

**Canadian Society of Church History /  
Société canadienne d'histoire de l'église**  
*Historical Papers*  
**Style Guide**

1.0 Contributors should send their paper to the editors in electronic form, preferably as an attached file (Word in either PC or Macintosh format). Contributions should be sent to Todd Webb (twebb@laurentian.ca). Clearly specify the version of Word or WordPerfect.

2.0 CSCH conforms to *The Chicago Manual of Style*, 16<sup>th</sup> ed., and Kate Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 6<sup>th</sup> ed. Spelling outside of quoted material should conform to the *Canadian Oxford Dictionary* (2004). Note the following common Endnote/Footnote formats:

Single Author:

<sup>1</sup>John Hope Franklin, *George Washington Williams: A Biography* (Chicago: University of Chicago Press, 1985), 54.

Article in a Journal:

<sup>2</sup>Lawrence P. Smith, "Sailing Close to the Wind," *Politics in Action* 10, no. 4 (1993): 82.

Component Part by One Author in a Work by Another:

<sup>4</sup>Mary Higdon Beech, "The Domestic Realm in the Lives of Hindu Women in Calcutta," in *Separate Worlds: Studies of Purdah in South Asia*, ed. Hanna Papanek and Gail Minault (Delhi: Chanakya, 1982), 115-16.

Thesis or Dissertation:

<sup>5</sup>P.G. Reynold, "Race, Nationality and Empire: Aspects of Mid-Victorian Thought, 1852-1872" (Ph.D. diss., Queen's University, 1978), 76.

2.1 When using electronic sources, use "Citation Examples based on Chicago Style" available at the University of Alberta's *Citation Style Guides for Internet and Electronic Sources* at: <http://www.library.ualberta.ca/guides/citation/index.cfm>.

3.0 For second and subsequent citations use short title format. For example:

<sup>6</sup>Stackhouse, *Canadian Evangelicalism in the Twentieth Century*, 54.

4.0 Archival material should include all necessary information and be cited from the specific to the general. For example:

<sup>7</sup>Letter recorded 4 August 1847, Letterbook, 1844-1847, John Strachan Papers, Archives of Ontario, Toronto.

5.0 Manuscripts should be between 4,000 and 7,500 words (including endnotes). Longer manuscripts will be returned to the author.

6.0 Use either the tab or the indent feature to block text instead of the space bar. Do not double space after periods.

7.0 Include author's affiliation under the title of the article.

8.0 Particular matters of format, usage, style and punctuation:

- Please double space and leave the right margin ragged;
- Use gender neutral language where possible;
- Use italics for titles of books (do not underline);
- The preferred format for all dates is: 13 October 1993. Write out “centuries” (i.e., “nineteenth-century” when used as an adjective or “nineteenth century” when used as a noun);
- Note that there is no apostrophe when referencing a decade (i.e., 1940s)
- Do not include a bibliography.

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