

# The Crimson Historical Review

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## REFERENCE GUIDE

This reference guide will help you prepare your manuscript according to the journal's policies. It includes submission and formatting policies that are particular to the Crimson Historical Review, examples of the most frequently used citations, and citation standards for the most frequently consulted archives. We will unsubmit and possibly reject any articles that do not adhere to this guide. Please read it very carefully.

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## Manuscript Preparation and Style

*Formatting:* Manuscripts should be double-spaced, with double-spaced (superscript) footnotes, one-inch margins, indented paragraphs, 12-point, Times New Roman font. Manuscripts must be less than 10,000 words and submitted as a WORD or PDF document. See below for more specific details on formatting.

*Style:* Manuscripts should conform to the style requirements in this guide and the standards we have developed for archival citations. For additional inquiries not covered in this guide, please consult the Chicago Manual of Style, 16th edition.

*Length:* Manuscript submissions must be no longer than 10,000 words, including notes, but preferably shorter. The Editors make final determination of the length of all articles, and whatever the length of a submitted article, the Editors may ask that it be reduced to a word count meeting the needs of the journal. This word limit also applies to manuscripts that are returned to authors after the first round of decisions by reviewers and the Editors, and are then revised by authors and resubmitted.

*Title:* The title and subtitle of the manuscript combined should be limited to a maximum of 10 words.

*Acronyms:* Use acronyms only after the full name is used and acronym defined in parentheses. *Ibid.* refers to the preceding item and takes place of the succeeding citation if it is identical.

*Ibid:* cannot be used if there is more than one citation in the preceding note.

*Images:* The author is encouraged to submit relevant graphics (photographs, maps, charts, line drawings, cartoons) that enhance the manuscript or that serve as supporting evidence. Such files should be sent as .tiff, .jpeg, or .bitmap, and must have a resolution of 300–600 dpi. The author is responsible for obtaining permission to publish any copyrighted material. Insert the

figures into the text with figure numbers and captions and download the images as separate high-res files into ScholarOne as supplementary files. Final decisions about the inclusion of images will be up to the editors.

## **Chicago Manual of Style Quick Guide**

The following examples illustrate citations using the notes and bibliography system. Examples of notes are followed by shortened versions of citations to the same source. For more details and many more examples, see chapter 14 of *The Chicago Manual of Style* or the online Quick Guide.

### **Book**

#### **Notes**

1. Zadie Smith, *Swing Time* (New York: Penguin Press, 2016), 315–16.
2. Brian Grazer and Charles Fishman, *A Curious Mind: The Secret to a Bigger Life* (New York: Simon & Schuster, 2015), 12.

#### **Shortened notes**

3. Smith, *Swing Time*, 320.
4. Grazer and Fishman, *Curious Mind*, 37.

#### **Bibliography entries (in alphabetical order)**

Grazer, Brian, and Charles Fishman. *A Curious Mind: The Secret to a Bigger Life*. New York: Simon & Schuster, 2015.

Smith, Zadie. *Swing Time*. New York: Penguin Press, 2016.

For many more examples, covering virtually every type of book, see [14.100–163](#) in *The Chicago Manual of Style*.

### **Chapter or other part of an edited book**

In a note, cite specific pages. In the bibliography, include the page range for the chapter or part.

#### **Note**

1. Henry David Thoreau, “Walking,” in *The Making of the American Essay*, ed. John D’Agata (Minneapolis: Graywolf Press, 2016), 177–78.

#### **Shortened note**

2. Thoreau, “Walking,” 182.

## **Bibliography entry**

Thoreau, Henry David. "Walking." In *The Making of the American Essay*, edited by John D'Agata, 167–95. Minneapolis: Graywolf Press, 2016.

In some cases, you may want to cite the collection as a whole instead.

## **Note**

1. John D'Agata, ed., *The Making of the American Essay* (Minneapolis: Graywolf Press, 2016), 177–78.

## **Shortened note**

2. D'Agata, *American Essay*, 182.

## **Bibliography entry**

D'Agata, John, ed. *The Making of the American Essay*. Minneapolis: Graywolf Press, 2016.

