

# ***MODERN AMERICAN HISTORY STYLE GUIDE***

## **General Specifications**

### *Formatting*

Documents must be 12 pt. Times New Roman font, double-spaced, paginated, 1-inch margins all around. They should be submitted as .doc or .docx files. Paragraph breaks should be indicated by indentation, not a line. Footnotes should be numbered in sequence and adhere to *The Chicago Manual of Style*, 16<sup>th</sup> Edition, with the exception of omitting publisher names from references. Do not use endnotes or in-text citations.

Manuscripts accepted for publication in *MAH* should follow American spelling and date conventions (ex. January 10, 2017), except in quotations using alternative spellings and conventions. Foreign words should be italicized, except for those that have achieved common currency in the English language. American (adj) and Americans (noun) may be used, but avoid America in favor of more accurate place descriptions: the United States, North America, the Pacific Northwest, etc.

### *Dates and Numerals*

Numbers up to 100 should be spelled in full, except when used in groups or statistical discussion (89 voted for, 17 against, and 25 abstained). Percentages should appear in figures, with the “percent” spelled out (50 percent). Precise measurements should also be in figures (\$2.75, 10 inches). Thousands should appear with a comma (2,000). In citations, the least number of figures should be used to note pages (301-8; 212-17).

Write out dates in full (1914-1918; May 1968; June-July 1987; September 11, 2011; from 1992 to 1994). Decades should appear as 1950s (not 1950’s). Centuries, months of the year, and days of the week should be spelled in full (nineteenth century (noun) or nineteenth-century (adj); November; Tuesday). However, months in footnotes should be abbreviated (Jan., Feb., Mar., Apr., May, June, July, Aug., Sept., Oct., Nov., Dec.).

If a source does not include a date, please indicate this by using “undated” where the date would normally appear in the citation.

### *Punctuation*

Use the serial comma (red, white, and blue). Use full points for authors’ initials as well as the abbreviation for United States (U.S.) when used as an adjective (spell out United States when used as a noun). Full points should be omitted for acronyms or other initials read as a series of letters: (NAACP, ACLU, NASA). Such abbreviations should be used

only after the act or organization name has been fully identified within the text and the acronym indicated: Agricultural Adjustment Act (AAA); National Organization for Women (NOW).

Use double quotation marks for quotes and single marks for quotes within quotes. Punctuation marks, such as periods and commas, should appear inside double quotation marks. Quotations longer than sixty words should be separated from the main text, indented, without quotation marks.

Use a single apostrophe to make the United States possessive (United States'). When making two names possessive, use an apostrophe with only the second (e.g. Lederer and Burdick's *The Ugly American*).

Compound adjectives and adverbs should be hyphenated (four-lane highway); modifiers ending in “-ly” should not (rapidly approaching car). Additionally, names for groups of people should not be hyphenated (African American, Asian America).

Avoid contractions, except in direct quotations.

Provide one space rather than two after all punctuation.

Use *em* dashes to set off text (in the 1936 congressional election—his first—he won the seat over the long-time incumbent) and *en* dashes in number and date ranges (32-56).

Ellipses should appear with a space before and after and no brackets. Three points should be used for omissions within a single sentence (...); four points should be used for omissions between two or more sentences (....).

### *Capitalization*

*MAH* uses lower case wherever possible. Use it for historical systems, periods, events, and groups (empire, colonial, puritan, civil rights movement); all -isms not constructed from a proper name (modernism, antisemitism); and institutions, government agencies, and titular offices (the cabinet, executive branch, secretary of state, president).

Upper case should be used to avoid ambiguity or according to convention (First World War, Third World, Catholic, Quaker, House of Representatives, Congress, Kitchen Cabinet, Cold War, Black Power). Also use it for personal titles when immediately followed by a name (President Wilson, General Patton) as well as for systems and -isms derived from names of persons (Jesuit, Calvinism, Fordism, Garveyism). Earth, as a proper noun denoting the specific planet, should also be capitalized.

Government publications (a bill, resolution, committee report) should be in lower case except for those with specific names (Volstead Act, National Environmental Policy Act). Similarly, general political philosophies appear in lower case (democratic), whereas names of political parties should be capitalized (Democratic Party).

