

GUIDELINES FOR CONTRIBUTORS:

Transatlantic Collaborations in Eighteenth-Century Studies

Series Editors: Kevin L. Cope, Serge Soupel, & Alexander Pettit

Thank you for preparing an essay for possible inclusion in a volume of AMS Press's *Transatlantic Collaborations*. The editors will notify you of the status of your essay shortly after you submit your work. Please note that the editors are unable to take on work that is properly the responsibility of the contributor. We will not, therefore, consider essays that do not conform to the principles enumerated herein. More positively, we *will* consider properly formatted essays with unbounded enthusiasm and unparalleled promptness.

We ask you to consult this style-sheet before and during your work on the essay and minutely to employ it as a check-list before you submit your essay.

I. **Software and Technical Considerations**

- A. Essays must be submitted electronically, either as attached files via the Internet or as files copied onto a diskette or CD-ROM. Address all submissions, and all queries about current mailing information, to Kevin Cope.
- B. The standard program for the journal is WordPerfect 12.0, but any version of WordPerfect will suffice. If you can't use WordPerfect, kindly query Kevin to determine which conversion options might be available. All electronic files must be in IBM format; Apple/Macintosh output is not acceptable.
- C. Please do not add formatting codes (endnote options, margin adjustments) to your electronic file. These must be edited out of your paper; it is easier for the editorial staff if you keep your electronic version as clean and simple as possible.

II. **Editions of Primary Works.** Unless you have a clear, and clearly stated, reason for doing otherwise, use standard critical editions for primary works such editions are available. Otherwise, use recent editions prepared by competent scholars and published by responsible presses. Consult with the editors if you are unsure about preferred editions.

III. **House Style.** NB: when in doubt, please consult the current edition of *The Chicago Manual of Style*. Note, however, the emphases and exceptions

recorded below; and defer to the present document in instances where it conflicts with the *CMS*. Under no circumstances should contributors consult the MLA style, the APA style, *Hart's Rules*, &c.

- A. **Spelling and punctuation.** Use American, not British, forms. Be particularly alert to the following common sources of confusion:
- i. use “-ize/ation,” not “-ise/ation” (for example, “analyze,” not “analyse”; “mechinization,” not “mechanisation,” etc.).
 - ii. terminal items in series are separated from the conjunction by commas (for example, “Emerson, Lake, and Palmer,” not “Emerson, Lake and Palmer”)
 - iii. use double quotation marks, not single ones (inverted commas). Exception: use single quotation marks for quotes-within-quotes.
 - iv. barring the presence of intermediating elements, commas and periods (full stops) appear within quotation-marks for example,
 - a. US (acceptable): “Peel me a grape,” she said
 - b. UK (unacceptable): ‘Peel me a grape’, she said.
 - v. use square brackets where UK style favors internal (“second level”) parentheses
 - vi. all abbreviations take a terminal period; for example, “Dr. Seuss,” not “Dr Seuss”; “3 vols.” not “3 vols”
- B. **Numeration.** Note that an en dash, not a hyphen, separates the elements:
- | | | | |
|------|---------|-----|---------|
| i. | 10–12 | iv. | 113–15 |
| ii. | 17–19 | v. | 453–54 |
| iii. | 100–107 | vi. | 1688–89 |
- C. **Dates.**
- i. 4 March 1958
 - ii. 15–16 May 1714
 - iii. December 1765–66
- D. **Footnotes.** WARNING: under no circumstances should contributors use endnotes.
- i. See I.C, above, on embedded codes
 - ii. Always give full bibliographical information for the first citation of any work. After the first entry, give a short title followed by a page number (e. g., “Frye, *Anatomy*, 45–47”). Do not omit the short title; do not use the abbreviations “p.” or “pp.”
 - iii. List only the initial place of publication recorded in a book (for example, “London: Oxford University Press,” not “London and New York: Oxford University Press”)
 - iv. Do not use archaic scholarly abbreviations; and do not substitute “Univ.” for “University” or otherwise abbreviate any words, except as noted in this guide. Do not use any Latin abbreviations; do not use “i.e.,” “e.g.,” “loc. cit.,” or “op. cit.,” or any similar abbreviation, but instead use their English equivalents, “that is,” “for example,” “in the place cited,” “in the work cited.” Do not use “ibid.”
 - v. Particular bibliographical and citational forms

- a. **Book.** Kevin L. Cope, *To Save a Turnpike: My Life in the New Jersey National Guard* (Albuquerque: University of New Mexico Press, 1993), 110.
 - b. **Article in a journal.** Kevin L. Cope, "Plucking the Theban Eagle: Cock Cries in Purdue's *Combiad*," *Discursivities of Poultrification* 4 (1993): 65–66.
 - c. **Article in a book.** Kevin L. Cope, "Blimpic Structuralities: Hot Air Balloons, Whale Watching, and the Eco-Orbs of Observation," in Zecharias Montgolfier and Barney Cousteau, eds., *Round World, Deep Sea* (Lyon: Maison Poisson, 1993), 25.
 - d. **Book published before 1900.** Matthias Earbery, *An Historical Account of the Advantages That Have Accru'd to England* (1722). NB: omit place of publication for works published in London; if the work was published elsewhere, include this datum in the parenthetical reference.
 - e. **Bible.** 1 Samuel 25:24–31
 - c. **Classical work.** *Homer, Iliad* 5.413 (Fitzgerald, trans.)
 - d. **Poem (undivided).** Alexander Pope, "An Epistle to Dr. Arbuthnot," l. 14, in John Butt, ed., [...]
 - e. **Poem (divided into books, cantos, &c.).** Alexander Pope, *The New Dunciad*, 2.143, in John Butt, ed., [...]
 - f. **Play.** Colley Cibber, *Papal Tyranny in the Reign of King John*, 2.1.439, in Ima Bohring-Petent, ed., [...]
 - g. **Periodical (early).** *Grub-Street Journal* 14 (4 March 1730)
 - h. **Multiple-volume work.** John, Lord Hervey, *Some Materials towards Memoirs of the Reign of King George II*, 3 vols., ed. Romney Sedgwick (London: Eyre and Spottiswood, 1931), 1.115.
- vi. Oddments, by way of further examples
- a. "Oxford: Clarendon," not "Oxford: Clarendon Press"
 - b. "New York: Norton," not "New York: W. W. Norton" or "London: W. W. Norton and Co."
 - c. "London: Pickering," not "London: Pickering and Sons"
- E. **Intratextual citation (parenthetical documentation).** for works that you cite frequently (roughly 4 or more times in an essay of normal length), use intratextual citation, putting information about your edition in a note accompanying the first citation (for example, "all references to this work are to this edition. Subsequent references will appear intratextually"). The form recorded at D.ii, above, provides an adequate model.

III. Illustrations. Illustrations are encouraged. Provide an 8" x 10" glossy photograph of the *original* item to be illustrated (photographs of illustrations in books are not acceptable). When necessary, contributors should obtain from the source of the photograph a letter granting permission to publish the illustration on a one-time basis in a scholarly collection.

IV. **Contacts**

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