NEWPORT HISTORY
GENERAL GUIDELINES FOR AUTHORS

Newport History: Journal of the Newport Historical Society is a peer-reviewed history journal, comparable to that of other journals in the broad field of American history and culture, and is published twice a year. The Society warmly welcomes the submission of material to be considered for publication. In particular, the editor seeks well-written scholarly articles on history and culture, accessible to a general audience. In addition, the editor will consider captioned photographic essays, edited historical documents, and oral histories adapted to printed narratives. Our field of interest, broadly interpreted in subject and time period, ranges from pre-colonial to recent history—of the city of Newport, Rhode Island, and of Newport County, including its several towns—Jamestown, Little Compton, Middletown, and Portsmouth, as well as their associated islands and waters. This focus includes studies of both materials within the Society's collections and those in other collections. It touches on the activities, people, trends, and events within these geographical areas and their connections and influences in the wider world. Contributions are welcome within a wide range of themes, including among others: archaeology, architecture, art, biographical, comparative, colonial, cultural, economic, education, fashion, immigration, legal, literary, Native American, maritime, military, naval, political, population, printing, religious, transportation, scientific, and social history.

General

The Society encourages prospective authors with questions about appropriate material to consult recent issues (since 2008) of *Newport History* (available online at http://digitalcommons.salve.edu/newporthistory/) and to discuss their proposals with the Society's Deputy Director and Director of Education, Ingrid Peters. (ipeters@newporthistory.org).

The normal length for a typescript submission ranges from 15 to 40 double-spaced, typed pages, not including endnotes. Shorter and longer articles will be considered as well. Illustrations are encouraged. The journal publishes an average of 10-15 illustrations for longer articles, and the possibility of up to 50 illustrations for photo essays. The editor will consider the feasibility of using a limited number of color images on a case-by-case basis.

The editorial style of *Newport History* conforms to the latest edition of the *Chicago Manual of Style.* See the detailed guidelines for information on specific points of clarification on the Society's style choices.

Authors are not paid for contributions published in *Newport History*, but will receive ten copies of the issue of *Newport History* in which their contribution appears.

Submissions

Authors should initially submit their completed work for consideration for publication by e-mail attachment to Deputy Director and Director of Education, Ingrid Peters (ipeters@newporthistory.org). It is helpful in expediting consideration of a proposed contribution if an author makes every effort to conform to the detailed editorial standards (below) before the initial submission. During preparation of a submission for publication, the author and editor will bring submissions into full conformity with the editorial style of the journal. Submissions submitted for consideration must be the author's own work, neither published elsewhere nor under active consideration for publication by another publisher.

Editorial Process and Acceptance

Once received, the editor sends the contribution out for double blind peer review in accordance with accepted academic policies and procedures established by the Society's Publications Committee. Based on the outcome of the review, the editor will then accept, reject, or defer the article. Deferral means that the author must revise and resubmit the article before it goes further. The editor advises and works with the author as necessary during this process. Once an article is formally accepted, the editor suggests final revisions and gives the author the anticipated date of publication, along with deadlines necessary to meet that date. The author and editor work together to meet these deadlines, and assure that the article and notes fully conform to the journal's standards. Authors should expect copy-editing and formatting changes to make the article adhere to these standards.

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Images

After acceptance, the author provides illustrations of publication quality, meeting the normal standards for professional journals. The Newport Historical Society can work from either publication-quality photographic prints or electronic images. Images scanned or taken with a digital camera are acceptable when the resolution of the image is at least 300 dpi for an image size of 9 x 7 inches. The editor and Newport Historical Society Staff can provide consultation on image digitization and can assist in all matters relating to transferring images to the correct electronic format. Authors are responsible for the costs of procuring publishable images and paying any reproduction fees, and for getting all clearances to publish images. The Newport Historical Society will contribute up to $50 per article to help fund reproductions and reproduction rights. The Society also will help authors locate copies of images in its collections (or those of sister institutions in Newport County with rights and reproductions exchange agreements), or find substitutes in its collections, as a means of defraying costs. The editor adds captions with authorial assistance during production of the article.

