

## *Environmental History* Submission Guidelines

*Environmental History* is devoted to the history of human interaction with the non-human world. We define our field broadly, and we welcome submissions from scholars in all disciplines that provide insight into important issues in environmental history. We are happy to consider manuscripts about any time and any part of the world.

When we evaluate manuscripts, we consider the significance of the topic, the originality of the argument, and the quality of the research and writing. We also consider the potential readership for each piece, and authors should give careful thought to the question of audience. What kind of readers will find your work compelling? If a manuscript is likely to appeal only to a few specialists in one sub-field of environmental history, we probably will not be interested.

To have a manuscript considered for publication, please send an electronic version in MS Word format to [eheditor@ucsc.edu](mailto:eheditor@ucsc.edu). If you do not have an electronic version of your manuscript in Word format, please contact the editor ([eheditor@ucsc.edu](mailto:eheditor@ucsc.edu)) for further instructions. Some manuscripts are rejected immediately because they are too narrowly focused or more suited to another journal. Most manuscripts are sent to two referees for review. Usually, the first referee is an expert on the subject of the manuscript, and the second referee is a specialist in a related sub-field. Occasionally we send a manuscript to a third referee. The review process is blind: We do not identify authors when we send manuscripts to referees, and we do not identify referees when we share their evaluations with authors. We hope to respond to submissions within 4 months.

Articles in *Environmental History* normally are no longer than 8,000 words or 28 double-spaced pages, not counting notes, so you should not submit a manuscript that greatly exceeds that length. The title page of your manuscript needs to include your name, academic affiliation, address, telephone number, and email. The title page also must include a brief abstract. In 150 to 200 words, the abstract should explain clearly what you argue and why your work is significant. The first page of the text should begin with the title of your manuscript but should NOT include your name or contact information. To ensure your anonymity, you also should avoid personal references in the text and notes. Cite your own work just as you would cite the work of another author. Do not include acknowledgements. The manuscript should be double-spaced, and the hard copies that you submit should have text on one side of the page only.

If we accept your work, you will need to provide a new electronic version of your article that conforms to *Environmental History*'s publishing guidelines. These guidelines will be sent to you at that point. We prefer to have texts prepared using the MS-DOS (IBM) or Windows formats, but the Apple-Macintosh format is acceptable. We also will give you instructions for the preparation of any graphic materials that accompany your article. If you plan to use any illustrations, maps, or photographs that are taken from a source protected by copyright, you will be responsible for securing permission from the copyright holder to use those materials.

If we accept your work, your article also will need to conform to certain standards of style and citation. Our articles have endnotes, for example, not in-text references to a list of sources. Though we will consider submissions that do not meet our style and citation standards, the publication process will proceed much more efficiently if your manuscript conforms from the start. We rely on the

*Chicago Manual of Style* (14<sup>th</sup> edition, 1993) in most matters. The following rules cover the most common issues that arise in copyediting:

**Spelling:** We use [\*Webster's Eleventh New Collegiate Dictionary\*](#) (2005) as a guide to spelling (including hyphenation, closed or unclosed compounds, etc.), although other modern U.S. dictionaries are usually valid. All spellings are Americanized where appropriate. For plants, trees, and animals mentioned in the text, use common names rather than scientific names (unless there is no common name in English); scientific names may be included in an endnote if warranted.

**Capitalization:** See Chapter 7 in the *Chicago Manual of Style*. Generally, minimize the use of capital letters, especially in titles of people and government organizations.

**Quotations:** Use block quotations only for quotes longer than ten typed lines. Do not begin or end quotations with ellipses. Avoid putting quotation marks around a single word, especially for purposes of irony.

**Numbers:** EH deviates slightly from the principles set forth in the *Chicago Manual of Style*, Chapter 8, on "nonscientific usage." Generally, if a whole number cannot be spelled out in two words or less, write it in numerals. For example: Zero–ninety-nine (hyphenated); one hundred, two hundred, three hundred, etc.; 101–199, 201–299, 301–399, etc.; one thousand, two thousand, three thousand, etc.; 1,001–1,999, 2,001–2,999, 3,001–3,999, etc. For numbers from 9,001 to 9,999,999, use numerals; for 10 million and up, use the shortest appropriate combination of words and numerals (17 million, 23.2 million, 23,245,693, 800 million, 2.3 billion, etc.) For a fraction less than one, write it out; for a fraction more than one, use numerals (seven-eighths, 6 7/8). For percentages and decimal fractions, always use numerals (43 percent [never "%"], 7.6 meters). In listing several quantities of comparable items, if any of the numbers normally take numerals, use numerals for all; e.g., "The purchase included 18 box cars, 4 passenger cars, a caboose, 125 box cars, about 175 flat cars, and 346 tons of coal." If a number (except for a year) begins a sentence, always spell it out. For other number usage, refer to the *Chicago Manual of Style*.

**Money:** For whole dollars and other basic currency units: One dollar–ninety-nine dollars: write out, with "dollars." For \$100 and up: Use numerals and "\$" sign. For large, "round" amounts of \$1 million or more, use, e.g., \$3 million, \$55.6 million, \$17 billion, etc. For fractions of basic currency units, less than one, spell out the number, e.g., five cents, fifty-seven cents, eight pence, fourteen shillings. For fractions greater than one unit, use numerals and the currency sign, e.g., \$2.47, \$137.50, £ 3.12.6 (old), £ 3.68 (new). If the currency symbol isn't available, write it out, e.g., 100 yen, seventy-five rubles, 3,000 lira, 4.55 francs.

