

Girlhood Studies

Information for Contributors and Style Guide

Table of Contents

- I. [Submission Information for Contributors](#), 1
 - a. [Formatting](#)
 - b. [Cover page](#)
 - c. [Abstract/keywords](#)
 - d. [Copyright/permissions](#)
 - e. [Artwork](#)
 - f. [Process for refereeing articles](#)
 - g. [Publication](#)
 - h. [Ethnicity](#), 5
 - i. [Possessives](#), 5
 1. [Exceptions](#), 5
 - j. [Dates](#), 6
 - k. [Currency](#), 6
 - l. [Time](#), 6
 - m. [Numbers & Measurements](#), 6–7
 1. [Series](#), 7
 - n. [Abbreviations & Contractions](#), 7
 1. [Foreign languages](#), 7
 2. [Diacritical marks](#), 7
 - o. [Translations](#), 8
 - p. [Italics/Bold](#), 8
 - q. [Quotations](#), 8–9
 1. [Double quotation marks](#), 8
 2. [Single quotation marks](#), 9
 3. [Brackets & capitalization](#), 9
 - r. [Bias/Parochialisms](#), 9
- II. [Style Guide](#), 2–9
 - a. [Punctuation](#), 2–3
 1. [Periods](#), 2
 2. [Commas](#), 2
 3. [Colons](#), 2
 4. [Question marks](#), 2
 5. [Exclamation points](#), 3
 6. [Parentheses & brackets](#), 3
 7. [Dashes](#), 3
 8. [Ellipses points](#), 3
 - b. [Hyphenation](#), 4
 - c. [Capitalization](#), 4–5
 1. [Publication titles](#), 4
 2. [Geographical](#), 4
 3. [Institutions](#), 4
 4. [Periods/eras](#), 4
 5. [Political](#), 5
 6. [Titles](#), 5
- III. [Citation System](#), 10–12
 - a. [Notes](#), 10
 - b. [Reference lists](#), 10
 - c. [States](#), 10
 - d. [Examples](#), 11–12
- IV. [Article Submission Checklist](#), 13

Girlhood Studies

SUBMISSION INFORMATION FOR CONTRIBUTORS

Please send submissions of articles, reviews, and other contributions as e-mail attachments (MS Word is preferred, otherwise in rich text format) to the editors at girlhood.studies@mcgill.ca.

Articles should have a maximum of **6,500 words** (including abstract, notes, and references, as well as biographical information and acknowledgments). Book reviews should be approximately 1,500 words. Please consult with the editors concerning appropriate lengths for reviews and review articles.

FORMATTING

The document must be set at the US letter standard size. The entire document (including notes and references) should be double-spaced with 1-inch (2.5 cm) margins on all sides. A 12-point standard font such as Times or Times New Roman is required and should be used for all text, including headings, notes, and references. Any unusual characters or diacritical marks should be flagged by placing the entire word in **red type**.

COVER PAGE

The cover page should provide the title of the article, complete contact information for each author (mailing address, phone number, and e-mail), biographical data of approximately 100 words for each author, a total word count, the number of tables and/or figures included, and any acknowledgments.

ABSTRACT/KEYWORDS

The article must include an abstract of no more than **150 words** and **6 to 8 keywords**. The abstract should not duplicate the text verbatim but rather include the research question or puzzle, identify the data, and give some indication of the findings. Keywords should be drawn from the content and not duplicate the article title, listed in alphabetical order, and separated by commas; only proper names should be capitalized.

COPYRIGHT/PERMISSIONS

Upon acceptance, authors are required to submit copyright agreements and all necessary permission letters for reprinting or modifying copyrighted materials, both textual and graphic. The author is fully responsible for obtaining all permissions and clearing any associated fees to reproduce copyrighted materials.

ARTWORK

For optimal reproduction, **figures** or **photos** should be submitted as high-resolution JPGs or TIFFs (300 ppi), or as EPS files with all fonts embedded. Additionally, all images should be at least 4 x 4 inches at the resolution indicated. **Tables** should be made and submitted in Microsoft Word or RTF. All figures and tables should be in separate files and numbered consecutively; only placement indicators and captions (with source/copyright information) should be included in the articles themselves.

