Notation Style Guide for *Early Modern Women: An Interdisciplinary Journal*

This document is a brief guide to help you follow the appropriate notation style when preparing your work for submission to *Early Modern Women: An Interdisciplinary Journal*. Our notation style is based on the *Chicago Manual of Style*, 15th edition, “notes without full bibliography” guidelines. The document includes samples of book, article, contribution within a book, and unpublished work notations. It also provides guidelines for repeated references within the notes, formatting inclusive numbers, and formatting dates. While this document is helpful as a quick reference, it is not meant to replace the *Chicago Manual of Style* itself. Please refer to the *Manual* if further clarification is needed.

I. General Format

Your essay should include a Notes section rather than a full bibliography. It should not include footnotes. Each citation in the Notes section should be numbered with the first line indented. The notes section should be double-spaced.

II. Examples of Notes

1. Book

   - Translation:


   - With two authors:


   - Titles in a series:


2. Author Contribution within a Book

3. Article

- **In a journal with an issue number:**


- **In a journal without an issue number:**


4. Unpublished Works, Folio, and Manuscript

- **Letter:**

  Virginia Randolph Trist to Virginia Cary, May 2, 1828, Nicholas P. Trist Papers, Southern Historical Collection, University of North Carolina Library, Chapel Hill.

  Barbara Gamage Sidney to John Stamer, Jan. 3, 1597, Huntington Library MS STT 1897.

- **Unpublished Dissertation:**


- **Early Modern Manuscript:**

  Author (if known), *Title*, Date, Series Title (if applicable), name of collection (if applicable), name of depository, page numbers.

  *Declaration del Bando que se a publicado de la expulsion de los moriscos* (1610), in the Biblioteca Nacional, ms. V.E. 44-56.

  Saint Aurelius Augustinus, *Meditationes, Soliloquium, Manuale, De fide ad Petrum Diaconum. Pseudo-Lentulus: De habitudine de la reverendissima & gloriām persona de Yhu Christo quanto ala assumpta humanitate* (ca. 1500), in the Special Collections Department at the University of Colorado, Boulder, MS 1, 3-5.
5. Repeated References

If your note refers to an already cited work, then give the author’s last name, some part of the title, and the page number(s).


If your note immediately follows a note referring to the same work, then use “ibid.” and the page number(s).

Ibid., 243.

III. Inclusive Numbers

This table is taken directly from the Chicago Manual of Style, 15th edition, pp. 396.

<table>
<thead>
<tr>
<th>First Number</th>
<th>Second Number</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-99</td>
<td>Use all digits</td>
<td>3-10, 71-72, 96-117, 100-104, 1100-1113</td>
</tr>
<tr>
<td>100 or multiples of 100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>101 through 109</td>
<td>Use changed part only</td>
<td>101-8, 1103-4</td>
</tr>
<tr>
<td>201 through 209</td>
<td></td>
<td></td>
</tr>
<tr>
<td>110 through 199</td>
<td>Use two or more digits as</td>
<td>321-28, 498-532, 1087-89, 11564-615,</td>
</tr>
<tr>
<td>210 through 299</td>
<td>needed</td>
<td>12991-13001</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>But if three digits change in a</td>
<td>1496-1504, 2787-2816</td>
</tr>
<tr>
<td></td>
<td>four-digit number, use all four</td>
<td></td>
</tr>
</tbody>
</table>
IV. **Dates**

- **Range of years:**
  
  Follow inclusive numbers guideline above. (For ex., 1558-70, 1571-79.)

- **Specific date:**
  
  Write as month, day, year.

- **Abbreviate months as follows in notes. Do not abbreviate months in the text.**

  Mar.    Apr.
  May     June
  July    Aug.
  Nov.    Dec.

V. **Foreign Language Translations**

When quoting a text in a language other than English, you should include an English translation within the body of the text and the original language quotation in the Notes section.

VI. **Deadlines**

- **Image permissions:**
  
  You should begin acquiring image permissions as soon as your essay has been accepted by *EMWJ*.

- **Copyright agreement form:**
  
  You should submit your copyright agreement form with the final version of your essay.