

# INTERNATIONAL LABOR AND WORKING-CLASS HISTORY

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## STYLE GUIDELINES FOR CONTRIBUTORS (revised 1.17.08)

International Labor and Working-Class History is a semiannual journal published by Cambridge University Press. In addition to articles on labor and working-class history it publishes scholarly controversies, review essays, country reports, conference reports, and interviews. Prospective article authors should send the editorial office a proposal letter and an abstract (500 words or less) of work they wish to contribute. ILWCH will determine quickly whether the proposed work fits an upcoming issue theme; if so, it will request a manuscript for review.

### Text Files

Contributors must supply a computer text file in MSword or a compatible medium. Please contact ILWCH if you need help with file conversions or e-mail attachments.

Use a single, left-justified, non-proportional font (e.g., Courier). Choose underlining, not bold or italicized text, for emphasis. Double-space all text, including endnotes and extracted quotations. Do not divide words at the end of lines. (This means turning off the "automatic hyphenation" feature on many word processors.)

### Style of Contributions

In general, style should conform to the Chicago Manual of Style, 14th ed. (Chicago, 1993). The following style guidelines cover only the most common questions and problems encountered by ILWCH contributors or describe deviations from Chicago style. The ILWCH editorial office welcomes contributors' questions about style.

Acronyms: Acronyms should be used only after the full name of the organization, agency, law, etc. has been given, with the acronym following in parentheses: e.g., "American Federation of

Labor (AFL)".

Dates: Year ranges should include all four digits: 1929-1945, not 1929-45. Write "1890s," not "1890's." Write "August 1945," not "August, 1945." Write "August 9, 1945," not "9 August 1945" (here ILWCH deviates from Chicago style).

Numbers in text: Spell out whole numbers from one to ninety-nine, and any of these numbers followed by hundred, thousand, million, etc. Use numerals for all other numbers. However, when a passage combines whole numbers below 99 with decimals and/or larger whole numbers, leave all in numeral form for clarity: "Between 12.5 and 15 percent of Local 161 members under the age of 25 worked more than 3500 hours per year." Spell out "percent": seventy-seven percent, not 77%.

Gendered language: Authors should endeavor to use gender-neutral language, especially when referring to job titles and social roles. Instead of "If he was a fireman, he was less likely to be underpaid," choose "If they were firefighters, they were less likely to be underpaid."

### Note Style

ILWCH uses the humanities note style described in detail in The Chicago Manual of Style, 14th ed. References appear as endnotes. The first citation of a work receives a full reference; subsequent citations of the same work receive a shortened reference. The facts of publication are limited to place and date of publication (include country, region, or two-character postal code for US state if place of publication is obscure). A note citing a single work which was the only work cited in the previous note is shortened by the use of "ibid." For journal article citations, only the volume number (not the issue number) is given.

English-language titles are capitalized in headline style (with all words except articles, prepositions, and coordinating conjunctions capitalized); foreign-language titles are capitalized as in normal prose.

Conventions are illustrated in the examples below.

#### Type of Reference

#### Example

Book, one author or editor,  
first citation:

1. James P. Cannon, The First Ten Years of American Communism: Report of a Participant (New York, 1962), 61-73.

Subsequent citations:

2. Cannon, First Ten Years, 115-17.

Book, two or three authors or

3. Dietrich Rueschemeyer, Evelyne Huber Stephens, and

- editors, first citation: John D. Stephens, Capitalist Development and Democracy (Chicago, 1992), 12-39.
- Subsequent citations: 4. Rueschemeyer, Stephens, and Stephens, Capitalist Development, 226-27.
- Book, more than three authors or editors, first citation 5. John F. Rooney et al., eds., This Remarkable Continent: An Atlas of United States and Canadian Society and Culture (College Station, TX, 1982).
- Subsequent citations: 6. Rooney et al., eds., Remarkable Continent, 29.
- Journal article, first citation 7. Theda Skocpol and Kenneth Finegold, "State Capacity and Economic Intervention in the Early New Deal," Political Science Quarterly 97 (1982): 255-78.
- Subsequent citations: 8. Skocpol and Finegold, "State Capacity," 265.
- Article in collected volume, first citation 9. Noëlle Burgi, "Etat et négociation collective en Grande-Bretagne," in Cent ans de conventions collectives: Arras, 1891-1991, ed. Olivier Kourchid and Rolande Trespé (Lille, 1994), 163-77.
- Subsequent citations: 10. Burgi, "Etat et négociation collective," 166.
- Ph.D. dissertations, first citation 11. Edmund Steele Joy, "Right of the Territories to Become States of the Union" (Ph.D. diss., Columbia University, 1892), 12-33.
- Subsequent citations: 12. Joy, "Right of the Territories," 18.
- Archival material, first citation (may vary depending on source. Include as much material as possible! Editors will abbreviate if necessary.) 13. George Meany to James Roosevelt, January 29, 1962, box 55, folder 21, American Federation of Labor-Congress of Industrial Organizations Department of Legislation Collection, George Meany Memorial Archives, Silver Spring, MD (hereafter cited as AFL-CIO Legislation Collection).
- Subsequent citations: 14. Ginger Timberlake to George Meany, August 26, 1972, box 55, folder 22, AFL-CIO Legislation Collection.

Capitalization: Offices and titles are capitalized when used as part of the name of the titleholder:

President Nixon. Otherwise, they are lower-case: "The president spoke."

The names of organizations should be capitalized, even if shortened: the United Auto Workers,. For political parties, however, do not capitalize the word "party" When referring to a party or its members without using the entire party name, capitalize the shortened form: "The Communists won thirteen seats." When referring to informal affiliates of movements or to general political orientations, however, do not capitalize: "The government treated anarchists and communists with equal force." The Left and the Right are capitalized. Do not capitalize leftists, communists, fascists, and other political persuasions unless explicitly referring to party activists, however.

If the material following a colon consists of a complete sentence, it begins with a capital: You are reading an example now.

Laws, agreements, and policies are capitalized (e.g., the Equal Rights Amendment; Title VII;).

Foreign Words and Phrases: Foreign-origin words that have been incorporated into English are not underlined; consult a dictionary. Examples include : aide-memoire, bona fide, de facto, ibid., machismo, oeuvre, per se, sine qua non. Non-English names of organizations and institutions are also set roman: e.g. Confédération Générale du Travail, , Initiative für Frieden und Menschenrechte.

Examples of "unfamiliar" foreign words that should be underlined include gmina movement, Häuslichkeit, intelligenty, mentalité, ouvrieriste, sindicato, techniques sociales.

Quotations: Ellipses and Bracketed Material: Use three ellipses, separated by single spaces, to replace omitted portions of quoted material, whether the omission occurs in a single sentence or bridges sentences. However, when there is one or more full sentences omitted,, the three ellipses are preceded by a period.