

## *Georgia Historical Quarterly* Style Sheet

### **General Rules**

Use *Times New Roman* 12-point font in both text and notes. Please use endnotes (not footnotes) using the "insert footnote" function of Microsoft Word. Use Arabic numbers for note numbers. **Double space both text and notes.**

Do not use sub-headings.

There should be only one space between sentences, not two.

Avoid passive voice; always use active when possible. We will change passive voice to active during copy editing.

Avoid overly long sentences with multiples phrases, clauses, and commas. We will shorten such sentences during copy editing.

Do not use block quotations. Quotations longer than six lines should be paraphrased and incorporated into the text.

Avoid the use of jargon whenever possible.

Do not use personal pronouns (I, us, we, me, my, our).

Avoid phrases such as "this essay" or "this article will show" or "this article will."

Do not overuse "however," "moreover," "nevertheless," and "nonetheless."

Do not repeatedly begin sentences with "And" or "But." (Occasional use is acceptable.)

Do not use superscript.

### **Capitalization and Punctuation**

Capitalize Georgia Trustees; the Trustees

African American (not Negro); African-American voters

Blacks and Whites (both capitalized)

Bulloch County; Bulloch and Jones counties

Georgia legislature; Georgia governor; Georgia Assembly

South/North (as regions of the country)

Southerner/Northerner (avoid Yankee and Rebel)

southern/northern

General Ulysses S. Grant (first time cited); General Grant or Grant thereafter

Governor Joseph E. Brown (first time cited); Governor Brown or Brown thereafter

When referring to the governments or combatants in the Civil War use the following:

Federals, federal soldiers; federal government; US Army, US Army soldiers (not Union soldiers); the United States (not the Union or the North)

The Confederacy (not the South) Confederate soldiers

Railroads: Use Western & Atlantic rather than Western and Atlantic

antebellum, postwar, Lowcountry

GA not Ga. (The same for all state designations)

### **Dates and Numbers**

January 1, 2001 (not 1 January 2001)

20 percent (not twenty percent or 20%)

March 2001 (not March, 2001)

1900s (not 1900's)

Use an en dash rather than a hyphen to separate inclusive numbers and years (123–29, not 123-29; 1927–1930, not 1927-1930)

Inclusive numbers are abbreviated according to the principles from the *Chicago Manual of Style* (17<sup>th</sup> ed.) illustrated below (examples are page or serial numbers, which do not require commas). This system, used by Chicago in essentially this form since the first edition of this manual, is efficient and unambiguous.

<i>FIRST NUMBER</i>	<i>SECOND NUMBER</i>	<i>EXAMPLES</i>
Less than 100	Use all digits	3–10 71–72 96–117
100 or multiples of 100	Use all digits	100–104 1100–1113

101 through 109, 201 through 209, etc.	Use changed part only	101–8 808–33 1103–4
110 through 199, 210 through 299, etc.	Use two digits unless more are needed to include all changed parts	321–28 498–532 1087–89 1496–500 11564–615 12991–3001

To avoid ambiguity, inclusive roman numerals are always given in full (e.g. xxv–xxviii cvi–cix).

Forty-six-year-old man; forty-four years old

\$50 million, for example

Military: Write out below 100 (Fourth Georgia Infantry); use numbers above 100 (110th Illinois Infantry)

### Endnotes

Include place of publication and year, but not publisher name. Do not use p./pp. for page/pages. Use short titles after the first full citation.

If we are required to edit your notes to this editorial style, we are not responsible for typographical errors. Please send your manuscript in the correct note form as found in the *Chicago Manual of Style* or as indicated here.

Keep the total number of notes **below eighty**; use paragraph notes if necessary. Do not overuse *ibid.* and never use *ibid.* within a paragraph. Also, never repeat a citation within a paragraph. If a source is cited more than once in a paragraph, please group all the references together in one place. We will edit out any use of *ibid.* within a paragraph or any repeated sources.

**Do not overuse discursive endnotes.** Such notes should only be used to provide additional information necessary for full understanding of the article's thesis. We will ask authors to excise material that goes beyond this purpose.

