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.
- 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.
- Quotation marks stay on the actual quote from the original but do not belong on the essay writer’s translation, which is not a quote.
- 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 spare 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


Translation of a Book


Chapter in an Edited Collection


Article

In a Journal with an Issue Number:


In a Journal without an Issue Number:


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


Website Content (see CMS 14.207):

Social Media Content (see CMS 14.209):


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:


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 122d and 123d.

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):

<table>
<thead>
<tr>
<th>First number</th>
<th>Second number</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 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:*

Apr.  May  June  