

The Covered Wagon Formatting Guidelines

The editorial commission follows the Chicago Manual of Style when editing articles and stories for *The Covered Wagon*. We suggest authors use:
<https://owl.english.purdue.edu/owl/resource/717/01/>
to reference the Chicago Style about questions concerning proper formatting. Use the column on the left to maneuver through the website.

Text:

- Write your article or story as a narrative.
- Make your title brief and succinct. Long titles will be shortened for page space.
- Use 12-point, Times New Roman font.
- One inch margins on all four sides; no headers or footers.
- Use a single hyphen (-) to indicate a hyphen, e.g. good-natured; type a double hyphen (--) to indicate a dash, e.g. The ants -- all 12 of them -- marched up the wall. Depending on your Word settings, the software may automatically change a -- to a –.
- Double space between lines.
- Spell out numbers between one and nine; use numerals for numbers 10 and higher.
- Use only one space after end-of-sentence periods.
- Use *italics* for emphasis. No bold or underlined text.
- Documents are to be *no more* than 15 pages, inclusive of endnotes and sources.

Photographs:

- Indicate placement of photographs in text with *Insert Photo 1(or 2 or 3) Here*.
- Digital copies of the photographs are preferred. The Society can scan quality printed photographs if necessary. Images of low quality cannot be used because they do not reproduce well in printed form.
- Authors are responsible for obtaining permission to use copyrighted photographs. The Society assumes the author has permission to reproduce all photographs submitted with the article.
- Captions are to include *only*:
 - Identity of people, event, and/or place
 - Date of photograph
 - Source attribution and/or credit line.

Example: Lorem ipsum dolor sit amet, consectetur, c. 1082. Courtesy of Author's Name.

- Superfluous information in a caption will be removed by the editors.

Quotations:

- Quotations of five lines or 100 words or more are to be separated from main text by one line space and indented five spaces each from left margin and right margin as a block. Do not indent first sentence of paragraphs; double space between paragraphs.

Example:

 Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

 Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

 Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

- Double-check your typing of quotations to ensure an *exact match* with the original. Errors, inconsistencies, misspellings, and the like *in the original* should be noted in your article with a *[sic]* after the error. This informs the editors that the error is not from you, and that no correction is needed.
- No author commentary or remarks within a quotation. If inserting a word for clarification, surround the word with brackets [].

Endnotes and sources:

- All cited material must be attributed to a source using endnotes at the end of the article rather than footnotes. Endnote formatting follows the guidelines for footnote formatting in the reference guide. A review of the owl.english.purdue website listed on page one will illustrate the information included within an endnote.
- List bibliography information as additional source material.
- Use 1.5 line spacing for endnotes.
- Double space between endnotes.

Available online is a program that will format your reference based on the information you enter.

This program is found at:

<http://www.citationmachine.net/chicago/>

Select the type of reference, such as book, magazine, newspaper, and then follow the instructions to enter your data.