

Huntington Library Quarterly Author Guidelines

Submitting your work to the *Huntington Library Quarterly*

What we publish

The *Huntington Library Quarterly* invites submissions of research articles concerning the literature, history, and art of Britain and America from the sixteenth century through the long eighteenth century. *These need not relate to the Huntington Library's own collections; the site of research or sources has no influence on the evaluation of submissions.*

The *HLQ* publishes three types of research articles: essays, notes, and documents. *Essays* are extended original arguments; the journal favors essays based on documentary research over those that are primarily interpretive, theoretical, or synthetic. *Notes* are short pieces on specific topics—for example, identifying the author of a work. *Documents* present newly discovered or little-known texts and can include transcriptions or reproductions. Because the *HLQ* is an interdisciplinary journal, all contributions should be broadly accessible to scholars of early modern studies.

The journal also publishes book reviews and review articles on important work in early modern studies. Contact the editor at hlq@huntington.org if you are interested in reviewing for us.

Finally, the *HLQ* occasionally publishes special issues; consult the Special Issue Guidelines for details.

Style guidelines

We do *not* require submitters to put their manuscripts into our house style before acceptance, although of course you may. You should, however, follow a consistent style, and notes should be complete. We do not impose a word limit on essays, notes, or documents—each should be as long as it needs to be to achieve its aim—but most essays are between 8,000 and 12,000 words. Please double-space, set one-inch margins, paginate, and use a 12-point typeface in your manuscript. The *HLQ* uses double-blind peer review; please anonymize your submission, including footnotes, by removing any identifying information. The *Quarterly* welcomes illustrated articles and imposes no limit on the number of figures.

How to submit

The *HLQ* uses ScholarOne submission and review software. The home page for submissions is <https://mc04.manuscriptcentral.com/hlq>. You will have to create a login and complete a brief profile before uploading your files. After completing the submission, you will be able to check its status at any time by logging onto the website and clicking on the “Author” tab.

The electronic submission process accepts word-processing files in most formats (which ScholarOne converts to PDF and HTML). You are required to submit an abstract of approximately 100 words with your submission. You may include a cover letter, but this is not required, and reviewers do not see it. Do not embed images (photographic reproductions) or figures (illustrations such as graphs, tables, or maps) within the manuscript: submit the files separately on the ScholarOne upload page, designating “Image” or “Figure” as appropriate. These should be less than 5 MB each for ease in uploading and downloading. Please ensure that the images and figures are in the correct order. You may include a title page with identifying information, though it is not required; reviewers will not see files designated “Title Page.”

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Style sheet for publication in the *Huntington Library Quarterly*

The *HLQ* follows the most recent edition of the *Chicago Manual of Style* (as of this writing, the 17th), with a few exceptions, called out below.

Spelling and punctuation

We use U.S. punctuation and spelling (e.g., ~ize/~ization/~izing endings; ~or instead of ~our). Following the *Chicago Manual of Style*, our dictionary of first resort is *Merriam-Webster's Collegiate Dictionary* (online at M-W.com); next is *Webster's Third New International Dictionary* (online at www.Merriam-WebsterUnabridged.com, but only by subscription). And if those fail us, we check the *OED*, www.oed.com. See the punctuation chapter of the *CMS* for guidance on American-style punctuation. If you don't have access to *CMS*, <http://www.thepunctuationguide.com/british-versus-american-style.html> offers a short primer.

Run-in lines of poetry are separated with space–forward slash–space.

Generally, we do not use brackets to indicate ellipses or changes in initial capitalization in quotations of secondary works. These may be appropriate for quotations of primary sources, however, especially if the argument depends on close textual analysis. If you modernize spelling of quotations, for example by substituting *u* for *v* and *j* for *i*, include a footnote explaining your procedure.

Usage

In cases where American usage of particular words is distinct from British, we use the U.S. style, e.g.,
toward/onward/forward instead of towards/onwards/forwards
amid/middle instead of amidst/midst
among/while instead of amongst/whilst

We use the serial (“Oxford”) comma.

