

CFHA Style Guide

1.0 Contributors to the Canadian Quaker History Journal should send their paper to the editors in electronic form, preferably as an attached file (MS-Word or Wordperfect in either PC or Macintosh format). Contributions should be sent to both Robynne Healey (robynne.healey@twu.ca) and Albert Schrauwers (schrauwe@yorku.ca). Clearly specify the version of Word or WordPerfect.

Contributors to the Student Essay Scholarship or University Scholarship are asked to following these guidelines in the composition of their written work.

2.0 CFHA conforms to *The Chicago Manual of Style*, 15th ed., and Kate Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 6th ed. Spelling outside of quoted material should conform to the *Canadian Oxford Dictionary* (2004). Note the following common Endnote/Footnote formats:

Single Author:

¹John Hope Franklin, *George Washington Williams: A Biography* (Chicago: University of Chicago Press, 1985), 54.

Article in a Journal:

²Lawrence P. Smith, "Sailing Close to the Wind," *Politics in Action* 10, no. 4 (1993): 82.

Component Part by One Author in a Work by Another:

⁴Mary Higdon Beech, "The Domestic Realm in the Lives of Hindu Women in Calcutta," in *Separate Worlds: Studies of Purdah in South Asia*, ed. Hanna Papanek and Gail Minault (Delhi: Chanakya, 1982), 115-16.

Thesis or Dissertation:

⁵P.G. Reynold, "Race, Nationality and Empire: Aspects of Mid-Victorian Thought, 1852-1872" (Ph.D. diss., Queen's University, 1978), 76.

2.1 When using electronic sources, please consult the Chicago-Style Citation Quick Guide On-line: <http://www.chicagomanualofstyle.org> (temporary access can be achieved by signing up for a 30-day free trial on-line)

3.0 For second and subsequent citations use short title format. For example:

⁶Schrauwers, *Awaiting the Millennium*, 54.

4.0 Archival material should include all necessary information and be cited from the specific to the general. For example:

⁷Letter recorded 4 August 1847, Letterbook, 1844-1847, John Strachan Papers, Archives of Ontario, Toronto.

5.0 Use either the tab or the indent feature to block text instead of the space bar. Do not double space after periods.

6.0 Include author's affiliation under the title of the article.

7.0 Particular matters of format, usage, style and punctuation:

- Please double space and leave the right margin ragged;
- Use gender neutral language where possible;
- Use italics for titles of books (do not underline);
- The preferred format for all dates is: 13 October 1993. Write out “centuries” (i.e., “nineteenth-century” when used as an adjective or “nineteenth century” when used as a noun);
- Note that there is no apostrophe when referencing a decade (i.e., 1940s)
- Do not include a bibliography.
