

Formatting and Referencing for the *Social History of Alcohol and Drugs*

SHAD's style is based on the *Chicago Manual of Style* (now in its sixteenth edition) and all papers should be written in conformity to that style guide, with the exceptions noted in this style guide.

SHAD uses endnotes because they don't get in the way of the text.

The following guide includes information on

1. General formatting issues
2. Endnotes
3. Dates and Numbers
4. Images

GENERAL FORMATTING ISSUES.

Submissions must be double spaced, including indented quotations.

Articles must be in a modifiable format, such as an MSWord document, not a pdf.

Try to avoid using a lot of funky formatting. It will be stripped away when copyediting anyway, and sometimes messes up the typesetting process.

SHAD uses North American **punctuation conventions**, but allows either American or British spelling. For example, punctuation is within closing quotation marks and note number

that history is bunk.”³ rather than “that history is bunk”³.

We do not use different types of **quotation marks** for different types of quotations. So, when you put a phrase in ‘single scare quotes’ as opposed to quoting “a passage stated by someone or written somewhere,” you need to use the same type of quotation marks, the double quotes. (“these things”).

So the sentence you just read is incorrectly formatted—single quotation marks only appear when quoting something within a quotation indicated by double quotation marks.

We repeat, properly formatted: that “single scare quotes” and “long passages quoted from somewhere else” must be in the same types of quotation marks.

Colour or color and favour or favor are acceptable, no matter what the squiggly red lines of your computer's word processor tell you. However, please be consistent *within* your text (excluding quotations, which should reproduce text as originally written).

Don't ask us how we pronounce the last letter of the alphabet, since it is, thankfully, irrelevant to the printed/read text.

References should not be excessive. Too many notes will result in delays during the editing process. If you hit 100 notes, or have overly discursive notes (with additional information, commentary on other people's work, more "colour" to the story) you will be asked to reduce them.

Avoid **overly discursive end notes**. As a general rule, *if the information is germane to the article's argument*, it should be in the body of the paper. If not, *it should be removed*. If you really like your information but can't fit it into the body of the paper, write another paper about it and submit it to us

ENDNOTES

Note how **commas, not periods**, separate elements in each reference.

Books

John Smith, *Was Henry Ford Wrong?: On history and bunk* (New York: National Bunkworks Publishers, 2000), 234.

Articles

One author

John Smith, "My adventures in de-bunking bunked history," *American Bunkology Studies* 103 (Summer 2001): 345-55.

Two authors

John Smith and S. S. Johnson, "How to get two article citations about bunked up history by simply changing the title," *The Tenure Track History Professor's Journal* 45, no. 2 (March 1998): 1-35.

John Smith and S. S. Johnson, "How to get two article citations about bunked up history by simply changing the title," *The Tenure Track History Professor's Journal* 45 (March 1998), 3.

Subsequent references:

Smith and Johnson, "How to get two article citations," 5.

In edited collection: *Note the placement of volume editors. Our pagination format does not follow standard Chicago*

John Smith, "Some people still think that history is bunk," in *Very Odd Historians Write about History*, ed. Elaine Jones and Riyaz Aggarwal (New York: Pleasebuythisbook & Sons, 1999): 12-33.

A note on dates: In journals for which issues are **paginated sequentially** through an entire volume (across several issues), you do not need to include issue numbers. You should include month or season if provided. If each issue begins with new pagination (ie: begins with page 1), then you do need to indicate which issue, either using issue number as "No." or season if no issue number is available.

Pagination and article citations

When referencing something specific in an article, we reference only the page(s) on which the reference is found. When referencing an entire article (for example, to cite the author's general argument) please provide page numbers for the entire article.

This format is illustrated as follows.

A specific place, page indicated **after a comma**

John Smith, "My career is bunk" *Bunkolicious: The pop culture bunk journal* 23 (Winter 2003), 127.

The entire article, pages **indicated with colon.**

John Smith, "My career is bunk" *Bunkolicious: The pop culture bunk journal* 23 (Winter 2003): 123-45.

NOTE: Several quotations reference sequentially in one note, use a colon followed by the page numbers, separated by commas.

John Smith, "My career is bunk" *Bunkolicious: The pop culture bunk journal* 23 (Winter 2003): 135, 123, 140.

General referencing issues.

