Instructions & Guidelines for Authors with Manuscripts Accepted for Publication in *The Journal of the Gilded Age and Progressive Era*

Please review all of the instructions in this document and do not assume that your manuscript is already properly formatted to meet the Journal and Publisher's formatting standards. We ask you carefully follow JGAPE's citation styles, described below.

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The editors welcome the inclusion of illustrations, photographs, maps, tables, and figures in your manuscript (hereafter simply referred to as "figures"). Please go to page six of this document for instructions on preparing and uploading images for inclusion in your manuscript.

General Formatting Guidelines

Please submit the final version of your manuscript to ScholarOne as a Microsoft Word document (.doc or .docx file). We cannot forward Adobe Acrobat (.pdf) files to Cambridge University Publishing. What follows are some basic formatting guidelines. For other matters, contact the editor or consult the 17th edition of *The Chicago Manual of Style (CMS).* The journal departs in a few minor ways from the *CMS*. Cambridge University Press has its own copyediting guidelines, but all relevant points are covered in the journal's own guidelines or will be familiar to authors with a working knowledge of *CMS*.

Style within Text
- <u>One</u> space between sentences rather than <u>two</u>.
- Use *a* for all indefinite articles preceding a word starting with a hard consonant sound and *an* for words starting with a vowel sound (including abbreviations and no matter how the word is spelled).
  - *a* historian, *a* eulogy
  - *an* LSAT exam, *an* hour ago.
- Follow American spelling conventions.
  - favor, defense, realize.
- Please utilize the "Oxford comma" regarding serial commas.
  - hop, skip, and jump.
- Italicize book, journal, magazine, and newspaper titles.
  - *To Kill a Mockingbird*, *New York Times*, *The Journal of the Gilded Age and Progressive Era*
- Italicize foreign-language words.
- Format dates according to American practice.
  - September 16, 2011
  - Do not abbreviate months in text or figure captions
  - In endnotes, do abbreviate all months *except* May, June, and July.
- Follow American practice regarding quotations. Double quotation marks and most punctuation (i.e., periods/commas) <u>inside</u> the quotation marks. Place semicolons, colons, exclamation points, and question marks <u>outside</u>, unless part of quoted material.
  - The teacher said, "Take your book." Or: "Take your book," said the teacher.
- Hyphenate compound adjectives with "century" as follows:
  - Nineteenth-century politicians; early twentieth-century feminists; late nineteenth-century fashion.
  - However, do not use hyphens in nouns: "In the late nineteenth century, people began to bicycle."
- Ethnic/Racial compounds: A debate is currently underway as to whether this should be an exception to the rule of hyphenating compound adjectives. *CMS* expresses ambivalence about the matter. For consistency's sake among this journal's authors, please omit the hyphen:
  - African American literature; Italian American neighborhoods.
  - Of course, no hyphen in noun form: Irish Americans.
  - Capitalize Black, Latino/Latina/Latinx, and Indigenous when referring to individuals, social groups, or matters associated with individuals or social groups.
- Unless there is a reason to do otherwise, use "U.S." as an adjective and "United States" as a noun:

- ▪ "Blundering U.S. diplomacy" versus "The United States sometimes engages in diplomacy."
- • Permutations of *populist* and *progressive*: Over time, the journal has adopted the practice of capitalizing *only* the proper noun forms of these pervasive terms.
  - ▪ The Progressive Era, the Progressive Party, but progressivism, progressive ideas
  - ▪ "James Weaver was the Populist candidate in 1892," but "The Farmers' Alliances formulated numerous populist proposals."
- • For em dashes use – rather than --
- • Ellipses: leave one space on both sides when the ellipse is within the quote.
  - ▪ e.g., "said … nothing."
- • Numbers: spell out numbers up to 100; use numerals for numbers greater than 100; and use numerals for percentages (e.g., 5 percent).
- • Do *not* use superscripts for ordinals in the text or notes.
  - ▪ 108th rather than 108th
- • If ordinals can be spelled out in one or two words, do so.
  - ▪ second or twenty-second

Citations

Please ensure that your citations are in the form of endnotes in accordance with *The Chicago Manual of Style, 17th edition*. You may add acknowledgements in your final draft which should be placed before the first endnote in the "Notes" section. The editors request that you not mention them in your acknowledgements.

As you check to ensure that your endnotes follow house style, please pay special attention to your citations of journal articles. As described in more detail below, JGAPE prefers volume numbers followed by month/season and year rather than volume number, issue number and year. (For ex: *Journal of the Gilded Age and Progressive Era* 21 (July 2022): page numbers.) If you are unable to find a month or season, you may include the issue number.