PROCESS FOR REFEREEING AND ACCEPTING ARTICLES

Girlhood Studies is a refereed journal. Submissions are considered on the understanding that the paper is not currently under consideration for publication elsewhere. Articles are sent to at least two scholars with relevant experience and expertise. Referees are asked to advise the editors whether the article should be published and if so, with what recommended changes. The editors respond to the author with their decision and a list of any changes needed for the article to be accepted for publication. They also send the anonymous referees' comments to the author, or a summary thereof.

PUBLICATION

Manuscripts accepted for publication that do not conform to the style guide may be rejected or returned to the author for amendment. The editors also reserve the right to alter usage to conform to the style guide issued by the publisher. Authors cannot supply new materials or request major alterations following the copyediting stage, so please ensure that all text is final upon acceptance. Contributors will receive one free copy of the relevant issue and may purchase additional copies at a reduced price or purchase offprints.

STYLE GUIDE

The *Girlhood Studies* style guide is based on *The Chicago Manual of Style (CMS)*, 16th edition. Please note that the journal uses **US punctuation and spelling**, following *Merriam-Webster's Collegiate Dictionary*.

I. Punctuation

❖ *Periods*

- No periods should appear at the end of headings or subheadings; items in lists of tables, plates, or figures; or any other kind of display type.
- Periods should always precede closing double quotation marks.

❖ *Commas*

- The series comma should appear before the words “and,” “or,” and “etc.” in lists of three or more items (e.g., black, gold, and red).
- Do not use a comma with a parenthetical dash or before the opening parenthesis of a parenthetical statement. The dash itself indicates a sufficient pause.
 - The Howard Project—originally rather a speculative venture—crystallized in 1932.
 - He wrote a letter (not the first one) to his solicitor.
- Unless the quoted text is a direct object, commas (or colons) introduce opening quotation marks.
 - The marching band began to play “The Star-Spangled Banner.”
 - Finley said, “I mailed your letter yesterday.”

❖ *Colons*

- When a colon introduces an element or a series of elements illustrating or amplifying what has preceded it, the first word after the colon is lowercase (unless it is a proper noun or adjective).
 - The study involves three food types: cereals, fruits and vegetables, and fats.
- When a colon introduces two or more sentences, a speech in dialogue, a quotation, or the beginning of a speech or formal communication, the first word after the colon is capitalized.
 - Julian Duguid, author of *Green Hell* (1931), starts his books: “When a man yields to the urge of Ismael.”
 - The steps are as follows: first, make grooves for the seeds; second, sprinkle the seeds; third, push the earth back over the grooves; fourth, water generously.

❖ *Question marks*

- A question mark is used at the end of a direct question within a sentence. If the question does not begin the sentence, it does not need to start with a capital letter.
 - Is it worth the risk? he wondered.
- An indirect question never takes a question mark.
 - He wondered whether it was worth the risk.
- When a question within a sentence consists of a single word (usually an adverb), the question mark may be omitted. The adverb is sometimes italicized.
 - She asked herself why.
 - The question was no longer *how* but *when*.
- A question mark is placed inside quotation marks, parentheses, or brackets when part of the quoted material.
 - The judge asked, “Has the defendant committed a prior offense?”
 - What did she mean when she said, “I’m here for a while”?

❖ *Exclamation points*

- Exclamation points are used to mark an outcry or an emphatic or ironic comment. Unless part of quoted text, the use of exclamation points in this journal is highly discouraged.
- An exclamation point added in brackets to quoted material to indicate editorial protest or amusement is discouraged, as it can appear contemptuous. The use of “[sic]” is preferred.
- An exclamation point should be placed inside quotation marks, parentheses, or brackets only when it is part of the quoted material.
 - The farmer’s angry reply—“The land agents have not responded to my request!”—surprised us all.