Multiple authors

Whether for books or articles, for this situation, we prefer that the first citation of the book or article should include all authors' names, but in articles with three or more authors, subsequent citations should refer to the first author and use "et al" for the rest. This phrase is not italicized, nor does a period follow "et" (which is not abbreviated" but it does follow al which is an abbreviation of either *alia*, *alii* or *aliae*.

John Smith, S. S. Johnson and H. Ford, "Many historians believe that history might not be bunk," *Insecure Historian Journal* 23 (Autumn 2001): 254-57

Subsequent references of the same item should shorten the title to a uniquely identifiable title

Smith, et al., "Many historians," 25.

NEWSPAPERS AND MAGAZINE ARTICLES

Newspaper and magazine articles must include a **title and author** when available. If the article is from an unsigned editorial, the term "Editorial" in square brackets will suffice. For example "Henry Ford's Legacy" [editorial] *Detroit Freebie Press*, 9 September 1999. Generally, page numbers are not needed because often historical newspapers had several print runs in a day and did not always have the same pagination. A date (Day Month Year) is essential. For weekly or monthly newspapers, often published by societies, a page number is valuable. For some newspapers, such as more recent issues of the *New York Times*, section references are required.

Please consult the *Chicago Manual of Style* for specifics.

For other formats, please consult the *Chicago Manual of Style*.

DATES AND NUMBERS

A note on dates in references: In journals for which issues are paginated **sequentially through an entire volume** (across several issues) you do not need to include issue numbers. You should include month or season if provided. If each issue begins with new pagination (ie: begins with page 1), then you do need to indicate which issue, either using issue number as “No.” or season or month if no issue number is available.

Dates

We have transitioned from Month day, year format to day month year.

So:

“12 November 1963” NOT “November 12, 1963”

Numbers in text:

Centuries are ALWAYS spelled out

“Twentieth century” NOT “20th century.” Ever.

Other Numbers:

“In nontechnical contexts, the following are spelled out: whole numbers from one through one hundred, round numbers, and any number beginning a sentence.” From *Chicago Manual of Style 15th edition*. (http://www.chicagomanualofstyle.org/ch09/ch09_sec003.html)

Five people, not 5 people. Twenty-five people, not 25 people.

Sentences **never** begin with digits; spell out the number. If it is a year, try to rephrase: “1914

was a tumultuous year,” could be revised to

“Nineteen-fourteen was a tumultuous year” or better still, “The year 1914 was tumultuous.”

Decades when written as numbers, do not have an apostrophe

“The 1960s” NOT “the 1960’s.” Unless it is a possessive form of 1960, which would be strange, but not impossible.

Numbers in series, especially important with pagination and years.

Years

1927-1937 becomes 1927-37

1922-1925 is 1922-25

In plural numbers, we follow Chicago to the letter. Or number.

Numbers 1 to 99 don’t change. 23-33; 33-35

Numbers 101-109 (or multiples. 201-209 etc) use only changed element

101-103 becomes 101-3; 1104-1107 becomes 1104-7.

BUT

Numbers over 109 use at least two numbers in second element.

103-127 becomes 103-27

127-128 becomes 127-28.

According to Chicago, numbers in series with 100 or multiples of 100, do not change.

100-103 remains 100-103

1100-1113 remains 1100-1113.

Beyond the exceptions listed above, any changes in numbers of three or more digits, indicate at least two of the numbers, and all changed parts. So 1543-1675 becomes 1543-675, but 1543- 1547 does not become 1543-7, but rather 1543-47.

Also: “Inclusive roman numbers are always given in full.” When

confused, try your best to make the numbers clear.

IMAGES

Ideally images are **professionally made scans or photos** done at a minimum of **300 dpi**, and a higher resolution for images under 4” x 4”.

Note: if you captured an image with your digital camera at the archive , and it has different shading or some reflection from lights on glossy paper, or folds from the seam where the image meets the spine of the volume, it is not ideal and we highly recommend having these scanned or photographed by the archive or library. Alternatively, consider whether they are germane to your argument.

All images, regardless of provenance, must have **written evidence that you have permission** to reproduce them. Different material from different types of collections in different eras, require different types of permissions.

Since SHAD is an international journal, we need to be as strict as possible to ensure all efforts have been made to gain permission **from the actual copyright holder**. Sometimes this is not the archive or library in which you found the image. When in doubt, contact us.

<p>For questions relating to citations that are not indicated in the above examples, please consult the <i>Chicago Manual of Style 16th edition</i> or contact Dan Malleck, Editor-in-Chief of SHAD.</p>
--