The *Georgia Historical Quarterly* (the scholarly journal published by the Georgia Historical Society) invites authors to submit articles and edited primary source materials on Georgia history, as well as on regional and national events that had a significant impact on the history of the state. All submissions are reviewed for originality of material, interpretation, style, and reader interest. Articles should be clearly written with an obvious thesis. Articles dealing with genealogy are not accepted.

- One electronic copy of the manuscript and a cover letter should be submitted to the editor at mcnairg@kenyon.edu. The cover letter should include the author's name, mailing address, e-mail address, and telephone number. The cover letter should also present the thesis of the article and discuss its significance. Both files should be in Microsoft Word.

- Manuscripts should be no more than forty double-spaced pages (exclusive of endnotes) in Times New Roman font. Use 8 1/2 x 11 paper and only one side. Submissions for “Notes and Documents” may be shorter. Use one-inch margins for top, bottom, right, and left.

- Double-space and left justify both text and endnotes.

- Use endnotes rather than footnotes.

- The Quarterly uses a blind review process; therefore, the author’s name or other identifying information should not appear on the title page or in the article. Authors should also go into the security preferences of Microsoft Word to remove all personal information from the document.

- If possible, please include four to six black and white or color illustrations as electronic files scanned at 300 dpi (photographs, maps, etc.). It is the author's responsibility to provide written permission to publish any illustrations that are not in the public domain. Credit for the illustrations must also be provided. Illustrations will be returned upon request.

- Authors must provide camera-ready copy for all tables and will be charged for composition and typesetting if they are not included.

- Please refer to the *Chicago Manual of Style* (16th ed.) and the *GHQ* style sheet (found below) for any questions concerning form and style. Refer to previous issues of the journal for specific questions on style and format.

- Articles will be edited to conform to the style used in the Quarterly.

- The submission must be original, not previously published, and not under consideration at another journal. The Georgia Historical Society holds the copyright for all material published in the Quarterly.

- For more information on manuscript submissions, write the editor at the postal or email address above.
Georgia Historical Quarterly Style Sheet

General Rules:

Use Times New Roman 12-point font in both text and notes. Please use endnotes (not footnotes) that are attached to the text. Use Arabic numbers for notes in text as well as in the notes. Double space both text and notes.

Do not use sub-headings

There should be only one space between sentences, not two.

Avoid passive voice; always use active when possible. We will reverse passive voice to active during copy editing.

Avoid overly long sentences with multiples phrases, clauses, and commas. We will shorten such sentences during copy editing.

Avoid the use of jargon whenever possible.

Do not use personal references (I, us, we, me, my, our)

Avoid phrases such as "this essay" or "this article will show" or "this article will"

Do not begin sentences with "However"

Do not overuse "however," "moreover," "nevertheless," "nonetheless"

Do not repeatedly begin sentences with "And" or "But." Occasional use is acceptable

Capitalization and Punctuation:

Capitalize Georgia Trustees; the Trustees

African American (not Negro); African-American voters

Bulloch County; Bulloch and Jones counties

Georgia legislature; Georgia governor; Georgia Assembly

South/North (as regions of the country)

southerner/northerner (avoid Yankee and Rebel)
southern/northern

General Robert E. Lee (first time cited); General Lee or Lee (thereafter)

Governor Joseph E. Brown (first time cited); Governor Brown or Brown (thereafter)
Federal soldiers; federal government

Union soldiers; Confederate soldiers; Unionist; US Army

Railroads: Use Western & Atlantic rather than Western and Atlantic

antebellum, postwar, lowcountry

GA not Ga. (The same for all state designations)

**Dates and Numbers:**

January 1, 2001 (not 1 January 2001)

20 percent (not twenty percent or 20%)

March 2001 (not March, 2001)

1900s (not 1900's)

Use an en dash rather than a hyphen to separate inclusive numbers and years (123–29, not 123-29; 1927–1930, not 1927-1930)

Inclusive numbers are abbreviated according to the principles from the *Chicago Manual of Style* (16th ed.) illustrated below (examples are page or serial numbers, which do not require commas). This system, used by Chicago in essentially this form since the first edition of this manual, is efficient and unambiguous.

<table>
<thead>
<tr>
<th>FIRST NUMBER</th>
<th>SECOND NUMBER</th>
<th>EXAMPLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 100</td>
<td>Use all digits</td>
<td>3–10, 71–72,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>96–117</td>
</tr>
<tr>
<td>100 or multiples of 100</td>
<td>Use all digits</td>
<td>100–104, 1100–1113</td>
</tr>
<tr>
<td>101 through 109, 201 through 209, etc.</td>
<td>Use changed part only</td>
<td>101–8, 808–33, 1103–4</td>
</tr>
<tr>
<td>110 through 199, 210 through 299, etc.</td>
<td>Use two digits unless more are needed to include</td>
<td>321–28, 498–532, 1087–89</td>
</tr>
</tbody>
</table>
To avoid ambiguity, inclusive roman numerals are always given in full (e.g. xxv–xxviii civi–cix).

Forty-six-year-old man; forty-four years old

$50 million, for example

Military: Write out below 100 (Fourth Georgia Infantry); use numbers above 100 (110th Illinois Infantry)

**Endnotes:**

Do not include publisher or place or p./pp. for page/pages. Use short titles after the first full citation.

If we are required to edit your notes to this editorial style, we are not responsible for typographical errors. Please send your manuscript in the correct note form as found in the *Chicago Manual of Style* or as indicated here.

Keep the total number of notes below 80; use paragraph notes if necessary. Do not overuse Ibid. or ibid. and never use Ibid. or ibid. within a paragraph. Also, never repeat a citation within a paragraph. If a source is cited more than once in a paragraph, please group all the references together in one place. We will edit out any use of ibid. within a paragraph or any repeated sources.

**Books**


Ibid., 55.


For reprints use the following:

**Journal Articles**


Coulter, “Great Savannah Fire,” 126.

**Newspapers**


*Bainbridge (GA) Weekly Sun*, December 5, 1873.

*Milledgeville (GA) Union Recorder*, June 1, 15, 1908; August 21, 1911.

**Government Documents**


United States Census Bureau, Eighth Census of the United States: Population Schedules and Slave Schedules, Bulloch County, Georgia, 1860, microfilm, Washington, DC.

Bulloch County census, 1860. (For subsequent citations.)


Ibid., 2:108.


*CRG*, 3:15.

**Manuscript Collections and Letters**

John Smith Collection, box 65, Southern Historical Collection, Louis Round Wilson Library, University of North Carolina, Chapel Hill.

James Johnson Collection, box 42, Georgia Archives, Morrow.

Andrew Roche to Governor Joseph E. Brown, January 2, 1864, Governor's Subject Files, Georgia Governor's Office, RG 1–1–5, Georgia Archives, Morrow.

John Smith to Mary Smith, April 15, 1943, Smith Family Collection, box 5, file 10,
Images

Digital images should be saved in separate files scanned at 300 dpi. Do not put images within the text. Submit images as electronic files along with the manuscript.

Internet Sources

Only properly identified and official websites will be accepted, those with domain names such as: .edu, .org, .gov, .army (Do not cite individual web pages that cannot be verified). Please limit your use of the web.