❖ *Parentheses and brackets*

- When a complete sentence is within parentheses and is not enclosed within another sentence, the terminal punctuation stays within the parentheses.
 - The prisoner’s execution was delayed. (The decision had already been made.)
- Reserve brackets for editorial comments within quotations or for uncertain data in references (e.g., if the publication year or city is ascertainable but does not appear in the book).
 - Marsha told us: “My interest in the project is not self-motivated [though evidence points to the contrary], and I look forward to working with all of you.”
- Use brackets for changing the capitalization of the first word of quoted text.
 - This interpretation aligns with Bastin’s findings (2002: 68): “[B]reaking a coconut is both a standard devotional act ... and ... a sublimated form of self-sacrifice.”

❖ *Dashes*

- The two common forms of dashes are the em dash and the en dash, with the em dash (the longer of the two) being more frequently used.
- Within the main text, the em dash signifies a break or pause in the commentary, emphasizes or explains a term or point, sets off parenthetical information, or separates a subject from a pronoun.
 - The influence of three impressionists—Degas, Monet, and Sisley—is evident in her work.
- The en dash is commonly used to indicate ranges. In this function, it signifies “up to and including” or “through.” If the word “from” precedes the first element of the range, use “to” instead of an en dash. If “between” precedes the first element, use “and” rather than an en dash.
 - from Monday to Thursday **not** from Monday–Thursday
 - between Monday and Thursday **not** between Monday–Thursday
 - 129–173; vi–xii

❖ *Ellipses points*

- Ellipses points are used to indicate the omission of text from quoted passages.
- Three points with a space on either side is used to signify omitted text in all circumstances.
 - “The members of the movement ... include strong groups of Christians.”
 - Do *not* use: “He smashes the coconut on a round stone in front of the temple ...”
 - Use instead: “He smashes the coconut on a round stone in front of the temple.”

II. Hyphenation

- Compound words formed with prefixes are generally closed: neoliberal, counterclockwise, postmodern, interfaith, extramural, etc.
- Exceptions are based on sense and usage. A hyphen should be used:
 - before a capitalized word or numeral: sub-Saharan, pre-1950, mid-July
 - before a compound term: non-self-sustaining, pre-Vietnam War (en dash)
 - to separate repeated letters or syllables that may appear awkward or be misread: anti-intellectual, extra-alkaline, re-creation, shell-like, critico-theoretical
- In a title, the word following a hyphenated prefix that cannot stand on its own is lowercase (unless it is a proper noun or adjective). Use “Anti-intellectual Pursuits” *rather than* “Anti-Intellectual Pursuits.”

III. Capitalization

- Article titles should be bold with headline-style capitalization rather than all caps. The subheadings within the articles should also use headline-style capitalization and should be styled **bold** for main headings (A heads) and **bold italic** for subheadings (B heads).
- ❖ *Publication titles*
 - Use initial capitals for article and/or book titles.
 - Phibbs, Brendan. 1987. “Herrlisheim: Diary of a Battle.” In *The Other Side of Time: A Combat Surgeon in World War II*, 117–168. Boston: Little, Brown.
 - Capitalize the first word following a colon or question mark in a title or heading.
- ❖ *Geographical*
 - Use initial capitals for North, South, East, and West when designating political usage: South Africa, Eastern Europe, the South (US), the Midwest (US).
 - Use lowercase when a simple geographical distinction is intended: the south of Scotland, southern Indiana, western winds.
- ❖ *Institutions*
 - The names of institutions and organizations are proper nouns and as such should be capitalized and styled roman (with no quotation marks). Such institutions include the United Nations, Oxfam, and the International Federation of Red Cross and Red Crescent Societies.
 - the state *but* Washington State
 - the church *but* the Roman Catholic Church, the Church of England
 - Parliament *but* parliamentary behavior, parliamentarians
 - If given in the original language, names of foreign institutions and businesses are capitalized according to the usage of the country concerned and are not italicized (unless transliterated). If translated, such names are capitalized according to English usage.
 - He is a member of the Société d’entraide des membres de l’ordre national de la Légion d’honneur (Mutual Aid Society for Members of the National Order of the Legion of Honor).
- ❖ *Periods/eras*
 - Descriptive names for periods are usually lowercased, except for proper names: ancient Greece, the baroque period, the Victorian era, the antebellum period, imperial Rome.
 - Some names of periods are capitalized by tradition or to avoid ambiguity: the Augustan Age, the Enlightenment, the Jazz Age, the Middle Ages, the Old Regime, the Progressive Era.

