

Girlhood Studies: An Interdisciplinary Journal

Girlhood Studies is a new, international and peer-reviewed journal that seeks to bring out the best scholarship in the emerging interdisciplinary field focusing on the reality of girls' experiences while recognizing the challenges and tensions in creating appropriate, girl-centered research methodologies.

Editors-in-Chief:

Dr. Claudia Mitchell

Dr. Jacqueline Reid-Walsh

SUBMISSION GUIDELINES

The Editors welcome contributions. Article submissions are accepted on a continuous basis and all authors are encouraged to contribute.

Authors should submit articles electronically as e-mail attachments, formatted in Microsoft Word. Please note that all correspondence will be transmitted via e-mail. Submissions without complete reference lists may be rejected; manuscripts that have been accepted for publication but do not conform to the *Girlhood Studies* style will be returned to the author for amendment.

E-mail submissions to the Editors: girlhood.studies@mcgill.ca

ARTICLE LENGTH

Articles should be between 5,000 and 7,000 words; longer papers will not be considered. Book reviews should fall within the range of 2,000 to 4,000 words in length.

FORMATTING

Citations

The *GHS* style guide is based on the *Chicago Manual of Style (CMS)*, with some deviations for house preferences. The journal complies with the **author-date** system of reference. *Consistency*, as always, is paramount. Ensure that for each reference you provide the same information, e.g., author, title, place, publisher and date of publication. Please refer to the style guide section below.

Type

The document must be set at the US letter or A4 paper size standard. The entire document (including the notes and references) should be double-spaced with 1-inch (2.5 cm) margins on all sides. A 12-point standard font such as Times or Times New Roman is required and should be used for all text, including headings, notes, and references. All diacriticals, especially the umlaut and ß, should be retained but any unusual characters should be flagged, as the character may not translate correctly during typesetting.

Headings

Headings must be differentiated by styling to indicate their order of importance and should not be numbered or lettered. Make sure the various categories of headings are clearly indicated and typed consistently. Within articles we tend to use two categories of sub-headings. Primary subheadings ('A'-category) can be in bold. Secondary subheadings ('B'-category) can be in italics, both left aligned. Any general acknowledgements should be placed in the first text footnote.

Paragraphs

Immediately after a heading the paragraph should start flush with the left-hand margin. Following new paragraphs should be made consistently by using the Tab. *Do not place an extra space between paragraphs.*

ABSTRACT/KEYWORDS

The article must include an abstract of no more than 150 words and 6 to 8 keywords. The abstract should not duplicate the text verbatim but include the research question or puzzle, identify the data, and give some indication of the findings. Keywords will be drawn from the content and not duplicate the article title. Keywords should be listed alphabetically and separated by commas.

COVER PAGE

The cover page should provide the title of the article, complete contact information for each author (address, phone, fax, and e-mail), biographical data of approximately 100 words for each author, and any acknowledgments. Please provide a total word count and indicate the number of tables and/or figures as included. The figures should be named clearly so that their placement in text can easily be matched to where they are called out in the text.

COPYRIGHT/PERMISSIONS

Upon acceptance, authors are required to submit copyright agreements and all necessary permission letters for reprinting or modifying copyrighted materials, both textual and graphic. The author is fully responsible for obtaining all permissions and clearing any associated fees.

ARTWORK

All figures (photos, graphs and maps) should be placed in separate files; only placement indicators should appear in the main text. Figures should be numbered consecutively as they appear in text. Please number items individually (Figure 1, 2, 3, 4) as opposed to grouping items together (Figure 1, Figure 2a, 2b, 2c).

For optimal reproduction figures or photos should be submitted as TIFF (resolution at 300 dpi) or EPS (800 dpi), grayscale (black and white for line art), with all fonts embedded. Additionally, all images should be approximately 4" x 4" inches at the resolution indicated. Figures may also be submitted on glossy camera-ready paper.

The figures and accompanying captions should be named clearly so that their placement in text can easily be matched to where they are called out in the text.

PROCESS FOR REFEREEING AND ACCEPTING ARTICLES

GHS is a refereed journal. Articles are sent to reviewers with relevant experience and expertise for comment. Referees are asked to advise the editors whether the article should be published and if so, with what recommended changes. The editors respond to the author with their decision and a list of any changes needed for the article to be accepted for publication. They also send the anonymous referees' comments to the author.

