

THE EDITOR'S CORNER

The Cato Institute, a Washington-based public policy research institute, seeks papers on all aspects of public policy, particularly in such fields as property rights, private alternatives to government action, and deregulation. Publication formats include books, a journal, a monthly newsletter, and a series of reports. For further information, contact: David Boaz, vice president, Cato Institute, 224 Second St. S.E., Washington, D.C. 20003.

In response to numerous requests, and to facilitate the editing of manuscripts, we have drawn up a revised set of editorial guidelines for contributors. These guidelines supersede those published in the Autumn 1969 issue of the *Review*, and reflect the contemporary editorial concern for compactness and simplicity.

EDITORIAL GUIDELINES FOR CONTRIBUTORS TO *BUSINESS HISTORY REVIEW*

MANUSCRIPTS: Manuscripts should be typed on standard-size (approximately 8-½" × 11"), high-quality white paper. Number pages consecutively. The entire manuscript, including all notes and quotations, should be double-spaced. Authors are responsible for the accuracy of their manuscripts. Substantive changes should not be made after the manuscript has been set in type. When in doubt about any stylistic matter, consult the thirteenth edition of the *Chicago Manual of Style* (1982). For questions involving spelling or hyphenation, consult the second college edition of *Webster's New World Dictionary* (1980).

QUOTATIONS: Authors are responsible for the accuracy of their quotations and references. All quotations must be verified carefully before the manuscript is submitted for publication. Each quoted passage should be accompanied by a specific reference. Long quoted passages should be double-spaced and set off from the text by indenting the left-hand margin five spaces. When quotations totaling more than 200 words are made from any copyrighted work, the author must secure permission for their use from the holder of the copyright and make sure that the appropriate acknowledgement is made.

TABLES: Tables should be numbered in arabic numerals, consecutively. Each table should be on a separate sheet, with its footnotes below it. Footnotes to tables should be indicated by superior letters instead of numerals. All tables should be titled and all arithmetic within the table should be checked for accuracy. Tables should be clear and concise.

FOOTNOTES: Footnotes should be numbered consecutively; they should be indicated in the text by arabic numerals placed slightly above the line, outside the punctuation. Use *Ibid.* if the exact citation is duplicated in a reference immediately following it. Use a clear short title rather than *op.cit.* if other references intervene. *Ibid.* should not be underlined.

DO NOT TYPE NOTES ON THE TEXT PAGE. SUBMIT FOOTNOTES ON SEPARATE SHEETS AT THE END OF THE ARTICLE, DOUBLE-SPACED.

Below are some sample footnotes:

¹Edward D. Adams, *Niagara Power, History of the Niagara Falls Power Company, 1886-1918*, 3 vols. (Niagara Falls, N. Y., 1927), 1:76-80.

²Samuel I. Rosenman, ed., *The Public Papers and Addresses of Franklin D. Roosevelt* (New York, 1938), 752-54.

³Harold I. Sharling, "The First Niagara Falls Power Project," *Business History Review* 35 (Spring 1961): 59-74.

⁴Henry August Pochmann, "The Mind of Mark Twain" (Ph.D. diss., University of Texas, 1924), 24.

⁵*New York Times*, 28 June 1961, sec. 4, p. E11.

⁶*Clarksville (Ga.) Gazette*, 30 June 1956.

⁷Federal Trade Commission, *Utility Corporation: Economic, Financial, and Corporate Phases of Holding and Operating Companies of Electric and Gas Utilities*, S. Doc. 92, pt. 72-A:46.

⁸Hearings before the Senate Committee on Small Business, *Impact of Price Controls and Stabilization Policies on Small Business*, 79th Cong., 2d sess., 7, pt. 82:9335.

⁹*Congressional Record*, 71st Cong., 2d sess., 1930, 72, pt. 10:10828-30.

¹⁰John Brown letter book, 1830, box 22-A, John Brown Papers, Robert E. Lee Library, Slippery Rock College, Jonesboro, New York.

¹¹U. S. Const. art. 1, sec. 5.

¹²New York Const. art. 2, sec. 6 (1894).

[The date of a constitution is included ordinarily only when it is no longer in force.]

¹³Clayton Act, 64 Stat. 1124 (1950).

¹⁴Green and Biddle, 21 U. S. (8 Wheat.) 1 (1823).

Note that the abbreviations p. and pp. should always be omitted unless their inclusion is necessary to prevent ambiguity (as in some newspaper listings), that a colon is used in journal article and many government document citations, and that the day-month-year format is used throughout. The name of the publishing house should never be listed. For further information, consult the *Chicago Manual of Style*, pp. 485-510. For more examples of legal case citations, consult the thirteenth edition of the Harvard Law Review Association's *A Uniform System of Citation*.

Percentages: 30 percent; if several percentages are listed together, the percentage sign is acceptable.

Numbers: Numbers under 100 should, in general, be written out unless they are in percentages or in a series.

Money: Fifty dollars; \$100; if several sums are listed together, use the dollar sign and the arabic number (i. e., "\$10, \$49, and \$69 were the totals.")

Capitalization: In general, only proper names are capitalized (see *Chicago*, pp. 185-229).

Dates: In general, all dates, especially those in endnotes, should be in the day-month-year format.