



Wisconsin Historical Society
P R E S S

Wisconsin Magazine of History
Manuscript and Citation Guidelines

Manuscript Preparation

Generally, when preparing electronic text files for submission, simpler is better.

- Prepare manuscript electronically, using Microsoft Word 2003–2010 or compatible software.
- Set up page at standard 8½-by-11-inch format.
- Format text as 12-point Times Roman, double-spaced throughout.
- Keep character formatting to a minimum; use bold face, italic, and underlining only when necessary to emphasize text or maintain the formatting of quoted material.
- Set up indents for paragraphs and extracts with the word processor's indent function (rather than using tabs).
- Use a single space between sentences and a single hard return at the end of each paragraph (not an extra line).
- Do not use special spacing above or below paragraphs (use extra hard returns instead to indicate space between sections).
- Do not justify text, center text, or use automatic hyphenation.
- Do not use hidden text, the indexing feature, the table-of-contents generator, or other sophisticated features of your word-processing program.
- Do not divide or hyphenate words manually.
- Use the endnotes function in Word to create notes, and follow CMS 16E for formatting.

Citation Guidelines

The *Wisconsin Magazine of History* uses endnotes with no bibliography for citations. Note style follows the *Chicago Manual of Style, 16th Edition*, Chapter 14 (or most current edition). If you quote directly from a book or article, you must list the page number.

Citations are formatted as endnotes. Use the automatic endnote feature under the reference tab in MS Word's menu. It is important to have automatic renumbering for the editing process. As author, you are responsible for the accuracy of your documentation. Ideally, you will double-check quotes before sending us your final manuscript, and ensure that your notes are complete. See pages 2–3 of this document for examples of note formatting. Keep in mind that our goal is to provide the reader with the ability to find your references and learn more about the topic. WMH articles are frequently used in scholarly research.

Books (CMS 14.68–14.169)

Single author: Michael Pollan, *The Omnivore's Dilemma: A Natural History of Four Meals* (New York: Penguin, 2006), 99–100.

2–3 authors: Geoffrey C. Ward and Ken Burns, *The War: An Intimate History, 1941–1945* (New York: Knopf, 2007), 52.

Four or more authors: Tom Jones et al., *People of the Big Voice: Photographs of Ho-Chunk Families by Charles Van Schaick, 1879–1942* (Madison: Wisconsin Historical Society Press, 2012).

With an editor: Joel Greenberg, ed., *Of Prairie, Woods, and Water: Two Centuries of Chicago Nature Writing* (Chicago: University of Chicago Press, 2008), 42.

With an author and a translator or editor: Gabriel García Márquez, *Love in the Time of Cholera*, trans. Edith Grossman (London: Cape, 1988), 242–255.

Chapter within an edited volume: Anne Carr and Douglas J. Schuurman, “Religion and Feminism: A Reformist Christian Analysis,” in *Religion, Feminism, and the Family*, ed. Anne Carr and Mary Stewart Van Leeuwen (Louisville, KY: Westminster John Knox Press, 1996), 14.

Multivolume works: *The Complete Tales of Henry James*, ed. Leon Edel, vol. 5 (London: Rupert Hart-Davis, 1963), 32–33.

Journals (CMS 14.170–14.202)

Print journals: Walter Blair, “Americanized Comic Braggarts,” *Critical Inquiry* 4, no. 2 (1977): 331–332.

***Online journals:** Brad Tennant, “Where the Midwest Ends and the Great Plains Begin,” *Studies in Midwest History* 1, no. 6 (2015): 38–51, accessed at wihist.org/232A1HK.

*Please provide the entire URL for ANY online source—we will shorten URLs using bitly.com.

Newspapers (CMS 14.203–14.213)

Page/section numbers are not needed for direct quotes.

Author: Mike Royko, “Next Time, Dan, Take Aim at Arnold,” *Chicago Tribune*, September 23, 1992.

No author: “In Texas, Ad Heats Up Race for Governor,” *New York Times*, July 30, 2002.

Interviews (CMS 14.218–14.223)

Unpublished: Benjamin Spock, interview by Milton J. E. Senn, November 20, 1974, Senn Oral History Collection, National Library of Medicine, Bethesda, MD.

Published: George Bundy, interview by Robert MacNeil, *MacNeil/Lehrer NewsHour*, PBS, February 7, 1990.

By the author: Joy Cardin, interview by the author, June 13, 2013, Madison, Wisconsin.

Personal Communications (CMS 14.222)

Email or letter: Constance Conlon, e-mail message to author, April 17, 2000.

Manuscript and Archival Collections (CMS 14.232–14.242)

Manuscript collections can differ in citations depending on the source, but most should include the title and date of the item, folder or box number, name of the collection, and where the collection is housed.

Memo: J. E. Burton to Charles Merriam, telegram, January 26, 1923, Charles E. Merriam Papers, University of Chicago Library, Chicago, IL.

Letter: Undated correspondence between French Stother and Edward Lowry, container 1-G/961 600, Herbert Hoover Presidential Library, West Branch, IA.

Journal entry: I. A. Lapham, journal entry, June 3, 1831, Increase Lapham Papers, Box 3, Wisconsin Historical Society Archives, Madison, WI.

Websites (CMS 14.243–14.246)

In general, include an author (if one is listed), the title of the article or online piece, the web site name, and the full url.

1. “Tallchief, Maria,” American National Biography Online web site, accessed at <http://www.anb.org/articles/18/18-03916.html>.
2. “Battle of Appamattox Court House,” Wisconsin in the Civil War, Wisconsin Historical Society web site, accessed at wihist.org/1Y1b4Jt.

Legal and Government Sources (CMS 14.281–14.304)

Refer also to *The Bluebook: A Uniform System of Citation*, published by the Harvard Law Review Association.

Court case (CMS 14.288–14.291): United States v. Christmas, 222 F.3d 141, 145 (4th Cir. 2000).

Law (CMS 14.294): Homeland Security Act of 2002, Pub. L. No. 107-296, 116 Stat. 2135 (2002).

Bill (CMS 14.295): Homeland Security Act of 2002, H.R. 5005, 107th Cong. (2002).

Multiple Sources for Same Endnote

If you have multiple sources for one endnote, list them in the order the information appears. The sources are separated by a semicolon.

Shortened Citations

First mention of an article should use the author’s full name and bibliographic information; subsequent mentions should utilize last name, a short title, and (if quoting directly) a page reference. If no other reference intervenes, *Ibid.* will be used.

1. Mike Royko, “Next Time, Dan, Take Aim at Arnold,” *Chicago Tribune*, September 23, 1992.
2. Michael Pollan, *The Omnivore’s Dilemma: A Natural History of Four Meals* (New York: Penguin, 2006), 99–100.
3. Royko, “Next Time, Dan.”
4. Pollan, 55.
5. *Ibid.*, 22.

Substantive Comments in Citations

While we discourage lengthy commentary in notes, a brief explanation is sometimes useful to readers.

1. For more contemporary scholarship on socialism and ethics, see Mary Jones, *Crisis in Socialism* (Madison: University of Wisconsin Press, 2000), especially chapter 1, and Jim Smith, *Marx and Morals* (London: Routledge, 1999).