

# American Historical Review

Style Sheet for History Lab Authors

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## Preparing the Text

- Please follow our house style for submitted manuscripts: 8 ½ x 11-page size, Times New Roman 12 pt. font, and double spaced. Footnotes should be Times New Roman 10 pt. font, and single spaced. Margins should be 1" on all sides. All text must be black. Formatting the manuscript in this fashion will speed up the processing of your submission
- Authors should avoid overly long or overly short paragraphs. An occasional short paragraph is acceptable if it is appropriate to the context or needed for rhetorical effect. However, successive short paragraphs tend to break the continuity of thought and make the printed page look choppy.
- Use "American-style" dates: February 23, 2005, not 23 February 2005.
- First and last names for all individuals should be included when referring to them for the first time in the text or notes. Initials should only be used if the individual is most commonly known that way. Scholars should be referred to by their last names only for the most part, avoiding "Professor So-and-So" and the like.
- All citation information must be in the footnotes. No works cited page or bibliography should be included. We do not use in-text parenthetical source notes. Only one note callout should be used per sentence, placed at the end.
- Caption format for figures should be: Figure X. Caption text. Figure captions cannot include footnotes.
- Footnotes attached to tables, graphs, or charts will remain with those tables, graphs, or charts; they should not be numbered with the text notes.

## Preparing an Author Bio and Acknowledgements

When you send us the final version of your article, please be sure to include both a brief author biography, and a short set of acknowledgements if desired. The acknowledgments and bio can go at the very end of your piece.

Your biographical statement (average length 50 words), which will be placed on the last page of your article, should be written in the third person. It should begin with your name (e.g., "John Smith is . . ."), and it might include such information as your position and institution (or your city of residence if you are an independent scholar); a selection of your most important publications, including dates, or a description of any work in progress; your major field of interest (or, alternatively, what led you to write this article); or where and with whom you studied. The following format is typical:

John Smith is professor of history at Anytown University, where he has taught since 1989. He is the author of *Political Poetry in Russia after Perestroika* (Prestigious University Press, 1994) and co-editor with Jane Jones of *The Face of Politics in the Former Soviet Union* (Prestigious University Press, 1999). He is currently working on a

history of political cartoons.

Please paste your acknowledgements at the end of your article, after your bio, to provide any desired reference to previous forms of the article (e.g., a paper delivered at the annual meeting of the AHA) and to acknowledge the assistance of colleagues or grants from foundations (be sure to include the year and number of the grant).

## Figures

- Do not paste figures into your document. Figures must be submitted as a separate image file (jpeg, tiff, or png). Higher-resolution (at least 300 DPI) figures and secured permission to use the figures are not needed until the article has reached the acceptance stage but please be aware of this responsibility if your piece is accepted.
- Figures must be at least **300 DPI** at least 4x6 inch size to use. We are unable to publish figures of lower resolution. **Any figure that is not in the public domain must be accompanied by the requisite permission to publish.** You are responsible for contacting the owner of each figure and obtaining permission in writing for its reproduction in both print and digital. Our print run is approximately 8,000 copies of each issue. Online figures are reproduced at a low resolution and are “locked” so that they cannot be copied.
- Figures should be named in numerical order: i.e., Figure 1, Figure 2, etc. Indicate the approximate placement for each image in the text with a notation such as <FIG. 1 NEAR HERE>
- Maps, charts, and graphs should be professionally created to your specifications. Please proofread them carefully and have any needed corrections made before sending the final versions to us. Tables can be created in your word-processing program, but they should be in a separate electronic file, not embedded in the article text. Abbreviations in graphic materials can be confusing to the reader, so please try to avoid them. Any footnotes should remain with the illustration they belong with; they should not be numbered with the notes to the main text.
- Please consult our figure document for further details about figure inclusion

## Citation Style

The footnote style used by the *AHR* generally follows the conventions recommended by *The Chicago Manual of Style*, 17th edition (CMOS).

## Footnotes

- History Lab contributions should be very light with footnotes. Please keep them to a minimum
- Each footnote number should come at the end of a sentence or paragraph. **Please note that we use only one footnote number per sentence, placed at the end.** Please combine notes where you can and keep them as concise as possible; lengthy notes make page layout

difficult. Do not use a footnote to build on your argument: if it is important information, it should be in the main text.

### **Citing Books**

- For all works we follow suggested CMOS format, omitting the publisher and providing place and date only. See CMOS 14.128 for examples of this style.
- The first citation of a book should take the following format:  
Gerhard L. Weinberg, *A World at Arms: A Global History of World War II* (Cambridge; Harvard University Press, 1994).
- Subsequent citations should take the following format:  
Weinberg, *A World at Arms*, 132–33.

### **Citing an Essay**

- An essay in an edited collection should take the following format:  
John H. Hanson, “Islam and African Societies,” in *Africa*, ed. Phyllis M. Martin and Patrick O’Meara, 3rd ed. (Bloomington, IN, 1995), 97–114.
- Please make sure to include the full page range for an essay, even if you are singling out only one page or a smaller range of pages:  
John H. Hanson, “Islam and African Societies,” in *Africa*, ed. Phyllis M. Martin and Patrick O’Meara, 3rd ed. (Bloomington, IN, 1995), 97–114, here 110–11.
- Subsequent citations should take the following format:  
Hanson, “Islam and African Societies,” 98.

### **Citing Articles**

- An article in a journal should take the following format:  
Christopher Steiner, “Another Image of Africa: Toward an Ethnohistory of European Cloth Marketed in West Africa, 1873–1960,” *Ethnohistory* 32, no. 2 (1985): 91–110.
- Because your articles do not have bibliographies, please make sure to include the full page range for an article, even if you are singling out only one page or a smaller range of pages:  
Christopher Steiner, “Another Image of Africa: Toward an Ethnohistory of European Cloth Marketed in West Africa, 1873–1960,” *Ethnohistory* 32, no. 2 (1985): 91–110, here 92–93.
- Subsequent citations should take the following format:  
Steiner, “Another Image of Africa,” 97, 99.