### Books

Eric Foner, *The Fiery Trial: Abraham Lincoln and American Slavery* (New York, 1918), 125–26.

Foner, *Fiery Trial*, 22–23. (For subsequent citations.)

*Ibid.*, 55.

Lilla Mills Hawes and Albert S. Britt Jr., eds. *The Search for Georgia's Colonial Records*, Collections of the Georgia Historical Society, 21 vols. (Savannah, 1976), 18:3–5 (hereafter cited as *CGHS*).

Larry E. Ivers, "Rangers, Scouts, and Tythingmen," in *Forty Years of Diversity, Essays on Colonial Georgia*, eds. Harvey H. Jackson and Phinizy Spalding (Athens, GA, 1984), 221.

For reprints use the following:

Anne J. Bailey, *Texans in the Confederate Cavalry* (1995; rpt., Abilene, TX, 2005)

#### Journal Articles

Richard Primuth, "Ronald Reagan's Use of Race in the 1976 and 1980 Presidential Elections," *Georgia Historical Quarterly* 100, no. 1 (2016): 29–60.

Primuth, "Ronald Reagan's Use of Race," 43.

#### Newspapers

*Atlanta Journal*, October 3, 1916. (Do not include page numbers)

*Bainbridge (GA) Weekly Sun*, December 5, 1873. (Include state if city or town is not well known)

*Milledgeville (GA) Union Recorder*, June 1, 15, 1908; August 21, 1911.

#### Government Documents

US War Department, *The War of the Rebellion: A Compilation of the Official Records of the Union and Confederate Armies*, 128 vols. (Washington, DC, 1880–1901), ser. 1, vol. 49, pt. 2, 633–34 (hereafter cited as *O.R.* All references are to series 1 unless otherwise noted).

United States Census Bureau, *Eighth Census of the United States: Population Schedules and Slave Schedules, Bulloch County, Georgia, 1860*, microfilm, Washington, DC.

*Bulloch County Census, 1860*. (For subsequent citations.)

Allen D. Candler, ed., *Confederate Records of the State of Georgia*, 5 vols. (Atlanta, GA, 1909–11), 2:110.

*Ibid.*, 2:108.

Allen D. Candler et al., eds., *Colonial Records of the State of Georgia*, 39 vols. to date (Atlanta and Athens, GA, 1904–), 18:102. Unpublished volumes in the collection of the Georgia Historical Society, Savannah (hereafter cited as *CRG*).

*CRG*, 3:15.

### Manuscript Collections and Letters

John Smith Collection, box 65, folder 12, Southern Historical Collection, Louis Round Wilson Library, University of North Carolina, Chapel Hill.

James Johnson Collection, box 42, folder 19, Georgia Archives, Morrow.

Andrew Roche to Governor Joseph E. Brown, January 2, 1864, Governor's Subject Files, Georgia Governor's Office, RG 1-1-5, Georgia Archives, Morrow.

John Smith to Mary Smith, April 15, 1943, Smith Family Collection, box 5, file 10, Robert W. Woodruff Library, Special Collections and Archives, Emory University, Atlanta, GA.

### Images

Digital images should be saved in separate TIFF files scanned at 300 dpi. **Do not put images in the text.** Submit images as electronic files along with the manuscript.

### Internet Sources

Citations should include as much of the following as available: name of the author, title of the specific page (in quotation marks), the title or description of the website, the owner/sponsor of the site, and a URL.

Susan Copeland Henry, "Foreign Prisoners of War," New Georgia Encyclopedia, Georgia Historical Society, <http://www.newgeorgiaencyclopedia.org/nge/Article.jsp?id=h-592>.

"March 28," Today in Georgia History, Georgia Historical Society, <https://www.todayingeorgiahistory.org/>.

For all other types of online sources consult the *Chicago Manual of Style*

### Format to Be Used by Book Review Authors:

*Leisure, Plantations, and the Making of a New South: The Sporting Plantations of the South Carolina Lowcountry and Red Hills Region, 1900-1940*. Edited by Julia Brock and Daniel Vivian. (Lanham, MD: Lexington Books, 2015. 214 pp. \$85.00).

Author Name and Institutional Affiliation (Flush left at the bottom of review)

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