

# JAS STYLE GUIDELINES

## MANUSCRIPT SUBMISSIONS

The journal considers serious multi-disciplinary scholarship from scholars, teachers, activists, and others whose work focuses on the Appalachian region. Submissions must be written in a style that can be understood by intelligent non-specialists.

Submit an electronic Word file along with **two** copies of your manuscript on standard 8-1/2" x 11" (letter size) paper, one-sided and **double-spaced**, in *Times New Roman*, **12 point** font. Please follow the **word count limits** below:

- **Articles:** should be between **5,000 - 8,000 words** (approximately 20 to 32 pages) including notes, citations, and references.
- **Conference Papers:** a maximum of **5,000 words** (approximately 20 pages) including notes, citations, and references.
- **Teaching Notes:** a maximum of **5,000 words** (approximately 20 pages) including notes, citations, and references.

Submitted manuscripts need not follow the *Journal's* format for references, notes, etc.; however, once accepted for publication, manuscripts must be typed according to the *Journal's* style specifications.

- *JAS* uses a blind review system, so do not include your name or affiliation on the manuscript. Instead, include this information on a separate cover page.
- Please include a brief bio of each author (no more than **20 words** per person) on the cover page. **Sample bio:** Linda Spatig is a professor of educational leadership at Marshall University and associate editor of the *Journal of Appalachian Studies*.
- On a separate page, please include an abstract of up to **200 words**.

Articles should be submitted electronically to the *JAS* online manuscript submission portal. This secure, personalized resource will allow you to track your manuscript through each step of the review and acceptance process. To begin, click on one of the links below to set up your personal account and upload your submission. Your transmitted material will be reviewed as soon as possible.

[Make a new Manuscript Submission Upload account](#)

[Log into existing Manuscript Submission Upload account](#)

Please direct questions regarding editorial matters to Mary K. Thomas (Managing Editor, *JAS*) or Christopher Leadingham (Assistant Managing Editor, *JAS*) by phone at (304) 696-2904 or e-mail to [asa@marshall.edu](mailto:asa@marshall.edu).

## **FINAL REVISIONS**

Once accepted for publication, articles must be adapted to the *Journal's* style. Manuscripts containing final revisions should be submitted electronically, as a Word document, along with two hard copies, typed double-spaced in *Times New Roman*, 12 point font. For style samples not cited below, see <http://library.williams.edu/citing/styles/chicago2.php> and/or follow the *Chicago Manual of Style*, 16<sup>th</sup> edition.

## **FORMAT AND STYLE, SPELLING, AND WORD USAGE**

Follow the *Merriam Webster's Collegiate Dictionary*, 11<sup>th</sup> edition.

Use *Times New Roman, 12 point font* for your manuscript. Avoid boldface.

Use italics instead of underlining, both in text and references. This includes the titles of books and journals.

Use quotation marks for any quotes taken from reference material not paraphrased. Limit stylized use of quotation marks in text for words or phrases used differently than they are typically understood.

Use block quotations only for quoted material of more than five lines.

## **CAPITALIZATION**

Generally, only proper nouns—the names of people and places—are capitalized.

Pike County (upper case), the county (lower case)

General Lee, the general, President Kennedy, John F. Kennedy, president of the United States

The three subregions of Appalachia are considered to be proper nouns, and so are capitalized: Northern Appalachia, Central Appalachia, Southern Appalachia; also Northern, Central, and Southern Appalachians (referring to the people of the region).

However, regions within states are not capitalized: eastern Tennessee, southern West Virginia, western North Carolina.

Capitalize only the word *Appalachian* in Appalachian studies.

For academic concerns, capitalize official course names and subjects that are part of the name of a department. (e.g., He is chair of the Department of Philosophy. She is studying modern history.)

## **NUMBERS**

Spell out whole numbers from one to ninety-nine. Also spell out whole numbers from one to ninety-nine followed by *hundred, thousand, million*, etc. Express all other numbers as numerals. Exceptions to this rule are in the use of percentages (see below) or when referring to tables and figures.

- sixty-eight; 100; 347; forty-one thousand; 233,000; four hundred thousand; twenty-three million; 101 million.

