

# Style Sheet and Guide for Authors -- World History Bulletin ([bulletin@thewha.org](mailto:bulletin@thewha.org))

**The Editorial Board and Editors of the World History Bulletin request that all submitted essays follow the guidelines presented below.**

As a general rule, all submissions are reviewed by the Editor-in-Chief of the *Bulletin*, although some submissions are also reviewed by members of the Editorial Board and/or selected outside reviewers. Some submissions may require revisions and/or corrections before acceptance for publication.

The editors reserve the right to make editorial revisions in all articles and reviews.

Authors of published essays receive one free print copy of the *Bulletin* issue in which their article appears. If the author is a member of the World History Association, the free copy is in addition to their membership subscription. Additional copies of the *Bulletin* may be purchased through the World History Association (WHA) Headquarters ([info@thewha.org](mailto:info@thewha.org)). The WHA Headquarters also handles all requests for pdf versions of published essays.

**All submissions should be sent via e-mail to Joseph M. Snyder, WHB Editor-in-Chief, at [bulletin@thewha.org](mailto:bulletin@thewha.org)**

## General

- Submitted **articles should not exceed 6000 words**, including notes and bibliography (if needed). To determine the total word count in Microsoft Word® select the Review tab, then Word Count. On the pop-up screen, make certain that the “Include textboxes, footnotes and endnotes” is selected. Longer submissions will only be accepted with prior approval of the Editor-in-Chief. Submissions should include the author’s name, institutional affiliation, and email address.
- Submitted **reviews of books and other works should not exceed 1000 words**, excluding the item’s bibliographic information.
- Articles submitted for publication should not have been previously published elsewhere.
- Articles should be submitted **via e-mail** as either a Microsoft Word® document (.doc or .docx) or a Rich Text Format document (.rtf). Submissions via services such as Google Docs® will not be accepted.
- Citations should be numbered consecutively and **formatted as endnotes**. For reasons of space, the preference is that endnotes contain complete bibliographic information, thus negating the need to also include a bibliography.

- Articles are required to be formatted using the **Notes and Bibliographies style** of the most recent edition of the *Chicago Manual of Style* ([www.chicagomanualofstyle.org](http://www.chicagomanualofstyle.org)), as opposed to the Author-Date References style.
- Spelling, punctuation, and other conventions should follow standard American usage.
- Authors are required to obtain all necessary permissions to reproduce any copyrighted materials (e.g., photographs). All such releases should be submitted with the essay.
- Any images to be included in an article must be submitted as separate files. Images should be either .jpg or .tiff files, with a **minimum resolution** of 300 dpi and a **minimum size** of 7 x 10 centimeters.
- Endnotes should use an author's full name, as opposed to first initial and last name.
- Foreign-language titles should follow the "sentence style." In other words, the first word of the title and subtitle are capitalized, and the rest of the title is in lower case, with the exception of proper nouns or nouns that are normally capitalized in the original language (e.g., *heute Abend*). For non-Roman-alphabet (e.g., Hangul) languages, it is preferable to transliterate titles into Roman-alphabet letters and provide an English translation when citing sources in those languages.
- The editors of the *World History Bulletin* acknowledge the fact that historians most often write about events that have already occurred; therefore, **essays should be written in the past tense**.

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