Virginia Tech Undergraduate Historical Review Style Sheet

In order to speed up the editing process, we ask that all submissions please adhere to the style guidelines below. Manuscripts not meeting these criteria will be returned to the author for revisions.

1. Submitted manuscripts should be between 12 and 30 pages of text double-spaced, including footnotes and bibliography. The cover sheet does not count towards this length.

2. Do not submit title pages. Instead, we ask authors to utilize our cover sheet. All submissions must contain this sheet before manuscript’s first page of text. Since the editorial process is blind, do not place your name on any page other than the cover sheet.

3. The entire manuscript – including block quotes, notes, and bibliography – must be double-spaced.

4. All paragraphs must be indented with a tab. In addition, we ask authors not to skip lines between paragraphs. Page margins must be set to 1 inch.

5. All pages should be numbered at the top right corner.

6. All citations must follow the Chicago Manual of Style. If you have any questions regarding proper citation in Chicago format, please see:

   http://www.lib.vt.edu/find/citation/chicago.html

7. All manuscripts must use footnotes. Endnotes and parenthetical references are unacceptable.

8. For any maps, photos, illustrations, figures, or tables used within a manuscript, authors must obtain proper copyright permission and turn in completed copyright permission forms. For more information on this process, please see the below links.

   - http://law.du.edu/index.php/copyright/copyright-permission-faq#HowDoI
   - http://copyright.columbia.edu/copyright/permissions/requesting-permission/
   - http://www.bampfa.berkeley.edu/copyright_project/copyritetoolbox/overview.php