STYLE GUIDELINES FOR ALEXANDRIA HISTORY SOCIETY PUBLICATIONS

AHS is interested in publishing articles that support the Society's mission to promote an active interest in American history, particularly in Alexandria and the Washington metropolitan area. The online archive of the *Alexandria Chronicle*, which goes back to 1978, displays the wide variety of topics and styles reflecting the interests of both professional and amateur historians.

Style: Use clear language with a minimum of jargon, writing that is comprehensible to educated lay people

- Avoid using the first person
- No contractions (we will, not we'll)
- *Italicize* the names of books, movies, films, journals; do not use quotation marks.

Length: A lead article should be between 10 and 20 pages of text. For example, 4000 words is 10 pages without graphics. Supplementary articles are shorter. Lengthier articles are possible with parts appearing in more than one issue of *The Chronicle.* The entire study would not need to be completed in time for the first part to be published.

Font: Times Roman 12 point

Margins: 1 inch left and right margins; uneven, or ragged, right margin

Spacing: Single space document. One space after periods that end sentences, not two.

Try to use as little automatic formatting as possible in your Microsoft Word document

Indentation: No indentation of first paragraph after title or subtitle. Indent all other paragraphs with the tab key.

Subtitles: underline and capitalize first letter of each word unless a preposition

Endnotes: For smoother reading the AHS preference is for endnotes rather than footnotes or notes placed within the text.

Graphics:
Use of graphics of all kinds is encouraged and should be both placed in the appropriate place in your draft and **sent as separate files**. Use only those graphics in which you have the right to grant AHS a non-exclusive, royalty-free, transferable license to use the content. Identify sources of images you did not create.

Biography: Please include a short (1-2 paragraph) biography as the author.

Layout: AHS will likely need to change the layout of your submission, but you will be given the opportunity to review and approve the final draft.

Bibliography: Do not include date of publication. Examples of bibliographic entries:

Beaudry, Mary C. "Public Aesthetics versus Personal Experience: Worker Health and Well-Being in 19th-Century Lowell, Massachusetts." *Historical Archaeology* 27(2): 90-105.

Baker, Paula. "The Domestication of Politics: Women and American Political Society 1780-1920. *American Historical Review* 89(3):6220-647.

Roediger, David R. *Working Towards Whiteness: How America's Immigrants Became White*. Basic Books Hachette Book Group, Inc., 2018.

Rogger, Hans. *Jewish Policies and the Right-Wing Politics in Imperial Russia.* University of California Press, 1986.

Rosengarten, Dale. "Jewish Antiques Roadshow: Religion and Domestic Culture in the American South." In *Jewish Roots in Southern Soil: A New History,* Marcie Cohen Ferris and Mark I. Greenberg, editors, pp. 255-283. Brandeis University Press, 2006.

Rotman, Deborah L. "Newlyweds, Young Families, and Spinsters: A Consideration of Developmental Cycle in Historical Archaeologies of Gender." *International Journal of Historical Archaeology* 9(1):1-36 (2005).