For more examples, see [14.103–5](#) and [14.106–12](#) in *The Chicago Manual of Style*.

## **Translated book**

### **Note**

1. Jhumpa Lahiri, *In Other Words*, trans. Ann Goldstein (New York: Alfred A. Knopf, 2016), 146.

### **Shortened note**

2. Lahiri, *In Other Words*, 184.

## **Bibliography entry**

Lahiri, Jhumpa. *In Other Words*. Translated by Ann Goldstein. New York: Alfred A. Knopf, 2016.

## **E-book**

For books consulted online, include a URL or the name of the database. For other types of e-books, name the format. If no fixed page numbers are available, cite a section title or a chapter or other number in the notes, if any (or simply omit).

## **Notes**

1. Herman Melville, *Moby-Dick; or, The Whale* (New York: Harper & Brothers, 1851), 627, <http://mel.hofstra.edu/moby-dick-the-whale-proofs.html>.

2. Philip B. Kurland and Ralph Lerner, eds., *The Founders' Constitution* (Chicago: University of Chicago Press, 1987), chap. 10, doc. 19, <http://press-pubs.uchicago.edu/founders/>.

3. Brooke Borel, *The Chicago Guide to Fact-Checking* (Chicago: University of Chicago Press, 2016), 92, ProQuest Ebrary.
4. Jane Austen, *Pride and Prejudice* (New York: Penguin Classics, 2007), chap. 3, Kindle.

### **Shortened notes**

5. Melville, *Moby-Dick*, 722–23.
6. Kurland and Lerner, *Founders' Constitution*, chap. 4, doc. 29.
7. Borel, *Fact-Checking*, 104–5.
8. Austen, *Pride and Prejudice*, chap. 14.

### **Bibliography entries (in alphabetical order)**

Austen, Jane. *Pride and Prejudice*. New York: Penguin Classics, 2007. Kindle.

Borel, Brooke. *The Chicago Guide to Fact-Checking*. Chicago: University of Chicago Press, 2016. ProQuest Ebrary.

Kurland, Philip B., and Ralph Lerner, eds. *The Founders' Constitution*. Chicago: University of Chicago Press, 1987. <http://press-pubs.uchicago.edu/founders/>.

Melville, Herman. *Moby-Dick; or, The Whale*. New York: Harper & Brothers, 1851. <http://mel.hofstra.edu/moby-dick-the-whale-proofs.html>.

For more examples, see [14.159–63](#) in *The Chicago Manual of Style*.

### **Journal article**

In a note, cite specific page numbers. In the bibliography, include the page range for the whole article. For articles consulted online, include a URL or the name of the database. Many journal articles list a DOI (Digital Object Identifier). A DOI forms a permanent URL that begins <https://doi.org/>. This URL is preferable to the URL that appears in your browser's address bar.

### **Notes**

1. Susan Satterfield, "Livy and the *Pax Deum*," *Classical Philology* 111, no. 2 (April 2016): 170.
2. Shao-Hsun Keng, Chun-Hung Lin, and Peter F. Orazem, "Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality," *Journal of Human Capital* 11, no. 1 (Spring 2017): 9–10, <https://doi.org/10.1086/690235>.
3. Peter LaSalle, "Conundrum: A Story about Reading," *New England Review* 38, no. 1 (2017): 95, Project MUSE.

### **Shortened notes**

4. Satterfield, "Livy," 172–73.
5. Keng, Lin, and Orazem, "Expanding College Access," 23.
6. LaSalle, "Conundrum," 101.

### **Bibliography entries (in alphabetical order)**

Keng, Shao-Hsun, Chun-Hung Lin, and Peter F. Orazem. "Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality." *Journal of Human Capital* 11, no. 1 (Spring 2017): 1–34. <https://doi.org/10.1086/690235>.

LaSalle, Peter. "Conundrum: A Story about Reading." *New England Review* 38, no. 1 (2017): 95–109. Project MUSE.

Satterfield, Susan. "Livy and the *Pax Deum*." *Classical Philology* 111, no. 2 (April 2016): 165–76.