❖ *Political*

- When referring to Western civilization, capitalize “West” and “Western.” The verb form “westernize” and “westernization,” however, are lowercase.
- Use capitals for political parties: Communist Party, Democratic Party, Nazi Party.
- Economic or political systems in general are lowercase: fascism, capitalism, social democracy, socialism, communism.
- In adjectival form, proper nouns are not hyphenated: World War II policy.

❖ *Titles*

- Some examples:
 - King John *but* the English king John, the king
 - the foreign secretary *but* Secretary of State Seward
 - Sir Humphrey, Lord North *but* the duke of Buccleuch, the duke, the bishop

❖ *Ethnicity*

- Normally, capitalize the following terms:
 - African American, Afro-American, Alaska Native, American Indian, Asian American, Canadian American, Euramerican, Euro-American, Euro-Canadian, European American, European Canadian, Hispanic, Indo-European, Jew, Latina, Mesoamerican, Native (indigenous), Native American, Pacific Islander, Australian and Canadian Aboriginal and Aborigine
- Lowercase the following terms:
 - aboriginal (where not Australian or Canadian), black, highlander *but* Highlander (when referring to Scottish Highlander), mestizo, redneck, white

IV. Possessives

- The general rule is that the possessive of most singular nouns is formed by adding an apostrophe and an “s” and the possessive of most plural nouns is formed by adding an apostrophe.
 - The sailor’s skiff capsized.
 - The mocking birds’ plaintive calls resounded throughout the dusk.
- The general rule covers most proper nouns, including names ending in “s,” “x,” or “z,” in both their singular and plural forms, as well as letters, numbers, and punctuation marks.
 - Marx’s theories
 - Strauss’s Vienna
 - the Lincolns’ marriage
 - FDR’s legacy
 - 1999’s heaviest snowfall

❖ *Exceptions*

- If a noun ends in an “eez” sound, such as Socrates, or an unpronounced “s,” such as Camus, the possessive is formed by simply adding an apostrophe.
 - Socrates’ students
 - François’ efforts
 - Camus’ books
- When neither an “s” nor an apostrophe alone looks right or when any ambiguity might arise, avoid the possessive and use “of ” instead.

V. Dates

- Dates should be set day/month/year with no comma between the elements (e.g., 26 January 1988).
- The abbreviations “CE” (Common era) and “BCE” (before the Common era) are preferred to AD and BC. Periods are not needed for these abbreviations, which will be styled small caps.
- Decades should be treated as follows: 1930s *not* 1930’s, 30’s, 30s, or thirties.
- A solidus (slant line) can be used to indicate a range of two consecutive years, such as a financial or academic year covering more than one calendar year: 1998/1999. However, the en dash can also indicate the range: 1998–99.
- When prepositions are involved, use “from 1924 to 1928” *not* “from 1924–1928,” and “between 1924 and 1928” *not* “between 1924–1928.” The phrase “18 September to 19 January” is preferred over “18 September–19 January.”
- Centuries should be spelled out rather than using numerals: “sixteenth century” *not* “16th century.”
- In the adjective form, the word “century” is hyphenated: “sixteenth-century literature.”

VI. Currency

- In a list, write:
 - £6.00 and £0.25 *not* £6 and 25p
 - \$6.00 (US) and \$0.25 (US) *not* \$6 and 25¢
- The term “euro” should be styled lowercase unless beginning a sentence or in a title. The symbol for the euro (€) should be treated like the US dollar sign (\$): €40 = 40 euros = 40 euro (in EU usage).

