Papers of the Bibliographical Society of America

Style Sheet for Contributors

MANUSCRIPT FORMAT. PBSA is composed by the University of Chicago Press. Proper formatting of your manuscript will speed up the production process and reduce the occurrence of errors. We request that all manuscript be submitted as Microsoft Word documents (either *.doc or *.docx) and formatted with the following conventions:

– 12 pt. Times New Roman typeface
– 1-inch margins on all sides
– 1.5 lines spacing for text and footnotes
– No headers or footers other than pagination
– Footnotes rather than endnotes
– All footnote superscript referents using arabic numerals
– US spelling and punctuation throughout

FIGURES. Do not embed figures in the body of your text. Instead, include each figure as a separate document or file using a naming convention that identifies its contents. Include all captions in a separate list at the end of the main manuscript. When designing tables or other figures, please be aware that the PBSA textblock is proportioned 1:1.5 (6 x 9 inches).

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Proprietary Special Characters and Autocorrect Errors. Please use “smart quotes” throughout (curled left and right double quotes). However, if Word automatically inserts the ellipsis character, please replace it with a sequence of discreet spaces and periods. Thus “The scribe erred . . . and produced variants,” not “The scribe erred ... and produced variants.” Avoid fraction special characters, i.e. “1/2” not “½.” CMS does not call for superscripts with ordinal numbers “1st” not “1st.”

Styles. Do not use Word style formatting for features like bulleted or numbered lists, headings, tables, block quotes, etc. Please do not use any kind of automatic bibliographic feature, including Word and Zotero (the resulting footnotes contain binary aberrations).

URLs. Include links as plain text, and remove any automatic hyperlinking, including email addresses. Thus http://www.bibsocamer.org, not http://www.bibsocamer.org.
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*Documentation* (CMS chapt. 14). *PBSA* prefers footnotes to in-line citations. We ask that authors try to reserve footnotes for citation documentation and short elaborations and that they refrain from including footnoted lists of further sources that do not directly address the cited passage. Note in particular: 14.69, elements to include in a book citation; 14.133–53, facts of publication; 14.171, elements to include in a periodical citation.

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- Types of books as one word, when the second word is “book”: hymnbook, newsbooks, partbook, playbook, promptbook.
- We also do not capitalize formats: quarto, octavo, duodecimo.

Any questions regarding the style features of *PBSA* should be addressed to the editor (David L. Gants, editor.pbsa@bibsocamer.org) or the managing editor (Meaghan J. Brown, meaghan.j.brown@gmail.com).