This document is a brief guide to help you follow the appropriate notation style when preparing your work for submission to Early Modern Women: An Interdisciplinary Journal. Our notation style is based on the Chicago Manual of Style, 17th edition, chapter 14 “Notes and Bibliography.” While this document is helpful as a quick reference, it is not meant to replace the Chicago Manual of Style itself. Please refer to the Chicago Manual of Style if further clarification is needed.

I. General Format

Your essay should include footnotes rather than endnotes or works cited. A note number should generally be placed at the end of a sentence or at the end of a clause. The entire text, including footnotes, should be double-spaced in 12-point, Times New Roman font with the first line indented.

II. Examples of Notes

A. Book


B. Translation of a Book


C. Chapter in an Edited Collection


D. Article

1. In a Journal with an Issue Number:


2. In a Journal without an Issue Number:


E. Website Content (see CMS 14.207 for more examples):

1 “The Granville Project,” EMROC, Folger Shakespeare Library,

F. Social Media Content (see CMS 14.209 for more examples):

1 Marie Alice Belle (@mab_us), “Early Modern Digital Agendas,” Twitter Post, 28 July 2017
   https://twitter.com/mab_us/status/891027560653565952.

G. Unpublished Works, Folio, and Manuscript examples (See CMS 17 14.229 for more examples):

1. Letter:
   a. ¹ Virginia Randolph Trist to Virginia Cary, 2 May 1828, Nicholas P. Trist Papers, Southern
       Historical Collection, University of North Carolina Library.

   b. ¹ Barbara Gamage Sidney to John Stamer, 3 Jan. 1597, Huntington Library, MS STT 1897.

2. Unpublished Dissertation:
   ¹ Stephanie Lynn Budin, “The Origins of Aphrodite (Greece)” (PhD diss., University of

3. Early Modern Manuscript:
   Author (if known), Title, Date, Series Title (if applicable), name of collection (if applicable),
   name of depository, page numbers.
   a. ¹ Declaration del Bando que se a publicado de la expulsion de los moriscos, 1610, Biblioteca
      Nacional, ms. V.E. 44-56.

   b. ¹ Saint Aurelius Augustinus, Meditationes, Soliloquium, Manuale, De fide ad Petrum
      Diaconum. Pseudo-Lentulus: De habitudine de la reverendissima & gloriam persona de Yhu
      Christo quanto a la assumpta humanitate (ca. 1500), Special Collections, University of
      Colorado, Boulder, MS 1, 3-5.

H. Repeated References

1. Primary Texts: provide the author’s last name, short title, and page number(s).
   ¹ Augustinus, Meditationes, 47.

2. Secondary Sources: provide the author’s last name, a short title, and the page number(s).
III. Numbers

A. Numbers under 100:
Spell out numbers under 100 (e.g., He was sixty-five years old; sixteenth century; sixteenth-century Italy).

B. Inclusive Numbers:
This table is taken directly from the *Chicago Manual of Style*, 17th edition (9.61):

<table>
<thead>
<tr>
<th>First number</th>
<th>Second number</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 100</td>
<td>Use all digits</td>
<td>3–10</td>
</tr>
<tr>
<td></td>
<td></td>
<td>71–72</td>
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<td></td>
<td></td>
<td>96–117</td>
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<tr>
<td>100 or multiples of 100</td>
<td>Use all digits</td>
<td>100–104</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1100–1113</td>
</tr>
<tr>
<td>101 through 109,</td>
<td>Use changed part only</td>
<td>101–8</td>
</tr>
<tr>
<td>201 through 209, etc.</td>
<td></td>
<td>808–33</td>
</tr>
<tr>
<td>110 through 199,</td>
<td>Use two digits unless more</td>
<td>321–28</td>
</tr>
<tr>
<td>210 through 299, etc.</td>
<td>are needed to include all</td>
<td>498–532</td>
</tr>
<tr>
<td></td>
<td>changed parts</td>
<td>1087–89</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1496–500</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11564–615</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12991–3001</td>
</tr>
</tbody>
</table>

IV. Dates

A. Range of Years:
Follow inclusive numbers guideline, above (e.g., 1558-70, 1571-79).

B. Specific Date:
Write as day month year.

C. Months of the Year:
1. Text: do not abbreviate the names of months in the body of the text.

2. Notes: abbreviate the names of months as follows:
   Apr. May June
V. Foreign Language Translations

When quoting a text in a language other than English, provide the translation in the main text and the original language in the footnote. Clearly indicate the source of the translation or if it is your own.

VI. Deadlines and Image Permissions

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