



THE CANADIAN HISTORICAL REVIEW

Submission Guidelines for Authors

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Subject Matter and Scope

The Canadian Historical Review (CHR) was founded in 1920 as Canada's national history journal, and focuses on publishing articles and book reviews, in English and French, examining the history of Canada, including imperial, transnational, and comparative perspectives. In addition to research articles and the broadest selection of book reviews on Canadian-related historical subjects, the journal also promotes scholarly dialogue and debate through "Forums," and "Historical Perspectives" features. These deal with methodological and historiographic questions that concern the diffusion of historical knowledge in the Canadian context from respectively either a single or multi-author perspective.

Peer-Review Process

CHR uses an online peer-review system called ScholarOne Manuscripts where authors, peer reviewers, and book reviewers can submit articles, evaluations, and book reviews online. From initial submissions to final acceptance, ScholarOne Manuscripts streamlines the publication process to make it easy and effective for authors, reviewers, and editors alike. When your article is ready for submission, please submit it through the ScholarOne Manuscripts interface.

Blinding

CHR employs a double-blind peer-review process.

Blinding a manuscript entails removing all references to your name and publications, and to the setting and participants in your research, where relevant. Appropriately blinding your manuscript requires that you delete your name (and any co-author's names) from wherever it occurs in the text and notes. If you are removing a reference to your own work from the footnotes, please replace it with "AUTHOR – Removed for Blinding."

To ensure that your name is not revealed in the document you submit:

In Word on a PC: remove any information that would identify you from the "Properties" section of your document by selecting "File" and then "Inspect Document"; then "Check For Issues – Inspect Document". Remove all personal information.

You may need to remove your name manually from the author field.

In Word for Mac, select Tools, then from the drop-down menu, select "Protect Document." In the "Password Protect" window that appears, under "Privacy" check the box beside "Remove personal information from this file on save."



Manuscripts that have not been blinded will be returned to the authors for blinding before they are sent out to the reviewers, which delays the review process. If the article is accepted for publication, authors will have the opportunity to restore all personal information, acknowledgements and references to any other publications.

Manuscript Submission Process

Prior to submitting your article, you will have to register through the *CHR* online peer-review system ScholarOne Manuscripts. You will be submitting your final manuscript as a Word document by using ScholarOne Manuscripts.

Please send any enquiries to: mlllewellyn@utpress.utoronto.ca

Upon initial submission, all supporting files including figures and illustrations, tables, and images must be uploaded or included in the main document. Please indicate – using the placeholder – “Figure 1 here” in the approximate places where your images or tables should appear in the final copy of the manuscript.

Manuscript Requirements

The final revised manuscript – in a Word document – should be double-spaced, in a 12-point font; please ensure footnotes do not exceed 100. Keep footnotes brief. Do not exceed 10,000 words.

Use only one space after a period, colon, semicolon, and comma.

Refer to the *Chicago Manual of Style*, 17th edition (CMS) for further grammatical guidance. Avoid page-layout formatting. The text should be aligned flush left and ragged right; do not justify or centre.

Section Policies

The *CHR* will consider articles for publication if they are primarily concerned with the history of Canada. Articles that have a comparative approach or trace global interactions are welcome, so long as they retain a substantial focus on Canada. We welcome articles on all time-periods, including the recent past, so long as the authors place their subject in historical context.



CHR Forum

Forum articles depart from the regular *CHR* article format. For example, Forum articles can be based on secondary rather than primary sources, and they can be historiographical or opinion pieces. Please see “The Liberal Order Framework: A Prospectus for a Reconnaissance of Canadian History” by Ian McKay to see an excellent example of a Forum article: <https://www.utpjournals.press/doi/abs/10.3138/chr.81.4.616>

Citation and References

Print sources – unpublished

Archival:

- T.A. Crerar to J.W. Dafoe, 17 April 1937, box 104, T.A. Crerar papers, Queen’s University Archives (QUA).
- Dan McCarthy to Knowlton Nash, 10 September 1970, file 265 pt.1, vol. 838, RG41 Canadian Broadcasting Corporation (CBC), Library and Archives Canada (LAC).