Total consistency is not required across all articles, but the preference is for self-consistency within individual articles themselves.

### *Names*

People should be identified fully by first and last name when they are first mentioned in a text, and by last name thereafter. Avoid the use of Mrs. Mr. Gen., etc.

The addition of a possessive “’s” should follow a name ending with the letter “s” (Jacob Riis’s).

Hawai‘i is the preferred spelling for the fiftieth state.

Use the personal pronouns he or she where necessary in order to avoid ambiguity when gendered information is provided, but avoid gender bias when possible by eliminating the third-person singular possessive (“each employee worked the assembly line” instead of “each employee worked his assembly line”), by writing in the plural (“teenagers dreamed about their first cars” instead of “each teenager dreamed about his first car”), or by choosing words that apply equally to men and women (actors, comedians, postal worker, police officer). However avoid slash constructions (his/her) and be mindful of historical accuracy (in the twentieth century, each first lady chose her china pattern).

### *Acknowledgments*

Please include any acknowledgments before the first footnote.

### *Tables/Graphs/Illustrations*

If the document includes tables, graphs, or illustrations, a fine copy must be provided. These materials must be numbered in sequence throughout the article with references to sources and descriptive headings attached. Contributors should indicate clearly where the materials are to appear in the text, the preferred scale and orientation, the appropriate numbering and/or caption, and ensure that each item is referenced in the text. Illustrations must be hi-resolution and submitted as a TIFF or EPS file. Line drawings should be scanned at 300 dpi and use only conventional fills. Halftones should be scanned at 600 dpi with the preset dot range from 1-96%. If you wish to compress the files, use lossless compression package software such as the LZW compression package. Each element must be accessible for editing in order to allow reformatting to match the journal’s print specifications.

Figures in color will appear in color online but will be reproduced in black and white in print. Please take note of this, particularly when preparing charts or maps. They should not rely on color-coding to be properly interpreted.

### *Copyright Information*

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## Citation Guidelines

In general, *MAH* follows the footnote citation guidelines laid out in *The Chicago Manual of Style*, 16<sup>th</sup> Edition, with the exception of omitting publisher names from references.

Footnotes should appear at the end of sentences, never in the middle. While footnotes can be consolidated in order to reduce their total number throughout the paper, direct quotations and specific primary sources should always receive their own footnotes. Where it is possible, repetitive citations should be consolidated. Whenever feasible, cite print sources instead of electronic copies. Footnotes should be double-spaced. When citing multiple sources in a footnote, order them in accordance with their appearance in the paragraph. If the sources have no apparent order within the text, order them chronologically.

When prefacing additional references, use the phrase "See also." When prefacing one or two examples of many, use the phrase "For instance, see"; "and" should always precede the final entry in such a list.

When citing a source published in a city with a common name, include the state or country after the city's name (e.g. Cambridge, MA or Cambridge, UK). For state names, use the standard, two-letter code of the United States Postal Service. Inclusion of the publishing company's name is not necessary.

When referencing specific pages of a text, do not use abbreviations (e.g. p., pp., ff., idem, para., esp.), with the exception of "ch" or "chs" to indicate a specific chapter or chapters.

Use "ibid." to reference the same citation as in the previous footnote, but avoid it if there are several references in the previous footnote. Do not use "op. cit." or "passim" in footnotes.

### *Published Books and Monographs*

#### Books and Monographs

1. Linda Gordon, *Pitied But Not Entitled: Single Mothers and the History of Welfare* (New York, 1994), 67.
2. Gordon, *Pitied But Not Entitled*, 67.

#### Multi-Author Books and Monographs

1. Robert S. Lynd and Helen Merrell Lynd, *Middletown: A Study in Contemporary American Culture* (New York, 1929).
2. Lynd and Lynd, *Middletown*.

#### Multivolume Books

1. William L. Shirer, *20th Century Journey*, vol. III: *A Native's Return, 1945-1988* (New York, 1990), 138-139.
2. Shirer, *20th Century Journey* vol. III, 138-9.

