



STYLE SHEET

The Bulletin of the Fort Ticonderoga Museum

The present document includes details that pertain specifically to conference papers for Fort Ticonderoga's Artillery Symposium, followed by some details that apply to all journal publications.

Fort Ticonderoga follows the *Chicago Manual of Style*, (16th Edition, 2010)

Please feel free to contact us if you have any questions.

Body of Text

Specific Requirement and Formatting

- Word count: 4,000-8,000.
- Number of images: 10 maximum (there may be the opportunity to print some in color).
- Please refer to “Fort Ticonderoga’s Collections Policy” for details about permissions for our collections.
- Submit final proposal as a Word Document (see “File Naming and Format” for more details).
- 1” margins all around.
- Double-spaced. No additional spaces between paragraphs.
- All text, notes, and references left justified, flush left.
- Turn off auto-hyphenation.
- Font = Times New Roman.
- Font size = 12 pt.
- Use italics rather than underlining. Do not italicize punctuation that comes just before or after the italicized word or words.
- Use tabs at the beginning of paragraphs rather than the ruler function.

Guidelines

- Articles should be written in English.
- Articles contain endnotes.
- Due to printing costs, we have limited ability to produce color images. Articles should contain no more than ten images; please indicate up to two images to be printed in color if desired.

Endnotes

- Numbered consecutively using superscript numbers
- Endnote text should be 8 pt.

Punctuation

- Space after full stops (periods): one space. Not two.
- Serial commas (i.e. a, b, and c; a, b, or c) not (a, b and c; a, b or c).
- Follow American punctuation, not British: “quote ‘within’ quote” not ‘quote “within” quote’.
- Use the long em dash without spaces between words—as we are doing here—and not the en dash.
- Use the (shorter) en dashes with inclusive numbers such as dates (1793-1804; 1830-1852) and pages (101-152).
- Use long form when including date and/or page ranges. Write out full date range (1771–1789; and page numbers 106-114) not (1771-89; or 106-14).
- Word as Word: Use quotation marks, not italic: They define “causality” differently.

Paratext for articles

- When submitting your article, please present your elements in the following order, each on a new line and without blank spaces between them except for the space between the last element and first line of text: title, author’s name, abstract, epigraph if any, first line of text. Immediately following the end of your article, indicate your department and institutional affiliation.

Preferences

- Spell numbers out if under 20.
- When mentioning chapters spell out numbers (i.e. chapter one). No numbers and no capitalization except at the start of a sentence.
- Remain consistent when including centuries: “In the seventeenth century...” or “In the 17th century...”

Pictures

Images

- Authors should abbreviate figure when using in-text references.

Example:

This English iron gun is also marked with a broad arrow, a symbol used since the mid-seventeenth century. (fig. 1).

- Image format should be JPEG.
- Images should be at least 6x9 inches at 300 dpi.
- Providing graphics at a lower resolution than required, or at a size less than 100% of final, will result in jagged lines, pixilated type, and an unacceptable final image.
- Image orientation should be the same as intended for publication.
- The author is responsible for obtaining permission to reprint the images.
- Be consistent with caption display choices throughout your paper.

- For each JPEG have “Fig. 1” etc. in the name of the JPEG.

Captions

Guidelines for image captions

- An illustration number should be separated from the caption by a period and space.

Example:

fig. 1. Henry Rudyard, *View of the Fort...*

fig. 2. Powder horn, 1761, iron and ox horn...

fig. 3. Detail of a brass-mounted powder horn in the *Camp of the Royal Roussillon Regiment...*

- Include image description followed by citation (including artist's name, title of work/object [italicized], date, medium, and the institution which houses the work).
- Be sure to include the publication for an image in print or the URL and date accessed if your source is online.

Some examples:

1. To cite an original work of visual art (a lithograph, painting, photograph, sculpture, etc.) in an institution such as a museum or in a private collection, follow this format:

fig. 1. Thomas Cole, *Gelyna*, 1889, oil on canvas, Fort Ticonderoga Museum, Ticonderoga, New York.

2. To cite an image in print, include the publisher (or seller for older books):

fig. 2. A 30-round *demi-giberne*, M. de la Porterie, *Institutions Militaires pour la Cavalerie et les Dragons*, Paris: Chez Guillyn, 1754, Fort Ticonderoga Museum, Ticonderoga, New York

3. Image downloaded from a website:

fig. 3. Detail of a brass-mounted powder horn above a grenadier's cartridge box in the *Camp of the Royal Roussillon Regiment*, 1748, oil on canvas, Fort Ticonderoga Museum, Ticonderoga, New York From: Fort Ticonderoga Museum, Accessed June 9, 2017, <http://www.fortticonderoga.org>

4. Citing images of cannon

fig. 4. John Fuller, England, *Borgard Pattern iron 6-pounder*, 1716-1725, Fort Ticonderoga Museum, Ticonderoga, New York

Fonts for Captions

- Font: Calibri
- Font Size: 8 pt minimum

Saving and Submitting

File Naming and Formatting

- Captions should be typed out on a separate sheet and labeled according to their corresponding image.
- Black & white images can be submitted as such and do not need to be changed to color images. Color images can remain in color for submission (see file naming below).
- Images should be saved as JPEG and the file name should be the figure number and a brief descriptor.

