

***Uncoverings* Style Sheet**

Specific Words

- “Quiltmaking” and “quiltmaker” are one word, NOT “quilt making” or “quilt maker.”
- “Wholecloth” is one word, NOT “whole cloth.”
- “Wall hanging” is two words, NOT “wallhanging.”
- Spell out numbers less than 100.
- Use “3 percent,” NOT “3%.”
- Write out centuries so: Fourteenth century NOT 14th century
- Spell out country names: i.e., United States NOT U.S.
- Capitalize the names of specific quilts and patterns (e.g., the Temperance Quilt or Nine Patch), but present types of quilts or techniques in lowercase (e.g., chintz appliqué, crazy quilts, or mourning quilts).
- Quilts that are considered by their makers to be works of art (e.g., *Study in Scarlet*) should be italicized.
- Also check *Webster’s New World Dictionary* to confirm spellings of other words.

General Format

Section headings should appear in bold font with the first letter of each word following rules for standard title capitalization.

Example: **Case Studies**

Section subheadings should appear in italic font with the first letter of each word following standard title capitalization.

Example: *The 1718 Coverlet*

Acknowledgments should appear at the end of the work under the section heading “Acknowledgments” and should not be included as a footnote.

The abstract at the beginning of the article should be italicized. Please remember that the abstract is a general summary of your paper and is different from a true introduction.

Call outs for figures should appear at the end of the sentence, should be in all lowercase, and should appear as follows:

This is a sentence with a figure call out (fig. 3).

Captions for figures should be submitted in a separate Word document and should follow this format:

Fig. #. Caption information. Credit information.

Example: Fig. 3. Picture of a historic quilt. “Name of Quilt,” The International Quilt Study Center and Museum, accession #2018-01.

Citations

Uncoverings uses *The Chicago Manual of Style* notes format for citations. It does not include separate bibliographies.

A helpful guide to the most common forms of citation can be found here:

http://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html

For how to cite the most common archival sources see this guide from the Library of Congress:

<http://www.loc.gov/teachers/usingprimarysources/chicago.html>

And this guide: <http://dal.ca.libguides.com/archivalresearch/citation/chicago>

For more detailed references your public library likely has a copy of the most recent *Chicago Manual of Style* which you can reference.

Insert citations using Word's "Insert Endnote." Use endnotes, not footnotes, and Arabic, not Roman numerals.

All endnote numbers should appear at the end of sentences.¹

Citations should appear in full when a source is first mentioned. After that first mention, you may use a shorted form of the citation. This usually takes the form:

Author last name, Short version of title, page number.

Ibid

- Use Ibid. When the next note references the exact same source as cited in the previous note.
- Use Ibid., PAGE#. If the citation is for the same source but a different page in that source. For example: Ibid., 25-30.
- Do not use Ibid. after a note that cites multiple sources as it is unclear which of the multiple sources is being referenced by Ibid in that case.

Common Citation Formats

Book

Author's name, *Title* (Place of Publication: Publisher, Year), page.

Example:

Barbara Brackman, *Clues in the Calico: A Guide to Identifying and Dating Antique Quilts* (Marshall, VA: EPM Publications, Inc., 1989), 62.

If the copy of the book you are citing was accessed digitally, then add the URL at the end of the usual book citation (see example under “Journal Article” below).

Essay within an edited book

Note: *Uncoverings* is considered to be an edited book, so any essays cited from *Uncoverings* should follow this format.

Author’s name, “Title of Essay,” in *Title of Book*, ed. editor’s name (Place of Publication: Publisher, Year), page/s.

Example:

Marla R. Miller, “‘And others of our own people’: Needlework and Women of the Rural Gentry,” in *What’s New England About New England Quilts? Proceedings of a Symposium at Old Sturbridge Village, June 13, 1998*, ed. Lynne Z. Bassett (Sturbridge, MA: Old Sturbridge Village, 1999), 19–33.