Dates are given as month day, year: January 4, 1651. Old style/new style is indicated with a forward slash.

Numbers under 100 are spelled out.

Job titles are lowercased: the lord lieutenant; the archbishop of Canterbury. Titles of nobility are capitalized (as proper names) when given in full. When only the generic part of the title is given, however, it is lowercased: the second Duke of Bedford, King James VI and I, Queen Anne, but the duke, the king, the queen.

References

The *HLQ* uses footnotes for references. Following are examples of notes that illustrate some of our style preferences.

Book

We use “headline style” capitalization for secondary works, meaning that all words except for prepositions and “little words” are capitalized. More details at *CMS* 8.159.

Author names are given in full (as they appear on the publication).

We list the city of publication (with state abbreviation and/or country, as needed for clarity) and the year, but not the publisher. We make an exception when the publisher is relevant to the content of the article (e.g., an essay concerning printers).

We abbreviate inclusive numbers as per *CMS* 9.61.

Roy Porter, *English Society in the Eighteenth Century* (London, 1982), 193–94, 213–24.

Edited volume

We put the editors of the volume after the title, in a departure from *Chicago*.

Manuscript Miscellanies in Early Modern England, ed. Joshua Eckhardt and Daniel Starza Smith (Burlington, Vt., 2014).

Multivolume Work

If you only refer to one volume of a multivolume work, cite that volume alone.

Eighteenth-Century English Labouring-Class Poetry, vol. 3, 1780–1800, ed. Tim Burke (London, 2003), xvii–xxxiv.

If you refer to more than one volume, cite the entire set, including its date range. We use arabic numerals for volume numbers rather than Roman numerals.

The Diary of a Country Parson: The Reverend James Woodforde, ed. John Beresford, 5 vols. (London, 1926–31), 2:220.

Subsequent references

Beginning with the second reference, shorten titles and supply author/editor last names, volume if multiple volumes are cited at first reference, and page. We no longer use *ibid.* for consecutive references, following *Chicago* 17. When a work is referred to frequently, further references may appear in the text parenthetically.

Porter, *English Society in the Eighteenth Century*, 47.

Diary of a Country Parson, ed. Beresford, 3:69.

Labouring-Class Poetry, 1780–1800, ed. Burke, 34.

Pre-1900 Book Titles

Capitalize and spell as in the original, except capitalize only the first letter in a word given in all caps. Shorten long titles as appropriate, using three ellipses for internal omissions. Omit p. and pp. for page numbers unless doing so could lead to confusion. For a printed work without pagination, or in which pagination is erratic, indicate signatures, abbreviated as sig./sigs.

George Ker, *A Discoverie Of The Vnnatural And Traiterous Conspiracie of Scottisch Papists, against God, his Kirk, their natiue Cuntrie, the Kingis Maiesties persone and estate* (Edinburgh, 1593), sig. B3.

Titles not in English

Following *Chicago*, capitalize Latin titles of antique and medieval works in sentence style (capitalize first word and proper nouns/adjectives). This is also the general rule for titles in other non-English languages. (See *Chicago Manual of Style*, chap. 11, under the specific language, for exceptions.)

Ad C. Herennium de ratione dicendi (Rhetorica ad Herennium), trans. Harry Caplan, Loeb Classical Library 403 (Cambridge, Mass., 1968), 189–91.

Octonaires sur la vanité et inconstance du monde, ed. Françoise Bonali-Fiquet (Geneva, 1979), 28.

Dissertations and theses

Jason D. LaFountain, "The Puritan Art World" (PhD diss., Harvard University, 2013), 34.

Periodicals

If periodicals have volume numbers, these follow the title without intervening punctuation; page numbers appear after the year in parentheses, a colon, and a space. Supply the issue number only if each issue is paginated separately (after the volume number, a comma, and the abbreviation no.). At first reference, supply the entire page range of the journal article, followed by "at X," where X is the page on which the specific reference occurs; in subsequent references, supply only the page of the specific reference. As with books, we abbreviate inclusive page numbers as per *CMS* 9.61.

