

STYLE GUIDELINES FOR AUTHORS OF THE *AWA REVIEW*

June 22, 2016

The style of a document can be characterized by two distinctly different aspects—the layout and format of papers, which is addressed here, and the grammar and punctuation used in the manuscript, which is beyond the scope of these guidelines. The layout and format of published papers are unique to each publication. The style guidelines described here are based primarily on historical precedence, the technical and historical nature of the content, and the small-sized format of the *AWA Review*.

A separate list of common errors in grammar and punctuation will be provided to all authors when they submit an abstract of proposed work. While the corrections for these common errors are often the same for most style manuals, the 16th edition of the venerable *Chicago Manual of Style* published by the University of Chicago Press in 2010 will be used as a guideline for editing papers in the 2017 *AWA Review*.

We emphasize once again that authors with an interesting story should not be discouraged by a lack of writing experience or lack of knowledge of writing styles. **The *AWA Review* will accept manuscripts in any clearly prepared writing style. The editor and reviewers will help inexperienced authors with paper organization, writing style, editing, reference citations and improving image quality.** However, we encourage authors who chose their own style to submit their papers well before March 1 so the editor can give it the necessary attention.

Manuscript Layout: The preferred software for producing the manuscript is Microsoft Word using Times New Roman with 12-point fonts. Margins should be 1” on all sides. Italics should not be used for the general narrative or quoted material. Italics should be reserved for magazine and book titles, vehicle names (e.g., ships), words in a foreign language, certain mathematical constants, etc. The lines of text should be single-spaced, and paragraphs should be separated by a double space. Do not indent the first line of any paragraph. All pages should be numbered to facilitate correspondence between and among the editor, authors, and reviewers.

Headings: The manuscript should be divided appropriately into headings for main sections and subsections by using short descriptive titles indicative of the text that follows. The section and subsection titles respectively should be logically consistent. Text in the main sections should be distributed evenly; short sections of one or two paragraphs should be avoided. A double space should separate the last paragraph of a section from the title of the next section, but no double space should appear after a title or subtitle and the first paragraph of that section.

The fonts for sections and subsections should be distinctly different so the reader can easily distinguish between the two. All section headings must be in bold font. Please capitalize all letters for main sections using a 12-point font. Capitalize only the first letter of each word in subsection titles using the same 12-point font. A third tier of headings should be avoided, if possible, but if necessary, please use the same style as the second tier but with italics. The third tier title can be placed above the paragraph or in the first sentence of the paragraph as shown below.

Examples of Section, Subsection and Third-Tier Headings

MAIN HEADING

Text text text text text...

Subheading

Text text text text text...

Third Tier Heading

Text text text text text...

Or:

Third Tier Heading: Text text text text text

Figures: Figures for the *AWA Review* are just as important as the text, and therefore they must be submitted with the manuscript. Articles appearing in past issues of the *AWA Review* typically have, on average, one or two figures per journal page. Figures should be submitted as JPG or TIFF files with a resolution of at least 300 dpi *at the size they will be printed*. (To calculate the size in which an image can be printed, divide the number of pixels in the image by 300; for example, the largest size a 600 x 300 pixel image can be printed is 2" x 1.") A single column in the *AWA Review* is 2.22" wide, and the width of both columns is 4.625." A resolution of less than 200 dpi produces a poor image in print and **images at 72 to 96 dpi are noticeably blurred in print and will be rejected unless there is an overwhelming historical reason to include them**. In cases where low-resolution images are the only ones available, the author should contact the editor for guidance.

At present, there are a limited number of pages that will appear in color each year. Nevertheless, authors should submit all images in color whenever color images exist. Your article may be one of the few articles that are selected for printing in color each year. While color images will be retained in all draft copies throughout the editing process, authors should understand that their article may not appear in color in the *Review*.

The type and quality of figures are also important. There are some figure types that are best left out of the *AWA Review*. For example, schematic diagrams should be avoided unless they are specifically important to the substance of the article. Most schematic diagrams do not show up well across the 4.625" width of two columns and will need to be turned sideways, taking up a whole page. Furthermore, schematic diagrams are not of general interest to the audience unless there is a specific point to be made requiring such a schematic. Authors should either isolate portions of the diagram of interest or better yet, use simplified diagrams that will be better understood by a wider audience. Another example of a figure to avoid is one created on graph paper with numerous lines that mask the content. Such figures are often difficult to read, do not show up well in print, and are difficult to improve by processing. Also, avoid figures with print so small that it will not be legible in the small format of the *Review*.

The editor will assist authors in preparing images for publication by checking color balance and contrast, and will also resize and crop the images appropriately for the best fit in the small-size format of the *Review*. Photographs taken by the author should be arranged to focus on the important parts of the image and minimize distractions by using background paper. The editor will also touch up images to remove blemishes when deemed necessary.

File Names for Figures: Please use file names for figures that include both the figure number and several descriptive words. Be sure to use the abbreviation "Fig." followed by a space and the short descriptive words, such as: **Fig. 1. Radio Tuska.jpg**. The reason for supplying several words in the file name in addition to the figure number is to minimize the potential for a duplication of file names among authors, which can confuse the publishing software when individual articles are integrated into a single document. The software used with the *Review* has been known to select figures from the wrong article when two different articles have figures with identical file names, such as "Fig. 1." The descriptive words also help the editor determine if the figure is consistent with the caption.

Figure Captions: All figures must be accompanied by figure captions. The figure captions must begin with the abbreviation "Fig." followed by the description and ending with an attribution of the source unless they belong to the author, in which case they may be labeled "Author's collection" or "Author's photo," or may be left unattributed. The attribution should be enclosed in parenthesis and added at the end of each caption without a period after the last parenthesis.

