

# *The Northern Mariner/Le marin du nord*

## **Style guidelines**

*The Northern Mariner/Le marin du nord* is a fully-refereed, quarterly journal concerned principally with the maritime history of the oceans, seas, lakes and inland waterways of the northern hemisphere and the societies on their littorals. It aims to publish essays in all segments of maritime studies, broadly defined. While the emphasis is historical, TNM/LMN welcomes essays from a variety of disciplines. Articles may be in either English or French. All essays are evaluated by the editors and at least two additional readers. TNM/LMN endeavours to provide contributors with a decision on publication within six weeks to two months of the date of receipt of submission.

To assist authors in preparing essays for TNM/LMN, below we provide the following suggestions :

1. TNM/LMN prefers that manuscripts (MSS) be submitted digitally (attachment to e-mail, diskette, CD-ROM) in **Rich Text Format**. OpenOffice, Corel/WordPerfect and Microsoft Word formatting are normally acceptable. If using Microsoft Word, do **not** use .docx formats – please "save file" to Word 2003 or earlier format. If unsure about compatibility, please e-mail the [Executive Editor](#). If a manuscript is submitted on disk or CD-ROM, please include full compilation information on the package.

2. If the manuscript is not in digital format, please submit three copies to the [Editorial Office](#).

3. Manuscripts shall be prepared using double-spacing throughout; line breaks and carriage returns shall be used at paragraph ends only. Footnotes or endnotes may be used, although final annotation placement will be at the discretion of the Editors.

**IMPORTANT:** Do **not** use tabs either at paragraph beginnings or, more specifically, in tables.

**TABLES:** shall be supplied as separate documents, with a "place holder" e.g. "[Insert Table 1 here]" at the appropriate point in the MSS.

4. Authors are also required to provide an abstract or précis of their article not exceeding 100 words that can be translated into the language in which the article is not written. The editorial staff will do the translation for the author, if necessary.

5. If graphics or photographs are included, the requirements are either:

- a. digital reproductions in TIFF or minimally compressed JPEG format with a minimum lesser (width or height) dimension of 1,800 pixels (6 inches at 300 dpi) in greyscale, or

- b. originals, or
- c. good quality reproductions may be acceptable – if in doubt, consult the [.Executive Editor](#)
- d. Images obtained from the internet are rarely acceptable (specialized image repositories at major archival institutions being the rare exception.)
- e. **IMPORTANT:** Do **not** "embed" images in your MSS. They must be sent as separate files and your MSS should contain suitable "place holders" e.g. "[Insert Image 1 here]".

All graphics and photographs must be clearly accompanied by a full citation of provenance; hardcopy captions and provenance should be labelled on the reverse side. Permission to reproduce materials which are copyrighted or under similar restrictions must be obtained by the author, who is also responsible for any associated fees. Similarly, all costs of reproducing graphics and photographs for submission are the responsibility of the author.

6. Express numbers in words if less than one hundred (e.g., seven, eighty-one), otherwise use arabic numerals (e.g., 100, 789). Percent is written as one word. If percentages are in whole numbers, write out the number and percent; if decimals are used, use arabic numbers and a percentage sign (e.g., 98.1%).

7. Dates should always be in the standard Canadian style, viz. 29 August 1774. If required, state calendar usage (Julian, Gregorian, other).

8. Abbreviations and contractions should be avoided where possible. If an abbreviation is used, it must be cited in full at its first use, e.g. Canadian Nautical Research Society (C.N.R.S.) and subsequent use should include the periods/full stops. The sole exception is geographic locations, which should be abbreviated in CAPS without a period, e.g., MA for Massachusetts.

9. If a ship name is used, it should be italicized.

10. TNM/LMN follows standard, "short" humanities footnoting rules. While our idiosyncrasies are minor, a few guidelines may be helpful:

- Books: Chester G. Starr, *The Influence of Sea Power on Ancient History* (Cambridge, 1989), 144-177. (N.B.: Books require place and date of publication, but not the name of the publisher.)

- Articles: John McDonald and Ralph Shlomowitz, "The Cost of Shipping Convicts to Australia," *International Journal of Maritime History*, II, No. 2 (December 1990), 4-6. (N.B.: Volume numbers should be expressed in roman numerals. The number within a volume is optional. Do not use p. or pp. designations.)

- Theses: Stephanie Jones, "A Maritime History of the Port of Whitby, 1700- 1914" (Unpublished Ph.D. thesis, University of London, 1982), 238-262.

- Documents: Municipal Archives of Amsterdam, Notarial Archives, 63/63, 25 November 1593. (N.B.: The general order is: archive, collection,

reference number, date. Normally, we do not require page references for archival material unless it is part of the reference number.)

- Newspapers: The Times (London), 23 July 1854. (N.B.: The title should appear as on the masthead. If the city is not part of the title, place it in parentheses. We do not need page or column numbers.)

11. If an essay is accepted, the author will be asked to sign a permission to publish form. Once the article has been typeset, authors will be given the opportunity to proof-read it. Failure to return the copy within a specified time period may result in cancellation of the publication agreement. Upon publication each author is entitled to fifteen free offprints of his or her article. Additional copies, which must be requested at the time the proofs are returned, may be ordered at cost.

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