VII. Time

- Numerals are used (with zeros for even hours) when exact times are emphasized. The abbreviations AM and PM will be set as small caps and do not need periods.
 - The first train leaves at 6:13 AM and the second at 6:30 AM.
 - He caught the 9:13 flight.
 - The meeting will be held on 2 April 2006 at 10:30 AM (EST).
- Other usages include the following: noon (do not use 12:00 PM); midnight (do not use 12:00 AM); a five-minute break; five minutes’ start (no hyphen)

VIII. Numbers and Measurements

- In general, use words for numbers less than 10 and numerals for all other numbers.
- If a mix of numbers has at least one numeral, they all should be styled as numerals.
 - 10 lions, 3 elephants, 2 giraffes, 16 monkeys
- If the first word in a sentence is a number, it should be spelled out or the sentence should be rewritten.
 - “The year 1968 was ...” *rather than* “1968 was ...”
- Always hyphenate fractions: one-fifth, two-thirds, three-quarters.
- Write out ordinals: first rather than 1st; twenty-ninth rather than 29th. Do not use superscript ordinals.
- Use a comma in thousands and larger numerals: 6,580.
- Numerals, not words, must be used before abbreviations: 5 kg, 6 km.
- Numerals are always used in percentages except when starting a sentence.
 - Forty percent of the group ...

- The word “percent” should always be spelled out in the main text (% can be used in tables).
 - They made up 3 percent of the group.
- ❖ *Series*
 - When dealing with more than one series of quantities, use numerals for one of the series and words for the other.
 - The first shape had 4 sides, the second had 7, and the twelfth had 3.
 - When small numbers occur in a series with large numbers, set them all as numerals.

IX. Abbreviations and Contractions

Note: It is best to avoid contractions such as “it’s” or “hadn’t.” In most circumstances, it is preferable to write out such phrases (“it is” and “had not,” etc.).

- Provide parenthetical explanations of the abbreviations on their first occurrence, e.g., “REM (rapid eye movement).”
- Some abbreviations drop the period, including those in the international system of measurement.
 - Mme, Mlle, m, mm, kg
- A period is required after “ed.,” “eds.,” “vol.,” “seq.,” and “no.”
- Note that “ibid.” and “et al.” are followed by periods, but “idem” and “passim” are not.
- Postal abbreviations are used for the names of US states in reference list entries. Note that a comma precedes the state abbreviation: Cambridge, MA; Evanston, IL; Albany, NY; Lanham, MD.
- Acronyms should be spelled out on first use, followed by the acronym in parentheses.
- Do not use periods with acronyms (unless they end a sentence): UN, EU, NATO, AFL-CIO.
- Plural forms of abbreviations and acronyms do not take an apostrophe except in certain instances when the meaning might otherwise be confusing.
 - NGOs *but* PhD’s, x’s, SOS’s, e.m.f.’s
- Avoid abbreviations such as “i.e.” and “e.g.” in text; instead, write out “that is” and “for example.”

X. Foreign Languages

- Italicize isolated non-English words that do not appear roman in the main section of a standard US dictionary. The word should be italicized on every use.
 - While short phrases in a non-English language can be italicized, longer phrases or sentences in a non-English language should be styled roman with quotation marks.
 - If given in the original language, names of foreign institutions and businesses are capitalized according to the usage of the country concerned and are not italicized (unless transliterated). If translated, such names are capitalized according to English usage.
 - He is a member of the Société d’entraide des membres de l’ordre national de la Légion d’honneur (Mutual Aid Society for Members of the National Order of the Legion of Honor).
 - In the proofreading stage, check all foreign words for spelling and for correct end-of-line breaks.
- ❖ *Diacritical marks*
 - Unusual characters or diacritical marks must be flagged (by placing the entire word in **red type**) and checked during the proofreading stage.

