Guidelines on preparing and submitting
articles to *James Baldwin Review*

- These guidelines are intended to help you and us—the better prepared an article is the more efficiently it will pass through the review and production process.
- Please pay particular attention to the **notes and references** section.
- Please make sure the style you use is *consistent* throughout the article and is compatible with the rest of the journal.

Submission of manuscripts

- Articles should be a minimum of **5,000** words and not exceed **10,000** words, including notes. The author is responsible for the word count.
- Articles should be sent via email to **justin.a.joyce@emory.edu**. Submission must include an article abstract of no more than 300 words and a list of between 3 and 6 key words. Articles submitted without an abstract and keywords will not be accepted.
- Since articles will undergo a blind review process, ensure that your name and institutional address *do not* appear anywhere in the article itself.

General style notes

- American spelling consistently throughout article (-ize/-yze NOT -ise/-yse); use *italics* for any words in another language.
- Parenthetical phrases should be kept to a minimum. If you must employ them, use an em dash: this will be done automatically on most word processing software, but two subsequent dashes will suffice. Avoid using parentheses for such phrases.
- Sources and citations should be noted using endnotes, not footnotes nor parenthetical citations.
- Where possible, write your way between points and transitions within your document. If you must use headings, do not use bold type—headings will be marked up later and should be in roman (use different typesizes or italics to distinguish different levels of heading); if emphasis is required, italic is preferred.
- Single spacing only after all punctuation, including ending punctuation of sentences; initials should be spaced: A. J. Smith not A.J. Smith (NB i.e. and e.g.); space after the point in the following contractions: ed., p., pp., ch., vol., etc.
- Use a serial comma in lists. (i.e. Me, myself, and I. NOT Me, myself and I.)
- Maximum capitalization is used on all headings and titles of published works within the text and the notes.
- Page numbers are elided: 4–7, 8–13, 16–18 (not 16–8), 20–7, 34–76, 104–6, 136–42.
- Dates are written in full: 31 January 1678; BC years must be given in full: 536–514, not 536–14; spell out nineteenth century, but 1800s (NB hyphenate when adjectival – e.g. "in the seventeenth century" but "seventeenth-century furniture"; use 1930s, not thirties, 30s or '30s).
- Years are elided to two digits: 1674–89, 1674–77, 1674–1723.
- *Ibid.*, after references that cite the title previously mentioned; do not use idem, loc. cit. or op.cit.
- Apostrophe: Thomas's, Jones's, but Moses', Bridges': i.e. when the word ending is pronounced 'iz', use an apostrophe only.
- Raised letters/superscripts in quotes should be clear—these will be set as superscript letters.

Numbers

- Spell out numbers below 100, use digits for numbers over 100.
- Exceptions—a series of numbers appearing close together; numbers in mixed sequence (under and over 100) in which case use digits for all numbers in that section; numbers giving exact measurements or with abbreviated units of measurements such as 7 lbs, 15.8 mm; in usual cases like 5.00 p.m. (but five o'clock); phrases involving hundreds, thousands, millions, etc., where round numbers are given (e.g. two hundred, fifteen thousand).
- Units of measurement—no "s" to appear in plural (5 kg not 5 kgs). If pre-decimal currency is used, follow this style: £5 15*s* 6*d*. For currency in U.S. dollars,: spell out cents, e.g. 45 cents, but use the dollar sign before the number of whole dollar units, e.g. $45. In more exact cases, spelling out the currency units for U.S. dollars is preferable—e.g. forty five dollars and forty five cents.
- Always put a number on either side of a decimal point, e.g., 0.6 (not .6).

Quotations

- Quotations: block quotations over five lines, indented with space above and below, no quote marks; should not start or end in ellipses (...).
- Double quote marks for integrated quotations within the text, single quote marks for quotes within quotes.
- Closing quote mark should always follow the final punctuation.