Unpublished dissertations:

- Alison Vannah, “Crotchets of Division: Ipswich in New England, 1633-1679” (PhD diss., Brandeis University, 1999), 403.

Print sources – published

- Canada, *House of Commons Debates* (17 May 2001), p. 4175 (Hon. Elinor Caplan, MP). (*CHR* style is to include the speaker’s full name.)
- Suzanne Morton, *Wisdom, Justice, and Charity: Canadian Social Welfare through the Life of Jane B. Wisdom, 1884-1975* (Toronto: University of Toronto Press, 2014).
- Subsequent references to this book would be: Morton, *Wisdom, Justice, and Charity*, 58.
- *Ibid.*, 156-57.
- Brian Swann, ed., *Smoothing the Ground: Essays on Native American Oral Literature* (Berkeley: University of California Press, 1983).
- Maureen Matthews and Roger Roulette, “Fair Wind’s Dream: Naamiwan Obawaajigewin,” in *Reading beyond Words: Contexts for Native History*, ed. Jennifer S.H. Brown and Elizabeth Vibert (Peterborough, ON: Broadview Press, 2003), 330-59.
- Simcoe to Alured Clarke, 31 May 1793, in *The Correspondence of Lieut. Governor John Graves Simcoe*, ed. E.A. Cruikshank (Toronto: Ontario Historical Society, 1923-31), 1:338-42.



For Kindle and other electronic media, see *CMS* 14.159-62:

- Begley, Adam. *Updike*. New York: Harper, 2014. Kindle.
- Mark Evan Bonds, *Absolute Music: The History of an Idea* (New York: Oxford University Press, 2014), chap. 3, <https://doi.org/10.1093/acprof:oso/9780199343638.003.0004>.
- Mary Ann Noe, *Ivory Trenches: Adventures of an English Teacher* (self-pub., Amazon Digital Services, 2016), loc. 444 of 3023, Kindle.

Journals

Capitalize article titles; italicize journal names – do not abbreviate titles. Do not include seasons but do include issue number, where available.

L. Emmett Holt, “Health Education of Children,” *Canadian Public Health Journal* 13, no. 3 (1922): 108.

Websites

Follow the same format as printed material: name, title, place, date, online reference (see *CMS* 17.15.7). Date of access only required if date of last update of the website is unavailable.

Titles of websites are generally set in roman without quotation marks and capitalized headline-style. Wikipedia can be treated as a website rather than as a conventional encyclopedia, with roman rather than italics for the title, for example,

- “Wikipedia: Manual of Style,” Wikimedia Foundation, last modified April 7, 2016, 23:58, http://en.wikipedia.org/wiki/Wikipedia:Manual_of_Style
- City of Ithaca, New York (website), CivicPlus Content Management System, 2016, <http://www.cityofithaca.org/>

Newspapers and Magazines

Capitalize article titles, italicize newspaper/magazine/journal name. For articles and reports use the same format as printed sources and provide URL for online articles, if you wish to, but do not include access date.

- “Records snap as deep freeze chills Prairies,” *Globe and Mail*, 30 January 2004.
- Patrick Scott, “The Sesame Street love affair shifts to north of the border,” *Toronto Daily Star*, 14 November 1970.
- James Meikle, “WHO report: 74% of men and 64% of women in UK to be overweight by 2030,” *The Guardian*, 6 May 2015.
<http://www.theguardian.com/society/2015/may/05/obesity-crisis-projections-uk-2030-men-women>.



Numbers & Dates – See *CMS* Part II – Section 9

Numbers

In general, spell out numbers from zero to one hundred. Do not start a sentence with a numeral. The same applies to ordinal numbers: second, fifty-fourth, thousandth; but 125th, 152nd

seven per cent

1,000, 10,000 et cetera. High numbers in the millions to be expressed in words and numerals, for example: 24 million

\$46 million (do not need to specify Cdn unless USD is also cited in same article; in general, only need to cite US dollars: for example, US\$46 million and C\$2,000)

Dates

Expression of dates should be consistent throughout the text of the article. In footnote references, however, always follow day-month-year format.

