

Instructions and Summary Style Sheet for *SoJourn*

As a general rule, the *Chicago Manual of Style* (from the 16th edition forward) will be the arbiter in determining proper grammar, style, and citation usage for all articles submitted to *SoJourn*'s editorial board for publication. Despite the minimalist approach to punctuation that some instructors teach, the editors of *SoJourn* are more traditional and request that authors employ traditional grammar, mechanics, and writing styles.

Below is a synopsis of some basic rules to consult when preparing articles to be published:

Abbreviations: Many words abbreviated in everyday use, including state names like NJ or PA, should be spelled out when writing for *SoJourn*.

Citations: All articles prepared for *SoJourn* are required to be fully cited for source material. Please use the “References” dropdown menu in Word and then select “Insert Endnote” when placing note references in text and allow the program to automatically assign the note numbers. All note numbers should follow the period at the end of the sentence containing information from citable sources. For more citation and bibliographic entry information, please see: http://www.chicagomanualofstyle.org/tools_citationguide.html

Contractions: Avoid using contractions, *e.g.*, “don’t” for “do not”; “that’s” for “that is”; *etc.* when preparing articles for *SoJourn* unless within quoted dialogue or text.

Italicization: Foreign words, including Latin and French usage, will be italicized within the text and the endnotes; example: *et al.*, *c’est la vie*, *raison d’être*, *etc.* Publication titles should be italicized both in the text and in all endnotes. Underlining of publication titles should not be used in articles prepared for *SoJourn*. Vessel and train names should not be italicized; rather, they should be set in small caps, *e.g.*, THE BLUE COMET; schooner THIRTEEN FRIENDS; steamer SYLVAN DELL.

Numbers: Cardinal numbers from 1 to 20 will be spelled out rather than using numerals. All ordinal numbers will be spelled out: first, second, third, *etc.*, rather than using 1st, 2nd, 18th, 19th, 20th, *etc.*

Punctuations:

Colons: Used to introduce an element or series of elements illustrating or amplifying what has preceded the colon. A colon can be used instead of a semicolon if emphasizing the sequence.

Commas: The most common use for the comma in writing is to insert pauses in sentences thus fostering ease in reading the definitive reasoning. Commas also serve to separate items in series. The Oxford comma should be used in series when writing articles for *SoJourn*. Always use commas to set off dependent clauses.

Hyphens and Dashes: Hyphens are used with compound words that modify a noun, *e.g.*, “nineteenth-century viewpoint” or “twenty-horsepower engine.” An en dash is usually used to separate numbers such as a range of years or the span of hours. An em dash—or

simply “a dash”— is used to amplify an explanatory element in a sentence. Both the en dash and the em dash can be accessed through the extended character set of most typefaces. In general, *SoJourn* makes use of em dashes.

Periods: Provides a definitive end to a sentence. Only one space must follow a period—never two spaces. Periods are always placed inside of ending quotation marks.

Quotation Marks: Periods and commas always precede closing quotation marks. Contrarily, colons, semicolons, question marks and exclamation marks all follow closing quotations marks unless these punctuation marks are part of the quoted material. If quoted material is longer than three sentences, then the quoted material should be inserted into the text as a block quote with 0.5-inch indented left and right margins and no beginning and ending quotation marks. If the quoted material in the block quote contains a quote, double quotation marks will be used within the block quote. In endnotes, double quotation marks should be used to denote cited article titles or chapter titles that appears in publications. The publication title should be in Italics.

Semicolons: used to separate two independent clauses that could stand alone as separate sentences, but are combined into one sentence. Also used within a series of items that contain other punctuation, *e.g.*, “The following major league teams won: Phillies, 6-4; Mets, 3-2; and Orioles, 5-3.”

Single Quotation Marks: Only used to set off a quote within a quote. Not to be used to set off special words, names, or nicknames from the remainder of a sentence.

Presentation of Decades: When referring to decades or centuries, such as 1890s, 1920s, or 1900s, do not use a hyphen before the final “s”; thus do not write 1890’s.

Tables: All tables should be prepared in Excel and provided separately from the text file.

Toponyms: Beginning in 1890, through an Executive Order, the United States Board of Geographic Names sought to bring uniformity to toponyms (place names). As a result of their work, virtually no possessive apostrophes related to proper and official place names remain in use. If you are referring to an individual tavern keeper, mill owner, store proprietor, etc., then possessives are appropriate to use.

All completed articles should be digitally submitted in a Word (.doc or .docx) file (preferable) or in pdf format. Graphics should be submitted as separate files in either a tiff (preferable) or jpeg format. The *SoJourn* editorial staff can establish a Dropbox account where authors can place their text and graphic files to ease transmittal of the material.