Prior to submission, please carefully read and follow the style guidelines detailed below.

**Writing Practices**
- **Years** – Groups of years are written as 1800s, not 1800’s.
- **Numbers** – Write out all numbers lower than 100.
- **Dates** – May 10, 1920, **not** 10 May 1920.
- **Centuries** – Write out in full. For example: nineteenth century, **not** 19th century; if used as an adjective, please hyphenate. For example: nineteenth-century baseball.
- **Acronyms** may be used but only after the name has been written out in full with the acronym in parenthesis. For example, International Amateur Athletic Federation (IAAF); then, just IAAF is used in the remainder of the manuscript.
- **Use active voice** – “they played hockey” vs “hockey was played by”.
- **Do not use contractions** such as can’t, isn’t, wouldn’t, etc.
- **Follow the advice of White and Strunk in The Elements of Style** (p. 19) and put statements in positive form and make definitive assertions.

**Headings and Subheadings**
- **As per the Chicago Manual of Style**, in titles and subheadings, always capitalize the first and last words and all other major words. For example, **Reading Frank Grace’s Record: Life Writing and Lacrosse in Early Twentieth-Century Canada**
- **Please do not use Introduction, Conclusion, Findings, etc. as subheadings.** An Introduction subheading is not needed and all other subheadings should be descriptive and reflect the content of the section. For example: **Thoughts on the Relationship between History and Individual Memory.**

**Notes**
- **All notes** should appear at the end of the manuscript. Please keep notes as concise as possible. Before submitting, ensure the notes are accurate and complete.
- **The first time a source is cited** it should appear in its full form. After the initial citation, please use an abbreviated form including author, abbreviated title, and page numbers(s). For examples, see below.
- **If the note replicates the previous note, please use Ibid.**
- **Please note that a bibliography is not needed.**
Journal Article – single-authored


Journal Article – multiple-authored


Book – single-authored


Book – multiple editors


Chapter in an Edited Book


Dissertation/thesis

- Christine M. O’Bonsawin, “Spectacles, Policy, and Social Memory: Images of Canadian Indians at World’s Fairs and Olympic Games” (PhD diss., The University of Western Ontario, 2006), 89.
- O’Bonsawin, "Spectacles, Policy, and Social Memory," 89.

Newspaper and Magazines (please include page numbers)

- Braithwaite, "Compromise is Reached," 1.
Oral Histories – collected by the author(s) and in their possession

- Gladys (Oliver) Porter, interview with author, April 12, 2006, Woodstock, Ontario, notes in possession of author.
- Gladys (Oliver) Porter, interview.

Oral Histories – in repositories

- Monique Berlioux, interview.

Archival Materials


Electronic Sources

- For more information about the International Ice Hockey Federation see the official IIHF website, accessed October 9, 2019, https://www.iihf.com.
- Official IIHF website.

Resources