

# Preparing Manuscripts for *The Alabama Review*: A Guide for Authors

*The Alabama Review*  
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## Submissions

1. Submit three hard copies of your manuscript *and* an electronic file in Microsoft Word for Windows. Electronic files may be transmitted on diskette or CD or (preferably) as an e-mail attachment. Please include a self-addressed, stamped envelope for the return of your essay.

## Formatting Text

2. Double-space the entire manuscript—text, block quotations, notes, captions for illustrations, etc.
3. Use one-inch margins all around—top, bottom, left, and right.
4. Use left alignment throughout, not justified.
5. Place title on the first page of article, but do not include the author's name anywhere in the manuscript.
6. Place page numbers at the bottom right of pages.
7. Use italics rather than underlining for titles.  
The following word **is not italicized**:  
    *ibid.*  
The following word **is italicized**:  
    [*sic*]
8. Use 12-point font for all text, block quotations, notes, and captions. We prefer Times New Roman or similar non-proportional fonts.
9. Use square brackets—[ ]—to indicate missing or illegible words and interpolations or alterations within quotations. See *Chicago Manual of Style*, 15th ed., 6.104, 11.66-11.68.
10. Use quotation marks only to indicate direct quotations from sources. Do not use quotation marks for special emphasis.
11. Include spaces when typing ellipses, i.e., “. . .” **not** “...”
12. Use single quotation marks only for quotations within quotations. Double quotation marks are appropriate in most cases.
13. Block quotations: Set off from text all quotations of one hundred words or more or quotations of more than one paragraph. Indent the left margin of the block quotation an additional one-half inch.
14. Superscript note numbers in both the text and notes.
15. Use a single tab, not the auto-indent feature, at the beginning of each paragraph.
16. Do not use subheadings within text.
17. Double-check all quotations for accuracy, including capitalization, spelling, punctuation, etc.
18. Consult the “Alabama Review Style Sheet” for preferred style of capitalization, hyphenation, spelling, form, and usage.

## Notes

19. Use footnotes, not endnotes.
20. Do not include a bibliography.
21. Except as shown in examples below, style of notes should conform to the *Chicago Manual of Style*, 15th ed., chapters 16 and 17.

22. Where feasible, avoid multiple note references within one paragraph by grouping citations for the paragraph in one note. Do not, however, consolidate all citations for a paragraph if it sacrifices clarity of reference.
23. Do not use "ibid." if more than one work is cited in the preceding note.
24. Provide only the place and date of publication (not publisher) when citing books. State names should be abbreviated according to the *Chicago Manual of Style*, 15th ed., 15.29. Do not use two-letter postal abbreviations for states (i.e., use "Ala." **not** "AL").
25. Insure that citations from archival or manuscript sources conform to the preferred citation form of the repository. Authors should contact the reference staff of the repository that holds the cited records or papers and confirm that the citation form is acceptable.
26. Examples of citations of secondary sources:
  - <sup>1</sup> Peggy K. Liss, *Atlantic Empires: The Network of Trade and Revolution, 1713-1826* (Baltimore, 1982), 66.
  - <sup>2</sup> P. Lewayne Findley and Joseph T. Robertson, "Camp Sibert, Alabama: Alabama's First Chemical Warfare Center, 1942-1945," *Alabama Review* 49 (January 1995): 11.
  - <sup>3</sup> Liss, *Atlantic Empires*, 85-97.
  - <sup>4</sup> Findley and Robertson, "Camp Sibert, Alabama," 13-15.
  - <sup>5</sup> Ibid.
  - <sup>6</sup> D. Brian Landrum and Angeline Nuar, "The 1908 Quick Monoplane: First Flight in Alabama?" American Institute of Aeronautics and Astronautics, AIAA 2003-0100, [http://www.eb.uah.edu/org/aiaa/QuickMonoplane/Research/AIAA\\_2003\\_0100.pdf](http://www.eb.uah.edu/org/aiaa/QuickMonoplane/Research/AIAA_2003_0100.pdf) (accessed August 6, 2003), 1-3.
  - <sup>7</sup> Ann Wells Ellis, "The Commission on Interracial Cooperation, 1919-1944: Its Activities and Results" (Ph.D. diss., Georgia State University, 1975), 53.
  - <sup>8</sup> Anthony Paul Underwood, "A Progressive History of the Young Men's Business Club of Birmingham, Alabama, 1946-1970" (M.A. thesis, Samford University, 1980), 1-27.
  - <sup>9</sup> Ellis, "Commission on Interracial Cooperation," 100-101.
  - <sup>10</sup> Herbert Gutman, "The Negro and the United Mine Workers of America: The Case and Letters of Richard L. Davis and Something of Their Meaning, 1890-1900," in *The Negro and the American Labor Movement*, ed. Julius Jacobson (Garden City, N.Y., 1968), 49-127.
27. Examples of citations of primary sources:
  - <sup>11</sup> *Birmingham Post-Herald*, May 3, 1961.
  - <sup>12</sup> Jean-Baptiste Bénard de La Harpe, *The Historical Journal of the Establishment of the French in Louisiana*, trans. Joan Cain and Virginia Koenig, ed. Glenn Conrad (Lafayette, La., 1971), 61.
  - <sup>13</sup> Henry C. Merriam, "The Capture of Mobile," in *War Papers: Read before the Commandery of the State of Maine, Military Order of the Loyal Legion of the United States* (1908; reprint, Wilmington, N.C., 1992), 3:246.
  - <sup>14</sup> R. Taylor to Gov. T. H. Watts, March 12, 1865, *War of the Rebellion: A Compilation of the Official Records of the Union and the Confederate Armies* (Washington, D.C., 1880-1901) (hereafter cited as *O.R.*), ser. 1, vol. 49, pt. 1, p. 1050.
  - <sup>15</sup> Report of Col. Jacob G. Vail, 17th Indiana (Mounted) Infantry, April 7, 1865, *O.R.*, ser. 1, vol. 49, pt. 1, pp. 449-50.
  - <sup>16</sup> William B. Bankhead to Tallulah Bankhead, February 19, 1918, Tallulah Bankhead Papers, LPR 45 (hereafter cited as TB Papers), Alabama Department of Archives and History, Montgomery.
  - <sup>17</sup> Ivan Abramson to TB, May 21, 1918, TB Papers.
  - <sup>18</sup> E. D. Strunk to D. Ullmann, March 5, 1864, Series 159, Generals' Papers and Books, Records Relating to Wars, Adjutant General's Office, Record Group 94 (hereafter cited as RG 94), National Archives and Records Administration, Washington, D.C.
  - <sup>19</sup> U.S. Census, 1880, National Archives Microfilm Publication T9, reel 13, Alabama, Franklin County, Russellville, p. 37.

<sup>20</sup> John F. Andrews to Mrs. Clement Claiborne Clay, July 10, 1863, *Clement Claiborne Clay Papers, 1811-1865, Huntsville (Madison County), Alabama, Records of Antebellum Southern Plantations from the Revolution through the Civil War, Series F, Selections from the Manuscript Department, Duke University Library, Part 1, The Deep South* (Frederick, Md., 1986), microfilm, reel 21.