

Version: April 2021

Historical Studies in the Natural Sciences **Style Sheet**

In formulating and formatting your article please refer to the following guide based on *The Chicago Manual of Style: The Essential Guide for Writers, Editors, and Publishers*, 16th edition.

Length

Your final mss. should not exceed 15,000 words in length, including all notes, figure captions, and figures (where each figure counts for 250 words).

File Naming

Be consistent with a file naming convention, using your Word naming convention as a model, and always including the art or figure number. For instance:

[JOURNAL ACRONYM] [VolNumberIssueNumber] AUTHOR_LASTNAME_figure_number

Example: *HSNS*, Volume 72, Issue 3: HSNS_7203_Jackson.docx

HSNS_7203_Jackson_fig01.tiff

Main Text

I. Introductory material

At the top of the first page, flush left, begin your article with:

Article title

Author name(s), followed by a starred headnote*

* In the starred headnote, provide full contact information, including institutional affiliation, address, and e-mail address. The headnote also contains the list of abbreviations (see below).

For Articles

- Include an abstract of 200 to 250 words after the article title and author name.
- Avoid using acronyms in the abstract.
- Supply 6-8 key words after the abstract.
- Suggest an abbreviated title to be used as a running head for the article; place after the key words.
- Supply an alphabetical list of all abbreviations and acronyms in the second paragraph of the headnote. If a source, journal, or archival collection is used three or more times, suggest an abbreviation for it.
- Place acknowledgments at the *end* of the paper.

For Book Reviews

- At the top of a book review, full bibliographical information for reviewed books should appear in the following form:

Peter J. Westwick. *Into the Black: JLP and the American Space Program, 1976-2004*. New Haven: Yale University Press, 2006. xxii + 416 pp., illus., index. ISBN 978-0-3001-1075-3. \$40 (cloth).

David E. Rowe and Robert Schulman, eds. *Einstein on Politics*. Princeton: Princeton University Press, 2007. xxxiv + 523 pp., illus., index. ISBN 978-0-3001-1075-3. \$29.95 (paper).

- All book info should be followed by one of three designations: (cloth), (hardcover), (paper)
- List reviewed books in U.S. dollars.

II. Main Text: General Instructions

- Submit your manuscript in Microsoft Word.
- Every page of the manuscript must be numbered.
- Place running head (short title) at the very top of the first page of the manuscript. (The compositor will repeat throughout on the page proofs.)
- Double-space text *including* block quotations, captions, and long headings.
- Direct quotes, titles, and single words all require double quotation marks (“ ”). Single quotation marks (‘ ’) are only used for quotations embedded in a direct quotation. Use curly (or “smart”) quote marks (both single and double), except for prime symbol and in latitude and longitude measurements. Use quotation marks only for quoted material, not for emphasis or irony.
- Indicate block quotes by using brackets: [block quote] lorem ipsum [block quote]. Block quotes can be single spaced.
- When quoting a passage with emphasis (select words in italics), no comment needed. When adding emphasis to a quoted passage, in footnote, add the phrase: (emphasis added).
- For poetry, use brackets to indicate that text is a poem so the compositor can replicate: [poem] lorem ipsum [poem]
- Periods and commas are placed *inside* quotation marks.
- Use original spelling for languages other than English (Réaumur, not Reaumur; *Zeitschrift für Physik*, not *Zeitschrift fuer Physik*), except for place names that are different in English (Rome, not Roma).
- Use an em dash (—) instead of two dashes without spaces, e.g., word—word. For an em dash, press Option+Shift+hyphen.
- If you have a manuscript that requires special characters (diacritics, unusual symbols, musical notation, mathematical notation, etc.) provide a PDF in addition to your Word file of your manuscript, showing how these characters should appear in print.

III. Section Titles

Type section headings flush left. First level headings should appear in all caps. For second level headings (i.e., subheads), use headline-style capitalization.

Before either, include in brackets: [FIRST LEVEL HEADING] or
[Second Level Heading]

IV. Dates

- In text: full month, #, year. Example: May 8, 2014
- In footnotes: #, month (3 letters), no period, year. Example: 23 Mar 1954
- Use an en dash (–), not a hyphen (-), between dates. To insert an en dash, press
- Option+hyphen.
Examples: August 3–5, 2000 (in text); 3–5 Aug 2000 (in footnotes)