Book within a series

Author or editor’s name, *Title*, vol. # in a series (Place of publication: Publisher, Year), page.

Example:

Kenneth L. Holmes, ed. and comp., *Covered Wagon Women: Diaries & Letters from the Western Trails, 1840-1849*, vol. 1 in a series (Lincoln, NE: University of Nebraska Press, 1983), 100.

Journal Article

Note: Citations from *Blanket Statements* should be formatted as journal articles.

Author’s name, “Name of Essay,” *Name of Journal* volume no., issue no. (Date): pages.

Example:

Amy Boyce Osaki, “A ‘Truly Feminine Employment’: Sewing and the Early Nineteenth-Century Woman,” *Winterthur Portfolio* 23, no. 4 (Winter 1988): 225–242.

If the copy of the journal article you are citing was accessed digitally, then add the URL at the end of the usual journal citation

Example:

Amy Boyce Osaki, “A ‘Truly Feminine Employment’: Sewing and the Early Nineteenth-Century Woman,” *Winterthur Portfolio* 23, no. 4 (Winter 1988): 225–242, at <http://www.jstor.org/>, accessed April 1, 2018.

Magazine

Author’s name, “Name of Article,” *Name of Magazine*, date of publication, page.

Example:

Lynne Zacek Bassett, "Inspired Fantasy: Design Sources for New England's Whole-Cloth Wool Quilts," *The Magazine Antiques*, September 2005, 120-127.

Newspaper

Author's name (if known), "Name of Article," *Name of Newspaper* (Place where published if it's not obvious), date of publication. (Including the page number is not necessary.)

Example:

Samuel Clemens, "Mark Twain Tells of Being an Actor," *New York Times*, April 15, 1907.

If you accessed the newspaper article that you are citing digitally, then add the URL and the accessed date:

Example:

Samuel Clemens, "Mark Twain Tells of Being an Actor," *New York Times*, April 15, 1907, at <http://query.nytimes.com/mem/archive-free/1234>, accessed April 1, 2018.

Website

"Article name," sponsor, web address, date accessed.

Example:

"McDonald's Happy Meal Toy Safety Facts," McDonald's Corporation, 2011, <http://www.mcdonalds.com/us/en/home.html>, accessed April 1, 2018.

Unpublished Interview or Oral History

Subject's name, interviewed by [name], date, transcript, collection name, collection place.

Example:

Mary Todd Lincoln, interviewed by Elizabeth Keckly, April 16, 1865, transcript, Lincoln Papers, Library of Congress.

Personal Correspondence

Name of writer, type of correspondence to [name of recipient], date.

Example:

Sam Gomez, Facebook message to author, August 1, 2017.

Object in a Collection (Quilts, Paintings, etc.)

"Object Name," maker, date, place made, institution that owns it, accession number or object ID number.

Example:

"Quilt," attributed to Hadassah Chapin Ely, c. 1785, New England, United States, Historic Deerfield, accession #HD 2009.4.

If there is a digital record of the object to which you are referring then add the link to object record in online database and access date.

Example:

"Quilt," attributed to Hadassah Chapin Ely, c. 1785, New England, United States, Historic Deerfield, accession #HD 2009.4,
<http://museums.fivecolleges.edu/detail.php?museum=all&t=objects&type=all&f=&s=2009.4&record=10>, accessed November 15, 2016.

Note: if the object is considered to be a piece of art the name of the piece should appear in italics and not quotation marks.

If the object is in a private collection, list "private collection" where the institution name would be.

Census Information

Census ID, Jurisdiction, Schedule, Civil Division, Page ID, Household ID, Person(S) of Interest; item type or format, website title, URL, accessed date.

Example:

1850 U.S. census, Marion County, Iowa, population schedule, Lake Prairie, p. 290 (stamped), dwelling 151, family 156, Virgil W. and Wyatt B. Earp; digital image, Ancestry.com, <http://ancestry.com>, accessed April 18, 2013.