- Percentages are **always** expressed as numerals followed by the word “percent”: 45 percent, 3 percent (**not** 45% or 3%).
- Spell out **any** number that is the first word in a sentence.

### ELLIPSES

The *Journal of Appalachian Studies* uses the “three-or-four-dot-method” for formatting ellipses. With this style, use three dots to indicate an omission of part of a single sentence, and four to signal the omission of one or more sentences. With three dots, a space is used both before and after the first dot, but when using four dots, the first dot is a true period with no space preceding it. Both the sentence before and the sentence after the use of four dots should be grammatically complete, even if only part of either sentence is quoted. If the omission of one or more sentences occurs at the end of the quoted material, the quote should be ended with a single period unless it is significant to point out that unquoted material follows.

### QUOTATIONS

Short quotations are indicated with quotation marks. Quotations of a hundred words or more, or of at least eight lines, should be set off in a block. Block quotations do not use quotation marks and always start a new line. Block quotes are generally indented five spaces from the left and right margins. When quoting, include the page number of the book, chapter, or article if page numbers are provided in the source material. The source of a block quotation is given in parentheses after the final punctuation mark of the quotation.

### ENDNOTES

JAS uses endnotes rather than footnotes. Endnotes should be used only to supplement the discussion, not to list references or other bibliographical details. To keep endnotes to a minimum, endnote material should be incorporated into the body of the text wherever possible. The note section must not overbalance the text.

### \*CITATIONS AND REFERENCES

Note that any sources cited in the manuscript must be listed in the references at the end of the paper.

When citing in text, please use the following guidelines: italicize all book and journal titles, use quotation marks around articles, parts of a book, or short poems (e.g., Jim Wayne Miller’s “Brier Sermon”), and italicize long poems (e.g., Homer’s *Iliad*). Quotation marks are not needed in the references; however still italicize book titles, journal titles, and long poems.

Please note that all reference entries must be revised to conform to the *Journal* style guide. The *Journal* uses a variation of the **author-date form** (see *Chicago Manual 16<sup>th</sup> edition*, chapter 17). The basic format for references follows:

Last Name, First Name. date. Article title, or section of book, if applicable. *Book title*. City of

Publication: Publisher. **(OR)** Last Name, First Name. date. *Journal Title* Vol. No. (Issue

No.): page numbers.

Whenever possible, all authors' full names must be given in the corresponding reference entries. Initials may be used if authors' first names are unknown.

In-text references must include the author's last name and the date of the publication being referenced, with no punctuation between them. If the author is quoted verbatim, then the page number should follow the year of publication with a comma separating the year and page number.

Note that the *Journal of Appalachian Studies*' style for references is to use "down" or "sentence style" in the capitalization of book and article titles. In sentence style, only the **first word** in the title should be capitalized with the exception of the first word following a colon (down style). For titles of journals, however, capitalize the whole title in the more common headline style.

### **BOOK WITH ONE AUTHOR**

(Doniger 1999)

Doniger, Wendy. 1999. *Splitting the difference*. Chicago: University of Chicago Press.

For reference entries listing multiple books by the same author, or by the same group of authors (**all** authors in the listing must be the same), use the author's full name in the first entry, followed by three consecutive underscore marks ( \_ ) in place of the authors name in subsequent entries. Multiple-author entries are ordered chronologically.

Danford, H. Edmund. 1912. *Soakum: A story*. Bellows Falls, Vermont: P. H. Gobie Press.  
\_\_\_\_\_. 1926. *The West Virginian*. New York: Harold Vinal.  
\_\_\_\_\_. 1928. *Trail of the grey dragon*. New York: Harold Vinal.  
\_\_\_\_\_. 1931. *Ohio Valley pioneers*. Chicago: Rand, McNally & Co.

### **BOOKS WITH TWO OR THREE AUTHORS**

(Cowlshaw and Dunbar 2000)

Cowlshaw, Guy, and Robin Dunbar. 2000. *Primate conservation biology*. Chicago: University of Chicago Press.

Note that second and all subsequent authors are listed with their first name first, and surname last in the reference entry.

### **BOOKS WITH FOUR OR MORE AUTHORS**

Parenthetical citations for all references with **up to three authors** list the last names of all authors in the reference entry: **for four or more authors**, name the primary author followed by *et al.* and the year of publication.