V. Tables, Figures, and Appendices

- **TABLES** should be centered on the page; one table per page.
- Every table should be numbered with an Arabic numeral and given a title.
- Tables must be created in Word. They should be formatted using the table function and should not be formatted with tabs or space. Each table must include a descriptive title and column headings.
- Table footnotes should be placed beneath the table and in a smaller font size. Footnotes to tables should be headed “Note” or “Notes” and specific notes referred to with a, b, c, etc.
- Submit **FIGURES** in separate graphics files. Do *not* embed them in a Word file, or PowerPoint. Images should be provided as TIF, JPG, or PDF.
- Grayscale or color figures should be at least 300 dpi. Line art should be provided as Illustrator EPS files with a dpi of 600 to 1200, in bitmap mode (not grayscale). (Line-art is a black-and-white graphic image consisting primarily of lines and which has no gradations of tone or shading, e.g. line graphs and maps.)
- Figures should be numbered sequentially and called out with brackets in the text to indicate approximate placement. Such as, [Place figure 1 about here] and be sure to set the bracketed callout in **red type**.
- For graphs, ensure that lines and bars are distinct by their fills, shades, or symbols, and not by color. *HSNS* is an e-only journal, but this will keep your graph legible if readers print your paper on a black-and-white printer.
- Supply figure captions for all figures in a separate Word document, including sources and permissions to print.
- If there is an **APPENDIX**, submit it as a separate Word file.

VI. Footnotes: General Instructions

- Use footnotes (in Arabic numerals) using Microsoft Word’s footnote function. Do not submit a bibliography.
- Double-space footnote text.
- All volume and issue numbers should appear in Arabic numerals. If the source provides volume/issue numbers in Roman numerals, please convert.
- Multiple citations may be combined in a single footnote if their referents in the text are clear. Footnote citation is usually placed at the end of a sentence. Exception: when two items that require separate footnotes appear in a single sentence, separated by commas or semicolons.
(Example: Smith’s book, which has received some recent critical attention,¹ has consistently demonstrated its commercial appeal, according to the New York Times Bestsellers List.²)

- Discursive footnotes are treated with main text standards (ex: “By January 15, 2008, the *Physical Review*...” not “By 15 Jan 2008, the *PR*...”)

Footnotes

HSNS follows the *Chicago Manual of Style*. See www.chicagomanualofstyle.org.

I. Source Citation Guidelines [*Chicago* 16.593–17.754]

- **Authored Books** [*Chicago* 17.16]
 - Robert Bud, *The Uses of Life: A History of Biotechnology* (Cambridge: Cambridge University Press, 1993), 213. [*Chicago* 17.26]
 - Helmuth Trischler and Rüdiger vom Bruch, *Forschung für den Markt: Geschichte der Fraunhofer-Gesellschaft* (Munich: C. H. Beck, 1999). [*Chicago* 17.27]
 - Donald Stokes, Mary Smith, and John Turner, *Pasteur’s Quadrant: Basic Science and Technological Innovation* (Washington, DC: Brookings Institution Press, 1997). [*Chicago* 17.28]
 - Willian Garzke Jr., *Battleships: Axis Battleships in World War II*, 3rd ed., Battleship Series, vol. 3 (Annapolis, MD: Naval Institute Press, 1985), 379. [*Chicago* 17.79]
- **Edited Books**
 - Michael Thad Allen and Gabrielle Hecht, eds., *Technologies of Power: Essays in Honor of Thomas Parke Hughes and Agatha Chipley Hughes* (Cambridge, MA: MIT Press, 2001). [*Chicago* 16.85]
 - Jack M. Holl, “The Peaceful Atom: Lore and Myth,” in *Atoms for Peace: An Analysis after Thirty Years*, ed. Joseph F. Pilat, Robert E. Pently, and Charles R. Smith (Boulder: Westview Press, 1985), 149–59. [*Chicago* 17.69]
 - Lorraine J. Daston and Katharine Park, eds., *Early Modern Science*, vol. 3 of *The Cambridge History of Science*, ed. David C. Lindberg and Ronald L. Numbers (Cambridge: Cambridge University Press, 2006). [*Chicago* 17.89]
- **Preface, Foreword, Chapter, etc., in an authored work** [*Chicago* 17.75]
 - R. W. Stephens, foreword to *The Chemical Warfare Service: Organizing for War*, by Leo P. Brophy and George J. B. Fisher (Washington, DC: Office of the Chief of Military History, United States Army, 1959), ix.
- **Journal Articles** [*Chicago* 17.154; include full pages of article]
 - Catherine Westfall, “Rethinking Big Science: Modest, Mezzo, Grand Science, and the Development of the Bevalac, 1971-1993,” *Isis* 94, no. 1 (2003): 30–56, on 31.
- **Newspapers** [*Chicago* 17.188]
 - Jean Monnet, “Monnet Appeals for a United States of Europe,” *New York Times*, 16 Jun 1955. [*page no. not necessary*]

- **Encyclopedias** [*Chicago* 17.238]: The facts of publication are omitted, but the edition must be specified. If author is listed, include.
 - *Encyclopedia Britannica*, 11th ed., s.v. “Blake, William,” by J. W. Carr.

