

Technology and Culture

Guidelines for manuscript preparation

Note that these guidelines are intended for an author whose manuscript has been accepted for publication and who is preparing a final revision. See our notes for contributors (<http://technologyandculture.net/contributors.pdf>) for information on preparing a manuscript to submit to the editorial office for peer review.

Submitting the final revision. Send an electronic file to the editorial office by e-mail (techculture@udmercy.edu) or on a CD via standard mail to:

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Send one file with text and footnotes, one file with figure legends (if any), and separate files for tables (if any). See below for notes concerning graphics files.

File format. Save files (except graphics files) in Rich Text Format (RTF). Call or e-mail the journal office if you have questions.

Text formatting. In the final version of your manuscript, please keep your formatting to a minimum. So, in your electronic file, indicate italic type but embed no other formatting commands whatsoever: no margins, no tabs, no boldface or superscript, no font face or font size changes, no document styles, etc.

Illustrations. We prefer to work from prints for illustrations: that is, for photographs, send black and white or color glossies, for line drawings, send either original drawings or glossies. We generally cannot use photocopies. If you wish to provide illustrations in digital form—scanned images, drawings created with graphics software—please first get in touch with the editorial office to discuss formats, etc. Number illustrations in the order in which you refer to them in the text. List captions consecutively in a separate file. Provide complete source information and, if necessary, credit lines.

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General style guidelines

See *Merriam Webster's Collegiate Dictionary*, 10th ed., on questions of spelling and hyphenation. If a word has two spellings, use the first.

Following are notes on some questions of style that frequently come up. These are not exhaustive. Consult *The Chicago Manual of Style* (CMS), 14th edition, for more information and much greater detail.

Capitalization, abbreviations, acronyms, and distinctive treatment of words

See CMS chap. 7, esp. 7.2–7.4 on capitalization of names and terms. In general, avoid excessive use of capitals. Proper nouns should be capitalized, words derived from or associated with them should not be.

Titles are capitalized when they precede a person's name and are used as part of that name (e.g., President Theodore Roosevelt), otherwise not.

Spell out acronyms on first use, no matter how well known:

National Air and Space Museum (NASM)

Avoid excessive use of quotation marks and italics. See CMS chap. 6, esp. 6.2–6.8, for more on distinctive treatment of words.

Numbers and dates

Give dates as *day month year*. Use no comma when giving just month and year.

17 November 1997

November 1997

See CMS chap. 8 on numbers, esp. 8.2–8.10, and 8.68 on inclusive numbers (such as page numbers). In general, use numerals for units of measure (time is not a unit of measure). Write out other numbers up to one hundred, including centuries and ordinals.

twenty-five years

1958–97

3 percent

twentieth century

Footnotes

Be consistent. For example: if you cite a document from an archive one way in n. 5, cite all similar documents in that archive the same way throughout the notes.

Put acknowledgements and a short author's bio on the title page, not in a footnote. Use no publishers' names anywhere (this is an exception to CMS).

Where possible—i.e., where it does not create confusion for the reader—combine references within a paragraph: that is, if the sources used for a paragraph of the text can be clearly identified in a single footnote at the end of the paragraph, do that.

Do not use *op. cit.*, *idem.*, *passim*. Do not italicize *ibid.* Recall that *ibid.* can be used only following a note citing a single source, to refer back to that source; do not use it following a footnote in which two or more sources are cited or to refer back to only part of the previously cited source (e.g., when citing another article in the journal cited in the preceding note, do not use *ibid.*).

Do not use *p.* or *pp.* unless it is unclear that a number is a page number. Standard references to books or periodicals will usually not need the *p.* or *pp.* Thus:

nn. W. W. Rostow, An American Policy in Asia (Cambridge, Mass., 1955), 13.

but:

nn. American Embassy in Jakarta to U.S. Department of State, Foreign Service Despatch #445, 12/12/60, p. 13, RG 469, O/FE, Indonesian Subject Files, 1953–1961, Box 69, U.S. National Archives, Washington, D.C.

