

Guidelines and Style Sheet  
Source Submission, English Manuscript  
*The New American Antiquarian*

**Content Guidelines**

- Source submissions to NAA should consist of several separate files. The first is the transcribed text of the source itself. Secondly, authors should submit an introduction to the source that aids interpretation. NAA appreciates that introductory information will be limited for certain sources, but expects authors to present all known bibliographic, provenance, and catalog data pertaining to the source. This introduction should also, to the greatest extent that is both possible and preferred by the author, contextualize the source and its creator(s), presuming little prior familiarity from readers, and explain the reception of the source by others as well as its historical significance. Thirdly, authors should submit a short abstract (300 words or less) summarizing the source and introduction. Formatting and stylistic guidelines below apply to all of these files.

**English Manuscript Transcription Guidelines**

- Authors should submit diplomatic transcriptions (i.e., transcripts that exactly render the text as it appears in manuscript form). Thus, transcripts should retain all original spellings, punctuation, and abbreviations.
- Authors should make every effort to shoot or otherwise secure digital photographs of the manuscripts from which transcripts derive. These photographs should be submitted among the other types of files detailed above.
- If a submission is accepted, the editors will work with authors to critically edit the transcript into a selectively normalized (i.e., semi-diplomatic) edition. In certain cases, diplomatic and semi-diplomatic versions will be published in parallel text.
- Transcripts should contain original pagination or foliation inserted in brackets throughout. Original paragraphing should be retained whenever feasible.

**Formatting**

- Use Times New Roman, 12-point type, double-spaced with one-inch margins throughout, in ".docx" file format.
- Paginate with Arabic numbers in the upper right-hand corner throughout.
- Use endnotes rather than footnotes (publications will appear with footnotes, but this assists our editing).

**Style**

- Generally, defer to the Chicago Manual of Style (17th ed.) for citation and grammatical concerns, and to the Merriam-Webster Dictionary for standard American English spellings.