PUBLICATION

Manuscripts that have been accepted for publication but do not conform to the style guide may be rejected or returned to the author for amendment. The Editors also reserve the right to alter usage to conform to the style guide issued by the Publishers. Authors may not supply new materials or request major alterations following the copyediting stage so please ensure that all text is final upon acceptance.

STYLE GUIDE

The *GHS* style guide is based on the *Chicago Manual of Style (CMS)*, with some deviations for house preferences.

Please refer to the following for a summary of key stylistic requirements.

Spelling

In general, the *American Heritage Dictionary* (3rd edition) and *Webster's New Collegiate Dictionary* (10th edition), supplemented by *Webster's New International Dictionary*, are our arbiters for US spelling, especially for hyphenated words, words in italic, and so forth.

- The *GHS* style prefers "z" spellings for words such as "organize" and "capitalization," and "spelled," "traveled," and "toward" (rather than their UK variants, "spelt," "travelled," and "towards"). Spelling in the manuscript should be consistent, but spellings in quoted materials and bibliographic titles should not be changed. (The copyeditor will not be able to check quoted materials, so please ensure their accuracy.)
- Use anglicized plurals for foreign words that have passed into common English usage: appendixes, formulas, forums, indexes, and so forth. Be aware that "indices" has a specific meaning in mathematics.
- Spell out words such as "figure," "table," "for example," "percent," "that is," "November," "pounds," and so forth in the text; abbreviations are acceptable in parentheses, footnotes, tables, captions, and so on.

Non-English Words

- Italicize isolated non-English words that do not appear in the standard dictionary. The word should be italicized on every use.
- Geographical names where possible spelled in English, e.g. not Beyrouth but Beirut.
- Transliterate if an original name or title is not in the Latin alphabet - we don't use Cyrillic or Greek alphabet.

Bold and Capitalization

- Do *not* use bold at any time for emphasis.
- Avoid overuse of capitals. They are often unnecessary.

Italics

Italicize words that are meant to be italicized - do not underline them.

- Foreign words or short phrases in an English sentence, but foreign quotations should appear in roman and quotes. Commonly used foreign words found in a standard English dictionary, such as *a priori*, *corpus*, and *raison d'etre*, do not require italicization;
- Please do NOT italicize the commas, apostrophes, or parentheses following an italicized title.
- Directions to the reader, *see also* or *above* in a caption.

Dates, Numbers and Ranges

- Dates should be set day/month/year, with no comma: 26 January 1988.
- In general, use words for numbers that are less than 100, and numerals for all other numbers.
- Do not abbreviate inclusive numbers (ranges) in text or references as preferred by the house style, for the purpose of clarity and completion.
- Hyphens are not used for inclusive numbers following the prepositions *from* or *between*. These ranges are separated by the words *to* or *and*. For example, use "from 1924 to 1928" *not* "from 1924–1928," or "between 1924 and 1928" *not* "between 1924–28," however, it is correct to refer to the fiscal year 2005-2006.

NOTES/CITATIONS

Girlhood Studies uses the **author-date** system of reference. *Consistency*, as always, is paramount. Ensure that for each reference you provide the same information, e.g., author, title, place, publisher and date of publication.

In-text citations should follow the author-date system, with the full documentation given only in the reference list. Parenthetical notes or comments may be included as endnotes but should be kept short and to a minimum.

Author-Date Examples

(Smith 1987; Pickett and White 1985)
Jones's research (1977, 1979a, 1979b)
(Kant n.d.; McGinnis forthcoming)

SINGLE AUTHOR WITH MULTIPLE SOURCES

(Smith 1993: 63; 1998: 124–169; 2001: 104)

THREE OR MORE AUTHORS

(Jones et al. 2001)

AUTHORS WITH SAME LAST NAME

(D. Smith 1981; G. Smith 1999)

Endnotes

Note numbers or asterisks should *not* be placed on essay titles, section headings, epigraphs, or the contributor's name.

