

FCH *Annals* Style Sheet (last updated 2016)

1. Submit as Microsoft Word format, or RTF. Text should be typed and double spaced. Use 12 point font, Times New Roman.
2. Name of the author should be placed at the top of the first page of the text. Include title of paper, author's name, and institutional affiliation.
3. For spelling and word division, follow *The New Oxford American Dictionary*.
4. For capitalization, hyphenation, use of numbers, punctuation, and other matters of style, follow *The Chicago Manual of Style* (14th edition or later).
5. The recent edition of *The Chicago Manual of Style* has changed its preference to US Postal Service two-letter abbreviations for the names of US states, however, in the interest of continuity, the *Annals* continues to use the longer conventional abbreviations, also found in *Chicago*.
6. Write dates as Day Month Year. Do not place commas between month and year (e.g., 4 May 1992; June 1924). Write 4 May, not May 4th. When referring to BC or AD, AD comes before the year, BC comes after the year, e.g. 33 BC, and AD 1066. Do not use alternative chronological indicators such as BCE and CE. Inclusive years and other numbers should be typed as 1982–1987, not as 1982–87 or 1982–7.
7. People must be fully identified by first and last names when they are first mentioned in the text. The first reference to an individual should provide the full name; later references may be by surname only. If an individual is or was generally known by a particular name, use it. Thus John C. Calhoun, or John Randolph of Roanoke. In reference to titled individuals, use the title and full name on the first instance.
8. Abbreviations or acronyms (such as NAACP, ACLU, CIO) are common when referring to well-known organizations such as the National Association for the Advancement of Colored People (NAACP), but always write the name out in the first instance and place the abbreviation after it in parentheses; thereafter the abbreviation alone, e.g. the NAACP, may be used.
9. Italics are always used for foreign words and phrases on first instance, for ship names, for titles of books, works of art, musical compositions, and the like. Italics may be omitted in the case of foreign words and phrases that are found in common American English usage (following *The New Oxford American Dictionary*). If you choose for emphasis to italicize a portion of a quotation, the fact should be indicated in the footnote with the notation "emphasis added."
10. Ellipsis points are separated from each other and from the text and any contiguous punctuation by one fixed unit of lateral spacing. For use of ellipsis, follow the general rule as indicated in *The Chicago Manual of Style*.
11. Interpolations of the author's own comments or explanations into quoted matter should be enclosed in square brackets, not parentheses. Such interpolations should be kept to a minimum.
12. Use footnotes, not end notes, in accordance with *The Chicago Manual of Style*. No parenthetical citations.
13. Include pagination. All hyperlinks must be formatted in plain text.
14. Avoid the use of slash (/) whenever possible.
15. Footnote reference numbers are placed after all of the material in the paragraph to which they refer. Any material presented after a reference number is not considered to be covered by that citation.
16. The title of your paper must be the same as it appears on the conference program; you may only submit a paper for consideration for publication in the volume of the *Annals* that corresponds to the meeting at which the paper was presented.
17. Your submission may not have been published previously, and it may not be simultaneously under consideration for publication elsewhere.
18. Current officers of the Florida Conference of Historians are not eligible for any of the prizes awarded by the FCH.