Thank you for your interest in publishing in the Alabama Review. The following requirements, guidelines, and suggestions will help ensure that your manuscript receives every consideration by the editorial staff.

The Review publishes original scholarship concerning Alabama history. We do not accept submissions that have been previously published in any form, and we do not accept submissions that are currently under consideration for publication elsewhere. We will consider manuscripts that are part of a larger, future work, but only if the resulting article will appear before the larger work is published.

Technical Specifications

Manuscripts should be submitted electronically as an e-mail attachment to alabamareview@umobile.edu. The Alabama Review does not accept paper copies of manuscripts.

Submissions should be Microsoft Word accessible (preferably .doc or .docx). Please use standard 1” margins and 12-point font (preferably Times New Roman). Double-space all text, including excerpts and block quotes and notes. Footnotes are preferred, though endnotes are acceptable for the preliminary submission. If you would like to have images or illustrations considered as part of the submission, please include copies (rough copies are acceptable during the preliminary stage of consideration).

In addition to the manuscript, please attach a brief, 1-2 page CV.

Timeline for Publication

Once submitted, the editorial staff will read through the manuscript and decide whether or not to send it to outside readers. They will consider the submission blindly and report on its merits. The author will have an opportunity to read the reader reports and to make any required changes or amendments; in some cases, the revised manuscript will be sent to a reader as well. The editorial staff of the Alabama Review will then make a final decision on publication.

Please understand that the process of peer review can be time-consuming. The editorial staff will make every effort to communicate with you concerning the status of your manuscript, and should you have any questions or concerns, feel free to contact us directly.
Formatting Preferences

While the editorial staff does not expect submissions to be errorless, manuscripts that conform to the general guidelines of the journal help to expedite the review and publication process. The following notes are intended to help authors format submissions to fit more closely with the Review’s preferences. When in doubt, authors should consult the Chicago Manual of Style, 15th ed., for assistance with formatting, grammar, style, etc.

**General Formatting**

1. Double-space the entire manuscript—text, block quotations, notes, captions for illustrations, etc.

2. Use one-inch margins all around—top, bottom, left, and right.

3. Use left alignment throughout, not justified.

4. Place the title on the first page of article, but do not include the author’s name anywhere in the manuscript. The editorial staff will try to remove identifying information from the manuscript before it is sent to readers, but the author should strive to preserve anonymity.

5. Place page numbers at the bottom right of pages.

**Formatting the Text**

6. Use italics rather than underlining for titles.
   - The following word is not italicized: ibid.
   - The following word is italicized: [sic]

7. Use 12-point font for all text, block quotations, notes, and captions. We prefer Times New Roman.

8. Use square brackets “[ ]” to indicate missing or illegible words and interpolations or alterations within quotations. See Chicago Manual of Style, 15th ed., 6.104, 11.66-11.68.

9. Use quotation marks only to indicate direct quotations from sources. Do not use quotation marks for special emphasis.

10. Use single quotation marks only for quotations within quotations. Double quotation marks are appropriate in most cases.

11. Block quotations: Set off from text all quotations that consist of one hundred words or more and all quotations that consist of more than one paragraph. Indent the left margin of the block quotation an additional one-half inch.

12. Superscript note numbers in both the text and notes.
13. Use a single tab, not the auto-indent feature, at the beginning of each paragraph.

14. Do not use subheadings or extra spaces between paragraphs within the text.

15. Double-check all quotations for accuracy, including capitalization, spelling, punctuation, etc.

16. Consult the “Stylistic Preferences” for preferred style of capitalization, hyphenation, spelling, form, and usage.

 Formatting Notes and Sources

17. Do not include a bibliography.

18. Except as shown in examples below, style of notes should conform to the Chicago Manual of Style, 15th ed., chapters 16 and 17.

19. Where feasible, avoid multiple note references within one paragraph by grouping citations for the paragraph in one note. Do not, however, consolidate all citations for a paragraph if it sacrifices clarity of reference.

20. Do not use “ibid.” if more than one work is cited in the preceding note.

21. Provide only the place and date of publication (not publisher) when citing books. State names should be abbreviated according to the Chicago Manual of Style, 15th ed., 15.29. Do not use two-letter postal abbreviations for states (i.e., use “Ala.”, not “AL”).

22. Insure that citations from archival or manuscript sources conform to the preferred citation form of the repository. Authors should contact the reference staff of the repository that holds the cited records or papers and confirm that the citation form is acceptable.

23. The following are pertinent examples of citations of secondary sources:

1 Peggy K. Liss, Atlantic Empires: The Network of Trade and Revolution, 1713-1826 (Baltimore, 1982), 66.
3 Liss, Atlantic Empires, 85-97.
5 Ibid.

