Text and Endnotes

Newport History: Journal of the Newport Historical Society is a peer-reviewed journal, published bi-annually in the winter and summer. *Newport History* publishes articles on and related to the history and culture of Newport County. The journal publishes scholarly articles, captioned photographic spreads or photo essays, and oral histories adapted to printed narratives. Articles should be written in the third person using active voice. Authors should avoid jargon and strive to present an engaging narrative. Scholarly endnotes are required; the notes should conform to the standards of the *Chicago Manual of Style* (common errors of style are noted below). Consult recent issues of *Newport History* (2008 and after) for models. The author receives ten copies of the article as compensation but does not otherwise receive financial remuneration.

The normal length for a manuscript can range from fifteen to forty double-spaced, typed pages, excluding endnotes. Shorter and longer articles will be considered as well.

Articles should be submitted as an electronic email attachment to the attention of the Publications Committee at ipeters@NewportHistory.org. Articles should be typed using standard Times New Roman 12-point font for both the text and endnotes. Both text and notes should be double-spaced. It is helpful if authors attempt to conform to the editorial standards noted below before the initial submission. During preparation for publication, articles will be brought into full conformity with all editorial standards of the journal, with authorial assistance and final approval.

Submissions are handed to the Newport Historical Society's Publications Committee for an initial reading. If found up to the standard, submitted articles are sent out to a reader for a peer review. The identity of the author is withheld from both the committee and the reviewer. The article is then either accepted, rejected or deferred. Deferral means that the author revises and resubmits the article before a final decision is made. Once an article is formally accepted, the Editor suggests final revisions and gives the author the anticipated date of publication, along with deadlines necessary to meet that date. The author and editor work together to meet these deadlines, and assure that the article and notes fully conform to the journal's standards. Authors should expect copy-editing and formatting changes to bring the article into conformity with these standards.

Images

The submission of images with text is encouraged but not required, unless it is a photo essay. If images are included at this time they should be attached separately on one or more contact sheets and include captions. The journal is a black-and-white publication

with an average of 10-15 images for longer articles, and the possibility of up to fifty images for photo essays.

After an article is accepted, the author provides images of publication quality, meeting the normal standards for professional journals. The Newport Historical Society can work from either publication-quality photographic prints or electronic images. Images scanned or taken with a digital camera are acceptable when the resolution of the image is at least 300 dpi for an image size of 9 x 7 inches. The editor and Newport Historical Society staff can provide consultation on image digitization and can assist in all matters relating to transferring images to the correct electronic format. Authors are responsible for the costs of procuring publishable images and paying any reproduction fees, and for obtaining all clearances to publish images. The Newport Historical Society will contribute up to fifty dollars per article to help fund reproductions and reproduction rights. The Society also will help authors locate copies of images in its collections (or those of sister institutions in Newport County with rights and reproductions exchange agreements), or find substitutes in its collections, as a means of defraying costs. The editor adds captions with authorial assistance during production of the article.

Once an article is finalized, authors are asked to sign a Permission to Publish form.

NEWPORT HISTORY
SOME GUIDELINES FOR AUTHORS ON EDITORIAL STANDARDS

The policy of *Newport History i*s to permit authors latitude in writing. Syntactical changes to text and notes that promote consistency within the journal are a normal part of the editorial process. The *Chicago Manual of Style* is the style manual for *Newport History*. All articles adhere to certain "cosmetic" practices that prevent readers from being confused in traversing the different articles in the journal. The most frequent questions or syntactical alignments are noted below. This is not a comprehensive list.

1. Egregious errors (factual or grammatical) pointed out during editing must be corrected.

2. Use endnotes instead of footnotes.

3. Notes must be complete and explicit. All references to books must include full information on publisher and location of publication, year of publication, and pagination. All references to journals must include complete author, title of article, formal name of journal, volume designation, date of publication on journal cover, and precise pagination. All references to newspapers should include author, title of article, formal name of newspaper, and precise date of publication. Precise pagination is required for historical newspaper references (pre-1930). All citations

in manuscript sources should include name of institutional holder, name of archives, division within archives, and as much specific information on the manuscript source as would be required by a researcher to find it readily. Consult recent issues of *Newport History* for examples.

4. Adhere to the Oxford or serial comma rule. This is the use of a final comma before an "and" or an "or" in lists. Example 1: He was ready, willing, and able to go to war. Example 2: The question of when, where, or why did not come up.

5. For Jr., Sr., II, do not precede with a comma, e.g., John Doe Sr., Joe Doe III, Mrs. John Smith Jr.

6. Computers now can make the same font distinctions as typesetting, hence use italics for emphasis, not underscore. This includes bibliographic references in which titles were underscored on typewriters in the days before computers.

7. Translate quotations from foreign languages in text. Notes can include a reference to the source of the translation, or the translator if done expressly for this publication (e.g.,"Translation by author") with the full transcription in the foreign language. There are exceptions.

8. Spell out numbers under 1000, e.g., five acres, six-lot parcel, one hundred and twenty-five feet high. There are exceptions.

9. Hyphenate all compound adjectives, e.g., timber-frame house, real-estate agent.

10. Spell out centuries, using hyphens in compound adjectival use of centuries, e.g., eighteenth-century house, a matter that took place in the twentieth century.

11. Use "about" or "ca." for "circa" (as opposed to "c."), e.g., ca. 1850 or about 1850.

12. Spell out Avenue, Street, etc. (do not use abbreviations) except in quotes.

13. Do not abbreviate state names or use postal codes for state designations in the text. Official abbreviations of state may be used in the notes, e.g., Calif., Conn., N.H.

14. Drop reference to Rhode Island from Newport, Middletown, and Portsmouth.

15. Drop reference to state name for other major cites (following common usage) and use lower case e.g., Boston, New York, Philadelphia, Providence, Chicago, San Francisco, Los Angeles.

16. Use uniform date iterations, e.g., "May 1, 1871" as opposed to "1 May 1871" or "May of 1871" as opposed to "May 1870."

17. Use care in the choosing "that" vs. "which":

    "That" introduces restrictive clauses with no comma preceding, e.g., "The pre-Revolutionary status of Newport led to a flourishing of architecture that largely survived the devastating British occupation during the Revolutionary War."

    "Which" is always non-restrictive and always requires a preceding comma, e.g., "The second trait is irregularity of plan, which creates a rambling journey through the house."

18. Do not put quotations around named buildings, and do not use italics, e.g., Hunter House, Marble House, Armsea Hall, etc.

19. Use italics for the names of ships, yachts, and other such proper names, e.g., *Sovereign*, USS *Kennedy*. Do not use "the" directly before a ship's name or before the abbreviation: "HMS", but it is proper to write "the destroyer USS *Jacob Jones*" or "the battleship HMS *Bellerophon*."