EDITORIAL PROCEDURES

The Canadian Bulletin of Medical History accepts manuscripts in English and in French. All submitted articles undergo a double-blinded peer review process by two experts in the field before being accepted for publication. Submitted articles must not be under simultaneous review by another journal.

Authors are requested to ensure manuscripts conform to the following format:

• Manuscripts should not exceed 10,000 words, including endnotes.

• Ensure your manuscript is entirely blinded, without your name appearing on any page or in the document properties.

• Use Times New Roman font in 12 point; double-space and left-justify all text, endnotes, and quotations.

• Include an abstract of no more than 150 words plus four to eight keywords (in English and in French).

Please submit articles through the ScholarOne Manuscripts site here: https://mc04.manuscriptcentral.com/cbmh_bchm

STYLE GUIDE

• To answer questions about style and usage in the CBMH, please refer to the most recent version of The Chicago Manual of Style. Spelling generally follows the Concise Oxford Dictionary. To ensure that the copy conforms to editorial practice, the editors retain final authority in matters of style.

TEXT

• Use Times New Roman font in 12 point, including the endnotes. Integrate quotations of five lines or less into the text and enclose within double quotation marks. Type quotations (double-spaced) of more than six lines in a block format in Times New Roman 10 point. Quotation marks are not needed.

• Use the italic font rather than underlining or bold for emphasis. Clearly distinguish different levels of subheadings in the following manner:
  o SUBHEADING LEVEL ONE (all caps)
  o Subheading Level Two (italicized, upper & lower case)
  o Subheading Level Three (Normal font, upper & lower case)

• Indicate omissions in quoted material by three ellipsis points. Modifications of the original quotation or any words inserted by the author are enclosed in square brackets. The use or form of original words is demonstrated by [sic].
- Do not translate quotations in English or French. Quotations from other languages must be translated into the language of the manuscript, with the original quotation included in the notes.

- Use appropriate titles or captions for tables (strictly textual information) or figures (any graphical or pictorial representation) and use Arabic numbers to number them ("Table 1" or "Figure 4"). Indicate the source immediately below.

- Spell out numbers under 10. Use the percentage sign with numerals (46.5%). Dates are shown as follows: the 1960s; 14 September 1979; the 19th century.

NOTES
- Discursive notes are generally discouraged. Authors are encouraged to incorporate such material into the body of their text (unless the material in question provides direct and additional clarity on the sources described in the note).

- Use the “insert reference” function in your word processing program to create endnotes (not footnotes). Indicate notes by superscript Arabic numbers in the text (e.g., according to the author). Note that endnote indicators in the text usually appear outside the punctuation.

- Place acknowledgments at the end of the article under the heading “Acknowledgments” preceding the “Notes.”

- Identify the source of each separate quotation with its own note; please do not “bundle” citations into a single note at the end of the paragraph. Avoid using multiple notes in a single sentence.

- Document every quotation in full, according to the style preferred by the CBMH (see below).

- Please provide:
  Full first names and middle initial(s) for authors and editors
  Subtitles of books and articles
  Full name of journals cited
  Complete page range for articles cited
  Publisher and place of publication for books
  Author, title of article, and page numbers (if available) for newspaper articles
  Exact and inclusive page numbers for all quotations

- For second citations of the same reference, use author’s last name, a shortened version of the title, and page number. Do not use “Ibid.”

EXAMPLES

For more complex references, see the most recent edition of *The Chicago Manual of Style*.

**TABLES AND FIGURES**

- Use the table formatting facilities of your word processor to set up tables.
- Supply each table and figure (including charts, graphics, and illustrations) as a separate file using the table number or figure as the file name (e.g. "Table 4.docx" or "Figure 3.tif")
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- Indicate the approximate placement of all illustrations in the text, using boldface font: "[insert Table 2 here]". Provide captions for all tables and figure and be sure to credit the original source.

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