Style within Notes

Regarding place names in book citations: Like most people, if not the *CMS*, we now use "MA" as opposed to "Mass." For smaller cities with well-known universities, omit the state (e.g., Chapel Hill, Urbana, New Haven, Princeton). On the other hand, include state abbreviations where needed to differentiate (e.g., Bloomington, IL, vs. Bloomington, IN). When the publisher's name includes the state name, the abbreviation is not needed. Cambridge, England can stand alone as "Cambridge," but you should use "Cambridge, MA" for the American city in Massachusetts.

Book with a single author:
- • First citation**:** Christine Stansell, *American Moderns: Bohemian New York and the Creation of a New Century* (New York: Metropolitan Books, 2000), 120–37.
- • Subsequent citations: Stansell, *American Moderns*, 47, 309.

Book with an author and editor/translator:
- • First citation: Randolph Bourne, *The History of a Literary Radical and Other Papers*, ed. Van Wyck Brooks (New York: S.A. Russell, 1956), 127–29.
- • Subsequent citations: Bourne, *History of a Literary Radical*, 134.

Book with multiple authors:

- First citation: Walter Muir Whitehill and Lawrence Kennedy, *Boston: A Topographical History*, 3rd ed. (Cambridge, MA: Harvard University Press, 2000), 18–19.
- Subsequent citations: Whitehill and Kennedy, *Boston*, 243–47.
- For books (or articles) with more than three authors/editors, list only the first, followed by *et al.*—e.g., Smith et al., *Book Title* (City, year).

Citations with multiple sources. Treat such notes as a complete sentence. When listing many citations in a row, separate each with a semicolon. An exception: Several books from one author may be separated with a comma. Restate only the author's last name:
- See esp. Stephen Ambrose, *Undaunted Courage* (New York: Simon and Schuster, 1998), and Ambrose, *Band of Brothers* (New York: Simon and Schuster, 2004).

Multivolume works. Always use Arabic numerals to indicate volume numbers. Omit the word *vol.* if the volume number is immediately followed by a page number. *To cite a particular volume:*
- First citation: Wilhelmus Bogart Bryan, *A History of the National Capital*, vol. 2 (New York: Macmillan, 1916), 574; *or, alternatively:* Wilhelmus Bogart Bryan, *A History of the National Capital* (New York: Macmillan, 1916), 2:574.
- Subsequent citations: Bryan, *History of the National Capital*, 2:574.

Journal articles: Give the volume number, month (or, if applicable, the season in upper case: Spring, Summer, etc.) of publication, and the year. For the first citation, use a colon after the close parentheses and then give the page number. In general, omit the issue number. If, however, you accessed the article via an online service that does not provide the month of publication, and that information is not evident from the online version of the article, then issue numbers are acceptable in the format: Vol.:no. (Year): pp; for example, 8:3 (2009): 367.
- First citation: Kyle E. Ciani, "Hidden Laborers: Female Day Workers in Detroit, 1870–1920," *Journal of the Gilded Age and Progressive Era* 4 (Jan. 2005): 23–51.
- Subsequent citations: Ciani, "Hidden Laborers," 29–32. {*Note:* Use a comma, not a colon, between abbreviated title and page number.}

Article from an edited collection:
- First citation: Thomas J. Schlereth, "Burnham's *Plan* and Moody's *Manual*: City Planning as Progressive Reform" in *The American Planner: Biographies and Recollections*, ed. Donald A. Krueckeberg (New York, 1983), 75–99. **Note:** no comma before "in"
- Subsequent citations: Schlereth, "Burnham's *Plan*," 88.

Dissertations/Theses:
- First citation: Melissa McLoud, "Craftsmen and Entrepreneurs: Washington, D.C.'s Late Nineteenth-Century Builders" (PhD diss., George Washington University, 1988), 87–104.
- Subsequent citations: McLoud, "Craftsmen and Entrepreneurs," ch. 4.

Website and electronic citations: When a URL begins with "www," omit the prefix "http://" The date in parentheses is the access date. Be aware of the decay of online sources:
- Timothy Mahoney, "Gilded Age Plains City: The Great Sheedy Murder Trial and the Booster Ethos of Lincoln, Nebraska," http://gildedage.unl.edu/ (accessed Sept. 17, 2011).
- The 1877 Strike at "Railroads and the Making of Modern America," http://railroads.unl.edu/topics/strike.php. (accessed May 24, 2010).

- The 17th Edition of the *CMS* contains updated information regarding citation of electronic sources. In addition, The College of William & Mary offers detailed examples of online citations here. However, please note that while both the *CMS* and The College of William & Mary website can help with what type of information to include in citation, authors should follow as closely as possible the format and style of the above examples.

