

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 and related topics. 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](mailto: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. One copy should be mailed to the editor at: Glenn McNair, Editor, *Georgia Historical Quarterly*, Kenyon College, P.O. Box 528, Gambier, OH 43022. If requested, and if postage is included, the submission materials will be returned to the author.
- Manuscripts should be no more than 40 pages in Times New Roman font, exclusive of endnotes. Use 8 ½ 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.
- Include the author's name and institutional affiliation only on the title page, not on the article itself. The *Quarterly* uses a blind review process.
- If possible, please include four to six 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

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

### **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.

### **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)

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***

U.B. Phillips, *American Negro Slavery* (London, 1918), 125–26.

Phillips, *American Negro Slavery*, 22–23. (For subsequent citations.)

Ibid., 55.

William G. Thomas, *Lawyering for the Railroad: Business, Law, and Power in the New South* (Baton Rouge, LA, 1999), 122–24.

Lilla Mills Hawes and Albert S. Britt, Jr., eds. *The Search for Georgia's Colonial Records*, Collections of the Georgia Historical Society, 21 vols. (Savannah, GA, 1976), 18:3–5 (hereinafter cited as *CGHS*).

For reprints use the following:

Anne J. Bailey, *Texans in the Confederate Cavalry* (1995; rpt., Abilene, TX, 2005).

### ***Journal Articles***

E. Merton Coulter, "The Great Savannah Fire of 1820," *Georgia Historical Quarterly* 23 (March 1939): 125–27.

Coulter, "Great Savannah Fire," 126.

### ***Newspapers***

*Atlanta Journal*, October 3, 1916.

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

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

### ***Government Documents***

US War Department, *The War of the Rebellion: A Compilation of the Official Records of the Union and Confederate Armies*, 128 vols. (Washington, DC, 1880–1901), ser. 1, vol. 49, pt. 2, 633–34 (hereinafter cited as *O.R.* All references are to series 1 unless otherwise noted).

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.)

Allen D. Candler, ed., *Confederate Records of the State of Georgia*, 5 vols. (Atlanta, GA, 1909–11), 2:110.

Ibid., 2:108.

Allen D. Candler et al., eds., *Colonial Records of the State of Georgia*, 39 vols. to date (Atlanta and Athens, GA, 1904–), 18:102. Unpublished volumes in the collection of the

Georgia Historical Society, Savannah (hereinafter cited as *CRG*).

*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, Robert W. Woodruff Library, Special Collections and Archives, Emory University, Atlanta, GA.

### ***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.

Susan Copeland Henry, "Foreign Prisoners of War," in the *New Georgia Encyclopedia*, online, available at <http://www.newgeorgiaencyclopedia.org/nge/Article.jsp?id=h-592>.