(Laumann et al. 1994)

Laumann, Edward O., John H. Gagnon, Robert T. Michael, and Stuart Michaels. 1994. *The social organization of sexuality: Sexual practices in the United States*. Chicago: University of Chicago Press.

### **EDITOR, TRANSLATOR, OR COMPILER**

Alternative titles are abbreviated and noted after the name(s) in the reference entry.

(Lattimore 1951)

Lattimore, Richmond, trans. 1951. *The Iliad of Homer*. Chicago: University of Chicago Press.

If citing a document with both an author and an editor, translator or compiler, list the latter after the title of work.

Bonnefoy, Yves. 1995. *New and selected poems*. Ed. John Naughton and Anthony Rudolf.

Chicago: University of Chicago Press.

### **REPRINT EDITIONS AND MODERN EDITIONS**

In documenting dates for reprints or modern editions of a book, if the original date is of prime importance, cite the original date in the text and as the publication date in the reference list entry, then give the reprint or modern edition date at the end of the entry in the reference list.

(Darwin 1859)

Darwin, C. 1859. *On the origin of species*. Facsimile of the 1<sup>st</sup> ed., with introd. by Ernest Mayr. Cambridge, MA: Harvard University Press, 1964.

If the later date is of prime importance, cite it in the text and as the publication date in the entry in the reference list and provide the original date at the end of the reference entry.

(Darwin 1964)

Darwin, C. 1964. *On the origin of species*. Facsimile of the 1<sup>st</sup> ed., with introd. by Ernest Mayr. Cambridge, MA: Harvard University Press. (Orig. pub. 1859.)

Often both dates are important, and should be cited within the text and the reference entry with the original date preceding the later date, separated by a slash mark.

(Darwin 1859/1964)

Darwin, C. 1859/1964. *On the origin of species*. Facsimile of the 1<sup>st</sup> ed., with introd. by Ernest Mayr. Cambridge, MA: Harvard University Press.

### **SUBSEQUENT EDITIONS**

If citing an updated edition of a book, list the edition number after the title: if the volume number is included, it follows the edition number. (e.g. ...2<sup>nd</sup> ed., vol 3).

Smart, Ninian. 1976. *The religious experience of mankind*. 2<sup>nd</sup> ed. New York: Scriber and Sons.

### **CHAPTER OR OTHER PART OF A MULTIAUTHOR BOOK**

(Wiens 1983)

Wiens, J.A. 1983. Avian community ecology: An iconoclastic view. In *Perspectives in ornithology*, ed. A.H. Brush and G.A. Clark, 355-403. Cambridge: Cambridge Univ. Press.

### **CHAPTER OF AN EDITED VOLUME ORIGINALLY PUBLISHED ELSEWHERE**

(common for primary sources)

(Cicero 1986, 33)

Cicero, Quintus Tullius. 1986. Handbook on canvassing for the consulship. In *Rome: Late republic and principate*, edited by Walter Emil Kaegi Jr. and Peter White. Vol. 2 of *University of Chicago readings in western civilization*. Edited by John Boyer and Julius Kirshner. Chicago: University of Chicago Press. Originally published in Evelyn S. Shuckburgh, trans., *The letters of Cicero*, vol. 1 (London: George Bell & Sons, 1908).

### **PREFACE, FOREWORD, INTRODUCTION, AND SIMILAR PARTS OF A BOOK**

(Rieger 1974)

Rieger, James. 1974. Introduction to *Frankenstein, or the modern Prometheus*, by Mary Wollstonecraft Shelley. Chicago: University of Chicago Press.

### **BOOK PUBLISHED IN BOTH PRINTED AND ELECTRONIC FORMS**

When citing multiple formats of a document, be sure that it is clear which form was consulted; however, there is no need to indicate “paper” in a citation to a traditional bound book)

(Kurland and Lerner 1987)

Kurland, Philip B., and Ralph Lerner, eds. 1987. *The founders' constitution*. Chicago: University of Chicago Press. Also available online at <http://press-pubs.uchicago.edu/founders/> and as a CD-ROM.

### **JOURNAL ARTICLE**

(Smith 1998)

Smith, John Maynard. 1998. The origin of altruism. *Nature* 393: 639-40.

