

## Style Sheet: Guide for Authors



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Please follow these guidelines when submitting your article to the *Journal of the History of Ideas*. The editors reserve the right to make editorial revisions in articles and reviews.

### General

- Please submit all manuscripts for consideration through our web-based submission system, ScholarOne: [mc04.manuscriptcentral.com/jhi](http://mc04.manuscriptcentral.com/jhi). If you are unable to do so, please contact the editorial office.
- **Submitted articles may not exceed 9,000 words, including footnotes; longer submissions will not be accepted for review. Please check your word count before submitting: in Word, go to the Tools Menu, click "Word Count," and be sure that you have checked the box marked "Include footnotes and endnotes."**
- The majority of articles published in the *JHI* sustain an argument for a minimum of 5,000 words. With rare exceptions, shorter submissions will not be considered.
- Normally, the *JHI* will not consider for publication articles previously published elsewhere, whether in print or online. Articles made available via university-sponsored open-access repositories are considered published.
- Please eliminate all references that would identify you, in order to facilitate anonymous peer review. Please avoid using the first person in connection with references to your own published work.
- Formatting your file:
  - Please submit your file as a Word document (.doc or .docx); it will be converted to a PDF when you submit it.
  - Please be sure that your file does not have visible editorial markups; that is, if you have edited your file with "track changes" or have made comments, remove those markings before submitting your file.
  - Please do not "lock" your file.
- Formatting your document:
  - The body of the text should be double-spaced, including quotations, using Times New Roman font in 12-point size.
  - Left-align all pages (do not justify) and use 1-inch margins on top and bottom, as well as right and left.
  - Place page numbers on each page in the top right corner.

- Notes should be numbered consecutively and formatted as footnotes, in Times New Roman font, 10-point size, single-spaced.
- Notes should be used for citation purposes only; please incorporate all discussion and argumentation into the body of the article.
- If you use a citation manager (Zotero, EndNote, RefWorks, etc.), please remove all field codes from your footnotes prior to submitting your manuscript. To do so, please follow the instructions provided by your citation manager. Most citation managers will allow this procedure: 1. Save a working version of your file. 2. In the file you plan to submit: select the text of all your footnotes and press CTRL+6 for Windows, or CMD+6 for Mac. This will change all footnotes to plain text.
- Place all periods and commas within quotation marks.
- Block quotations should be free of external quotation marks and indented 0.5 inches, flush-left.
- Inclusive page numbers and dates should be typed according to the following examples: 3–17, 23–26, 100–103, 104–7, 124–28, 1002–6, 1115–20, 1496–1504.
- Spelling, punctuation, and other conventions should follow standard American usage.

## Images

- Authors should obtain permission to reproduce any copyrighted materials (e.g., photographs) they wish to include with their articles. Please submit 300 dpi TIFF files. ScholarOne will accept all your files in series. Supply a list of figures and/or tables, including a caption for each, accompanied by a source line and such acknowledgments as are required. If you are unable to submit images in this format, please contact the editorial office.

## Quotations in a foreign language

Please use these guidelines when quoting and citing non-English texts and their translations. These guidelines are designed to give readers access to the source in its original language, while also ensuring that JHI articles are immediately accessible to an Anglophone audience.

- All quotations should appear in the body of the article in English. Where essential to the argument, single words or short phrases in the original language may appear in the body of the article.
- If you quote a published English translation, the footnote should include references to both that translation and the relevant passage in the original-language edition.
- If there is no published English translation, please reproduce the quotation in its original language in the footnote and identify the translator, for example “Translation mine.”

- In some circumstances, when the original-language source is readily and widely available, it may be acceptable to omit the original-language text of quotations from the footnotes.
- In cases where standard scholarly translations of quoted texts are widely available, authors may rely upon them for both text and notes according to the professional standards of their discipline.

## Citations

- The *JHI* generally follows the current edition of the *Chicago Manual of Style*, “Documentation I: Notes and Bibliography” (not Author-Date format).
- **Notes may be used for citation purposes only. That is, they should contain references to the sources, and may contain quotations in the original language. They may not include discursive comments or present additional information.**
- The following basic citation examples apply for the first full reference; subsequent references should be shortened to author, short title, and page number. Use shortened citations instead of “*ibid*” (see *CMOS* 17th edition, chapter 14.34). See more guidelines regarding notes above.