❖ *Translations*

- When foreign italicized words are followed by a translation, the translation should be in roman type within parentheses and should not use quotation marks: *Schwester* (sister).
- Words frequently used in scholarly discourse (e.g., *Sonderweg* or *Führer*) need not be italicized or translated, but less commonly used words and phrases should be.
- Some Greek, Latin, and French words (e.g., *catharsis*, *habeas corpus*, *croissant*) have become familiar in English and should not be italicized.
- Include translations of foreign-language quotations either in an endnote or in parentheses immediately following the quotation (in roman type and without quotation marks).
 - “*Todas somos amigas de desde chiquitas, casi puras vecinas*” (We are all friends since we were small, and almost all are neighbors).
- When a foreign-language title is included in an English-language context, a period between the title and subtitle should be changed to a colon, and guillemets should be changed to quotation marks. No other marks of punctuation should be changed.
 - Bougarel, Xavier, and Nathalie Clayer, eds. 2001. *Le nouvel Islam balkanique: Les musulmans acteurs du post-communisme (1990–2000)*. Paris: Maisonneuve and Larose.

XI. Italics/Bold

Note: Do not use bold for emphasis at any time. Bold type should be used only for titles and headings.

- Do not underline words that are meant to be italicized. Instead, change the affected text to italics.
- Use italics for the following:
 - titles of published books (though not the Koran, the Bible, or the books of the Bible), periodicals, long (or epic) poems, plays, films, operas, record albums, television and radio programs that are ongoing series, and names of ships (*HMS Valiant*, *SS Oriana*)
- The following do *not* use italics:
 - titles of articles, chapters, short poems, or stories (use roman type and quotation marks instead)
 - the possessive or plural “s” following an italicized word: “the *Discovery’s* home port”
 - commonly used Latin and non-English words found in a standard US collegiate dictionary: *a priori*, *corpus*, *raison d’être*, *ibid.*, *idem*, e.g., i.e., cf., viz., ca. (an exception is the word “*sic*,” which is always italicized and appears in brackets within quoted text)
 - names of political parties, institutions, governmental agencies, even when they are in a foreign language (set them in roman type instead)
- Use italics for emphasis sparingly. It is usually possible to make your point without special emphasis.

XII. Quotations

❖ *Double quotation marks*

- Double quotation marks should be used for in-text quotations, direct speech, and publication titles, as well as for constructed terms or concepts, ironic effect, or authorial commentary. In all cases, a period or comma precedes the closing double quotation mark.
 - One might argue that it was a kind of “state.”
 - The “debate,” which went on for hours, resulted in three cracked heads.
- Quotations of about eight manuscript lines or longer, poetry extracts that are longer than two lines, and quotations with more than one paragraph should be indented as block extracts and separated from the main text by a paragraph return above and below the extract.

- Text extracts should *not* be set within quotation marks.
- A period should *precede* a parenthetical citation that comes at the end of the block extract, and no period should follow it.
 - The departing colonial power should exercise its influence to prolong negotiations until a generally acceptable solution is reached. (Clunies Ross, cited in Harris, Ahai, and Spence 1999: 6)
- When the term “so-called” is used, the following word or phrase is *not* set within quotation marks. If the use of quotation marks is desired, then “so-called” should be deleted.
 - the so-called liberator of the world
 - or*
 - the “liberator of the world”
- ❖ *Single quotation marks*
 - Single quotation marks should be used for quotations within quotations (inner quotes).
 - He remarked, “This charge of ‘fraudulent conversion’ will never stick.”
- ❖ *Brackets and capitalization of text quotations*
 - Any change in capitalization must be indicated by brackets.
 - However, she added that “[m]issionaries should not insist on Bible reading.

XIII. Bias/Parochialisms

- Never use a feminine article to refer to ships, countries and so on. Use “it” and “its” rather than “she” or “her.”
- If possible, avoid gender-specific language in contexts in which it is not necessary. The use of neutral pronouns is preferred whenever feasible.
 - humankind *instead of* mankind; spokesperson *instead of* spokesman
- Authors should not assume that all readers share their social and humanistic experiences, background, and worldview. Making generalizations that imply such a shared experience should be avoided.

CITATION SYSTEM

Girlhood Studies follows the in-text **author-date system**, with full documentation in the reference list.

- Please note that “cf.” is not a synonym of “see.” It means “compare with.” Use “f.” to indicate “and following page” and “ff.” to indicate “and following pages.” There should be no space between abbreviations and the page numbers they follow: 179ff.

