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.

In a cover letter, authors should verify that the manuscript has not been published previously and is not being submitted for publication elsewhere. Authors who would like immediate confirmation that their manuscripts have been received should include their email addresses and request confirmation of receipt. Send manuscripts and inquiries regarding editorial matters to: Mary K. Thomas, Managing Editor, *JAS*, Marshall University, One John Marshall Drive, Huntington, WV 25755; mthomas@marshall.edu; 304-696-2904.

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, 16th edition.

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


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 16th 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)


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.


**BOOKS WITH TWO OR THREE AUTHORS**

(Cowlishaw and Dunbar 2000)


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)


**EDITOR, TRANSLATOR, OR COMPILER**

Alternative titles are abbreviated and noted after the name(s) in the reference entry.
(Lattimore 1951)

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


   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)

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)
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)
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. …2nd ed., vol 3).


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

(Wiens 1983)
CHAPTER OF AN EDITED VOLUME ORIGINALLY PUBLISHED ELSEWHERE
(common for primary sources)

(Cicero 1986, 33)


PREFACE, FOREWORD, INTRODUCTION, AND SIMILAR PARTS OF A BOOK
(Rieger 1974)


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)


JOURNAL ARTICLE

(Smith 1998)


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


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)


**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, . . .


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)


**THESIS AND DISSERTATIONS**

(Amundin 1991)


**PAPER PRESENTED AT MEETING OR CONFERENCE**

(Doyle 2002)


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


GOVERNMENT DOCUMENTS


CHURCH DOCUMENTS


Amended February 3, 2014