### **Book:**

Richard S. Westfall, *Never at Rest: A Biography of Isaac Newton* (Cambridge: Cambridge University Press, 1980), 200–211.

### **Translated book:**

Markus Fierz, *Girolamo Cardano, 1501–1576: Physician, Natural Philosopher, Mathematician, Astrologer, and Interpreter of Dreams*, trans. Helga Niman (Boston: Birkhäuser, 1983), 109.

### **Article from a collection of essays:**

Jelle Kingma, “Spinoza Editions in the Nineteenth Century,” in *Spinoza to the Letter: Studies in Words, Texts, and Books*, ed. Fokke Akkerman and Piet Steenbakkers (Leiden: Brill, 2005), 273–81.

### **Book (part of a multivolume work):**

Pierre Jurieu, *Histoire du Calvinisme et celle du Papisme mises en parallèle* (Rotterdam: Reinier Leers, 1683), 1:512–53.

### **Journal article:**

J. H. M. Salmon, “The Legacy of Jean Bodin: Absolutism, Populism, or Constitutionalism?,” *History of Political Thought* 17 (1996): 500–522.

- For any author or text treated or discussed in a substantial manner, please use standard critical or scholarly editions, and standard English translations, when they exist.

- Please use full author names in citations, rather than a first initial and last name (except in those cases when the author formats his/her name thus).
- Following the *Chicago Manual of Style*, foreign titles should be formatted in “sentence style”: the first word of the title and subtitle are capitalized, and the rest of the title is in lower case, with the exception of proper nouns (or those nouns capitalized in the language in question).

## Classical references

- The edition, as well as credit for translation, must be specified the first time a work is cited. Please use standard scholarly editions and translations when they exist, unless your argument requires otherwise.
- References to information supplied by a modern editor must include page numbers.
- References to the classical text must include the standard identification numbers for that text, such as book and chapter numbers or Stephanus numbers. Use Arabic numbers for all divisions. Standard abbreviations may be used.
  - Plato *Republic* 360E–361B.
  - Cicero *De officiis* 1.133.

## Submission of final draft for publication

- If your article is accepted for publication, you will be asked to submit a finalized manuscript, with all images as needed. Delays at this stage may affect publication date. To avoid delays in production, copyedited drafts and typeset page proofs will be sent to contributors on a strict schedule, in electronic format. The editors will take responsibility for editing and proofreading if they have not received a contributor’s corrections in time to meet production deadlines. The journal reserves the right to charge authors for any excessive amendments to the material at the proof stage.

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- The publisher will supply the author of an article with 2 copies of the issue in which his or her work is published; additional copies may be ordered at a discounted rate. Offprints may be ordered through the Penn Press website.

## Clusters

The *JHI* receives regular submissions for “clusters” of articles on a given topic and publishes one or two such symposia a year. Recent examples include the symposium on Hans Blumenberg (80.1) and the symposium on the Latin American revolutions of independence (79.1).

- Before submitting a cluster of articles, please contact the managing editor for approval: [jhi@history.upenn.edu](mailto:jhi@history.upenn.edu).
- With the exception of article length and submission logistics, all of the instructions on this style guide apply to cluster articles. Authors should adhere to this guide when preparing articles for submission as part of a cluster.
- The total length of the entire cluster (including an introduction and all of the articles and footnotes) should not exceed roughly 30,000 words.
- Once approved, a complete collection of cluster articles should be submitted via e-mail (not ScholarOne) to the managing editor at [jhi@history.upenn.edu](mailto:jhi@history.upenn.edu). For each article, please also send a 100-word abstract, 5–10 keywords, and author e-mail address.

## Note on the review of submissions

- All submissions are read carefully by the *JHI*'s executive editors; some are then sent out for external peer review. Please be advised that we do not provide evaluative reports on submissions that are not sent out for review.