

The Texas Gulf Historical and Biographical Record

Style Guide

We seek articles based on original research or edited primary sources that explore the history and culture of the Texas Gulf Coast and Southeast Texas broadly defined. For primary sources, we will work with each project on an individual basis and customize our style as necessary to accommodate any unique attributes. Research articles should reflect rigorous primary research as well as historiographic significance.

Submissions

Send inquiries or completed manuscripts to the editor, Jimmy L. Bryan Jr. at jlbryan@lamar.edu

Send manuscripts in Microsoft Word as an email attachment. Please provide the manuscript in double-space format (including end notes), 12 point, Times-New Roman font, with one-inch margins all around. We are flexible in terms of word length, but typically consider articles at around 8,000 words.

Notes & Citations

For style, note, and documentation, *The Record* follows the *Chicago Manual of Style* (CMS), supplemented with the *AP Stylebook*. Where the two might conflict, CMS takes precedence. For reasons of space and clarity, the editors of *The Record* strive for economy in notes and citations. The following illustrates some deviations from CMS and the *AP Stylebook*.

Combine notes, including references to all quotations, at the end of each paragraph. In some cases where clarity or the insertion of content/historiographic information becomes necessary, authors may include multiple citations within one paragraph.

Avoid the use of "ibid." If repeating a citation becomes necessary, use the shortened form as described in CMS. If you use the same citation over multiple paragraphs, place one note at the end of the last paragraph.

Do not specify citations to quotations within the paragraph.

Do not use block quotations.

Authors may use abbreviations when they cite a source multiple times. The minimum number may vary depending on the length or cumbersomeness of the citation. Alert the reader to the abbreviation within the first citation:

Henry Millard to Thomas B. Huling, Feb. 26, 1836, Thomas Byers Huling Papers, Dolph Briscoe Center for American History, University of Texas at Austin (hereafter cited TBHP).

When citing correspondence, omit the place where the author wrote the letter. Follow as above: Author to recipient, date, source.

When citing multiple letters from the same source, combine where possible.

Millard to Huling, including Feb. 26, March 15, 1836, and Jan. 12, 1837, TBHP.

Millard to Huling, Feb. 26, 1836, and to Samuel Houston, Mar 31, 1836, TBHP.

The editors of *The Record* permit citations from reputable online sources, but we do not require the full URL or an accessed date as suggested by CMS. If the source includes a signed work, cite as follows: author, "title," website name (domain.com/page).

Judith Linsley and Ellen Rienstra, "Millard, Henry," *The Handbook of Texas Online* (tshaonline.org/handbook)

If the author accesses digital versions of books, newspapers, censuses, or other independently published sources via an online repository like Google Books or Ancestry.com, do not cite the web host. If the authors heavily rely digital sources and/or has encountered discrepancies, they can clarify within an explanatory note.

When citing newspaper articles, do not reference page or column numbers. The issue date will suffice. Combine multiple issue dates.

Beaumont Enterprise, Dec. 20, 1932.

Beaumont Enterprise, Dec. 20-29, 1932.

Beaumont Enterprise, Dec. 20, 25, and 29, 1932.

Beaumont Enterprise, Dec. 20-25, 29, 1932, Jan. 1, and Feb. 5-6, 1933.

If the article is titled and/or signed, include that information.

J. R. Holloman, "As to Strike Vote," *Port Arthur News*, April 23, 1950.

Style Suggestions

Avoid excessive use of the Passive Voice.

Bad: The border was inadequately defined.

Good: The two nations inadequately defined the border.

Really bad: The property was being developed by its owners.

Good: The owners developed the property.

Avoid beginning sentences with an "It" that has no defined antecedent.

Bad: It was the economic crisis that cost Herbert Hoover the election.

Good: Herbert Hoover lost the election because of the economic crisis.

Better: The economic crisis cost Herbert Hoover the election.

Similarly, do not begin sentences with "There was . . ." This construction is passive and obscures the subject.

Bad: There was no place in conformist society for Elvis's long hair.

Good: Many conformists disapproved of Elvis's long hair.

Avoid colloquialisms, clichés, and overused idioms in your scholarly writing.

Bad: Abolitionists tossed the issue of black equality around like a hot potato.

Bad: Lincoln's moment of truth came with the Election of 1864.

Bad: The hanging of 42 Union sympathizers represented the tip of the iceberg of Texan paranoia.

Avoid the use of first and second person. Avoid the understood "you." Avoid the second person surrogate "one."

Do not use contractions.

Avoid excessive use of “perhaps,” “possibly,” “maybe,” and other conjectural qualifiers.

Avoid repetition. Strive for variety in word choice, especially within same paragraph. Do not start a sentence with the same word as the previous.

Avoid the use of parentheses except for noting the year of publication of a book or similar source

Avoid assigning gender to non-persons. Nations and ships are not people. Do not refer to them as she/her or he/his

U.S. v. United States v. America

Use “the United States” as a noun: President of the United States.

Use “U.S.” as an adjective: U.S. President.

Use “the United States” when referring to the specific nation or government.

Use “America” or “American” when referring to the people, culture, or idea. Note that use of this term is often vague and non-specific and can refer to a variety of different ideas and communities. When possible, identify specific groups of people.

Illustrations

We encourage the inclusion of illustrations with submissions. The authors are responsible for acquiring images, securing permission to publish, and paying any reproduction and publication fees from the rights holders. We prefer working with high resolution .jpeg files and reserve the right to refuse publication if the images do not meet quality standards.

Tables

If authors wish to include tables with their articles, they should provide them as a separate Microsoft Word file.