

Style Guide for *Social Science History*

In submitting a manuscript for consideration to *Social Science History* (SSH), an author acknowledges that the work contained therein is their own and that no part of it has been published or is under consideration for publication elsewhere. The author is responsible for obtaining any necessary written permission to reproduce textual material or artwork and for verifying the accuracy of quoted material.

SSH follows [The Chicago Manual of Style](#), 18th ed. (CMS), plus specific rules outlined in this style guide. For legal citations, refer to [The Bluebook: A Uniform System of Citation](#), 16th ed.

Checklist for New Submissions

Please ensure your new submission conforms to the following rules:

1. **File format:** Submit manuscripts as a Microsoft Word document with one-inch margins on every page and double-spaced text throughout, including block quotations, footnotes, references, and tables. Use 12 pt font (Times New Roman is recommended).
2. **Word count:** Manuscripts should not exceed 12,000 words (excluding footnotes, tables, figures, and references). Please specify the word count.
3. **Anonymization:** All identifiable author information should be removed to ensure the manuscript conforms to the requirements for double-blind peer review.
4. **Line Numbering:** Please add line numbering (continuous) to the manuscript as it helps peer reviewers point to specific places in the manuscript for their feedback.
5. **Abstract:** The abstract should not exceed 250 words.
6. **Keywords:** Include 5–7 words or terms.
7. **References:** Please ensure your references are complete. SSH uses the author-date citation system. Refer to this style guide and CMS 18th ed.
8. **Self-citation:** Authors may cite their own publications and include them in their bibliography, but the text surrounding them should be written in the third person, not the first person, to retain anonymity. Authors should cite their own publications only as needed for the substantive argument.
9. **Footnotes:** Authors may use footnotes to cite archival materials and to provide additional information, further context or explanation, and additional sources for the reader to consult.
10. **Tables:** Tables contain data that are essential to the author's argument. (Please omit raw data not discussed in the text.) Tables should have clear titles and be numbered sequentially. Tables that are part of the main manuscript should appear in the main text.
11. **Figures:** Figures should have clear titles and be numbered sequentially. Axes labels, legends, and all elements in each figure should be legible. Submit each figure as a separate electronic file. TIFF is the preferred file format, but PNG and EPS are also acceptable.

Supplementary materials: SSH does not publish appendices as part of an article, but authors may upload supplementary materials. These items are standalone and are not reviewed or copyedited.

Preparing Your Accepted Manuscript For Publication

Once *Social Science History* has accepted a manuscript for publication, please add the following items:

1. Authors' names, affiliations, and email addresses.
2. Corresponding author's name and email.
3. A one-paragraph bio for each co-author (see the "Author Bio" section).
4. Acknowledgments (see the "Acknowledgments" section).

Please use the guidance that follows to help you prepare your manuscript to send to production for layout and copyediting by Cambridge University Press. This guidance builds on the information provided in the "Checklist for New Submissions."

Tables

1. **File format:** All tables should be created in Microsoft Word (not in Excel, and not converted from Excel to Word).
2. **Numbering:** Tables should be numbered sequentially.
3. **Titles:** Table titles should be clear and explanatory but concise.
4. **Headings:** Column headings should be short, and any abbreviations used should be clear and explained in the Notes.
5. **Callouts:** Please include callouts for each table (e.g., "Table 1 here") to identify where you would like them placed within the manuscript text.
6. **Notes:** Source notes, general notes, specific notes, and probability-level notes appear in that order beneath the table, as follows:

Source: Peabody and Sherman 1954.

Notes: All nonsignificant three-way interactions have been omitted.

^aThis subject completed all but one trial.

^bThis subject completed all but two trials.

* $p < .05$. ** $p < .01$. *** $p < .005$.

See also A. S. C. Ehrenberg, "The Problem of Numeracy," *American Statistician* 35 (1981): 67–71.

If the table is a reproduction of a table published previously, please include permission to reproduce or a statement that explains fair use or public domain status.

Figures

1. **Color:** Authors can submit figures in color.
2. **Legibility:** Axes labels, legends, and all elements in each figure should be legible.
3. **Caption:** Each figure requires a separate caption that can be included in the manuscript (i.e.,

do not integrate the caption into the figure).