Abbreviations/punctuation/spacing

- Source/citation information should appear in an endnote. If verse is integrated use space slash space (lorem / ipsum) to indicate a line break.
- Uncommon abbreviations should be avoided, or explained at their first occurrence within parentheses.
- Idem, loc. cit, op. cit should not be used.
- "&" may be used for names of companies, institutions, etc. (Faber & Faber). Otherwise use "and."
- Cf. (roman, not italic): note that cf. means "compare," not "see."
- Fos for "folios," not ff. which means "following."
- ll. ("lines") should be avoided as it can be confused with roman numeral II or arabic 11: spell out instead.
- Percent (not per cent): use % only in tables.
- v. not vs. (roman, not italic).
- Use full points after abbreviations (e.g., i.e., etc., ibid., v., PhD., vol., p.m., Prof., Rev., ed.)
- Do not use a full point after units of measurement (kg, mm, cm)
- Use full point after contractions (vols., no., eds., Dr., Mrs., Mr., Ltd.: i.e. where first and last letters are given), and initials (B.B.C., D.N.A., G.M.T., N.A.T.O., U.S.A., I.C.I., T.V.), except name initials which should also be spaced (T. S. Eliot).
- No apostrophe with common abbreviations (phone, bus, etc.).

Italic/bold

- Use italic for titles of publications (except series), including books (except the Bible, the Koran, etc.), journals, films, videos, plays, radio/TV programmes, titled musical works (but roman for Symphony no. 5 in C minor, etc.); long poems (e.g., Four Quartets), but roman and quotation marks for short poems; titles of paintings and sculpture, names of ships; genera, species and varieties; foreign terms/phrases (except anglicised terms, such as "elite," "role," "naive," which also appear without accents, and phrases which are

quotations); use italic for names of parties in legal cases, but v. is roman (v. NOT vs.), e.g *Churchill* v. *Wilson*; use italic for directions to the reader and stage directions, such as *see also* and *above*; use italic for *ibid., et al., c.* (NB do not use ca.), but via, vice versa, i.e., e.g. are roman.

Job titles/affiliations/subjects

- The King (referring to a specific individual), but a king.
- Member of Parliament.
- The President, but a president, presidential (NB for Vice-President and other compound titles, capitalise both initials).
- The Prime Minister, but a prime minister.
- The Professor of Political Science, but a professor of political science.

Institutions/organisations/places

- The Church (institution) but the church (building).
- The Crown (meaning the monarchy).
- The Government (specific) but the government (general).
- House of Commons/Lords (always initial caps) and also the House.
- Liberal (use cap. only for Liberal Party or party member) and also applies to Conservative, Labour, Communist, etc.
- Northern Ireland, but northern England.
- The Parliament but parliamentary.
- The Senate (always cap.).
- The State (when referring to political communities).
- The West, Western Europe, etc., but western England.

Note on bias/gender/racial and ethnic groups

- Avoid using terms and phrases which express gender, racial, or other bias.
- Examples: humanity or humankind, not mankind; workers or workforce, not workmen; chairperson or chair, not chairman; artisan or craftsperson, not craftsman; firefighters not firemen; manufactured, not manmade; ancestors, not forefathers; senior citizens or the elderly, not old people; person with a disability or differently abled person, not cripple or handicapped/retarded/disabled person.
- Use "he or she," "her or him" (note alphabetical order); do not refer to objects or places—such as ships and countries—as "she;" use "it").
- Be specific and accurate when referring to a racial, ethnic, or national group.
- aborigine (lowercase a) signifies the original inhabitants of any country; for native Australians use Aborigine (cap A).
- African-American should be hyphenated when used adjectivally.
- Afro-Caribbean, African or black African etc., are preferable.
- Asian covers the whole of Asia, not just India and Pakistan: be more specific if possible.
- Avoid "coloured people:" specify racial/ethnic origin.
- Use Inuit not Eskimo.
- Europe includes East Europe and cannot be substituted for West Europe or European Community.
- Use Native American or Native Canadian, not Indian (which signifies a native of India) or Red Indian.
- North America: remember this includes Canada and Mexico; use United States if this is what is meant.
- Use "in Britain," "in the U.S.," or similar, not "at home."

