

## CHR Submission Guidelines:

### Preparation of manuscripts

• Articles should be no more than 10,000 words in length, with a maximum of 100 footnotes. Footnotes are to be included in the word count.

- Please submit in either Word or PDF.
- While you may insert page numbers, please do not use any other header.
- Keep electronic formatting to a minimum.

### Headings

- The title of your article should be short --not more than 10 words.
- If you must use headings for the sake of clarity (please do not overuse), identify them as follows:  
Subhead 1 CAPITALS  
Subhead 2 *Upper and Lower Case Italics*  
Subhead 3 Upper and Lower Case

### Spelling

With a few exceptions, spelling is that of the *Concise Oxford Dictionary, 10th edition*.

### Quotations

Set off as a "block quote" any quotation that is more than 8 manuscript lines long. [Keep quotes of this length to a minimum.] All changes in the original must be properly marked. It is your responsibility to obtain written permission to quote published passages of more than 300 words or personal communications of any kind.

### Numbers

- Use numbers to express numbers 99 and above, and words to express numbers below 100.

### Illustrations, Tables and Images

You should save illustrations, photos and figures as separate files and upload them as **Supplementary Files, Step 4** of the submission process. Please indicate in the text of the article approximately where any photos or illustrations should be inserted. Tables should be formatted using the "Table" function in Word. The source for any data should be identified.

### Images

For final publication, the journal requires either a \*.TIF file (preferred) or a .JPEG with a resolution of at least 300 dpi. Captions should be inserted at the end of your article, with the \*.TIF or \*.JPEG file to which each applies clearly identified.

### Resolution:

- 300 dpi minimum
- 600 dpi or higher preferable

Important: If you are unsure of the resolution of your image, please check it in your image software.

Microsoft Photo Editor: Go to File/Properties/Resolution

Photoshop: Go to Image/Image Size/Document Size

***It is your responsibility to obtain written permission prior to publication to reproduce any illustration, image, table or figure that may be subject to copyright.***

### Documentation

In matters of footnote style, CHR follows the recommendations of *The Chicago Manual of Style, 15th edition*.

Please use the style suggested for "Notes."

"Embed" notes in the text -- that is, use the "Insert/footnote" function in Word.

CHR archival entries move from small (individual item) to large (repository).

### Examples

*Print sources -- unpublished*

T.A. Crerar to J.W. Dafoe, 17 Apr. 1937, box 104, Crerar papers, Queen's University Archives (QUA).

Alison Vannah, "Crotchets of Division: Ipswich in New England, 1633-1679" (PhD diss., Brandeis University, 1999), 403.

*Print sources -- published*

Canada, House of Commons Debates (17 May 2001), p. 4175 (Hon. Elinor Caplan, MP).  
(Pace The Chicago Manual, please give the speaker's full name).

Brian Swann, ed., < Oral American Native on Essays Ground: the > (Berkeley: University of California Press, 1983).

Swann, *Smoothing the Ground*, 107.

Ibid., 256--57.

A. Irving Hallowell, "Spirits of the Dead in Ojibwa Life and Thought," *Journal of the Anthropological Institute* 70 (1940): 29-51.

Hallowell, "Spirits of the Dead," 33, 42.

Maureen Matthews and Roger Roulette, "Fair Wind's Dream: Naamiwan Obawaajigewin," in *Reading beyond Words: Contexts for Native History*, ed. Jennifer S.H. Brown and Elizabeth Vibert (Peterborough, ON: Broadview Press, 2003), 330-59.

Simcoe to Alured Clarke, May 31, 1793, in *The Correspondence of Lieut. Governor John Graves Simcoe*, ed. E.A. Cruikshank (Toronto: Ontario Historical Society, 1923-31), 1:338-42.

"Records snap as deep freeze chills Prairies," *Globe and Mail*, 30 Jan. 2004.

*Electronic sources*

Edward Grabb, Douglas Baer, and James Curtis, "The Origins of American Individualism: Reconsidering the Historical Evidence," *Canadian Journal of Sociology* 24, no. 4 (1999): 511-33,  
<http://www.arts.ualberta.ca/cjscopy/articles/grabb.html>.

"Records snap as deep freeze chills Prairies," *Globe and Mail*, 30 Jan. 2004,  
<http://www.globeandmail.ca/servlet/story/RTGAM.20040130.wxcold30/BNStory/Front/>.

The United Church of Canada, "United Church Archives," <http://www.united-church.ca/archives/> (accessed 30 Jan. 2004).