If the issue number is given, include it in parentheses in the reference list entry.

Allison, G.W. 1999. The implications of experimental design for biodiversity manipulations. *American Naturalist* 153 (1): 26-45.

### **ARTICLE IN AN ELECTRONIC JOURNAL**

Online articles may be subject to changing addresses and URLs, as the online publisher's content is updated and changed. Though not generally required by Chicago, please try to include an access date whenever possible for the URL being referenced. If included, add it parenthetically at the end of the citation, as in the example below.

(Hlatky et al. 2002)

Hlatky, Mark A., Derek Boothroyd, Eric Vittinghoff, Penny Sharp, and Mary A. Whooley. 2002. Quality-of-life and depressive symptoms in postmenopausal women after receiving hormone therapy: Results from the Heart and Estrogen/Progestin Replacement Study (HERS) trial. *Journal of the American Medical Association* 287, no. 5 (February 6), <http://jama.ama-assn.org/issues/v287n5/rfull/joc10108.html#aainfo> (accessed January 7, 2002).

### **POPULAR MAGAZINE ARTICLE**

(Martin 2002)

Martin, Steve. 2002. Sports-interview shocker. *New Yorker*, May 6, 84.

### **NEWSPAPER ARTICLE**

Preferred Chicago style is for all newspaper citations to be made in running text, rather than parenthetical notes:

As William Niederkorn noted in a *New York Times* article on June 20, 2002, . . .

Niederkorn, William S. 2002. A scholar recants on his "Shakespeare" discovery. *New York Times*, June 20, Midwest edition.

Note that an initial *The* is omitted from newspaper names, while the name of the city of publication is included, italicized, along with the title, regardless of whether it appears on the masthead.

*Louisville Courier-Journal*

### **BOOK REVIEW**

(Gorman 2002)

Gorman, James. 2002. Endangered species. Review of *The last American man*, by Elizabeth Gilbert. *New York Times Book Review*, June 12, 16.

### **THESES AND DISSERTATIONS**

(Amundin 1991)

Amundin, Mats. 1991. Click repetition rate patterns in communicative sounds from the harbour porpoise, *Phocoena phocoena*. Ph.D. diss., Stockholm University.

### **PAPER PRESENTED AT MEETING OR CONFERENCE**

(Doyle 2002)

Doyle, Brian. 2002. Howling like dogs: Metaphorical language in Psalm 59. Paper presented at the annual international meeting for the Society of Biblical Literature, June 19-22, in Berlin, Germany.

### ***PERSONAL COMMUNICATIONS***

Bailey, David and Cuba Wiley. 1996. Interview by author. Tape-recording, Andrew, West Virginia, 13 April.

Kistler, Gene. 2001. Telephone conversation with author, 23 August.

### ***GOVERNMENT DOCUMENTS***

Department of the Interior, National Park Service. 1998. *New River Gorge National River Visitor Guide*. Washington, D.C.

U.S. Government Printing Office. 1994. *County and City Data Book*. Washington, D.C.

U.S. Congress. 1936. House Committee on Labor. *An investigation relating to health conditions of workers employed in the construction and maintenance of public facilities: Hearings on H.J. Res 449*. 74<sup>th</sup> Congress, 2<sup>nd</sup> session.

Henderson County Historical and Genealogical Society. Henderson County, Deed Book 13. Hendersonville, North Carolina.

U.S. Bureau of the Census. 1860. *Population Schedules of the Eighth Census of the United States: Henderson County, North Carolina, Schedule 2, Slave Inhabitants*. National Archives and Records Service. Washington, D.C.

U.S. Department of Agriculture (USDA). National Agriculture Statistics Service. 1999. *1997 Census of Agriculture, Volume 1*. CD-ROM Set. Washington, D.C.

U.S. Department of Commerce. Bureau of the Census. 1965. *U.S. Census of Agriculture, 1964, various volumes*. Washington, D.C.

### ***CHURCH DOCUMENTS***

St. John in the Wilderness Episcopal Church. 1836. Vestry Book. Flat Rock, North Carolina.

*\*Examples for the references taken mostly from*  
[http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html) and  
<http://www.press.uchicago.edu/Misc?Chicago/cmosfaq/tools.html>

*Amended February 3, 2014*