

STYLE GUIDE FOR

EARLY MODERN WOMEN: AN INTERDISCIPLINARY JOURNAL

This document is a brief guide to help you follow the appropriate notation style when preparing your work for submission to *Early Modern Women: An Interdisciplinary Journal*. Our journal style is based on the *Chicago Manual of Style*, 17th edition (hereafter *CMS*), and this document is a quick reference and not meant to replace *CMS*. Please refer to the relevant section of *CMS* if further clarification is needed.

GENERAL FORMAT

- Your essay should include footnotes rather than endnotes or works cited. A note number should generally be placed at the end of a sentence or at the end of a clause.
- The entire text, including footnotes, should be double-spaced in 12-point, Times New Roman font with the first line indented.
- Left justify the text, leaving the right side ragged.
- Do not insert an additional space between paragraphs or notes.
- Use only one space after each period.
- Set margins at one inch on all sides.
- Page numbers should be centered in the footer.
- *Foreign Language Translations*: When quoting a text in a language other than English, provide the translation in the main text and the original language in the footnote. Clearly indicate the source of the translation or if it is your own.
- Quotation marks should be used around direct translations of non-English passages (including those provided by the author). However, if the author is paraphrasing the content of a non-English quote and provides the original quotation in a footnote, then quotation marks around the paraphrase are not necessary.
- Double quotations should be used for all direct quotations, unless the passage is a block quotation set off by indentation. Single quotation marks should be used for quotations within quotations.
- Block quotations (more than 100 words or more than two lines of verse) should be indented and justified and not enclosed within quotation marks.
- Use *ca.* for *circa*.
- Use *italics* instead of underscoring.
- Use American English instead of British English.
- Hyphens are used between words, en-dashes are used between numerals, and em-dashes are used between clauses.
- In general, use a sparse hyphenation style: if no suitable example or analogy can be found either in the dictionary or in the *CMS* Hyphenation Table (7.89), hyphens should be added only if doing so will prevent a misreading or otherwise significantly aid comprehension.

- Titles of nobility that are part of a person's name are capitalized (Prince Charles; the Prince of Wales). The generic element in a title (prince, duke, earl, etc.) is lowercase when used alone as a short form of the name (see CMS 8.32).

DEADLINES AND IMAGE PERMISSIONS

Acquire image and other permissions as soon as your essay has been accepted by *EMW*.

EXAMPLES OF NOTES

Book

¹ Natalie Zemon Davis, *The Return of Martin Guerre* (Cambridge, MA: Harvard University Press, 1983), 55–60.

² Gwen Cooper and Ianto Jones, eds., *The Torchwood Chronicles*, Cambridge Studies in Alternative England 30 (Cambridge: Cambridge University Press, 2000).

³ Bede, *Historia Ecclesiastica Gentis Anglorum*, 2.3, ed. and trans. Bertram Colgrave and R. A. B. Mynors (Oxford: Clarendon Press, 1969), 142.

Translation of a Book

¹ Julia Kristeva, *Desire in Language: A Semiotic Approach to Literature and Art*, trans. Thomas Gora, Alice Jardine, and Leon S. Roudiez (New York: Columbia University Press, 1980), 241.

Chapter in an Edited Collection

¹ Grace E. Coolidge, "Choosing Her Own Buttons: The Guardianship of Magdalena de Bobadilla," in *Power and Gender in Renaissance Spain: Eight Women of the Mendoza Family, 1450–1650*, ed. Helen Nader (Urbana: University of Illinois Press, 2004), 132–51.

Article

In a Journal with an Issue Number:

¹ Judith C. Brown and Jordan Goodman, "Women and Industry in Florence," *Journal of Economic History* 40, no. 1 (Mar. 1980): 76.

In a Journal without an Issue Number:

¹ Joan Kelly, "The Social Relations of the Sexes: Methodological Implications of Women's History," *Signs* 1 (1976): 816.

DOI: Where possible, give the Digital Object Identifier (DOI) for an article (see CMS 14.8):

William J. Novak, "The Myth of the 'Weak' American State," *American Historical Review* 113 (2008): 758, doi:10.1086/ahr.113.3.752.

Website Content (see CMS 14.207):

¹ "The Granville Project," EMROC, Folger Shakespeare Library, <https://emroc.hypotheses.org/ongoing-projects/the-granville-project>.

