

**STYLE SHEET
FOR THE JOURNAL OF CARIBBEAN HISTORY**

Articles and book reviews (both text and notes) should be typed, double-spaced. Quotations should be in double inverted commas (quotations within quotations in single inverted commas). Contributors are required to submit both ENDNOTES (not footnotes) and a list of REFERENCES. In text citation of references is not used in articles published in the JCH.

The endnote format included in most word-processing software must not be used. Instead, note numbers in the text should be generated manually, using superscript (i.e., as on a regular typewriter) in the text and ordinary script in the notes at the end of the text. Ensure that note numbers do not change automatically when notes are added or deleted. Use only abbreviated references in the endnotes (e.g., Smith, 44). Where more than one work by the same author is used a short title of the particular work should be included in the citation (e.g., Smith, *Caribbean Approaches*, 44). Archival sources and other references to depositories should carry the reference to the depository first – e.g., British National Archives, CO 111/46, Bathurst to Beard, 12 June 1818.

A full list of references for all articles and books should be placed after the endnotes. As far as possible, citations of books should be as follows: surname(s) of author(s), other names, title of book or article, place of publication, publisher, and date of publication. Articles should be cited as follows: surname(s) of author(s), other names, title of article (in double inverted commas), title of journal (in italic), volume, number, date and pagination. Internet references should be done as far as possible in the same way, but the URL (source site) should also be included.

Please note the examples below.

For single or double authored texts:

James, Evelyn, Jane Griffith and William Caines. *Humans in Society*. Kingston: People's Press, 2000.

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For book chapters:

Smith, Joseph. "The Volume of the Slave Trade". In *The Chains of Slavery*, edited by John Goddard, 416–30. Kingston: People's Press, 1998.

For articles:

Frank, Betty. "If We Could Know the Truth". *History in the Making* 34, no. 72 (2009): 63–90.

For Internet sources:

Zobel, Gibby. "Brazil's Slave Descendants Seek Justice", 28 November 2005.

[http://www.assatashakur.org/forum/afrikan-world-news/13450-brazils-slave-descendants-
seekjustice.html](http://www.assatashakur.org/forum/afrikan-world-news/13450-brazils-slave-descendants-seekjustice.html) (Accessed 20 January 2009).

Do not use your computer software to generate tables. Type the tables as if you were using a regular typewriter and use spaces created by the space bar rather than by indents or tabs. Otherwise, wherever possible, use the default settings in your software (for tabs, margins, and so on). Avoid the use of such computer codes as First Line Indent, Widow/Orphan, Conditional End of Page, and Block Protect. Failure to follow the correct format for presentation of the article could lead to delay in its publication.

Any artwork to be included in an article must be submitted as individual high-resolution TIF or JPEG files. Contributors are responsible for securing permission to reproduce material.

Contributors should submit their articles as an e-mail attachment in Microsoft Word to kathleen.monteith@uwimona.edu.jm. Two hard copies should also be sent to the address mentioned below.

Contributors should send with each article a brief abstract (not more than 100 words) of its content.

They should also **submit a short note about themselves, including**

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any academic or institutional affiliation.

All articles and correspondence with the editor should be addressed to Dr Kathleen Monteith, Journal of Caribbean History, Department of History and Archaeology, University of the West Indies, Mona, Kingston 7, Jamaica.

Books for review should be sent to: Dr. Kathleen Monteith, Journal of Caribbean History, Department of History and Archaeology, University of the West Indies, Mona, Kingston 7, Jamaica.