

American Jewish History

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Submission Guidelines (updated: December 2016)

Authors should submit their manuscripts as attached documents via email to the managing editor, Nick Underwood, at NUnderwood@ajhs.org. Articles should be in Word format and should not contain the name of the author in the text; identifying details including mailing address and other contact information should appear in the email only. The journal publishes manuscripts of 6,000 to 10,000 words, including footnotes. Longer submissions may be returned to the author.

General Formatting Guidelines:

- All final submissions must conform to the *Chicago Manual of Style*, 16th edition. AJH uses CMS minus an accompanying bibliography.
- Authors should use 12-point Times New Roman font. All text, including block quotes, should be double-spaced.
- Please use US English spelling (e.g. color, organize).
- For quotations, use double quotation marks with single within those, if needed.
- Please transliterate any language not in the Roman alphabet, for example, Hebrew, Russian, or Yiddish. Transliteration for Yiddish ought to follow YIVO's transliteration standards. For all other languages, transliterations will follow standards set by the Library of Congress.
- All references should be in the form of footnotes, not endnotes. Like all other text in the article, the notes should be double-spaced.
- The preferred location of charts, photos or other illustrations should be indicated by including a label such as **(figure 1)** in the text. Do not embed photos or other illustrations in the text of your article, but submit them separately as described below.
- Tables and figures must be saved as separate files, not included as part of the text, and should be numbered consecutively with Arabic numerals. The captions to illustrations should be gathered together and also typed out on a separate sheet. The approximate position of tables and figures should be indicated in the manuscript. Captions should include keys to any symbols used. All tables and figures should be referred to in the text. Figures supplied in electronic format should be in uncompressed .tif or .jpg formats of at

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Contact information:

Nick Underwood, PhD
Managing Editor
American Jewish History
NUnderwood@ajhs.org

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