4. **Callouts:** Please include a callout for each figure (e.g., “Figure 1 about here”) to identify their approximate location within the text.
5. **Numbering:** Figures must be numbered sequentially must be numbered in the order that they are called out (i.e., explicitly cited, as Figure 1, Figure 2, etc.).
6. **Copyright:** If the figure is a reproduction of a figure published previously, please include permission to reproduce or a statement that explains fair use or public domain status.
7. **Format:** TIFF is the preferred file format, but PNG and EPS are also acceptable.

References

Social Science History uses the author-date citation system where parenthetical references appear in the text that correspond directly to a list of sources (References) at the end of the paper. CMS 13.102–13.128 provides guidance on the author-date system, including reference examples.

The References section at the end of the article provides full bibliographic information for all works cited in the text (including additional sources cited in footnotes). References are arranged alphabetically by author, then chronologically in ascending order.

CMS 13.128 states, “Where footnotes or endnotes are used to supplement the author-date system, source citations within notes are treated in the same way as in text. Such notes should be reserved for substantive commentary and should not be taken as permission to move parenthetical text citations in the notes.” However, as mentioned in the “Checklist for New Submissions” section, authors may use footnotes to cite archival materials. For archival materials cited in footnotes, please list the archive or archive collection in the References section. CMS Figure 13.9 shows two examples of how archive collections can be cited in a bibliography.

The “Documentation: How to Cite” section below covers references in greater detail and provides specific examples. For information and examples on references not covered in this style guide, please refer to CMS Chapters 13 & 14.

Acknowledgments

Acknowledgments appear as a separate section after the Footnotes section and before the References section. The authors may write their acknowledgments in the first person.

This essay was first presented as a paper at the Center for Comparative Literature at Amherst College on June 2, 2008. I am grateful for the comments made at that gathering.

Author Bio(s)

For each co-author, please include a brief one-paragraph author bio containing the author’s academic affiliation, areas of research, and recent publications.

Daniel Little is professor of philosophy and chancellor at the University of Michigan at Dearborn. An expanded edition of his book *Understanding Peasant China: Case Studies in the Philosophy of Social Science* (1989) appeared in Chinese translation in 2008. He is also author of *The Paradox of Wealth and Poverty: Mapping the Ethical Dilemmas of Global Development* (2003) and is working on a book about new perspectives on the philosophy of history.

SSH Style Specifics

Abbreviations

Most abbreviations are confined to parenthetical text and footnotes. Exceptions include “v.” (in legal references), “et al.” (in references to works with three or more authors or editors), national abbreviations (used as adjectives), and corporate acronyms and initialisms (most of which must be introduced parenthetically following the first reference to the entities they designate).

the landmark case *Roe v. Wade*
Johnson et al. sought to discredit the NEH’s study.
What did NAFTA mean for the nation’s newly minted MBAs?
further expansion of NATO’s membership
dissent within the AFL-CIO
certain US constituencies; UN peacekeeping forces

Names of states and provinces are spelled out in running text.

Provo, Utah; Windsor, Ontario; Stuttgart, Baden-Württemberg

Latin abbreviations, such as “e.g.,” and “i.e.,” are set in roman type, not italics. (The word *sic*, however, is italicized.)

Personal initials have periods and are spaced.

W. E. B. Du Bois; C. D. Wright

Article Titles & Section Headings

1. **Article Titles:** Use headline-style capitalization for article titles. Words with fewer than five letters (e.g., to, and, the) are not capitalized unless they appear as the first word. Use an uppercase letter after a colon.
2. **Section headings:** Section headings indicate major divisions in the text. *SSH* allows Heading level 1, Heading level 2, and Heading level 3.

Capitalization. See also Quotations, Spelling, and Terms

After a Colon

If the material introduced by a colon consists of more than one sentence, or if it is a quotation or a speech in dialogue, it begins with a capital letter. Otherwise, it begins with a lowercase letter. See CMS 6.67.

The protesters were detained under orders adapted, it would seem, from the game of Monopoly: Go to jail. Go directly to jail. Do not call a lawyer. Do not post bail.

Terms

A lowercase style is generally preferred for terms. See CMS, Chapter 8, for detailed guidelines on capitalization of terms.

