes to be converted to endnotes, double spaced, and rendered in 12-point Times Roman.
- Tables / figures / appendixes:
 - Must be submitted as separate files / documents from the article text.
 - An indication in the text for placement should be given, for example:
 - <Table 1>, <Figure 2>, <Appendix 1>
 - Figures must be submitted in the original format at the size the author would like them to appear.
 - Tables should be submitted in MS-Word. All tables may be included in one document.
 - In the text, do not use the word “see” before directing the reader to any figures or tables.
 - Charts and graphs should be submitted in MS-Excel or its original source file.
 - Digital images should be submitted in either .tiff or .jpeg files at 300 dpi at the size the images are to appear.
 - If possible, all digital files (photos) should be grey scale.

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Style

- Use single spaces flowing periods between sentences throughout the manuscript.
- Ellipses:
 - When omitting part of a sentence with an ellipsis, use three periods with a space before, in between and after (“ . . . and . . . ”)
 - If the end of a sentence is omitted, use four periods, the first immediately following the text, and the following spaced as above
 - Use a four dot ellipsis if an entire sentence is omitted
 - Do not use ellipses at the beginning or end of a quotation
- Endnotes are used to elaborate on information presented in the article text, e.g. bibliographic information.
 - Endnotes must be numbered consecutively throughout the article and be indicated by the superscript numerals following the punctuation.
 - The endnote numbers at the end of the article should not be superscript text and should be a number followed by a period.
 - All endnote entries must be double-spaced at the end of the article and must appear before references.
 - If a source is cited in a particular endnote, the bibliographic information must be identical to that in the reference list.
 - Automatic formatting is acceptable in endnotes.
- Citations:
 - Manuscripts must consistently conform to *The Chicago Manual of Style, 16th Edition (CMS)*. Examples of reference citations for journal articles and books are shown below. For more examples, please check *CMS*.
 - Books and journals in the text: Reference citations in the article must be enclosed in parentheses and listed chronologically.
 - In the case of works by multiple authors, please list up to three authors; for more than three, please list only the first author, followed by et al., as exemplified below:

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- (Poist and Alen 1999; Murphy 2000, 48–51; Pollan, Ward, and Burns 2007; Barnes et al. 2010).
- Books and journals in the reference list: References citing source materials must be listed at the end of the article and must include, in order, the following information:
 - Journal: First author's last name, first name, and Second author's first name last name. Year of publication. "Title of Article." *Title of Journal* volume no. (issue no.): page numbers.
 - For example: Bischoff, G., S. Maertens, and W. Grimme. 2011. "Airline Pricing Strategies Versus Consumer Rights." *Transportation Journal* 14 (3): 232–50.
 - Books: Author's last name, first name. Year of publication. *Title of Book*. City: name of publisher.
 - For example: Geary, S., and K. Vitasek. 2008. *Performance-Based Logistics: A Contractor's Guide to Life Cycle Product Support Management*. Bellevue, WA: Supply Chain Visions.
 - For example: Benn, Gottfried. 1961. *Primal Vision*. Ed. E. B. Ashton; trans. M. Hamburger. London: Bodley Head.
- All subsequent references should follow the *CMS* short title format: Author, date, page number.
 - For example: Savage and Watson, 1995, 2.
- Manuscript references: When referring to manuscripts, the first citation must include the full manuscript information: City, Library, manuscript number, folio number.
- For other types of citations, please check the *CMS*.
- Translations
 - Include translations for all quotations in languages other than English. Translations for individual foreign words, run-in quotes, and block quotes should be in parenthesis.
 - In general, translations should be accompanied by the original quotation in the endnotes.

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- Text Style Guidelines – please refer to *CMS 16e* for further examples.
 - co: Examples: coequal, coauthor, coeditor, co-opt, co-worker
 - decades: Leave out the apostrophe within decades. Example: “the garment industry achieved victory in the 1930s”
 - department: Examples: departmental; the State Department; The Department of State.
 - governor: Examples: Ed Rendell, governor of Pennsylvania; Governor Rendell; the governor.
 - numbers: spell out whole numbers one through one hundred, and all round numbers, in words rather than with digits.
 - Four-digit numbers: comma comes after first digit of any four-digit number. Example: “Braddock accounted 1,330 men of the two regiments, and 2,041 overall, fit for duty.”
 - Large numbers: Spell out very large numbers (such as millions and billions) with numerals rather than digits. Example: “By January 1763, the British national debt was 130 million pounds sterling.”
 - Numbers beginning sentences must be spelled out in words, not numerals. Example: “Four weeks into the bitter shirtwaist strike in the severest winter in recorded Philadelphia history (1909-1910), union leader Abraham Rosenberg had just about given up.”
 - Paragraphs: Whenever multiple numbers appear in a paragraph, maintain consistency of usage, consistently spelling out numbers in words or using digits. Example: “A return dated January 24, 1758, however showed the regiment, still in Charleston, to be in far better condition: 942 men fit, 68 sick, 30 to complete.”
 - Percentages: Write out the percentage in the text with numerals. Example: “Many worked in the garment industry, and the proportion of Philadelphia wage-earners employed in the women’s clothing industry grew from 7.4 percent in 1899 to 9.0 percent in 1914.”
 - parliament: Examples: the Scottish Parliament; parliamentary procedure.
 - possessives: For singular words and names (including those terminating in “s”) add apostrophe and “s”. Examples: “Becker’s statements during the strike became increasingly strident.”; “a triumphant completion of its

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mission by Forbes's army." For plural words, add apostrophe only.

Example: "the Lewistown Riots' disappearance from history."

- president: Examples: presidential; President Clinton.
- republican: Examples: republicanism; the Republican party.
- revolution: Examples: revolution (referring to revolutions in general); the American Revolution; Revolutionary (when referring to American Revolution).
- [sic]: Avoid using to indicate misspellings or poor grammar within quotations. Insert [word] after a word if its meaning is unclear.
- time period: Time periods should not be capitalized. Example: "early national period."
- whig: Examples: whiggish; the Whig party.

Book reviews

- Reviews should be approximately 1000 words in length.
- The text of the review must be double-spaced.
- Please structure your heading like the following example:

Mark Jacob and Stephen H. Case. *Treacherous Beauty: Peggy Shippen, the Woman Behind Benedict Arnold's Plot to Betray America* (Lyons Press, 2012). Pp. 288. Illustrations, notes, bibliography, index. Cloth, \$24.94.

- Sign your review with your name and affiliation.
- The book review editor will edit your review and send you a note about any suggested changes. After that, it will go to the press where it will be copy edited.
- The press's copy editor will then send you page proofs to go over. At that point we ask that you only correct typographical or other errors. Please make sure to correct content and stylistic errors on the copy our editor sends you so that you will not need to make big changes on the copy edited version.