Author-Date Examples

(Pickett and White 1985; Smith 1987)

Jones’s research (1977, 1979a, 1979b) indicates that ...

(Kant n.d.; McGinnis forthcoming)

Single Author with Multiple Sources: (Smith 1993: 63; 1998: 124–169; 2001: 104)

Three or More Authors: (Jones et al. 2001)

Authors with Same Last Name: (D. Smith 1981; G. Smith 1999)

- Multiple sources in a parenthetical note should be listed alphabetically.
- First mentions of authors in the main text (not in-text citations) should include first and last names.

❖ Notes

- Discursive notes should be placed as **endnotes** (using Word’s automatic endnote function, *not* manual insertions) and kept short and to a minimum.
- Note numbers and/or asterisks should *not* be placed on article titles, section headings, epigraphs, or the author’s name. The note number should be moved to a pertinent place in the main text, or the information contained in the affected note should be set as an unnumbered note at the beginning of the notes section, particularly if the text in question gives the history or background of the article.
- URLs should not be located in the main text when used in a bibliographical sense. URLs should be relocated to endnotes or the reference list

❖ Reference lists

Note: Do not place the reference list in the notes section of documents. The reference list should be placed after the main text of the article. The typesetter will move it to its proper placement.

- Every author mentioned in the reference list must be cited in the main text or notes, and every author cited in the main text and notes must be listed in the reference list.
- It is preferred that the authors’ first names be given in full, rather than using first-name initials.
- For multiple listings under an author’s name, list the oldest publication first, followed by the next most recent publications, in chronological order. Include the author’s name for all entries; do not replace with em dashes.

❖ States

- In references, tables, or addresses, use postal abbreviations for states and follow the city with a comma (e.g., Evanston, IL: Northwestern University Press).
- Do not list states or countries in the reference list when the city is a well-known publishing center (London, Paris, New York, Chicago), or when the publisher’s name includes the state (e.g., Berkeley: University of California Press).
- Cambridge as a publication city is understood to be Cambridge in the United Kingdom, so it is not necessary to add “UK.” When referring to Cambridge in the US, use “Cambridge, MA.”

REFERENCE LIST EXAMPLES

Book with one author/editor

Dreyfuss, Henry. (1955) 2003. *Designing for People*. New York: Allworth Press.

Prose, Francine. 2009. *Anne Frank: The Book, the Life, the Afterlife*. New York: Harper Collins.

Book with multiple authors/editors (use comma to separate)

Carpenter, Humphrey, and Mari Prichard. 1984. *The Oxford Companion to Children's Literature*. Oxford: Oxford University Press.

Chapter or other part of a book

Immel, Andrea. 2009. "Children's Books and School-Books." In *The Cambridge History of the Book in Britain*, vol. 5, 1695–1830, ed. Michael F. Suarez S. J. and Michael Turner, 736–749. Cambridge: Cambridge University Press.

Journal article (use doi when possible)

Reid-Walsh, Jacqueline, and Claudia Mitchell. 2000. "'Just a Doll'? 'Liberating' Accounts of Barbie-Play." *Review of Education, Pedagogy, and Cultural Studies* 22 (2): 175–190.
doi:10.1080/1071441000220205.

Translations

Frevort, Ute. 1989. *Women in German History: From Bourgeois Emancipation to Sexual Liberation*. Trans. Stuart McKinnon-Evans. Oxford: Berg.

Translated titles

Toivainen, Sakari. 2009. *Kadonnutta paratiisia etsimässä: Markku Lehmuskallion ja Anastasia Lapsuin elokuvat* [Searching for paradise lost: The films of Markku Lehmuskallio and Anastasia Lapsui]. Helsinki: Suomalaisen Kirjallisuuden Seura.

Article in a newspaper or magazine

Frostrup, Mariella. 2007. "Girl Power? Don't Make Me Laugh." *The Guardian*, 23 December.

Paper presented at a meeting or conference

Szebehely, Marta. 2007. "Carework in Scandinavia: Organisational Trends and Everyday Realities." Paper presented at the 5th Annual ESPANet Conference, Vienna, 20–22 September.

