

# GUIDELINES FOR CONTRIBUTORS

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Authors must remember not to identify themselves in the body of the manuscript; specifically, references to their own work in the text should be in the third person, and citations should be written without possessive pronouns—not “See my . . .”

We use the 16th edition of *The Chicago Manual of Style* (2010) and spell and hyphenate words according to *Merriam-Webster’s Collegiate Dictionary*.

Send a bio of three to four sentences, stating affiliation and recent publications.

Be sure to include an abstract of no more than 100 words outlining the main point(s) of the paper and placing the article in context. Subheads should be used to divide the manuscript into three or four sections (or more, depending on length).

Articles should not be more than 10,000 words in length, including footnotes.

Each table and figure must be accompanied by a complete source.

When submitting figures, make sure to include the data files. Tables should be prepared in a Word format to facilitate in-house editing.

Authors are responsible for obtaining all illustrative materials and permissions for reproduction, and for writing captions.

The journal encourages authors to use gender-neutral prose in all cases where it is not anachronistic to do so; male nouns and pronouns should not be used to refer to people of both sexes.

We use the day-month-year form for dates in citations, as 11 February 2007.

Double quotation marks should be used for journal article titles and direct quotation; single quotation marks are used for quoted material inside quotations.

## SAMPLE CITATIONS

BOOK: Thomas K. McCraw, *Prophet of Innovation: Joseph Schumpeter and Creative Destruction* (Cambridge, Mass., 2007), 205–21.

JOURNAL: Naomi R. Lamoreaux, “Scylla or Charybdis? Historical Reflections on Two Basic Problems of Corporate Governance,” *Business History Review* 83 (Spring 2009): 9–34.

Note that we do not include the publisher in book citations. We do not use *loc. cit.*, *op. cit.*, or *idem.*, but *ibid.* (not italicized) may be used.

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