Peter King, "Newspaper Reporting and Attitudes to Crime and Justice in Late Eighteenth- and Early Nineteenth-Century London," *Continuity and Change* 22 (2007): 73–112 at 101.

Nigel Smith, review of *Lords of Wine and Oile*, ed. Ruth Connolly and Tom Cain, *Times Literary Supplement*, February 24, 2012.

Online Resources

"Last modified" dates are preferable to "accessed" dates, but where the former is not available, supply the latter. Similarly, a doi, where available, is preferable to a URL. Print publications that are consulted online should be cited as the print version would be, with the doi or URL appended. Web projects that were never in print (or not in their present state, as is the case with CELM below), however, follow *Chicago's* format for websites, with titles in roman type rather than italic (*CMS* 14.206–7).

Dictionaries and encyclopedias

If these are used frequently in an article, you may use an abbreviation at subsequent mentions.

Oxford Dictionary of National Biography, s.v. "Osborne, Thomas, first duke of Leeds (1632–1712)," by Mark Knights, last modified October 2008, doi:10.1093/ref:odnb/20884.

Oxford English Dictionary [hereafter *OED*], s.v. "motto, *n.* 2a," last modified March 2003, <http://www.oed.com/view/Entry/122777>.

Online versions of print publications

Calendar of State Papers Domestic: James II, 1685, ed. E. K. Timings (London, 1960), <http://www.british-history.ac.uk/cal-state-papers/domestic/jas2/1685>.

Web projects

"Mary Astell (1666–1731)," Catalogue of English Literary Manuscripts 1450–1700, comp. Peter Beal, accessed October 10, 2016, <http://www.celm-ms.org.uk/authors/astellmary.html>.

Manuscripts

For foliated, rather than paginated, works, use fol. and fols. The letters *r* and *v* for recto and verso are not superscripted. Supply archive city (and, if needed, country) if the archive is not widely known.

"Edw. Hays, on the necessity of small money," Cotton MS Otho E X, fol. 315v, British Library. Court book K–L, fol. 371, Goldsmiths' Hall Library, London.

Photography and permissions

For submission, we require only legible figures; if your essay is accepted, we require publication-quality images and written permission to reproduce them. Authors are responsible for the costs of obtaining reproducible image files and permissions.

Photographic reproductions

Although we can handle other formats, we prefer digital tiffs (or other lossless file formats), at 350 ppi (pixels per inch) for reproduction at no smaller than 7.25 x 5 inches (the size of the text block). This means that if the images are smaller in dimension than the text block, and you want them to run full page, the ppi should be bumped up accordingly so that it's 350 ppi at 7.25 x 5.

Non-photographic figures

Maps, graphs, and other illustrations must likewise be supplied at 350 ppi. Note that they will be reproduced in grayscale in print, so color coding and shading may not be legible; try to find or create figures that read well in black and white. We generally revise the layout of tables to match our typography, so these need not be in any particular style.

Color reproduction

The printed journal is black and white. Images/figures can be in color online in Project Muse, however. If color is important to your image/figure, secure a color version so that we can use it online.

Permissions information

Below are answers to some questions commonly asked by image rights-holders about how images will be used in the *HLQ*:

Black-and-white or color? Black-and-white

Print run? 300

Electronic versions? The *HLQ* is available to subscribers in .pdf (with embedded images) and .html on *Project MUSE*, a nonprofit database. Images online are lower resolution, for screen reading, and not downloadable.

Inside or cover? Inside

Full page, ¾ page, ½ page, ¼ page? Consult with the editors.

Rights sought? One-time, nonexclusive, worldwide rights in English

You may wish to append the following to request a reduction or waiver of fees:

“The *Huntington Library Quarterly*, a scholarly journal, is a publication of the Huntington Library, a nonprofit educational institution. We appreciate whatever consideration you ordinarily extend to scholarly nonprofits.”

last revised March 15, 2018