

*Journal of the Canadian Historical Association*  
**Author Guidelines**

Thank you for your interest in submitting to the *Journal of the Canadian Historical Association*. The *JCHA* is published twice a year by the Canadian Historical Association with financial assistance from the Social Sciences and Humanities Research Council of Canada. It publishes papers in all fields of history, in French and in English, and representing all approaches to the discipline. The editors are especially interested in papers that will contribute to the wider understanding of the history of Canada, and to the dissemination of the work by historians with connections to Canada.

## **1. Submission**

All submissions are made online [here](#). The work must be the author's own, the scholarship must be original, and the submission must not be under consideration for publication elsewhere. Any questions regarding submission should be addressed to the Managing Editor at [jcha-rshc@cha-shc.ca](mailto:jcha-rshc@cha-shc.ca).

## **2. Preparation of Manuscripts**

### 2.1 Word limit

Articles should be between 7000 and 10000 words in length, including footnotes.

### 2.2 Title page

Provide a title page that includes the title of the article, the name of the author, the author's email address, and an abstract of no more than 200 words.

### 2.2 Layout

Double-space the paper and use Garamond 12-point font throughout.

Insert page numbers in the upper right-hand corner.

Indent the first line of each paragraph. Do not include extra spaces between paragraphs.

Subsections are optional. If used, each should have a brief subtitle.

Any graphs, tables, maps, and photographs should be provided in a separate file or at the end of the main file. Indicate clearly in the paper where each would be placed. It is the author's responsibility to obtain all necessary permissions for the reproduction of images.

### 2.3 Blinding

All submissions will be blinded before being sent out for peer review. Remove all references to the author by name in the main text, and ensure that the author's name does not appear in the "properties" of the file.

## 2.4 Style Guide

Strive for clarity in language, and write for intelligent readers who may not be specialists in the field. Keep technical language and jargon to a minimum. If you need to use a term whose meaning may be unclear to readers, supply a definition at the term's first appearance.

Write out a person's name in full the first time that person is introduced, and refer to that person by last name or commonly used name in subsequent mentions (e.g., Viola Desmond, then Desmond; Galileo Galilei, then Galileo; Li Bai, then Li).

When referring to a specific group of people, use the name that this group uses to self-identify. Consider providing other names in parentheses if these are likely to be more familiar to readers. When quoting from a source that employs an older term that is now outdated, provide the updated preferred terminology as well.

Ensure that pronouns are gender inclusive. The singular "they" is acceptable.

Spell out whole numbers from zero to one hundred. Unless at the very beginning of a sentence, numbers 101 and up should generally be written in Arabic number form.

Write out dates in the form of day month year (e.g., 1 July 1967), and decades with Arabic numbers followed by an s (e.g., 1860s). Spell out the century, and hyphenate when within a compound adjective (e.g., during the seventeenth century, but in seventeenth-century New France). When necessary, specify whether BCE or CE.

Enclose quotations of up to five lines within double quotation marks and integrate them smoothly into the main text. Any quotations within these quotations should be enclosed within single quotation marks. Format longer quotations as indented block quotations without quotation marks. If quoting in languages other than English, supply an English translation.

Insert a single space after all punctuation, including periods.

In a list of three or more items, insert a comma (the "serial comma" or "Oxford comma") before the conjunction that precedes the final item on the list (e.g., the archives, libraries, and museums).

Follow Canadian spelling conventions (e.g., behaviour, centre, organize).

Other spelling considerations:

- Put isolated words and phrases from languages other than English in italics.

- Avoid the use of accents for words that are commonly used in English (e.g., elite, role), but retain them in proper names and terms that are less commonly used (e.g., Françoise, *longue durée*).
- Capitalize the names and initials of persons (e.g., John A. Macdonald), but defer to individual preference of the bearer of the name (e.g., bell hooks). Follow convention with the capitalization of particles (e.g., Marie de l'Incarnation).
- Capitalize the names of ethnic and national groups (e.g., Métis, Haudenosaunee, French, Chinese) and adjectives associated with identities of these groups (e.g., Chicano, Jewish).
- Capitalize the proper names of places (e.g., Canada, Turtle Island, Atlantic Ocean) and adjectives derived from them (e.g., Atlantic).
- Spell place names according to English-language convention. Exceptions may be made for places that commonly retain features of another language in written Canadian English (e.g., Québec, Montréal).
- Expand acronyms and abbreviations at their first mention in the text.

## 2.5 Citation

Provide all citations as footnotes formatted according to the directions in the most recent edition of *The Chicago Manual of Style*. Write full citations for the first instance of each source, and shortened citations for subsequent instances.

## **3. File Formats**

Documents should be submitted electronically as a Microsoft Word file (.doc or .docx).

## **4. Review Process**

The *Journal* follows a double-blind peer-review procedure. Following the author's submission, the *Journal's* Managing Editor will assign the paper to two Co-Editors. These editors will review the submission and either decline the submission or send it out to peer review. After the reviewers' reports have come in, an editor will review the reports and then either decline the submission or send the paper to a member of the Editorial Committee. The Editorial Committee member will read the original paper and the reviewers' reports, and then write a recommendation about publication. A Co-Editor and the Editor-in-Chief will consider this recommendation alongside the reviewers' reports and provide the author with a decision on whether the paper is be rejected or accepted. If the paper is accepted, the Managing Editor will send the reviewers' reports and Editorial Committee member's report to the author along with a deadline for submitting the revised version.