Newspaper citations: Omit *The* from the names of newspapers. For newspapers from before World War I, in almost all cases authors may omit section and page numbers but should indicate when an article comes from a supplement. If there is a reason to think specificity necessary, then do add, for example, B, 7. In most cases, a newspaper may be cited without author, article name, or page:
- *New York Times*, Dec. 3, 1914.
- Occasionally, one will want to cite a newspaper article by author and title: Monica Davey and Jodi Wilgoren, "Signs of Danger Were Missed in Troubled Teenager's Life," *New York Times*, Mar. 24, 2005, B, 1.
- When the city is not on the masthead, add the city in parenthesis after the title.
  e.g., *Oregonian* (Portland), Dec. 21, 1913, *Sun* (New York), July 26, 1901.
- When the paper comes from a smaller or lesser-known city: *Aberdeen (South Dakota) Daily News*, Dec. 15, 1913.
- For a string of articles from the same newspaper: *New York Times*, Apr. 2, 1875, June 3, 1876, and May 25, 1892.

Mass-Circulation Magazines: Treat similarly to newspapers, omitting volume information.
- *Harper's Monthly*, June 1896, 372–76; *Nation*, Nov. 7, 1872, 24.

Professional or organizational publications: These can be a judgment call in terms of treating them as magazines or as specialized periodicals.
- James H. Eckels, "The Association of Credit Men as Viewed by the Banker," *The Lawyer and Credit Man* 8 (May 1898): 8; or
- James H. Eckels, "The Association of Credit Men as Viewed by the Banker," *The Lawyer and Credit Man,* May 1898, 8.

Manuscript collections: These have no hard or fast citation rules. The *CMS* requires only that a subsequent researcher should be able to find the item. Folder numbers are preferred. At a minimum, supply a box number, reel number, or similar locating information for unpublished documents. Use common sense and streamline where possible.
- First citation from a collection: Lewis Hine to Frank Manny, Aug. 7, 1910, folder 6, box 3, Lewis Hine Collection, George Eastman House.
- Subsequent citations: Lewis Hine to Alfred Stieglitz, Nov. 9, 1911; Hine to Frank Manny, Dec. 12, 1912, folder 7, box 4, Hine Collection.

Documents from the National Archives: The National Archives is a fertile source of convolution and inconsistency. After the first citation from any National Archives collection in an article, please abbreviate citations from all other collections as NA or NA–College Park. After the first citation of a record group, omit the collection name and abbreviate as RG x. For example, Records of the District of Columbia, RG 351, can simply become RG 351. If you have all the information, a full citation from a National Archives document may take the form:

- Division of Venereal Diseases to Oregon Social Hygiene Society, Nov. 25, 1918, folder 1918–19, file 235.4, box 90, entry 42, U.S. Public Health Service, Record Group 90, National Archives, College Park, MD.
- At a minimum, this will suffice: Charles Brand to Samuel Harrison, Feb. 17, 1917, box 285, Records of the Office of the Secretary of Agriculture, Record Group 16, National Archives, College Park, MD.

Congressional Globe or Congressional Record:
- *Congressional Record,* 61st Cong., 2nd sess. (May 5, 1910), 5823–30.

Congressional Serial Sets: For shorter Serial Set documents
- "Expenses of the Government of the District of Columbia," 66th Cong., 2nd sess. (Jan. 5, 1920), H rept. 531.

For full-length reports or books published in the Serial Set
- Charles Moore, ed., *Improvement of the Park System of the District of Columbia*, 57th Cong., 1st sess. (Jan. 15, 1902), S rept. 166, 44–45; *or* Charles Moore, ed., *Improvement of the Park System of the District of Columbia* (Washington, 1902), 44–45. *Note:* In the second case, the Government Printing Office serves as the publisher.

Citing Elders and Knowledge Keepers: There has been a lot of discussion around how to cite Indigenous Elders and Traditional Knowledge Keepers in academic literature. Recently, librarians have begun to develop new guidelines (https://eos.org/articles/academic-citations-evolve-to-include-indigenous-oral-teachings?fbclid=IwAR3ogLlGIpF9s_fHo2Ic9PdXcP1wVVeS8__B0APlMaT0WoszdH6In99L4YM). We suspect this will continue to be a dynamic space, but we would like to establish a *JGAPE* standard for citing Elders and Knowledge Keepers. We will update this when *CMS* publishes formula guidelines, hopefully in their next edition.
- Unlike other personal communications, Elders and Knowledge Keepers should be cited in-text and in the reference list.
- First citation: First Names Last Name (Elder), Nation, *Topic/subject of communication if applicable*, Personal communication, Territorial acknowledgement of where the information was shared, Month Date, Year. Example: Lekeyten (Elder), Kwantlen First Nation, *Community Justice,* Personal communication, Shared on the traditional unceded territory of the Kwantlen, Musqueam, Katzie, Semiahmoo, Tsawwassen, Qayqayt, and Kwikwetlem Peoples, April 9, 2019.
- Subsequent Citations: Last Name, Month Date, Year. Example: Lekeyten, April 9, 2019.

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