Titles of Works

In the running text, for all titles in English, headline-style capitalization is used: capitalize the first and last words and all nouns, pronouns, adjectives, verbs, adverbs, and subordinating conjunctions (if, because, that, etc.). Lowercase articles (a, an, the), coordinating conjunctions, and prepositions (regardless of length). The *to* in infinitives and the word *as* in any function are lowercased.

For hyphenated and open compounds in titles in English, capitalize first elements; capitalize subsequent elements unless they are articles, prepositions, or coordinating conjunctions. Subsequent elements attached to prefixes are lowercased unless they are proper nouns or proper adjectives. The second element of hyphenated spelled-out numbers or simple fractions should be capitalized. If a compound (other than one with a hyphenated prefix) comes at the end of the title, its final element is always capitalized.

Nineteenth-Century Literature
Avoiding a Run-In Policies on Re-creation
Reading the Twenty-Third Psalm

When titles contain direct quotations, the headline-capitalization style described above and in CMS should be imposed.

“We All Live More like Brutes than Humans”: Labor and Capital in the Gold Rush

For non-English language titles, please follow the CMS capitalization rules for that language. See CMS Chapter 11.

Diacritical marks on all letters are retained in all languages.

For forms used in capitalizing historical and cultural terms, refer to CMS 8.72–80. In general, terms that refer to a specific period, event, or institution are capitalized.

Dates and Times. See also Numbers

April 1983

April 21, 1983

May 1–3, 1968

on February 8, 1996, at 8:15 a.m. and again at 6:15 p.m.

September–October 1992

September 11, 2001; 9/11

from 1967 to 1970

1960s counterculture

mid-1970s American culture

the 1800s; the years 1800–1804, 1804–6, 1804–15, 1815–1915

the mid-sixteenth and the seventeenth centuries in France; seventeenth-century France; late seventeenth-century France

AD 873; 640 BC; 350–345 BCE; 21 BCE–39 CE

Use full caps without periods for era designations. In inclusive dates used with BCE or BC, where the higher number comes first, all digits are provided in the second number to prevent confusion (CMS 10.48).

c. 1820

Documentation: How to Cite

General Principles

Social Science History uses the author-date form of citation (see CMS Chapters 13 & 14).

Footnotes may include material that cannot be conveniently included in the text, such as discursive adjuncts and additional sources of information. Any material necessary for understanding the argument set forth in the article should be included in the text.

Legal sources (court cases, constitutions, treaties, statutes, and legislative materials, such as unenacted bills, hearings, and reports) should be cited in the main body of the article, not in the notes. If a case or law is well known (e.g., *Roe v. Wade*), it is not necessary to provide a full citation. The general form of legal citations should follow the conventions for law review footnotes in *The Bluebook: A Uniform System of Citation*, 16th ed. (especially secs. 1, 10, and 12–14).

In-Text Citation Style

In-text citations (enclosed in parentheses) should contain the author's surname (with first initial if ambiguous), the date, and the pages cited.

Wert (1984: 115–17) insists that his predecessors' conclusions were the merest

speculation (see M. McLain 1981; P. McLain 1981).

If more than one work by the same author is cited, the author's name is not repeated.

(Wilson 1963, 1974)
(Miller 1978: 267; 1994)

For works by three or more authors, only the surname of the first author is used, followed by "et al."

not (Cobb, Hornsby, and Ott 1982) but (Cobb et al. 1982)

If the work is meant, rather than the author, the parentheses are omitted.

Medwick 1924 remains the standard reference.

For reprints, the date of first publication is given in brackets.

(Williams 1974 [1905])

To refer again to the most recently cited source, "ibid." is used.

(ibid.: 23)

When several sources are listed in a single citation, they are arranged first alphabetically by author, then chronologically in ascending order.

The facts of the case appear to admit several plausible interpretations (Chylak 1982; Denkinger 1976, 1996; Klem 1992; Luciano 1947).

In attributions of quoted matter, however, the order of the sources cited must match that of the quotations.

Some researchers view this application of data as "fudging" or "making it up" (McGowan 1978: 2; Gorman 1984: 13).

When a comparison of sources is intended, "cf." is used. (Note that this abbreviation, derived from confer, means "compare"; it does not mean "see.")

(Northrup 1935, 1936; cf. Stanley 1956)

When one volume of a multivolume work is cited, the volume number is indicated after the date.