Notes and references

- Most editing problems are concerned with the notes at the end of the article.
- Full citations will be required for every source used, including page numbers and all publication details. It is the author's sole responsibility to include complete citations for each and every entry. *JBR* will not be responsible for tracking down or completing citations.
- Sources and citations should be noted using endnotes, not footnotes.
- Superscript arabic numbers—not roman numerals—are used to indicate an endnote. (1, 2, 3; NOT i, ii, iii). Source and page range are to be placed within the corresponding endnote, i.e. do not use a parenthetical, author date, citation style.
- Notes at the end of the article should contain all the publications cited in the text.
- Where a single edition or literary text is being referred to continually throughout the article, full reference should be given to the first citation in a note, followed by "All subsequent quotations are taken from this edition. Page/canto/stanza/line/act/scene (as appropriate) numbers will follow in parentheses."
- Please use the short-title system as shown below. Please make sure that the style you use is *consistent* throughout the notes section at the end of your article, and that *all* source material is included. The title of books and journals should be in italics. If the author's initials are used instead of their full first name, please make sure this style is carried through to *all* entries, and vice versa.

Books

- Book titles—maximum capitalisation, no quotation marks, italic.
- Chapter titles—maximum capitalisation, not italic, in double quotation marks.
- For all book references, give both place and publisher whenever possible, including state abbreviations for non-major U.S. places of publication. Give full details of the publication the first time it occurs, and on second and further references cite only the author's surname, short form of title, and page reference.
- Abbreviations to be used: (ed.), (eds), fo. and fos or fol. and fos, p., pp., r and v for recto and verso on the line with no full point.
- Author, *title*, (place published, publisher, date of publication), page references.

    J. A. Chartres, *Irish Literature* (Oxford, Blackwell, 1984), pp. 112–19.
    S. Butler, "Internal Trade in England, 1560–80," in J. V. Smith (ed.), *Trade in the Sixteenth Century* (London, Macmillan, 1977), pp. 26–9.
    W. Shakespeare, *Hamlet*, ed. J. Wilders (Cambridge, Cambridge University Press, 1995), p. 4.
    Chartres, *Irish Literature*, pp. 104–9.
    Butler, "Internal Trade," pp. 78–89.
    Ibid., p. 56.

Journals

- Journal titles—always in full at first occurrence, maximum capitalisation, in italics.
- Article titles—maximum capitalisation, not in italics, in double quotation marks.
- Give volume number in arabic numerals; part or issue number (only necessary if each issue is paginated individually) separated by a colon (vol., no. not necessary); parenthesis round the year.

    Author, "name of article," *Journal*, volume:issue (year published), page references.

J. A. Chartres, "Irish Literature," *New Literary History*, 3:6 (1984), pp. 112–19.
S. Butler, "Internal Trade in England, 1560–80," *Economic History Review*, 4:2 (1995), pp. 104-6.
Chartres, "Irish Literature," pp. 98.

<u>Works Cited section</u>

- Contributors must submit a "Works Cited" section, in addition to the endnotes referencing system in use. This should list all items that have been included in the endnotes for easy reference. While this may appear redundant it is included as a courtesy to readers.
- Entries should be listed alphabetically by author surname. Multiple entries by the same author should be ordered alphabetically by title and any mention of the author's name after the first entry should be omitted and replaced with three em dashes.
- All references within the Works Cited section should conform to the journal style, outlined above.

  Fanon, Frantz, *The Wretched of the Earth* (Hardmonsworth, Penguin, 1971).
  —— *Reading Chinua Achebe* (London, James Currey, 1991).
  —— "Fifty Years of Things Fall Apart." *Wasafiri,* 24:3 (2009), 4-7.