Journal articles often list many authors, especially in the sciences. If there are four or more authors, list up to ten in the bibliography; in a note, list only the first, followed by *et al.* ("and others"). For more than ten authors (not shown here), list the first seven in the bibliography, followed by *et al.*

## Note

7. Rachel A. Bay et al., "Predicting Responses to Contemporary Environmental Change Using Evolutionary Response Architectures." *American Naturalist* 189, no. 5 (May 2017): 465, <https://doi.org/10.1086/691233>.

## Shortened note

8. Bay et al., "Predicting Responses," 466.

## Bibliography entry

Bay, Rachael A., Noah Rose, Rowan Barrett, Louis Bernatchez, Cameron K. Ghalambor, Jesse R. Lasky, Rachel B. Brem, Stephen R. Palumbi, and Peter Ralph. "Predicting Responses to Contemporary Environmental Change Using Evolutionary Response Architectures," *American Naturalist* 189, no. 5 (May 2017): 463–73. <https://doi.org/10.1086/691233>.

For more examples, see [14.168–87](#) in *The Chicago Manual of Style*.

## News or magazine article

Articles from newspapers or news sites, magazines, blogs, and the like are cited similarly. Page numbers, if any, can be cited in a note but are omitted from a bibliography entry. If you consulted the article online, include a URL or the name of the database.

## Notes

1. Rebecca Mead, "The Prophet of Dystopia," *New Yorker*, April 17, 2017, 43.

2. Farhad Manjoo, "Snap Makes a Bet on the Cultural Supremacy of the Camera," *New York Times*, March 8, 2017,

<https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html>.

3. Rob Pegoraro, "Apple's iPhone Is Sleek, Smart and Simple," *Washington Post*, July 5, 2007, LexisNexis Academic.

4. Tanya Pai, "The Squishy, Sugary History of Peeps," *Vox*, April 11, 2017, <http://www.vox.com/culture/2017/4/11/15209084/peeps-easter>.

### **Shortened notes**

5. Mead, "Dystopia," 47.
6. Manjoo, "Snap."
7. Pegoraro, "Apple's iPhone."
8. Pai, "History of Peeps."

### **Bibliography entries (in alphabetical order)**

Manjoo, Farhad. "Snap Makes a Bet on the Cultural Supremacy of the Camera." *New York Times*, March 8, 2017.

<https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html>.

Mead, Rebecca. "The Prophet of Dystopia." *New Yorker*, April 17, 2017.

Pai, Tanya. "The Squishy, Sugary History of Peeps." *Vox*, April 11, 2017.

<http://www.vox.com/culture/2017/4/11/15209084/peeps-easter>.

Pegoraro, Rob. "Apple's iPhone Is Sleek, Smart and Simple." *Washington Post*, July 5, 2007. LexisNexis Academic.

Readers' comments are cited in the text or in a note but omitted from a bibliography.

### **Note**

9. Eduardo B (Los Angeles), March 9, 2017, comment on Manjoo, "Snap."

For more examples, see [14.188–90](#) (magazines), [14.191–200](#) (newspapers), and [14.208](#) (blogs) in *The Chicago Manual of Style*.

### **Book review**

#### **Note**

1. Michiko Kakutani, "Friendship Takes a Path That Diverges," review of *Swing Time*, by Zadie Smith, *New York Times*, November 7, 2016.

#### **Shortened note**

2. Kakutani, "Friendship."

#### **Bibliography entry**

Kakutani, Michiko. "Friendship Takes a Path That Diverges." Review of *Swing Time*, by Zadie Smith. *New York Times*, November 7, 2016.

## **Interview**

### **Note**

1. Kory Stamper, “From ‘F-Bomb’ to ‘Photobomb,’ How the Dictionary Keeps Up with English,” interview by Terry Gross, *Fresh Air*, NPR, April 19, 2017, audio, 35:25, <http://www.npr.org/2017/04/19/524618639/from-f-bomb-to-photobomb-how-the-dictionary-keeps-up-with-english>.

