

1. Submit as Microsoft Word format, or RTF. Text should be double spaced. Use 12-point font.
2. Place the title of the paper at the top of the first page. Include the author's name as it should appear in print, and institutional affiliation, if any.
3. For spelling, follow *The New Oxford American Dictionary*. For citation format, capitalization, hyphenation, use of numbers, punctuation, and other matters of style, follow *The Chicago Manual of Style* (16th edition).
4. Although the 16<sup>th</sup> edition of *Chicago* prefers U.S. Postal Service two-letter abbreviations for the names of U.S. states, the *FCH Annals* continues to use the longer conventional abbreviations for the sake of continuity. This also necessitates the use of periods in *U.S.* and *Washington, D.C.* (see *Chicago*).
5. 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 4<sup>th</sup>. Dates in citations of newspapers also follow this format. Do not include date accessed in citations of online sources. When referring to BC or AD, AD comes before the year, BC comes after the year. Do not use other forms of indicators of eras, such as BCE and CE. Inclusive years and other numbers should be typed as 1982–1987, not as 1982–87 or 1982–7.
6. People must be fully identified by full first and last names on first instance; later references may be by surname only. If an individual is generally known by a specific variation of the name, use it. Thus, John C. Calhoun, or John Randolph of Roanoke. For titled individuals, use the title and full name on the first instance.
7. For organizations such as the NAACP, ACLU, and the like, write the name out in the first instance and place the abbreviation after it in parentheses, e.g.: National Association for the Advancement of Colored People (NAACP). Subsequent instances may use the acronym.
8. Use underscore rather than italics in the manuscript. These will appear as italics in the publication (when underscore is the form to appear in publication, use bold underscore). Underscore foreign words and phrases on the first instance, as well as names of ships, titles of books, works of art, and musical compositions. Omit underscore for foreign words and phrases found in common American English usage (following *The New Oxford American Dictionary*). For underscore as emphasis added to a portion of a quotation, indicate this in the footnote with the notation "emphasis added."
9. Ellipsis points are separated from each other and from the text by one unit of lateral spacing. There is no spacing between a word and a period when an ellipsis follows, e.g.: "This quoted sentence comes to an end. . . . Some text was omitted between these two sentences;" but, "in this example there is only one sentence . . . even though some text was omitted." See *The Chicago Manual of Style*.
10. Enclose interpolations or explanations introduced into quotations in square brackets. Keep such interpolations to a minimum.
11. Use footnotes, not end notes, in accordance with *The Chicago Manual of Style*. No parenthetical citations.
12. Include pagination. All hyperlinks must be formatted in plain text.
13. Avoid the use of slash (/) whenever possible.
14. Footnote reference numbers are placed after all 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.
15. The title of the paper must be the same as it appears in the conference meeting program. Submissions will only be considered for publication in the volume of the *Annals* that corresponds to the meeting at which the paper was presented.
16. Submissions may not have been published previously, and may not be simultaneously under consideration for publication elsewhere.
17. Current officers of the Florida Conference of Historians are not eligible for any of the prizes awarded by the FCH.