(Koufax 1973, 1: 223)

Personal communications, such as telephone conversations, e-mail messages, and non-archived letters, are identified as “pers. comm.” and dated in the text but are not included in the References section.

Wilson (pers. comm., March 13, 2007) proved the hypothesis false.

Latin Abbreviations and Terms in Documentation

Apart from “ibid.,” “et al.,” and “cf.,” Latin abbreviations and terms are not used. These abbreviations are not italicized. Note that “et” in “et al.” is a whole word (meaning “and”) and therefore is not followed by a period.

Citations: Specific Examples

In the first entry by a given author or group of authors, all authors are named, regardless of number. Works published in the same year by the same author are labeled “a,” “b,” and so on. Articles in book symposia that directly quote the symposium book should include the book in the references.

If the publisher is a university press, the words “University Press” are spelled out.

Lebanon, NH: University Press of New England
Chapel Hill: University of North Carolina Press

For online works, if no publication date is provided, an access date is required.

Please note that during production, Cambridge University Press puts the authors’ names and the issue number of journal articles into boldface type. This formatting can be done when the references are formatted, but it is not required.

Book

Please italicize book titles and use headline-style capitalization. For books published after 1900, CMS 18th ed. does not require the publisher’s location (i.e., the city and state do not need to be included).

Lockridge, Kenneth A. (1970) *A New England Town: The First Hundred Years*. Norton.

Edited Book

Fainstein, Norman I., and Susan S. Fainstein, eds. (1982) *Urban Policy Under Capitalism*. Sage.

Chapter from a Book

Chapter titles and subtitles appear in quotation marks. Only the first word and proper nouns are capitalized; the book editors are named and identified as such; inclusive page numbers are given.

Dewey, Lawrence, Mary Cheatham, and Nicholas Howe (1991) "Picking fights: Preconditions of civil war in modern nation-states," in Bruce Morecalm (ed.) *Affairs of State in Contemporary Terms*, 2nd ed. Publisher: 135–69.

Multivolume Work

Individually titled volume: first give the general title, then the number and title of the cited volume.

Pelikan, Jaroslav (1978) *The Christian Tradition: A History of the Development of Doctrine*. Vol. 3, *The Growth of Medieval Theology (600–1300)*. University of Chicago Press.

Untitled volume:

Fisk, Carleton (1978) *Beantown Remembers the '75 World Series*. Vol. 2. Foul Pole Entertainments.

Multivolume work cited as a whole:

Foucault, Michel (1978–86) *The History of Sexuality*, trans. Robert Hurley. 3 vols. Pantheon.

Online Book

Pyatt, Timothy D., ed. (1996) *Guide to African American Documentary Resources in North Carolina*. University of Virginia Press, www.upress.virginia.edu/epub/pyatt/index.html.

Translation

Rivera, José (1999) *Labor Unions in Baja, California*, trans. Will Moore. University of Richmond Press.

Journal Article

Article titles and subtitles appear in quotation marks. Journal titles use headline-style capitalization and are italicized. Please include the volume and issue number and page range, where applicable. Where available, please include DOIs for journal articles.

Abdulhadi, Rabab (2003) "Where Is Home? Fragmented Lives, Border

Crossings, and the Politics of Exile.” *Radical History Review* (86): 89–101.
<https://doi.org/10.1215/01636545-2003-86-89>

Bailyn, Bernard S. (1982) “The Challenge of Modern Historiography.” *American Historical Review* 87 (1): 2–24. <https://doi.org/10.2307/1863306>

Magazine Article

“The” is dropped before periodical titles.

Davis, Peter (2003) “Ignited Iraq: Baghdad journal.” *Nation*, August 28.
Tuckman, Mitch (1976) “Exiled on Main Street.” *Village Voice*, July 26.

Newspapers and News Sites

See CMS 14.89–14.98 for information and examples on how to cite newspapers and news sites.

Online Article (not a Journal Article)

Include a URL for online articles. See CMS 14.72.

Associated Press (2003) “Jackson Arrested at Yale After Protest Backing Strike.” *Washington Post*, September 1.
<https://www.washingtonpost.com/archive/politics/2003/09/02/jackson-arrested-at-yale-after-protest-backing-strike/90e18a36-0903-475e-a617-dea097e250c0/>

Websites

See CMS 14.103–106 for information about citing websites.

