**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 unsupplement 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**


**Shortened notes**


**Bibliography entries (in alphabetical order)**


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**


**Shortened note**

Bibliography entry

Note

Shortened note

Bibliography entry

Translated book

Note

Shortened note
2. Lahiri, In Other Words, 184.

Bibliography entry

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

**Shortened notes**

**Bibliography entries (in alphabetical order)**

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**


**Shortened notes**


**Bibliography entries (in alphabetical order)**


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**


**Shortened note**

8. Bay et al., “Predicting Responses,” 466.

**Bibliography entry**


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**


**Shortened notes**

7. Pegoraro, “Apple’s iPhone.”

**Bibliography entries (in alphabetical order)**


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

**Note**

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**


**Shortened note**

2. Kakutani, “Friendship.”

**Bibliography entry**

**Interview**

**Note**

**Shortened note**
2. Stamper, interview.

**Bibliography entry**

**Thesis or dissertation**

**Note**

**Shortened note**
2. Rutz, “*King Lear*,” 158.

**Bibliography entry**

**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**

Shortened notes
5. “Yale Facts.”

Bibliography entries (in alphabetical order)

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

**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**

**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.