Example:

fig_2.jpegPowderHorn

- Authors should label the two images they want published in color: fig_3_color.jpeg.

Translations and Foreign Terms

Foreign terms in text

- Isolated foreign words and phrases that are not quotations should be set in italics.
- If a foreign word is well known in the English language, it does not need to be in italics.

Examples: *carpe diem*, *coup de main*, *blitzkrieg*

- The foreign word or phrase is in italics, followed by its translation in parentheses (a gloss). Foreign words provided in parenthesis for English words follow the same rules.

Examples: The word she wanted was *pécher* (to sin), not *pêcher* (to fish).

German has two terms for eating—one for the way humans eat (*essen*) and another for the way animals eat (*fressen*). (cf. *Chicago Manual of Style*, 16th Edition)

Translations of text (see addendum for specific French rules)

- Foreign to English: A line from Goethe, “Wer nie sein Brot mit Tränen aß” (Who never ate his bread with tears), comes to mind.
- English to foreign: The understanding “determines inner sense . . . to inner intuition” (bestimmt darin jederzeit den inneren Sinn . . . zur inneren Anschauung), according to Kant.
- Punctuation: If you insert a translation into the quote, use square brackets []. If you add it after the quote, outside the quotation marks, use parentheses ().

Addendum to Translation of text: Capitalization in French titles and names

Capitalization in French titles

Fort Ticonderoga follows standard French rules governing capitalization in titles, which we summarize as follows:

1. If the title does not begin with a definite article, only the first word is capitalized.
Examples: *Autant en emporte le vent; Chansons des rues et des bois; Une saison en enfer; Œuvres complètes*
2. If the title does begin with a definite article, usually the definite article and the first noun are capitalized.
Examples: *Le Collier de griffes; Les Filles du feu; Les Paradis artificiels*

Exceptions to this rule are...

- 2a. ... in titles that are a stand-alone phrase.
Examples: *La guerre de Troie n'aura pas lieu**; *Les dieux ont soif; Le roi s'amuse*
* N.B. “*Troïe*” is capitalized because it is a proper noun.
- 2b. ... in titles of specialized works (of erudition or of a technical nature, etc.).
Examples: *Le problème du devenir et la notion de matière dans la philosophie grecque; La naissance de la philosophie française*
3. Several elements should be capitalized in the following two cases:
 - 3a. Capitalize each parallel or opposing term in a title containing a comparison or a contrast.
Examples: *La Belle et la Bête; Le Diable et le Bon Dieu; Dom Juan ou le Festin de pierre*
 - 3b. Capitalize any preceding adjectives and adverbs before the first noun.
Examples: *Les Plus Belles Années de notre vie; Le Dernier Jour d'un condamné; La Nouvelle Revue française* (but *Les Liaisons dangereuses* and *Le Jour le plus long*)

Regarding subtitles, alternative titles, and related punctuation in titles

4. To mark the break between title and subtitle, please use a colon (without a space before it), not a period. Note that the introduction of a colon in a title changes nothing in the rules of capitalization. After a colon, only proper nouns may be capitalized.
Example: *Voix poétique, voie publique: le boulevard et Baudelaire*
- 4a. For alternative titles (often introduced by “ou”), rules of capitalization apply to both parts of the title.
Examples: *Le Barbier de Séville ou la Précaution inutile; Candide ou l'Optimisme; Émile, ou De l'éducation*

French names

1. The particles *de* and *d'* are lowercased (except at the beginning of a sentence). When the last name is used alone, *de* (but not *d'*) is often dropped. Its occasional retention, in *de Gaulle*, for example, is suggested by tradition rather than logic. (When a name begins with closed-up *de*, such as *Debussy*, the *d* is always capitalized.)

Jean d’Alembert; d’Alembert
Alfred de Musset; Musset
Alexis de Tocqueville; Tocqueville

but

Charles de Gaulle; de Gaulle

2. When *de la* precedes a name, *la* is usually capitalized and is always retained when the last name is used alone. The contraction *du* is usually lowercased in a full name but is retained and capitalized when the last name is used alone. (When a name begins with closed-up *Du*, such as *Dupont*, the *d* is always capitalized.)

Jean de La Fontaine; La Fontaine

René-Robert Cavelier de La Salle; La Salle

Philippe du Puy de Clinchamps; Du Puy de Clinchamps

3. When the article *le* accompanies a name, it is capitalized with or without the first name.

Gustave Le Bon; Le Bon

4. Initials standing for a hyphenated given name should also be hyphenated.

Jean-Paul Sartre; J.-P. Sartre; Sartre

***Since there is considerable variation in French usage, the guidelines and examples above merely represent the most common forms (cf. *Chicago Manual of Style*, 16th Edition)