Kloman, Harry (2003) “Introduction,” The Gore Vidal Index. Accessed July 27, 2023. <http://ontology.buffalo.edu/smith/courses01/rrtw/Vidal.htm>
Southern Poverty Law Center (2026) “Press Center.” Accessed March 23, 2026. <https://www.splcenter.org/presscenter/>
Miller Center (2026) “U.S. Presidents.” University of Virginia. Accessed March 23, 2026. <https://millercenter.org/president>

Machine-Readable Dataset

Rabier, Jacques-René, Hélène Riffault, and Ronald Inglehart (1988) Euro-barometer 25: Holiday Travel and Environmental Problems, April 1986 [machine-readable dataset]. Ann Arbor, MI: Inter-university Consortium for Political and Social Research.

Dissertation

Weiler, N. Sue (1983) “The Aged, The Family, and The Problems of a Maturing Industrial Society: New York, 1900–1930.” PhD diss., University of Illinois at Chicago.

Interview

Vazquez, Jay (1995) Author interview, Fairfax County, VA, February 20.

Paper or Presentation

Gilmore, Donald (1989) “What does hermeneutics really mean in art?” Paper presented at the annual meeting of the College Art Association, Boston, February 13.

Unpublished or Archival Source

Purcell, Joseph (c. 1772) “A map of the southern Indian district of North America.” MS 228, Ayer Collection, Newberry Library, Chicago.

Ellipsis. See also Quotations

Three dots indicate an ellipsis within a sentence or fragment; a period plus three dots indicates an ellipsis between grammatically complete sentences, even when the end of the first sentence in the original source has been omitted. Three-point ellipses need not be used (1) before or after an obviously incomplete sentence, (2) before or after a run-in quotation of a complete sentence, (3) before a block quotation beginning a complete sentence or an incomplete sentence that completes a sentence in the text, or (4) after a block quotation ending with a complete sentence. A four-point ellipsis (i.e., a period and a three-point ellipsis) indicates that closing punctuation is included in the omitted material; thus what precedes and follows a four-point ellipsis should functionally be a sentence. See CMS 12.59–69 for more detailed guidelines on the use of ellipses.

Epigraph

An epigraph appears between the abstract and the main text of the article and is right-justified. The attribution, which includes the author’s name and the title of the work, appears in parentheses and is run into the epigraph text. No footnote or reference entry is provided.

Thought has known and forgotten the reproaches of
positivism a thousand times, and only through such
knowing and forgetting did it first become
though
t. (Theodor W. Adorno, *Minima Moralia*)

In-Text Lists

Short lists and lists of short items are included within the text. Parenthetical numerals are used, when necessary, to separate the items (CMS 6.140).

This article attempts to demonstrate three points: (1) Lewis and

Sullivan had been political opponents since their student government days at Yale; (2) It was primarily to avenge a bitter defeat to Sullivan back then that Lewis decided to run against him for Congress in 1992; and (3) Contrary to popular opinion, Lewis did not buy the election; his father did.

Lists of long items (containing several sentences each) are set off from the text and arranged vertically, with a hanging indentation. On numbering, capitalizing, and punctuating such lists, see CMS 6.141–142.

Languages Other Than English

Please refer to CMS Chapter 11 for specific guidance on languages other than English. CMS 13.100 addresses the handling of non-English titles of cited works; 13.101 addresses translated titles of cited works.

Numbers

Cardinal and ordinal numbers greater than or equal to 10 are written as Arabic numerals except when they designate centuries, occur at the beginning of a sentence, or are part of a title; such numbers less than 10 are spelled out except when used in comparisons with numbers greater than or equal to 10.

on the sixteenth day
two subjects dropped out
nine hands were lost during the fourth storm
2 of the 18 patients who used placebos
Eighty thousand people died of it in the thirteenth century.

All numbers that represent decimal quantities or are used in combination with symbols are written as numerals.

weighed 4.5 tons or exactly 2 percent of the total
averaged only 8°C for 8.7 weeks

There is no space between number and symbol or between symbol and letter (CMS 9.8).