**Dates:** Use day-month-year or month-year formats for dates in text or notes, unless date is given otherwise in a title or direct quotation. Examples: "24 March 1936," "April 1967."

**Abbreviations:** See the *Chicago Manual of Style*, Chapter 14, for general usage. EH frequently abbreviates titles or ranks before a name, on first and subsequent references. Common nouns or short phrases are sometimes preferable to abbreviations or acronyms, especially if the latter are long and obscure. If an acronym or abbreviation is needed, be sure to use the full name or title on first reference, followed by the abbreviation in parentheses, e.g., "National Park Service (NPS)."

**Endnotes:** Your article should have no more than 100 notes. Try to limit notes to one at the end of each paragraph; strings of references to a single source, for example, can be combined into one note for

a whole paragraph. Use periods and semi-colons to separate different source citations in the note. For source citation styles, see the *Chicago Manual of Style*, Chapter 15. Be sure to give complete citations for books and periodicals, including place and date of publication AND name of publishing company (books), and volume numbers and publication dates (periodicals). Do not use "p." or "pp." with page numbers. Be very specific about citing archival sources; your note should be adequate so that a reader can find the same source for his or her own use. Use full titles on first reference; short titles may be used on subsequent references, but be sure to include name(s) of author(s) in short references. Always give full names of authors on first reference, even if the author's name is mentioned in the text. Examples of full and short citations are given below.

### Books:

Fred Q. Jones, *The Book I Wrote* (Philadelphia: Popular Press, 1986), 8-13, 25-78, 101-103, 10713, 118-57, 178-217.

Jones, *Book I Wrote*, 12-13, 18-45, 99-107, 109-26.

Fred W. Jones, *My Long Book*, 3 vols. (Bloomington: Indiana University Press, 1987), 1:1-35.

Fred W. Jones, *Long Book*, 2:28.

Fred X. Jones, *Adolescence*, vol. 2 of *The Life and Times of Fred X. Jones* (Munich: Carl Hanser Verlag, 1936), 23-337.

Fred Y. Jones, *The Book I Wrote in 1873* (1873; reprint, Savannah, Tenn.: Old Timey Press, 1988), 237-69.

Fred Z. Jones, *The Book I Wrote in Secret* (Privately published, 1917, copy in North Carolina Collection, Wilson Library, University of North Carolina at Chapel Hill), 802-807.

Fred A. Jones and A. Fred Green, *The Book We Wrote Together and Rewrote Later*, rev. ed. (Cambridge, Mass.: Cambridge University Press, 1995), 246-89.

Fred B. Jones, ed. and trans. by Gloria Sforth, *The Book Fred Wrote and Gloria Edited* (Cambridge, Mass.: Harvard University Press, forthcoming), 407-13.

### Periodicals:

Jane A. Smith, "The Article I Wrote," *The Quarterly Journal* 10 (April 1976): 11-13. [NOTE: DO NOT give issue number; DO give volume number and date of publication.]

Smith, "Article I Wrote," 12-13.

It is preferable to have complete citations for all periodicals, including volume numbers; however, for popular publications, the date of publication alone is acceptable.

Alfred Peterson, "The Abominable Snowman At 40," *National Enquirer*, 17 July 1992, 12-14.

Newspaper articles, especially in older newspapers, may be cited by publication and date only, though a complete citation is preferable. If publication site of newspaper is not obvious, include it.

*Daily Gleaner* (Beltsville, Md.), 23 November 1883, 3.

*New York Times*, 18 April 1932. VII, 7. [Section VII, Page 7.]

Catherine Parr, "City Says No to New Greenways," *Durham* (N.C.) *Sun*, 18 February 1985, 1-B.

#### Theses, Dissertations, Academic Papers:

John L. Brown, "Hoots and Hollers: Appalachian Topography and the Development of Country Music," (Ph.D. diss., North Carolina State University, 1993), ch. 3.

John L. Brown, "Hollerin' in the Holler: The Musical Life of Fancy Gap, Virginia, 1748-1935," (paper presented at the bimonthly meeting of the American Academy for Creative Stuff, Peru, Vt., March 1996).

#### Government Documents:

U.S. Congress, House Committee on Agriculture, Hearings on Forest Management, 88th Cong., 2d sess., 1964, House Report 28, 1-3.

NOTE: Always specify the appropriate governmental jurisdiction--"U.S.," "Government of Canada," "State of Nevada," "City of Boston," etc.--for appropriate agencies. Use complete titles, not abbreviations, on first references. For published, nonperiodical U.S. Government documents, cite "Washington: U.S. Government Printing Office" as publisher and use citation style for books (above).

#### Archival Sources:

Frank Stanley to Alfred White, 24 August 1934, Division of Timber Management Reading File, Record Group 95, Box 1320 [hereafter, DTM Reading File], National Archives, Washington, D.C. [hereafter, NA].

Mary Carter to Alfred White, 26 August 1934, DTM Reading File [hereafter, "Carter-White letter"], NA.

Remember: Write first-reference citations as specifically as possible so other readers can find the source and use it.

#### Oral and Personal Sources:

Janet P. Bushwhacker, interview with author, 14 May 1995, Chapel Hill, North Carolina (tape recording and handwritten notes in possession of the author).