# Canadian Quaker History Journal Style Guide

- 1.0 Contributors should send their paper to the editors in electronic form, preferably as an attached file (MS-Word or Wordperfect in either PC or Macintosh format). Contributions should be sent to both Robynne Healey (<a href="mailto:robynne.healey@twu.ca">robynne.healey@twu.ca</a>) and Albert Schrauwers (<a href="mailto:schrauwe@yorku.ca">schrauwe@yorku.ca</a>). Clearly specify the version of Word or WordPerfect.
- 2.0 CFHA conforms to *The Chicago Manual of Style*, 15<sup>th</sup> ed., and Kate Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 6<sup>th</sup> ed. Spelling outside of quoted material should conform to the *Canadian Oxford Dictionary* (2004). Note the following common Endnote/Footnote formats:

## Single Author:

<sup>1</sup>John Hope Franklin, *George Washington Williams: A Biography* (Chicago: University of Chicago Press, 1985), 54.

#### Article in a Journal:

<sup>2</sup>Lawrence P. Smith, "Sailing Close to the Wind," *Politics in Action* 10, no. 4 (1993): 82.

# Component Part by One Author in a Work by Another:

<sup>4</sup>Mary Higdon Beech, "The Domestic Realm in the Lives of Hindu Women in Calcutta," in *Separate Worlds: Studies of Purdah in South Asia*, ed. Hanna Papanek and Gail Minault (Delhi: Chanakya, 1982), 115-16.

### Thesis or Dissertation:

- <sup>5</sup>P.G. Reynold, "Race, Nationality and Empire: Aspects of Mid-Victorian Thought, 1852-1872" (Ph.D. diss., Queen's University, 1978), 76.
- 2.1 When using <u>electronic sources</u>, please consult the Chicago-Style Citation Quick Guide On-line: <u>http://www.chicagomanualofstyle.org</u> (temporary access can be achieved by signing up for a 30-day free trial on-line)
- 3.0 For second and subsequent citations use short title format. For example:

<sup>6</sup>Schrauwers, Awaiting the Millennium, 54.

4.0 Archival material should include all necessary information and be cited from the specific to the general. For example:

<sup>7</sup>Letter recorded 4 August 1847, Letterbook, 1844-1847, John Strachan Papers, Archives of Ontario, Toronto.

1

- 5.0 Use either the tab or the indent feature to block text instead of the space bar. Do not double space after periods.
- 6.0 Include author's affiliation under the title of the article.
- 7.0 Particular matters of format, usage, style and punctuation:
  - o Please double space and leave the right margin ragged;
  - Use gender neutral language where possible;
  - Use italics for titles of books (do not underline);
  - The preferred format for all dates is: 13 October 1993. Write out "centuries" (i.e., "nineteenth-century" when used as an adjective or "nineteenth century" when used as a noun);
  - o Note that there is no apostrophe when referencing a decade (i.e., 1940s)
  - o Do not include a bibliography.

2