Citing journals

Give inclusive page numbers. Issue number is unnecessary unless each issue is paginated separately.

nn. J. Morton Briggs, "Pollution in Poullaouen," Technology and Culture 38 (1997): 635–54.

Citing periodicals and newspapers

Cite popular journals and magazines (i.e., not intended for a specialized readership) as: *name*, [day] month year, page number(s).

Citations of newspaper articles should follow the same basic style. If the paper has more than one section, give the name and number or letter of the section. Omit the page number, generally, since it may change from one edition to another. Name the edition if necessary.

nn. Arthur Thomson, "An Address on Problems Involved in the Congress of the Sexes in Man," Nature, 7 January 1922, 8.

nn. William L. Laurence, "Population Outgrows Food, Scientists Warn the World," New York Times, 15 September 1948.

Citing books

Examples of common citations to books and parts of book (see CMS chap. 15 for [much] more detail):

nn. Clifford Geertz, The Interpretation of Cultures (New York, 1973), chap. 1.

nn. Carolyn C. Cooper et al., Model Establishment: A History of the Springfield Armory 1794–1918 (forthcoming). [Use et al. only for more than three authors.]

nn. Jane Summerton, ed., Changing Large Technical Systems (Boulder, Colo., 1994).

nn. Oliver Baker, "The Trend of Agricultural Production in North America and Its Relation to Europe and Asia," in Population, ed. Corrado Gini et al. (Chicago, 1930).

nn. Jefferson to John Jay, 30 August 1785, The Papers of Thomas Jefferson, ed. Julian P. Boyd (Princeton, 1950–), 8:452–56. [Vol. and page nos. given at end of citation.]

nn. J. B. Harley and David Woodward, eds., Cartography in the Traditional East and Southeast Asian Societies, vol. 2, bk. 2 of The History of Cartography (Chicago, 1995).

nn. Roshdi Rashed, ed., Encyclopedia of the History of Arabic Science, 3 vols. (London and New York, 1996).

nn. Daniel Nelson, Managers and Workers: Origins of the Twentieth-Century Factory System in the United States, 1880–1920, 2d ed. (Madison, Wisc., 1996).

nn. Francis Paul Prucha, Broadax and Bayonet: The Role of the United States Army in the Development of the Northwest, 1815–1860 (Madison, Wisc., 1953; reprint, Lincoln, Neb., 1995).

nn. Albert Kapr, Johan Gutenberg: The Man and his Invention, trans. Douglas Martin (Aldershot, Hamps., 1996).

Citing web pages

When citing a page from the worldwide web, include the full URL as well as the date you accessed the site.

nn. http://news.bbc.co.uk/2/hi/uk_news/england/default.stm (accessed 30 April 2008).

Cross references

When citing a source that has already been cited in the notes, the general rule is that if the current citation is more than five notes from either the first citation of that source or another cross-referenced citation to that source, then the current citation needs a cross reference note:

1. John White, The History of the World: The First Five Years (New York, 1911), 78.
4. White, 23. [Fewer than five references away from the original citation]
7. White (n. 1 above), 25. [Even though this is only three notes away from n. 4, it is more than five references away from a full or cross-referenced citation]
9. White, 12. [Fewer than five references away from the cross-referenced citation in n. 7]
14. White (n. 1 above), 88. [More than five references away from original or a cross-referenced citation]

If more than one work by an author is cited, give a shortened title at each repeated reference:

7. White, History of the World (n. 1 above), 25.

Figure Legends

Include a credit line clearly identifying the source of the illustration. If the copyright owner has specified a certain form for the credit line, use that. The following examples may be helpful:

Fig. n. Advertisement for a Moline automobile, which could be converted to a “truck” by removing the tonneau. (Wallace’s Farmer, 14 January 1910, 54.)

Fig. n. Ford Motor Company Rouge Plant, 23 December 1937. (From the collections of the Henry Ford, P.O. 9826.)

Fig. n. Copper produced by open-cut and caving methods as a percentage of total U.S. copper output, 1907–36. (Based on statistics provided in Orris C. Herfindahl, Copper Costs and Prices: 1870–1957 [Baltimore, 1959], 213, table 24.)