#### Edited Works

1. David Farber, ed., *The Sixties: From Memory to History* (Chapel Hill, 1994).
2. Farber, *Sixties*.

#### Translated Works

1. Thomas Piketty, *Capital in the Twenty-First Century*, trans. Arthur Goldhammer (Cambridge, MA, 2014), 72.
2. Piketty, *Capital in the Twenty-First Century*, 72.

#### Reprints

1. F. Scott Fitzgerald, *The Great Gatsby* (1925; New York, 2004), 7.
2. Fitzgerald, *Great Gatsby*, 7.

#### Later editions

1. John King Fairbank, *The United States and China*, 4<sup>th</sup> ed. (Cambridge, MA, 1979), 143.
2. Fairbank, *United States and China*, 143.

#### Book Chapters

1. Prasenjit Duara, "Transnationalism and the Challenge to National Histories," in *Rethinking American History in a Global Age*, ed. Thomas Bender (Berkeley, 2002), 25-46, here 25.
2. Duara, "Transnationalism and the Challenge to National Histories," 25.

#### Documents in Edited Works

1. Martin Luther King, Jr., "Loving Your Enemies," in *The American Intellectual Traditions*, vol. II, 7<sup>th</sup> ed., eds. David A. Hollinger and Charles Capper (New York, 2016), 382-9, here 386.
2. King, "Loving Your Enemies," 386.

## *Pieces Published in Periodicals*

### Journal Articles

1. Frank Costigliola, “‘Unceasing Pressure for Penetration’: Gender, Pathology, and Emotion in George Kennan’s Formation of the Cold War,” *Journal of American History* 83, no. 4 (Mar. 1997): 1309-39, here 1314.
2. Costigliola, “‘Unceasing Pressure for Penetration,’” 1314.

### Journals without Volumes

1. Isabella Black, “American Labour and Chinese Immigration,” *Past & Present*, no. 25 (July 1963): 59-76, here 72.
2. Black, “American Labour and Chinese Immigration,” 72.

### Journals without Issue Numbers

1. Hans Pols, “Anomie in the Metropolis: The City American Sociology and Psychiatry,” *Osiris*, no. 18 (2003): 194-211, here 210.
2. Pols, “Anomie in the Metropolis,” 210.

### Newspaper articles

1. “Both Jazz Music and Jazz Dancing Barred From All Louisville Episcopal Churches,” *New York Times*, Sept. 19, 1921, 16.
2. “Both Jazz Music and Jazz Dancing Barred,” 16.

### Magazine articles

1. Mary Francis Robbins, “The Russian Woman Works Hard – At A Man’s Job,” *Rotarian*, Jan. 1957, 27-9, here 27.
2. Robbins, “Russian Woman Works Hard,” 27.

### Comic Books

1. Carl Barks, “Tralla La,” *Uncle Scrooge* #6, 1954.
2. Barks, “Tralla La.”

### Book Reviews

1. Max Freedman, “A Criticism of Liberalism From Within,” review of *The Age of Reform: From Bryan to F.D.R.*, by Richard Hofstadter, *Washington Post and Times Herald*, Oct. 16, 1955, E6.
2. Freedman, “Criticism of Liberalism From Within,” E6.

## *Government and Legal Documents*

### Basic Government Document

1. Department of the Interior, *Decisions of the Department of the Interior and General Land Office in Cases Relating to the Public Lands, from July 1, 1886, to June 30, 1867*, vol. 5, ed. S. V. Proudfit (Washington, D.C., 1887), 2.

2. Department of the Interior, *Decisions of the Department of the Interior*, 1887, 2.

#### Congressional Records

1. *Congressional Record*, 92 Cong., 2nd sess., Dec. 21, 1972, 16-17.

#### Congressional Committee Reports

1. U.S. Congress, Senate, Committee on the Judiciary, *Activity of the Senate Committee on the Judiciary*, 80 Cong. 2nd sess., July 15, 1948, 8-10.
2. Committee on the Judiciary, *Activity of the Senate Committee on the Judiciary*, 8-10.

#### Court Cases

1. *Bliss v. Harris*, 70 Ill. 343, here 345 (1873).
2. *Bliss v. Harris*, 70 Ill., 345.