- **Book Reviews** [*Chicago* 17.201]
 - Steven Spitzer, review of *The Limits of Law Enforcement*, by Hans Zeisel, *American Journal of Sociology* 91 (1979): 726–29.

- **Interviews** [*Chicago* 17.204]

If the interviewer is the *HSNS* author:

 - John Perry, interview by author, Washington, DC, 29 Oct 2007.

If the interviewer is someone else:

 - Paul Harteck, interview by Joseph J. Ermenc, in *Atomic Bomb Scientists: Memoirs, 1939–1945* (Westport, CT: Meckler, 1989), 77–133, on 82.

- **Dissertations, theses** [*Chicago* 17.214]
 - David Christopher Magnus, “In Defense of Natural History: David Starr Jordan and the Role of Isolation in Evolution” (PhD dissertation, Stanford University, 1993).

- **Personal Communications** [*Chicago* 17.208]
 - Joe Smith, e-mail correspondence with author, 17 Dec 2000.

- **“Quoted in”** (citations taken from secondary sources) [*Chicago* 17.274]
 - Louis Zukofsky, “Sincerity and Objectification,” *Poetry* 37, no. 3 (2001): 45, quoted in Bonnie Costello, *Marianne Moore: Imaginary Possessions* (Cambridge, MA: Harvard University Press, 1981), 78.

- **Online Original Content** [*Chicago* 17.237]
 - Evanston Public Library Board of Trustees, “Evanston Public Library Strategic Plan, 2009,” Evanston Public Library; <http://www.epl.org/library/strategic-plan.00.html> (accessed 18 Jul 2009). Links to dx.doi.org don't require an "accessed on" date because they're stable URLs.

- **Proceedings** [*Chicago* 17.69, with some variation]
 - J. Gofman and A. Tamplin, “Epidemiologic Studies of Carcinogenesis by Ionizing Radiation,” 20 Jul 1971, in *Sixth Berkeley Symposium on Mathematical Statistics and Probability: Proceedings, 1970–1971*, ed. Lucien M. Le Cam, Jerzy Neyman, and Elizabeth L. Scott, vol. 6, *Effects of Pollution on Health* (Berkeley: University of California Press, 1971), 235–77.
 - A. Upton, “Comparative Observations on Radiation Carcinogenesis in Man and Animal,” in *Carcinogenesis, a Broad Critique: Proceedings*, Twentieth Annual Symposium on Fundamental Cancer Research 1966, University of

Texas M. D. Anderson Hospital and Tumor Institute, Houston, TX
(Baltimore, MD: Williams and Wilkins, 1967), 631–75.

- **Pre-prints** [*Chicago 17.218*, with some variation]
 - Nils Roll-Hansen, “Sources of Johannsen's Genotype Theory,” in *A Cultural History of Heredity III: 19th and Early 20th Centuries*, preprint (#294), ed. Staffan Müller-Wille and Hans-Jörg Rheinberger (Berlin: Max Planck Institute for the History of Science, 2005), 193–211.
- **Pamphlets and Reports** [*Chicago 17.241*]
 - Hazel Clark, *Mesopotamia: Between Two Rivers* (Mesopotamia, OH: End of the Commons General Store, 1957).
 - *Lifestyles in Retirement*, Library Series (New York TIAA–CREF, 1996).
 - Merrill Lynch Advisory Services Group, *Merrill Lynch Consults Service*, Disclosure Statement, Apr 2000.
- **Microfilm** [*Chicago 17.242*]
 - Beatrice Farwell, *French Popular Lithographic Imagery*, vol. 12, *Lithography in Art and Commerce* (Chicago: University of Chicago Press, 1995), text-fiche, p. 67, 3C12.

II. Short Form [*Chicago 17.230*]

HSNS uses short form in footnotes to indicate a source that has already been fully cited in a previous footnote. Shorten titles to *four words or fewer*. Indicate page number (unless the reference is general).

General format: Author's Last Name, Shortened Title (ref. #), page #.

- Bud, *Uses of Life* (ref. 5).
- Smith, “Unconventional Water Treatment” (ref. 6), 43.
- Stokes et al., *Pasteur's Quadrant* (ref. 9), 178.

Note: Add author's first name only in cases where there is ambiguity.