24. The following are pertinent examples of citations of primary sources:

16 William B. Bankhead to Tallulah Bankhead, February 19, 1918, Tallulah Bankhead Papers, LPR 45 (hereafter cited as TB Papers), Alabama Department of Archives and History, Montgomery.
17 Ivan Abramson to TB, May 21, 1918, TB Papers.
18 E. D. Strunk to D. Ullmann, March 5, 1864, Series 159, Generals' Papers and Books, Records Relating to Wars, Adjutant General's Office, Record Group 94 (hereafter cited as RG 94), National Archives and Records Administration, Washington, D.C.
19 U.S. Census, 1880, National Archives Microfilm Publication T9, reel 13, Alabama, Franklin County, Russellville, p. 37.
Stylistic Guidelines

The following, while not comprehensive, is an extensive, alphabetized list of the stylistic guidelines and preferences utilized by the editorial staff of the Alabama Review. Authors should strive to adopt these guidelines where appropriate.

historian
act/Act (Restrictive Act of 1832, but 1832 act)
African American (no hyphen in any case), NOT negro. Black is also acceptable.
Alabamians
a.m./p.m.
amendment, but Twenty-fourth Amendment
American Party
Anglo-American
antebellum (lower case)
anti-abolitionist
antislavery
army
army reserve corps
Auburn University at Montgomery

Battle of Gettysburg, Battle of the Bulge
Bible Belt
Big Mules
Birmingham District; the District
Black Belt (adj.: Black-Belt industry)
Black Power movement, but black power
Bourbons

circa abbreviated as “ca.,” not “c.”
Cahaba (for town, add parenthetical statement to first mention “originally spelled Cahawba”) 
Cahaba River
carpetbagger
chapter abbreviated as “ch.”
Civil Rights movement
Cold War
Communist Party; the party
Confederate Army, Confederacy
Confederate states, the
"X" Congressional District
Congress (capitalize), but congressman (lowercase)
convict lease system

dates:
use month, day, year form (i.e., October 22, 1948) in headline, use all numbers for a spread of years. i.e. 1933-1940
for a questionable date, use a question mark (i.e. 1868?-1941)
de Soto, Hernando (for last name only, use “de Soto,” not “Soto”)
Deep South (caps.)
Democratic Party; the party
the depression (but the Great Depression)
DuBois, W. E. B.
Du Bois’s

Eastern Hemisphere
ex-Confederate

federal government
Federals, Federal troops
fire eater as a noun; fire-eater as an adjective

GI (government issue)
Gilded Age
the Great Depression
Gulf South
grass roots; grass-roots system

HarperCollins

Ibid., ibid. (no italics, include period)

Jr. – do not set off with comma: Martin Luther King Jr. spoke.

Know-Nothing Party

laypeople
Lee's army
the Lost Cause
Louisianans (not Louisianians)
Lower Creeks (noun); Lower Creek (adj.)
Lower South (caps.)

master’s degree
Middle Passage
military grades: abbreviate with full name, but do not abbreviate with surname only; for example, Maj. Edward Nicholls, but Major Nicholls
military regiments: Eleventh Alabama, 137th Alabama. Spell out numbers under 100.
Montgomery bus boycott

Native Americans, Native American (adj.)
New South
New South Creed
nicknames: Charlotte “Lottie” Barnes
non-slaveholding
non-southerner
north Alabama
northern, northerner (lowercase)
numbers: do not superscript ordinal suffixes (i.e., 137th, NOT 137th) – this also applies to military regiments, i.e. the Fifteenth Alabama

Old South
Old Southwest (caps.)

passim (do not italicize)
postbellum (no hyphen)
pre-World War I
Progressive movement
Prohibition movement

radical Republicans; radicals
radical Reconstruction
Reconstruction, Reconstruction Era
redeemers
reenslave
Republican Party; the party
the reverend; the Reverend William Kimbrell

[sic]
“the sectional crisis” is an acceptable term for the Civil War
the School of Education, the school
“she” and “her” are appropriate only when referring to women. Use “it” for boats and for the state of Alabama.
slave owner, but slaveholder
Social Darwinism
the South
south Alabama
the Southeast, but southeastern
Southern Tenant Farmers' Union
southern, southerner (lowercase)
Sr. – do not set off with coma (i.e.: Ben Davis Sr.)
states' rights; states’-rights (adj.)

theater of war
Third World
traveled
Tuskegee Institute (in note: Tuskegee Normal and Industrial Institute, founded July 4, 1881. The school became Tuskegee University in 1985. Source: http://www.tuskegee.edu.)
Union Army
Unionism, Unionists
The University of Alabama
The University of Alabama at Birmingham
The University of Alabama in Huntsville
Upper Creeks (noun); Upper Creek (adj.)
Upper South
U.S. Army, U.S. Navy, Confederate Army (but the army, the navy, Lee's army)
U.S. Supreme Court

vice president

Western civilization
Western Hemisphere
Wind Clan
Woman's Christian Temperance Union
woman suffrage
Wiregrass