- Do not use 'op. cit.' and 'loc. cit.', which tell the reader no more than the author's name or the title of the work would.
- Do not use *ibid.* if there are two references in the preceding note.
- Please note that 'cf.' is not a synonym of 'see'; it means 'compare with'
- The use of p. and pp. for page references is optional. Use 'f.' to indicate 'and following page' and 'ff.' to indicate 'and following pages'
- Please keep in mind that each and every quote should be referenced, not just with a book or article title, but also with exact page number(s).
- Notes should be double spaced and numbered within the text: 1., 2., 3., and so on. (1., 2., 2a., 2b., 3., etc., is not acceptable.) Each superscript number in the text may *only* refer to one note. If you wish to use the same reference twice, use two notes. All notes end with a full point.
- Note numbers *always follow* punctuation, but precede the in-text dash.

REFERENCES

Referencing should follow the author-date system, with full documentation in the reference list, including the publishers' names and authors' full first names, when known. Note that article/chapter titles are to be capitalized and enclosed within quotation marks.

The reference list must be in Alphabetical order. For multiple listings under an author's name, list the oldest publication first, followed by the next publications, in chronological order.

Every author mentioned in the reference list must be cited in the main text or notes, and every author cited in the main text and notes must be listed in the reference list.

Reference Examples

BOOK

Wagner, Roy G. [1975] 1981. *The Invention of Culture*. Chicago: University of Chicago Press.
———. 1986. *Symbols that Stand for Themselves*. Chicago: University of Chicago Press.

TWO AUTHORS

Bloch, Alexia, and Laurel Kendall, eds. 2004. *The Museum at the End of the World: Encounters in the Russian Far East*. Philadelphia: University of Pennsylvania Press.

CHAPTER IN A BOOK (NOTE PLACEMENT OF PAGE NUMBERS AND EDITORS)

(WITH DIGITAL OBJECT IDENTIFIER [DOI] NUMBER IF KNOWN.

Include full stops only if and exactly where the reference indicates)

Appadurai, Arjun. 1991. "Global Ethnoscapes: Notes and Queries from a Transnational Anthropology." Pp. 191-210 in *Recapturing Anthropology*, ed. R. Fox. Santa Fe, NM: SAR Press.
doi:10.2345/recap.1991.123456

ARTICLE IN A JOURNAL

(WITH DOI NUMBER IF KNOWN. *Include full stops only if and exactly where the reference indicates)*

Gingrich, Andre. 2006. "Neo-Nationalism and the Reconfiguration of Europe." *Social Anthropology* 14, no. 2: 195-217. doi:10.1017/S0964028206002539

TRANSLATIONS

Cortázar, Julio. 1969. *Cronopios and Famas*. Trans. Paul Blackburn. New York: Random House.

ARTICLE IN A NEWSPAPER OR MAGAZINE

Fontanelle, E. C. and Mandible, V. 1951. "Iron Despair: Postwar Bewilderment." *World Spectator*, 6 April.

PAPERS READ AT MEETINGS

Schweitzer, Peter. 1993. "Rediscovering a Continent: Siberian Peoples and the Hunter-Gatherer Debate." Paper presented at the Seventh International Conference on Hunting and Gathering Societies.

DISSERTATION

Downer, John. 1975. "Necessity and Knowledge in the Later Philosophy of Wittgenstein." PhD diss., University College of North Wales.

UNPUBLISHED MATERIAL

Marciniak, Edward, and Nancy Jefferson. 1985. "CHA Advisory Committee Appointed by Judge Marvin E. Aspin: Final Report" (December). Chicago. Unpublished.

Weingart, Peter. 1992. "Struggle for Existence: Selection and Retention of a Metaphor." Faculty Working Paper 86, Research Group on Biological Foundations of Human Culture, University of Amazonia.

ORGANIZATION AS 'AUTHOR'

Metropolitan Housing and Planning Council. 1982. *Map 2000: Metropolitan Area Plan for the Year 2000*. Chicago: Metropolitan Housing and Planning Council.

MATERIALS IN ARCHIVES

Egmont Manuscripts. n.d. Phillips Collection. University of Georgia Library, Athens.

"Minutes." 4 July 2000. Fols. 10-12, Edward Alsworth Ross Papers in the Archives of the State Historical Society of Wisconsin, Madison, Wisconsin.

INTERNET / WORLD WIDE WEB SITES

World Health Organization. 2000. "Committee on Technical Barriers to Trade – Notification – Mexico – Tequila." <<http://docsonline.eto.org/TBT/Notif.00/168>> (accessed 9 April 2000).