Report

Christoplos, Ian, Simon Anderson, Margaret Arnold, Victor Galaz, Merylyn Hedger, Richard J. T. Klein, and Katell Le Goulven. 2009. *The Human Dimension of Climate Adaptation: The Importance of Local and Institutional Issues*. Report to the Commission on Climate Change and Development, Ministry for Foreign Affairs, Stockholm.

Thesis, dissertation, or unpublished manuscript

Pike, Kirsten M. 2009. "Girls Gone Liberated? Feminism and Femininity in Preteen Girls' Media, 1968–1980." PhD diss., Northwestern University.

Archive materials

Individual items in archives are usually best cited in endnotes and may be cited according to the conventions of the particular archive or kind of material being cited. A collection as a whole may be cited in the reference list.

Women's Organization for National Prohibition Reform. Papers. Alice Belin du Pont files, Pierre S. du Pont Papers. Eleutherian Mills Historical Library, Wilmington, DE.

Organization as authoring agent

Surgeon General's Scientific Advisory Committee on Television and Social Behavior. 1972. *Television and Growing Up: The Impact of Television Violence*. Report to the Surgeon General. Rockville, MD: National Institute of Mental Health.

Websites

Craig-Snell, Shannon. 2006. "What Would Buffy Do? Feminist Ethics and Epistemic Violence." <http://www.ejumpcut.org/archive/jc48.2006/BuffyEthics/index.html> (accessed 30 May 2010).

Blogs

Peterson, Latoya. 2010. "Nicki Minaj and the Issue of Female MCs." *Jezebel*, 24 February. <http://jezebel.com/5478800/nicki-minaj-and-the-issue-of-female-mcs> (accessed 10 January 2012).

Where appropriate, a **filmography** may be included at the end of the reference list.

Film

Besson, Luc. 1994. *Leon: The Professional*. USA

TV series

Kripke, Eric. 2012–2014. *Revolution*. USA.

ARTICLE SUBMISSION CHECKLIST

- ❑ **Copyright assignment** form is signed and submitted (*no later than the final revised article submission*);
 - ❑ **Cover sheet** is included and provides:
 - **Title** of the article;
 - An **abstract** (no more than 150 words) that is a summary or overview of the entire article and does not duplicate verbatim sections of the main text;
 - Six to eight **keywords** in alphabetical order and separated by commas (only proper names capitalized);
 - Complete **contact information** for each author (mailing address, phone number, and e-mail);
 - A **bio** of approximately 100 words for each author;
 - Total **word count**, the number of tables and/or figures included, and any acknowledgments.
 - ❑ For any **figures**:
 - **Placement** indicators and **captions** (with source/copyright information) have been provided in the main text for all figures and tables;
 - Separate files are provided (clearly named and consecutively numbered) and in the **required format** with all accompanying **permissions** included.
-

PLEASE ENSURE THAT:

- The style guide has been followed;
- All text, including headings, subheadings, notes, and references, is set in a standard 12-point type, such as Times or Times New Roman, and is double-spaced with a 1-inch margin on all sides;
- US spelling is used throughout and a spellcheck has been performed;
- Different levels of headings are indicated by varying the typeface. Use **bold** type for an **A-head** (a main text heading). Use **bold italic** for a **B-head** (a first-level subheading). Use *non-bold italic* for a *C head*;
- Superscript note reference numbers and/or asterisks are **not** placed on article titles, headings, epigraphs, or the contributor's name;
- Contributions are referred to as articles (not essays or papers);
- Numbers less than 10 are spelled out;
- Foreign-language words that are not common in US usage are italicized on every instance;
- Double quotation marks are used for all quotations and terms, except for quotes or terms within quotes;
- URLs are not located in the main text when used in a bibliographical sense (although names such as Amazon.com are acceptable). Any URLs have been relocated to endnotes or the reference list;
- Contractions and abbreviations such as e.g., i.e., etc., and et al. are not used in the main text;
- Every author mentioned in the reference list is cited in the main text or notes, and every author cited in the main text and notes is listed in the reference list.