

AVISTA Forum Journal Style Guide

Rev. Sept. 2009

Length: Articles average between 3000 and 9000 words, not including the bibliography. *Use of extensive notes is discouraged; try to keep the discussion within the main body of text.* The only bibliographic uses of footnotes would be, for example, if you have a large series of references on a *necessary* historiographical point, or perhaps giving original language text for a translation, but only if the original text is relevant and necessary. The editor reserves the right to request drastic reductions in footnotes.

Style: The *AVISTA Forum Journal* follows the *Chicago Manual of Style*.

Review Process: All articles are peer reviewed by area experts, and reviewers receive articles as electronic files. For this reason, please ensure that the saved file does not have your name embedded in the properties of the document. Provide a separate title page with the author's name, academic affiliation (where applicable), city of residence, and contact information. Begin the article on the following page, repeating the title. The AFJ strives to provide the results of reviews within two to three months, if possible.

Format for Submissions: If submitting an article by e-mail as an attachment, send illustrations in files separate from the text. If the image files are very large, please send them by snail mail to the editor on a floppy / CD. JPG and TIFF files are preferred for illustrations. Word is the preferred format for text. If submitting by regular mail, send a copy of the text printed on standard size paper together with a floppy / CD with the text in Word for PC. Do not format the text in any way other than standard punctuation, paragraphing, and typography; *i.e.*, do not attempt to lay out your article or apply formatting features to it, such as embedded styles. Contact the editor with any questions.

Illustrations: Authors are responsible for securing permission to reproduce illustrations and for any fees associated with their publication. Provide captions and credits for all illustrations as a list of captions at the end of the paper. DO NOT embed illustrations in the text (see above note on format for submissions). Because of the variety of formats in which illustrations are available, the editor will work with authors to achieve the best resolution possible given the resources available in laying out and printing the journal.

Citations: Citations follow the author/date system and are to be embedded in the text, such as in the following examples:

.....The lower braces were certainly missing by 1753 when Price drew his section through the tower and spire (Price 1753, plate 6); evidently, they were replaced by the timber support tower from the floor of the bell chamber below, inserted c1700 (Miles et al. 2004, 52).

.....The garments in Ambrogio's Franciscan martyrdom would have been recognizably Mongolian, especially the tall cone-shaped hats with plumes (Burke 2002, 478)....

.....by describing it within a perfect circle, yet off-setting its east gate to terminate a street north of its axis (Map of Jerusalem, Hague, Koninklijke Bibliotheek, MS 76.F.5, fol. 1').

Please consult *Chicago* for details on formatting the bibliography for the author/date system; the following table provides some examples.

TYPE OF MATERIAL	BIBLIOGRAPHIC CITATION	IN-TEXT CITATION
Books	Blair, Peter Hunter. 1976. <i>Northumbria in the Days of Bede</i> . London: Victor Gollancz. Kindi and Fay sal Dabd'ub. 1962. <i>Ris'alat al-Kindi fi 'amal al-suy'uf</i> . Baghdad, Wiz'arat al-Irsh'ad. [NOTE: please transliterate all non-western titles by standard procedures; the editors cannot claim proofreading expertise outside the main European languages.] Kühnel, Harry, Helmut Hundsbichler, Gerhard Jaritz, and Thomas Kühtreiber. 1998. <i>Die Vielfalt der Dinge : neue Wege zur Analyse mittelalterlicher Sachkultur</i> . Österreichische Akademie der Wissenschaften, Philosophisch-Historische Klasse, Nr. 3. Wien: Verlag der Österreichischen Akademie der Wissenschaften.	(Blair 1998) (Kindi and Dabd'ub 1993) (Kühnel, et al. 1998)
Article in an Edited Book	Heath, Peter. 1995. War and Peace in the Works of Erasmus: a medieval perspective. Pp. 121-44 in <i>The Medieval Military Revolution: State, Society, and Military Change in Medieval and Early Modern Europe</i> , edited by A. Ayton and J. L. Price. London: I.B. Tauris.	(Heath 1995)
Journal Articles	Crombie, A.C. 1975. Some Attitudes to Scientific Progress: Ancient, Medieval, and Early Modern. <i>History of Science</i> 13:213-30. Ong, Walter J., S.J and Peter Ramus. 1953. Peter Ramus and the Naming of Methodism: Medieval science through Ramist homiletic. <i>Journal of the History of Ideas</i> 14 (2):235-48.	(Crombie 1975) (Ong and Ramus 1953)
Web Site (use sparingly)	Hurley, Christena. 2007. The success of Viking combat techniques . <i>Dark Ages Re-Creation Company</i> . < http://www.darkcompany.ca/articles/ch_combat.php > (accessed July 7, 2009).	(Hurley 2007)