

American National Biography

Editor in Chief

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CONTRIBUTOR'S MANUAL

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1 The project

The landmark American National Biography offers portraits of over 19,000 men and women whose lives have shaped the nation. Published in twenty-four volumes in 1999, the ANB attracted instant acclaim as the new authority in American biographies. Winner of the American Library Association's Dartmouth Medal as the best reference work of the year, the ANB now serves readers in thousands of school, public, and academic libraries around the world. The online edition is updated monthly, adding new entries and revisions of previously published entries to enhance their accuracy and currency.

This manual describes the procedures we expect our authors to follow. It should assist you in planning and writing your article. The rules and principles are offered as guidelines only and not as a set of immutable laws covering every editorial eventuality. If your article presents a special problem that warrants deviation from any of the rules given here, or if you have questions about scope, styles, format, or procedure, contact the editor.

2 Planning your article

2.1 Length

The word count for your article appears on the Schedule A; it applies to the text only and does not include the bibliography. Significant deviation from the word allotment—especially if your article is too long—will require editorial correction. If you find that you are unable to write your article in the number of words allotted, let the editor know.

2.2 Readership

Address the article to both the general reader and the specialist, with the emphasis on what a well-educated non-specialist would readily grasp. Avoid references to current trends or attitudes or records of achievement that could soon date the article.

2.3 Vocabulary

With the general reader in mind, avoid technical vocabulary as much as possible. If you must use technical terms, make their meaning plain within the context of your writing. If foreign words are necessary, give parenthetical equivalents in English.

2.4 Consensus of interpretation

Your interpretation of particular issues is essential to the integrity of your article. At the same time, as a reference work, the American National Biography has an obligation to present all significant sides of controversial and unresolved questions in a fair manner, striking a balance among diverse viewpoints. Your article should reflect the consensus of interpretation, or lack of it, attained by current scholarship. Avoid partisanship and polemic. Wherever appropriate, your article should alert readers to a debate, its implications, and where additional information can be found. Avoid hyperbole and unsupported statements about the importance, virtue, or glory of people, events, organizations, or geographical areas.

3 Writing your article

3.1 Entry term (headword)

The subject of the entry should be identified at the outset by the name that would usually be used in the historical record. For example, the entry on Babe Ruth should begin, "Ruth, Babe"; his full formal name should be given later on: "...was born George Herman Ruth."

3.2 Opening paragraph

Follow the basic format of entry term, complete birth and death dates (day-month-year), occupations or reasons for renown (two or three key ones may be mentioned, stated in general terms), place of birth, full name of father and mother's maiden name, and the parents' occupations (omit "homemaker" if the mother was not in paid employment). If mother's maiden name is unknown, please state so.

The rest of the first paragraph should contain a brief account of the subject's early life and education, not an overview of his or her accomplishments. Do not begin with an overview of the subject's career or reputation. Please include the names of schools the subject attended as well as his or her diploma or degree dates.

3.3 Body of text

Present the subject's life generally in chronological order, focusing on the primary events that made the subject a notable person; significant events in private life should be woven into the chronology. Place the subject's life and career into the broader context of history, with reference to relevant people, events, movements, organizations, etc.

3.4 Sub-headings

Any entry longer than 2000 words should include at least two sub-headings. Headings must make sense when read in isolation and be meaningful and descriptive (e.g., not 'Early Years' but 'Washington's Early Military Career'). A heading should never immediately follow the title of an article.

3.5 Marriages

Refer to a marriage by giving the spouse's name before the marriage, the year the marriage occurred, and the number of children born to the couple. Children's names should not be included unless particularly noteworthy. In the case of divorce, identify the year in which the marriage was terminated.

3.6 Death

Cite the place of death near the end of the text. Cause of death and place of burial should not be given unless particularly noteworthy. The date of death, which is identified in the opening sentence, need not be repeated.

3.7 Final assessment

The concluding paragraph should not be a condensation of what you have already said; instead, a two- or three-sentence final assessment of the subject's place in history ought to round out an article.

3.8 Identifying people, places, and things

Most readers of your article will not be specialists. For their benefit, give, wherever appropriate, brief explanations to identify people, places, concepts, and objects mentioned in your article. For example:

...Fannie Lou Hamer, a leader of the southern civil rights struggle, . . .

...the *Chicago Legal News*, the first weekly law journal published in the Midwest...

3.9 Dates

Make generous reference to the dates of works and events.

3.10 Quotations and permissions

Every article must be an original piece of writing. It cannot be a reprint of a previous publication, even if it is your own past work and the copyright holder has granted permission to reprint. Nor can it contain paragraphs, sentences, or any other distinctive wording used in a previous publication, even if it is your own past work, except in the case of a quote. We realize that the general contours of a life remain the same, but if you have previously written about the subject, aim for an essay that presents new details or examples, takes a different focus, or otherwise makes it clear that the essay was written specifically for the ANB.

Avoid the quotation of passages from sources protected by copyright. Quotations should be used only when they are essential to full understanding. Because verse is a highly “condensed” literary form, rules for obtaining permission are strict. Permission is required for all quotations of verse, regardless of length, if the original is protected by copyright. Because of the stringent restrictions, avoid citing full lines from a poem or song published since 1930.