### **Shortened note**

2. Stamper, interview.

### **Bibliography entry**

Stamper, Kory. “From ‘F-Bomb’ to ‘Photobomb,’ How the Dictionary Keeps Up with English.” Interview by Terry Gross. *Fresh Air*, NPR, April 19, 2017. Audio, 35:25. <http://www.npr.org/2017/04/19/524618639/from-f-bomb-to-photobomb-how-the-dictionary-keeps-up-with-english>.

## **Thesis or dissertation**

### **Note**

1. Cynthia Lillian Rutz, “*King Lear* and Its Folktale Analogues” (PhD diss., University of Chicago, 2013), 99–100.

### **Shortened note**

2. Rutz, “*King Lear*,” 158.

### **Bibliography entry**

Rutz, Cynthia Lillian. “*King Lear* and Its Folktale Analogues.” PhD diss., University of Chicago, 2013.

## **Website content**

It is often sufficient simply to describe web pages and other website content in the text (“As of May 1, 2017, Yale’s home page listed . . .”). If a more formal citation is needed, it may be styled like the examples below. For a source that does not list a date of publication or revision, include an access date (as in example note 2).

## **Notes**

1. “Privacy Policy,” Privacy & Terms, Google, last modified April 17, 2017, <https://www.google.com/policies/privacy/>.
2. “About Yale: Yale Facts,” Yale University, accessed May 1, 2017, <https://www.yale.edu/about-yale/yale-facts>.
3. Katie Bouman, “How to Take a Picture of a Black Hole,” filmed November 2016 at TEDxBeaconStreet, Brookline, MA, video, 12:51, [https://www.ted.com/talks/katie\\_bouman\\_what\\_does\\_a\\_black\\_hole\\_look\\_like](https://www.ted.com/talks/katie_bouman_what_does_a_black_hole_look_like).

## Shortened notes

4. Google, “Privacy Policy.”
5. “Yale Facts.”
6. Bouman, “Black Hole.”

## Bibliography entries (in alphabetical order)

Bouman, Katie. “How to Take a Picture of a Black Hole.” Filmed November 2016 at TEDxBeaconStreet, Brookline, MA. Video, 12:51.

[https://www.ted.com/talks/katie\\_bouman\\_what\\_does\\_a\\_black\\_hole\\_look\\_like](https://www.ted.com/talks/katie_bouman_what_does_a_black_hole_look_like).

Google. “Privacy Policy.” Privacy & Terms. Last modified April 17, 2017.

<https://www.google.com/policies/privacy/>.

Yale University. “About Yale: Yale Facts.” Accessed May 1, 2017.

<https://www.yale.edu/about-yale/yale-facts>.

For more examples, see [14.205–10](#) in *The Chicago Manual of Style*. For multimedia, including live performances, see [14.261–68](#).

## Social media content

Citations of content shared through social media can usually be limited to the text (as in the first example below). A note may be added if a more formal citation is needed. In rare cases, a bibliography entry may also be appropriate. In place of a title, quote up to the first 160 characters of the post. Comments are cited in reference to the original post.

## Text

Conan O’Brien’s tweet was characteristically deadpan: “In honor of Earth Day, I’m recycling my tweets” (@ConanOBrien, April 22, 2015).

## Notes

1. Pete Souza (@petesouza), “President Obama bids farewell to President Xi of China at the conclusion of the Nuclear Security Summit,” Instagram photo, April 1, 2016, <https://www.instagram.com/p/BDrmfXTtNCt/>.



2. Chicago Manual of Style, "Is the world ready for singular they? We thought so back in 1993," Facebook, April 17, 2015, <https://www.facebook.com/ChicagoManual/posts/10152906193679151>.

### **Shortened notes**

3. Souza, "President Obama."

4. Michele Truty, April 17, 2015, 1:09 p.m., comment on Chicago Manual of Style, "singular they."

### **Bibliography entry**

Chicago Manual of Style. "Is the world ready for singular they? We thought so back in 1993." Facebook, April 17, 2015. <https://www.facebook.com/ChicagoManual/posts/10152906193679151>.

### **Personal communication**

Personal communications, including email and text messages and direct messages sent through social media, are usually cited in the text or in a note only; they are rarely included in a bibliography.

### **Note**

1. Sam Gomez, Facebook message to author, August 1, 2017.