#### U.S. Statutes at Large

1. An Act to Execute Certain Treaty Stipulations Relating to Chinese, Pub. Law No. 47-126, 22 Stat. 61 (1882).

#### U.S. Codes

1. Federal-Aid Highway Act, 23 U.S.C., sec. 114 (1956).

#### Foreign Relations of the United States

1. Ambassador in Chile (Culbertson) to the Secretary of State, May 10, 1933, *Foreign Relations of the United States, 1933*, vol. V (Washington, D.C., 1952), 120-21.
2. Culbertson to Secretary of State, May 10, 1933, *FRUS, 1933*, vol. VI, 120-21.

#### *Unpublished Materials*

##### Unpublished Papers

1. Edward H. Hume, "An American Doctor Fights Cholera," Nov. 30, 1947, folder 168, box 10, Edward H. and Lotta C. Hume Papers (MS 787), Manuscripts and Archives, Yale University, New Haven, CT [hereafter ELHP].
2. Hume, "American Doctor Fights Cholera," ELHP.

##### Unpublished Correspondence

1. John Merriam to William Phillips, Feb. 8, 1924, box 293, Decimal File, 1910-29, General Records of the Department of State, RG 59, National Archives and Records Administration, College Park, MD [hereafter NARA].
2. Merriam to Phillips, Feb. 8, 1924, RG 59, NARA.

### Unpublished Diaries

1. Alfred Vincent Kidder diary, June 26, 1931, Alfred Vincent Kidder Papers, Harvard University Archives, Cambridge, MA [hereafter AVKP].
2. Kidder diary, June 26, 1931, AVKP.

### Dissertations

1. Frederick Jackson Turner, "The Character and Influence of Indian Trade in Wisconsin" (Ph.D. diss., Johns Hopkins University, 1890), 15.
2. Turner, "Character and Influence of Indian Trade in Wisconsin," 15.

### *Audio-Visual Materials*

#### Oral History

1. Adolph C. Allen interview by Shelly Henley, Feb. 25, 1993, transcript, University of North Texas Oral History Program, Denton, TX.
2. Allen interview.

#### Published Audio Recordings

1. George Gershwin and Ira Gershwin, "Love Is Here to Stay," perf. Frank Sinatra, *Songs for Swingin' Lovers!* (vinyl disc; Capitol W653; 1956).
2. Gershwin and Gershwin, "Love Is Here to Stay," perf. Frank Sinatra.

#### Radio Broadcasts

1. "Tickets to South Pacific," *The Martin and Lewis Show*, prod. Robert L. Redd, NBC, Oct. 28, 1949.
2. "Tickets to South Pacific," *Martin and Lewis Show*.

#### Published Television Broadcasts

1. "The Girls Go Into Business," *I Love Lucy*, season 3, episode 2, dir. William Asher (Desilu Productions, 1953; DVD, Paramount).
2. "Girls Go Into Business," *I Love Lucy*.

#### Films

1. *Rear Window*, dir. Alfred Hitchcock (Paramount, 1954).
2. *Rear Window*.

### *Internet Sources*

#### Websites

1. American President: A Reference Source, Miller Center, University of Virginia, <http://millercenter.org/president> (accessed Dec. 10, 2016).
2. American President, Miller Center.

#### Website articles

1. Robert M. Veatch and Lainie F. Ross, "When Is Someone Dead?," *History News Network*, Dec. 4, 2016, <http://historynewsnetwork.org/article/164355> (accessed Dec. 9, 2016).
2. Veatch and Ross, "When Is Someone Dead?"

#### Articles in Online-Only Journals

1. Jason Schneider, "Another Side of 'Born in the U.S.A.': Form, Paradox, and Rhetorical Indirection," *BOSS: Biannual Online-Journal of Springsteen Studies* 1, no. 1 (2014): 9-35, here 13, <http://boss.mcgill.ca/article/view/15> (accessed Dec. 8, 2016).
2. Schneider, "Another Side of 'Born in the U.S.A.,"" 13.

#### Online Newspaper Articles

1. "Nafta, Meet the Environment," *New York Times*, July 12, 1993, <http://www.nytimes.com/1993/07/12/opinion/nafta-meet-the-environment.html> (accessed Dec. 9, 2016).
2. "Nafta, Meet the Environment."