There must be sufficient information for the editor to locate the figure in the literature or on the Internet. If it is from the collection of a private individual, please supply the name, e.g., "(Collection of John Doe)" without a period. If the figure is from a journal or other publication, please supply the title, date, and page number. If it is from a book, please supply the author's name followed by an abbreviated book title, date, and page number. If it belongs to a museum or other institution, please include the name of the institution and the name of collection, if applicable. If it is from the Internet, please include a valid web address so that it can be checked if necessary.

Example of a Figure Caption

Fig. 1. These sketches of De Forest's successful wireless test across the city of Chicago published in July 1901 sparked the imagination of the public, helping to launch his career. (*Chicago Tribune*, July 20, 1901, p. 4)

Figure Call-outs: Identifying where figures are to be placed in the text is crucial. Figures may be placed by call-outs from the text, e.g., "(see Fig. 1)," or they may be placed in the article at locations of the author's choice without any call-outs from the text (referred to as "floating" figures). **Please use the abbreviation "Fig." for all call-outs from the text and in all figure captions.** Whichever method you select, you cannot mix the two. All figures must either be called out from the text or all figures must float. In the event you choose a floating format, you must still specify where you want the figures placed in the manuscript, for example, "(Place Fig. 3 here)." Alternatively, you can place the figure captions for the floating figures at the locations where you want the figures to be placed. In that case, separate the figure captions from the text by a single space above and below the caption. If you embed figure captions in the text for floating figures, you do not need to provide a separate file for figure captions.

Tables: As mentioned previously, tables created by the word processing software should be left embedded in the manuscript with an appropriate caption title at the top. Tables created in Word will be converted to a JPG format by the editor and provided to the author for approval.

Citations and Endnotes: Most of the articles appearing in the *AWA Review* have references and quoted material, both of which must be cited. There are many different formats for citing references, but one that allows mixing of endnotes and references is required for the *AWA Review*. The style that works best for the small 6" x 9" format of the *AWA Review* is one that uses numerical superscripts for citations in both the text and in the endnotes. The citations should be placed in the text using the Microsoft Office Word feature (or equivalent) that automatically numbers the call-outs in sequence in the text, and adds the corresponding references to the endnotes. This Word feature automatically tracks and renumbers the endnotes when endnotes are added, deleted, or moved—as they often are. Arabic numbers must be used, and the endnotes must appear in a ten-point font. A ten-point font for endnotes is standard with Word, but Arabic numbers must be selected as opposed to Roman numerals.

There are many different formats for citations in the endnotes, and it is not critical what format you use as long as you provide the necessary information and you are consistent. For journal articles, the **author's name should begin with the first name and/or initial(s) followed by the last name**. The name should be spelled the way it appears in the journal, although the initial(s) may be used in place of the first and middle names. The title of the journal follows the author's name. If there is no author identified, begin with the title; never use "Anonymous" or "Unknown" in place of an unknown author. The journal name should always appear in italics. The volume and issue numbers, date, and page follow. When citing volume and issue numbers, some authors use "vol." and "no." without caps. Also, some authors include only volume number or issue number, but not both. Both are preferred but not required.

Example of a Reference for an Article in a Journal

¹W. F. Fawcett, "Spanning the Pacific by Wireless Telegraphy," *American Inventor*, Vol. 10, No. 10, Apr. 1, 1903, pp. 185-6.

For books, the first entry is the author's name followed by the title in italics. The publisher, city of publication and date of publication are separated by commas and placed in parentheses. A comma between the single right-hand parenthesis and the page number, if any, is optional.

Example of a Reference for a Book

²Lee de Forest, *Father of Radio*, (Wilcox & Follett Co., Chicago, 1950) p. 34.

Citation Placement in the Text: The citation placement in the text for endnotes should be at a breakpoint in the sentence: after a comma, before a long dash, after a semicolon, or at the end of a sentence. At the end of a sentence, it should appear after the final period, question mark or exclamation, and it should also appear outside the last quotation mark if any. Never use more than one call-out number at the same point. If there are multiple references needed at one point, combine them under a single call-out number and separate them in the endnotes by a semicolon.

Examples of citation placements in the text

Citations in sentences with a comma,¹ with "quotation marks,"² or with a dash³—such as this—should be placed as it appears in this sentence,⁴ they can also be placed after a semicolon or at the end of the sentence.⁵

Repeated Citations

Many manuscripts use the same reference more than once. For economy of space, the detail required in the second and subsequent citations is significantly less than the first. Conventions using “op. cit.” and “loc. cit.” are outdated and have been replaced by using short versions of the reference using the author’s last name, a brief title, a page where appropriate, and perhaps a volume number or date in the case of a journal. The Latin “Ibid.” (short for *ibidem*, which means “in the same place”) is still used when a reference has been cited in the preceding endnote or footnote.

The rule of thumb for shortened citations is that the reader should be able to find the citation in the literature without having to go through the entire list of references to find the original citation. Examples of shortened citations and the use of “Ibid.” are shown below.

Examples of shortened citations and the use of Ibid.

¹T. M. Mayes, *Wireless Communications in the United States*, (The New England Wireless and Steam Museum, Inc., East Greenwich, RI, 1989).

²L. Austin, “Some Contact Rectifiers of Electric Currents,” *Bulletin of the Bureau of Standards*, Vol. 5, Aug. 1908, p. 138.

³Ibid., p. 142.

⁴Ibid.

⁵Mayes, *Wireless Communications*, pp. 10-11.

⁶Austin, *Bul. Bureau of Stds.*, Aug. 1908, p. 138.