For very large numbers, a combination of numeral and word is used:

2 million, 6 billion

For inclusive page numbers (see CMS 9.62), if the beginning number is

less than 100, use all digits: 4–67, 35–112
100 or a multiple of 100, use all digits: 100–115, 1800–1807
101 through 109, in multiples of 100, use only the changed part after the dash:
101–4, 2002–8

110 through 199, in multiples of 100, use two digits or more as needed: 111–14, 279–320, 1975–76

four digits long and three of them change, use all digits: 2578–2612

Roman numerals are used in the pagination of preliminary matter in books, in family names and the names of monarchs and other leaders in a succession, in the names of world wars, in legal instruments, and in the titles of certain sequels.

On page iii Bentsen sets out his agenda.

Neither John D. Rockefeller IV, Elizabeth II, nor John Paul II was born before World War I.

Title XII was meant to rectify not only inequities but iniquities.

Most critics consider *The Godfather, Part II* a better movie than *Jaws 2*.

Follow the usage in the original work (CMS 9.28).

Arabic numerals are used for the parts of books.

Part 2, chapter 2, of volume 11 of the *Collected Works* overturns our assumptions.

Possessives

The possessive of all nouns ending with the letter s is formed by adding an apostrophe and an s.

Burns's poetry
Camus's novels
Demosthenes's
orations Descartes's
philosophy Euripides's
plays Jesus's name
Kansas's weather
Moses's direction

Quotations

CMS Chapter 12 provides extensive information about quotations and dialogue.

Quotations must reproduce the wording, spelling, capitalization, and punctuation of the original exactly, with the following exceptions: (1) Initial capitalization is changed silently (without brackets) if the quotation's syntactic relationship to the preceding text suggests it (see CMS 12.7):

Smith stated that "we must carefully consider all aspects of the problem."

but

Smith stated, "We must carefully consider all aspects of the problem."

Other changes in capitalization within a quotation must be bracketed. (2) The terminal punctuation may be omitted or changed to a comma if necessary, and internal punctuation before or after ellipsis points may be omitted. (3) Original notes and their superscript callouts are omitted. (4) Obvious typographical errors (e.g., “teh”) may be silently corrected, but idiosyncratic spellings found in older works must be preserved. Such spellings that are likely to be thought erroneous may be, and grammatical errors in the original should be, followed by sic in brackets; those that may pose a hindrance to the reader may be followed by the modern spellings in brackets.

In general, prose quotations that are at least 400 characters and spaces long or that comprise more than one paragraph are set off from the text. Whether such quotations are introduced with a colon, a comma, or no punctuation depends on their syntactic relationship to the preceding text. The first line is not indented. Verse quotations of one line or two lines are run into the text.

Williams’s elegy to his contemporary begins, “Green points on the shrub / and poor Lawrence dead.”

Spelling and Terms

Follow *Merriam-Webster’s Collegiate Dictionary*, 12th ed., and *Webster’s Third New International Dictionary* for spelling. If more than one spelling is provided in the dictionary, follow the first form given (e.g., judgment, not judgement; focused, not focussed; traveling, not travelling).

Prefixes are generally hyphenated only before numerals and proper nouns. Temporary compound adjectives are hyphenated before the noun to avoid ambiguity but are left open after the noun. Non-English phrases used as modifiers are open in any position unless they are hyphenated in the original language.

Neologisms are quoted on the first occurrence.

In this article, I refer to “fallacies,” what are referred to colloquially as old wives’ tales.

A term referred to as the term itself is italicized.

In the twentieth century socialism acquired many meanings.
The word hermeneutics is overused in recent monographs.
The term lyricism was misused in Smith’s book review.

Glossary

Please consult CMS for guidance on spellings and capitalization for specific terms. For example, see CMS 8.76 for historical, events, and programs; 8.114–115 for wars and battles; 8.109 for religious events; and 8.81 for acts and treaties. The list below includes examples common to

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aged (as in “People aged 25 years.”)

ancien régime but Old Regime

Anglophile, Anglophone

the civil rights movement

Civil War (American, Spanish)

Cold War (n., adj.)

communism, communist (ideology)

Communist (of or having to do with the Party)

the East; East Asia; Eastern cultures but eastern seaboard; easterner

Francophile, Francophone

Industrial Revolution

the Revolution (American, French, Russian); revolutionary America, France, Russia

Romantic, Romanticism (movement)