Use either constructions such as between/and or from/to or hyphens – but do so consistently within an article (and footnotes).

Months should be spelled out and years designated in full: 10 January 2002, (not 10-03-02).

Decades may be indicated according to either of the following examples: the 1970s (without an apostrophe), the seventies.

Centuries: spelled out, for example, “the seventeenth century.”

Years: 1946–7; 1876–1904; 1921–36 [en dash]; 1910s; mid-1990s [hyphen]

Examples:

between 1898 and 1903

from 1 January 1898, until 31 December 1903 *or* from January 1, 1898, until December 31, 1903

Quotations

Double quotation marks; punctuation within quote marks, for example, “Words,”

Please provide translations of any French-language quotation in the footnotes. Another option is to provide an English language translation in the text and give the French original in the footnote with the note “translated from the original French by the author.”



Use “scare quotes” sparingly. Use “[sic]” in regard to small errors in quotations. Typically a colon precedes a block quote. Block quotes over eight lines. Superscript footnote references follow punctuation, most often a period.

Additional Elements for Submission

Abstract and Keywords

Limit your abstract to around 200 words. Following your abstract, include five to eight keywords, which will enhance discoverability through *CHR* search engines, and databases.

Author Biography

Use a separate document for your short author’s bio of no more than 200 words and upload it separately to ScholarOne as “Supplementary – not for review”. Begin with your name in bold.

Reminder

It is the author’s responsibility to proofread the text carefully, as well as to verify the accuracy of titles, quotations and references, including accent marks and other diacritical markings for material in languages other than English.

Images

Images and tables – both referred to as “Figures” in article text – should be included within the text upon initial submission as well as in a separate EPS, JPEG, TIF, or PDF file.

Image Requirements

Should you wish to include images in your article, please ensure the following:

1. provide captions;
2. identify where in the article the images should appear; and,
3. acquire clearance to reproduce the images.



Image Quality

Images should be of the highest possible quality. Please remember that your computer screen is 72dpi (dots per inch) while a printed journal like *CHR* is a minimum of 300dpi and 600dpi is ideal.

On a PC, you can check the resolution of your image by right clicking on the image (in the Explorer window and selecting “Properties.” On a Mac, open the image in “Preview,” then go to “Tools/Show Inspector” or press Command-I.

While images appear in black and white in the print journal, the online version can host colour images as well as audio-visual material.

Captions

Please provide captions in the text for all tables and figures. Once the manuscript is accepted for publication, you will be required to resubmit tables and figures as supplementary files with the appropriate captions on ScholarOne.

Copyright Agreement

Upon manuscript acceptance, all authors *must* sign a copyright agreement. It is the author’s responsibility to sign the author contract form that is available to download from ScholarOne.

Please be aware that failure to sign and send the copyright form to UTP will – at the very least – delay the publication of the article until the contract has been received by the University of Toronto Press.

Further Information

DOI

A DOI is an article's unique identifier, registered with Crossref (FAQ on Crossref here: <https://www.crossref.org/faqs/>) and used to create a persistent link to the article – even if the article moves. (A journal might switch from one online hosting service to another, for example; the URL will change, but the DOI link will follow it.)

A reader using the online version of an article's reference list can click on any DOI link to immediately access the cited source; a reader using the print version can be sure of finding exactly the right article by searching the DOI instead of the author(s) or article title.

Each of our online articles has its own DOI, which can be used to link back to it from other documents that cite it; including DOI links in our reference lists is the other end of that process.



Submission Best Practice

“How to Alienate Your Editor: A Practical Guide for Established Authors”, written by Stephen K. Donovan and published in the *Journal of Scholarly Publishing*, is an excellent article on common mistakes made during the submission process.

Also useful is “Surviving Referees’ Reports” written by Brian Martin and also published in *Journal of Scholarly Publishing*.