We will check your article for material that may require permission to reprint, but the responsibility for determining the copyright status of your sources and for securing letters of permission to reprint is yours. Submit letters of permission to us along with your manuscript.

3.11 Citations

The American National Biography does not include footnotes. Keep in-text citations to a minimum; readers will understand that as the author of the article you are summarizing the state of knowledge about your topic.

If your article requires an occasional citation of a specific source, ensure that complete bibliographical information for all such citations is provided in the bibliography following your article. You can cite the source in one of three ways:

In the run of text: As the historian Merrill D. Peterson observed in his 1994 book, *Lincoln in American Memory*, . . .

As a parenthetical citation: (Peterson, p. 45)

Or, if you are only quoting from a single source, in the bibliography itself: All quotations come from Merrill. D. Peterson, *Lincoln in American Memory* (1994).

4 Some notes on style

In matters of style, Oxford follows *The Chicago Manual of Style* (CMS), 15th edition (2003), with some variations.

4.1 Spelling

We follow Merriam-Webster's *Collegiate Dictionary*, 11th edition (2003) and Webster's *Third New International Dictionary*. In cases where two forms are presented, use the first spelling (for example, "catalog" rather than "catalogue").

4.2 Abbreviations

Avoid using abbreviations in the text; use abbreviations sparingly in parenthetical material. Use standard abbreviations (ed., vol., no., and pp.) in bibliographies.

4.3 Foreign words and expressions

Translate all material in foreign languages, except titles of works listed in the bibliography. The translation, in parentheses and without quotation marks, should immediately follow the foreign-language material. Italicize single words or short phrases; put longer phrases in roman—not italic—in quotation marks. Names of institutions, buildings, and geographical locations should be in roman. Make sure that accent and diacritical marks are clear and distinct; if there is any possibility of ambiguity, write in their name.

For titles of primary works, supply a "courtesy translation" if the work has not been published in English translation. For all works, if there is a translation, supply the English title and date of publication. Do not supply a courtesy translation for untranslated secondary works. For example:

[Courtesy translation]

Herder's *Von deutscher Art und Kunst* (1773; *On German manner and art*) ...

[Published English translation]

Stirner's *Der Einzige und sein Eigentum* (1845; English trans., *The Ego and Its Own*)...

Foreign words and expressions listed in Merriam-Webster's *Collegiate Dictionary* are considered to be naturalized English words and need not be italicized.

4.4 Names

Use the common form of names that will be most familiar to English-speaking readers.

Particles can be a problem not only for the alphabetization of entry terms and index entries but also for the form of a surname used alone in text. We propose the following distinctions, but we recognize that the forms of names may not be settled. We welcome your advice.

Language	Part of the name and capitalized	Not part of the name and capitalized
Flemish and Dutch	De, Den, Ten, Ter, Van, Ver	het, s, t', van
French	L', La, Le, Les, Des, Du	d', de
Spanish	Della, La, Las, Lo, Los	da, das, de, do, dos
Italian	Della, La, Las, Lo, Los	da, dal, de, de', degli, dei, di
Portuguese		da, das, de, do, dos, as, os
German		am, an, im, in, von , zu, zum, zur

4.5 Accents and diacritics

If your word processing program does not support certain accents and diacritics (e.g., ayn, hamza, or underdot), indicate them with angle brackets, making sure to specify which letter needs the diacritic within the brackets if unclear; for example:

<ayn>ilm al-<h underdot>adīth

4.6 Italics

Use italic font for italic letters or words, not underlining. Avoid using italics for emphasis or irony; reserve italics for foreign expressions and book titles.

4.7 Gender-specific language

Avoid words such as “man” and “mankind” and masculine pronouns for everyone. Please use gender-neutral language as much as possible.

4.8 Dates

Use the following forms:

24 February 1625	1620s	24 February 1625/6 (only when appropriate)
February 1625	1624–1626	24 February 1625 O.S.

5 Compiling your annotated bibliography

The bibliographies in American National Biography follow the forms set out in The Chicago Manual of Style (CMS), 15th ed., chapters 16 and 17, with some adjustments.

5.1 Purpose

An annotated bibliography accompanies each article in the ANB. The purpose of the bibliography is to cite, in as brief a manner as possible, the principal sources of information contained in the article, to call attention to some of the most useful works concerning the topic discussed, and to make

recommendations for further reading. Be selective in compiling your bibliography; do not aim for an exhaustive listing of works.

5.2 Form

Annotate the succession of references in complete sentences, which should form one or two paragraphs. Refer to primary sources first (be sure to cite the location of any archives of the subject's papers that may exist); then, published biographies, if any exist, or other books and relevant articles from periodicals; and, at the end, an obituary.