III. Archival Material

Each archive or archival collection that is cited three or more times needs an abbreviation in the headnote. Examples: AP, personal papers of David Attwood, Materials Science Division, Lawrence Berkeley National Laboratory; EBB, Ernest Brown Babcock Papers, The Bancroft Library, University of California, Berkeley; FM, Fermi Manuscripts, Domus Galilaeana, Pisa.

General Format

Author, title of document, date of the item, name of the collection, box #, folder #.
(If the source has other identifying marks, include them.)

- Mary Andrews, “Talk with Jack Bartram about Selection of Architect,” 26 Sep 1960, UCAR/NCAR Archives, Collection 8731, Box 2, Folder 21.

- Notes on conversation with Edward Larabee Barnes, 9 Jul 1961, UCAR/NCAR Archives, Collection 8731, Box 1, Folder 16.
 - A. E. Brenner to Leon Lederman, re “New Computer Architecture Research,” 18 Dec 1969, LP, Box 24, Folder Computers.
 - “Tandem Van de Graaff Accelerator Facility,” Jun 1962, U.S. Atomic Energy Commission, Construction Project Description FY 1964, Project 05-1-64-3-000-52, BNL, historian’s office, Tandem drawer.
- If the archive center or collection has already been identified in the headnote with an acronym, indicate with only the acronym.
 - If there is no author listed, the item is listed first (example: memorandum, report, notes). Letters are indicated by “[Sender] to [Recipient].”
 - Quotation marks are used only for specific titles that appear in the manuscript.
 - If the full name of the author has been identified earlier in a particular archival reference that identifies box #, folder #, and you are citing another document in the same archival location by that author for the first time, use only that author’s last name.

Short Form: Archival Material [Chicago 17.230]

Author/Sender to Recipient, item (abbrev.), date of item, collection or collection abbrev. (ref. #).

- Fermi, Notebook 22, 1937, FM (ref. 25).
- Notes, 9 Jul 1961, UCAR/NCAR Archives (ref. 26).
- Palmiter to Hendee, 18 Dec 1969, HPS (ref. 27).

IV. Public Documents [Chicago 17.290]

- Publications issued by the Government Printing Office take the following form:
Washington, DC: GPO, [year]. [Chicago 17.295]

Source Citations

- Reports and Documents [Chicago 17.293]
References to reports and documents of the Senate (S) and the House (H) should include both Congress and session numbers, and, if possible, the series number.
 - Senate Committee on Foreign Relations, *The Mutual Security Act of 1956*, 84th Cong., 2nd sess., 1956, S. Rep. 2273, 9–10.
- Congress and Sessions. [Chicago 17.300]
 - 97th Cong., 2nd sess.
- Hearings [Chicago 17.307]
 - House Committee on Banking and Currency, *Bretton Woods Agreements Act: Hearings on H.R. 3314*, 79th Cong., 1st sess., 1945, 12-14.
- Committee Prints [Chicago 17.308]
 - Warren Donnelly and Barbara Rather, *International Proliferation of Nuclear Technology*, report prepared for the Subcommittee on Energy and the Environment of the House Committee on Interior and Insular Affairs, 94th Cong., 2nd sess., 1976, Committee Print 15, 5–6.
- International Bodies [Chicago 17.355]

Abbreviations may be used in notes. Common abbreviations: UN = United Nations; LoNP = League of Nation Papers; WTO = World Trade Organization

- League of Nations, *Position of Women of Russian Origin in the Far East*, ser. LoNP, 1935, IV.3.
- Ian Clark, “Should the IMF Become More Adaptive?” Working Paper WP/96/11 (Washington, DC: International Monetary Fund, 1992).
- Short Form [*Chicago 17.293*]: Government division issuing the document, Legislative body, Author(s) (if given), Title (if given), Date, Page (if relevant)
 - U.S. Senate Committee on Foreign Relations, 1956, 9–10.

V. Additional Remarks

- In text, a superscript number follows all punctuation (except for the dash, which it precedes). It goes outside closing parentheses.
- Punctuation around footnote citation:
ending word”⁴⁰
ending word.”⁴⁰
- Spell out journal names in full. If a journal is cited three or more times, define an acronym in the headnote.
- Ibid. (period, no italics) is used to refer to the source cited in the note immediately preceding. It is *not* used if the preceding note contains more than one citation.
- Op. cit., loc. cit., and idem are *not* used.
- N.p. is used when the place of publication is not known, placed before the publisher’s name.
- Volume numbers are always Arabic numerals (not Roman numerals)
- If no volume number is provided, provide the month.
- ca. is used for circa (e.g., ca. 1954–63)