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The journal's policy is to permit authors latitude in writing. Syntactical changes to text and notes that promote consistency within the journal are a normal part of the editorial process. *The Chicago Manual of Style* is the style manual for the journal. All articles adhere to certain "cosmetic" practices that prevent readers from being confused in traversing the different articles in the journal. The most frequent questions or syntactical alignments are noted below. This is not a comprehensive list.

1. Egregious errors (factual or grammatical) pointed out during editing must be explained and/or corrected. Disputes should be resolved if at all possible between the editor and the author(s). Disputes that cannot be resolved should be referred to the Chairperson of the Publications Committee and, if still not resolved, to the Executive Director of the Newport Historical Society.

2. Use endnotes instead of footnotes.

3. Notes must be complete and explicit. All references to books must include full information on publisher and location of publication, year of publication, and pagination (as relevant). All references to journals must include complete author if relevant, title of article, formal name of journal, volume designation, date of publication on journal cover, and precise pagination. All references to newspapers should include author (if relevant), title of article, formal name of newspaper, and precise date of publication. Precise pagination is required for historical newspaper references (pre-1930). All citations in manuscript sources should include name of institutional holder, name of archives, division within archives, and as much specific information on the manuscript source as would be required by a researcher to find it readily. Consult recent issues of the journal for examples. Authors are expected to assist the editor in providing and verifying complete information when it is lacking in submitted manuscripts.

4. Adhere to the Oxford or serial comma rule. This is the use of a final comma before an "and" or an "or" in lists. In British English, the comma is dropped but, in American English, it is retained for clarity. Example 1: He was ready, willing, and able to go to war. Example 2: The question of when, where, or why did not come up.

5. For Jr., Sr., II, do not precede with a comma. E.g.: John Doe Sr., Joe Doe III, Mrs. John Smith Jr.

6. Computers now can make the same font distinctions as typesetting, hence use italics for emphasis, not underscore. This includes bibliographic references in which titles were underscored on typewriters in the days before computers.

7. Translate quotes from foreign languages in text. Notes can include a reference to the translator ("Translation by author") or the full transcription in the foreign language. There are exceptions.

8. Spell out numbers under 1000. E.g.: five acres, six-lot parcel, one hundred and twenty-five feet high. There are exceptions.

9. Hyphenate all compound adjectives. E.g.: timber-frame house, real-estate agent.

10. Spell out centuries, using hyphens in compound adjectival use of centuries. E.g.: eighteenth-century house, a matter that took place in the twentieth century.

11. Use “about” or “ca.” for “circa” (as opposed to “c.”). E.g.: ca. 1850 or about 1850

12. Spell out Avenue, Street, etc. (do not use abbreviations) except in quotes.

13. Do not use postal codes for state designations, but rather spell out state names (Pennsylvania not PA). This refers to both text and notes.

14. Drop reference to Rhode Island from Newport, Middletown, and Portsmouth.

15. Drop reference to state name for other major cities (following common usage). E.g.: Boston, New York, Philadelphia, Providence, Chicago, San Francisco, Los Angeles.

16. Use uniform date iterations. E.g. “May of 1870” as opposed to “May 1870” or “May, 1870”.

17. Use care in the choosing “that” vs. “which”:
    - “That” introduces restrictive clauses with no comma preceding. E.g.: The pre-Revolutionary status of Newport led to a flourishing of architecture that largely survived the devastating British occupation during the Revolutionary War.
    - “Which” is always non-restrictive and always requires a preceding comma. E.g. The second trait is irregularity of plan, which creates a rambling journey through the house.

18. Do not put quotes around named buildings, and do not use italics. E.g., Hunter House, Marble House, Armsea Hall, etc.

19. Use italics for the names of ships, yachts, and other vessels. E.g., *Sovereign*, USS *Kennedy*