<u>General</u>

- With regard to the note number system, numbers should be in arabic superscript within the text and full size arabic numbers in the notes, with no punctuation after the note number.
- Unpublished books, theses and dissertations should be in roman in double quotes: name, title, degree type, place, and date of these should be given, e.g. Ipsum, Lorem, "Dissertation Title," Ph.D. dissertation, University of Manchester, 1999.
- Archival sources should use the following order: place, reference no. of document, status of document, author, title, date, page no. e.g. Public Record Office, London (hereafter PRO), T235/134, MAC (52) 153, memo by C. Cottrell, "Money," 6 August 1952, 2.
- Newspaper articles do not include the/*The* in references:
  - E.g. Smith, J., "The Prime Minister on the Defensive," *Guardian*, 6 September 1989, 7–19.
- Unless published (in which case treat like an article from a journal), conference papers should include the name of the organising body, the title of the conference, and the date given.
- Titles of individual manuscripts should be in roman in double quotes.
- Titles of manuscript collections should be in roman without quotes, and the citation should contain the name of the depository and a full reference following the usage of the depository concerned:
  - E.g. British Library, Additional MS 2787.
- Parts of the references may be abbreviated, provided that the abbreviation is explained or self-explanatory: e.g. BL Add. MS 2787 (as in the above example): the full reference should always be given at the first occurrence.

Illustrations

Inclusion of illustrations is only possible with the prior agreement of the Editor and Publishers.

These instructions are for the submission of images for *accepted* articles. The journal prints in black and white but colour may be retained for the online edition at the editor's discretion. Figures must be numbered as Figure 1, 2 etc. in the order they are to appear. If an illustration consists of more than one image then label them as Figure 1 (a), (b), etc. Please indicate the

desired position of the figure in your article by inserting the figure caption into the text of your article. However, due to typesetting constraints it may not always be possible to place the figure in the desired location. The caption should include a source and credit for the illustration.

<u>Scans and electronic images</u>

Please note that images embedded in Word documents will not be accepted. Images should ideally have a resolution of 300 dpi and be of a reasonable size and clarity. Preferable formats are Jpegs and Tiffs but GIFs, EPS, PSD and PDFs are also acceptable. Screen grabs and images saved from websites are usually low resolution, rarely usable, and difficult to get copyright for. Scans and electronic images can be checked in advance of publication. Please submit them to your Editor who will forward them to MUP for checking.

<u>Line drawings</u>

These are non-half-tone images such as bar charts and line graphs. They should be submitted as electronic files in their original file format (e.g. Excel). **Do not** use colour coding to differentiate data as the files are converted to black and white for printing.

<u>Permissions</u>

All permissions should be cleared before submission of the typescript and copies of all correspondence should be included. However, please **do not** contact institutions regarding permission for the use of images in the first instance. Instead, bring any queries about illustrations and permissions you have to the attention of the editor.

Tables

Tables should preferably be integrated into the typescript. See example below for table layout. Unless the table is the original work of the author it should have a source line underneath, indicating where the information, statistics, etc. came from.

Table 7.23   *The distribution of lead exports from England to the Baltic, decennial intervals 1565–95*

Destination	1565 Ship-pounds	%	1575 Ship-pounds	%	1585 Ship-pounds	%	1595 Ship-pounds	%
Danzig	342.0	63.2	300.0	51.8	–	–	–	–
Elbing	–	–	–	–	777.0	99.8	264.0	87.2
Other	129.9	2.0	236.0	48.0	666.0	87.1	225.0	81.0
Total[a]	541.0	100.0	579.0	100.0	778.5	100.0	302.5	100.0

Note: Sample table therefore figures not arithmetically correct
Source: *Tabeller over skibsfar* ..., Vol. xi A, pp. 19, 51, 105.

Use a solid rule above and below column headings and solid rule at foot of columns. No rules in body of table and no vertical rules. Any notes should be given at the foot of the table (they should not be included among notes to the text). Use lower-case, superscript letters rather than numbers, to avoid confusion.