

Contributors' Guide

For matters of style not covered in this guide, including capitalization, abbreviation, notes, and bibliography, consult *The Chicago Manual of Style*, available online at http://www.chicagomanualofstyle.org/tools_citationguide.html.

Spelling, hyphenation, and punctuation should follow American rather than British rules. *AJIS* follows Merriam Webster's *Collegiate Dictionary*, 10th or 11th edition.

PREPARING TEXT

Please keep your formatting simple. Glucksman Ireland House uses Microsoft Word for Windows. If your word-processing software is not compatible with Word, please let us know in advance so that we can advise you on how best to save your document.

- Format your page for one-inch margins all around.
- Type using "Times New Roman" font in regular style, size 12.
- Double-space the entire document including endnotes and bibliography.
- Number the pages of your essay and include your name on each page.
- Use left alignment for the entire document. Do not use justified alignment.
- Start flush left after section breaks or subheadings. Add one line before and after all subheadings. Capitalize all nouns, verbs, adjectives, etc, in subheadings but not conjunctions or articles.
- Hard tab to indent. Do not use the space bar.
- Close en-dashes (e.g. 1969-1972) but leave em-dashes open (text — text).
- Be consistent in spacing; one space after colons and periods is preferred.
- Place all commas and periods inside of quotation marks. Quotation marks should angle toward text. Quotations of more than sixty words should be indented.
- Turn off auto-hyphenation; no soft hyphens, only use hyphens for compound words.
- Make sure to remove any annotations, comments, or hidden text before submitting the entry. Also, if you have used the "Track Changes" feature, please be sure to accept all changes before submitting so that there are no revision marks in the final document.

- For dates, use the following format: “July 1950” or “March 17, 1911” (American style). For decades, do not use apostrophes in years; instead use “the twenties” or “the 1920s,” not “the ‘20s.” Hyphenate prefixes before digits: mid-1990s (not mid 1990s).
- Numbers less than 100 and two-word numbers should generally be written out (e.g. forty-three years), otherwise use Arabic numerals unless a number is the first word in a sentence, or it is in a direct quote or a title. Arabic numerals should always be used for addresses and measurements (e.g. 6 West 4th Street, 7 miles). In number ranges, use all digits even if repeated: 456–459 (not 456–9).
- Please include commas in numbers between 10,000 and 1 million; for numbers 1 million and larger, please write out “million,” “billion,” etc. (e.g. \$4.3 billion).
- In humanistic copy, the word percent is used (4 percent); in statistical or in humanistic with numerous percentage figures, the % symbol is used. There should be no space between % symbol and number.
- Please use imperial measurements (mph, in., ft., lbs., etc.).

SPELLING, CAPITALIZATION, HYPHENATION

- Use American spelling (vs. British) except for proper nouns
- Spell out United States when used as a noun; abbreviate as U.S. not US when an adjective.

anti-immigration	Mid-nineteenth-century politics (adj)
anti-Treaty	Northern Ireland
de-anglicizing	Paddy
Fenianism	Pale
Irish America (noun)	Scotch-Irish (n)
Irish-American experience (adj)	Famine, the Famine; a famine
Irish-born (noun)	de Valera

ENDNOTES

- Full citation in first instance, short form for all subsequent references. The short form is Last name, *Title (four words max)*, pg#.

SUBMISSION

We receive essays in electronic form. Submitting as an attachment via email to ireland.house@nyu.edu is encouraged. If you do not have access to email, please save your essay in electronic form on a CD and mail it to us. If you are unable to submit in electronic form, please mail us hard copy. All submission should be sent to:

Editor, *American Journal of Irish Studies*
Glucksman Ireland House
New York University
1 Washington Mews
New York, New York 10003

All electronic files, whether submitted as an e-mail attachment or on a CD, should be named with your name as follows: First Name Last Name DATE (e.g. Marion Casey, 7.4.2007)

In a separate file, please include a short (75-100 words) personal bio to be included in the "Contributors" section.

Illustration Suggestions

If you have suggestions about a particular image (print, photograph, painting, advertisement, etc.) to illustrate your essay, please bring it to our attention as early as possible. Though we cannot guarantee that all illustrations suggested will be included, each will be carefully considered. Please provide complete information about each image including where it appears so that we can locate the owner and obtain necessary permissions. If possible, attach a digital copy (at least 300 dpi) as well or mail a photocopy Glucksman Ireland House.

It is the responsibility of the author to supply any charts, tables, graphs, or maps necessary for the essay. These must be of professional quality and resolution (at least 300 dpi).

All images are printed in black and white. Be sure that any shading can be clearly distinguished on the grayscale.