Any relevant Web sites should be listed beneath the main paragraph and not annotated. They should be compiled under a separate heading titled 'Online Resources' and, where possible, include title, full url, and short summation of content. (For acceptable sources, see 5.4.1)

5.3 Works in English and in other languages

As much as possible, we prefer book-length works in English that are readily accessible in major libraries. For primary sources, translate foreign titles in parentheses immediately following the title (see manual section 4.3, Foreign words and expressions). For translations of well-known and classic secondary works, give the title of the English translation following the author's name and the title in the original language at the end of the entry.

5.4 Availability of sources

The bibliography is intended as a reference for further reading, not a list of the most significant sources. Out-of-print works and works available in archives inaccessible to most readers should be mentioned only when they are of such signal importance to the subject that the bibliography lacks integrity without them. If you must mention these sources, comment on their availability in your annotation.

5.4.1 Online sources

Acceptable online sources are sites that are run by or partnered with major educational, research, or government institutions, that are authoritative, and that contain peer-reviewed scholarship. Other acceptable online sources include subscription-based Web sites like those offered by OUP, Gale, Greenwood, and other major publishers.

While useful for some purposes, such as getting a quick overview of a topic or direction for further research, Wikipedia is not an acceptable source and should not be included. And although they may be of some use in writing your article, press releases and other material resulting from a simple Google search should not be included.

5.5 Number of items

As a general guideline, provide one reference for every 250 words of text.

5.6 Ensuring accuracy

Although our copyeditors will check your bibliography, make every effort to ensure the accuracy, completeness, and consistency of the items in your bibliography. Do not cite bibliographic information

from memory; verify each entry in your bibliography against the original source or a library catalog. See below for instructions and the sample biographies linked on the Contributor page of the website.

5.6.1 Books

- (a) Give names of authors in full, exactly as they appear in print.
- (b) Give titles of works in full. Include subtitles if they are informative. Italicize all titles.
- (c) Provide the date of publication.
- (d) Specify the edition if it is other than the first. Note particularly if you are citing a reprint or a revised edition. If more than one edition is available, cite the most recently published edition.
- (e) Give the number of volumes of multivolume works. Give the volume number, where appropriate, for works in a series.
- (f) Give names of editors and translators in full.
- (g) Wherever possible, include sources that themselves have extensive bibliographical resources.

5.6.2 Periodical literature

- (a) Because most users of the ANB are non-specialists, minimize references to periodical literature.
- (b) Give the title of the article in quotation marks in roman.
- (c) Give full titles of periodicals in italic.
- (d) Give volume number in arabic numerals; give the year in parentheses.
- (e) Give the entire page range of the article.

6 Formatting and submitting your manuscript

6.1 General format

Format your manuscripts for double spacing, without hyphenation, and with a ragged right margin.

6.2 Signing your article

Following the bibliography of each article you write, include your name exactly as you wish it to appear in print.

6.3 Submitting your manuscript

We do not accept multiple draft submissions. We consider the article you send to be final manuscript. Your manuscript should be saved in a Windows-compatible Word .doc or .docx. Remember to put your name at the end of each entry.

Please submit your manuscript directly through ScholarOne, using the link in the commission email, or by logging into your Contributor Center.

Please try to meet the deadline specified for submission of your manuscript. If you foresee any difficulty meeting this deadline, please request an extension from OUP in advance.

7 After you submit your manuscript

7.1 Article submission

When you are ready to submit your entry, we ask that you submit your manuscript via ScholarOne. On submission, you will be asked to complete a checklist as a final reminder of formatting specifications and any additional required documentation. Once complete, you can then upload your Word document to the system for review.

7.2 Review by the editor-in-chief

Upon receipt of your manuscript, the editor-in-chief will determine the suitability of your article in light of the overall structure of the American National Biography. You may be asked to revise your article to address issues of substance. You will receive an email via ScholarOne notifying you once your article has been reviewed. We will ask that you look over and address any comments or queries made by the editor, make any necessary changes, and upload your revised copy to ScholarOne for final approval.

7.3 Copyediting

Upon approval of your article by the editor-in-chief, your manuscript will be sent to the copyeditor. The text of your article will be edited for consistency in style and grammar; the bibliography will be styled; and the graphic elements of your article will be coded for the web programmer.

7.4 Your final review

Oxford will send your copy-edited manuscript to you for your review, emendation, and final approval. You will be asked to reply to any editorial queries, to make any substantive changes or corrections you deem necessary, and to return the copyedited manuscript to us promptly.

7.5 Payment of your honorarium

The payment for your honorarium will be ordered after your manuscript is approved by the editor-in-chief. The check will come from Oxford's accounts payable department in Cary, North Carolina. You will be supplied with a Domestic or the International payment form to complete. The policies of our Accounts Payable Department (effective November 2012) state we are obligated to process all honorariums via direct deposit unless the contributor is a first-time payee. If you are a first-time payee, we are able to make an exception and you may opt for a check in US dollars by simply omitting all bank information fields from the form. For check payments, we will still require a Tax ID or social security number for tax purposes, if you are a US citizen. We understand that the information on this form is sensitive and will treat it with the utmost confidentiality.

You must have returned a signed contract and schedule A before payment can be issued. You will receive a copy of your contract and schedule to sign via our DocuSign system, which will allow you to sign and return the document electronically.