

## *Vermont History* Author Guidelines

- We ask that you submit two double-spaced hard copies of your manuscript (See mailing address on the reverse side). We prefer to receive hard copy manuscripts for an initial submission.
- Article lengths vary widely, but manuscripts may be up to thirty pages, not including notes. Please use a 12-point font that is easy to read—we prefer Times Roman or a similar, traditional seraph font.
- We generally follow *The Chicago Manual of Style* (16<sup>th</sup> edition) and *Webster's Ninth New Collegiate Dictionary* in matters of styling and spelling.
- Use two hyphens for a dash, with no space before, between, or after the hyphens.
- Add spaces between ellipsis dots ( . . . rather than ...). If your omission occurs after a complete sentence, you will of course have four periods. Do not use ellipses to introduce or end quotations. Quotations that take up more than eight lines typed the full width of the pages should be indented as extracts. Shorter quotations should be run into the text.
- Use the U.S. style (July 4, 1776) for dates in the text but the European style (4 July 1776) in citations of letters and newspapers.
- We use what is sometimes called a down style: We tend to use lower case more than we capitalize. Please refer to chapter 7 of the *The Chicago Manual of Style*.
- Group all notes at the close of your manuscript—not at the bottoms of pages (endnotes rather than footnotes) and title the entire section “NOTES.” Use Arabic numerals rather than Roman. Most word processing programs will automatically provide a superscript where you insert a note and create a superscript to introduce the content of the note. Please double space all notes. Be sure to include a full citation for the initial mention of a work; for subsequent citations, give the author's last name and short title or “*ibid.*,” as appropriate. We do not use “*op. cit.*” or “*idem.*” Use full page spans (234-239 rather than 234-9), omitting “p.” before page numbers. See the sample notes below:

<sup>1</sup> Samuel B. Hand, *The Star that Set: The Vermont Republican Party, 1854-1974* (Lanham, Md.: Lexington Books, 2002), 82.

<sup>2</sup> Deborah P. Clifford, “Abby Hemenway's Road to Rome,” *Vermont History* 63 (Fall 1995): 207-208.

<sup>3</sup> Hand, *The Star that Set*, 180.

<sup>4</sup> *Ibid.*, 200-201.

- For examples of published articles, style, and author biographical notes, please go to the *Vermont History* page of the Vermont Historical Society website:  
<http://vermonthistory.org/research/research-resources-online/vermont-history-journal>

## Illustrations for articles in *Vermont History*

In general we ask authors to find (or make) their own illustrations, maps, charts, and tables. When it is appropriate or necessary, the editor will assist the author in searching for and selecting from the Vermont Historical Society collections appropriate images for the article, although we try to put that responsibility on the author. We encourage authors to use the collections of the Vermont Historical Society first and if at all possible, since that is easiest for us to arrange and control. It is usually the least costly for the author.

If authors go to collections other than the Vermont Historical Society, they must secure permission from and pay use fees to the owner or creator (or whoever owns the copyright) of the material they intend to use. To insure that permission has been secured in advance, we ask for a copy of the permission letter with the final version of the manuscript. We do not pay any of the expenses for use or duplication of the illustrative materials.

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### Specifications for images and image files:

For best print reproduction, halftone images should be supplied at least 300 dpi; line work at 900 dpi. Illustrations containing both grayscale areas and type should be at 500 dpi. It is important that the figures in these files be at least as large as they will appear in the journal (larger is OK, but not smaller) as resolution will decrease as the image is enlarged. **We can accept tiff, eps, jpeg, pdf, Photoshop, and Illustrator formats. Images copied into Word documents are not useable.**

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