Social Media Content (see CMS 14.209):

¹ Marie Alice Belle (@mab_us), "Early Modern Digital Agendas," Twitter Post, 28 July 2017, https://twitter.com/mab_us/status/891027560653565952.

Unpublished Works, Folio, and Manuscripts (See CMS 17 14.229):

Letter:

¹ Virginia Randolph Trist to Virginia Cary, 2 May 1828, Nicholas P. Trist Papers, Southern Historical Collection, University of North Carolina Library.

² Barbara Gamage Sidney to John Stamer, 3 Jan. 1597, Huntington Library, MS STT 1897.

Unpublished Dissertation:

¹ Stephanie Lynn Budin, "The Origins of Aphrodite (Greece)" (PhD diss., University of Pennsylvania, 2000), 301–2.

Early Modern Manuscript:

Author (if known), *Title*, Date, Series Title (if applicable), name of collection (if applicable), name of depository, page numbers.

¹ *Declaration del Bando que se a publicado de la expulsion de los moriscos*, 1610, Biblioteca Nacional, MS V.E. 44–56.

² Saint Aurelius Augustinus, *Meditationes, Soliloquium, Manuale, De fide ad Petrum Diaconum. Pseudo-Lentulus: De habitudine de la reverendissima & gloriam persona de Yhu Christo quanto ala assumpta humanitate* (ca. 1500), Special Collections, University of Colorado, Boulder, MS 1, 35.

Repeated References

Primary Texts: provide the author's last name, short title, and page number(s).

¹ Augustinus, *Meditationes*, 47.

Secondary Sources: provide the author's last name, a short title, and the page number(s).

¹ Kristeva, "Motherhood," 243.

Please note that EMW uses short citations for subsequent references, not *ibid.* and similar abbreviations.

NUMBERS

In nontechnical contexts, whole numbers from zero to one hundred are written out (e.g., the Thirty-Nine Articles, forty thieves, seventy-two apostles). Any of the whole numbers followed by hundred, thousand, or hundred thousand are usually spelled out whether used exactly or as approximations. When a number begins a sentence, it is always spelled out. To avoid awkwardness, a sentence can often be recast. If a year must begin a sentence, spell it out; it is usually preferable, however, to reword. If a number beginning a sentence is followed by another number of the same category, spell out only the first or reword.

Exceptions:

- In percentages, the number is not written out, but percent is always written out: 2 percent, 69 percent.
- When referencing book parts, the number is not written out: Chapter One = chapter 1, Part Two = part 2, Appendix Five = appendix 5 (see *CMS* 8.18). This includes plays (act 3, scene 3) and poetry (canto 4, stanza 2).

Superscripts:

Do not use superscripts with ordinals (4th, 3rd, 2nd). This applies to ordinal as well as cardinal numbers. Note that *CMS* prefers, for example, 122nd and 123rd (with an n and an r) over 122^d and 123^d.

Numbers under 100:

Spell out numbers under 100 (e.g., He was sixty-five years old; sixteenth century; sixteenth-century Italy).

Inclusive Numbers:

Inclusive numbers are abbreviated according to the principles illustrated below (examples are page or serial numbers, which do not require commas).

There are two exceptions:

- To avoid ambiguity, inclusive roman numerals are always given in full: xxv–xxviii; cvi–cix
- Do **not** use inclusive numbers with years: 1641–1661.

Use this table (CMS 9.61):

<i>First number</i>	<i>Second number</i>	<i>Examples</i>
Less than 100	Use all digits	3–10 71–72 96–117
100 or multiples of 100	Use all digits	100–104 1100–1113
101 through 109, 201 through 209, etc.	Use changed part only	101–8 808–33 1103–4
110 through 199, 210 through 299, etc.	Use two digits unless more are needed to include all changed parts	321–28 498–532 1087–89 1496–500 11564–615 12991–3001

DATES

Range of Years:

Do **not** use inclusive numbers with years: (e.g., 1558–1570, **not** 1571–79).

Specific Date:

Write as day month year: 22 November 1564

Months of the Year:

***Text:** do not abbreviate the names of months in the body of the text.*

***Notes:** abbreviate the names of months as follows:*

Jan. Feb. Mar.

Apr. May June

July Aug. Sept.

Oct. Nov. Dec.