Guidelines for Articles in *Clio*

**Style and Audience:** *Clio* follows, with a few exceptions, the *Chicago Manual of Style*, 16th edition (2010). Assume an educated, interdisciplinary readership; avoid writing for a narrowly specialized audience. A thesis or statement of critical intent should appear somewhere in the introduction. Language throughout should be concise, clear, and jargon-free. Usage should be formal rather than familiar; do not use contractions.

**Quotations and Permissions:** The author is responsible for ensuring that all necessary permissions are obtained for materials that do not fall under the terms of “Fair Use.” The author is also responsible for ensuring and verifying the accuracy of all quoted materials (including translations).

**Documentation:** Use Chicago-style footnotes. Avoid discursive notes; instead, place material essential to argument in the text itself. Use the following as guides to commonly used types of sources (note that inclusion of the specific page number is necessary only for direct quotations):


For in-text citations, upon first mention in the text, use an author’s full name; thereafter, use the last name only. Also use the full name in the first footnote. Always identify authors quoted in the text, but do not repeat the titles of works given in the footnotes. Abbreviate “University Press” as “UP” or “U of Xxxx P.”

Parenthetical references can be used (after an initial footnote) for sequential notes citing the same work. To indicate parenthetical references, please include the following sentence at end of the initial footnote: “Hereafter cited parenthetically as <insert author’s last name and/or (shortened) title >.”

In footnotes citing the same work, use the author’s last name and page number(s): (White, 102–03). Instead of “Ibid,” see information on parenthetical references above. If using multiple works by the same author, also include a shortened title: (White, *Metahistory*, 102–03).
**Format:** For a general overview of format requirements, please see “Clio Format Guidelines.” Regarding articles, the title should describe the essay’s contents. Block or inset prose quotations of eight or more typed lines and poetry of two or more lines. For run-in prose quotations, follow normal practices for initial capitalization regardless of the original; for run-in poetry, retain the original lettering always (with spaces before and after the slashes that separate lines).

**Contributor's Bio:** Please provide, on a separate page, a short biographical note (fewer than 100 words) containing your affiliation, title(s), specialization, and most significant publications.

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**Submission:** Please submit your manuscript electronically to clio@ipfw.edu in either a recent version of Word or Rich Text File (.rtf) format.