AUTHOR SUBMISSION GUIDELINES
(May 2013)

The Upper Ohio Valley Historical Review (UOVHR) is published by the Wheeling National Heritage Area Corporation and aims to publish information (including articles, documents, reviews, and accounts) related to the economic, political, social, and cultural history of the greater Wheeling area. This brief guide and abbreviated style manual is intended for use by UOVHR contributors.

General Guidelines:

- Authors interested in submitting UOVHR material should first contact the Editor to ascertain interest in publication of potential items [see contact information below].
- No payment is provided to authors or contributors to the UOVHR for submissions.
- Submissions are only accepted if offered exclusively to the UOVHR.
- Authors must possess the rights to submitted material or provide information related to rights holders to the UOVHR Editor.
- Authors must complete and submit the UOVHR Author Agreement when submitting material.

Submission of Material:

All manuscripts should be submitted in an editable MS Word file via e-mail to: bkarelis@wheelingheritage.org

The Word file should be formatted:

- All lines should be twelve-point, double-spaced, and unjustified (including quotations and notes)
- Margins should be one inch on all sides and ragged on the right
- Articles should not exceed the length agreed upon with the editor (average is 1,500-2,000 words)
- Quotations longer than eight lines should be set off from the text by indenting both margins five spaces, and should be double-spaced
- Notes should be submitted as endnotes with bibliographies (both appended to the article text)
- Illustrations are encouraged --- contact the editor for technical specifications. Supply each illustration with a caption, accompanied by a source line and such acknowledgments as are required. Authors are responsible for obtaining the necessary permissions in writing before publishing the illustrations, and providing the UOVHR with copies for its files. Occasionally, the Editor can assist with procurement of illustration permissions and rights.
CITATION STYLES

The Upper Ohio Valley Historical Review follows the Chicago Manual of Style, 15th ed. with a preference for the Notes and Bibliography (using endnotes) format, and Merriam-Webster’s Collegiate Dictionary, 11th ed.

To indicate a title, italicize rather than underline.

Notes and Bibliography: Sample Citations

The following examples illustrate citations using the notes and bibliography system. Examples of notes are followed by shortened versions of citations to the same source. For more details and many more examples, see chapter 14 of The Chicago Manual of Style.

Book

One author

2. Pollan, Omnivore’s Dilemma, 3.


Two or more authors


For four or more authors, list all of the authors in the bibliography; in the note, list only the first author, followed by et al. (“and others”):

1. Dana Barnes et al., Plastics: Essays on American Corporate Ascendance in the 1960s . . .
2. Barnes et al., Plastics . . .

Editor, translator, or compiler instead of author

2. Lattimore, Iliad, 24.


Editor, translator, or compiler in addition to author

2. García Márquez, Cholera, 33.

Chapter or other part of a book


Chapter of an edited volume originally published elsewhere (as in primary sources)


Preface, foreword, introduction, or similar part of a book


2. Rieger, introduction, xxxiii.


Book published electronically

If a book is available in more than one format, cite the version you consulted. For books consulted online, list a URL; include an access date only if one is required by your publisher or discipline. If no fixed page numbers are available, you can include a section title or a chapter or other number.


Journal article

In a note, list the specific page numbers consulted, if any. In the bibliography, list the page range for the whole article.


Article in an online journal

Include a DOI (Digital Object Identifier) if the journal lists one. A DOI is a permanent ID that, when appended to http://dx.doi.org/ in the address bar of an Internet browser, will lead to the source. If no DOI is available, list a URL. Include an access date only if one is required by your publisher or discipline.


Article in a newspaper or popular magazine

Newspaper and magazine articles may be cited in running text (“As Sheryl Stolberg and Robert Pear noted in a *New York Times* article on February 27, 2010, . . .”) instead of in a note, and they are commonly omitted from a bibliography. The following examples show the more formal versions of the citations. If you consulted the article online, include a URL; include an access date only if your publisher or discipline requires one. If no author is identified, begin the citation with the article title.


Book review


Thesis or dissertation

2. Choi, “Contesting Imaginaires.”


Paper presented at a meeting or conference


Website

A citation to website content can often be limited to a mention in the text or in a note (“As of July 19, 2008, the McDonald’s Corporation listed on its website . . .”). If a more formal citation is desired, it may be styled as in the examples below. Because such content is subject to change, include an access date or, if available, a date that the site was last modified.

3. “Google Privacy Policy.”

Blog entry or comment

Blog entries or comments may be cited in running text (“In a comment posted to The Becker-Posner Blog on February 23, 2010, . . .”) instead of in a note, and they are commonly omitted from a bibliography. The following examples show the more formal versions of the citations. There is no need to add pseud. after an apparently fictitious or informal name. (If an access date is required, add it before the URL; see examples elsewhere in this guide.)


E-mail or text message

E-mail and text messages may be cited in running text (“In a text message to the author on March 1, 2010, John Doe revealed . . .”) instead of in a note, and they are rarely listed in a bibliography. The following example shows the more formal version of a note.


Item in a commercial database

For items retrieved from a commercial database, add the name of the database and an accession number following the facts of publication. In this example, the dissertation cited above is shown as it would be cited if it were retrieved from ProQuest’s database for dissertations and theses.


Further questions on citations may be addressed to the Editor.